



## **Office Security For Employees**

*Commercial or public buildings are often the target of opportunistic thieves. These thieves take advantage of the fact that many trusting, unaware people often leave their personal belongings in open, visible places. To reduce your risk of theft, follow these tips:*

- Keep your purse or wallet in a locked drawer at all times.
- Carry only as much cash as you need for the day, and only one credit card and check.
- Don't "flash your cash" or any credit cards or personal information.
- Make a list of credit cards with pertinent phone numbers and keep it in a safe place. Update the list as needed.
- Don't leave packages or other valuables on or around your desk or work area. Lock them in the trunk of your car.
- Be attentive to any visitors who seem confused or out of place. Address anyone you don't know who may be wandering or looking around your office. Note their appearance, behavior, etc. and report any unusual activity immediately.
- Immediately report any theft or other criminal activity by calling 9-1-1 and inform the property manager.
- To schedule a Security Survey of your office, including an assessment of procedural and physical security, contact the Edina Police Department, 952-826-1610.

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### **EDINA POLICE DEPARTMENT**

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