



## **DEPARTMENT OF PUBLIC SAFETY**

### **PERSONAL SAFETY**

Stay alert and tuned in to your surroundings, wherever you are.

Don't be taken by surprise. Be aware and be prepared.

Stand tall and walk confidently. Don't show fear. Don't look like a victim.

Trust your instincts. If you feel uncomfortable in a place or situation, leave right away and get help if necessary.

### **IN YOUR WORK AREAS**

Lock your office door whenever you leave, even if you're just going out "for a minute."

Take care of your keys. Don't leave them in your "cubby" or other hiding place.

Do not prop doors open. If you find a door propped on campus, close it or report it to the Public Safety Office.

### **SAFETY AROUND CAMPUS GROUNDS**

Avoid taking shortcuts through isolated areas; choose busy streets and avoid going through vacant lots, alleys, or other deserted areas.

At night, do not walk, jog or run on campus alone, always with a friend and in well-lit areas whenever possible, wear reflective clothing and go in the opposite direction of traffic.

Call Public Safety Office for an on-campus escort dusk to dawn.

Listening to your Ipod and Text Messaging while walking sends a message that you are not aware.

Get to know the neighborhoods and neighbors where you live and work.

Carry your purse close to your body and keep a firm grip on it.

Avoid pickpockets by carrying your wallet in an inside coat pocket or front trouser pocket.

### **PERSONAL PROPERTY SECURITY**

Never leave your book bag, wallet, purse, or other valuables unattended.

Even if you are going to be gone for "just a minute," take your belongings with you.

Don't leave easily stolen items, such as your wallet, checkbook, or jewelry, in open view.

Don't keep large sums of money in your office, classroom or bookbag.

Engrave your driver's license number and State on all valuables (stereo, TV, typewriter, computer, etc.)



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### **IN YOUR VEHICLE**

Have keys ready when approaching your vehicle. Check your back seat for intruders before getting in, and lock the door immediately after, getting into your vehicle.

Close all windows (in addition to locking all doors) when leaving your vehicle, whether it's for a few minutes or several hours

Keep your car in good running condition with at least  $\frac{1}{4}$  to  $\frac{1}{2}$  tank of gas

If your vehicle breaks down in an isolated area, raise the hood, place emergency reflectors/flares, lock the doors and stay inside. If someone stops to help, ask him or her to call the police. Sound the horn if you feel threatened.

Lock doors while driving

At night, park in well-lighted areas that will still be well-lit when you return

Be especially alert when using enclosed parking garages. Don't walk into an area if you feel uncomfortable.

Leave only your ignition key with a parking attendant. Don't leave your house key, garage door opener, or other important items in your car. \

Lock all valuables in the trunk.

Do not attach your name or license tag number to your key ring.

Never pick up a hitchhiker or hitchhike yourself.

Control your keys. Never leave an identification tag on your key ring. If your keys are lost or stolen, it could help a thief locate your car and burglarize your home.

If you are shopping at a mall and you place purchases into your car and intend on returning to the mall for further shopping, move your vehicle to the other side of the mall so thieves do not target your purchases.

License plates frequently are stolen from cars used in other crimes. Get in the habit of checking your plates when you drive. A few drops of solder on the bolts or blurring the threads can help safeguard your plates.

Keep your car's Vehicle Identification Number (VIN) and a complete description in a safe place at home.

Year; Make; Model; Color; Id# or VIN; License #, Identifying Marks; Insurance Co.; and policy #

Since 1969, the federal government has required manufactures to engrave a unique number, the VIN, on all passenger cars in one visible and several hidden locations. One VIN is engraved on a metal plate on the dashboard near the windshield. VIN's of stolen cars are registered with the FBI's National Crime Information Center.

If you see a suspicious vehicle or one driving recklessly on campus, notify the Department of Public Safety



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### **WHEN USING PUBLIC TRANSPORTATION**

When using the bus, be sure to have your fare out and ready before you leave home, office or store.

Plan your route to use the busiest, best-lit stop possible, both to get on and off a bus. If you must wait, stay near the attendant's stand or in the best-lit area available.

Keep your purse, shopping bag, backpack, packages, etc., in your lap, on your arm, or between your feet-*not by themselves on an empty seat.*

Sit near the driver, but not right next to the door.

Don't let yourself doze off on a bus. It can make you an easy target.

### **ATM MACHINE**

Try to plan your visits to automatic teller during the day, rather than after dark.

Choose an ATM location that is in a busy public place.

Avoid making withdrawals in isolated areas.

If at all possible, take along a friend who can watch the surroundings while you are conducting your transactions.

Pre-plan your transaction carefully, and don't spend too much time at the machine.

When you make a withdrawal, quickly place the money in your purse or wallet and leave as soon as you finish your transaction.

Watch out for suspicious-looking people waiting around an ATM-they may not really be customers. If someone offers to let you go ahead of them, decline politely and leave.

When visiting a drive-through ATM, keep your doors locked and be prepared to drive away quickly. If anyone approaches your car on foot, roll up your window and drive off.

