Since April 15th, 2011, there have been four thefts from offices on the third and seventh floors of 1600 Divisadero St. In total, one laptop, two purses and a wallet have been taken. In each instance, the items were stolen during normal work hours from unsecured offices while the employee was away from their desk.

On three occasions, witnesses reported two individuals looking into offices and wandering the hallways in areas where the thefts had occurred. When confronted, the couple stated that they were: “Looking for HR.” They are described as:

• Black male, 35 to 50 years old, medium to tall height, slender build with a goatee and closely cropped hair. He was described as clean cut, wearing a trench coat and cap.

• Black female, approximately 35 years old, medium height, average to slender build, weighing approximately 130 pounds with dark colored pox marks (or acne) on her face. She was also described as being clean cut, dressed in jeans and a floral top, with a red bandana or blue head scarf, carrying a denim bag.

We would like to take this opportunity to remind students, faculty and staff to lock all office doors when not in use and refrain from ‘propping’ them open. In addition, please ensure that all valuables and computer equipment is secured or locked away if possible. Remember to always report suspicious persons seen on campus. The UCSF Police Department will respond promptly to investigate.

These incidents are currently under investigation by the UCSF Police Department Detective’s Unit. Anyone with information is encouraged to contact Detective Snider at 476-6890 or 476-1414.

**Laptop and Computer Theft Prevention Tips:**
Suspects look for crimes of opportunity and certain measures can be followed to minimize your chances of becoming a victim of laptop and computer theft. These are:

• Encrypt the most important data. Install software that makes documents stored in a laptop computer unreadable to anyone without a correct password. The most valuable part of a stolen laptop is the data. **It is very important that you encrypt info on your**

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*Pamela E. Roskowski*
*Chief of Police*

This alert is a public service to the University community and in compliance with the Jeanne Clery Act of 1998
laptop/computer device to not only protect UCSF property and data, but also to protect yourself against loss of personal property and data. Not encrypting your laptop/computer device exposes UCSF to liability issues. Proper encryption provides safe harbor against both state and federal penalties against the individual as well as the institution.

• Never leave your laptop unattended and unsecured. Take it with you or make certain that it is kept in a secure location, or you run the risk that it won't be there when you return.

• Keep your laptop in your physical possession at all times and pay particular attention at the following locations: airports, hotels, car rental agencies, offices, restaurants, college campuses, restrooms, payphones, libraries, bars, hospitals, conferences centers, meeting rooms, coffee shops, train stations and bus terminals.

• Some UCSF facilities are open to the public. Know who works in your area and who doesn’t belong there. Don’t let unaccompanied strangers wander around in your workplace. Offer assistance and deliver the visitors to their destinations.

• Disguise your carrying case. Instead of carrying your laptop in a case designed for computers, consider carrying your laptop in an ordinary piece of luggage, briefcase or other inconspicuous bag.

• Record your laptop’s serial number, make and model information in your purse or wallet so if your computer is stolen, the information will be readily available when you file a police report.

• Etch, engrave or permanently mark your computer with your name and phone number. You might also consider placing several of your business cards inside carrying case pockets.

• If your laptop must be left in your car, store it in the trunk of the vehicle prior to arriving at the final destination.

• Regularly back up information. Make sure you store this information separately in case your computer is stolen.

• In the event that your laptop is lost or stolen, make sure you report to your employer and the Police Department that has jurisdiction. If the laptop is the property of UCSF but lost or stolen off campus, please notify UCSF PD as well.

Help fight crime by reporting suspicious activity to UCSF PD immediately. For emergency or in-progress events, dial 9-911 when using on-campus land lines and (415) 476-6911 when using cell phones. For non-emergency calls, please dial (415) 476-1414.

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