Prevent ID Theft

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

Has Your Wallet/Purse Been Stolen or Lost?

What to Do…

- Cancel all credit cards immediately! If someone calls to say they found your wallet/purse and can return it to you in a few hours, they might be stalling you so they can continue to use your credit cards.
- Contact your bank 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 this police report.
- Place a fraud alert in your name and social security number by contacting all of the following numbers:

<table>
<thead>
<tr>
<th>Credit Bureau</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equifax</td>
<td>1-800-525-6285</td>
</tr>
<tr>
<td>Experian</td>
<td>1-888-397-3742</td>
</tr>
<tr>
<td>TransUnion</td>
<td>1-800-680-7289</td>
</tr>
</tbody>
</table>

Social Security Administration Fraud Hotline (10 AM—4 PM EST) 1-800-269-0271

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 more tips on crime prevention and personal safety, please go to: www.ope.ed.gov/security/search.asp.

To view the BHSU security report, see www.BHSU.edu/Security.
**Preventing Theft on Campus, Home and Automobile**

**On Campus**
- Lock your 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/Apartment**
- Do not keep large sums of money, jewelry, or valuable items in your room. Take valuables home during vacations.
- Lock all doors and windows whenever you leave your room.

**Auto Theft Prevention**
- Close all windows and lock your 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 your keys ready in hand to enter car.

**How to Report a Crime**
- Call Public Safety 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 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 9–911.
- 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 Student Health Services.

**Personal Safety Tips**

**On 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 the distractions of cell phone and headphone use when walking alone.
- Travel with a friend or in a group.
- Do not carry excess cash, credit cards or valuables.
- Call Public Safety at 641-6988 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 residence quickly.
- Keep your residence well lit.
- If you suspect a prowler is inside your room, avoid confrontation, get out immediately and call the police.
- Secure doors and windows, close 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 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 from 7 p.m.—5 a.m. Anyone walking alone on the campus at night has the option to be escorted.

Call 641-6988 to request an escort. If you receive no answer, call 642-1300. It is NEVER necessary to walk alone during these hours.

**Important Phone Numbers**

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>642-6297</td>
<td>Public Safety Office</td>
</tr>
<tr>
<td>641-6988</td>
<td>Cell</td>
</tr>
<tr>
<td>911</td>
<td>from an off-campus phone</td>
</tr>
<tr>
<td>9–911</td>
<td>from a campus phone</td>
</tr>
<tr>
<td>642-1300</td>
<td>Spearfish Police Department</td>
</tr>
<tr>
<td>578-2230</td>
<td>Lawrence County Sheriff’s Office</td>
</tr>
<tr>
<td>644-4000</td>
<td>Spearfish Regional Hospital</td>
</tr>
<tr>
<td>644-4004</td>
<td>Emergency Room</td>
</tr>
<tr>
<td>642-6464</td>
<td>Residence Life Office</td>
</tr>
<tr>
<td>642-6520</td>
<td>Student Health Services</td>
</tr>
<tr>
<td>642-6599</td>
<td>Student Life Office</td>
</tr>
</tbody>
</table>

**Black Hills State University Public Safety Office**
Responsibility for public safety on the Spearfish campus rests with the Black Hills State University Public Safety Office. Located in the center of the campus at the Facilities Services building, the office is staffed between 8 a.m.—5 p.m., Monday through Friday.

Myron Sullivan is the director of BHSU Public Safety.

Law enforcement coverage for the Spearfish 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 through Friday and Saturday from 7 p.m.—5 a.m. Our Spearfish Police Department officer is Keith Smith. His office is also located in the Facilities Services building on campus.