

But if you are a victim!

- Contact the police to file a report and document the theft. For reports only, please call our Telephone Reporting Unit at 574-4661.
- Notify office security of the theft. Ask if they have video that may be of assistance to the police department.
- Do not touch anything in the area of the theft until after speaking with the police. There may be evidence in the area that can aid police in solving the crime.
- If your personal information is stolen, contact the credit reporting companies to have a fraud alert placed on your account.

Equifax 1-800-525-6285

Experian 1-888-397-3742

TransUnion 1-800-680-7289



Steve Conrad
Chief of Police

For more information about other crime prevention programs, contact your
Division Resource Officer.

1 st Division	574-7167
2 nd Division	574-2478
3 rd Division	574-2135
4 th Division	574-7010
5 th Division	574-7636
6 th Division	574-2187
7 th Division	574-2133
8 th Division	574-2258

Police Dispatch

Urban	574-7111
Suburban	574-2111

In an EMERGENCY Dial 911

Awareness is the best way to keep from becoming a victim of crime.

PREVENTING OFFICE THEFT



Louisville Metro Police
Department

Crime Tip Hotline

Phone: 502-574-LMPD (5673)

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OFFICE THEFTS

For most of us, our office is our home away from home. We spend a great deal of time there each day. Unfortunately, some people see our offices as a target of opportunity. The person may be a co-worker or a stranger who wanders in off of the street. To help fight this we need to practice good security measures and take care of our valuables and belongings.

Things to remember:

- Thieves can look like anyone. Often they will dress like they belong there.
- If you do see someone who looks out of place, try to note the person's appearance in case it is needed later.
- If your office has security, report any strange persons to them. Also consider notifying police so that they may be on the lookout.
- If you don't feel comfortable approaching someone, ask security or the police to check the situation out.

TIPS TO HELP PREVENT BEING VICTIMIZED:

- Be careful with your valuables. Do not leave personal items of value unguarded or in the open. Do not let others see what you have to take. Keep your purse or wallet in a secure area. Most thieves know to look in desk drawers. Keep those areas locked.
- Do not keep hidden keys to valuables in your desk drawers. Thieves know to look in such places.
- Never assume someone is authorized to be in your building. Keep an eye out for strangers in your workplace. If someone looks like they don't belong try to find out what they are doing there. It may be a new person, a customer, someone lost or someone up to no good. Ask a simple question like "May I help you?" This may deter unwelcome strangers.
- Try to restrict access to private areas of your office. We all need customers to be able to access us. Should strangers have free access to private offices or other areas? If your office has a security policy, honor it. While it may be inconvenient at times, it can help you avoid becoming a victim.
- Do not carry valuable items into your office in plain view. Do not leave boxes or packaging outside of your office. You never know who might be watching.
- If possible, lock your office when you are not in it. This will keep unwanted persons from getting into your office.
- Never share keys or office key codes. If you are not in control of those items, you are not in control of access to your office.
- Do not leave access doors propped open or unlocked. This will grant access to your building to anyone who comes along.
- Do not leave notes advertising that you are away from your office or when you will return. This gives thieves a timeframe to commit their crimes.
- Keep a list of serial numbers on valuable items. This will help the police in their attempts to recover your property and capture the wrongdoer.

Call the Police Upon Learning of an Office Theft