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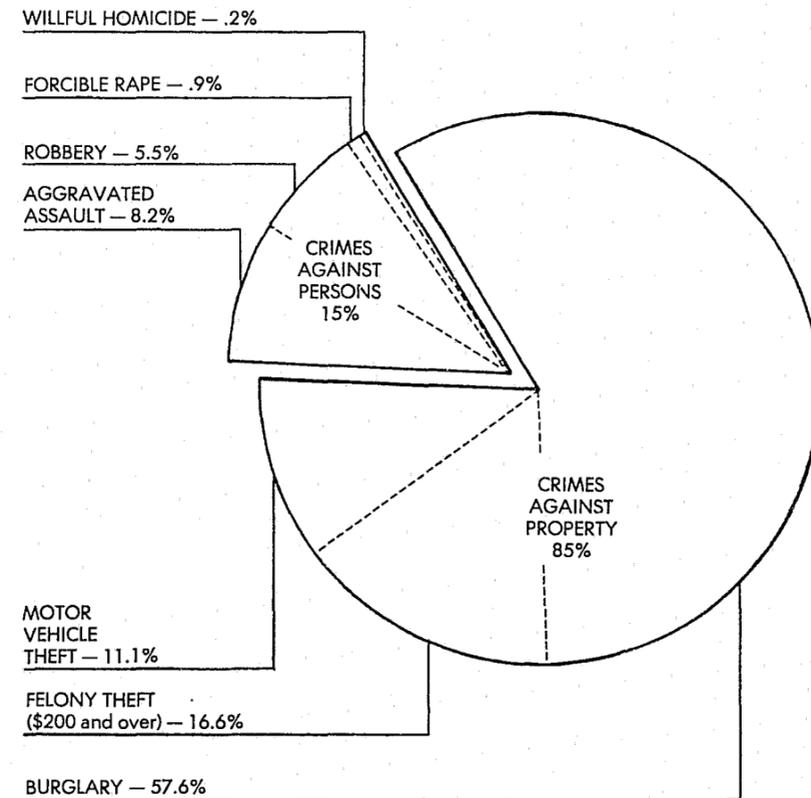
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CONTRA COSTA COUNTY CRIME PREVENTION MANUAL

THE CRIME PROBLEM



*From a crime analysis published in 1977
by the Criminal Justice Agency of Contra Costa County*

IN 1975, 22,304 MAJOR CRIMES were recorded by the various law enforcement agencies in this county. This represents an increase of 28 per cent over total major crimes in 1970. Adjusted for the moderate 5 percent increase in the county's population in the five-year period, the crime rate increased 21 percent.

The four major crimes against persons constituted 15 percent of the county's total major crime in 1975. Between 1970 and 1975, the rate of crimes against persons rose 47 percent, while the property crime rate rose 19 percent. In actual numbers, crimes against persons increased 1,134 while property crimes increased 3,685 in the five-year period.

Burglary is the most frequently occurring felony crime in Contra Costa County. In 1975, 12,853 burglaries were reported. This number represents 58 percent of the county's major crime in that year. Between 1970 and 1975, burglary increased 19 percent. County residents reported losses of \$5,247,953 in stolen property due to residential burglaries in 1975. Total losses from burglary (residential and commercial) were reported at \$6,713,511. There were 9,002 residential burglaries recorded in 1975.

CONTRA COSTA COUNTY CRIME PREVENTION MANUAL

Conceived and compiled by members of the Information Subcommittee, Crime Prevention Committee of Contra Costa County: George Chilimidos, Pleasant Hill Police Department, chairperson 1975-76; Barbara Peterson, chairperson 1977; Carol Hardy, Pleasant Hill; Lowell Thiesing, Pinole Police Department; Robert Sullivan, El Cerrito; Robert Griffin, Pittsburg Police Department; David Cobo, Lafayette; Russell Hagerstrand, Alamo; and Robert Hardy, Richmond Police Department. Special thanks to Shirley Henke, program specialist, and Pat Keeler, secretary, who coordinated the project, recorded meetings, and performed other essential tasks.

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2280 Diamond Boulevard, Suite 360, Concord, CA 94520

DISTRICT ATTORNEY'S FOREWORD

I am convinced that crime prevention is the solution to our crime problem. Crime prevention can only be effective through a partnership of citizens and law enforcement people.

We are most fortunate in Contra Costa County to have such a partnership. It is the Crime Prevention Committee of Contra Costa County, composed of citizen volunteers, staff and police officers. The work of this dedicated committee has shown that crime prevention works.

When you read this fine booklet, accept the recommendations and if you are interested, become a volunteer partner.

WILLIAM A. O'MALLEY
*District Attorney
Contra Costa County*

INTRODUCTION

THIS BOOKLET will give you some idea on how to live a secure, serene life, free from the fear of crime. You will find here a collection of specific methods you can use to protect yourself and your family from burglary, auto theft, rape, and other threats. Since these are usually crimes of opportunity, they can virtually be prevented by removing the opportunity, and that is the emphasis here. It is better to prevent a crime than have to confront a criminal.

The information in this booklet has been compiled during the past three years by members of the Crime Prevention Committee of Contra Costa County. Many sources have been tapped, including citizens' groups and law enforcement agencies all across the United States.

Many of the crime prevention methods have been tested locally by the committee and various neighborhood groups. This

booklet is, in part, the result of this experience.

This introduction would be incomplete if it did not give a brief history of the Crime Prevention Committee and its achievements.

Citizen Volunteers

The Crime Prevention Committee of Contra Costa County is a non-profit association in which citizen volunteers and law enforcement people work together to help people set up their own neighborhood groups to deal with the threat of crime.

Since no two communities are alike, each group has its own program, to meet its own needs, planned and managed by the residents of the community with the cooperation of their local law enforcement officers.

The county-wide Crime Prevention

INTRODUCTION

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Committee is here to assist, not direct, the efforts of each neighborhood group.

Forerunner of the county committee was a small citizens' group formed in Orinda in 1970. Their goal was to cut the number of burglaries which had plagued the town for several years.

Operation Identification

The group, all volunteers, organized meetings in every neighborhood of Orinda and enlisted the aid of schools, merchants, and home owners associations in an Operation Identification campaign (described in Chapter 2). By 1972 burglaries had dropped 48 percent. The Orinda Crime Prevention Committee has built upon its initial success and now has a somewhat expanded program which includes law education in the schools, a students' peer council, and a victim-witness assistance program.

The success of the Orinda group has been featured in national media and in 1974 gave impetus to the formation of the county-wide group under the auspices of the Criminal Justice Agency and the Police Chiefs Association.

Residential Burglaries

During its first three years the Crime Prevention Committee of Contra Costa County has stimulated many local citizen-police partnerships for the planning and implementation of crime prevention projects. The successes of these groups are partially recounted in this booklet.

In addition, the committee has published a number of brochures on crime prevention; sponsored a major county-wide promotion of Operation Identification; conducted seminars in various communities for volunteer group coordinators, and conducted a survey of citizens' attitudes on crime with the assistance of the three community colleges.

