Students, as college bound Ball State Cardinals, we know you are some of the smartest and brightest in the nation. There is a lot for you to learn here at BSU, and this includes how to stay safe.

This quick checklist and informational guide will give you the start you need to make sure you are doing everything you can to stay safe, have fun and enjoy your time at BSU!

**A Shared Responsibility!**

The Ball State Police Department continues to educate and promote our many safety and security services here on campus.

This brochure has been designed to provide you with an overview of these services and how as Cardinals, you can help us accomplish our mission for a continued safe campus.

You will find general public safety information and tips in this brochure, along with specific information for students and what you can be doing to promote a safe campus.

**Who is the Department of Public Safety?**

The Department of Public Safety is comprised of the Ball State Police Department and Parking Services. The Ball State Police Department employs 32 full time sworn officers. Police officers are highly trained and committed to your safety here at BSU. The department maintains a detective division, K9, and dispatch center with 5 full time dispatchers. Parking Services employs 15 full time personnel plus additional trained student workers. We are here 365 days a year, 24 hours a day, 7 days a week (even over breaks).
Safety & Security Services

Now that you know what part of Muncie the Ball State Police cover, let’s review the many important layers of safety and security we are proud to provide.

Charlie’s Charter Escort Service: (765) 760-RIDE or (765) 285-5005

Charlie’s Charter provides free transportation on University owned or controlled property. This service follows the Bracken Library schedule and is available on a first-come first served basis during the Fall, Spring, and Summer semesters.

Hours of Operation

Sunday - Thursday 6 p.m. - 3 a.m.  
*Hours may vary during holidays, weekends, or closures.*

Motorist Assistance Program

The Department of Public Safety offers free assistance to anyone encountering vehicle problems on campus. Ball State police officers and other public safety personnel will assist stranded motorists with the following services:

- Jumping dead batteries
- Unlocking vehicle doors
- Inflating car and bicycle tires
- Providing transportation to buy gas
- Offering de-icer for frozen door locks
- Provide shovel & abrasives for stuck vehicles

Spring / Fall Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Sunday</td>
<td>6 p.m. - 3 a.m.</td>
</tr>
<tr>
<td>Mon. - Thurs.</td>
<td>8 a.m. - 3 a.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. - 4 p.m.</td>
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</table>

Overflow lots are only serviced after shuttles have stopped running.

Find updated hours and info at [bsu.edu/parking](http://bsu.edu/parking)
Blue Light Emergency Phones

**When and How to Use Them**

1. Push the button & you’ll be immediately connected to a dispatcher.
2. Be prepared to answer questions concerning the nature of your call.
3. The police will be immediately dispatched to your locations.
4. Keep talking. The dispatcher won’t hang up on you.

**What are Emergency Phones?**

With a simple push of a button, the campus blue light or red emergency phones provide a 24 hour direct communication to the BSU Police and can be used to report crime, fire, or medical emergencies. These phones provide peace of mind for students, faculty, staff, and visitors.

25 Blue light emergency phones are easily identifiable around campus, housing communities, and parking structures with their blue light and white “EMERGENCY” markings.

Red emergency call boxes are also easily accessed in almost 500 academic spaces, recreation facilities and dormitories.

**Why can’t I just use a cell phone to call for help?**

- You can, but a cell phone may run out of charge, get left in a dorm room, and aren’t always able to receive a signal.
- Dispatchers can’t always pinpoint the location of someone calling from a cell phone.
- Call 911 from a cell phone connects to the local city police, not the BSU Police.
- During an emergency, stress may inhibit someone from dialing a 3 digit number. Being able to push one button is significantly simpler.

