



TWO STRONG BRANDS, ONE GREAT COMPANY.



Office Theft Prevention: “Office Creeper” Incidents on the Rise

The back door to a building was propped open so that the smokers could slip in and out. A “delivery person” walked in that door around lunch time with a large box. He then went cubicle to cubicle loading up laptops until his box was full, walked out the front door of the building, and the receptionist held the door for him.

This theft is the work of a criminal called the “office creeper.” Dressed to fit into the hustle and bustle of busy workplaces, they hide in plain sight and can cost a business an average of \$60,000 each year. That cost can rise quickly based on intellectual property loss. According to the FBI, less than 2% of the lost or stolen laptops are ever recovered.

To prevent office creepers, take steps such as:

- Encourage individuals to know co-workers and other occupants.
- If someone wanders halls or casually roams, ask “May I help you find someone?”
- Watch out for “head poppers” who open the wrong doors and pretend to be looking for a specific office or person. If they act nervous or head immediately for the exit, remember their description, and call security.
- If visitors must wear a badge, notify security about someone without proper identification.
- Separate personal and office keys to minimize damage if stolen.
- Keep coat racks far from doorways to stymie thieves from easy snatching.
- For laptops equipped with a Universal Security Slot, purchase a laptop cable to secure it
- A persistent ringing phone is a clue that an office is empty. When leaving, transfer calls to voicemail.
- Inventory all office equipment, furniture and devices. Keep a list in a locked, fireproof cabinet and have a duplicate copy elsewhere.
- Mark all of devices like laptops and smartphones with clear ID.
- Never share keys or access codes with ANYONE. Never leave your office keys unattended.
- Secure confidential files.
- Lock offices, conference rooms and storage rooms that are often unoccupied.
- Don’t advertise vacation plans or absences when a stranger is present.
- When working late, keep doors locked. Notify security of your presence and hours you will work.
- Last to leave should secure all computer systems, critical files and copies. Turn off and unplug electrical appliances, lock doors and activate any alarm systems.



Test Your Theft Prevention IQ....

Take the following "office smart" quiz from the USDA.

- 1. When leaving, what should you do with your purse, wallet or other valuables?**
 - a. Put your purse under your desk or your wallet in your jacket pocket and hang it on the coat rack.
 - b. Keep your purse or wallet with you or locked in a secure drawer or cabinet.
 - c. Carry extra cash and credit cards with you.
- 2. When theft, burglar or vandalism occur, what should you do?**
 - a. Nothing, it's not your problem.
 - b. Call the local police.
 - c. Follow the emergency procedures for your building.
- 3. When away briefly or out to lunch, what is the best procedure?**
 - a. Shut and lock your office door; let the telephone ring.
 - b. Arrange for someone to sit at your desk and answer the phone.
 - c. Leave the door open and forward your calls to another office.
- 4. To protect office/personal money, credit cards, and travel authorizations, you should:**
 - a. Keep change or cash out of sight in a desk drawer.
 - b. Leave the coffee fund jar next to the coffeepot.
 - c. Lock all money in a secure desk or cabinet.
- 5. If you discover that something missing, what steps should you take?**
 - a. Call the local police and explain in detail what is missing.
 - b. Call the building manager or send them a memo.
 - c. In DC, call the FBI and report the missing items.
- 6. When a repair-person shows up to work on or replace equipment, what should you do?**
 - a. Welcome the repair-person, it's probably been weeks since you called.
 - b. Ask for company identification, unless the repair-person is wearing a uniform.
 - c. While the work is being done, go for coffee.
- 7. What is a good method of keeping track of your office equipment and furniture?**
 - a. Leave all small equipment on top of your desk or a file cabinet to see if anything is missing.
 - b. Mark identifying numbers or symbols on equipment and furniture.
 - c. Keep a list of all equipment serial numbers and furniture in a safe place.
- 8. What's the best way to remember the unclassified safe and vault combinations or computer passwords for your office?**
 - a. Write them on a note and tape it to the phone.
 - b. Type the combinations or passwords on an index card and tape it to the side of the safe or computer.
 - c. Memorize the combinations and passwords.
- 9. How can you guard against losing your office keys?**
 - a. Put the keys on a ring, with an identifying tag giving name, address, and room number.
 - b. Carry all your office keys and personal keys on one ring.
 - c. Always keep your office keys in the same location on top of your desk or in the top drawer.
- 10. Which of the following should you report to your property manager to prevent crime in or near the building?**
 - a. Broken or flickering lights; dimly lit corridors, stairways and rest rooms; unlighted parking lot areas.
 - b. Doors and windows that won't lock or broken glass panes.
 - c. Overgrown shrubbery near doorways.

Answers on next page.



TWO STRONG BRANDS, ONE GREAT COMPANY.



Correct Answers:

1. b
2. c
3. b
4. c
5. a or b depending on your building
6. None of the above
7. Both b and c are correct
8. c
9. None of the answers are correct
10. a, b and c are all correct