One of the committee's goals is to improve community knowledge about crime and community capability for dealing with crime. This booklet is in furtherance of that goal.

Citizen-Police Partnerships

Since residential burglary remains the major crime problem in the county, with an average of 25 per day, the first four chapters are devoted to practical, low-cost (and no-cost) ways you and your neighbors can protect your homes.

The remaining chapters cover many subjects concerned with crime prevention and personal safety.

We hope you find the booklet to be helpful. Since this is the first edition, we would especially welcome your comments, corrections, and suggestions.

RUSS HAGERSTRAND *and*
CHERIE MARTIN,
chairpersons,
Crime Prevention Committee
of Contra Costa County

WOULD YOU LIKE TO VOLUNTEER?

There is still a need for volunteers interested in any of these fields: Burglary prevention, Juveniles, Courts and Victim Assistance. It costs nothing to join the Crime Prevention Committee. Your efforts can mean a lot for your own security and that of your neighbors. Call today!

Crime Prevention Committee of Contra Costa County
2280 Diamond Blvd., Suite 360, Concord — Phone 798-2572

CHAPTER 1

NEIGHBORHOOD ALERT

Burglaries can be prevented. Here's an idea that has been tried in Contra Costa County — and it works!

A 15-YEAR-OLD boy walks up to your house, rings the doorbell and gets no answer, because you're not home. He walks around to the back. A few minutes later he can be seen coming out of the front door, wearing your jacket and carrying a portable TV and an expensive camera. Several of your neighbors see him, but pay no attention, and he strolls casually away with his loot. You've just been burglarized!

Later your neighbor across the street is able to give an officer a vague description of the burglar. When asked why she didn't report the boy's suspicious activity, she said, "I thought it would turn out to be nothing and I'd look stupid."

This is the kind of thing that happens every day in Contra Costa County. In recent years burglary has become one of our biggest crime problems.

One reason is that our neighborhoods have changed. People used to know their neighbors; they shopped together and socialized in each other's homes. Now many of us don't even know our neighbors' names. We don't intrude into their lives and they don't intrude into ours. And we're away from our homes more. This makes our neighborhoods a setup for burglars.

Locking your home properly and marking your valuables will help reduce your

personal vulnerability to crime, but these steps cannot keep you completely safe. If your neighbors are not concerned enough about the safety of your home and family to watch for and report intruders, the burglar has all the time he needs to break your locks and rummage about your home at will.

If your house were on fire, wouldn't you want your neighbor to call the fire department? And if your house were being burglarized, wouldn't you want your neighbor to call the police?

The ingredient that makes crime prevention more than a list of lock specifications and security measures is PEOPLE. Involved citizens, not just police officers, make the difference between a safe neighborhood and an unsafe one.

Officers who patrol neighborhoods on a regular basis are often called away because of emergencies. Also, patrol officers may not recognize a stranger in your yard, but an alert neighbor would. Furthermore, local burglars make it their business to become familiar with police patrol schedules. They commit their crimes between patrols.

Hiring more and more police will have little to do with preventing burglary. After a burglary has been committed there is very little that the investigating officer can do. Burglars don't usually

leave clues; they have to be caught in the act, or — preferably — deterred from committing it.

Most burglaries are unsolved. Most stolen items are never returned to their owners. Most insurance policies do not cover all burglary losses.

Burglaries Can Be Prevented

Neighborhood Alert is a crime prevention program that has been tried in various forms in several Contra Costa communities since 1970. It has been proven to work. Some neighborhoods that used to be infested by burglars are now almost crime free.

Neighborhood Alert is a county-wide program sponsored by the Crime Prevention Committee of Contra Costa County and all local law enforcement agencies. It is available to any neighborhood that wants it. It works for apartment or condominium projects as well as for groups of single-family dwellings.

The basic idea is to have neighbors gather together in a home or apartment to learn crime prevention techniques. It is a way that you and your neighbors can learn to help each other.

During the years this program has been developed it has been called various names, such as Neighborhood Responsibility, Home Alert, Neighborhood Awareness, Neighborhood Watch, etc.

Neighborhood Alert is a common-sense way that you and your neighbors can reduce fear — and restore peace and security to your neighborhood. It leaves the responsibility for catching criminals where it belongs, with the police.

It costs you no money, but only a little of your time and attention.

How It Works

If you think you may want to have a Neighborhood Alert program on your block or in your apartment building, the first thing to do is call the Crime Preven-

tion Committee at 798-2572 or your local law enforcement agency. An experienced volunteer will help you put a meeting on in your neighborhood. He or she will give you useful advice on how to go about it for maximum success.

Your next step will be to invite all the neighbors to the meeting. It is important to invite them personally. Written or printed invitations are good for reminders, but it has been found that very few people show up unless they are invited in person. Perhaps some of your neighbors can take on the job of helping you invite the others.

Don't worry if you don't know everybody. You'll find that if you are worried about crime, your neighbors are too, and most will be willing to attend a meeting of fellow residents at your house or apartment.

A home setting is preferred for the meeting. More people will usually come if the meeting is in a home rather than in a church or school. A home setting promotes a feeling of neighborliness. Also, it is a good place for learning what can be done to protect residences. However, in some neighborhoods and apartment complexes nobody has a place big enough for 25 or 30 neighbors to meet. In these cases it is better to have the meeting in a public place such as a meeting hall, church, or school.

At the meeting you will be amazed at the number of people getting acquainted with each other for the first time.

A representative from the Crime Prevention Committee will help you conduct the meeting and will distribute pamphlets explaining what can be done to prevent burglaries and other crimes. There is no charge for any of the Crime Prevention Committee's services, but volunteers are always welcome.

At the meeting each member of the group will be encouraged to describe

personal experiences with neighborhood vandals and burglars. People will usually find that they have common concerns and will learn what they can do to help each other.

A local law enforcement officer, trained in crime prevention techniques, will be invited to the meeting. The officer will tell about police efforts in the neighborhood, recite crime statistics, and give you tips on home security. A movie on crime prevention may be shown.

The officer will answer questions from the group. Suggestions and criticism will be welcomed. The give and take of these meetings usually results in better cooperation between citizens and police.

Electric engraving pens to mark valuables will be loaned out at the meeting to those who wish to use them.

Many times, just this one meeting will improve the relationships among the people of the neighborhood and help immeasurably to reduce the crime problem.

Some neighborhood groups will want to follow up the meeting and form a "block club," with monthly or quarterly meetings. Neighborhoods which have these clubs have been, for the most part, crime-free for years. The word gets around; criminals avoid neighborhoods where people take reasonable precautions for their safety — and care enough to watch out for each other.

Planning Your Program

Planning and initiation of a Neighborhood Alert program works best if done by the residents of the neighborhood themselves. It is important that you and your neighbors be responsible for organizing your own meeting. The Crime Prevention Committee and the various

law enforcement people are eager to help, but you have to take the initiative.

