



## **Office Security For Employers**

*It is important for management to have a written policy regarding security procedures and to clearly communicate that policy to all personnel. To reduce your risk of theft, the security policy should incorporate the following:*

- Office procedure should include an early verbal greeting with good eye contact of all visitors to the office.
- Train your receptionist to pay particular attention to visitors who seem confused or unsure of where they are or the purpose of their visit. Take note of unusual clothing, speech, behavior, etc.
- Encourage all employees to question any strangers they encounter by asking their destination and offering assistance.
- Encourage quick and accurate communication about unusual or suspicious activity observed in the building and/or the office. Report such activity to the property management and other appropriate authorities.
- Examine the physical layout of your office or building with regard to deterring theft by effective use of lighting and locks and by maximizing visibility.
- Establish good access control, including sign in/out and key control.
- If a problem develops, be direct with employees rather than let the rumors build. Describe the situation and initiate educational and security measures. Encourage employee suggestions and assistance as to prevention and deterrence.
- Instruct all personnel to call 9-1-1 if they feel threatened or if there is a suspicion of crime.
- 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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