



<b>Date Created:</b>	8.25.2009
<b>Category:</b>	Building
<b>Revised:</b>	6.23.2010
<b>Approved by COO:</b>	9.15.2010

**Purpose:** To ensure that all UPI employees know what to do in case of a theft or suspicious occurrence.

**Policy:** The safety and welfare of staff and their personal property is important to University Physicians, Inc. However, UPI does not accept or assume responsibility for loss under any circumstances, including theft, vandalism or damage to personal property, inclusive of vehicles parked on UPI premises or their contents. It is recommended that parked vehicles be locked at all times.

Any theft, vandalism or damage to property should be reported immediately to Anschutz Medical Campus Police Department (AMCPD). UPI's Property Manager should also be notified of the incident, who will make every effort to coordinate deterrence of future incidents with the appropriate authorities.

**Procedures:**

**OFFICE THEFT/SUSPICIOUS OCCURRENCES**

Employees should be aware of activities that are outside the normal day to day activities in and around the building.

- Never leave the receptionist area unattended.
- During off-business hours, doors should remain locked at all times.

**RESPONSE MEASURES**

It is important to notify the Property Manager immediately. The Property Manager will need the following information whenever possible:

- Employee Name and Suite or area.
- Type of situation, location, and time.
- Description of suspected individual(s).
- Which direction the suspect went (i.e., stairs, elevator, restroom(s), up or down in the elevator, etc.)

**Crime Prevention Tips:**

- Mark all belongings with identification, and never leave valuables unattended.
- Look for unfamiliar individuals in the restrooms or wandering the hallways, suspicious boxes, equipment, etc.
- Report any stairwell doors that have been propped open.
- Lock your office whenever you leave, even if you will only be gone for a minute. Thefts can occur in a very short time. Keep your area secure.
- Report any suspicious activity or disturbance (no matter how minor it may seem) to the Property Manager.



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**Subject: Theft-Suspicious Occurrences**

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- Stay alert – don't take chances. Avoid isolated, poorly lit routes and trust your instincts. If you think someone is following you, go to a public place and ask for help.
- If you are working after hours, keep all doors in your area locked.
- Check your car to ensure that it is locked when you leave. Keep valuables out of sight. When driving, keep car doors locked.
- Lock your bike with a quality lock. Record serial numbers and other information regarding the make and model and register with Campus Police.
- Wear your campus identification badge.

**Renewal/Review:**

This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

**Governance:**

Property Manager is responsible for adoption and/or implementation of this policy.