Welcome back Cardinals! Have a safe and exciting year!

Welcome to all first year and returning students, faculty and staff for another great school year! The start of each school year is an exciting time as we renew old friendships and make new ones. It is also a time that we all need to reacquaint ourselves with some basic tips to staying safe on campus. Most crimes that occur on campus are crimes of opportunity; thefts of items in unlocked rooms, left unattended in a public area or enticingly available in plain sight for any would-be thief. Practice safety-awareness to keep yourself and your property safe this year. You can be your own best crime prevention expert. Let’s have a great, safe year!

Remove the opportunity, remove the crime. Below are a few simple tips to keep in mind to protect your property from thieves looking for an opportunity to help themselves to your property:

- Bring only essential items to campus.
- Lock your vehicles, resident hall rooms and offices when unattended, even for short durations.
- Lock bicycles to a rack outside.
- Avoid leaving valuables in sight in rooms and your car.
- Record serial numbers of valuables.
- Use a cable lock for laptops.

Parking Decals

Otterbein students, faculty and staff may park a vehicle on campus property, provided the vehicle is registered and the decal is properly displayed.

The ability to park and operate a vehicle on campus is a privilege which may be revoked by failure to operate or park a vehicle properly. Vehicles are to be registered for the year no later than the third day of classes at the beginning of the academic year at the Market Place site. Any person wishing to register a motor vehicle after the beginning of the academic year must do so within three working days after bringing the vehicle to campus.

Visitors are also required to register if parking on campus. A visitor permit can be obtained from the Otterbein Police. E-mail the vehicle information to police@otterbein.edu and a pass will be emailed back to the visitor.

Emergency Response Flipcharts

Emergency Response Flipcharts have been installed in all classrooms, offices and computer labs on campus. The flipcharts are designed to provide you with a quick reference in the event of a variety of emergencies on campus to include fire, tornado, illness or injury, bomb threats, active shooter, etc.

Take a couple minutes to familiarize yourself with the contents of the flipchart, it will save you precious moments when faced with an emergency. If you do not have an opportunity to review the contents in a classroom or office, you can reference the flipchart on-line by going to http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/emergency-preparedness.aspx
Read the Rules Whether you're living on or off campus, look into the rules and regulations of your home away from home before you leave. Make sure you do not bring anything that is not permitted.

Lock Your Door Residence Halls may seem like a fun, safe environment, but it is important to make sure to lock your door whenever you leave your room in order to protect your belongings and keep your room safe.

Get Insurance for Your Belongings If you are bringing any items of high value to school, such as musical instruments or jewelry, consider having them insured against theft or damage before you arrive.

Never abandon your laptop Never abandon your laptop in a library. It only takes a few moments for someone to walk by and swipe it. If you must leave it temporarily, invest in a laptop lock to act as a deterrent.

Get Tenant's Insurance If you're renting a room or an apartment in a building, you may be required to have tenant's insurance, which protects you and your belongings if your property is stolen or damaged.

Check your auto Insurance When you take a car out of province, remember to check with your auto insurance company to see if you are covered while away and contact the local transportation department to see if you need to change your license plates.

Watch Your Laundry Keep an eye on your laundry if you're doing it at a laundry mat to avoid having your belongings stolen. Bring homework or a book with you to help pass the time.

Check the Guest Policy How safe is your Residence Hall? Look into the guest policy for your building and see what kind of security procedures they have in place. If you feel unsafe, speak to a Residential Advisor or an Administrator about creating a secure environment.

Hang on to Your ID Card Your Cardinal Card acts as more than identification. If you have a meal plan or library account associated with yours, report your card loss immediately if it goes missing.

Pedestrian Safety

- Always cross at corners, within marked crosswalks where available.
- If crossing in other locations, yield the right of way to vehicles. Failure to obey the law carries a fine.
- Look left, right and left again before crossing
- Never cross between parked cars.
- Walk on the sidewalk. If there is no sidewalk available, walk as far off the roadway as possible.
- Always walk against traffic.
- Obey traffic signals, especially "Walk/Don't Walk."
- Remain alert! Don't assume that cars are going to stop. Make eye contact with the driver to make sure they see you.
- Don't talk on a cell phone or wear earphones when crossing the street.
- Wear bright or reflective clothing or shoes when walking at night. Avoid dark clothes; drivers can't avoid what they can't see.
- Stay sober. Walking while impaired greatly increases your chances of being struck. Take a cab, bus or use a designated driver to get home safe.
Silent Witness is an anonymous format for individuals to provide information to the Otterbein Police of crimes that have occurred on our campus or touched the lives of the Otterbein community. When crimes occur that affect our community, several things can be said with absolute certainty:

- Because our campus is small, it is almost certain that someone has either seen the event take place or know of someone who did.
- There is a good likelihood that someone has heard or seen something, or someone, which leads them to believe that they were either involved or know the persons who were.
- Someone wishes to provide Otterbein Police with information but does not wish to be identified as the party providing the information.

To this end, a completely anonymous method of contacting the Otterbein Police Department has been provided. Go to the Otterbein Police web site (http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/silent-witness.aspx) and click on the Silent Witness link. The Silent Witness web page will provide you with information on the program and enable you to anonymously send information to Otterbein Police. Your email cannot be traced back to you. Whether you saw, heard, or heard about it, you may be able to assist us in resolving Campus crime issues by providing us with information.

Otterbein Police Department consists of 10 officers and an administrative assistant. All officers are Ohio Peace Officer Training Commission certified police officers, with almost all officers having retired from or prior police experience with other agencies. The Otterbein Police Department office is located at 194 West Main St, across from Dunlap-King Hall. While officers are available and on patrol 24-hours a day, the office is open Monday-Friday from 8:30 a.m.—5:00 p.m.

Call 614-823-1222 for an officer or assistance, in an emergency call 911.

Registering your bike with Westerville Police is easy and free. Information is kept by the Westerville Police for several years so even if a student has graduated, Westerville Police would be able to provide information on the bicycle if the owner does not have the serial or model number. Additionally, if your bike is lost or stolen and is located by a law enforcement agency, the registration will direct them to the Westerville Police Department to verify ownership.

Stop by the Otterbein or Westerville Police Departments to register your bicycle or visit our website at http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police.aspx for the registration form.

Cardinal Red Alert: All Otterbein faculty, staff and students automatically have their cell phone (if provided) and Otterbein email address enrolled in the Cardinal Red Alert FREE emergency notification system. In the event of an emergency or class cancellation, you will receive an email, text message and call advising you of the situation.

Citation Appeals: All appeals of citations must be completed within three business days of the issuance of the citation. Appeal forms are available online at the OPD website and at the Otterbein Police Department. All appeals are heard within one to two weeks by the traffic council which is made up of representatives from campus (one faculty member, one student and one administrative staff member, with no representative from Otterbein Police). You will be notified of the traffic council’s decision shortly thereafter.

Crime Prevention Classes: The Otterbein Police Department offers educational programs designed to improve and enhance your knowledge of crime and personal safety. Please check our website for a list of available classes and upcoming sessions. If there is something you’d like to learn about but don’t see, let us know. We will work to provide customized programs, as needed.