

## **Crime Alert Information**

The Marion County Sheriff's Office has recently released information to warn citizens of an increasing number of vehicle break-ins taking place in Marion County. Our campus was recently a target of such activity and an investigation is being conducted. In an effort to help reduce opportunities for theft and other criminal activity, please take time to review this information. Below are some helpful suggestions to protect both personal and institutional property:

### Prevention:

- Day or night - Lock your office or vehicle, even if you will be gone for a short time. If you must leave items in your vehicle, keep them out of site.
- Safeguard valuables, data and personal effects. Keep personal papers, data devices and other forms of identification/valuables with you or in secure locations at all times.
- Keep a record of equipment identification in a safe place (i.e. Make, Model, Model #, Serial Number, Inventory Number, etc.)
- If you transport equipment in any way (computers, cell phones, cameras, PDA's, money, other valuables) make sure it is secure and preferably out of sight when unattended (especially in vehicles).
- Report suspicious activity when you see it.
- Do not leave items unattended...it only takes seconds for them to disappear.
- In a safe place, keep a record of the contents of your wallet. Include institution names, account numbers, phone numbers, etc. **NEVER CARRY THIS INFORMATION WITH YOU...keep it hidden at home so it may be accessed if your wallet is lost or stolen.**

### What to do if a theft occurs:

- Do not disturb the area where the offense took place. Evidence is not always immediately visible. Restrict access to the area until police arrive and don't touch anything if possible.
- Report thefts to the proper campus department and the police. All on-campus incidents should be reported to Marion Campus Public Safety.
- Law Enforcement will expect to be provided with the date and time of incident, location, all identification information pertaining to stolen item(s), any suspect information, building, room & vehicle accessibility, etc.
- If your identity or personal accounts are compromised due to theft, immediately contact banks, card companies, etc. and have the law enforcement agency name and report number ready to provide upon request.
- In cases of computer thefts, know your institution's Data Breach Policy and make necessary notifications when there is a breach.

Please take the necessary steps to make sure you are protecting yourself and don't be an easy target for thieves. Contact Marion Campus Public Safety if you have questions...725-6300. Reports can also be made to the Marion Crime Tip Line (Anonymous if desired) at 740-375-8477.