



**“When your heading to work, don’t leave your prevention sense at home.”**

Any crime that can happen at home, can happen in the workplace. But common sense prevention skills can help make life “ at work” safe for all.



**Winter Springs Police Department**  
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Winter Springs, FL 32708  
Emergency: 911  
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## **Work Place Crime Prevention**

Winter Springs  
Police Department

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# Theft Prevention and Other Crimes

Keep these simple strategies in mind to prevent theft at work.

- Keep your personal belongings (purse, wallet, keys etc.) items with you at all times or locked in a drawer(closet).
- Check the identity of any strangers who are in your office- ask whom they are visiting and if you can help them find that person. If this makes you feel uncomfortable, inform security or management about your suspicions.
- Always notify someone where you would be- whether it's coming in late, working late , going out to lunch or a meeting.
- If you bring personal items to work, such as a coffee pot, a radio, or a calculator, mark them with your name(initials) and an identification number.
- Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly, or broken windows. Don't wait for someone else to report it.
- Be discreet. Don't advertise your social life or vacation plans and those of your coworkers to people visiting or calling your place of work.

## Trouble Spots

Be aware of these common trouble spots:

- **Reception Area:** Is the receptionist equipped with a panic button for emergencies, a camera with a monitor at another work another employee's desk, and a lock on the front door that can be controlled?

- **Stairwells and out-of-the-way corridors:** Don't use the stairs alone. Talk to the building manager about improving poorly lighted corridors and stairways
- **Elevators:** Don't get into elevators with people who look out of place or behave strange or threatening manner. If you find yourself in an elevator with someone who makes you nervous, get off as soon as possible.
- **Restrooms:** Attackers can hide in stalls and corners. Make sure restrooms are locked and only employees have keys. Be extra cautious when using restrooms that are isolated or poorly lighted.
- **After hours:** Don't work late alone. Create a buddy system for walking to parking lots or public transportation or ask security to escort you.
- **Parking lots or garages:** Choose a well-lit, well-guarded parking garage. Always lock your car and roll the windows up all the way. If you notice any strangers hanging around the parking lot, notify security or the police. When you approach your car, have the key ready. Check the floor and front and back seats before getting in.

## Workplace Violence

Violence in the workplace includes profanity, sexual harassment, robbery, and homicide. Ways to prevent workplace violence, ask your self these questions:

- **Is your office secure?**

Do you have easy access to use a phone system with emergency buttons, safe rooms, security guards, offices access controls, good lighting, and safety training.

- **Does your employer take care of hiring and firing?**

Before hiring, are employment gaps, history, references, and criminal and educational records thoroughly examined? Are termination procedures defined clearly with attention to advance notice, severance pay, and placement training?

- **Could you recognize potentially violent employees?**

Signs of stress that could erupt into violence include depression, frequent absences, being startled easily, increased irritability and impatience, and concentration and memory problems.

- **Are you encouraged to report unusual or worrisome behavior?**

Is there a clear, written policy that explains the procedures in cases of violence and sanctions for violators? Make sure you know to whom you should report unusual behaviors.