

Preventing Laptop Theft

Observing a few simple procedures can reduce the amount of equipment being stolen, deter opportunistic thieves and reduce the likelihood of unauthorised equipment removal by staff, contractors or professional thieves.

Actions to Prevent Opportunistic Laptop Theft and Theft by Collusion

- Have a management inventory system which requires individuals to sign for a specific laptop, whether for use inside or outside the office.
- Make sure that equipment is not swapped or lent between staff members without proper authority.
- Ensure that arrangements are made to retrieve a laptop when an individual leaves the firm.
- Ensure that staff is aware of the replacement value of equipment and impress on them the potential threat of theft.
- Make staff aware that theft, whether internal or external, will be reported to the police.
- Consider whether loss by gross negligence should result in disciplinary action, perhaps the imposition of a fine.
- Clearly label or postcode mark equipment to link it to its owner.
- Lock equipment in secure cupboards, even during office hours when it is left unattended.
- Secure meeting rooms when equipment is left unattended.
- Use access control systems to limit access from public areas such as receptions, factories or warehouses to the main office facilities, and encourage staff to challenge unfamiliar visitors.
- Reduce the likelihood of street robberies by disguising carrying cases used to transport laptop computers.
- When travelling by car, lock equipment which is not being used in the boot using one of the security devices available.



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