

# Important PHONE NUMBERS

## BHSU Public Safety Office

Office: 642-6297 (lower level of Woodburn Hall)  
Cell: 641-6988

## Spearfish Police Department

911 (off-campus phone)  
9-911 (on-campus phone)  
642-1300

Lawrence County Sheriff..... 578-2230  
Spearfish Regional Hospital..... 644-4000  
    Emergency Room ..... 644-4004  
BHSU Residence Life Office..... 642-6464  
BHSU Student Health Services ..... 642-6520  
BHSU Student Life Office ..... 642-6599

## BHSU Public Safety Office

Law enforcement coverage for the BHSU campus is provided by the Spearfish Police Department, 24 hours daily, 7 days a week. In addition, the campus is staffed by security and police personnel during the hours of 7 a.m. - 5 a.m. Sunday-Friday and Saturday from 7 p.m. - 5 a.m.

## BHSU Annual Security Report

The BHSU annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from campus. This report also includes institutional policies concerning campus security; such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

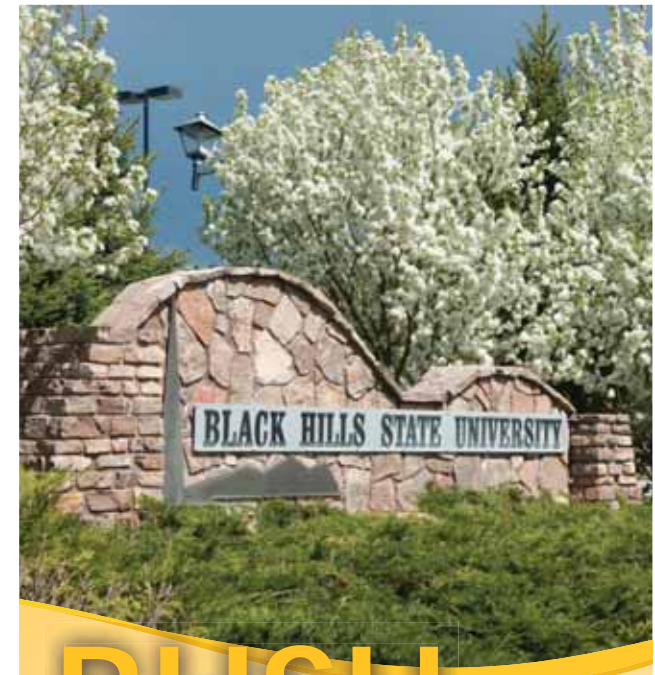
For tips on crime prevention and personal safety, visit: [www.ope.ed.gov/security/search.asp](http://www.ope.ed.gov/security/search.asp).

To view the BHSU security report, visit:  
[www.BHSU.edu/Security](http://www.BHSU.edu/Security).

**Black Hills  
State University**

Public Safety Office  
1200 University St. Unit 9513  
Spearfish, SD 57799-9513

This brochure has been produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, formerly known as The Student Right to Know Act of 1990. Federal law requires colleges and universities receiving federal funding to disclose reported instances of criminal activity on their campuses. This brochure serves to direct you to the BHSU Annual Security Report which can be downloaded from: [www.BHSU.edu/Security](http://www.BHSU.edu/Security). To receive additional copies of this brochure, contact the BHSU Public Safety Office at 605-642-6297. Revised 4/2012



# BHSU

## Campus Security and Personal Safety

Theft Prevention | Reporting a Crime  
Personal Safety | Important Phone Numbers



[www.BHSU.edu/Security](http://www.BHSU.edu/Security)

# Theft Prevention

## Campus

- Lock office doors and windows when unattended.
- Do not leave your laptop or PDA unattended.
- Never leave purses or wallets lying out.
- Store all valuables out of sight.

## Student Housing/Campus Apartments

- Do not keep large sums of money, jewelry, or valuable items in your room. Take valuables home during vacations.
- Lock all doors and windows when you leave your room or apartment.

## Auto Theft Prevention

- Close all windows and lock car when you park.
- Park in well-lit places with high visibility.
- Do not leave valuables and packages in your car.
- Use an anti-theft device or alarm.
- Have keys ready in hand when entering your car.

## ID Theft Prevention

- Shred all personal documents, including pre-approved credit applications.
- Watch out for scams via phone, e-mail, internet, or by any other means.
- Create hard-to-guess passwords.
- Update virus protection for your computer, use a firewall program and a secure browser.
- Do not download files from an unknown source.
- Check all your monthly statements and immediately report any unauthorized charges.

## Lost or Stolen Wallet/Purse

- Cancel all credit cards immediately.
  - *Note: If someone calls to say they found your wallet/purse and can return it to you in a few hours, they might be stalling so they can continue to use your credit cards.*
- Contact your bank immediately if your checkbook or ATM card was stolen.
- File a police report - this is very important and aids in crime prevention. **Get a copy of the report.**
- File your complaint with the Federal Trade Commission (FTC) at [www.FTC.gov/idtheft](http://www.FTC.gov/idtheft).
- Place a fraud alert in your name and social security number by contacting all of the following numbers:
  - Equifax: 1-800-525-6285
  - Experian: 1-888-397-3742
  - TransUnion: 1-800-680-7289
  - Social Security Administration: 1-800-269-0271

# Personal Safety and Reporting a Crime

## Personal Safety Tips

### Campus

- Travel in well-lit, high traffic areas if possible. Avoid short cuts or isolated surroundings.
- Be alert and aware of your surroundings. Walk confidently and avoid using your cell phone or headphones when walking alone.
- Travel with a friend or in a group.
- Do not carry excess cash, credit cards or valuables.
- Call the Public Safety Office to report suspicious persons or activity.

### On- and Off-Campus Housing

- Be aware of suspicious activities or strangers in the hallway or common areas.
- Do not enter an elevator if you are uncertain of any occupant.
- Try to stand next to the elevator control panel and if accosted, press all the buttons.
- Have keys ready to enter your residence quickly.
- Keep your residence well lit.
- If you suspect a prowler is inside your room avoid confrontation, get out immediately, and call 911.
- Secure doors and windows and close your curtains at night.
- Place lights on timers to make it appear occupied if you will be away, and/or set timers to turn on lights shortly before you return home.

### Working Late or Working by Yourself

- Lock the doors and secure the windows.
- Let someone know where you are.
- Call for a walking escort.

### Walking Escorts

- An escort service is provided on campus from 7 p.m. - 5 a.m. Anyone walking alone on the campus at night has the option to be escorted by security.
- It is NEVER necessary to walk alone during these hours. Call 641-6988 to request an escort; if there is no answer, call 642-1300.

## How to Report a Crime

- Call the Public Safety Office at 642-6297 and give your name, telephone number, and location.
- Give clear and accurate information.
- Be prepared to provide a description of the suspect and/or the vehicle, and the direction of travel.

### After a Sexual Assault/Rape

- Go to a safe place and call Public Safety at 641-6988 or call 911.
- DO NOT douche, shower, bathe, wash your mouth, or change your clothes until you have talked to the police. You may destroy valuable evidence.
- DO NOT clean or straighten up your room or touch areas the rapist may have touched.
- Residence staff are trained to help you connect to the appropriate help if you are a victim of sexual assault.
- It is important to have a medical examination. You may go to the Spearfish Regional Hospital Emergency Room or to BHSU Student Health Services.

