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HELP US TO HELP YOU

STATE LIBRARY COMMISSION OF IOWA
Historical Building
DES MOINES, IOWA 50310



SECURITY & PARKING DEPARTMENT

GIVE YOURSELF

Most of the time when the telephone rings at our department, the call has nothing to do with crime. But when illegal activity is involved, chances are very good that the problem is THEFT of personal property.

Let's face it: it happens more often than it needs to. Here, as in any other locality, the frequency of theft can be reduced if all of us will develop "security consciousness" about our rooms, automobiles, bicycles, and other personal possessions.

The following pointers are for your consideration. While not guaranteed to stop all thievery, they will minimize the likelihood of theft in the first place, and increase the chances of recovery if you should happen to get "stung."

1. Lock your house or room when you leave, even if you plan to be away for only a minute.
2. Be cautious about lending your keys, and don't leave them lying about where they might be subject to theft or even copying.
3. Electric engraving pens are available at University Security for marking your social security number on your personal property.
4. Make a list of the serial and model numbers of your property. Include color, size, and any marks or defects which could be used to identify your property.

AN EVEN BREAK!

5. If you are in possession of a large amount of money or have a particularly valuable property item on hand, keep that information to yourself.
6. You should think seriously about opening a bank account for your cash rather than keeping it "on you." If you have a checking account, keep a record of the serial number of the last check written, for many times the theft of a blank check goes undetected until the bank statement discloses a forgery.
7. Be sure to lock your car when you park. Don't leave books, packages, or valuable items visible on the seat or on the floor.
8. If you own a bicycle, be sure to register it. Secure your bicycle to a safe and visible place, preferably to a bike rack, rather than to a parking meter or handrail. Invest in a good chain and lock. The price of a chain and lock may save you the price of a new bicycle.
9. Be observant of persons whose presence or actions cause you to suspect that they don't belong there. If in doubt, call the Patrol Division or someone else in authority. Remember, the chances of getting anyone "hassled" for no good reason if you do call are nil. If it turns out that you were correct in being suspicious, authorities will be aided by an accurate description of the person or persons.

PUBLIC SAFETY SERVICES

Telephone

| | |
|-----------------------|----------|
| Emergency Assistance: | 353-6900 |
| Patrol Division: | 353-4583 |
| Parking Division: | 353-4327 |
| Detective Division: | 353-4583 |

Goal-Purpose

To provide professional public safety services to the University community and promote a more secure environment in which the University can pursue its role of education and community service.

List of Services

Patrol Division:

24-hour patrol of campus by uniformed commissioned peace officers to provide protection for persons and property, law enforcement, and public information services to University members and visitors to our campus.

Members of the Patrol Division are American Red Cross trained to administer emergency first aid and are certified in cardiopulmonary resuscitation.

The Traffic Safety Unit provides for traffic control and enforcement on the roads within the University community and at athletic events and concerts.

The Community Relations Unit provides for specialized programs designed for protection of women, and maintains a speaker's bureau available to groups and clubs.

The Patrol Division provides a lost and found office for all areas of the University campus.

Detective Division:

The Detective Division provides for criminal investigation of crimes committed on the University of Iowa campus, and refers cases for prosecution to the Johnson County Attorney's Office.

The Crime Prevention Unit of the Detective Division provides surveys and consulting services to the University of Iowa community.

The Community Service Unit of the Detective Division provides fingerprinting services to members of the University community for passports and employment purposes.

Parking Division:

The Parking Division provides for parking registration for all vehicles regularly parked on the University campus, and for special temporary parking permits.

The Parking Division provides for parking control and enforcement in parking ramps and surface lots.

The Parking Division is responsible for maintenance of parking ramps and surface lots.

If you witness a your description

HOW TO DESCRIBE A PERSON

1. COLOR

2. SEX

3. AGE

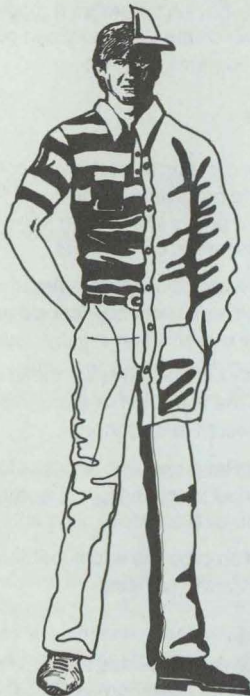
4. HEIGHT

5. WEIGHT

6. HAIR

7. EYES

8. COMPLEXION



A. HAT

B. SHIRT OR TIE

C. COAT

D. TROUSERS

E. SOCKS

F. SHOES

ADDITIONAL TIPS TO HELP MAKE REMEMBERING MORE ACCURATE

- Look for easily spotted, distinguishing marks or physical characteristics, such as a tattoo, scar, glasses, limp, loss or impairment of a limb, facial twitches, etc.
- Listen for specific speech and/or vocal characteristics, such as an accent, repeated use of certain words or phrases, extremely poor (or correct) grammar, etc.
- Notice hands. Are any fingers missing? Did the suspect wear any rings, bracelets, or a watch?
- Try to determine *general* build, height, weight, and approximate age by comparing the suspect to someone who is known to you.

nusual activity,
help us help you.

HOW TO DESCRIBE A CAR



REMEMBER THE WORD "CYMBAL" WHEN DESCRIBING A CAR

C. COLOR Light Blue

Y. YEAR 1978

M. MAKE Ford

B. BODY Sport Coupe

A. ANTENNA No

L. LICENSE 0012

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GENERAL INFORMATION

- If the car has an Iowa license, first note the county number; then remember as many of the remaining numbers as you can. If the car bears an out-of-state license, note the color of the plate and, again, remember as many letters and/or numbers as possible.
- Did the car you saw have an antenna? If so, what kind and where was it located?

STATE LIBRARY OF IOWA



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