Here are some the things you'll learn at a neighborhood meeting:

- What to do in an emergency.
- How to identify a suspicious person.
- Signs to watch out for before entering a home that may have been burglarized.
- What to do in case of injury.
- How to spot a burglary in progress, and what to do.
- How to protect your home and family.
- What to do about suspicious vehicles in your neighborhood.
- How to mark your property for identification.

* * *

BESIDES HELPING to prevent crime, a neighborhood meeting has other results. It helps promote understanding between police and citizens. It stimulates people to work together to help solve common problems. It gives people a new sense of the responsibility to teach children the social necessity of laws and to correct children's unacceptable behavior.

A neighborhood meeting gives people an opportunity to air their views — and to hear others' views. Some excellent suggestions have come out of neighborhood groups.

We hope you are interested enough to take the first step. To cut down on crime we have to be alert neighbors. The most important thing you do today could be to call the Crime Prevention Committee and get a Neighborhood Alert meeting in your block or apartment building.

"The only thing necessary for the triumph of evil is for good men to do nothing."

— EDMUND BURKE

CHAPTER 2

OPERATION IDENTIFICATION

*You can discourage thieves
by marking your furniture, appliances,
typewriters, cameras, tools, etc.*

A PROGRAM called Operation Identification is reducing burglaries by as much as 75% in many communities. This is how it works: You mark each of your valuable possessions with an electric engraving pen which you can borrow free from your local police station or sheriff's office, and from the Crime Prevention Committee and some merchants. It handles like a ballpoint pen and will etch metals, ceramics, plastics, or wood surfaces.

Use the engraving pen to inscribe your driver's license number on television and stereo sets, typewriters, musical instruments, appliances, guns (except hand guns), cameras, tools, etc. If you don't have a California driver's license, get a non-operator's identification card from the Department of Motor Vehicles and use the number on that card.

Upon return of the tool, you are given an Operation Identification sticker to place on your front window. It warns would-be burglars that all items of value on the premises are marked for ready identification. Caution: Do not use the sticker unless your property has been marked.

Furs should be marked with an indelible pen, but don't mark the label or lining because thieves often remove these. Many police department stolen property

rooms look like fur stores. The furs cannot be returned to their rightful owners if the linings and labels are missing and there are no identifying marks to prove ownership. Be sure you mark your furs directly on the backs of the skins, in several places.

Crime prevention experts and insurance people recommend that you make an inventory of your possessions and keep it in a safe place, along with the photos or sketches of your jewelry. Keep a record of serial numbers of TV sets, appliances, etc., even though you have marked them. One of the safest places for these papers is a safe deposit box.

Success Story

Operation Identification has been one of the most successful anti-burglary programs ever launched. It was started in 1963 in Monterey Park, California. Only a few years after the start of the program it was determined that at the 4,000 participating residences, only three burglaries had occurred. At the 7,000 non-participating residences, 1,800 burglaries were reported. Another notable example is Wichita, Kansas. With 10,000 residences in the program, only four were burglarized in a two-year period.

By combining Operation Identification, Neighborhood Alert, and other simple crime prevention techniques, the

Crime Prevention Committee of Contra Costa has helped several neighborhoods achieve similar successes. In the Alamo-Danville area a neighborhood of 164 homes has been burglary-free for 26 months. In West Pittsburg a 35 per cent drop in burglaries followed nine months of home meetings arranged by a citizen volunteer. In San Ramon a 50 per cent drop in one neighborhood followed similar cooperative activity.

Why It Works

The reason Operation Identification works so well is that burglars don't like to steal identifiable objects. To a thief, an Operation Identification warning sticker on your front door or window is like a "poison" warning on dangerous products. The thief knows your goods have been marked, can be traced if stolen, will be more difficult to fence, and can get him or her into deep trouble if the stolen property is found in his or her possession.

If some foolhardy burglar does steal

your marked items, you have a much better chance of getting them back than you would if they weren't marked. Your property can *not* be returned to you by the police *unless* you can prove ownership.

Operation Identification also helps convict many thieves who would otherwise go free. Possession is nine points of the law and a burglar can claim the stolen items are his or her property. Often the Operation Identification markings are the only proof that the items do not belong to the burglar.

Operation Identification makes burglary less profitable. Most fences will refuse to buy marked items.

* * *

REMEMBER, Operation Identification costs you no money and only a little bit of your time. Call your local law enforcement agency or the Crime Prevention Committee and arrange to borrow a free engraving pen today. The property you save may be your own!

EVER SINCE the woman next door had been held up by armed robbers, Marie's life at home was filled with dread.

"Buy a gun and learn how to use it," her husband and friends advised.

In a desperate search for peace of mind, Marie drove to the nearest gun shop. On the way she remembered the appalling newspaper stories about accidents involving handguns. "I have two small children," she admonished herself, and turned back toward home. "What we really need is more police in our neighborhood."

Marie and a neighbor visited the Crime Prevention Committee to press for more police patrols. The committee listened as the women expressed their fear of being alone in their homes. The committee was able to furnish cost figures for the extra police Marie wanted. They were able to show that one extra patrol car, going 24 hours a day, 7 days a week, required more men and money than she imagined. Marie and her friend listened to the committee's point of view — that a neighborhood of alert citizens is far more effective than extra police — and decided to try it.

Marie agreed to host a meeting for her street, and to contact her neighbors personally. The first meeting was held, and the neighborhood has started to help itself.

OPERATION IDENTIFICATION MARKING INSTRUCTIONS

1. Operation I.D. is inscribing your identification number on any article of value that a thief/burglar may take to use or to sell.
2. In California your best identification number is your *driver's license number*, by which property can be traced almost instantly to the owner. If you have no driver's license, you may obtain an identification number from the Department of Motor Vehicles. When inscribing your property, include "CAL" (for California) along with your identification number. Social Security numbers should not be used since disclosure of names from them is contrary to federal law.
3. Marking should be done with an electric engraving pen or scribing tool on metal, wood, or plastic parts of property that cannot be easily obliterated or removed.
4. On smaller items such as radios, TVs, stereos, kitchen appliances, etc., mark lower righthand side of rear corner.
5. On large items such as refrigerators, mark on upper righthand corner. On furniture, mark on bottom right side. Bicycles should be marked on the top of the sprocket.
6. On very small items such as jewelry and silverware, take a close range photo, noting designs and identifying marks. Placing a ruler and your I.D. number with items included in the photo assists identification.
7. List all items on an inventory folder, including serial and model numbers when available. File photos with your inventory list and store in a safe place such as a safe deposit box.
8. Use an indelible pencil to mark I.D. numbers on clothing items or on the backs of paintings and other works of art.
9. Disconnect electrical cords on any electrical appliance before using an electric engraving marking pen.
10. On small transistorized items such as pocket calculators, transistor radios, cameras, etc., *scratch* the I.D. number on the item rather than using the vibrating marking pen.
11. California Penal Code Section 12093 prohibits anyone from placing or stamping any number on a pistol or revolver except the number assigned to it by the Department of Justice. Firearms owners are advised to record the serial numbers of their weapons.
12. If a marked item is sold, delete the Operation I.D. number by drawing a single line through it from upper left to lower righthand corner. *Do not attempt to remove the number in any other way.*

CHAPTER 3

LOCKS AND ALARMS

Make your home harder to break into and you'll discourage most burglars from even trying!

