

- Security is everyone's responsibility; if you see someone or something suspicious, call security immediately. 444-5221
- When leaving your vehicle, please be sure to look your car and do not leave valuables in plain sight.
- When arriving at your department, be sure to secure your valuables. Valuables, purses, etc. should be put in a secured locker, lockable desk or cabinet drawer.

Don't leave purses under desk on a counter or anywhere easily accessible.

- Carry only what you need at work. Don't carry unnecessary credit cards, have only the cash necessary and be sure to lock up your items.
- If you're working alone, especially in an isolated area, notify security and ask them to do some random walk-thrus during your shift. (Security dispatch number is 444-5221)