**How does it work?**

- Upon activating the emergency phone, it notifies the BSU Police dispatcher which phone was triggered.
- The blue light strobe begins to flash providing visibility for the responding officers.
- The box is both the speaker and receiver.
- The receiver can pick up sounds within a 15 foot radius.
- There is no cost for the call.
Shelter-In-Place

Shelter-In-Place is a procedure where the entire building population is moved to a single or multiple location(s) in a building. What to Do:

- Stay inside
- DO NOT evacuate
- Close all windows/doors
- Report to shelter area
- Secure yourself in a room
- Lock and barricade all doors
- Wait for “all clear”
- Remain quite and calm

Evacuation

An evacuation is implemented under conditions when it is no longer safe for students, faculty and staff to remain in a building or a specific area in a building. What to Do:

- Act immediately and stay calm
- DO NOT use elevators
- Take only important items
- Exit to “building area of refuge”

Bicycle Safety Tips and Registration

The increasing popularity of bicycling as a sport and a means of transportation has made bicycles an easy target for thieves. It is estimated that over 1.5 million bicycles are stolen every year. Nowhere is bicycle theft a bigger problem than on college campuses.

⇒ Lock your bike to a fixed object and use a U-Shaped lock for security.
⇒ Always wear a helmet and bright clothing.
⇒ Obey the rules of the road (Law says stop at stop signs, red lights, and use hand signals when turning. Only ride on the right hand side of the road with traffic.)
⇒ REGISTER YOUR BIKE at: www.bsu.edu/bikeregistration.

Did You Know?

Every University owned building has an evacuation plan and map posted near elevators or stairs to provide building specific information on where to go if you have to evacuate?
Ensure Your Personal Safety

Being aware of your own personal safety is one of the greatest strengths in preventing crime. There are many everyday practices that you can do to prevent crime, as well as courses to teach you how to defend yourself.

Rape Aggression Defense (RAD) Training

R.A.D. is a comprehensive program incorporating realistic techniques and tactics to develop and enhance the options of self-defense for women. As a department, we are committed to keeping the Ball State and surrounding community safe. BSU offers R.A.D. training free-of-charge. The class consists of 4 classes held once a week for approximately 2 hours at a time. R.A.D. is designed ONLY for women. The class will cover a comprehensive array of topics to include awareness, prevention, risk reduction and avoidence, and progress to the basics of hand on defense training. Self defense for men is also available by contacting UPD by request only.

Certified Instructor:
Lieutenant Matt Gaither (765) 285-1215 / email: mlgaither@bsu.edu

The Do’s and Don’ts Of Being Safe On & Around Campus

- **DO NOT** let anyone “piggyback” (follow you) into a building. If they are allowed in, they will have a BSU Card.
- **DO NOT** prop doors, this is how people who don’t belong in buildings gain access.
- **DO NOT** “walk and talk.” Talking on the cell phone distracts you from being aware of your surroundings.
- **DO NOT** flash large amounts of money when making purchases in public.
- **DO NOT** leave doors and windows to your room or home unlocked.
- **DO** travel with a group, especially at night.
- **DO** call the Police if you notice anything suspicious. Many crimes are prevented by phone calls about suspicious activity.
- **DO** report a crime if you are a victim. To remain anonymous, use our Silent Witness Form located on the Ball State Police Website.
- **DO** know your neighbors and look out for each other! Knowing who lives on your floor, can help you determine if someone shouldn’t be in a building.

Did we mention to call us if you notice suspicious activity or feel unsafe? Call the BSU Police at (765) 285-1111.
Protect Your Property

So your laptop was stolen and it may put a dent in your wallet to replace it, but it is replaceable. However, think for a moment about what you really lost...Have you considered your research paper, your private information, social security number, bank log on information? How about your photos and music? That’s why you need to protect your valuables.

Report It: reportit.leadsonline.com

Report It lets you securely store serial numbers, item descriptions, pictures, and scans of receipts so that your items may be more easily identified in the event of theft or loss.

What is Report It?
Report It is provided to you because your local law enforcement agency wants you to be prepared in the event of a theft or loss. It's proactive tool that allows you to easily catalog information about your valuables. This includes serial numbers, owner applied numbers, photos of property and scans of receipts. It's completely internet based, so you never have to worry about losing the data you have saved.

How much does Report It cost?
Report It is free and available to residents in the jurisdictions Leads Online serves, and each account may store up to 100 items. If you need additional storage, just email: citizen@leadsonline.com.

