

WHAT TO DO WHEN BROKEN INTO

By Attorney Michael H. Wald

You arrive at work (or home) one morning to find that your front door is wide open and the lock is broken into several pieces. What do you do?

Do not touch anything! Stay calm and call the police. If you believe the criminals are still in the building, tell the police. Tell the police your name and location.

When the police arrive they will go through the building with you. They will make notes of the condition of the building and a description of the items missing. The police will try to take fingerprints. In order to be prepared in case of a break in, keep records of serial numbers and descriptions of all valuable items.

The police are not always able to get your items back to you, but if you have the correct information there is a greater possibility you will get them back. This will help with insurance claims and replacement, too.

If you have payroll checks or any other kind of checks around make sure they are all there. Go through all of your checks page by page. Missing checks out of the middle of your supply which you might not notice missing for several weeks, could cause you unnecessary and unexpected expenses.

Prevention is always the best idea. Secure your belongings with double core deadbolt locks on all outside doors. In the office, you can tape all the electrical cords to the desk legs with reinforced tape. When the criminal picks up the item and tries to get away, he will also be dragging a desk behind him. This method might slow the thief down. At home, windows should have locks, and

lights should be left on even when no one is home.

Call the local police. They may be willing to visit with you to show you how to better safeguard your home or office.

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