



Tehran University of Medical Sciences
Office of Vice Dean for Student and Cultural Affairs

Personal Precautionary Measures for Security

What is Crime?

Any action or action quit for which a punishment has been defined in law.

Who is an offender?

A person who commits a crime and violates the law.

Crime scene

A place where a crime occurs and there is usually evidence of the crime which can help identifying and recognition of the offender or the guilty (s), way of commitment, reason and motive of the crime, by Inspecting it.

Theft

Thieving movable personal properties or objects without their consent and against law.

Ways of proving the theft

1. Testimony of two adult wise men
2. Confession of the theft two times, before the court and judge if the confessor is mature, wise, intent and free.
3. The judge awareness

Reason:

In Article 353 of the Civil Procedure, reason is defined as "something or affair which is referred to, by the plaintiff for their claim proof or defense."

Reasons are categorized into two groups:

- 1- Visual or judicial reasons: origin of this reason is man and expressed by a person, such as confession, testimony and oath.
- 2- Material reasons: origin of this reason is material relevant to the human physics and material. Material reasons are actually lifeless witnesses as well as fingerprint or handwriting

Islamic Republic of Iran Police Force (NAJA)

Police is recognized in I. R. Iran with defined duties and specified uniforms which are briefly called NAJA in Iran. The most important operational units of Iran Police Force are police 110 and criminal police.

Police 110

Police 110 is the call center for communication between Police and People which is also called Police Emergency Center. The center has many dispatching teams all across the country for reaching the announced addresses.

Thieves' personal characters

1. Thieves are not individual; usually more than one, with an ordinary appearance and most of the time are motorcyclists.
2. They are agile and fast and grab your things in a blink of an eye when you are distracted.
3. They are trained for their professions.
4. They usually steal at night or in dark and not crowded places
5. They are well aware of the district they do theft in.
- 6 They might face off (by helmets, wigs, artificial beard or mustache...)
7. They might visit the district they want to do their theft, once or more for further and better recognition
8. They are scared and stressed for the crime commitment.
9. They occasional abuse the public events or crowded places or unpredicted accidents for theft.
- 10- They pay attention to the neglect and default of the security guards for committing their theft.
- 11- They might carry cold and firearms.

Prevention of Theft in public places

- Do not carry the cash money without protection and cover when you leave a bank and try to use bank checks Instead of cash.
- Do not carry so much cash and precious objects once walking under any circumstances.
- Do not move or replace your valid and critical deeds or documents once they are not required.
- Do not count the money in public places where the thieves might be more motivated for their intention.
- Take care when you exit from the bank or when getting the money, especially the suspicious motorcyclists.

- Be careful once praying in holy places of your bags or wallets and do not give them to strange people for keeping.
- Never let your kids wear Jewelries in public places.
- Take care more of your bag in crowded areas like stadiums, Metro stations, cinemas, bus stations, etc.
- Keep your bag beside you and toward the pedestrian road and hold it tight.
- Do not put your money in your pockets of coats or jackets as thieves can access them easily
- Do not pass through non crowded places as possible as you can.
- Thieves may do their intention by making a dummy fight in order to gather more people.
- Put your wallet in your pocket thoroughly.
- Be careful when persons request you money exchange as tourists.
- Thieves may distract their target persons by polluting intentionally their coats or jackets once walking, by juice, chocolate or something else, and then do their wills.
- Never carry out your cash or precious things in transparent bags.
- Never put your bag down when you want to answer your cell phone.
- If a thief grabs your bag, do not resist and release your bag to prevent their assault.
- Walk aside the pedestrian roads as possible as you can.

Traveling by public transportation;

- If you have to take a private car, take an exact look inside the car, doors, or the windows, and when you find out any suspicious case or behavior of the passengers or driver, get off the car reasonably and get help from people or call the Police if you remember the car plate number, color or other specifications.
- If you have to carry out some cash money for your job requirements, and have to use public transportation, do not get in private passing cars especially in suburbs or non-crowded areas.
- If the driver changes the route, be careful and warn the driver.
- Please avoid taking any drink or food from the driver or the other passengers.
- Using public transportation is specially preferred and safe for women, so it is recommended to use public transportation when you are alone.
- Do not get in private cars at night for transporting.

- Use public transportation for traveling to suburban areas.
- When getting in a car do not allow the passengers to watch your precious things or jewelries (hide them)
- Keep in contract with your bag and things with you.

