

Protecting Yourself:

Help prevent crime on campus, please take time to read below for your personal safety. If you are aware of any criminal or illegal activity at Central Lakes College notify the Safety and Security Department. Employees of the College are required to report criminal activity on campus.

Traveling by Foot

- Walk on well lit routes.
- Have your keys in hand and be ready to open a locked door.
- Call for an escort: 218-828-6050 or 218-855-8888.
- When possible let someone you know and trust aware of your return time and route.
- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.

Harassing Phone Calls

- Hang up. As soon as you hear an obscenity, improper question, or no response to your "Hello?" hang up!!
- Don't talk to strangers. Be careful when the caller says he/she is taking a survey. If you have any concern about the legitimacy of the survey, ask the person for their name and telephone number. Do not give out any personal information that makes you feel uncomfortable.
- Don't play detective. Don't extend the call trying to figure out who is calling. This or any other type of reaction is exactly what the caller wants and needs.
- Keep cool. Don't let the caller know you're upset or angry.
- Don't try to be clever. A witty response may well be interpreted as a sign of encouragement.
- Don't try to be a counselor. The annoyance or obscene caller certainly needs professional help, but this person is only encouraged by your concern. He/she will only continue the calls and will enjoy themselves while you get upset.
- Never volunteer your name to an unknown caller. This is an invitation to call again. If it is a wrong number, the problem is not corrected by your giving the caller your name.
- Don't panic. Remember when the phone rings it may just be a wrong number. However, if it continues, use the following instructions.
- Report obscene or annoying calls to the Safety and Security Department. Log what time the call was made, what was said, the characteristics of the caller, and what you did. The authorities will need this information. By reporting the call, you have begun the process to stop these calls.
- If the calls persist you may want to see about getting your telephone number changed.

Registered Sex Offenders

Information regarding potential, registered sex offenders that may work on campus can be found on the [Minnesota Department of Corrections](#) web site.

Be Aware

Be aware of strangers wandering aimlessly around your office or work area. If you notice a suspicious person or activity taking place contact Security (8888). Inform the officer of the situation, where it is taking place, a description of individual(s) and number of persons involved.

If you are working late at night, keep your office locked and report any suspicious activity. Call 8888 if you would like an escort. A Security Officer will respond as quickly as possible. Report any personal threats immediately.

Protecting Your Property:

Protecting Your Automobile

- Always lock your doors and never leave your keys in the vehicle.
- Avoid leaving property and valuables where it is visible.
- Keep windows up and doors locked.
- Keep gas tank above 1/2 a tank and keep a map in the car.
- Park in well lit areas and check for loiterers.
- Try to park close to your destination.
- When getting into a parked car, check the back seat and floor for strangers.

Avoiding Laptop Theft

Laptop computers have become prime targets on campus. With laptops valued up to \$5,000 the incidence of thefts are increasing. Below are several strategies that may prevent the theft of laptops or aid in their recovery should become a victim.

- Never leave your laptop unattended.
- Keep your laptop from accessible windows where a thief can quickly break the window, reach in and remove the machine.
- Be mindful of having a laptop unattended in common spaces, such as the study lounge, kitchens, etc.
- The doors to labs, office spaces, and residence hall rooms should be secured whenever your laptop is left unattended. If possible, the laptop should be stored in a locked file cabinet or secured with a locking device.
- Record the make, model and serial number of your computer and devices associated with it.
- Report the theft of your laptop immediately to Security (8888).
- Report suspicious activity to Security immediately.
- Do not leave your laptop unattended at the library. It takes seconds for a thief to walk away with your laptop.

Protecting Your Property

- Participate in an Operation Identification Program.
- Personal property (purses, laptops, calculators, etc) should never be left unattended. Take such items with you when leaving a classroom or vehicle.
- Never open exterior doors of the building to strangers. Always escort your guests to and from the main entrance doors.
- You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.

- Park your bike where you can keep an eye on it if possible. Always lock your bike. There are several good anti-theft devices available. Case hardened heavy locks and chains afford the best protection.

Additional Safety Tips

- **Secure Your Keys** - Keep personal and college keys secure at all times. **Do not loan your keys out.**
- **Secure Valuables** - Keep valuables in a locked cabinet or drawer. Do not leave book bags unattended; it only takes a few seconds for a theft to take place.
- **Lock Your Office and Room** - Make sure that your office or room is locked when you leave. Do not rely on anyone else to do it for you.
- **Report Losses** - Report any loss or theft of keys, equipment, or valuables immediately to Security at 8888.