

## **SECURITY PROBLEMS**

**Minor Security Matters** – such as solicitors, suspicious, or intoxicated persons should be reported to the Terra Real Estate Management Office (see Front Cover).

**Serious Offenses or Emergencies** of any matter should be reported first to the Police Department and then immediately to the Terra Real Estate Office (see Front Cover for telephone numbers).

### **SUGGESTIONS:**

1. Try to memorize a physical description of the suspect.
2. Do **NOT** attempt to apprehend or detain the suspect.
3. Keep your doors locked if working after hours or if you are alone.
4. Keep purses or valuables out of sight.
5. If you remove your suit coat, transfer wallet and other valuables to your pants pocket.
6. Lock up all small calculators and dictating machines when not in use.