



Edina Police Department

Technical Brief

21.0

OFFICE SECURITY FOR EMPLOYERS

It is important for management to have a written policy regarding security procedures, and to clearly communicate that policy to all personnel. To reduce your risk of theft, the security policy should include the following suggestions:

1. Office procedure should include an immediate verbal greeting to all visitors, using direct eye contact and detailed observation.
2. Train your receptionist to pay particular attention to visitors who seem confused or unsure of where they are or the purpose of their visit. Take note of unusual clothing, speech, behavior, etc.
3. Encourage all employees to question any strangers they encounter by asking their destination and offering assistance.
4. Provide timely and accurate information about unusual or suspicious activity observed in the building and/or office. Report such activity to the property management and other appropriate authorities.
5. Examine the physical layout of your office or building with regard to deterring theft and assault by effective use of lighting, locks and by maximizing visibility.
6. Establish effective access control, including sign-in procedures and key control.
7. If a problem develops, be direct with employees rather than let rumors build. Describe the situation and initiate appropriate educational and security measures.
8. Instruct all personnel to call 9-1-1 if they feel threatened or if there is a suspicion of crime.

For an on-site Security Survey of your office or building, including an assessment of procedural and physical security, call Crime Prevention, Edina Police Department, at (952) 826-1610. For more information about crime in Edina, see the Police Department section of www.cityofedina.com