Why should I use Report It?
It's the smart thing to do. Nobody expects to be the victim of property crime, but if it does happen, you'll need to be able to provide the information to law enforcement and your insurance provider.

What type of property should I keep track of in Report It?
Anything of value: collectibles, jewelry, electronics, lawn equipment, & designer clothes and handbags.

DID YOU KNOW?

Theft comprises the majority of the total crime reported within the BSU Patrol Zone?
A predominate number of these reported thefts are due to unattended or improperly secured items.
Suicide Prevention and Awareness

Suicide is the third leading cause of death for 15-24 year olds, according to the U.S. Center for Disease Control and Prevention. Only accidents and homicides take more lives in this age group.

What to do:
1. **Let them know you are concerned.** Tell them you are there to help. Listen and stay engaged.
2. **Ask if they are thinking about suicide.** Talking about suicide will not make them take action. Asking shows you care and let them talk about their feelings. Identify whether or not the person is currently thinking about suicide. Be direct and ask:
   - How are you coping with what’s been happening in your life?
   - Have you thought about suicide?
   - Have you thought about how you would do it?
3. **Keep them safe.** Stay with them until they are safe.
4. **Take action to get help now.** Tell them there are other options. Don’t assume they will get better or that they will seek help on their own.
5. **Help them connect with professional help.** Call police at 911 if they are in immediate danger. Make an appointment with a mental health professional. Offer to take them to the nearest hospital.

**DO’s**
- Be aware. Learn the warning signs.
- Get involved. Make yourself available.
- Be Direct. Asked if he/she is thinking about suicide.
- Be non-judgmental. Don’t debate whether suicide is right or wrong, or feelings are good or bad.
- Offer empathy, not sympathy.
- Offer hope that alternatives are available.

**DON’T’S**
- Don’t ask why. This promotes defensiveness.
- Don’t act shocked. This will put distance between you.
- Don’t lecture on the value of life.

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**Know the Suicide WARNING SIGNS**
- Feeling like a burden
- Being isolated
- Increased anxiety
- Feeling trapped or in unbearable pain
- Increased substance use
- Looking for a way to access lethal means
- Increased anger or rage
- Extreme mood swings
- Expressing hopelessness
- Sleeping too little or too much
- Talking or posting about wanting to die
- Making plans for suicide

**5 STEPS TO HELP SOMEONE AT RISK**

1. Ask.
2. Keep them safe.
3. Be there.
4. Help them connect.
5. Follow up.

Find out why this can save a life by visiting [www.BeThe1To.com](http://www.BeThe1To.com)
SEXUAL ASSAULT & RAPE

Sexual assault and rape are acts of violence, and can happen to anyone. Sexual assault is any sexual act committed against a person without their consent. Consent is a voluntary, verbal agreement between equal and unimpaired partners without coercion. Attackers and rapists can be anyone: strangers, neighbors, boyfriends, spouses, co-workers, classmates, family, and even friends. In fact, most victims know their assailants.

Definition:
A person who knowingly or intentionally has sexual intercourse with another person or knowingly or intentionally causes another person to perform or submit to other sexual conduct when:
- The other person is compelled by force or imminent threat of force;
- The other person is unaware that the sexual intercourse or other sexual conduct is occurring; or
- The other person is so mentally disabled or deficient that consent to sexual intercourse or other sexual conduct cannot be given.

Consider:
- Every 92 Seconds a sexual assault occurs in the USA. According to The Bureau of Justice Statistics, there are roughly 321,500 victims of rape and sexual assault each year in the United States.
- 1 in 4 college women & 1 in 16 college men will be a victim of a sexual assault.
- Young women are more at risk. Female college students are 3X’s more likely to experience sexual violence and non-college females (18-24) are 4X’s more likely.
- 90% of college women who are victims of rape or attempted rape know their assailant.
- 94% Experience PTSD
- 33% Contemplate Suicide
- 13% Attempt Suicide
- Both parties were drinking in 97% of alcohol related sexual assaults.

