

If you do see a suspicious person or action, call the police immediately and answer all questions asked. Provide Dispatch with identifying description of the suspicious person, such as:

SEX _____ RACE _____
AGE _____ HAIR _____
HEIGHT _____ WEIGHT _____
CLOTHING _____

Theft prevention is not solely limited to protection of one's own personal property. Theft prevention measures must also be taken to prevent the loss of University property and equipment. While such measures the department supervisor's responsibility, it is also that of everyone in the office. Some ways in which you and your department can assist in reducing theft of University property are:

- Lock the door to your office and take your keys with you when you leave.
 - Have all of the office equipment locked down with an approved lock-down device for expensive equipment.
 - Engrave all University property on the front or top side: "Property of E.S.T.U."
 - Keep an inventory of all office and laboratory equipment and keep the inventory updated.
 - Maintain strict key control to all University buildings and offices.
 - Do not prop open doors.
- You cannot really afford a theft because of:
- Costs to replace stolen items.
 - Loss of personal or valuable data/info.
 - Costs of the time consumed in filing police and insurance forms.

Members of the University community are vulnerable to the same crime problems encountered by residents of any major metropolitan area. The primary purpose of the University Police is to protect the campus community from criminal activities. The patrolling of the campus and surrounding areas by the University Police is a major factor in keeping crime to a minimum, but the opportunity for crime continues to exist. You can assist us in reducing crime on campus by utilizing preventive measures to reduce the opportunity for criminal acts. You are urged both to report crimes and to practice logical prevention techniques to reduce them. We all share in the responsibility for making East Tennessee State University as safe of a place as possible.

CRIME PREVENTION

Crime prevention has been defined as the anticipation, the recognition and the appraisal of a crime risk and the initiation of some action to remove or reduce it.

**ETSU POLICE
EMERGENCY
(24 Hours)
911**

**POLICE DISPATCH
(24Hours)
(423) 439-4480**

**Email: bucprevention@etsu.edu
www.etsu.edu/dps**

THEFT AND BURGLARY PREVENTION



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(24 Hours)
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**POLICE DISPATCH
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Theft is a serious problem everywhere and the University is no exception. Because of the diversity on our campus, it has become a favorable place for criminals. The best ally in crime prevention is to provide our community with the proper education, awareness, and crime prevention techniques. This pamphlet is designed to instruct you on measures that can be used to increase the security of University and personal property.

Thieves work in office buildings, libraries, restaurants, residence halls, and other places where people gather. Thefts of backpacks, purses, laptops, phones, and other electronic gadgets are the most prevalent crime on campus.

By working with the police and following a few common sense recommendations, you can significantly reduce the chances of a thief stealing University or personal property.

METHOD OF OPERATION OF A THIEF

A thief will usually stand in the doorway of an office or a dorm room that is unoccupied or unlocked to get a picture of what is happening in the area.

When the thief enters the room, he/she will look for a purse or any valuable property in the more obvious places such as:

1. On the floor under the desk,
2. On the desk,
3. In desk drawers or filing cabinets,
4. In dresser drawers or closets,
5. Under the bed.

If the thief does not locate any property within 30 to 60 seconds, he/she will

typically exit the room. Thus, many thefts occur immediately after the property is left unattended.

REMEMBER! One of the best ways to prevent yourself from becoming a theft victim is to lock your desk, office, or apartment when you leave and to take your keys with you -- even if you leave for only a few minutes. Most thieves do not stay in a room longer than 60 seconds. In various campus areas, thieves will place themselves in a position of observation or wander with the intent of looking for unattended property. Theft prevention is simple: **Do not leave your property unattended**, and do not become distracted and inattentive to the point where property can literally be taken from under your nose. Thieves have often preyed upon students who have fallen asleep in the library or the Titan Student Union study rooms.

Thieves looking for valuables to steal will often search offices, common areas, or apartments where there is little to no pedestrian traffic. He/she will check up and down the hallway to see if there is opened or unlocked office doors. Thieves usually do not operate in a building where most of the doors are closed or rooms occupied.

If you work in an office on campus, you can reduce the opportunities of becoming a theft victim by taking the following precautions:

- When you are not using your desk, lock it and take your keys with you.

- If you leave your office, always lock your door, even if you are only going to be gone for just a few minutes.
- Have all coworkers join together to watch each others property and offices.

If you encounter a suspicious person in your building, ask if you can help them. If the person has legitimate business, he or she will gladly show you identification.

- A business card is not proper identification - a thief can easily make fake business cards.
- If a person claims to be looking for someone in the building, make sure that the unknown individual is expected.

If the individual refuses to cooperate, call the police immediately to have the person checked out. The police department prefers to investigate numerous reports than to have an avoidable theft incident.

