

# Full Court Press

Newsletter of the District of Columbia Courts

Open To All, Trusted By All, Justice For All

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## SPECIAL SECURITY ISSUE

### NEW SECURITY FACES AND EQUIPMENT ENHANCEMENTS AT THE D.C. COURTS

By Cheryl Bailey, Deputy Executive Officer

New faces, new equipment and new procedures are some of the security enhancements the District of Columbia Courts have instituted. Similar to courthouses throughout the country, the September 11th terrorist attacks heightened concerns for the safety and security of the Courts given the nature and number of the matters handled here, as well as our location in the nation's capital. This coupled with the rash of violence in courthouses throughout the country, including Las Vegas; Chicago; Atlanta and Middleton, Connecticut has made the enhancement of court security one of our top priorities. Anne Wicks, Executive Officer and co-chair of the D.C. Courts' Security Committee, stated, "Security is a priority for the Courts as reflected by the inclusion of 'Security and Disaster Preparedness' as a strategic issue in the Courts' 2008-2012 Strategic Plan. The Courts must ensure that members of the public, judicial officers, and court staff are safe and secure. At the same time, the Courts must remain accessible to the public we serve."

Shortly after the "9/11" terrorist attacks, the Courts reconvened the Security Committee. The Security Committee,



Special Security Officers Reginald Fortune (with phone) and Stanley M. Booker operate the control room.

Photo by Tom Feeney, Jr.

Special Security Officer representatives. The Committee meets monthly and is charged with the development of security policies and procedures and ensuring that security risks are identified and addressed. The Committee has developed emergency procedures for various events, including fires, bomb threats, suspicious packages, biohazards and active shooters.

In recent years, the Courts, in partnership with the U.S. Marshals Service and under the management

of the Capital Projects and Facilities Management Division, have implemented security enhancements. Utilizing the findings of security assessments performed by the U.S. Marshals Service, we have installed or upgraded security equipment, including the installation of a state of the art Security Control Center, access control systems, duress alarms, screening equipment, chambers' entry systems, fire alarm system, and security cameras. The renovation of the cellblock, a multi-year project, is underway.

Security staffing enhancements have also occurred. The Courts received funding to increase the number of Special Security Officers (SSOs) from 80 to 130, and efforts are underway to hire these 50 additional positions. Recently, a Chief Security Officer, Richard Parris, was hired to provide operational direction for security, including physical security and security program planning and implementation. Mr. Parris works closely with the U.S. Marshals Service and the SSOs to ensure that all court buildings are safe and secure.

Training of all court personnel is an essential component of the Courts' security program. In recognition of the importance of safety and security, courthouse security is a required course for all newly hired court employees. All new judicial officers receive an overview of security as part of their orientation program as well. Beginning in 2008, in an effort to inform court staff and the public about court security and emergency preparedness, the Courts designated April as "Security and Emergency Preparedness

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Acting U.S. Marshal
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Committee, co-chaired by Ms. Wicks and Judge Gregory Jackson, is comprised of judicial officers, court managers, judicial staff, U.S. Marshals Service representatives and

# MEET THE COURTS' SECURITY TEAM:

## RICH PARRIS, CHIEF SECURITY OFFICER

By Morgan Block, Executive Office Intern

The D.C. Courts have reaffirmed their commitment to security with the hiring of the first ever Chief Security Officer. Richard Parris has spent his career protecting American assets and American lives, serving in both the public and private sectors. Rich now turns that body of knowledge and experience towards further solidifying the D.C. Courts' security.

Rich Parris is a first generation American and the son of two immigrants from the West Indies. He grew up in racially tolerant New York City during the 1950's, a transitioning American culture during the civil rights era. Rich says his parents saw New York and much of the North as a bubble of acceptance that did not reflect the culture clash that was occurring at that time in the South. Rich's parents thought it was important for him to see the cultural climate of the South and sent him to school at the Palmer Memorial Institute in Sedalia, North Carolina in 1959 for his senior year of high school. Rich says he found the racial atmosphere of the South to be both shocking and ruthless, yet it "taught him to stand up for what's right" and provided him with a "world of learning and honesty."

After high school, Rich went to Indiana State to pursue his Bachelor's degree and to compete in athletics. In September 1964, after he had graduated college, Rich joined the military and served two tours of duty in Vietnam, one on the ground and one in the air. He was



Rich Parris

Photo by Tom Feeney, Jr.

a company commander in the 25th Infantry Division during his first tour. Rich went to flight school and was assigned to the 101st Airborne Division during his second tour, where he flew OH-6's and CH-47 helicopters.