THE FIRST step in keeping burglars and other criminals out of your home is to lock it. Of course, you can't totally burglar-proof your home. A really determined and knowledgeable criminal can disable any alarm, pick any lock, and climb any wall. However, most burglars don't know how to pick locks. If they can't get in fast and easily they'll pass up your house or apartment and try to find an easier one. The subject of this chapter is how to lock your home so that most burglars won't want to bother with it.

Unfortunately, most residential door locks in Contra Costa County (and elsewhere) can be broken by an inexperienced teenager in less than 30 seconds. If you want to deter burglars, you'll have to have a better-than-average lock. Also, many homes have hollow-core front or back doors which are easily broken. And most windows and patio doors can be opened even when locked, in less than a minute, without breaking the glass.

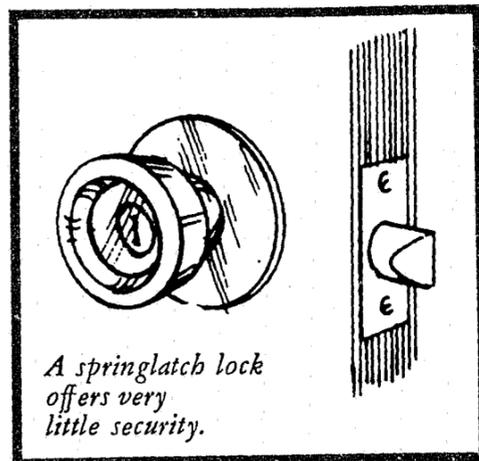
If this recitation isn't enough, keep in mind that one out of four burglars walk into homes through unlocked doors! Any lock is better than none if you're trying to discourage intruders — but you have to lock it!

Burglars are usually in a hurry, because they are afraid of getting caught.

If you lock your home properly, you can reduce your chances of getting burglarized. Few burglars will spend a half hour trying to break in. There's too much risk.

Locking Your Front Door

Burglars have a number of tricks to force entry into your home. One of these tricks is to "slip" a lock with a thin piece of plastic (like a credit card), a fingernail file, or a thin-bladed knife. The burglar merely pries loose the molding trim, slips the credit card or knife blade in, and depresses the bolt, causing the door to open. This can only be done on a springlatch lock, which — unfortunately — is the kind found on many homes.



Some entry doors are equipped with the same type of springlatch lock, but with the addition of a deadlatch. It offers good protection against being slipped. When the door is closed and locked, the latch can't be slipped by depressing it. However, all springlatch locks, with or without deadlatches, can be easily forced. These locks are not designed to withstand a great amount of pressure and can be forced open by any fairly strong intruder — with very little noise — using a pipe wrench or similar tool.

The Best Lock: A Deadbolt

Law enforcement people recommend for maximum protection that you install a separate deadbolt lock on each entry door as a supplement to your existing key-in-knob or other type of lock. A

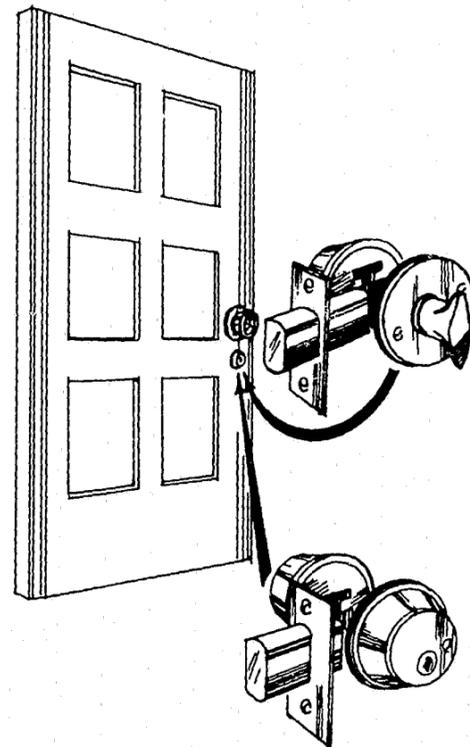
deadbolt can only be locked or unlocked by using a key or turning a knob; it is not under spring tension, like the locks we described above. It can't be slipped and is extremely difficult to force.

Deadbolt locks that are mounted inside your door are expensive, which is probably why most home builders don't install them. However, when you consider the value of your home, your possessions, and your family's physical security it makes good sense to have a lock that gives you real protection, even though it is expensive.

When you go to buy a deadbolt lock, here are some features you should insist upon:

1. It should have a bolt at least 1" long.
2. It should have a hardened steel reinforced collar ring with 45-degree bevel or a "spin-free" collar ring.

There are several types of supplemental deadbolt locks. Two of them are shown in the illustrations on this page.

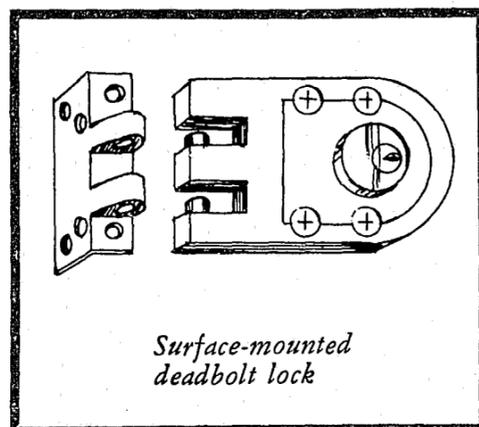


SINGLE KEY DEADBOLT

Single key with cylinder guard and locking knob. If your door has glass installed within arm's reach of this lock, it is recommended you use a double key variety.

DOUBLE KEY DEADBOLT

Double key with cylinder guard. Offers excellent protection. This lock can't be forced open as the cylinder guard spins. Neither can it be opened by breaking a windowpane and reaching in, as it unlocks on the inside with a key. If you keep this type locked when the home is occupied, the key should be readily accessible for quick exit in case of fire.



*Surface-mounted
deadbolt lock*

Surface-Mounted Deadbolts

Another kind of supplemental deadbolt is surface-mounted. It offers about the same security as the flush-mounted types, is easier to install, and costs a lot less. (The reason some people buy the more expensive flush-mounted lock is that they prefer its appearance.) Surface-mounted locks are called by various names: drop deadbolt, vertical deadbolt, or jimmy-proof lock. Locking action results from mating the vertical pins in the lock with the rings in the receiver plate (see illustration). This kind of lock also comes in single-key and double-key versions.

When installing any type of surface-mounted lock, care should be taken to insure that the proper length screws are used to secure the lock to the door. Sometimes the screws that come with the lock when you buy it are not long enough and will come out if a heavy person throws his weight against the door. Surface-mounted locks are easier to install than other types, as we have mentioned. However, if you're not handy with tools it would be well to have a professional locksmith install your locks for you. If you have several deadbolt locks at your house they can all be set to unlock with the same key for convenience.

