



MAKING UNLV A SAFER PLACE

THIS ISSUE'S TOPIC: PROPERTY PROTECTION

DID YOU KNOW.....

79% of UNLV's reported property losses (non-auto) over the last 4 years were the result of intentional acts of a person(s). 76% was the result of burglary or theft of UNLV property. The other 3% was due to vandalism.

WHAT CAN YOU DO TO PROTECT UNLV PROPERTY?

Minimize the opportunity for perpetrators to gain access to the valuables, *develop barriers*. The way to develop barriers is simpler than what you might think. Theft usually occurs when individuals gain quick access to areas where they can commit the crime. The more barriers that are created the longer it takes to gain access, making it more difficult for the perpetrator to commit the crime. You can develop barriers and protect property by:

- Locking doors & cabinets where equipment is stored
- Storing electronic equipment out-of-site in a locked desk or cabinet
- Minimize assignment of keys to buildings, offices, rooms and maintain records of key assignment
- Periodically change locks and access or alarm passwords
- Follow the check out or borrowing procedure located at:
<http://www.unlv.edu/depts/delivery/forms/ela.pdf>

REPORTING STOLEN PROPERTY:

1. File a report with the Police Department
2. Notify RM&S as soon as possible.
3. File out the Property Loss form and send to MS 1042:
http://rms.unlv.edu/insurance/Docs/Form_1.pdf
4. Collect purchase orders, invoices or any other documentation to show what was stolen and the value of the item.

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