

LAS VEGAS METROPOLITAN POLICE DEPARTMENT



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NEIGHBORHOOD WATCH HANDBOOK

IMPORTANT PHONE NUMBERS

POLICE DEPARTMENT				
Emergency				9-1-1
Non-Emergency				3-1-1
Downtown Area Command		401 S. 4th St.		229-4348
Northeast Area Command		831 N. Mojave		229-3403
Northwest Area Command		9850 W. Cheyenne		229-3426
Southeast Area Command.		2300 E. St. Louis		229-3206
Southwest Area Command		5925 Spring Mountain Rd.		229-2843
Detective Bureau				229-3513
Burglary Section				229-3573
Juvenile Section				229-3561
Gang Investigayion section				229-4264
Narcotics Section				229-3461
Vice Section				229-3455
Victim Services Detail				229-2955
Auto Theft Detail				229-3586
Graffiti Detail				229-3927 / 229-4414
Secret Witness				385-555
Crime Prevention Detail				229-3507
FIRE DEPARTMENT				
Emergency				9-1-1
Non-Emergency				3-1-1
Business				
Clark County Fire Prevention				455-7316
City of Las Vegas Fire Prevention				229-0366
POISON CONTROL				
Community				732-4989
Ambulance Service				384-3400
CIVIL DEFENSE				
Emergency Management				361-1212
ANIMAL CONTROL				
Clark County				455-7710
Las Vegas				229-6348
HEALTH DEPARTMENT				385-1291
DISTRICT ATTORNEY				455-4711
CITY ATTORNEY				229-6201
PUBLIC DEFENDER				455-4685

JUVENILE COURT SERVICES				455-5200
SOCIAL SERVICES				455-427-
ANTI-GRAFFITI HOTLINES				
Clark County Public Response				455-4191
City of Las Vegas Neighborhood Response				229-6615



Introduction

Home security is important - both in the city and rural areas. The best efforts of law enforcement to reduce crime will be to no avail without citizens doing their part to protect themselves and one another.

Most home burglaries are not committed by professionals who have planned for months to commit a specific crime. On the contrary, most are committed by juveniles who see an open window, a faulty lock or some other opportune situation. A large number of burglaries are classified as "no force," e.g., the burglar simply walked through an unlocked door or climbed in an open window.

These crimes could be prevented with just a little more care. In some cases, that may be as simple as locking doors and windows before leaving home.

While burglary is one of the most frequently committed crimes, it is also one of the most preventable. And the person who can prevent it is you!

This publication tells about the crime of burglary - and more importantly - how it can be stopped. The material is written for the citizen who wants to do something to combat the burglar.



PROUD SUPPORTERS OF THE NEIGHBORHOOD
WATCH PROGRAM SINCE 1994

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Home Security Survey

Before you read this handbook survey your home with the checklist provided below Every "no" checkmark shows a weak point that may help a burglar. the "no" checks, you improve your protection. Go through this list carefully and systematically. If you have security weaknesses, read this handbook to correct them. Remember, this checklist only points out your weak areas. You are not protected until these are corrected. Complying with these suggestions, make your property burglar proof, but it will certainly improve your protection.

