

Double-Hung Sash Type Windows: A separate set of holes may be drilled into the top window (approximately 5" or 6") from the top so that the window can be left open 5"-6" with pins inserted through same holes in bottom into upper holes in top window. This allows for ventilation, but keeps the window from being opened further than 5"-6". Key locks for these windows are also available at hardware stores and locksmith companies.

WARNING: At least one window in each bedroom must be available as fire exits. At night, the bedroom window may often be the quickest and safest means of escaping fires. Decorative iron grilles are not recommended on bedroom windows unless they can be opened from the inside.

Miscellaneous Openings: Do not overlook ventilation openings, crawl spaces, or swinging pet doors used by pets. Grilles, heavy screening, or locks will deter entry through these points.

Padlocks: are most commonly destroyed by the use of bolt cutters & pry bars. Quality padlocks consist of the following:

- Laminated/metallic cases
- Hardened steel shackle (min. diameter of 9/32")
- Double-locking bolt providing "heel & toe" locking
- Minimum 5-pin tumblers in the cylinder
- Key-retaining feature that prevents key removal until the padlock is in locking position

Lighting: The rear, side, and front of your home should be well-lighted by:

- Locating outside floodlights just below the edge or eaves of the roof
- Covering wires to protect against intentional bulb breakage
- Using a timer, photo electric cell, or an infrared sensor to automatically turn the lights on & off

Security Inside Your Home: Set aside a small closet with a solid core door and non-removable hinge pins, and install a deadbolt lock for high security. Use it for valuable possessions such as furs and firearms.

Vacation Security Hints: The following are tips on making your home look "lived in" when you are away for vacation:

- Discontinue all deliveries before you leave.
- Leave a key with a trusted person and ask him to handle incoming mail and change the position of your blinds & lights daily.
- Keep one or more interior lights on. It would help to connect a lamp to a timer to make your home appear occupied every day.
- Be sure that your lawn will be cared for.

If you think you are a burglary victim:

- Do not enter your residence.
- Call the police immediately.
- While waiting, protect the crime scene by not allowing anyone to touch anything; allow no entry to the home.
- Assist the police by providing accurate information. Serial numbers and descriptions of stolen property enhance the chance of property recovery.

Join Operation Identification

Engrave your valuables with an identification marking to help deter thieves from stealing something that can be easily traced to a rightful owner. Operation ID Warning stickers indicate to burglars that property within the premises is marked.

Electric engravers can be borrowed for free from the Crime Prevention Unit. Please return the tool within three days. You will then receive Operation ID decals which warn burglars that all valuables in your home have been marked and can be traced by police. Display the decals on front & rear doors at eye level where burglars can see them.

Mark all portable items (e.g. VCRs, DVD players, TVs, radios, cameras, etc...). Care should be taken when marking property such as silver or antiques so as not to devalue them.

Your ID marking should be visible to police, so mark items in a conspicuous place. Don't mark on a removable part, or a part that is not essential to the item. Mark any item you can in more than one place. If the obvious marking is removed, a less conspicuous marking can still be used to trace the property.

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Residential Burglary



Security Surveys

Contact the Police Department to schedule a Security Survey for your home. This specially-trained officer will assist you by evaluating overall security and suggesting improvements that can be made in order to protect your home and family.

Outdoor Survey Features

Start by inspecting the external surroundings of your home by checking the landscape:

- Prune large trees near the house. Lengthy limbs may provide easy access to second-story windows.
- Keep shrubbery trimmed so it never blocks the view to or from any door or window. This way, trespassers can be viewed by patrolling police, neighbors, and yourself.
- A well-kept lawn gives a home that “lived in” look. Signs of occupancy help deter crime.

Home Access Survey Features

Exterior Wooden Doors:

- *Door Viewer* - Know who's knocking before you answer. A wide-angle door viewer enables you to identify the visitor.
- *Mail Slot* - An interior hood will prevent people from peeping in.
- *Strikes* - The metal plate attached to the frame/jamb used for receiving the latch bolt is called a “strike.” All exterior door strikes should be solidly in place.
- *Strength* - All exterior doors should be of solid construction for greater security.
- *Hinges* - Almost any lock on an out-swing door can be bypassed if the burglar can remove hinge pins. To prevent that from happening, follow these steps:

1. Insert screw/framing nail into back edge of door, protruding at least 1/2”, midway between the top & center and the bottom & center hinges.

2. Drill opposing hole in door to receive the protruding hardware. The hinge pins may be removed when the door is closed, but the door will be held firmly in place.

- *Door Locks* - It is useless to spend money on inferior locks that can be opened by a burglar using simple tools. A properly constructed lock will be a “pin tumbler” lock and have at least 5 pins within its mechanism. Every exterior door should have a deadbolt lock for extra security. Good locks consist of:

1. Minimum 1” bolt throw
2. Free-spinning beveled cylinder guards made up of case-hardened steel
3. 1/4” case hardened bolts that hold the two cylinder halves together
4. 5-pin tumbler
5. Double-cylinder deadlocks - requires use of a key on both sides of the lock; desirable on doors containing glass within 40” of the lock. *Building codes now require these locks to have a key retaining feature.*
6. Doorknob locksets should have an Anti-Shim Device (a spring latch with a small horizontal pin that keeps the latch from being retracted when the door is closed). *No doorknob lockset provides the security of a deadbolt.*

**For more information about locks, contact a reputable locksmith or your Crime Prevention Officer.*

Storage Lockers: mainly used by apartment tenants (generally located in carports or areas accessible to thieves)

- If the locker hinges are exposed, install one-way (non-removable) screws or install interior hinges.
- Check storage locker doors & hasps for proper closure. A loose hasp could allow people to reach inside and pull out valuable items.

Garages: All garages should be kept closed and locked.

- *Lifting Garage Doors* - Hardened steel hasps & padlocks are recommended to secure both sides.
- *Walk-through Garage Doors* - Install deadbolt locks.
- *Garage Windows* - If used for ventilation, it is recommended to install the same security items as the ones in your home. If the garage windows are kept shut, use screws/nails to permanently close them.

Casement Windows (crank type): These windows are the easiest to secure. Make sure the locking latch works properly and the crank handle has no excessive play. Replace any worn hardware.

Sliding Glass Doors & Windows: Sliding doors can be secured so that they cannot be opened/lifted out of their tracks even when the lock has been removed/busted by doing the following:

- Drill at least 1/4” diameter hole that angles downward through the top channel and continues into the top part of the sliding door frame when closed. Place a solid metal pin/bolt into the hole to hold the door securely in place. When not in use, the pin can be attached to a cord/chain and dropped through a screw-eye adjoining the door.
- For more security, screw 2-3 No. 8 or No. 10 sheet metal screws into the track above the sliding door. The screws should protrude, preventing the door from being lifted out of the lower track.
- Inexpensive “Pin-type” locks may be purchased and easily installed to prevent the operation of sliding glass doors.

Louvers: These are difficult to burglar-proof as individual glass panes may easily be removed.

- To help prevent this, apply a two-part epoxy resin to each pane along the metal retaining strip
- Use grilles/grates for the louver windows. If installed in bedrooms, be sure they're designed to open from the inside (in the event of a fire).