

OFFICE SECURITY

Most crimes that take place are what would be termed as either "inside jobs" or opportunistic crime.

- "**Inside Jobs**" are perpetrated in most cases by dishonest persons within the system and/or orchestrated by dishonest persons within the system who then involve a third party to actually commit the crime.
- **Opportunistic Crime** is simply crime where opportunity plays a role but most important of all, negligence on the part of the victim in some cases contributes to the crime taking place.

Both these phenomena can occur on our respective campuses and can also be prevented through positive proactive involvement of the University community "working in teamwork" with Risk Management Services (RMS) to prevent crime.

There are some simple proactive measures that you as a member of the University community can exercise to prevent crime on your campus, they are as follows:

1. Always lock your office even if leaving for brief periods of time.
2. Always keep valuables locked away and out of sight.
3. Immediately report faulty door locks and/or locking mechanisms to Risk Management Services (RMS).
4. Do not leave office keys in your door lock, a thief will remove these keys to gain access into your office at a later stage or remove to make a duplicate in order to gain access at a later stage.
5. Guard against issuing too many keys out to persons working in your department.
6. Always be aware of your surroundings, question persons loitering in your Department/School, they may need assistance or may be watching and waiting for an opportunity to commit a crime in your Department/School.
7. Please immediately report all suspicious behaviour and persons to Risk Management Services (RMS).

Edgewood	031 260 3493 / 3462
Howard College	031 260 2818 / 2540 / 2542
Medical School	031 260 2818 / 2540 / 2542
Pietermaritzburg	033 260 5211
Westville	031 260 7133

Please assist Risk Management Services (RMS) in keeping your campus crime free. Security measures are never convenient but they are designed in an effort to protect you from the "inconvenience of crime", so please assist us through co-operation in security exercises/checks and by following the Security Hints & Tips provided.