Preventing Date Rape:
- Be clear with your partner about what, if any, sexual behavior you are comfortable with.
- Don’t use alcohol or drugs as they decrease your ability to take care of yourself and make sensible decisions.

Consent is Not
Coerced | Assumed | Silent | Implied

Options
Option 1: Criminal Investigation
Police Investigation
Option 2: University Investigation
Title IX & Student Rights
Option 3: Criminal and University Investigation
Police, Title IX, Student Rights
Option 4: No Investigation

Indiana Lifeline Law
- Medical Emergency
- Victim of a sexual offense
- Witnessing what is believed to be a crime

As of July 1, 2014, the law will protect anyone under 21 years old who has been drinking and calls 911 to report a medical emergency, to report being the victim of a sexual offense, or witnessing what the person believes to be a crime.

http://indianalifeline.org/
Don’t Lose These Names and Numbers: Fill out this personal guide and keep it in a SAFE place. If your wallet / purse is lost or stolen you’ll know who to call and what to say. When traveling, take along a similar list, but don’t include account numbers or expiration dates. Consider leaving a copy of your travel list with a trusted friend or relative (plus a driving route map/flight/trip information). LIMIT the number of cards you carry in your purse or wallet. Don’t carry your social security card with you.

**Checking Accounts** - Immediately call to cancel checking accounts and start new ones.

<table>
<thead>
<tr>
<th>Account 1: Institution Name:</th>
<th>Account 2: Institution Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll Free Phone Number:</td>
<td>Toll Free Phone Number:</td>
</tr>
<tr>
<td>Account Number:</td>
<td>Account Number:</td>
</tr>
</tbody>
</table>

**Credit Cards** - Immediately cancel credit, debit, ATM and other cards, but ask for replacements.

<table>
<thead>
<tr>
<th>Account 1: Institution Name:</th>
<th>Account 2: Institution Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll Free Phone Number:</td>
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<tr>
<td>Account Number:</td>
<td>Account Number:</td>
</tr>
<tr>
<td>Account 3: Institution Name:</td>
<td>Account 4: Institution Name:</td>
</tr>
<tr>
<td>Toll Free Phone Number:</td>
<td>Toll Free Phone Number:</td>
</tr>
<tr>
<td>Account Number:</td>
<td>Account Number:</td>
</tr>
<tr>
<td>Account 5: Institution Name:</td>
<td>Account 6: Institution Name:</td>
</tr>
<tr>
<td>Toll Free Phone Number:</td>
<td>Toll Free Phone Number:</td>
</tr>
<tr>
<td>Account Number:</td>
<td>Account Number:</td>
</tr>
</tbody>
</table>

**Law Enforcement** - Immediately call to report a lost or stolen wallet and ask about filing a report.

| Agency:                      | Phone Number:     |

**Credit Bureaus:** Call all 3 major credit bureaus’ fraud departments to spot thieves opening new accounts.

<table>
<thead>
<tr>
<th>Credit Bureau</th>
<th>Toll Free Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equifax</td>
<td>(800) 525-6285</td>
</tr>
<tr>
<td>Experian</td>
<td>(800) 397-3742</td>
</tr>
<tr>
<td>TransUnion</td>
<td>(800) 680-7289</td>
</tr>
<tr>
<td>Social Security Administration</td>
<td>(800) 772-1213</td>
</tr>
<tr>
<td>State Dept. of Motor Vehicles</td>
<td></td>
</tr>
<tr>
<td>Driver’s License Number:</td>
<td></td>
</tr>
</tbody>
</table>

**Miscellaneous Cars / Other / Student ID’s / Auto Club / Memberships etc.**

**Other Home / Travel Emergency Contacts** (For your emergency use, at or away from home, or for others with home you’ve left this list)