Buying Locks

When you purchase locks, be sure you get good quality. The inside parts should be metal, not plastic. Some plastics would melt if your home were on fire and the lock would be impossible to open. It doesn't hurt to shop around and see the different kinds of locks offered at different stores.

Reinforcing Your Door

When installing a deadbolt lock, particularly in a hollow-core door, it may be necessary to strengthen the door by installing metal housing around the edges before installation of the lock. Reinforced strike plates may also be purchased to strengthen weak door frames.

If your front door is the hollow-core type, it can be broken open. The resulting noise and closeness of your neighbors usually will dissuade an intruder from this method of entry, but your home would be safer with a solid hardwood door, especially if you live in an isolated area.

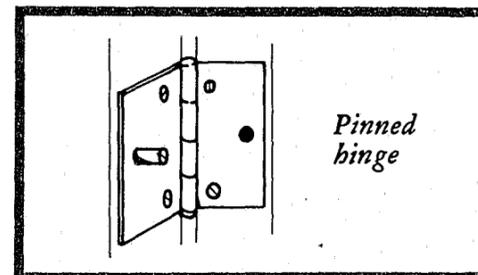
Security screening or decorative grilles should be used on doors with glass panels, especially if they open onto garages, alleyways, or other places that might conceal an intruder. The screens or grilles should be mounted using non-removable screws.

Hinge Protection

Most entry doors have the hinge pins on the inside — and that is the best place for them. If the hinges of your door have the pins on the outside, there are two ways you can prevent an intruder from taking the pins and opening the door from the hinge side:

1. Replace the hinges with the kind that have non-removable pins or with invisible ones mortised into the door.
2. Keep your present hinges; remove the two center screws from each hinge

and insert a headless screw in such a manner that when the door is closed the screw will engage the other hinge as illustrated.

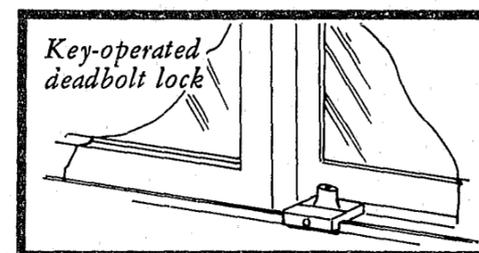
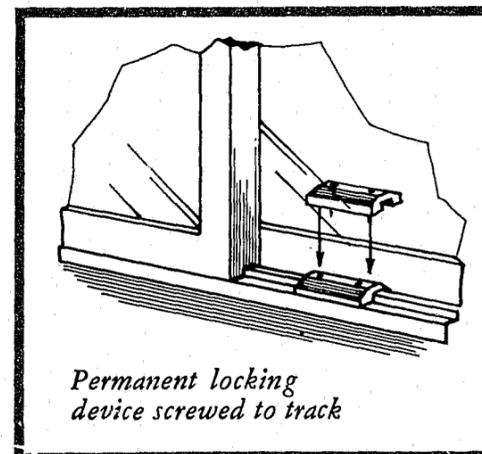


Making Your Door Pry-Resistant

If your door has wide gaps between it and the frame, you are tempting burglars who carry crowbars. If you don't want to buy a new door or pay a carpenter to shore it up, shield the gaps with angle iron fastened to the edge of the door with carriage bolts.

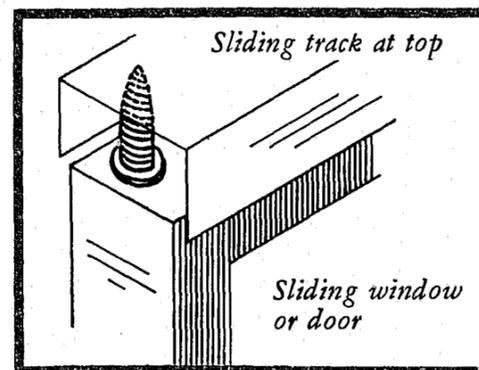
Sliding Glass Doors and Windows

A favorite entry point for many burglars is a sliding glass door or window. Most sliding glass doors and windows are easily forced, but you can take steps to make them reasonably secure. There are several types of locks available, such as those illustrated here.



If you can't afford to buy locks right now, a makeshift locking method is to block your doors and windows closed with strips of wood or broomsticks cut to the proper length. Also, there are several inexpensive devices available at hardware stores that serve a similar purpose.

One way burglars get in is by lifting sliding glass doors or windows out of their tracks. The way to prevent this is to install sheet metal screws inside the track at the top, one screw over each end of the sliding half of the door or window. Drill a 1/4" hole in the slide track at the top, one on each end a few inches from the edge of the door or window. Screw a 1/4" x 1 1/4" sheet metal screw partly into each hole, leaving it protruding down about halfway. Now try to slide the door or window closed. It will probably bump into the first screw. Adjust each screw by turning it further in until the door or window will just clear underneath it. Now the sliding part can't be lifted out of the track.



DO YOU NEED A BURGLAR ALARM?

Most of us can't afford an elaborate alarm system — and we probably don't need one. According to some experts, there are four situations in which you might consider a comprehensive electronic security system that can cost anywhere from \$500 to many thousands of dollars to install. These are when (1) you have many extremely valuable objects that need protection, (2) burglaries are rampant in your neighborhood, (3) you are away from home for

long stretches or frequently, or (4) you have no nearby neighbors. An alarm system can add substantially to the value of your home and it costs very little to add fire detection to such a system. If you live in a one-or two-family house your greatest personal threat is fire.



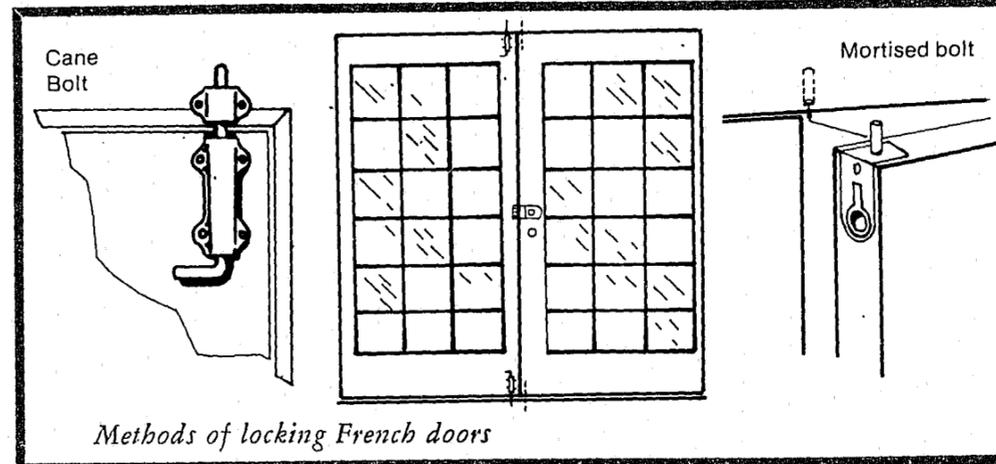
So, if you find yourself in any of these situations and you have the money to spend you should probably talk with some reputable alarm systems companies.

