



AVOIDING THEFTS OF OPPORTUNITY

Opportunity theft is the direct result of property and valuables left unattended and unsecured, even for a short period of time, which provides a thief with the opportunity to steal your valuables. Opportunity thefts are the most preventable crimes that occur. Staff should take the following measures to avoid being a victim.

- Always secure your valuables and personal belongings, including cell phones, ipads, and other electronic devices. They should be stored in a locked cabinet.
- Keep items of value out of sight and secured. Do not bring items of significant value to work and do not carry large sums of cash. If you cannot secure these items, carry them with you.
- Mark your valuables in some distinctive fashion.
- Ensure that your laptops are secured with a locking cable on your desk.
- Carry the key to your file cabinets or desk drawers with you, or keep your keys in a secured area.
- Anytime you step away from your desk or leave for the day, “lock” your computer.
- Report any suspicious individuals or activity to your supervisor or SCS Security.

SCS SECURITY DISPATCH: (901) 416-5773
24 hrs a day, 7 days a week