<table>
<thead>
<tr>
<th>My Contact Info: Cell Phone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person #1:</td>
<td>Relation:</td>
</tr>
<tr>
<td>Contact Person #2</td>
<td>Relation:</td>
</tr>
<tr>
<td>Electric Company (24 hour phone number for emergency)</td>
<td>Phone:</td>
</tr>
<tr>
<td>Gas Company (24 hour phone number for emergency)</td>
<td>Phone:</td>
</tr>
<tr>
<td>Water Department (24 hour phone for supply line break)</td>
<td>Phone:</td>
</tr>
</tbody>
</table>
Identity Theft & Awareness

**IDENTITY THEFT:** The taking of a victim’s identity to obtain credit and credit cards from banks and retailers, steal money from a victim's existing accounts, apply for loans, establish accounts with utility companies, rent apartments, file for bankruptcy, or obtain a job using the victim's name.

**FRAUD:** The intentional perversion of truth in order to induce another to part with something of values or to surrender a legal right.

**PHISHING:** A scam by which an email user is duped into revealing personal or confidential information that the scammer can use illicitly or fraudulently.

**PREVENTION:**
- Lock and password protect your cell phone and computer
- Shred documents
- Don’t share personal information online such as full name and birthday
- Use firewalls
- Set proper privacy settings on social media sites
- Watch billing cycle of credit cards and statements
- Call if your new card does not arrive on time / make sure someone has not filed a change of address for you.
- Check your credit report once a year—Free yearly request under the Fair Credit Reporting Act.

**CYBER PREDATORS:** People who search online for other people in order to use control or harm them in someway. Many predators target teens and young adults on a regular basis.
- Many predators use social networks to target young people in attempt to gain personal information from their profile.
- Be aware - you never know who is on the other end. Protect yourself and your information
- Notify family and / or police if you are being targeted or harassed online.

**IF YOU BECOME A VICTIM OF IDENTITY THEFT:**
- Contact the three major fraud departments of credit bureaus: Equifax, Experian, and Trans Union.
- Close affected accounts and keep a close eye on all other accounts.
- File a police report. Take a copy of your credit and affected accounts to the police.
- File your complaint with the FTC at www.consumer.gov/idtheft.
GUIDE FOR INTERNATIONAL STUDENTS

The purpose of this guide is to help you understand the rules of a new culture so you can have a safe and productive learning experience. Failure to comply with the laws of the United States and Indiana, may have serious consequences such as fines, court, or jail.

Alcohol:

It is against the law for anyone under 21 years of age to purchase, possess, or consume alcoholic beverages, to include beer, wine, and liquor. Even if you can consume alcohol in your home country, you cannot do so here. It is also against the law for anyone, regardless of age, to possess an open container in a motor vehicle. If you are 21 and live in University apartments or a designated hall over 21, alcohol may be permitted. Check with hall staff to confirm if your dorm is considered a 21 and over floor.

Driving:

Operating a motor vehicle is a great way to travel, but there are some important tips to know first.

- In order to drive in the United States and Indiana, you need either an International Driver’s Permit (IDP) *issued by your home country before coming to the US, or
- It is recommended to obtain an Indiana driver’s license if you plan on being in the states 6 months or longer.
- Whether you drive or not, you will still need a state issued identification card.

Licensing:

- Go to the Muncie License Branch located at 2904 E. McGalliard Road (888) 692-6841 and get a Learner’s Permit. The Learner’s Permit will allow you to practice driving alongside a licensed driver. You will then take a test, when you’re ready, to get your Operator’s License. Find more information about licensing at www.in.gov/bmv.

Keep Your Vehicle Legal:

- You must have a minimum level of insurance coverage on the vehicle you drive that covers a specific amount in case your are involved in a crash.
- Your vehicle must also be registered with the BMV and have a valid license plate.

Contact with the Police:

- If you are pulled over by the police (red and blue emergency lights) move to the right hand side of the road as soon as it’s safe and stop. Stay in the car with both hands on the steering wheel until the officer instructs you otherwise.
- You must carry your driver’s license, proof of insurance, and vehicle registration in the car at all times.
- Do NOT try to bribe the officer.
- Do NOT get out of your vehicle unless told to by the officer. If you get out of the car, the officer may see you as a threat and may draw his/her gun.
- Always wear your seatbelt. It’s the law.

