

UNIVERSITY OF ST. THOMAS DEPARTMENT OF PUBLIC SAFETY



PUBLIC SAFETY ALERT – MARCH 26, 2004

ALERT:

Critical / Major Incident

ADVISORY:

Important Incident

BULLETIN:

General Information

On 03/25/2004, Public Safety received a theft report from a UST employee in the Minneapolis School of Law.

On 03/24/2004, at approximately 11:15 a.m., the employee reported leaving her office unlocked and unattended for a short period of time. Before the employee left, a large amount of cash was placed inside a wallet and locked in a file drawer. When the employee went to retrieve her wallet at day's end, she found that a hidden key was used to gain entry into the drawer and remove the cash. Credit cards and other personal items were left behind.

Office thefts may be prevented by following the recommendations below.

Did you know:

- It takes eight seconds for a thief to enter your room or office and leave with your valuables.
- More than 90 percent of room and office thefts involve occupants who were "just gone for a few moments."

Recommendations:

- Be alert to any people in the building or resident halls who appear suspicious. You know the areas that you live and work best. If in doubt of anyone, notify Public Safety.
- Lock your room door, office door and desk drawers when you leave, even if only for a few minutes. Take your keys with you when you leave.
- Do not leave your purses, laptops, wallets, cash or other valuables in plain sight or unattended in offices or the libraries for even a short period of time.
- Remember suspect information, including approximate age, height, weight and details on hair, clothing, jewelry, scars, tattoos - anything noticeable.

Public Safety urges you to be proactive and alert. *You can help prevent crime!*

If you have information regarding crimes on campus you are urged to contact
Public Safety at (651) 962-5100 and the police (651) 291-1111

Removal Date: 04/08/2004