Tips for Prevention of Campus/Personal Property Theft

In 2019, UCSF experienced 381 property crimes totaling $428,779 in losses. Computers and laptops remain one of the most targeted items 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 and download security updates and patches.
- Use a firewall program and use a secure browser.
- Delete all suspicious emails and their attachments. Report such emails to UCSF IT.
- Don’t share your password; make your password difficult to guess. If possible, do not let the computer remember passwords for you.

Tips 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 activity and promptly report to UCSFPD.
- Maintain strict key/security code control.
- Keep updated inventory of all office, lab and home equipment.
- Have all equipment secured 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 number; do not use your social security number.

Vehicle Safety Tips
- Have your vehicle keys in hand when you approach your vehicle.
- Prior to entering your vehicle, check the inside and look underneath.
- Immediately lock all doors upon entering and exiting your vehicle.
- Maintain car in good working order, with safe tires and sufficient gas.
- Park in well-lit heavily populated areas.
- Do not leave valuable items visible in your car.
- Close all windows and lock all doors before leaving your vehicle.

Carjacking
Your life is more important than anything of material value. It is recommended you give up your keys immediately and without protest. Avoid getting into the vehicle with the suspect(s) if at all possible. If you need to surrender your vehicle, try to remember details about the suspect(s) such as race, sex, height, clothing, speech issues (accent, dialect), the direction the suspect(s) went and type of weapons they had, if any. Report this information immediately to the police.

Prevention of ID Theft
- Buy a good shredder – use it to shred pre-approved credit applications, credit card receipts, bills and other information you don’t want before discarding them.
- Never leave receipts at bank machines, bank counters, or public trash receptacles.
- Never give out personal information over the phone, such as your social security number, date of birth, mother’s maiden name, credit card number, or bank PIN code, unless you initiated the phone call or know exactly who you are speaking with.
- Save all credit card receipts and match them against your monthly bills. Be sure to shred before discarding.
- Never loan your credit cards to anyone else.
- Report all lost or stolen credit cards immediately.
- Be aware of con-artists who may use interactive service sites on the internet, or mail or telephone solicitations disguised as surveys or promotions offering instant prizes or awards to obtain your personal information or your credit card numbers.
What To Do if Your Wallet or Purse Has Been Stolen or Lost

■ Have the toll free numbers and your credit card numbers handy so you know whom to call in case of theft. **Do not keep this info in your wallet or purse.**
■ Cancel credit cards immediately.
■ Contact the bank if your checkbook or ATM card was also stolen.
■ File a police report immediately.
■ Call all of the following numbers or go online immediately to place a fraud alert on your name and social security number. This alert means that they have to contact you by phone to authorize new credit:
  - Equifax (888) 836-6351
  - Experian (888) 397-3742
  - Trans Union (800) 680-7289
  - Social Security Administration Fraud Hotline (800) 269-0271

Apartment/Home Safety Tips

■ Report suspicious individuals and activities immediately.
■ Do not hold secure building entry doors open for strangers.
■ Do not enter an elevator if you are uncertain of any occupant.
■ Try to stand near the elevator control panel. If accosted, press all the buttons.
■ Have keys ready to enter your residence quickly.
■ Insure your apartment and keys against losses.
■ Secure doors and windows at all times especially if windows are easily accessible from the outside.
■ Install and use a wide angle peephole in all exterior doors.
■ Change locks or re-key immediately if door keys have been misplaced or stolen.
■ Identify callers before opening doors; check IDs of all repair and sales personnel prior to permitting entry into your home.
■ If you suspect a prowler is inside your home, avoid confrontation, get out immediately and call the police.
■ Keep money and valuables in secure places, preferably in a safe.
■ Keep your curtains and blinds closed at night.

Personal Safety

■ Travel with a friend or in a group.
■ Be alert and aware of your surroundings.
■ Be assertive.
■ Do not carry excess amounts of cash or more credit cards than you need.
■ Use well-lit and frequently traveled routes.
■ Dress in clothes and shoes which do not hamper movement.

Personal Safety on Public Transportation

■ Wait for buses or shuttles in well lighted areas if possible.
■ Sit up front close to the driver.
■ When you disembark, be aware of who else is getting off and if they are following you. If you feel you are being followed, go to the nearest store or occupied building to request assistance.
■ Use well lighted streets to reach your destination.