SAFE PRACTICES	YES	NO
1. Do you keep a list of valuable property?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a list of the serial numbers of your watches, cameras, typewriters and similar items?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have a description of other valuable property that does not have a number?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you avoid unnecessary display or publicity of your valuables?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you keep excess cash and other valuables in the bank?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you plan so that you do not need to "hide" a key under the door or similar vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you told your family what to do if they discover a burglar breaking in or already in the house?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you told your family to leave the house undisturbed and call the police if they discover a burglary has been committed?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are your trees and shrubs trimmed to eliminate hiding places?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have a security closet with a solid core door, pinned hinges and deadbolt lock?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have emergency telephone numbers listed on your phone?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are lights installed around the perimeter of your house?	<input type="checkbox"/>	<input type="checkbox"/>
13. Is your house number illuminated and easily visible from the street during all hours of the day?	<input type="checkbox"/>	<input type="checkbox"/>
14. Have you made it more difficult for the burglar by locking up your ladder, avoiding trellises and drainpipes that can be used as a ladder for access to the 2nd floor or roof?	<input type="checkbox"/>	<input type="checkbox"/>
WHEN YOU GO ON A TRIP		
15. Do you arrange for neighbors or friends to pick up papers, milk, mail, and packages?	<input type="checkbox"/>	<input type="checkbox"/>
16. Do you notify a neighbor?	<input type="checkbox"/>	<input type="checkbox"/>
17. Do you leave some shades up or curtains open so the house doesn't look deserted?	<input type="checkbox"/>	<input type="checkbox"/>
18. Do you arrange to keep your lawn well maintained?	<input type="checkbox"/>	<input type="checkbox"/>
19. Do you have timing devices for your lamps?	<input type="checkbox"/>	<input type="checkbox"/>
DOORS AND ENTRY AREAS		
20. Are your exterior doors of solid core construction?	<input type="checkbox"/>	<input type="checkbox"/>
21. Do entry doors have a wide-angle viewer?	<input type="checkbox"/>	<input type="checkbox"/>
22. Are your door locks secure from being opened if a burglar breaks out glass or a panel of light wood?	<input type="checkbox"/>	<input type="checkbox"/>
23. Do exterior doors have cylinder-type deadbolt locks with at least one inch throw and beveled cylinder guard?	<input type="checkbox"/>	<input type="checkbox"/>
24. Do the doors without cylinder locks have a heavy bolt or some similar security device that can be operated only from the inside?	<input type="checkbox"/>	<input type="checkbox"/>
25. Can all of your doors (basement, porch french, balcony) be securely locked?	<input type="checkbox"/>	<input type="checkbox"/>
26. Do your basement doors have locks that allow you to isolate that part of your house?	<input type="checkbox"/>	<input type="checkbox"/>
27. Are your locks in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
28. Are the door strike plates installed with three inch screws?	<input type="checkbox"/>	<input type="checkbox"/>
29. Do you know everyone who has a key to your house? (Or are there some still in the possession of previous owners and friends?)	<input type="checkbox"/>	<input type="checkbox"/>
30. Do all out-swinging doors have the hinges pinned or have nonremoveable pins?	<input type="checkbox"/>	<input type="checkbox"/>
31. Are entry areas unobstructed by shrubbery and other decor to permit maximum visibility?	<input type="checkbox"/>	<input type="checkbox"/>
32. Does the porch light have a minimum 60 watt bulb?	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | |
|----|---|--------------------------|--------------------------|
| 33 | Do sliding doors have an auxiliary lock that locks both the door panels together or active side to the frame? | <input type="checkbox"/> | <input type="checkbox"/> |
| 34 | Is the garage door secured with a padlock, hasp, or other good auxiliary lock? | <input type="checkbox"/> | <input type="checkbox"/> |
| 35 | Do you lock your garage door at night! | <input type="checkbox"/> | <input type="checkbox"/> |
| 36 | Do you lock your garage door when you are away from home? | <input type="checkbox"/> | <input type="checkbox"/> |
| 37 | Do you lock your car and take the keys out even when it is parked in your garage? | <input type="checkbox"/> | <input type="checkbox"/> |

WINDOWS

- | | | | |
|----|---|--------------------------|--------------------------|
| 38 | Are all windows equipped with auxiliary key locks or pinned? | <input type="checkbox"/> | <input type="checkbox"/> |
| 39 | Have you replaced or secured louvered windows? | <input type="checkbox"/> | <input type="checkbox"/> |
| 40 | Are your window locks properly and securely mounted? | <input type="checkbox"/> | <input type="checkbox"/> |
| 41 | Do you keep your windows locked when they are shut? | <input type="checkbox"/> | <input type="checkbox"/> |
| 42 | Do you use locks that allow you to lock a window that is partly open? | <input type="checkbox"/> | <input type="checkbox"/> |
| 43 | In high hazard locations, do you use bars or ornamental grills? | <input type="checkbox"/> | <input type="checkbox"/> |
| 44 | Do you have good, secure locks on garage windows? | <input type="checkbox"/> | <input type="checkbox"/> |
| 45 | Do you have garage windows covered with curtains? | <input type="checkbox"/> | <input type="checkbox"/> |
| 46 | Are you as careful of basement and second floor windows as you are of those on the first floor? | <input type="checkbox"/> | <input type="checkbox"/> |

If you would like professional advice and assistance in a thorough home security inspection, call your local law enforcement agency. To keep your guard up, take a critical look at your home security every three to four months. Do not become lax crime prevention is a continuous process.

CONCEPTS OF BURGLARY PREVENTION

Prevention involves five concepts: deter, deny, delay, detect and deceive. An effective burglary prevention program is based upon appropriate action to implement these five concepts.

The following example is an all-too-common result when a residential dweller overlooks prevention concepts in favor of a particular preventive step:

The resident went to considerable expense to install the finest window and door locks, thereby implementing one step to address the concept of deterrence and possibly the concept of delay. The resident, secure in the knowledge that the residence was now safe, departed on a short vacation. The resident returned to find a burglar had simply broken a window to gain entry. The window was concealed from the public view by a large bush. The burglar had taken many expensive items of jewelry. The resident concluded crime prevention was a failure.

