

## GENERAL CRIME PREVENTION

Crime does not simply happen. Like a triangle, crime must have three sides or elements present to be complete. Those three elements are; ABILITY, DESIRE and OPPORTUNITY. Remove any one of these elements and the triangle cannot be formed and the crime will not occur. You can help the College reduce crime on campus by reducing the “opportunity” for crime. Keep these crime prevention tips in mind and you will reduce criminal incidents here at Notre Dame College.

### WHAT YOU SHOULD DO TO HELP PREVENT CRIME ON CAMPUS

- Immediately call Notre Dame College Police at (216) 373-5212 if you see or hear something suspicious.
- Be wary of people that do not appear to belong in the area. Don't hesitate to ask questions, such as “May I help you?” If their answers are vague or suspicious, call the Notre Dame College Police.
- Keep your possessions in sight at all times. Do not leave books, backpacks or laptop computers unattended anywhere; it only takes seconds for things to disappear.
- If you leave your office or room, even for a few minutes, LOCK THE DOOR! It is much easier to invest a few seconds securing your property, than spending the time later filling out a theft report and replacing the property. The majority of thefts that occur on a college campus are crimes of opportunity!
- Never leave your wallet or purse on top of your desk; take it with you or lock it up.
- Avoid taking wallets, money and jewelry into athletic facilities and storing them in lockers, which are targets of thieves.
- Mark your property. Use your driver's license number and the two letter state abbreviation.
- Be aware of your surroundings.
- Be alert to potential danger. If it does not look or feel right, trust your instinct and leave.
- Walk with friends whenever possible. Use the **escort service provided by campus police**. Call (216) 373-5212 for a walking escort.
- Avoid jogging or bicycling alone. If you must go alone, stay in well-lit and well-traveled areas.
- Do not leave objects plainly visible in your car; secure them in the trunk whenever possible. Even change left in the cup-holder can be a temptation to a thief.
- When working late call Notre Dame College Police dispatch and notify them of your location. An officer will come by on occasion and conduct a welfare check.

## REPORTING A CRIMINAL INCIDENT

### WHAT YOU SHOULD DO

1. Report any crime in progress on campus to Notre Dame Police at (216) 373-5212, or call 9-1-1.
2. Tell the dispatcher your name, location and:
  - Give a description of what is taking place.
  - Give a thorough description of any suspect(s); physical description, clothing, vehicle information and direction of travel.
  - Tell the dispatcher if there are any injuries and the extent of those injuries.
  - Stay on the phone with the dispatcher until he/she ends the conversation.
  - Give the dispatcher a phone number where you can be reached if more information is needed.
3. Being a good witness is key (pay attention to what is said, suspect's physical features, clothing, unique features such as tattoos, accent etc.). **DO NOT attempt to intervene**, as it may put your safety at risk. Use cell phone cameras to capture incidents for evidence if it can be done safely.
4. If you have been a victim of a crime or witness to a crime, follow the same steps above.

### WHAT WILL HAPPEN

1. Notre Dame College and/or South Euclid Police officers will respond to the incident, take appropriate action, render any assistance needed and gather report information.
2. Other agencies will be notified as necessary.
3. Be prepared to give a statement, both verbally and in writing to police.

To report non-emergency incidents, call Notre Dame Police at (216) 373-5222.

Notre Dame College complies with crime reporting requirements set forth in the *Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act* or Clery Act codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. To view crime statistics online please visit the Notre Dame College Police Clery Crime Report Webpage at <http://www.notredamecollege.edu/resources-and-services/campus-safety-and-security/crime-statistics>