

PROTECTING PERSONAL PROPERTY

Theft of property is a common problem on most college campuses. Whether it's the property in your room, backpack, or vehicle, you need to take the necessary measures to secure these items. The following list provides you with crime prevention ideas to protect your property.

1. **The best thing that you can do to protect your property is to make sure that it is locked up.**
 - (a) Lock your room, **every time you leave it**, if a roommate is not in the room. Even if it is just to go to use the restroom. It only takes a second for someone to walk into your room take items off your desk and leave.
 - (b) Keep items such as wallets, purses, and other valuable items locked in a desk drawer or lock box.
 - (c) When using the locker-rooms at the Field House, **lock up your personal items in a locker**. A padlock can be rented for the semester by contacting the Athletic Department office. You can also buy your own padlock to use. The \$3.00- \$5.00 you spend on a lock will be a lot cheaper than losing your wallet, credit cards, money, etc.
 - (d) Never leave your backpack unattended. A backpack is easy to steal and can walk away in seconds. If you have to leave your backpack unattended and cannot find a place to lock it up, consider what items of value are in your backpack and remove them.
 - (e) Always lock your vehicle and remove anything of value.
2. Keep a list of the property that you bring to campus. This could be as easy as just writing down a brief description of what you brought with you. An even better idea is to photograph or video tape your property. You want to make sure that you document the make, model, and serial numbers in the photographs. Make sure to store these lists and photos in a safe, secure place. Properly documenting your personal property is extremely beneficial when you need to file a police report and also for insurance claims.
- ❖ **RECOVERED STOLEN PROPERTY WILL NOT BE GIVEN TO ANYONE, EVEN THE OWNER, UNLESS THE OWNERSHIP CAN BE VERIFIED**
3. Engrave your name, or driver's license number on any item that is easily movable, portable, and of value.
4. Do not leave cash, credit cards or checks in unlocked desks or cabinets.
5. Mark clothes with a laundry pen or thread and needle in a spot other than the label.
6. Do not allow people you do not know well to stay overnight in your room