In this example, the resident concentrated on only one step and only one concept. What led to the burglary was the failure to implement other prevention concepts and to implement more specific steps. Consider how

different the situation might have been if the resident had implemented the following concepts and preventive steps:

- Deter: Place Operation I.D. decals on the windows to let the burglar know that property items were marked. Light accessible locations of the yard during the night hours.
- Deny: Place valuables in a secure location, e.g., wall safe or security closet.
- Delay: Install key-locking latches on windows.
- Detect: Install an alarm system. Join a neighborhood watch program so the neighbors would have been watching the house.
- Deceive: Place automatic timers on lights to simulate the home is occupied. Have neighbors pick up mail and other deliveries and mow the lawn to maintain a lived-in appearance.

These five preventive concepts can also aid in apprehension. The longer a burglar is denied entry, the greater the chances for observation by neighbors and apprehension by law enforcement.

You cannot make a residence absolutely burglar-proof, but you can make entry so difficult that the

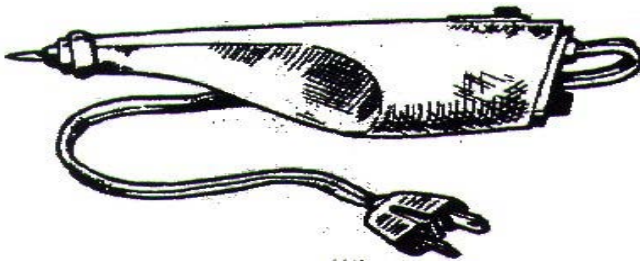
burglar will go elsewhere in search of an easier target. The more crime prevention steps you take, the greater your security.

PROTECTING THE HOME'S INTERIOR

MARKING AND RECORDING YOUR PROPERTY - OPERATION I.D.

The experience of a number of communities vividly confirms that you and your community can reduce the risk of burglary by the simple action of marking your possessions. Some towns have had up to a 25 percent decline in burglaries after instituting such a program. This program is usually known as "Operation I.D."

Using an inexpensive electric etching pencil or engraver (often available on loan from your local law enforcement agency) you engrave your personal property with your driver's license number or your social security number.



Inscribe whichever number you choose to use in 2 places on furniture, appliances, guns, cameras, lawn equipment, tools, musical instruments, etc. These numbers can be placed on the base or rear portion of the item without marring the appearance of the item.

Electric engraving pencils are as easy to write with as a ball point pen, sell for less than \$10, and are a worthwhile investment for yourself and your community.

Some small items, such as jewelry which cannot be marked, should be photographed. Extremely valuable jewelry should be appraised, as well, by a reputable appraiser. Place a description and listing of the time on the back of the photograph. In fact, you may wish to photograph each room in your house.

Once you have marked your property, record it on an inventory list. A sample inventory form appears in the back of this handbook. Put one copy of the list in your safe deposit box or otherwise out of reach of a visiting burglar.

Also, save receipts and serial numbers from your more valuable items and keep them with the inventory list. If

you have a burglary loss-or a fire, storm or any other kind of loss - the list will help you remember what was lost and the receipts will help you establish proof of their value for filing an insurance claim. Update your inventory at least Once a year to make sure newly bought items are listed. There is convincing evidence that burglars avoid both homes and communities where a personal property identification system is in force. After identifying your property, then let a would-be burglar know that the property is marked. The Police Department has printed decals available at no charge, which advise potential burglars that a home is a participant in "Operation Identification".

NEIGHBORHOOD WATCH

Neighborhood Watch is a program of mutual assistance among neighbors aimed at reducing crime in the community at the grass roots level. It involves getting to know one's neighbors working together can look out for one another's interests.

Neighborhood Watch is designed to reduce burglaries and other neighborhood crimes by requesting our participation in the following manner:

- Know your neighborhoods and communicate with them.
- Record car license numbers and descriptions of suspicious persons.
- Never hesitate to call the police.
- Have secure door and window locks and use them.

When you are going to be away:

- Tell your neighbors.
- Arrange for pickup of mail and other deliveries.

Be suspicious of:

- That person you have never seen before.
- That person (young or old) selling candy, newspaper and magazine subscriptions.
- That person (young or old) taking a "shortcut" through your backyard.
- That repairman, delivery man or visitor at your neighbor's door.
- The unfamiliar vehicle (car, truck or moving van) in your neighbor's drive.

- Be a good neighbor.
- If you notice anything suspicious, call the police.



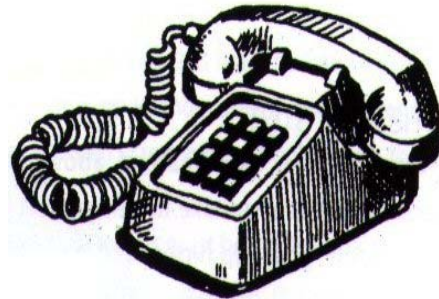
DO NOT ADVERTISE YOUR VACATION PLANS
 Inform one or two persons of your vacation plans - a trusted neighbor who can keep an eye on things while you are gone. Have them pick up your newspaper and other deliveries. Do not inform any of your delivery people that you will be on vacation. Do not forget to arrange to have the lawn mowed in order to maintain a lived-in appearance.

