

Theft in the Workplace

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Tips on protecting property

- Secure computer equipment.
- Conduct periodic inventories.
- Report thefts promptly.
- Report suspicious persons or activities.
- Don't leave your office or equipment unattended.

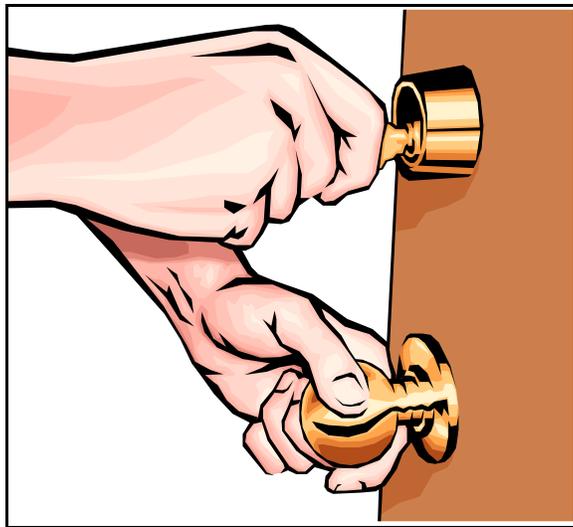
Unfortunately, the following statement will probably come as no surprise... *exposed valuables carry a significant risk of theft in the workplace, especially in large open-access buildings.* At the Lab, as elsewhere, the most common targets are money, data processing equipment and files, furniture, office fixtures, art objects, and consumer goods. In addition, these thefts are often carried out in bold fashion – in the middle of the work day when employees are simply away from their desks. On the positive side, it usually does not require a great deal of effort to prevent thefts or malicious damage. The programs used by Fermilab's Security Department are based on the four traditional steps of crime prevention:

- **Anticipation**
- **Recognition**
- **Appraisal**
- **Action**

When a high-rise office building is open to the public, there can be a large number of unidentified persons moving in the halls, corridors, stairs and elevators. Not surprisingly, thefts are on the increase, especially in unattended areas. In addition, these *missing* items are seldom recovered and returned to their rightful owners. Likewise many of the losses that occur at a large campus-like facility such as Fermilab are a result of the volume of people who come and go through the numerous buildings. Given that there are more than one million square feet of onsite enclosed space, it is impossible for our Security Department to adequately control theft without help from the Lab community.

Tips on protecting property

- Lock down all computers and related equipment, whether it is with a cable lock or other type of locking device. Lock down equipment is available by calling Work Central @ X3434.
- Conduct regular physical inventories of equipment. This should include the description, make, model and serial number of each item.
- Promptly report all property thefts to Security @ X3414.
- Promptly report suspicious persons and/or activity to Security @ X3131 for emergencies or @ X3414 for all other incidents.
- Don't leave your office or property unattended or unsecured for any period of time. It may be inconvenient to do so, but not nearly as frustrating as being the victim of a theft.



This message should be distributed to all employees via delivery of un-addressed copies to Fermilab mail stations. Suggestions for ES&H message topics should be directed to Tim Miller at MS119, tmiller@fnal.gov, or X3019.