

Workplace Theft Prevention

Things You Can Do

- Lock your purse, wallet, or other personal belongings in the desk when leaving for lunch or breaks, and *take the key with you*.
- Take your purse, wallet, keys, or any medications you might need with you during a building evacuation.
- Lock up valuables when leaving for the day, both personal property and state property.
- If a crime occurs in your work area, leave the area alone in case evidence can be obtained.
- Call the police IMMEDIATELY to report larcenies that occur in your workplace.

Things You Shouldn't Do

- *Don't* leave valuables in plain sight.
- *Don't* make it known that you leave cash in your desk or office.
- *Don't* leave cash in your desk or office if you don't have to.

Division
of
Capitol Police

Emergency Numbers

786-HELP or 786-2120

Visit
www.dcp.virginia.gov

The Majority of Larcenies
From State Office Buildings
Are Preventable.