Soon after leaving the military, Rich found work in public accounting in Houston, Texas. It was during his tenure in Texas that he first encountered the judicial system. In 1986, the Mayor of Houston recruited Rich to work for the Houston Municipal Court as Chief Clerk and Director of the Houston Marshal's office. He retained that position until 1989, when he started his own business, Confidential Consulting, in California.

In 1997, Rich went to work for the Money Store, a consumer finance company in need of a Director of Security. Rich faced a challenge similar to the one he faces today: formalizing and detailing the security protocols for an institution that had never had a corporate Director of Security. Rich noted, "you don't often get the opportunity to help write the book...some of the guidance I will give may change the way [the D.C. Courts] look at things going forward."

The challenge Rich faced at the Money Store is part of the allure that brought him to the D.C. Courts today. But Rich was also looking for something else...fun. "I've got to have enjoyment and challenge at my job, or I'm not going to do that job for very long," Rich explained. Rich said he saw opportunity for both in the character of the D.C. Courts' representatives he met with during his initial interviews.

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## PABLO PINEDA, ACCESS CONTROL MANAGER



Pablo Pineda

Photo by Tom Feeney, Jr.

On December 29, 2010 we welcomed Mr. Pablo Pineda to the District of Columbia Courts as our first Access Control Manager. An exceptionally qualified professional and technical leader, Pablo brings a solid background of access technology with him as he embarks on his current mission to manage the Courts' access control, closed circuit television (CCTV) and related security systems. He will assume the systems administrator functions for these programs, and as the badging functions transition to the Executive Office, Pablo's role will expand. Other duties associated with his position include acting as the liaison between our information technology partners and our security vendor and the Chief Security Officer, Rich Parris. Rich says he "is thrilled to have Pablo here as part of our security team."

# THOMAS HEDGEPEETH, ACTING U.S. MARSHAL

By Tom Feeney Jr., Communications Assistant, Executive Office

The Judicial Security Division of the United States Marshals Service provides protection for judges, attorneys, jurors and all court employees, and strives to protect the judicial process by making sure that conduct during judicial proceedings is appropriate and all present are safe and secure.

Within the confines of the District of Columbia Courts, U.S. Marshal Thomas Hedgepeth is in charge of ensuring that the U.S. Marshals Service provides top-notch security, and does so without a hitch.

Hedgepeth has been assigned to the D.C. Courts since 1991, serving in many capacities for the U.S. Marshals Service. Now as the Marshal, he embraces the principal oversight role in which he serves and brings to the job a wealth of experience and knowledge in security. Hedgepeth was born and raised in North Carolina. As a young man fresh out of high school he entered the military, serving in the United States Army for 7 years, where he was assigned many security-related details.

In addition to the security experience gained in the Army, Hedgepeth said the military also “brought about a high sense of personal responsibility,” and provided him an understanding of “how essential it is that security starts with the individual doing their part and portion and building upon that.” Successful security, he said, is best exercised when an optimal team dynamic is present. “The phrase you’re only as strong as your weakest link is absolutely true,” Hedgepeth elaborated. “Everyone moving forward in the same direction makes a very formidable asset that is hard to beat.”

Hedgepeth sees a thematic challenge in the everyday security operations of the Superior Court. “The D.C. Courts have a vision of ‘Open to All, Trusted by All, Justice for All’, but security by its very nature poses restrictions on the openness of



1st Row: Lisha Douglas, Administrative Officer; Thomas Hedgepeth, U.S. Marshal; Dee Dee McKenzie, Administrative Assistant; Pablo Irizarry, Judicial Security Inspector. 2nd Row: Bobby W. Brooks, Protective Intelligence Investigator; Terry Fred, Assistant Chief Deputy U.S. Marshal

Photo by Tom Feeney, Jr.

the courts,” Hedgepeth said. “It creates a balancing act to preserve as much openness to the public while maintaining the maximum amount of security.” This is especially true when the Courts deal with cases that attract high media attention and tend to invoke public sentiment. “We can’t slow down the wheels of the judicial process,” Hedgepeth said.