At the other end of the price scale there are a few simpler alarms that you might find worth considering. Some will sound an alarm if your front door is forced open; some will detect intruders walking through a room, and there are some available in kit form for self-installation, that start as low as \$30.

If you feel the need for some sort of alarm system ask your insurance man, police, and licensed locksmiths for information. If you decide to invest in anything elaborate, add fire-sensing capability.

Noise pollution from false alarms has become a problem in recent years. If your alarm goes off and you're gone, the alarm can ring for hours. If it's a false alarm, the police are reluctant to break into your house to shut it off. One solution is to have an alarm on a timer that shuts it off after a certain period. Another idea is to leave a key with a good neighbor so that he or she can shut it off.

One inexpensive idea, developed in Rossmore, is a "panic button" next to the bed, connected to a loud horn, alarm, or flashing lights. If you are an invalid, it would be especially suitable. When confronted by an intruder, or fire, or other emergency, press the panic button to summon help. The noise or flashing lights will probably scare off any intruders. Be sure your neighbors know about your panic button so that they will know how to respond to it. Almost any handyperson could rig up a panic button easily and cheaply.



Methods of locking French doors

Shatter-Proof Glass

For maximum protection you could replace your sliding glass doors with extra-heavy shatter-proof glass, but it is extremely expensive. You may not feel it is necessary. Burglars for the most part don't want to break glass anyhow; it makes too much noise. Police records show only a very few instances of a burglar breaking a sliding glass door or a picture window to get into a house. However, if you live in an isolated place and can afford it shatter-proof glass might be a good investment.

French and Dutch Doors

Double doors are normally secured by properly mounted cane or full-barrel bolts. These should be installed at the top and bottom of the inactive door. Do not use the weaker half-barrel slide bolts.

For maximum security on double doors, a mortised bolt is placed within the door at both top and bottom. When the active door is closed and locked, it is impossible to disengage this type of lock. Remember, no matter what type of bolt you use, the inactive door must be secured firmly for the lock to perform properly. The surface-mounted interlocking deadbolt or similar lock is recommended for this type of door.

The two parts of a Dutch door should be locked together with a cane bolt, full-barrel bolt, or mortised bolt and at least one part should be locked to the door frame with a deadbolt. The part not locked with a deadbolt should be secured in the same way as an inactive French door.

Back and Side Doors

Treat all exterior doors on the rear and sides of your home as probable targets for entry by an intruder. Since these doors may be less observable from the street and by neighbors than your front entrance, you may need to take extra precautions.

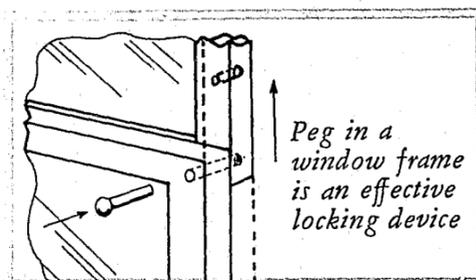
Casement Windows

Until recently, securing the casement or swing/crank-out type window was virtually impossible. However, this style of window may now be secured by replacing the existing latch with a key-operated deadbolt latch which may be installed with no more than a screwdriver.

Double-Hung Windows

Many windows found in Contra Costa County are of the common wooden frame, double-hung style. Fortunately, these windows are easily secured. One

very simple security technique involves locating a point where the window frames overlap and then drilling a hole through the inner frame and halfway through the outer frame. The insertion of a steel pin or wooden peg, as illustrated, in the holes will secure the window. If the pin or peg is inserted flush with the window frame, it is undetectable from the outside.



Key-operated locks are also recommended to secure double-hung windows. Not only do such locks deter entering through a broken window, they also limit the number of exit points available to a burglar who might have gained entrance to your home by some other means. You should provide a secondary locking position (no more than 3 or 4 inches) for warm weather ventilation.

Problem Windows

Some types of windows are literally impossible to secure. The jalousie or louvered window is an example. If you have such windows you might consider either replacing them with a type which can be effectively locked or reinforcing the windows by installing expanded metal screening, heavy sheet plastic, or wrought iron bars.

Windows Needed as Fire Exits

CAUTION: At least one window in every bedroom must be left unblocked when the home is occupied, to be used as an emergency fire exit. Don't use grilles or iron bars on such a window.

At night the bedroom window might be the quickest and safest way to get out.

Basement Doors and Windows

Basement doors or windows can provide burglars with a fairly easy way to get into your house because they are conveniently at ground level and are often hidden behind shrubs. Make the windows less inviting with metal grilles and put an inside bar across your basement door.

Treat the door from your basement into the main part of the house as you would an exterior door.

Garage Doors

All doors to your garage should be kept locked. Make sure that you treat the entrance door from the garage to your house the same as any exterior door. This door can be covered with sheet metal both for fire protection and for protection against intruders. A burglar in your garage can work on your house door undetected from the outside — and he might even use your tools to do it!

Upper Floor Windows

Keep your second floor secure by trimming tree branches away from the house to prevent a burglar from climbing a tree to get in. Do not store ladders where a burglar could use them. Lock all windows when you are away.

* * *

LOCKING YOUR HOME is a basic step in keeping burglars and other would-be intruders out. The stronger the locks the better your security, but whatever kind of locks you have it's important to lock them. If you can't afford expensive locks, remember that it doesn't cost you anything to lock the locks you have now. It is important to lock every entrance, not forgetting the often neglected garage door. If your home is properly locked most burglars will pass it by.

CHAPTER 4

HOME SECURITY SUGGESTIONS

You can fool a burglar into thinking you are home — and he'll probably pass on by.

ONCE YOU'VE got your home properly locked you've gone a long way toward discouraging burglars. There are a number of other things you can do to increase your security. This chapter will give you suggestions on lighting, safety checks, key controls, landscaping, and other subjects relating to home security.

Lighting

You can use your present interior and exterior lighting system to deter burglars and other criminals. The average burglar prefers not to enter an occupied house. It's much easier to burglarize an empty house and there is much less risk. A burglar is after easy money; he doesn't want to get caught. Therefore, if you can fool him into thinking you are at home, it can be as good as your being there. By using your lights effectively you can make your house look as though it were occupied and most potential burglars will pass it by.

