

MADONNA SAFETY & SECURITY

Crime Prevention Tips

January 2016

Preventing theft of university property and personal property is the joint responsibility of the Public Safety Department and the university community. Most thefts are crimes of opportunity. Reduce the opportunity and you have reduced the chances of theft. Your protection and protection of your property starts with your willingness to take these few simple steps.

- Close and lock your office door even if you will only be gone for a minute.
- Keep your purse, wallet, cell phones, laptops, electronics, and/or other valuables with you at all times or lock them in a desk drawer, filing cabinet, or closet.
- Never leave your keys lying around.
- If university keys are lost or stolen notify Public Safety.
- Never leave your keys in the door.
- Cash left visibly on your desk or in an unlocked drawer is a great temptation to thieves.
- Do not assume someone will watch your office or property for you.
- Be attentive to who is in your office areas and if you do not know someone ask who they are and how you can be of assistance. Sometimes letting people know that you know they are there can be a deterrent if they are there for the wrong reasons.
- Report all suspicious persons or activity to Public Safety.
- When exiting your vehicle, secure all valuables that you cannot take with you. If necessary secure your valuables in the trunk of your vehicle. Leaving items in plain view can be a temptation to thieves.
- Enter the Public Safety phone number (734-432-5442) in your cell phone directory.

Remember that crime prevention is a cooperative effort that is the responsibility of each and every one of us who is a member of the university community. Please be vigilant in observing your surroundings and also by reporting suspicious individuals and/or incidents to the Public Safety Department.