The U.S. Marshals Service is proud to take that challenge head on. Created in 1789, the agency has pioneered security for generations. Hedgepeth cites the always-evolving, comprehensive training programs for deputies on how to protect court personnel, in-house training as well as ways that the U.S. Marshals Service stays ahead of the security curve. Hedgepeth also points out that it is the little things that seem subtle, but which are more significant and that are essential to security, that keep the security operation running smoothly. For example, the court employee ID badges. “The ID Badges give us an immense amount of control between doors, and it eliminates the key problem,” Hedgepeth said. “When people lose keys, anyone can get a key and walk-in, but the ID badges not only prevent this from happening, they also allow us to effectively determine who is a court employee.”

Hedgepeth said that the U.S. Marshals Service would be unable to operate at its current level without the healthy relationship it maintains with the D.C. Courts. He uses the example of the renovations of the Special Security Officers Control Room as proof that the D.C. Courts are 100% committed to security. “That project has put in place the infrastructure that supports everything we have done since then,” he said. “That one project set the standard.” Hedgepeth believes that by continuing the positive relationships and by making security a team effort, the D.C. Courts can stay true to their vision: “Open to All, Trusted by All, and Justice for All.”

# LOIS EPPS, SPECIAL SECURITY OFFICER SITE SUPERVISOR

By Tom Feeney Jr., Communications Assistant, Executive Office

For the judges and employees of the D.C. Courts, walking into the Moultrie Courthouse for work each morning is a simple routine that is given little thought. But for Special Security Site Supervisor Lois Epps, the security of every individual who walks into the building is her chief priority. Her ability to excel is the product of a long history of perseverance, patience, and professionalism that is an invaluable asset to the D.C. Courts.

Lois started as a Special Security Officer in 1994, and was promoted to Elite Security Officer in 2000, serving as a liaison between the Site Supervisor and the Special Security Officers. In 2004, Lois was promoted to Site Supervisor, becoming the first female Site Supervisor in the Court Security Program, Inter-Con Security Inc, nationwide. While Lois' position is a remarkable milestone, it's not the first time she has been part of an integral moment for women.

In 1973, Lois joined D.C.'s Metropolitan Police Department (MPD) as a member of only the second class of females in the MPD. This was a pioneering time for women. "It was an adjustment," Lois said. "The officers had a 'if you want to be one of us, then you're going to pull your weight' attitude." But despite meeting institutionalized resistance, Lois remained humble and professional, and saw the inequalities erode over her 21 years on the department. Throughout her tenured career on the MPD force, Lois never pulled her weapon and excelled at diffusing confrontations. "I felt that I could talk my way and calm down the worst fight, and finally, they started calling me to the scene," she said.

Lois was born and raised in North Carolina. She graduated high school in October 1965, and left North Carolina that very same night. With no particular direction or aspiration, she moved north, and survived tough personal times, but her progression to the MPD provided her job security and the foundation for a better future. Lois attributes the accomplishments of her life and career to the "Golden Rule:



L - R Lead Special Security Officer (LSSO) Paul McLeod, LSSO Wendell Barnes, Site Supervisor Lois Epps, LSSO James Clinton, LSSO Darryl Harrod, LSSO Aubrey Clare, LSSO Vernon Richardson and LSSO Elliott Thompson.

Photo by Tom Feeney, Jr.

don't treat people the way they treat you, but rather do unto others as you would have them unto you." Because of the patience-demanding nature of the job, Lois occasionally reminds the Special Security Officers of the rule. If you follow the rule, she says, "in due

time, you will get your just reward."

Lois admits that being the Site Supervisor can be a high-stress position. Lois coordinates with court management and the U.S. Marshals Service to ensure the safety of the public, judges, and court employees while in the confines of court facilities. According to a court survey that Lois cites, an estimated 10,000 people a day come in and out of the Moultrie Courthouse. Court Security's primary function is thorough screening at every entrance of the Courts' buildings, and the confiscation of weapons from visitors is a daily routine. But Lois has learned over time to focus all of her work on the issues she can address. "You come to the conclusion that what you can't do, and what you can't fix, are things you can't worry about," she said.

Moving forward, Lois sees the challenges of keeping pace with modern technology as it pertains to the operation of the Courts. Many of her long-term goals deal with addressing the threats of evolving technology, and planning the Court Security team's appropriate response. This is a challenge Lois has no plans of shying away from. "I have a great crew that I'm working with, and the court family is great," Lois said. "I love what I'm doing here."

Don't forget  
to  
**RECYCLE!**



# MICHAEL BOHR, SITE SUPERVISOR

A "Q and A" Interview Conducted by Tom Feeney Jr., Communications Assistant, Executive Office

## **When did you start at the courts?**

October 2005 at the Federal District Court until May 2009, and May 2009 at the D.C. Superior Court.

