



Office Security

Tips on how to enhance security within your work environment

AVOID THEFTS OF OPPORTUNITY... Opportunity theft is the direct result of property and valuables left unattended and unsecured, even for short periods of time, which provides a thief with the opportunity to steal your valuables. Opportunity thefts are the most preventable crimes that occur.

-  Always *secure* your valuables and personal belongings, including cell phones, iPods, iPads and other *electronics, in a locked cabinet.*
-  Keep items of value out of sight and secured. Do not bring items of significant value to work and do not carry large sums of cash. If you cannot secure the items, carrying them with you is the best bet.
-  Mark your valuables in some distinctive fashion.
-  Ensure that laptops are secured with a cable on your desk.
-  Carry the key to your file cabinets or desk drawer with you, or keep your keys in a *secured area*. (Depending on your position, if you leave work items locked up and you are absent from work, someone else may need legitimate access to your work materials – so make sure to have an extra key).
-  Turn off your computer at night or protect access to your personal or confidential information on your computer by using a password; you can “lock” your desktop when you step away from your computer for any length of time.
-  Empty out your pockets prior to hanging your coat in a public closet.
-  Familiarize yourself with all emergency exits.
-  If you are alone and intending to remain in your office after normal office hours, please make sure someone knows you are there and that you are by yourself. Public Safety has an “Escort Service” if you feel the need to have someone escort you to your vehicle after dark. Call 301-405-3555 (off campus) / 53555 (on campus)
-  Engage in a “community” watch effort and report suspicious individuals or activity to the Department of Public Safety immediately.



For UM Department of Public Safety service, dial:

911 from campus phones (emergency only)

301-405-3555 from any off-campus phone (non-emergency)

301-314-7900 from TTY/TDD

#3333 from any Verizon Wireless, ATT, Sprint/Nextel or T-Mobile cell phone

301-405-7130 for Crime Prevention Unit (Laptop locks, STOP tags, etc.)

301-405-7032 for Sergeant August Kenner, akenner@umpd.umd.edu, Crime Prevention Unit Coordinator