



DEPARTMENT OF PUBLIC SAFETY

Safety Tips for Faculty and Staff

Workplace Safety

- Always lock your door when you leave your office.
- Never prop open a locked door.
- Never leave your valuables such as wallet, purse or jewelry lying on your desk.
- Notify the police if you are aware of any situation that may result in violence in the workplace.

Property Protection

- Never leave backpacks, purses or wallets lying exposed in your room or any other area, especially the library.
- Keep a list of the 800 numbers for reporting stolen credit cards for all your cards.
- Never give out your bank authorization code over the telephone.

Preventing Auto or Bicycle Theft

- Always close your car, close windows and take your keys.
- Invest in a car alarm or a less expensive device "The Club."
- Never leave valuables in sight.
- Never leave your car running and unattended.
- Park your bike in a bicycle rack, park and lock it in a well lighted place.

Handling Harassing Phone Calls

- Hang up as soon as you realize the nature of the call.
- Pay attention to any details that can identify the caller
- Keep a log of calls received
- Use *69 or caller ID to see if you can determine the caller's phone number.

Protect Yourself While Using An Automated Teller

- Avoid using ATM at night.
- Protect your PIN.
- When finished, be sure you have your card and receipt.

Personal Safety and the Internet

- Avoid giving out personal information such as your address and phone number
- When agree to meet anyone whom you met on the internet, be very cautious and arrange a meeting in a public place and bring along a friend for security.

Domestic Violence and Stalking

Report the violence to the police. Both the University Police and the Stockton Police Department interact with the Domestic Violence Unit of the District Attorney's office. If you are in an abusive relationship, there is help available through the Victim Advocate, Counseling Center and the Women's Center.