







- SECURE the bike frame to an approved bike rack provided throughout the campus. UHM Bike Rack locations are available at <http://www.hawaii.edu/parking/parkingmaps.html>. Remove unsecured items such as your wheel(s), seat and accessories.
  - DON'T park your bike in the same location all the time, this allows thieves to target your bike. DON'T leave your bike locked for an extended period of time; such as overnight.
  - REGISTER your bike with the City and County of Honolulu. Bicycle registration information available at: <http://www.honolulu.gov/dts/bikereg.htm>
  - REPORT any suspicious person or activity to:
    - \* UH Campus Security at 956-6911
    - \* Emergency Call Boxes (ECB) identified by their blue light and red telephone casing are located in various areas of campus. Connects the caller directly with the UHM Campus Security dispatcher 24 hours a day.
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### **Burglary Prevention Tips**

Don't leave valuable items lying around such as laptop computers, digital cameras, etc. Secure them when they're not in use.

Consider installing a safe. If it's a small safe, secure it to the ground.  
Consider installing an alarm system. If you're trying to keep the cost down, then consider an audible system.

Lock up your offices when you're away, even if it is only going to be away for short while.  
Know who has keys to your office. Sometimes too many keys are floating around.

Don't leave critical data in the computers without a secure backup. Losing your data can be a much greater loss than that of the computer itself.

Keep files with the serial and model numbers of your equipment and purchase

dates. That information will aid in recovery and prosecution.

In the unfortunate event that an item is stolen, an itemized list is necessary for HPD.

The list should be written in the following manner. The more details you furnish the better.

Item# - Serial# - Description - Location where taken from - Value

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### **What are Emergency Call Boxes?**

Emergency call boxes (ECB), connect the caller directly with the UHM Campus Security dispatcher 24 hours a day. These boxes can be easily identified by their blue light and red telephone casing. The ECB are automatically activated by picking up the handset. Campus Security can immediately identify the location of the caller even if the caller is unable to verbally communicate with the dispatcher.

[Click here for Campus Map showing Emergency Call Box Locations.](#)

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### **Identity Theft**

By: Honolulu Police Department and the U.S. Postal Inspection Service

- o What is identity theft
- o Preventive Actions
- o Internet and on-line services
- o What to do if you are a victim of identity theft
- o What to do if a collection agency calls you
- o Ordering a copy of your credit report
- o Contact Information
- o Police Report Information
- o [Chart Your Course of Action \[PDF file\]](#)

### **What is Identity Theft?**

Identity theft involves acquiring key pieces of someone's identifying information, such as name, address, date of birth, social security number, and mother's maiden name, in order to impersonate them. This information enables the identity thief to commit numerous forms of fraud which include, but are not limited to, taking over the victim's financial accounts, opening new bank accounts, purchasing automobiles, applying for loans, credit cards, social security benefits, renting apartments, and establishing services with utility and phone companies.

### **Preventive Actions**

- Promptly remove mail from your mailbox after delivery.
- Deposit outgoing mail in post office collection mailboxes or at your local post office. Do not leave in unsecured mail receptacles.
- Never give personal information over the telephone, such as your social security number, date of birth, mother's maiden name, credit card number, or bank PIN code, unless you initiated the phone call. Protect this information and release it only when absolutely necessary.
- Shred pre-approved credit applications, credit card receipts, bills, and other financial information you don't want before discarding them in the trash or recycling bin.
- Empty your wallet of extra credit cards and IDs, or better yet, cancel the ones you do not use and maintain a list of the ones you do.
- Order your credit report from the three credit bureaus to check for fraudulent activity or other discrepancies.
- Never leave receipts at bank machines, bank counters, trash receptacles, or unattended gasoline pumps. Keep track of all your paperwork. Destroy any unwanted receipts and paperwork.
- Memorize your social security number and all of your passwords. Do not record them on any cards or on anything in your wallet or purse.
- Sign all new credit cards upon receipt.
- Save all credit card receipts and match them against your monthly bills.
- Be conscious of normal receipt of routine financial statements. Contact the sender if statements are not received in the mail.
- Notify your credit card companies and financial institutions in advance of any change of address or phone numbers.
- Never loan your credit cards to anyone else.
- Never put your credit cards or any other financial account numbers on a postcard or on the outside of an envelope.
- If you applied for a new credit card and it hasn't arrived in a timely manner, call the bank or credit card company involved.
- Report all lost or stolen credit cards immediately.
- Closely monitor expiration dates on your credit cards. Contact the credit card issuer if replacement cards are not received prior to the expiration dates.
- Beware of mail or telephone solicitations disguised as promotions offering instant prizes or awards designed solely to obtain your personal information or credit card numbers.