## **Where were you born, raised? Where did you receive your education?**

I was born and raised in Lansing, Michigan. "Go Spartans." BS from the United States Military Academy Masters of Science from the University of Boston

## **What were your prior occupations?**

I joined the Army right out of high school. I spent 15 years on active duty and then transferred to the Reserves. I have worked for a private security investigation firm, AT&T and IBM. During this time, I was also in the Reserves where I retired at the rank of Lieutenant Colonel

## **What are your chief responsibilities, and how has your position evolved since you have begun?**

The site supervisor has two distinct responsibilities. The first is the contractor representative for the service company – in this case – Inter-Con, Security. In this role, I am responsible for all of the company's business here, including payroll, promotions, recognitions, investigations, discipline and the correctness of the invoice. The second role is working with the U.S. Marshals Service and the Courts to ensure that the Special Security Officers (SSOs) are qualified, trained, and performing their job to maintain security in and around the Courts.

## **What is a typical day like for you at the Courts?**

A typical day starts around 7:30 AM. It ends when it ends – anywhere from 5:00 to 7:00 PM. On a

typical day, I spend my time with scheduling and payroll. However, if a security event occurs, Ms. Epps and I can end up out of the office for hours at a time. We get special requests throughout the week. These usually involve the Court's need to have SSO temporary coverage for something unplanned.

The personnel of the D.C. Courts are all very helpful. The same can be said for the U.S. Marshals. The SSOs are all top-notch and very dedicated to their job. This makes working here a pleasure – hectic to be sure – but very satisfying.

## **Are there any inspirational figures that have shaped your career?**

I have had the pleasure of several mentors throughout my career. There were several officers in the Army that helped me through the rough spots. My first civilian boss was a retired detective from the N.J. State Police with 40 years of police experience.

## **Why did you choose security as your profession?**

The Army chose for me. My rank in my graduating class gave me the opportunity to select the Military Police or combat arms. I preferred to go into the Military Police.

## **What are some of your plans on improving security?**

Working with the U.S. Marshals Service, we are actively seeking to fill the SSO program with qualified candidates. This will provide greater flexibility with the security and a quicker response time to unforeseen security issues.

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New Security, continued from Page 1.

Month". During this month, the Security Committee coordinates workshops and information fairs on workplace, personal and information security. In addition, over 50 court employees have been trained as members of the District's Community Emergency Response Team (CERT).

Emphasis has also been placed on Special Security Officer training. In April, the lead SSOs attended a two-day checkpoint screening training program that addressed x-ray and metal detection and explosive recognition. All SSOs attended a mandatory two-day training program in August, conducted by the U.S. Marshals Service. Particular attention has focused on courthouse entry screening since this is the Courts' first line of defense in preventing contraband and prohibited items from entering the courthouse. In November, the SSOs detected over 700 contraband and prohibited items during screening at the public entrances, including a gun, knives, box-cutters, mace, and scissors. The large number of contraband and prohibited items detected in November is similar to prior month totals.

To ensure that the Courts can continue to function effectively in the event of an emergency, a courtwide Continuity of Operations Plan (COOP) was developed, and division level plans, which integrate with the courtwide plan were subsequently prepared. As a member of the Criminal Justice Coordinating Council, the Courts collaborate with the District and Federal governments to ensure that the criminal justice agencies can continue to serve the public during an emergency.

While the Courts have made significant security enhancements over the past several years, court security remains a priority and improvement is a continuous process. Court security is a team effort, requiring the support of judicial officers, court staff, the U.S. Marshals Service, and the SSOs. As stated by Judge Gregory Jackson, the co-chair of the Courts' Security Committee, "Every member of the Court family can contribute to the safety of the Courts, and through awareness and training, we can achieve our common goal of providing a safe and secure environment for the administration of justice."

# IDENTITY THEFT: THE PIRACY OF PRIVACY

By Darryl Lesesne, Chief Auditor

When people think of theft, they usually envision material things being stolen. However, imagine if someone stole your identity. They could charge on your credit cards, withdraw funds from your bank accounts, steal your mail, apply for credit in your name and eventually ruin your financial life. The advent of the information age has created new challenges to the ability of individuals to protect the privacy and security of their personal information. Identity theft has become the fastest growing financial crime. Identity theft occurs when a fraud artist assumes someone's identity for the purpose of purchasing goods and services, obtaining funds and gaining access to private information. To make matters worse, this type of fraud is not difficult. In fact, it can be relatively easy to obtain social security numbers and other personal identification information.

