BENTON COUNTY
SHERIFF'S OFFICE

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Troy Heck, Sheriff
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Topic: **Security Tips in the Office**

✓ Never allow strangers to be left alone in the office. Challenge those that are unknown and report all suspicious behavior to the designated department.

✓ Keep a sign-in log or record of who is in the building from a guest, vendor, etc.

✓ Keep valuable items out of sight and secure items in the workspace.

✓ Keep all company money (funds) locked in a secured container designed for such purposes.

✓ Keep all checkbooks, deposit tickets and credit cards locked in a secured area.

✓ Never leave wallets, pocketbooks, and personal items in a coat hung in the common area.

✓ Never leave your desk/ cabinets unlocked while away from the workspace or gone.

✓ Never leave incoming or outgoing mail on the desk or where it is accessible to another person. Assign an office employee to put the mail in a designated area or post office box.

✓ Maintain a good key and access card control system.

✓ Review the need for alarms and/ or a camera system to be monitored during business and non-business hours.

✓ Ensure there is a designated group of individuals assigned to respond to security incidents if they arise during business/ non-business hours.

✓ Review expectations for an after hour security company.

✓ Ensure that all company property and equipment (serial numbers) are assigned a number and logged, so usage can be tracked as well as returned upon departure.

✓ When leaving the building at night, double check all points of entry (doors/ office area) are locked and the alarm has been set (if appropriate).

✓ Recommend using the 'buddy' system when walking to and from work.