

# S-T-O-P Security Tips for Office Personnel

Crime reduction on campus requires the continued active support of the college community. Here are some crime prevention tips that will help us achieve this goal:

1. Lock your office whenever you leave, **even if you will only be gone for a minute.**
2. Keep your purse, wallet, and other valuables in a secure location such as a locked desk or filing cabinet. It only takes a few seconds for a theft to take place.
3. Do not bring excessive amounts of cash to work.
4. Do not leave cash unattended or in the office, especially overnight or over a weekend, unless it is secured in a safe or vault. Desks and filing cabinets are not secure enough.
5. Protect your property; mark all of your valuables with a unique identifier.
6. If you are entrusted with a key to a specific area, never lend it to anyone and keep it secured.
7. If you receive annoying or obscene phone calls, note the number on your phone and then hang up. Write down the time of the call, what the caller said, and note any background noises you heard. Call campus police and the campus dean immediately.
8. Report any suspicious person loitering in your area to campus police and the campus dean immediately. Be alert to strangers in your building.
9. Report the loss or theft of keys, equipment, or valuables immediately to campus police and the campus dean. **All crimes, no matter how minor they seem, should be reported.**

College Safety Officer	(334) 556-2295
Wallace Campus Police	(334) 798-1381
Sparks Campus Security	(334) 798-1228
Evening Director (Wallace Campus)	(334) 798-1722
Evening Director (Sparks Campus)	(334) 726-0382