Department of Public Safety Newsletter

Mott Community College

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Volume 2

Office Security Tips

- Always keep your purse, wallet, keys or other valuable items with you at all times or locked in your desk or file cabinet.
- Check the identity of any strangers who are in your office—ask whom they are visiting and if you can help them find that person. If this makes you uncomfortable, inform the Public Safety Department at 762-0222 about your suspicions.
- Never leave your reception area unattended or entrance doors propped open.
- Always let someone know where you'll be—whether it's coming in late, working late, going to the photocopier or mail room, going to lunch or a meeting.

EMERGENCY PHONE NUMBERS

All pay phone calls are **FREE**! Please report all crimes!

CAMPUS EMERGENCY
Dial……762-5666
or from any campus pay phone DIAL #1

NON-EMERGENCY requests for service
Dial……762-0222
or from any campus pay phone DIAL #9

WEATHER RELATED EMERGENCIES
Follow Evacuation Instructions posted in each classroom and office.

SCHOOL CLOSING INFORMATION
Dial……232-8989

The following are some common pretenses used by thieves to gain entrance into your office or to distract you:

- A thief may call and fabricate a reason for you to leave the office so that an accomplice may enter.
- A thief may engage you in conversation while mentally making a survey of your office and return later.
- If a thief knows that all or most of the employees of the college are gathering for a meeting or luncheon, he/she may enter the empty offices and have access to purses and other valuables.
- If you bring personal items to work, such as a coffee pot, a radio, or a calculator, mark them with your name or initials and identification number.

NEED INFORMATION....

Should you have a comment, concern or question regarding the operations of the Mott Community College Department of Public Safety, please feel free to call...

Chief Clydell Duncan at ....
762-5681

Lt. Colin Perry at ....
762-0274

Security is everyone's responsibility and we encourage you to implement sound preventive security measures to safeguard your property. Please call Public Safety if you notice any suspicious activity.