If you have not finished your transaction, and you are approached by a suspicious character, press the CANCEL button, receive your card and leave quickly.



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### **SAFE AT HOME**

Make sure that all doors to the outside are metal or solid, 1 ¾" hardwood.

Make sure all doors to the outside have good, sturdy locks.

Use the locks you have. Always lock up your home when you go out, even if it's only for a few minutes.

Secure sliding glass doors with commercially available bars or locks, or put a wooden dowel or broomstick in the door track.

Make sure your windows, especially at ground level, have good locks *and use them*.

Make sure all porches and other possible entrances are well-lit.

Trim any bushes or trees that hide doors or windows. Keep ladders, tools, toys, and recreational equipment inside when you're not using them.

Don't hide your house keys under the doormat or in a flowerpot. It's much wiser to give an extra key to a trusted neighbor.

Keep written records of all furniture, jewelry and electronic products. If possible, keep these records in a safe deposit box, fireproof safe, or other secure place. Take pictures or a video, and keep purchase information and serial numbers if available. These help law enforcement agencies track recovered items.

Clearly display your house number, so police and other emergency vehicles can find your home quickly.

If you see a screen that has been cut, broken windows, or a door that's been left open, don't go in. Call the police from a neighbor's house or a public phone.

If you hear a noise that sounds like someone breaking in or moving around, quietly call the police and wait calmly until they arrive. If you can leave safely, do so. Otherwise, lock yourself in a room you are in, pretend to be asleep.

Think carefully before buying a firearm for protection. Guns can be stolen and sold to anyone, or captured and used on you or the police. If you do own a gun, keep it locked up, with the ammunition secured separately, and learn how to use it safely.

### **FOR APARTMENT DWELLERS**

Make sure that entrances, parking areas, hallways, stairways, laundry rooms, and other common areas are well lit. Report burned-out bulbs or other problems to the manager.

Make sure fire stairs are locked from the stairwell side, with an emergency exit at ground level.

Laundry rooms and storage areas should always be kept locked unless a resident is actually inside.



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### **WHEN YOU GO AWAY**

Ask a trusted neighbor to collect your mail and newspaper, and offer to return the favor.

Leave word about when you're leaving, when you'll return, and how you can be reached in an emergency.

Put automatic timers on at least two lights (and possibly a radio) to help your home look and sound lived-in.

### **REDUCING VIOLENCE**

Look for ways to settle arguments and disagreements without violence. Remember: if you resort to violence to settle disputes, a child may well follow your example. Be a good role model.

Use good manners to help ease tensions that can lead to violence. Teach kids that showing respect for themselves and for the needs of others can prevent crime.

Report crimes and suspicious activities to police; agree to testify when necessary. If you want to live in a safe community, stand up for what you believe in.

Don't support illegal activities, like buying stolen property or using illegal drugs.

It's the wrong message to send to a child, and it involves you in criminal activity.

It also encourages more crime that hurts you and your neighbors.

### **HELPING VICTIMS OF CRIMES**

Don't blame the victim or tell him or her not to be upset, angry, or afraid. Be a comfort and do what you can to ease the situation.

If the victim hasn't told the police, offer to help with a report.

Offer to help the victim repair damage from a crime, replace a windowpane, install a new lock, replace important papers or help with day-to-day needs like transportation, baby-sitting, and cooking.

Be willing to just sit and listen to the victim talk about the crime. It can help some victims to talk, although others will not want to. Don't try to make a victim talk if he or she does not want to!

Ask your local police about victims' counseling and support groups in the area, and encourage the victim to take part.

Ask what you can do to help in the future, and make it a point to get back in touch.

### **AVOIDING FRAUD & SCAMS**

Con-artists are not always easy to spot. Smart, extremely persuasive, and aggressive, they invade your home through the telephone and the mail, advertise in reputable newspapers and magazines, and come to your door. Most people think they're too smart to fall for a scam. But con artists rob all kinds of people from investment counselors and doctors to teenagers and elderly widows of billions every year. It's up to you to say no. Use common sense and learn about old and new scams.



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### QUICK TIPS

Don't let greed overcome your common sense.

Be wary of ... High-pressure sales; Demands for 'cash only'; Pressure for quick decisions; Secret deals; No-Risk, high-yield investments.

Get a second opinion from someone you trust.

Remember: If it sounds too good to be true, it probably is!

### DIALING FOR YOUR DOLLARS

If a caller asks for your credit card number to verify a free vacation or other gift, hang up. Your number may be used to charge purchases by phone.

Make sure you know the charges before calling a 900 number. Most 800 numbers are free 900 numbers aren't.

Be very suspicious if you receive a collect call from someone who says he's a law-enforcement officer with emergency information about a family member, requesting your phone card number to charge the call. Other variations of this scam include a telephone company investigator checking a system failure, or an FCC official investigating a complaint.

Ask for a financial reports if a caller requests a charitable donation. Reputable charities will always send this information if you ask.

**\*\*Never make an investment the phone a stranger over the phone**