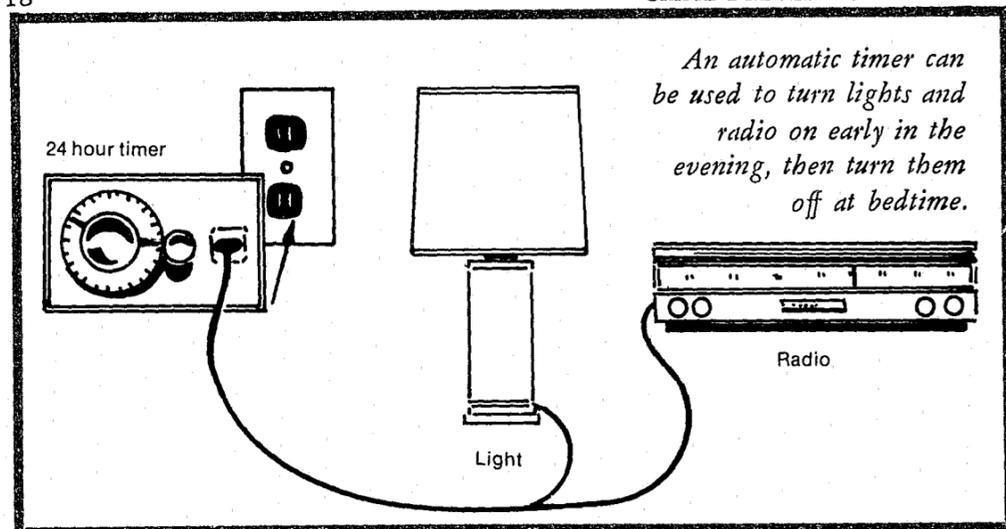
If you're going to be away just for an evening, leave several interior and exterior lights on. If you're going to be away for a longer period of time, you ought to have one of those automatic timers that turns the lights on in the early evening, then turns them off at your usual bedtime. You can have a radio con-

nected to the timer too. While we're on the subject, remember that you can put the radio on while you're away at work during the day. Anything you can do to convince a thief that the house is occupied will give you additional security.

For the most realistic deception you can use several timers, lamps, and a radio. For instance, a radio and lamp in the living room might be on from 6:30 p.m. until 11. Then a lamp might go on in the bathroom until 11:30, and 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. Using timers in this manner is especially valuable if you are going away on vacation.

Whether you're at home or away, it's a good idea to have several outside lights on all night. Few burglars or prowlers want to risk being seen and identified in the "spotlight." Your exterior lights ought to be bright enough to illuminate every means of entry, including the garage doors. Be careful not to have the lights interfere with your sleep or that of the neighbors. The best place to install outside lights is under the eaves. Outdoor fluorescents are cheaper to operate than incandescents.

A photo-electric cell is another automatic device for controlling lights; it's



especially good for controlling your exterior lights when you are away. This device is equipped with a light-sensitive electric eye that automatically turns on your lights at sunset. When the sun comes up in the morning the photo-electric cell turns the lights off.

Landscaping

If you can see both into and out from your house a burglar will think twice before taking a chance on being seen. On the other hand, if you have shrubbery that obscures a window or a door a burglar could work quietly jimmying it for as long as he needed and feel safe from observation. It is important to keep your shrubbery trimmed, both front and back. Don't give prowlers or burglars a place to hide.

Key Control

If a likely thief gets hold of your house keys — and knows where you live — you might as well send him a special invitation to burglarize your home. Carelessness with keys accounts for a lot of burglaries.

Never carry identification tags on your key ring or holder. If you lose your keys it's better to have them gone forever

than to have them in the possession of a stranger who now has the key to your front door, your address, telephone number, and probably the keys to your car.

Remember, keep your house keys separate from your car keys. Leave only the ignition key if you park your car in a commercial garage or parking lot. Anyone could make a duplicate house key in your absence and trace your address through your car license number or the registration in your glove compartment.

When you move into a home or apartment always have the locks rekeyed. You don't have to replace the lock itself. A licensed locksmith can rekey your locks in a short time, at little cost. Also have the locks rekeyed if you lose your keys. Rekeying of locks will make all previous keys totally useless.

If you don't know where each useable key to your house is you don't have key control and your security is jeopardized.

Don't have more keys than necessary. Each family member should have one, but don't allow keys to be passed out generally to delivery or maintenance people. You may find it advantageous to leave one with a neighbor when you're away,

but don't ever hide one under the door mat or in the mailbox or anywhere else outside. Burglars know more hiding places than you do!

Guns Can Be Dangerous!

Guns are OK for hunting, but as protection against burglars they are over-rated. In the first place, unless you are a law officer, it's against the law for you to shoot a gun almost anywhere in Contra Costa County, except in certain cases of self defense, or in shooting galleries or ranges approved by law enforcement authorities.

It may make you feel secure to have a gun around the house, but police files are full of evidence that you'd be better off without it. The average burglar will flee if he finds out you are home; you don't need a gun to scare him away. If you are dealing with someone more desperate than average, he may already have a gun — or may end up using yours against you.

Tragic accidents often happen at night when someone is awakened, sees a shadowy figure, grabs a gun, fires in haste and shoots a member of his family home unexpectedly — or some other innocent, unexpected person.

Another cause of many tragedies is a family argument in which someone loses his temper and self control, grabs a gun and shoots a loved one. When it's too late, being sorry does no good. According to law enforcement records, most violent crimes are not committed by professional criminals, but are the result of emotional outbursts, often under the influence of alcohol or other drugs. Having a gun around the house can be hazardous to your health.

If you still feel you want to shoot any intruders, keep this in mind: Most burglaries are committed by juveniles who live in the same neighborhoods where they commit their crimes. These juveniles

should be punished, but shooting is overdoing it. How would you feel if you killed your neighbor's son?

And finally, if burglars find out you have a gun in your home, they are more likely to pick your place to burglarize. Guns attract thieves. Police say that guns are among the most popular items stolen in residential burglaries.

Cash and Valuables

If you want to keep your money and jewelry safe, don't put them in the usual old familiar hiding places. The first place a burglar may look is the top drawer of a dresser or chest.

Another favorite place for burglars to look is the sugar bowl in the china cabinet. Sugar bowls have been known for several generations to yield anything from a few dimes to several thousand dollars. Be original! If you *must* hide cash in your home think up some brand-new hiding places. Hint: Don't use a coin bank.

Another idea is to convert an existing closet in your house to a "security closet," with a solid-core fire-resistant door, high quality deadbolt lock, and fire-proof material around the walls. If you own art objects, paintings, valuable equipment, or other such items, this may be a good idea for you.

Secure Your Air Conditioner

Don't overlook the air conditioner you may have installed in a window; a burglar won't. There are plenty of police reports describing burglaries committed by people who removed an air conditioner to get into a house through the window, ransacked the place, and — as the *coup de grace* — took the air conditioner as they left. To prevent this from happening, fasten the air conditioner with non-removable screws and make sure the window is locked securely.

Lock Your Doors!

Many burglaries have been committed while a householder is in the backyard pulling weeds or in the bathroom taking a shower. And, though it's improbable you'll ever meet one, rapists and other violent people are less likely to invade your house if it is locked. Lock your doors, even when you're home.

