Workplace Theft Prevention



Things you can do

* Lock your purse, wallet, or other personal belongings in the desk when not in use, and take the key with you.
* Take your purse, wallet, keys, or any medications you might need with you during a non-emergency building evacuation.
* Lock up valuables when leaving for the day, both personal property and state property.
* If a crime occurs in your work area, leave the area alone in case evidence can be obtained.
* Keep nonpublic office doors to common areas, such as hallways, locked to prevent unauthorized access to work areas.
* In reception areas, use psychological barriers to discourage unauthorized personnel from accessing work areas. Example, stanchions, signage, etc.
* Monitor and control who is entering your workplace, current employees, former employees, and commercial delivery and service personnel.
* Report broken doors, windows and locks to your organization’s or building’s security personnel as soon as possible.
* Monitor and report suspicious activity in or near your facilities entry/exit points, loading docks, parking areas, garages, and immediate vicinity.

Call Capitol Police IMMEDIATELY to report larcenies that occur in your workplace.



Things you shouldn’t do

* Don’t leave valuables in plain sight.
* Don’t make it known that you leave cash in your desk or office.
* Don’t leave cash in your desk or office if you don’t have to.

The majority of larcenies from state office buildings are preventable.

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