



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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SPECIAL EDITION

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SECURITY REMINDER

The OST Office of Investigations and Security wishes you and yours a happy holiday season. During the holiday period the threat of personal and Government property theft increases. Therefore, we ask you to be more alert and careful with the property under your control whether it be personal or Government-owned. To help you enjoy a safe and secure season, we request that you take the following precautions:

- . Each evening secure all easily concealed items of Government property, particularly electronic and small desk calculators.
- . Keep your purse or wallet with you or locked up at all times. Do not leave it unattended even for a brief period.
- . Do not leave money or valuables in your office overnight.
- . If you bring your shopping to the office, give it the same protection you afford your other personal property.

- . Remove wallets, keys and any valuable items from coats on clothing racks.
- . Make sure coat racks are well within controlled office areas, not close to the exterior doors or in open hallways.
- . Require all unknown persons who appear in your office to identify themselves.
- . If you have items which you wish to leave in your parked car, lock them in the trunk and take your trunk key with you.
- . Don't leave your small parking identification card in your car.
- . If you observe any suspicious persons or activities in any of the DOT parking areas, immediately notify the parking attendant.
- . Report to TAD-50 any losses, thefts or other unusual activity you may experience or witness.
- . Emergency telephone numbers you should remember:

--Office of Investigations and Security, TAD-50	x64677
--Guard Office, Nassif Building	x62626
--Guard Office, FOB-10A	x59575
--Guard Office, Trans Point	x69154
--Metropolitan Police Department	626-2861

"CLOTHING FOR KIDS" DRIVE

This year's drive to collect and distribute good used clothing and shoes for school children comes to close on December 15, 1977. DOT has collected 132 bags to date. This is a final call to do your part--put your good used clothing for school-age children in one of the collection boxes available in the ground floor lobbies of the Nassif Building, FOB-10A and the Trans Point Building and help a local child to attend school.

REMINDER TO USERS OF PARKING FACILITIES

- . Please turn on your headlights when driving in garage.
- . Do not block traffic by discharging or picking up passengers on the ramps or in the driving lanes.
- . Keep your speed down--for the safety of both pedestrians and vehicles.

DOT EXERCISE FACILITY

The DOT Exercise Facility will be closed from December 5, 1977, to January 8, 1978, to permit completion of construction and rehabilitation activity.