

TIPS FOR PREVENTION OF CAMPUS/PERSONAL PROPERTY THEFT

In 2010, UCSF experienced 240 property crimes totaling \$307,063 in losses. Computers remain the most targeted item for theft. What measures can you take to protect your property?

TIPS TO SECURE YOUR COMPUTER

- Use a security device such as a cable lock whenever possible or store your laptop in a secure area.
- Regularly update your virus protection software & download security updates and patches.
- Use a firewall program and use a secure browser.
- Delete all suspicious emails and their attachments.
- Don't share your password, make your password difficult to guess. If possible, do not let the computer remember password for you.
- Disconnect your computer from the Internet when not in use.

TO REDUCE THE OPPORTUNITY FOR THEFT:

- Do not leave your wallet/purse or other valuables unattended in an unlocked desk or cabinet
- Lock your door or your desk when you leave, even if you are gone for a short time
- Be alert for suspicious looking activity & promptly report to UCSFPD
- Maintain strict key/security code control
- Keep updated inventory of all office, lab, and home equipment
- Have all equipment locked down with approved lock-down device(s)
- Identify all University equipment by engraving on the top or front side **
- Identify personal property by engraving your California driver's license and state, do not use your social security number

***Note: Engravers are available for any UCSF employee/student. They may be checked out by contacting the Emergency Communications Center at 476-1414. The Emergency Communications Center will coordinate the release of the engraver, which is available 24/7.*