



DATE: December 10, 2012

TO: All Staff – LAUSD Administrative Headquarters

FROM: Office of the Building
Morlin Asset Management

RE: **Personal Belongings, Valuables and District Property**

LAUSD Administrative Headquarters is occupied day and night by employees, contractors and visitors. For your own safety and the security of your personal belongings and District property, especially during this holiday season, please take some basic precautions:

1. Do not leave money, jewelry, purses, wallets, or any valuables behind when you leave your desk at any time—even if it is for only a few minutes.
2. Personal belongings, regardless of value should be kept safe—preferably with you when you leave your desk—including your newly purchased holiday gifts!
3. Lock up laptops, portable hard drives and other District valuables when you leave.
4. Help your neighbors! If you see anything that shouldn't be left out, remind them to be careful.
5. Carry your HQ identification badge with you at all times.
6. If someone looks lost or as if they don't belong, ask them if they need assistance. Immediately report any suspicious behavior or any missing items to the Security Command Center (213-241-5882) and the Office of the Building (213-241-1320)

Our security team is top notch and the officers are constantly patrolling the building. But they cannot be in all places at all times. Help us help you by keeping items secure and reporting problems – your efforts can be a major deterrent to any potential thefts or “lost” items.

Lost and Found: If you are missing something, please contact the Office of the Building at (213) 241-1320. We always have a collection of keys, glasses and other items that have been dropped or misplaced.

Please pass this information on to all concerned. Thank you and have a wonderful holiday season!