- If you have any luggage at the car trunk and want to remove, wait until the driver gets off first and then leave the car.
- When you want to get off the bus or minibus, prepare your fare before, and do not take your money out amongst the crowd.
- Avoid being out of your house or your dorm, late hours of the night.

Prevention of document theft

- Bring your insurance, ID, passport and other cards, with you once required.
- Minimize your credit/debit cards. Remember that extra informative tools of your ID will help thieves reach their goals better.
- Discard or fire any paper including your personal information, or apply forms for credit cards, bank statements, check stubs or invalid checks.
- Lock your post box.

- Never talk about your personal or identity information on the phone or internet, except required.

Prevention of home theft

- Take into your mind the building safety and strength as well as its beauty when you are constructing.
- Install security cameras all around the building and the garage.
- Do not coagulate the papers and post packs in your post box, as the thieves may be informed that the house is empty.
- Avoid leaving the house alone as possible as you can.
- Never hide the apartment keys out of it.
- Do not drag the curtains if you want to leave the house for a short time.
- When you are leaving the house, lock all the doors (bedrooms, kitchen, bathroom ...) and finally the apartment door, to prevent the thief searching.
- If your neighbor houses are empty or if they are being constructed, take more care of your house.
- If you move to a new house change the locks.
- Give your home keys to trustee people.
- Always be careful not to forget the keys on the door lock.
- If you go for holidays, inform the police your absence and address.
- Never forget any handwriting about the place of money or jewelries or documents at home.
- Never trust on old and out of work locks, use proper locks for exterior doors.
- Never put a ladder or any tool helping thieves for their intention at home.
- Never leave your house when you have not locked the doors, windows, garage and exterior parts of the house.

- If you have any precious things at home take a photo of them or write its type or Model.
- If you feel somebody has already entered your home, do not go into the house since the thief might be at home. Call the police and look your home till police come.
- Immediately call police 110 when a theft occurs.
- Never provide any information of the theft event to the strange people and keep calm.
- Do not touch or replace anything at the theft scene and do not travel a lot in the scene.

- If the theft has been occurred through the window breakage, do not collect the broken glasses.
- Do not touch the plug ins- plug buttons, glass tables, phones, door handles, refrigerators, dishes, and ... at the theft scene which can disappear the fingerprints on them.
- Do not touch the tools left by the thieves such as scissors, knives, shirt buttons, which are the crime reasons, and never mind the comments of non-responsible people.
- Never touch evidence left by the thieves such as their blood, hair...
- After Inspection of the authorities of the theft scene and gathering the crime reasons and evidence, prepare a list of things and personal tools or precious objects for your claim.
- After the theft occurs, provide any required Information or suspicious cases for the authorities operations.
- Do not accuse the innocents because it may lead to Desecration and grudge, if you suspect any one announce the Police after assurance and enough evidence.
- Provide two nontransferable addresses to the police to inform you discover of the theft.
- Do not let strange people like fortune-teller come into your house.
- Never open the door to the strange people for their recognition, and train such to your kids.
- The officers of water or electricity organizations which refer your home should show you their ID card.
- Keep the home or apartment door closed all 24 hour of the day.
- Lock the door entering the roof safely.
- Note your home appliance specifications and numbers such as audio visual accessories, carpets, paintings, ancient things, and precious objects and take photos of them if they are discovered you will be more easily recognize them

- For emergency times, have the emergency call numbers like the police, or the sheriff of your district.
- Put a peephole on the entrance door, for more protection from strange or thieves.
- Have your precious objects and things kept by your trustee relatives when you go to a trip.
- In the summer keep the windows without locks, closed for more protection.
- A security guard should control enter and exit of the entrance corridor of the building, never keep the door of your apartment opened (even for a short time)
- Get help from a night security guard and police for your district security.
- Use alarm systems for the entrance doors of the building as much as possible.
- Do not keep Jewelries and your precious stuffs at home.
- If you have to keep your precious jewelries at home, do not put them together at a closet or drawer, use a safety box.
- Never note your name on the door bell.
- Ask your neighbor to park his car in front of your entrance door.
- Lock the building doors at night.

- If you see a strange unknown car in parking lot of your neighbor, immediately inform them and ask about the matter, if nobody was home, write down the car specifications and call 110.
- Use night closed locks for more security.
- Mind the unusual calls and bell ringing and consider them as an alarm.
- Do not put precious tools in the yard.
- Do not drag the curtains and deadlights thoroughly when leaving home.
- Recognize your kids' friends before inviting them.

