

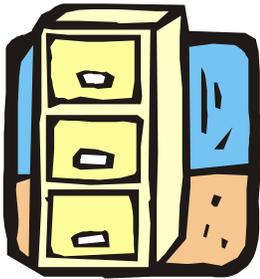
Protect



Yourself

Against Office Theft

Almost any crime that can happen at home, or in your neighborhood, can happen in the workplace. Common sense theft prevention skills can help make life at work safe. Following the tips below can help prevent you from becoming a victim of office theft.



- Lock valuables in a filing cabinet or desk and keep the key on your person.
- Lock your door when leaving your office unattended.
- Make a record for cameras, computers and other electronic equipment including make, model, and serial number.
- Keep the bag for your laptop computer out of sight.

- Challenge office strangers by asking for identification or their purpose.
- Never leave your wallet or purse unattended.
- Bring to work only small amounts of cash and those credit cards you plan to use.
- Never attach a name tag to your key chain.



- Be alert and observant.
- Notify the Ohio State Highway Patrol at 1-877-7-PATROL if you suspect a theft or thief in your office. The Highway Patrol investigates criminal activity on state owned and leased property.



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