

Commercial/Retail Theft Prevention

PASS _____
CONGRATULATIONS!

You Have Passed a Random
Office Inspection.

FAIL _____

OFFICE DOOR OPEN
YES _____ NO _____

PURSE/MONEY LEFT
OUT
YES _____ NO _____

LAPTOP UNSECURED
YES _____ NO _____

OTHER _____

Checked
By: _____

Date Checked: _____



Crime Stoppers of Houston works
in partnership with citizens, media,
and law enforcement to reduce and
prevent crime in the Houston area.

**You can report crime and
Wanted Felons by calling
713-222-TIPS.**

All calls are completely
confidential and all callers remain
anonymous. If your information
leads to the arrest or filing of
charges on a felon, you will receive
a cash reward up to \$5000!

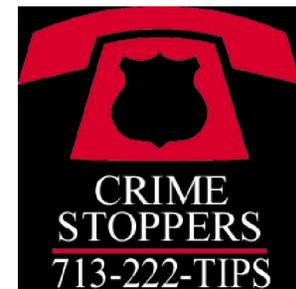
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Commercial/ Retail Theft Prevention

Harold L. Hurtt
Chief of Police



The following tips provide ways to reduce the chances of being a crime victim in the workplace. Theft prevention and crime reduction while at work is everyone's job.

Preventing Office Theft

- Keep purses, wallets, keys, and valuable items either with you or locked away at all times. If a locked area is not available, place valuables in a concealed location such as the back of a drawer.
- Be aware of persons not familiar to you in your work area.
- Ask visitors whom they are there to see and if you can assist them in finding the person.
- If you are unsure of a visitor's reason for being in the building, contact security or management.
- Personal items brought to work should be marked with name, initials, or an identification number.
- Report broken windows, doors, and locks.

Office Safety

- Do not discuss where you are going after work or over the weekend loud enough for others to hear.
- Do not give out your co-workers telephone numbers, addresses or their social plans.
- Do not leave the reception area unattended.
- Avoid using stairwells and out-of-the-way corridors when alone.

- Keep restrooms locked and only allow employees to have the key.
- Avoid working late alone, so as not to have to exit the building alone.
- Be suspicious of people wearing inappropriate clothing for the weather.

Elevator Safety

- Look in the elevator before entering.
- If there is someone inside the elevator that you are uncomfortable with, do not enter the elevator.
- If someone enters the elevator and you become threatened or uncomfortable, get off the elevator immediately.
- If you are unable to exit the elevator, press the elevator floor buttons, so the elevator will stop on a floor in which you know people are still working. Once this is done, turn to the person and say something to him. This will give you an opportunity to identify the person and allow the person to see you are assertive.

Parking Lots/Garage

- If possible, choose a well-lit, well-guarded garage. Be alert for any suspicious behavior from people around you. Ask security for an escort.
- Ensure your windows and doors are secure.
- Avoid parking next to paneled vans, vehicles with heavily tinted windows, or vehicles with persons sitting inside.
- Report any suspicious activity/persons.
- Keep keys in hand while walking to or from your vehicle. Scan the area for people around you. If something looks

suspicious don't go to your vehicle. Notify security immediately.

- Always check under vehicle while approaching it. Check in front and rear seats prior to entering your vehicle.
- Lock all doors immediately once you are inside the vehicle.
- Never keep purses, wallets, cameras or other valuables on the seat next to you. Put them under the seat or in the glove compartment or trunk. Always have the vehicle registration with you, not in the car.

**FOR EMERGENCIES
CALL 9-1-1**

**NON-EMERGENCIES
713-884-3131**

Questions or comments may be directed to one of the divisions listed below.

Burglary & Theft Division

713-308-0900

Area Patrol Stations

Airport - HOU - Hobby 713 845-6800

Airport - IAH Bush 281 230-6800

Central 713 247-4400

Clear Lake 281 218-3800

District 18 281 597-6000

Eastside 713 928-4600

Fondren 713 773-7900

Kingwood 281 913-4500

North 281 405-5300

Northeast 713 635-0200

Northwest 713 744-0900

South Central 832 394-0200

Southeast 713 731-5000

Southwest 713 314-3900

Westside 281 584-4700

Special Operations 832-394-0000