BE NEIGHBORLY
 Talk with your neighbors regarding your concern about burglary. Tell them what you are doing to protect your home. Ask them to report any suspicious persons or activities around your home to your law enforcement agency. Good neighbors make safe neighborhoods.

DO NOT REWARD THE BURGLAR WHO DOES GET IN
 If, despite your precautions, a burglar does get into your home, do not give him a "bonus" of cash or easily-carried jewelry. Never keep large sums of cash around the house. Keep valuable jewelry that you do not often use in a safe deposit box or create a security closet.

SECONDARY BARRIER OR SECURITY CLOSET
 A secondary barrier or security closet can be created as an additional safeguard. An existing closet can be used to store jewelry, furs, camera equipment, guns, silverware and other valuables. For a security closet the door should be solid core and equipped with a single cylinder deadbolt lock. The hinges of this door should be pinned.

DON'T WELCOME BURGLARS BY TELEPHONE
 Burglars often try to find out if anyone is home by phoning. If you get several suspicious "wrong number" calls or "nobody-at-the-other-end" calls, tell the police. Warn family members, especially children, not to give out information by phone - especially about who is home, who is out, how long anyone is expected to be out.



If you use an answering machine, do not indicate on the recording that you will be gone for a specific time. A more appropriate message is that you are unavailable at this time and you will return the call as soon as possible. Do not place your full name on the mailbox, door or apartment building; use your first two initials and last name only. Your name on display only makes it easier for the burglar to look your number up in the directory.

INSURE AGAINST THEFT
 A homeowner's policy provides basic economic protection against burglary and other types of theft, regardless of whether you own a house or rent an apartment. Special policies designed for mobile home owners and condominium unit owners serve the same purpose. If you do not already have such a policy, it is suggested you purchase one without delay. (Some insurance companies provide premium discounts if you take certain home security precautions, i.e., install deadbolt locks, participate in Operation I.D., etc.)

Under a typical homeowner's policy, you are insured against loss by burglary up to 50 percent of the policy amount. Say your home is insured for 830,000. You have 815,000 in protection on the contents of your home, whether from burglary or another loss. If you rent, your burglary protection is the full amount stated in the policy. Policies and insurance companies differ in their provisions. Many insurance companies offer "full replacement" compensation for stolen property, while others will pay for the loss on the basis of the property's

replacement cost minus depreciation. For example, your three-year-old stereo was bought new for \$250. It would now cost about \$300 to replace, but the set has lost \$125 of its original value. So you would receive \$175. Especially valuable items - collections, furs, quality cameras, expensive jewelry - should be protected by an endorsement (sometimes called a floater) on your policy. This will provide added coverage on such items beyond the special policy limits that apply to certain kinds of property.

THE NEXT STEP...

Now that you have learned about some of the precautions you can take to help protect yourself and your home, go a step further and learn about securing your home with hardware. The next section of this handbook describes, among other things, what makes a good lock and a good door and how you can secure your windows.

PROTECTION AGAINST ENTRY

You will find that many of the measures described in this section are inexpensive and can be accomplished by yourself. Other steps may require assistance from a private enterprise in your area. Your local police or sheriff department will be most happy to assist you with any questions you may have.

KEY CONTROL

True security begins with key control. When you move into a home or apartment always have the locks re-keyed. You don't have to replace the lock itself, as re-keying the locks will render the previous keys useless. This procedure should also be followed if you lose your keys. Any licensed locksmith can change the tumblers in your outside door locks quickly and inexpensively.

Do not leave an "emergency" key under the door mat, on top of the doorframe or in any other "hiding spot" so well-known to burglars.

Never have a name of license tag attached to your house keys. If keys are lost or stolen you will have an unwelcome visitor very quickly!

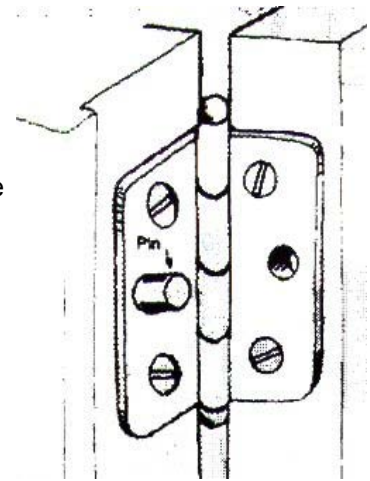
Keep car keys and house keys separate. This way your house keys are never left in possession of a stranger when you have a car parked at a restaurant or parking lot.

HINGE DOORS

The most common door type in houses and apartments for use in entries, porch doors, and doors from the garages and basements into the living area of a residence is the hinge door. It is important that all exterior hinge doors be of solid core construction, 1-3/4 inch thick. The door frame should be of solid construction, as well, and should be equipped with a proper strike plate. Hollow core or composition board doors can be easily be battered or bored.

