

down with an approved lock-down device for office and laboratory equipment.

- Engrave all University property on the front or top side: "Property of S.F.S.U."
- Keep an inventory of all office and laboratory equipment and keep the inventory up to date.
- Maintain strict key control to all University buildings and offices.
- Do not prop open doors.

The cost to a department in terms of time and money spent replacing stolen equipment far exceeds the inconvenience of following the precautions above.

Members of the University community are vulnerable to the same crime problems encountered by residents of any major metropolitan area. The primary purpose of the University Police is to protect the campus community from criminal activities.

The patrolling of the campus and surrounding areas by the University Police is a major factor in keeping crime to a minimum, but the opportunity for crime continues to exist, and the community will always be victimized by criminal acts.

You can assist in reducing crime by supporting your Police Department in its effort to apprehend criminals and by utilizing preventive measures to reduce the opportunity for criminal acts. You are urged both to report crimes and to practice logical measures to reduce them. We all share in the responsibility for making San Francisco State University as safe a place as possible

DataDot™ Technology

What are DataDots? DataDots are small dots that have a unique PIN number etched into the dot. The dots come with an adhesive to be able to attach the dots to all of your equipment.

The DataDot owner then registers their unique PIN number and personal information into the database. If an item is located the police department will be able to find the DataDots on the equipment and search the database to find the owner. DataDots are available in the campus bookstore. Below is a magnified image of an actual DataDot.

CRIME PREVENTION

Crime prevention has been defined as the anticipation, the recognition and the appraisal of a crime risk and the initiation of some action to remove or reduce it.

EMERGENCY
(24 hours)
911

If you are on the main campus and using a cell phone, dial **(415) 338-2222** for the University

Police.
BUSINESS
(24 hours)
(415) 338-7200

CRIME HOTLINE
(415) 338-3030

prepared by
Crime Prevention Unit
SAN FRANCISCO STATE UNIVERSITY POLICE
www.sfsu.edu/~upd

San Francisco State University

THEFT AND BURGLARY PREVENTION



**CRIME PREVENTION UNIT
SAN FRANCISCO STATE
UNIVERSITY POLICE
(415) 338-7200**



**PATRICK M. WASLEY
CHIEF OF POLICE**



Theft is a serious problem everywhere and the University is no exception. Because of the diversity that exists on the San Francisco State University campus, it is a favorite place for many people. The best way to prevent crimes against your person is to be educated in preventative tactics and be alert to your surroundings. This pamphlet is designed to inform you in measures that can be used to increase the security of University and personal property.

Thieves work in office buildings, libraries, restaurants, residence halls, and other places where people gather. Backpack and purse theft is the most prevalent crime on campus.

By working with the police and following a few common sense recommendations, you can reduce the chances of a thief absconding with either University or personal property.

METHOD OF OPERATION FOR A THIEF

A thief will usually stand in the doorway of an office or a dorm room that is unoccupied and unlocked to get a picture of what is happening in the area.

When the thief enters the room, he/she will look for a purse/bag or any valuable property in the more obvious places such as:

1. on the floor under the desk,
2. in the back file drawers of the desk or filing cabinet,
3. in dresser drawers or closets,
4. under the bed.

If the thief does not locate any property within 30 to 60 seconds, he/she will exit the room. Thus many thefts occur immediately after the property is left unattended.

REMEMBER! One of the best ways to prevent yourself from becoming a victim of a theft is to lock your desk and your room when you leave and to take your keys with you--even if you leave only for a few minutes. Most thieves do not stay in a room longer than 60 seconds.

Do not leave your property unattended, and do not become distracted and inattentive to the point where property can literally be taken from under your nose. Thieves have often preyed upon students who have fallen asleep in library study areas.

The wallet and purse thief prefers to operate in a building with many individual offices or rooms where little traffic occurs. He/she will check up and down the hallway to see if the building has opened or unlocked doors. The thief usually does not operate in a building where most of the doors are closed or rooms occupied.

If you encounter a suspicious person in your building, ask if you can help them. If the person has legitimate business, he or she will gladly show you identification. If the individual refuses, call the police immediately to have the person checked out. The police department prefers to investigate numerous reports than to have a single offense occur which could have been avoided.

A business card is not proper identification--a thief can easily pick one up anywhere. If a person claims to be looking for someone in the building, make sure that the unknown individual is expected.

If you do see a suspicious person or action, call the police immediately and answer all questions asked. Give an identifying description of the suspicious person, such as:

SEX _____ RACE _____

AGE _____ HAIR _____

HEIGHT _____ WEIGHT _____

CLOTHING _____

If you see someone wandering in and out of different offices, or rooms within a building, make sure he or she has proper business in the building; if not, call the police immediately.

Theft prevention is not solely limited to protection of one's own personal property. Theft prevention measures must also be taken to prevent the loss of University property and equipment. Such measures should not be undertaken only by the department supervisor, but by everyone in the office. Some ways in which you and your department can assist in reducing theft of University property are:

- Lock the door to your office and take your keys with you when you leave.
- Have all of the office equipment locked