

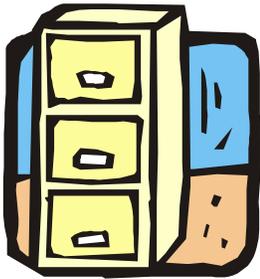
Protect



Yourself

Against Office Theft

Recently the Ohio State Highway Patrol has responded to offices in the Capitol Square area in response to individuals accessing office buildings by posing as maintenance repair workers. After gaining access, the individual attempts to conduct insignificant tests or repairs allowing access to employee's personal property. Following the tips below can help prevent you from becoming a victim of office theft.



- If you are not familiar with a person in your office area, ask to verify their state ID or temporary visitor ID.
- Report any suspicious activity to Building Security
- Lock valuables in a filing cabinet or desk and keep the key on your person.
- Lock your door when leaving your office unattended.
- Make a record for cameras, computers and other electronic equipment including make, model, and serial number.
- Keep the bag for your laptop computer out of sight.
- Never leave your wallet or purse unattended.
- Bring to work only small amounts of cash and those credit cards you plan to use.
- Never attach a name tag to your key chain.
- Be alert and observant.



Notify the OSHP Capitol Operations office at 466-0506 if you suspect a theft or thief in your office. The Highway Patrol investigates criminal activity on state owned and leased property.



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