OUTSIDE HINGES

Exterior doors with hinges on the outside will provide a burglar with easy access to your home. He has only to remove the hinges and lift the door away from its frame.



This situation can be corrected in three ways:

- Have the door removed and the hinges remounted on the inside of the frame so that the door swings inward.
- Install a set of hinges with nonremovable hinge pins.
- Install a locking pin in the existing hinge plate.

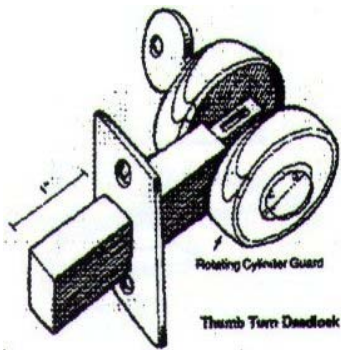
Here is how:

1. Remove the center screws from the two plates if each hinge; both top and bottom.
2. Insert "headless" screw, bolt or nail into the door jamb through the hole in the hinge plate. Leave one-half inch of the screw, bolt or nail protruding.
3. Drill a hole 3/4 inch deep through the opening in the opposite hinge plate on the door.

Once this is done, as the door closes the pin in the jamb will penetrate the hole in the door and the door will be held in position even if the hinge pins are removed.

LOCKS FOR HINGE DOORS

For all key-in-the-knob locks, a dead-latching plungertype is recommended, but do not rely on key-in-the-knob locks. Although these are common locking devices, they provide little security. This type of lock on an outside door is an invitation to even the most inexperienced burglar. These locks can be forced by breaking off the knob and frequently they can be opened by prying or slipping a piece of plastic between the jamb and the bolt. Key-in-the-knob locks can effectively be supplemented by the addition of a deadbolt. Use one-inch deadbolts on all exterior doors.



The best defense for a good solid core wood door is a deadbolt lock with one-inch throw bolt. If there are no windows in or near the door the bolt may be operated from inside by a thumb turn.

If your door has glass panes or if there are windows within 40 inches of the lock, a double cylinder deadbolt lock is recommended, so that a key is required from either side of the door.

CAUTION: Many communities prohibit the use of a double cylinder deadbolt lock because it may be hazardous if the door it secures is to be used as a fire emergency exit. Consult your local law enforcement agency or building department regarding its use. If used in your home, a key should be left in the inside cylinder whenever the home is occupied.

When installing a deadbolt, attach the strike plate (the jamb fastening that receives the bolt in the locking position) to the door with four to six, three-inch brass wood screws. The screws should penetrate through the frame to a structural member.

Both single and double cylinder deadbolt locks should meet the following criteria to be a good security device.

- The bolt must extend a minimum of one inch and contain a hardened steel insert.
- The deadbolt should contain a cylinder guard to prohibit twisting of the lock with a wrench or pliers. It must be solid metal - not hollow casting or stamped metal.
- The keyway should contain a five-pin tumbler system to increase the difficulty to pick the lock.
- The connecting screws that hold the lock together must be on the inside and made of case-hardened steel. No exposed screw heads should be on the outside.
- The connecting screws must be at least one-fourth inch in diameter and go into solid metal stock, not screw posts.

The security deadlock shown here can be used on any hinge door where the strike can be securely fastened to the door frame. These locks come in double cylinder and inside thumb-operated models.

LOCKS FOR DOUBLE DOORS

Double doors require additional locking devices. Many homes with double doors use half-barrel slidebolts on the inactive door. These are weak and inadequate. Flushbolts installed at the top and bottom of the inactive door of a pair of doors offer additional security since the intruder cannot get at these devices to tamper with them if the doors are locked. It is important that the bolts have at least one inch of throw and that they protrude well into the top frame and threshold. Additionally, the strikeplates should be well secured with at least three-inch brass wood screws.

LOCKS FOR DUTCH DOORS

Dutch doors can be secured by adding a deadbolt lock to both the lower and upper door; or minimal security by adding a slide bolt to the upper door, securing it to the lower door.

LOCKS FOR DOORS WITH GLASS

If any exterior door has a glass window or if there is other glass within 40 inches of the lock, a double cylinder deadbolt is recommended provided it is not prohibited.

by a local ordinance. In addition, security screening, decorative grilles or burglary-rated glazing may be used. Screens or grilles should be securely mounted using nonremovable screws.

SLIDING GLASS DOORS

Sliding glass doors present a major security problem if they do not have the proper locks and if special steps are not taken to prevent removal of the door. Burglars from access to tools which they could use to force entry into your home, as well as offering a burglar the opportunity to steal automobiles, tools, ladders (for access to two-story windows)

A sliding glass door is lifted into position when installed and, therefore, must be lifted from the track to be removed. To prevent this, it is recommended that 1-1/4 inch pan head (large head) sheet metal screws be inserted into the top of the doorframe at both ends and the middle. These screws should be adjusted so that the door barely clears them when it is operated.