- Keep the credible valid documents and deeds at a very safe place out of children touch.
- Do not put your jewelries and precious things beside their invoices.
- Keep the instruction manual of your appliances at a safe place.
- If you see someone as police, ask them their ID card or their mission statement and read them thoroughly.
- If a police use your roof to arrest an offender, see their ID cards for their missions, if you are in doubt you can call your district police center for more information.
- Use home insurance
- Use an image buzzer.
- If you see the furniture of a house is being moved at night by strangers, immediately call the Police.
- Do not keep cash money at home, more than your need.

- If you go to visit your friends or relatives and they are not home, never leave a note for them on the door.
- If you are going to hire a baby sitter or a house maker for kids or elderlies, make sure from their personality and ID.
- In some cases the owner advertises his home for sale or rent, and the thieves abuse this of their intentions.
- If you leave the house for a long time, keep the radio turned on, but not as loud as to make the neighbors suffered.
- If your house has been theft, close the entrance ways, and Inform the neighbors, the houses which has been theft before, might be stolen four times more, from the first theft.
- Do not put your precious things only at bedroom as the thieves may discover them easily.
- Sometimes change your time of leaving house.
- Let your precious things or jewelries to be kept by the bank security box even if you are home.
- Never put your precious things at the window such that one could see it easily.
- Do not open the door for people referring to your neighbor doors.
- If you use a remote for the garage door, let the door be thoroughly closed.
- If you have a home phone line, divert it on your cellphone when you are not home for a long time.

Security recommendations for work place and home:

1. Never be careless of the events occurring around you.
2. Pay attention to the service staff within your residence area.
3. Never let the strange and unknown workers or sellers for any purpose come into your house.
4. Never be careless about the strange cars parked around your home for a long time.
5. Never let your keys of home or work place be kept by strange or untrusted people(even close relatives)
6. Never call unknown strange people for replacing or repairing your door locks.
7. Never leave home or work if you are not assured of the doors being locked.
8. Never be careless of the safety or security stuffs at home or work.

Security recommendation for social behaviors

1. Never trust people who you are not sure about their family or identification
2. Never rely on strange people if they say "I love you"
3. Do not make an appointment at unknown private places for the first time with strange persons.
4. Never inform others about your work goals.

5. Never be careless about the others curiosity or information of your work.
6. Never be careless about the others unusual behavior against you.
7. Never try to make a communication with foreigners or the embassy staffs

8. Never let anybody use your cell phone.
9. Never open your screen locks (cell phone, laptop or...) before others and never say them.
10. Never negotiate with your colleagues or friends and relatives at public open areas.
11. Never remind your personal needs to strange people.
12. Never use easy defined numbers (such as telephone, date of birth, car plate no., ...) as the pass lock for cellphone, laptop, ...
13. Never write your passwords on a paper.
14. Never talk about your investments in foreign stocks with your friends or relatives.
15. Never forget to memorize emergency calls
16. Never forget to keep fitness and your physical training
17. Never forget religious matters.

Security recommendations for cars

- 1- lock the car doors even if you want to leave it for a moment (for shopping or...) and lift the windows. Do not park your car and leave it at night.
- 2- If you live in an unsafe dangerous environment, lock the gas tank cap and shut the exhaust tube with a bush. So putting explosive materials on your car will be difficult.
- 3- When you park the car in an open area, take care about suspicious strange people. In such you feel any danger leave there.
- 4- Never park your car in an unsafe area.
- 5- When you get in your car put your documents and deeds in a safe place and do not pull down the window
- 6- In case of any car accident never fight with the fault driver and call police 110.

- 7- Do not be careless of the cars behind or beside you or the motorcycle around your car.

Security recommendations about keeping documents and deeds at car

- 1- Be careful of transferring the private documents and ID cards from home or work.
- 2- Never put your bag of documents or deeds apart from you.
- 3- Never carry out your documents or personal identity documents unnecessarily.

Security recommendation about the phone.

- 1- Never let the others use your cellphone
- 2- Never use unknown people cellphones for calling
- 3- Never trust unknown people phone conversations.
- 4- Never on your "Bluetooth" in public places.
- 5- Never use wireless phones for telephone conversations.
- 6- Never note your family or friends telephone numbers on draft or newspaper, or things like that.