### **Internet and On-Line Services**

Use caution when disclosing checking account numbers, credit card numbers, or other personal financial data at any Web site or on-line service location unless you

receive a secured authentication key from your provider.

When you subscribe to an on-line service, you may be asked to give credit card information. When you enter any interactive service site, beware of con artists who may ask you to “confirm” your enrollment service by disclosing passwords or the credit card account number used to subscribe. Don't give them out!

### **What to do if you are a victim of identity theft**

- Keep detailed notes.
- Keep a log of all your contacts and make copies of all documents.
- Note the date and time when you first discovered the theft of your identity.
- Continue adding information to this log and retain it for future reference even after your credit has been restored.
- You may also wish to contact a privacy or consumer advocacy group regarding illegal activity.
- Report the crime immediately to the police.
- Obtain the police report number and record it for future reference.
- Obtain a verification letter from the Records Division of the police department. A copy of this letter can be given to creditors when you dispute fraudulent charges.
- Immediately notify the three major credit-reporting bureaus' fraud units to report identity theft.
- Ask to have a "Fraud Alert/Victim Impact" statement placed in your credit file asking that creditors call you before opening any new accounts.
- The credit bureaus will help you minimize the damage to your credit.
- The bureaus will alert you to any other attempts to use your identity.
- Ask the credit bureaus for copies of your credit report.
- Credit bureaus must give you a free copy of your report if it is inaccurate because of fraud.
- Review your reports carefully to make sure no additional fraudulent accounts have been opened in your name or unauthorized changes made to your existing account.
- In a few months, order new copies of your reports to verify your corrections and changes, and to make sure no new fraudulent activity has occurred.
- Notify all of your financial institutions about the identity theft.
- Alert your banks to flag your accounts and contact you to confirm any unusual activity.
- Request a change of Personal Identification Number (PIN) and a new password.
- Immediately cancel all credit cards and bank accounts if your cards and checks were stolen.
- Ask the financial institutions to notify you of any attempts to use your closed accounts. Ask for the information to be sent to you, and then report it to the



out the affidavit and keep a copy for your records.

-Clearing up your credit is in your hands. Merely reporting it to the police is not sufficient. The police are powerless when it comes to clearing your credit history. You are the only person who can do it. Prompt reporting is the key to minimizing your losses. Take control of your life by taking prompt action. Persistence pays off.

-Keep the phone list in a conspicuous place in your home, such as on the refrigerator door. Create a folder to store any information you may receive. Immediately refer to this information when you discover the theft of your identity.

### **Credit Reporting Bureaus**

Equifax

P.O. Box 105873

Atlanta, GA 30348-5873

Telephone: 800-977-2493

<http://www.equifax.com>

Experian Information Solutions

(formerly TRW)

P.O. Box 949

Allen, TX 75013-0949

Telephone: 888-397-3742

<http://www.experian.com>

TransUnion

P.O. Box 390

Springfield, PA 19064-0390

Telephone: 800-916-880

<http://www.transunion.com/>

### **Report Identity Theft to:**

H.P.D. 911

U.S. Secret Service 541-1912

U.S. Postal Service 423-3790

F.B.I. 566-4300

### **ID Theft Information**

Federal Trade Commission

<http://www.consumer.gov/idtheft> (877) 438-4338

Privacy Rights (619) 298-3396

UH Manoa - Campus Security - Information Articles

U.S. Postal Inspection Service (415) 778-5800

Social Security Administration, Fraud Hotline (800) 269-0271

**Police Report Information**

To obtain a verification letter write to:

Honolulu Police Department

Attn.: Records Division

801 S. Beretania Street

Honolulu, HI 96813

Please enclose a self-addressed stamped envelope and \$1.50 for processing your request.

For more information:

[www.honolulu.org](http://www.honolulu.org)

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