Wooden dowels can also be placed in the floor track to prevent the door from opening.

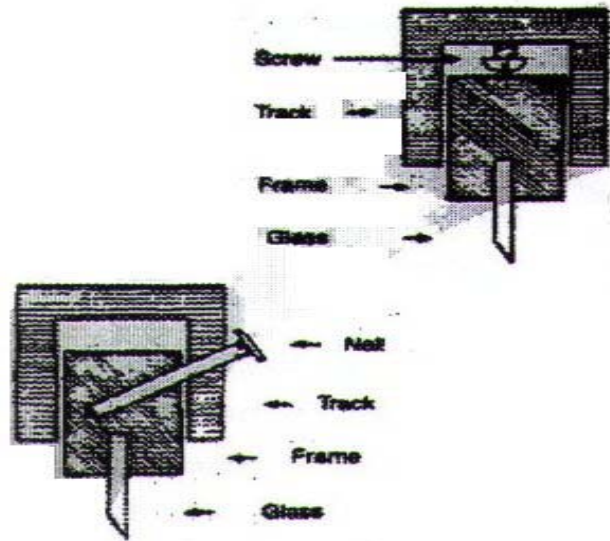
The best lock for a sliding glass door is a deadlock, which utilizes a bore pin tumbler cylinder and is operable by a key from the inside. The lock bolt should engage the strike sufficiently so that it will not be disengaged by any amount of movement. When the existing inside pull has to be changed in order to accommodate a new deadlock, an inside cylinder pull is recommended as a replacement. Supplemental locks can be installed at the top or bottom.

GARAGE DOORS

The interior door leading from the garage should be considered as an entry door. This door is usually hollow core and should be replaced with a door using a quality deadbolt lock and secured hinge pins. Garage doors should always be closed and locked whenever you are away from home. This prevents

burglars from access to tools which they could use to force entry into the home as well as offering a burglar the opportunity to steal automobiles, tools, ladders (for access to two-story windows), bicycles and other property.

Use a good quality padlock to secure your garage door. There are many padlocks on the market from which to choose. Some can even be keyed to your house key. Do not be guilty of economizing on a padlock that will not give you the protection you need. The most common assault on a padlock is with a large bolt cutter or pry bar.

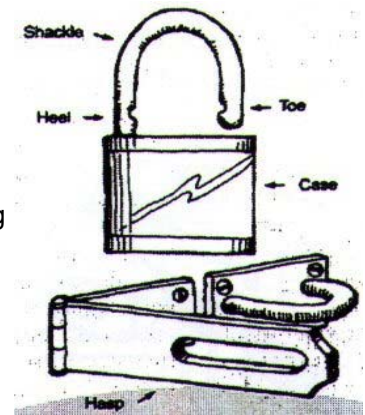


The following description, which you can take to the locksmith or hardware store, is the minimum standard for a exterior padlock:

- hardened steel, 9/32 inch shackle. (Naturally heavier shackles offer additional security.) Stainless steel shackles offer the ultimate in padlock security.
- double locking mechanism - heel and toe.
- five pin tumbler
- a key retaining feature whenever possible. This prevents you from removing the key until you have locked the padlock.

Combination padlocks are poor security. The bodies of these locks are very weak.

Never leave your padlock unattended. This is an invitation to have the padlock removed so that a key can be made and the lock returned to its original location. Later, the burglar returns when no one is home and enters at his leisure, using his key.



For overhead sectional rollup doors, drill a hole of proper size in the door track just above one of the guide rollers while the door is in the closed position and install a padlock as illustrated. Many doors are installed with predrilled holes that will accommodate this security feature without having to drill.

Or, install eyebolts on the inside top of the garage door and the door frame. When the garage door is closed, a padlock can secure the bolts and prevent opening of the door.

ELECTRIC GARAGE DOOR OPENERS

An electric garage door opener should be of the multifrequency variety so that the door cannot be accidentally opened by the sound of an airplane overhead. Periodically check the door to make sure it is adjusted to prevent the bottom from being lifted up. This stops the thief from crawling under the door.

Cane bolts can be installed on the inside of the door. These can only be locked from the inside. Sliding hasps can also be used on the inside of the door.

Hardened steel hasps and padlocks are recommended to secure both sides of a lifting garage door. This is to prevent the lifting of the opposite side and crawling in under the door. A hasp must be of hardened steel and installed with carriage bolts through the door. Use large washers on the inside. After the nuts are secured, deface the threads of the bolt ends with a hammer to keep the nuts from being removed.

When installing hasps, make sure that the mounting screws are covered when the hasp is locked.