Notice that use your hands free, when ever you want to use your phone.

Security recommendation for using computers

- 1- Never use your computer without password especially at work.
- 2- Never use easy password for computers.
- 3- Never put your confidential information in easy accessible files.

- 4- Never use computers with confidential or personal information for connecting internet.
- 5- Never give your computers with personal or confidential Information to unknown people for repair.
- 6- Never discard the damaged parts of the computer (like hard, floppies, CDs, ...)
- 7- Never trust internet telephone contacts
- 8- Never use your original specifications for internet applications or websites.
- 9- Never use your internet connecting computer for other purposes.
- 10- Always keep a backup for your information
- 11- Never connect to internet when it is not required.
- 12- Never reply unknown or unusual cases on internet.

Security recommendation on travel

- 1- Do not travel when you are not sufficiently acquainting with the destination or the route. Investigate the following notes before travelling:
 - a- Is there any security, flood, fire, earthquake, snow and storm announce warning for the destination?
 - b- At what time is the road not secured and safe?
 - c- What facilities and services is available for the potential accidents?
 - d- Which region of the route is better for resting during the travel?
 - e- Which area is equipped with tapped water and in which area should you have bottles of water?
 - f. Which restaurants should you choose?
 - g. Which foods are better during the travel?
- 2- Never have salads, unpeeled fruits and beverages with ices, in restaurants on the road sides?

- 3- Never put your money or precious things at one bag or container.
- 4- Never ask the people on the streets for addresses. Try to find a police officer or official,
- 5- Never forget your documents and deeds at the hotel.

Security recommendations when facing with fake police officers

- Fake officers try to avoid providing their ID cards or their judicial mission paper through different excuses or show the card at one moment and never let them look at it exactly.
- Criminals try to fear people once putting on official uniforms, showing off exaggeratedly the arms, wireless transmitters or their handcuffs.
- Fake officers try to perform their intentions in the easiest time and leave immediately, so they are usually confused.
- Fake officers usually threaten their victims that will deliver them to the police center if they do not give up and they will be punished more strongly there.
- Fake officers usually do their crimes in private or remote places which police cars seldom pass.
- Fake officers use aggression and stressful atmosphere for divesting reactions and powers from their partners.
- Fake officers claim for an amount directly or indirectly using the weak points and violations of the people and exaggerations in order to ignore their violation.
- Bad Hijab ladies, illegal foreigner, Iranian living abroad for a long time, girls and boys who appear in private places, sellers without business permits, drivers without driver's license are of the main victims of these offenders.
- Some fake officers refer to people homes for extortion, using fake identification documents or different titles like drug police officers or corruption police (for collecting satellite dishes)
- These fake officers sometimes pave the way of theft when speaking, by acquiring information.
- Physical inspection or inspection of their car is another trick of these officials, excusing the drug, arms, or smuggler stuffs transport.
- Pay attention that the police officials are not responsible for applying any punishment or fine.
- if your relatives or family members do not have any proceeding file in authorities or you do not know anything about the matter, ask the district police, in case they hinder you, you should doubt of their identification.
- Pay attention to the fake officer request, real officers first follow the identification of the people, so they request for their ID cards, but the fake officers request your bag or car keys.

- fake officers avoid providing any judicial order when inspection or arresting, but real officers provide their mission or inspection order to the beneficial.
- Never let the strange people with unknown identification come into your house and if you suspect them.
- Any person who introduces himself as the police, or officer of water, gas, electricity or asset and post organization refer to your home or work, you should ask them their ID card and read the contents on the card.

- One of the ways of thieving methods is using police uniform or government officials.
- Officers should provide the order to enter the house in addition to the ID card, with the exact address, so do not trust people with only one card when they want to enter you and call police 110.
- If someone refers you as the police officer but unusual behavior, immediately call police 110.
- If someone wearing police uniform threatens you to transmit you to the police center and try to extort, never be scared of being at the center and never give up their illegal wants.
- Request the suspicious people their police center phone call and call the police center before their initiations.
- Guilty people refer to homes as officers of census, water, electricity and telecommunication, asset and post organizations and ask different questions of personal information, and execute their intentions.
- If someone accuses you or it may be a real accuse, you should first be aware of their identity.
- It is recommended that everyone should have a little knowledge about the laws and regulations.
- If the officials try to direct you to the police station, drive yourself, and never let them drive your car, and also try to announce their car plate no. to another person in order to be able to track their car.