



**NorthEast Citizens Patrol**  
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Here are some tips that might prevent office related thefts:

- Never leave your purse, wallet, or your personal house or car keys unattended
- If you cannot keep your purse or wallet on your person, secure them in a locked file cabinet or desk drawer
- Keep your cell phone on your person, either in a pocket or a holster on your waist or belt
- Make every effort not to bring any more cash to work than that actually needed for that day
- Women should consider carrying the following in a small wallet on their person not in their purse:
  - Driver's license
  - Credit Cards
  - Check book and deposit slips
- Women should consider carrying their house and car keys on their person, not in a purse
- Inventory your credit cards. Maintain a list of the card numbers and the phone numbers of the servicers in a safe place at home. This will enable you to close the accounts if they are stolen
- If at all possible, when you are not in your office, secure the door and lock it
- If you are serving a client and you have to leave your office to make a copy of a document or for any other reason, ensure your valuables are either on your person or secured in a locked desk drawer or file cabinet.



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