

BEST PRACTICE TIP

Protect Your Property

1. **DO NOT** leave purses, wallets, or other small personal (easily concealable) property out in the open. Secure valuables in a desk or cabinet or other **lockable** area.
2. Do not leave computer disks or CD's where they can be stolen or easily removed.
3. Do not place or leave valuable items near or close to open windows or doors.
4. Keep a record of property descriptions, model numbers, and serial numbers – just in case!
5. Maintain strict control of your keys.
6. Mark or engrave personal property with your initials and the last four digits of your social security number (or driver's license number).

REMINDER

THE SCHOOL DISTRICT OF HILLSBOROUGH COUNTY DOES NOT PROVIDE INSURANCE COVERAGE FOR EMPLOYEE'S PERSONAL PROPERTY LOSSES (THEFT, VANDALISM, OR OTHER DAMAGE) THAT OCCURS EITHER ON OR OFF OUR PROPERTY. PLEASE BE VERY SELECTIVE ABOUT THE PERSONAL PROPERTY YOU BRING TO YOUR SCHOOL OR OFFICE, AND TAKE EVERY PRECAUTION AVAILABLE TO SECURE THOSE ITEMS.