

# Holiday Crime Prevention

## *Useful Tips*

The following tips can make your holidays safer and happier.

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### **At Your Workplace**

The following suggestions, if followed, will reduce the chance of theft from your offices and labs.

- Lock all office and lab doors/windows even if you'll be away only for a few minutes.
- Never leave keys in an unlocked drawer or cabinet (do not tape keys under desk drawers or in file cabinets).
- Secure petty cash and office coffee funds and personal items such as purses, wallets and backpacks.
- Don't bring large amounts of cash or credit cards to work.
- Take an inventory of equipment before leaving for the holidays. Record serial numbers, brand names and descriptions of equipment. Keep a duplicate copy of this information in a different location.
- Engrave equipment with the words "Property of UC Davis" and the serial number, if not already engraved by manufacturer. Secure equipment with approved lock-down devices (P&P 370-30).

### **Out & About**

- Stay alert to your surroundings and the people around you.
- Lock your car and close the windows even if you're gone for only a few minutes. Lock packages in the trunk.
- When waiting for public transportation or rides from friends, do so in a busy, well-lit place.
- Avoid carrying large amounts of cash. Use checks or credit cards when possible to pay for purchases.
- If your credit cards are lost, notify the issuers and the Police Department immediately.
- Be extra cautious with purses, wallets, and backpacks, which may become targets for crime in crowded shopping areas and on public transportation.
- For freedom of motion, clear visibility, and for avoiding mishaps, don't overload yourself with packages.
- Never leave infants or small children alone in your vehicle. Take them with you or leave them at home!

### **While at Home**

- Lock your doors and windows even if you are only going to be away for a few minutes.
- Do not put large displays or holiday gifts in the view of your windows or doors.
- New gifts should be marked immediately with your driver's license or identification number. Contact the UCD Police Department for information about Operation Identification.

### **When Going to a Party**

- Know your safe drinking limit and remember, only time eliminates alcohol from your body.
- Make sure you have a designated driver you can trust.
- Don't drink and drive, and always wear your seatbelt.

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*UC Davis Police Department*  
*Crime Prevention Unit*  
530-752-6589



Crimes in Progress: **9-1-1**

Safety Escort UCD: 530-752-1727  
Non-Emergency UCD: 530-752-1230  
& Cell Phone: UCDCM: 916-734-2555