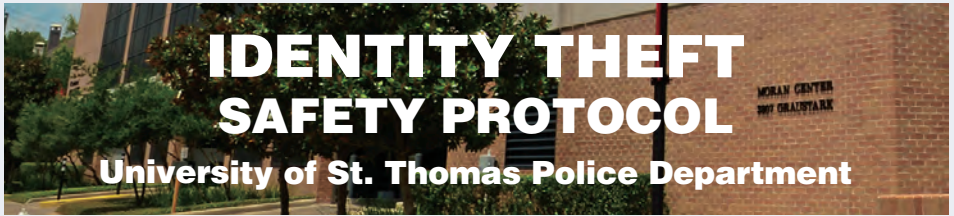




# UNIVERSITY OF ST. THOMAS



## Prevention:

- **Start by adopting a “need to know” approach to your personal data.** A person who calls you and says he’s from your bank, however, doesn’t need to know that information if it’s already on file with your bank; the only purpose of such a call is to acquire that information for that person’s personal benefit.
- **Don’t carry your Social Security card** in your wallet or write it on your checks. Only give out your SSN when absolutely necessary.
- **Protect your PIN.** Never write a PIN on a credit/card or on a slip of paper kept in your wallet.
- **Watch out for “shoulder surfers”.** Use your free hand to shield the keypad when using pay phone and ATMs.
- **Keep your receipts.** Ask for carbons and incorrect charge slips as well. Promptly compare receipts with account statements. Watch for unauthorized transactions.
- **Tear up or shred unwanted receipts,** credit offers, account statements, expired cards, etc., to prevent dumpster divers getting your personal information.
- **Store personal information** in a safe place at home and at work. Don’t leave it lying around.
- **Don’t respond to unsolicited requests** for personal information in the mail, over the phone or online.
- **Install firewalls and virus detection software** on your home computer.
- **Check your credit report once a year.** Check it more frequently if you suspect someone has gotten access to your account information.

## Report Identity Theft:

- Contact the Federal Trade Commission (FTC) to report the situation, whether online, by phone toll-free at 1-877-ID Theft (1-877-438-4338) or TDD at 1-866-653-4261, or by mail to Consumer Response Center, FTC, 600 Pennsylvania Avenue, N.W., Washington, DC 20580.
  - Under the Identity Theft and Assumption Deterrence Act, the Federal Trade Commission is responsible for receiving and processing complaints from people who believe they may be victims of identity theft, providing informational materials to those people, and referring those complaints to appropriate entities, including the major credit reporting agencies and law enforcement agencies.
- Report it to your financial institution. Call the phone number on your account statement or on the back of your credit or debit card.
- Report the fraud to your local police immediately. Keep a copy of the police report, which will make it easier to prove your case to creditors and retailers.
- Report a stolen driver’s license to your state’s Department of Motor Vehicles.
  - Go get a new driver’s license ([txdps.state.tx.us/DriverLicense](http://txdps.state.tx.us/DriverLicense)).
- Report your Social Security card stolen to the US Social Security Administration ([ssa.gov](http://ssa.gov))
- Contact the credit-reporting bureaus and ask them to flag your account with a fraud alert, which asks merchants not to grant new credit without your approval.
  - Experian: PO Box 9595 Allen, TX 75013-9595 Phone: 1-888-EXPERIAN (397-3742)
  - Equifax PO Box 740241 Atlanta, GA 30374-0241 Phone: 1-800-525-628
  - Trans Union PO Box 1000 Chester PA 19022 Phone: 1-800-680-7289
    - This fraud alert will require creditors to verify your identity before approving and credit verification is often done by calling your phone number, which will be placed in your credit file when you request a fraud alert.
- Contact your local office of the Postal Inspection Service if you suspect that an identity thief has submitted a change-of-address form with the Post Office to redirect your mail, or has used the mail to commit frauds involving your identity.
- Contact the Internal Revenue Service if you suspect the improper use of identification information in connection with tax violations (call 1-800-829-0433 to report the violations).

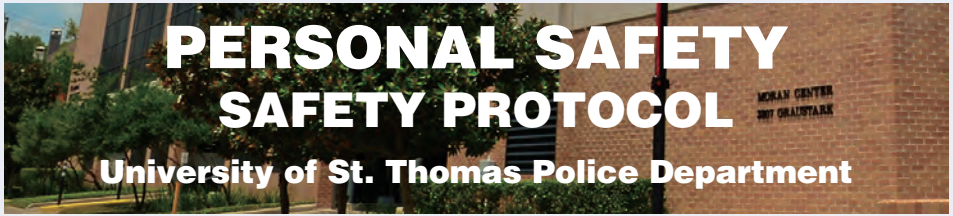
***See reverse side for details on Personal Safety.***

For more information about Identity Theft  
visit [stthom.edu/police](http://stthom.edu/police) or call 713-525-3888.





# UNIVERSITY OF ST. THOMAS



University of St. Thomas Police and You, Partners in Prevention.  
Memorize the UST Police Department phone number: **713-525-3888**.

## Residence Hall Safety

- Never prop open doors to Residence Halls. This breaches the security of the entire building.
- Lock your hall room door ANYTIME you leave. Most thefts and burglaries from rooms occur when the resident was “only gone a few minutes.”
- Report all suspicious activity to hall staff and to the UST Police Department.
- Do not overlook or minimize what you may perceive as any type of threat. Report it.

## Personal Safety On/Around Campus

- Never jog or walk alone, especially after dark. Remember there is always safety in numbers.
- Jog or walk in well lighted areas only.
- Let someone know where you're going and your time of return.
- Carry a cell phone with you when jogging/walking.
- Stay alert and stay aware of your surroundings.
- When approaching your vehicle, look underneath and around it prior to getting in, to ensure that no one is hiding near it.
- When late at night, or whenever needed, ask for an escort to your vehicle by a member of campus police. This is not an inconvenience for campus police and they are always willing to help. USTPD at 713-525-3888.
- IF YOU ARE ATTACKED: kick/yell/scream/scratch/fight to avoid being taken away from the point of attack. Your chance of survival decreases drastically when taken away from the scene of attack.

## Vehicle Safety

- Secure and lock up your vehicle when not in use.
- Take all valuables (for example: Purses, iPods, money, GPS machines, etc.) out of vehicle.

## Office Safety Tips

- Lock your office every time you leave, even if you will only be gone for a minute.
- Keep your purse, wallet and other valuables in a secure location such as a locked desk or filing cabinet. It only takes a few seconds for a theft to take place.
- Do not leave cash unattended or in your office, especially overnight or over the weekend. Desks and filing cabinets are not secure enough for valuables.
- Protect your property by marking your valuables with a unique identifier.
- Never lend out your keys and immediately report any missing or stolen keys.
- Be alert and report any suspicious behavior or people loitering in your area.
- If you are on campus working after hours, notify the UST Police Department and keep your office doors locked. Officers will periodically check on you and can escort you to your vehicle, if desired.

## Blue Lights

- UST Police Department call boxes, or Blue Lights, are located all over campus. If you need an escort or assistance from UST Police Department, please use these phones.

Remember: The best way to solve crime is to prevent crime.

Do your part in keeping our campus safe.  
Report all suspicious activity to 713-525-3888.

***See reverse side for details on Identity Theft.***

For more information about the Personal Safety  
visit [stthom.edu/police](http://stthom.edu/police) or call 713-525-3888.

