

MEMORABLE MEMO

MEMORANDUM

TO: All Town Hall Employees
FROM: Sonna M. Loewenthal, Assistant Town Manager
DATE: September 17, 1991
SUBJECT: Conference of the Task Force on Reducing Violent Crime and Illegal Drug Use 9/21/91

There will be a number of visitors at Town Hall on Saturday, September 21, from 8:30 am until noon. The Task Force on Reducing Violent Crime and Illegal Drug Use and invited guests will be using the Council Chamber, all three conference rooms, the training room, the employee break room and the Council lounge area. It is also possible that the group will be large enough to use some of the reception areas as well. We are expecting between 40 and 100 people.

I am letting you know about this so that we can all think about securing valuables, documents and other items that should not be casually available to the general public. If you have locking doors on your offices, this might be a good weekend to use them.

It may seem ironic for me to be writing to you about security because of the meetings of a group established to reduce crime. Nevertheless, I think the theft of a wallet from Town Hall last week reminds us that we all need to take reasonable precautions every day.

Steal a Glance at This Memo.

When the town of Chapel Hill, was getting ready to host a conference on crime, it knew what to expect—and locked up the good silver and other valuables. After all, you know how light-fingered those shady characters on task forces are. Can't trust 'em as far as you can see 'em, y' know. Oughta be a law.

Which reminds us. We had a really good memo for you, but someone stole it while we weren't looking. We had planned to put out a reward for its return, but somebody took the reward money, too. Crime doesn't pay, and neither do we. So help us out. Swipe us a good memo. We won't squeal. Honest.