The Identity Theft and Assumption Deterrence Act of 1998 makes the theft of personal information punishable by up to 15 years imprisonment and \$250,000.

Over the past decade, the growing issue of identity theft has left many people with a sense of fear and concern, wondering how to protect themselves. Identity thieves have many ways of obtaining your personal financial information and using it to make fraudulent charges or withdrawals from your accounts.

Think identity theft is going down? Unfortunately this is not the case. In fact, it is just the opposite. According to Javelin Strategies, incidences of the crime increased by 11% from 2008 to 2009, affecting 11 million Americans.

## Some statistics

### Victims

- There were **10 million victims** of identity theft in 2008 in the U.S.
- **1 in every 10** consumers has been victimized by identity theft.
- 7% of identity theft is **medical identity theft**.

### Recovery

- **In 2008, 25.9 million Americans** carried identity theft insurance
- After suffering identity theft, **46% of victims** installed antivirus, anti-spyware, or a firewall on their computer; **23% switched their primary bank** or credit union; and **22% switched credit card companies**.
- Victims of ID theft must contact multiple agencies to resolve the fraud, such as financial institutions, credit bureaus, law enforcement, and the Federal Trade Commission.

### Methods

- Stolen wallets and physical paperwork account for almost half (43%) of all identity theft; online methods accounted for only 11%.
- 38% of ID theft victims had their debit or credit card number stolen and 37% had their Social Security number stolen.
- 59% of new account fraud that occurred in 2008 involved opening up a new credit card account.

### Costs

- In 2008, account fraud in the U.S. totaled \$31 billion.

- The average cost per victim is \$500  
(All statistics from Javelin Strategy and Research, 2009, unless otherwise indicated).

## Five Tips to Prevent Identity Theft

1. Do not write your PIN number on your cards. Even if you keep your cards in your purse or wallet, there is never a guarantee that they cannot be stolen.
2. Always check your banking statements. By taking just a few minutes to scan through your account statements, you can catch any unusual or unauthorized activity. If your credit card number has been compromised, the identity thief does not need the actual card to make a purchase. If these discrepancies are not reported to your bank or credit company promptly, you may end up financially responsible.
3. Carry only the cards you need. The fewer cards you are carrying the better, in the event that your purse or wallet is lost or stolen. You will have to make fewer calls to your credit card companies and banks to report the incident, and fewer accounts are then compromised.
4. Junk mail may still contain personal information. Some identity thieves have a rather nasty habit of "dumpster diving," where they search in trash bins looking for mail. Pre-approved credit card offers and the like are things that are often tossed out, and can be used by the thieves to establish accounts in your name. This method gives them more time before being caught, because you are unaware of the existence of the fraudulent accounts, and the bills are not sent to your address. Investing in a paper shredder is an inexpensive way to prevent this.
5. You can request your credit report every year. Reviewing your credit report regularly is another method to discover if someone has stolen your identity to create fraudulent accounts or take out unauthorized loans. If you notice a decrease in the volume of your mail, it is a good idea to check with your local post office to ensure the no one has filed a change-of-address card in your name.

**If you are a victim of identity theft**, take the following four steps as soon as possible, and keep a detailed record of your conversations and copies of all correspondence.

1. **Place a "fraud alert"** on your credit report, and review your credit report.
2. **Close the accounts that you know, or believe, have been tampered with or opened fraudulently.**
3. **File a complaint with the Federal Trade Commission.** (Call the FTC's Identity Theft Hotline, toll-free: 1-877-ID-THEFT (438-4338); TTY: 1-866-653-4261; or write Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580).
4. **File a report with your local police** or the police in the community where the identity theft took place.