If you use garage windows for ventilation, install the same security items as recommended for the windows in your home. Hang curtains to prevent a potential burglar from "window shopping" for valuables.

IMPORTANT: If a burglar gets into your garage, he will probably have as much time as he needs to gain entry to your home through the connecting door because he will be out of sight. In addition, most garages offer burglars

a wide selection of tools which can be used in housebreaking.

SLIDING WINDOWS

Sliding windows should be secured by the same methods used for the sliding doors. Both the pan head top screws and the bracing devices (metal rod, wooden dowel or steel pins) are effective on this type of window, if the slider is on the inside. Several types of auxiliary locks are available for installation which offer the best security.

DOUBLE HUNG SASH-TYPE WINDOWS

To secure these windows, drill a hole that angles slightly downward through a top corner of the bottom window into the bottom of the top window, on both sides. Then place an eyebolt or nail into the hole to prevent the window from being opened. Auxiliary latches may also be purchased.

The most effective protection for double hung windows is a key-locking security sash lock. If possible, mount the lock with two-inch wood screws.

CASEMENT WINDOWS (CRANK TYPE)

These windows are the easiest to secure. Make sure the locking latch works properly and the crank which opens and closes the window has no excessive play. Replace any worn hardware. Key lock handles are available, if you desire.

LOUVERED WINDOWS It is best to replace louvered windows with another type.

Metal grating may also be used as long as it is secured with large bolts, preventing the bars or grating from being torn free from their mount.

For the interim period of waiting for the replacement window or installation of bars, you might want to secure the window by:

- Individually removing each pane of glass and sanding the glass and metal frame where the two meet and...
- Applying a two-part Epoxy-Resin Glue to the sanded area. Replace the piece of glass into the framework.

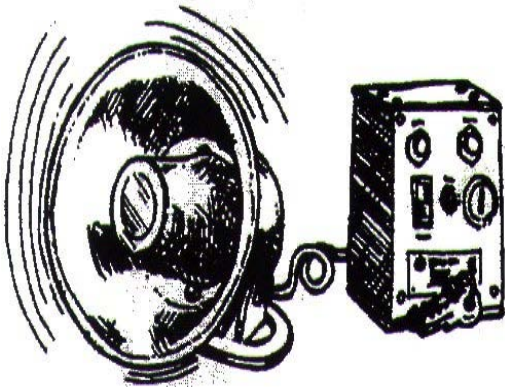
BASEMENT WINDOWS

Basement windows are one of the most common points of entry for burglars. Special attention should be paid to securing them.

Basement windows, often hidden by bushes or trees, provide burglars with an ideal place to work unobserved. Such windows should be replaced with plexiglass or polycarbonate, or reinforced with decorative security bars.

GRILLES

For extremely vulnerable windows, heavy-gauge metal ornamental grilles may be used. Grilles should be attached with one-way screws or fastened from the inside.



Warning: Caution should be used to assure that bars or gratings are not placed as to create a fire hazard. Bars and gratings are not recommended for sleeping rooms. If they are used, however, they must have an inside mechanism that allows them to swing out in an emergency.

ALARMS

Residential burglar alarms are available from electrical and hardware dealers, as well as entire systems that may be leased or purchased from alarm companies. Prior to installing an alarm system, it is advisable to check with your police department to determine if there is an alarm ordinance in your area.

Most residential alarms emit a loud noise from a bell, siren or tone generator. An audible alarm on doors and windows can be effective deterrent to the amateur burglar. If you do install an audible alarm, make sure

that your family and neighbors are informed about its function and that they are trained to call your police department when they hear the alarm.

There are many types of alarms on the market. Secure the services of a company specializing in alarm systems. Secure the services of a company specializing in burglar alarm systems. A local company specializing in burglar alarm systems will save you money in service calls. Get several estimates and then decide which alarm company and system is best for your needs. An inexpensive system may create more problems than it is worth by sending false alarms. Remember to notify your neighbors that you have an alarm. Make sure that they are aware of the alarm's sound and that it is loud enough to be heard in their home.

Any alarm system should include:

- A failsafe battery backup.
- Fire sensing capability (ionization sensors are the best).
- Readout ability to check the working of the system.
- Horn sounding device installed in attic through vent.

Do not have a dialer system call the police department. During a major disaster, this type of alarm will completely block incoming phone lines at the police department.

Do not depend only upon an alarm to protect you .. be sure to use the proper locking devices.

DOGS

There is controversy on the value of a dog to warn of an intruder. While a dog may or may not bark at an intruder, the mere presence of the dog may discourage the burglar. Under no circumstances should you depend on the dog as a sure method of an automatic burglar alarm.

THE FINAL STEP

The final step in securing your home is protecting the home's exterior. There are many things which can be done to make your home look occupied and also increase the possibility of a criminal being seen if he comes near your home. Do not omit this vital security area.

