

- Never leave valuables in plain sight or where a criminal can easily access them, such as under a desk or in an unlocked drawer or cabinet. This includes keys, purses, wallets, or anything else that someone can easily sneak out with.
- Have some sort of alarm on the front door to alert employees that someone is entering the business. Many times staff is in the back and customers walk in and can't find anyone to help them. This can provide an opportunity for theft if no one is aware of any entry made.
- If you are considering a closed circuit camera, you should have the camera at eye level (approximately 5' 7") and have the tape/digital recording at a different location, even if it's a different room that is secured. If anyone breaks in, they can't steal the recording materials and the unauthorized entry is caught on tape. CC surveillance is a good idea if you are concerned about internal or external theft or shoplifting.

The Ukiah Police Department offers CPTED (Crime Prevention Through Environmental Design) security assessments of the business, as well as employee safety classes. Contact our Business Liaison, Nancy Sawyer, for details.

## Share Your Thoughts

The Ukiah Police Department's mission is simple: to make Ukiah as safe as possible. If you have any suggestions or comments about how we can improve, please complete our online survey.

If you would like to know more about crime in your neighborhood, you can sign up for telephone, cell phone and email notifications by clicking the Nixle button at [www.ukiahpolice.com](http://www.ukiahpolice.com). You can also leave crime tips on our website.

## Who Do I Call?

### Emergency 9-1-1

Call 9-1-1 for any life-threatening emergency or crime in progress.

### Non-Emergency (707) 463-6262

Online Crime Report: [ukiahpolice.com](http://ukiahpolice.com)

### Business Office (707) 463-6241

Monday - Thursday 8:00 am - 4:00 pm



## Ukiah Police Department

Safety, Professionalism, Community Service

### Nancy Sawyer

Community Service Officer & Business Liaison  
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## Ukiah Police Department

# Employee Safety

*Be aware of your surroundings, and think ahead.*



## Workplace Safety

Whether you are working in a small firm, a giant industry, or anywhere in between, your safety at work is of utmost importance. There are many programs in place for preventing workplace violence, but employee safety extends beyond those measures.

Here are some safety tips for employees to consider when arriving to or leaving from work:

- Always park as close as possible to the entry of your business. Your driver's door should be visible from your exit location. This eliminates the need to go around a blind corner to approach your driver's door. If you leave after dark, ask your manager if you can move your car closer before it gets dark. It's best to avoid walking through parking lots when you are tired from a long day's work, especially at night.
- Always have your keys ready to unlock your car. If you don't have an automatic door opener, have the key for the door ready and once inside your vehicle, lock all doors immediately. If you cannot get your key into the lock, get back into your business immediately. It's possible that someone intentionally jammed the lock to distract you. Check the floors and front and back seats before you enter the car and make sure no one is lurking around your vehicle as you approach it. Always be aware of your surroundings. If there is someone that makes you feel uncomfortable, go back into the business and ask for an escort to your vehicle. If you believe the person is up to no good, call the police to check out the situation. Don't take unnecessary chances.
- At least two people should open and close the business. Managers are encouraged to always have employees enter and lock up the business with someone else. There is safety in numbers and this also provides additional security for both the business and the employee.
- As you enter your workplace, if you notice that someone has broken in during the night or over the weekend, do not enter. Do not touch or move any items. Leave the building and call the police.
- Never use bank bags to carry money to deposit. If the business is unable to provide an armored truck pick-up service, money should be transported to the bank at different times, using different modes and different people. Criminals watch what is going on and can easily identify a target, especially when it's obvious the person is carrying the deposit. Make the target difficult for criminals by altering routes and methods of transporting the money.
- Employees who take a break should be encouraged, when weather permits, to take their breaks outside. This allows for additional visibility in the parking lots and the area surrounding the business. It is recommended that if this is done, employees take breaks in pairs.
- Some employers have an incentive program that encourages employees to walk around the business during their breaks. This not only provides awareness of what's going on around your property, including strangers loitering, dumpster diving, or vehicle burglary (which should all be reported to police), but it gives the employees a chance to exercise, eliminate stress, renew their energy and gain an incentive reward! Of course, employees should always maintain a sense of awareness regarding moving vehicles, deliveries and potential problems.
- Receptionists should not have a nameplate on the front counter or desk. Nameplates are discouraged for several reasons. Criminals can look up the name on any number of websites that provide home addresses and phone numbers, and, if the criminal is a stalker, the criminal can pretend to know the receptionist outside of the workplace, since they can easily get the name from just walking past the counter. Pretending to know the victim is one way that criminals can approach a victim without suspicion. Also, many receptionists place family photos around the workplace, which is fine if the criminal doesn't know last names. If the receptionist does want a nameplate, just a first name is recommended instead of first and last.



Learn more at  
[ukiahpolice.com](http://ukiahpolice.com)