## **DISTRICT OF COLUMBIA COURTS EVACUATION PROCEDURES**

- When a building evacuation is necessary, the fire alarm, public address system, telephone intercom system and bull horns will be used to inform court staff and the general public.
- Persons with disabilities will be taken to the main elevator banks on their floors by the designated monitors. They will remain in this area until further instructions are provided by the Chief Security Officer or designee.
- When evacuating, employees will leave the building immediately and quietly by the nearest prescribed exit, or as advised. Employees should close doors behind them. The last person leaving an office that has been provided with an “EVACUATED” door knob hangtag should place the hangtag on the door to communicate to the Floor Monitor that the office has been cleared.
- When evacuating, employees and building occupants should walk, remain quiet, grasp handrails and follow all instructions of emergency personnel.
- Courtroom clerks and Clerk’s Office staff should follow established procedures for securing evidence and funds.
- In the courtroom, judges will announce the evacuation and ask if anyone requires assistance. The courtroom clerk will assist anyone requiring assistance. The courtroom clerk will also coordinate the return of the evidence to the moving party and secure the courtroom. If a jury trial is in session, the judge will escort the jurors through the secured corridors and out of the building through the prescribed route. The marshal is responsible for the evacuation of prisoners. When a jury is deliberating and the judge is not in the courtroom, the courtroom clerk will announce the evacuation and identify persons who require assistance evacuating the building. If assistance is required to evacuate a person with special needs, the courtroom clerk will call the Court Security Control Center (879-1002).
- Jurors’ Office staff will ensure that jurors in the Jurors’ Lounge evacuate the building, and that jurors with disabilities who require assistance to evacuate the building are taken to the front of the central elevator banks.
- Emergency Team Personnel have authority to direct employees during an evacuation drill and in an actual emergency. Their orders and instructions must be complied with immediately.
  - a. Moultrie Courthouse - Those exiting on the Indiana Avenue side should go to the park near the Historic Courthouse and Southwest Garage. Those exiting on the C Street side should go to the park between the Canadian Embassy and the U.S. District Court.
  - b. Buildings A and B, and Gallery Place - Those exiting should go to the grassy area at the corner of 5th Street and F Street.
  - c. Historic Courthouse - Those exiting should go to the National Law Enforcement Officer Memorial Plaza.
- Upon leaving the building, employees will gather at the designated areas identified below to await further instructions. After evacuation is completed, Special Security Officers and other Emergency Team Personnel will prevent entrance to the building until the “all clear” message is provided. When the emergency is over, the Chief Security Officer will advise employees to return to the buildings.

# SECURITY TIPS REFERENCE PAGE

By Cheryl Bailey, Deputy Executive Officer

## Workplace Security

- When the fire alarm sounds proceed immediately to the closest emergency exit. Never assume that it is a false alarm.
- If you receive a bomb threat keep the caller on the phone as long as possible. Ask the caller questions and record the responses. Contact the Special Security Office at ext. 1-1002.
- Always visibly wear your employee identification badge. You must promptly report the loss or theft of your employee identification badge to Richard Parris at 879-1778.
- Do not let unauthorized persons follow you into the secure corridor. In the Moultrie Courthouse the Court Security Officers (CSOs) control secure corridor access.
- Never touch or disturb a strange object or package. Call the Court Security Office immediately.
- Lockdown procedures will be used when safety issues (e.g., active shooter) require persons to remain in their current locations. You will be given instructions to remain in your courtroom or office and lock the doors.

## Information Security

- Shredding documents with personal information (such as bank and credit card statements or anything with your Social Security Number on it) will keep a burglar or someone looking through your trash from finding your information and assuming your identity.
- Never click on links sent in unsolicited emails; instead, type in a web address you know.
- Do not use an obvious password, such as your birth date, your mother's maiden name, or the last four digits of your Social Security number.
- If you suspect identity theft you should take the following actions: 1) place a "Fraud Alert" on your credit reports, and review the reports carefully; 2) close any accounts that have been tampered with or established fraudulently; 3) file a police report; and 4) report the theft to the Federal Trade Commission at [ftc.gov/idtheft](http://ftc.gov/idtheft).
- Do not send sensitive information over the Internet before checking a web site's security.
- Pay attention to the URL of a web site. Malicious web sites may look identical to a legitimate site, but the URL may use a variation in spelling or a different domain (e.g., .com vs. .net).

## Personal Security

- Walk with friends or in a group in open, well lit areas.
- Be aware of fake emergencies or reasons people might provide to make you feel they need help. Keep the door locked and call the police for them.
- Keep a listing of your credit cards, including credit card numbers and telephone numbers, in a secure location at home and at work in the event your wallet is stolen.
- Program your home telephone and family cell phones with emergency numbers.
- Keep an inventory, including serial numbers, of all valuables.
- Park in well-lit areas. Always lock your vehicle even when it is just outside your house. Always walk with car keys in hand when approaching your vehicle.
- The best way to prevent theft from your auto is to always keep valuables out of sight.
- Wherever you are (on the street, in an office building or shopping mall, waiting for the bus) stay alert and tuned into your surroundings.

(Please tear out and save.)