PROTECTING THE HOME'S EXTERIOR

APPEARANCE OF OCCUPANCY

Maintaining an appearance of occupancy, even when your residence is vacant, is essential to thwarting burglary attempts. Timers which automatically regulate the interior lighting of a home can create such a deception. Timers should be used while on vacation, when you are out to dinner or even during the day while you are at work.

One type of automatic timer has a 24-hour dial and allows you to set an on-and-off time to coincide with normal light usage in your home. These timers simply plug into the wall, and the lamp you want to use is plugged into the timer.

For the most realistic deception, several timers and lamps should be used to simulate occupancy. For instance, a radio and lamp in the living room might be on from 6:30 p.m. until 11:00; at 11:00 a lamp might go on in the bathroom until 11:30; then a bedroom lamp would be on from 11:30 to midnight. This would indicate to anyone watching the house that it was occupied and the residents were going to bed.

During the day, leave drapes and shades in their normal position - the way you have them when at home. (And do not leave easily movable valuables in sight close to windows!)

HOUSE NUMBERS

Make sure that police, fire and paramedics can find your home in a time of emergency. Have your house numbers clearly mounted on a high contrast background. Have the numbers illuminated ALL night. Also, your house

number should be painted on the curb in front of your home. Do not cover the numbers with your vehicle.

Your Police Department has a helicopter patrol. On the rear section of your roof, add your house numbers so that the helicopter patrol can locate your residence from the air. The numbers should be 24 inches high and a contrasting color with the background.

EXTERIOR LIGHTING

Exterior lighting is extremely important in residential security. Each exterior doorway should be lighted to prevent a burglar from concealing his activities. Yards and windows should be lighted to prevent concealment. Ornamental porch and yard post lamps are a means of eliminating night blind spots.

Yard lights and entrance lights can be equipped with sensors which will turn the light on at dusk and off at dawn .

LANDSCAPING

Keep doorways, windows and porches clear when planting bushes and flowers. Remember that the bushes that provide you with privacy also give a burglar a place to hide. Prune large trees. Low limbs can provide secondstory access. A well-maintained lawn is a very effective clue that someone is at home and cares. Plan your landscaping with both privacy and security in mind.

Locked gates and well-maintained fences can increase the difficulty of entry and deter the removal of large items. Walks and driveways should be kept free from obstacles offering concealment to intruders.

WHAT ELSE SHOULD I KNOW?

Now that you have read about securing your home, there are a few things you should know about your own personal security in your home.

PERSONAL SECURITY

KNOW WHO IS THERE

All homeowners should be able to observe a caller before opening the door. An inexpensive door viewer is available which allows you to see a wide area through use of a

"fish-eye" lens, while remaining unseen by the caller. This should be considered a must for all homes.

Do not allow strangers in your house. Many rapes and robberies occur in the victim's home. In addition, burglars sometimes try to come into a home in order to assess valuables and security measures for a planned burglary when you are not home. Ask repairmen and others who claim to have business inside to show identification for viewing through the door viewer. If you have the slightest doubt, telephone their office, getting the number from your directory. When you admit a workman or a salesperson you were expecting, do not leave them alone at any time.

EMERGENCY TELEPHONE NUMBERS

Police, fire, and paramedics' emergency telephone numbers should be listed on each telephone in your home. Telephone stickers with these numbers are available from the police, sheriff or fire departments.

In addition, if you have a babysitter for your children, make sure she is aware of what to do in an emergency situation. Write down your address next to the emergency telephone numbers. If she needs immediate assistance, she will be able to tell emergency vehicles where she is calling from.

IF YOU INTERRUPT A BURGLAR

Do not go looking for a confrontation with a burglar. If you come home to find a door or window unexpectedly open, do not go in. Instead, go quickly to a nearby home and phone the police. If you hear or see a prowler in or around your home do not investigate yourself...call the police.

A patrol car can reach your home in three or four minutes in an emergency. Be patient. Expect the police to come silently; they will be trying to cut off the intruder's escape. But despite whatever precautions you might take, a situation may arise where you find yourself face to face

with a burglar. If you will think about such a situation, and rehearse a few simple steps, you may save yourself or family from serious injury.

Expect that the burglar will be in a frightened state of mind, perhaps desperate. A scream may cause him to flee, but if he is armed it may also cause him to attack. Unless you are far enough away to have an excellent chance of escape, stand motionless.

As calmly as possible say "Tell me what you want and I will give it to you". This is the advice of crime reporter Jack de Celle in his book *The Safety Strategy* and it is excellent advice.

Never struggle with a burglar unless you are clearly in danger of serious physical harm. If you are forced to defend yourself, go all out. Scream, kick, gouge...use your hands, feet and teeth to inflict as much pain as possible. If possible, use a nearby object as a bludgeon and continue screaming throughout the struggle. But again a caution. Never struggle with a burglar unless it is clearly the last and only course of action.

