Other things you can do

• **ENGRAVE ALL EQUIPMENT** --- You may check out engravers from the Stanford DPS for a refundable deposit of $15. Use it to engrave "PROPERTY OF STANFORD U." followed by the department's name on all computers and computer peripherals, typewriters, video equipment, etc. Operation ID stickers are also available for equipment, office doors and windows.

• **SECURE THE ENVIRONMENT** --- Secure all points of entry. This means deadbolt locks on private office doors and proper locking devices on windows, with limited key access. Deadbolt locks are not recommended for doors used to exit public areas. If you have any questions about lock placement, please contact the Special Services Unit at 725-2140. To make arrangements to have a lock installed, call the Work Control Center at 723-2281.

• **TAKE RESPONSIBILITY** --- No security measures will help if basic security measures like locking up before leaving the office are not taken. Offer assistance to unfamiliar visitors, don't leave valuables out in the open, and always lock the office when you leave. Most importantly, don't be afraid to call 9-911 to report ANY suspicious activity or alarm sounding. The whole office needs to work together to create an unfriendly environment for thieves.

• **JOIN THE STOPP PROGRAM** --- Protect yourself financially! By using SUDPS approved security devices, engraving your equipment as explained above and keeping a detailed inventory, you will be eligible to join the STOPP program. If a piece of your equipment is stolen that is protected by the STOPP program and insured by the Stanford Department of Risk Management, you do not have to pay the deductible. **You may save up to $1000 on your first theft!** To participate or to find out more about the program, call the Special Services Unit at 725-2140.

**The Latest Security Options for Your Office Equipment**

- **Equipment**
  - ENGRAVE ALL EQUIPMENT: You may check out engravers from the Stanford DPS for a refundable deposit of $15. Use it to engrave "PROPERTY OF STANFORD U." followed by the department's name on all computers and computer peripherals, typewriters, video equipment, etc.
  - SECURE THE ENVIRONMENT: Secure all points of entry. This means deadbolt locks on private office doors and proper locking devices on windows, with limited key access.
  - TAKE RESPONSIBILITY: No security measures will help if basic security measures like locking up before leaving the office are not taken. Offer assistance to unfamiliar visitors, don't leave valuables out in the open, and always lock the office when you leave.
  - JOIN THE STOPP PROGRAM: Protect yourself financially! By using SUDPS approved security devices, engraving your equipment as explained above and keeping a detailed inventory, you will be eligible to join the STOPP program.

**We Have the Answer.**

The Special Services Unit is a division of the Stanford Department of Public Safety which offers information and services in these areas:

- Alcohol and the Law
- Bicycle Safety and Security
- Disaster Preparedness
- Home and Office Security
- Personal Safety
- Theft Prevention
- Also available: Personal Safety and Office Security videotapes.

Please contact the SSU at 725-2140 if you have any questions or would like to borrow the videotapes.
Plate-Based Security Devices

How They Work
Different models have different methods. Some use strong adhesive mats and a plate locking method to secure equipment to a tabletop. Others use drilling through a tabletop for high security bolting along with a plate locking mechanism. The computers may be moved by anyone with the proper key.

NOTE: There are devices which claim to be heavy duty lock-down devices consisting of a cable which connects equipment to a desk or wall. The Stanford Department of Public Safety does not recommend such exposed cable devices because they can be defeated relatively quickly by an experienced thief.

PROS
- Acts as a deterrent against theft
- Equipment may be easily moved by anyone with a key
- Surprisingly low profile
- Plates may be moved by manufacturer
- Moderate cost: $100-$300 per mechanism

CONS
- Some systems require drilling into equipment or desktop (though some do not)
- May be defeated with enough time

Alarm Systems

Intrusion Alarms
These kinds of alarms include:
- Closed circuit video equipment
- Audible alarm systems
- Motion detectors
- Infrared intrusion detection systems
- Portable digital security transmitters
- Door access control systems
- Window entry detectors

NOTE: There are devices which claim to be heavy duty lock-down devices consisting of a cable which connects equipment to a desk or wall. The Stanford Department of Public Safety does not recommend such exposed cable devices because they can be defeated relatively quickly by an experienced thief.

Fiber Optic Cable
A 1/8” fiber optic cable is looped through equipment. If the cable is broken or cut without turning off the system from another room, the system will sound an alarm and alert the authorities.

PROS
- 24-hour surveillance of equipment
- Can alert authorities to exact location of theft for quicker response
- Good way to protect large amounts of equipment that cannot otherwise be secured

CONS
- Potential false alarms
- Initial investment required
- Does not physically deter theft

To find out more about Fiber Optic and other alarm systems, please contact the Special Services Unit at 725-2140.

SonicPro Security System
A battery-operated alarm that you attach to equipment. The alarm is activated and deactivated with a keypad. If the equipment is tampered with or moved while the alarm is activated, or if someone tries to pry the alarm off of the equipment, a loud alarm will sound. SonicPro is also available for portable computers. Central Stores #385718.

PROS
- Relatively inexpensive
- Mobility of secured equipment
- Ease of installation

CONS
- Box batteries must be checked or replaced
- Does not physically deter theft
- Someone must hear the alarm and contact the police

For more information about these products, please contact the Special Services Unit at 725-2140.

Here are the vendors of security devices which are approved for the STOPP Program (see back of flyer for STOPP information):

Anchor Pad of N. California
1-800-626-2467

Campus Security Solutions
1-800-423-4700

Lyndon Lock
Anti-Theft Computer Devices
1-800-779-2669

QUALTEC HD 2000
Pacific Computer Supply
1-800-521-7688

D&D Security Enterprises
1-800-453-4195

Lyndon Lock
Anti-Theft Computer Devices
1-800-779-2669

QUALTEC HD 2000
Pacific Computer Supply
1-800-521-7688

Business Machine Security
1-800-872-9562

D&D Security Enterprises
1-800-453-4195

Lyndon Lock
Anti-Theft Computer Devices
1-800-779-2669

QUALTEC HD 2000
Pacific Computer Supply
1-800-521-7688

Versa-Lock, Inc.
1-800-248-5625

Contact Central Stores at 723-9606 for more information. Central Stores #385715.