Equal Rights: Men and women have equal rights in the U.S. You may express your opinion, dress how you wish and go where you want without being harassed or asking permission. You have the right to practice your religion and worship as you wish.
Alcohol Awareness

Alcohol is the number one drug of choice for teenagers.

**How Alcohol Affects you:**

- You see double, slur your speech and lose your sense of distance
- Alcohol loosens your inhibitions; you make bad judgements that can result in crashes, violence, STD’s or rape.
- A significant portion of violent crimes and vandalism among and by youth involves the use of alcohol.
- Using alcohol can cause you to lose your drivers license and freedom if you are arrested.
- Poor grades may be a result of alcohol use.

**Facts:**

- The younger you start drinking and using drugs, the more likely you are to become addicted
- Coffee, showers, and exercising do not sober your up. Time is the only thing that sobers you up.
- One beer, one shot of whiskey, and one glass of wine all have the same amount of alcohol.
- Drinking alcohol dehydrates you. It does not quench your thirst.
- Alcohol use ages and damages the brain.
- 8 young people die in alcohol related crashes every day.
- Teens who drink are 7.5 times more likely to use any illicit drug.
- More than 1/3 of college students engage in binge drinking.
- Someone is injured in an alcohol related crash every 32 seconds.
- 97,000 students between the age of 18 and 24 report alcohol related sexual assault or date rape each year.

**Take Action:**

- Don’t get in a car with someone who has been drinking. Call a friend, family member, taxi, or spend the night.
- Watch out for other drivers. On the weekend, 1 in 10 drivers is legally impaired or drunk.
- As many as 40 percent of fatal accidents involve alcohol. Maintain distance from impaired drivers or turn off if they are behind you.

**How to drink and stay in control when you are 21 or older:**

1. Consider your limits before you begin drinking.
2. Abstain from drinking if you are under 21.
3. Eat a full meal before you begin drinking; include dairy products.
4. Drink no more than 2 alcoholic beverages/day (men). Drink no more than 1 alcoholic beverage/day (women).
5. Be social—sip drinks slowly, rather than tossing them back.
6. Drink beer, wine and mixed drinks that are diluted, rather than taking "shots".
7. Space drinks over time.
8. Drink non-alcoholic drinks between alcoholic ones.
9. Keep your drink in full sight throughout the evening. Always know what you are drinking.
10. Have a plan for getting home safely before you begin drinking.
11. Drink for the taste and not for the purpose of getting drunk.
CITIZENS POLICE ACADEMY

Ball State University Police Department has prepared a free comprehensive training program to provide Citizen Police Academy participants with an overview of the various divisions, units and functions of the police department. Ball State University Citizens Police Academy participants will cover a variety of subjects including, but not limited to:

- A tour of our headquarters,
- Hiring and Training process,
- Laws of Arrest, Investigations, & Patrol
- Traffic Enforcement,
- Firearms and Taser demonstrations,
- Active Shooter, Crime Scene Processing,
- Narcotics, Criminal Law, Search and Seizure,
- Domestic Violence,
- A tour of the Delaware County Jail,
- Homicide Investigations, Drug Enforcement,
- Crime Prevention, Canine unit,
- Community Relations

At the end of the program there will be a completion ceremony. Participants who successfully complete the training will qualify for volunteer status with Ball State University Police Department. Alumni can work at special events, assist with office duties, help with training scenarios, homecoming etc...

CPA applicant must be 18 years or older and live, work or be a member of the Ball State University community. All applicants will be subjected to a background check and submission of an application gives implied consent. Classes will be held at BSUPD and various sites in Muncie, Indiana.

For more information about CPA, email Officer Justin Smith at jusmith@bsu.edu

The Purpose of the CPA is to educate the public about police services offered by Ball State University Police in order to foster understanding and community support for the department. This is part of Chief Duckham’s initiative to build partnership within the community.