

Workplace Violence Prevention

- Implement a zero-tolerance workplace violence policy that includes reporting procedures.
- Regularly train managers and supervisors on the early warning signs of potential violence.
- Have close contact with employees. Listen to their concerns or personal issues they may be facing.
- Prohibit the employees from bringing weapons to the workplace.

If You Are A Victim

If you become a victim or a witness of a crime at work, remember your safety and the safety of your co-workers is most important. Be a good witness without putting yourself in danger.

Try and remember the suspect's:

- Sex
- Hair color
- Clothing
- Race
- Height
- Weapons involved (if any)
- Weight
- Vehicle
- Last known location and direction of travel

Call the police as soon as possible.

If you have any questions or would like the Irvine Police Department to conduct a security analysis for you, please contact the Crime Prevention Unit at 949-724-7000.

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Workplace Crime Prevention



IRVINE POLICE DEPARTMENT

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Common sense prevention skills can help make the workplace safer for all.

Remember the following tips to increase security in your workplace.

Physical Security

- Report any broken lights, doors that don't lock properly, or broken windows for immediate repair.
- Install quality locks on doors and windows.
- Invest in a monitored alarm system with panic alarms at reception and cash register areas.
- Ensure adequate lighting is provided on the interior and exterior of the business.
- Make a record of the serial numbers, makes, and models of all office equipment.
- Use video surveillance equipment on the exterior and major entrances to your business.
- Remove shrubbery or other items that block the view of the business from the outside.
- Protect your identification badge, office keys and codes and report them missing if they become lost.

Personal Safety

- Keep your work area clear of personal property and paperwork if you'll be away from the office.
- Keep your purse, wallet, keys and valuable property locked in your desk or locker.
- If working late into the evening, have security escort you to your vehicle.
- Maintain good situational awareness of the behavior of others when getting into elevators and walking through parking lots or restrooms.

Information Security

- Always check the identity of any strangers in the office. Ask who they are visiting and for proper identification.
- Never write down safe or vault combinations or computer passwords.
- Secure sensitive files at all times.
- Always confirm a delivery or repair with the person's company or your management.
- Have a formal record destruction policy that defines when and how documents are destroyed.
- Regularly download and install software vendor security patches and updates.
- Never send confidential, financial or personal information on your e-mail system.