Wide-Angle Viewer

If your front door has no window, install a wide-angle viewer, available at any hardware store. This device requires only a small round hole in your door. With its fish-eye lens you can see the entire area outside your door. This makes it possible for you to see who's there. Do not admit persons you are unsure of. In-

sist on proper identification. All reliable companies provide identification cards for their employees. If in doubt, call the company before admitting the visitor.

A wide-angle viewer gives you more security than a chain lock. An average-sized man can easily break loose a chain lock by throwing his weight against the door.

* * *

THE SUGGESTIONS in this chapter, if followed, will prevent many crimes from ever being committed. If more people were more careful about home security, crime statistics could be reduced substantially. You may not be able to get others to follow these suggestions, but you can take steps to protect *your* home and family.

YOUR GOING-AWAY CHECKLIST

Burglars would rather do their deeds while you're gone. If you are away for a weekend or longer, the situation is ideal for them; they have all the time they need to steal you blind. It's a good idea to fool them into thinking the home is occupied and also to have someone keep an eye on the place for you. Use this checklist if you're going away on a business trip, vacation, or whatever:

- Hook up one or more timers to turn lights and a radio on and off to simulate occupancy.
- Don't leave notes on your door.
- Don't leave a key anywhere outside.
- Arrange to have a trusted neighbor or friend pick up your mail, newspapers, and advertising circulars every day and save them for you.
- Make arrangements for someone to take care of the lawn and landscaping. An unkempt lawn can be a give-away that you're not there.
- Don't tell the social editor of your newspaper about your vacation until you're back. Burglars read the papers too.
- Contact your local police department or sheriff's office and let them know you are going to be gone. They will have a patrol car drive by periodically to check on your home. Police should know where you can be reached in an emergency. Give them what information you can about your itinerary, including telephone numbers of places where you'll be. If you give a neighbor a key to your house, be sure to let the law enforcement people know it.

CHAPTER 5

TELEPHONE SECURITY

Don't let bad telephone habits cause you to unwittingly invite a burglar into your home!

THE TELEPHONE is one of the handiest gadgets of civilization. You can chat with your friends, make business transactions, collect information from places near and far, and call radio talk shows with the help of Ma Bell. Unfortunately, criminals and other unwholesome types have discovered uses for the telephone. This chapter will give you some ideas on what to watch out for and how to protect yourself from telephone abusers.

The first security precaution pertaining to your telephone should be your directory listing. You may choose to have an unlisted number or have a listing that gives your number, but not your address. However, most people would rather have a complete listing so that friends and business people can reach them. This can cause problems especially for women living alone, who sometimes become targets for rapists or obscene phone callers if they can be identified as a female from their listing.

"Wrong Numbers"

Be a bit suspicious of telephone surveys, unknown callers, and "wrong numbers." This is a traditional way of "casing" a home. If a burglar gets no answer, he may be over in three minutes to rip off whatever he can carry. Don't jump to

conclusions every time you get a wrong number; most of them are legitimate. However, don't volunteer information to strangers on the phone. A caller may ask "Who's this?" or "What number is this?" Always answer such questions with another question: "Who were you calling?" or "What number did you dial?" Never reveal your identity, phone number, address, or any other information to an unknown caller.

A caller may ask if a woman's husband is home in an effort to find out if the woman is home alone. If you are a woman and you don't know the caller never say that your husband is at work, or that he's out of town, or that he is anywhere else. It's better to say that he is busy or that he is unavailable at the moment (even if you don't have a husband). Then ask for a name and number. Don't say anything to indicate that you are presently alone or that you live alone. If such calls occur frequently, notify the telephone company and the police.

Teach Your Children

If you have children, teach them not to get into telephone conversations with strangers. An innocent comment like "Daddy's out of town" could be meaningful to a burglar or a rapist. When children or babysitters answer the phone

they should not volunteer any information to strange callers, but should courteously ask for a name and number so that someone can return the call.

If a stranger comes to your door asking to use your phone, don't invite him or her inside. You may offer to make the call for the stranger, but he or she should stay outside while you do it. Keep your door locked. A stranger with evil intentions might be planning to walk in while you are on the phone.

Obscene Calls

A person who makes obscene or abusive calls is emotionally disturbed. He gets his kicks from your reactions. If you scream, cry, plead, or otherwise indicate fear the caller will have achieved his goal. The rules for handling obscene or abusive calls are simple: Be calm. Don't get angry. Don't comment, and don't listen. The moment a caller starts using obscene language or makes heavy breathing sounds, quietly hang up without saying anything. Some calls of this sort are merely juvenile pranks. However, if such calls persist, notify the telephone company and the police.

There is one type of abusive phone call that you should report immediately: a threatening call. If any caller threatens

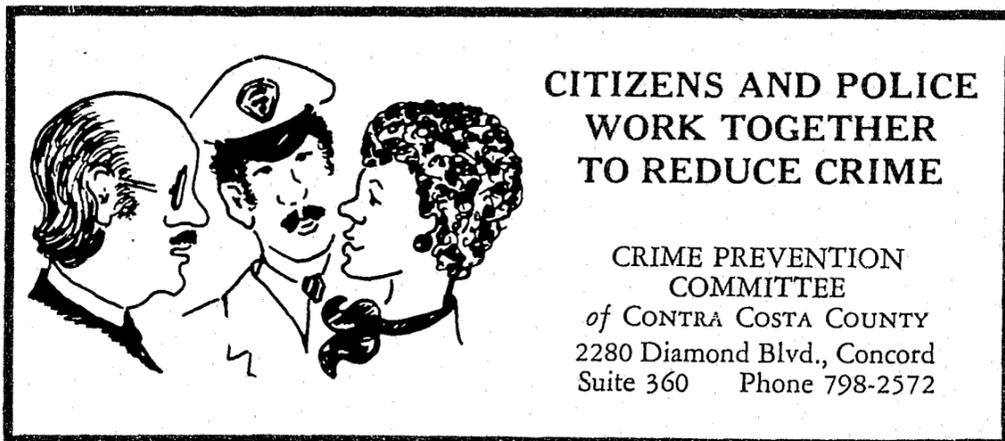
bodily harm to you or your family, don't wait; call the police as soon as you hang up. With your authorization the telephone company may be able to trace calls to your house and give the information to the police.

Annoying Calls

Some types of calls skirt the borderline of legality. This category includes calls by over-persistent salespeople or bill collectors, who annoy you frequently or at odd hours. The telephone is a private instrument. When someone abuses it, he or she is in effect abusing you. If you have asked an annoying caller to stop and the calls continue anyhow, talk the problem over with a representative from the telephone company, who will help you solve it.

* * *

YOUR TELEPHONE is a reliable servant. A few simple rules, which we have outlined above, will keep criminals or cranks from using it against you. Remember: most "wrong numbers" are legitimate errors and most strangers are decent people like yourself, so don't let any rules interfere with your natural courtesy and friendliness. Don't volunteer information to strangers. *Do* report obscene, strange, or threatening calls.



CHAPTER 6 VEHICLE SECURITY

*How to keep your car, motorcycle,
or bicycle from being stolen . . . plus
some safety suggestions.*

THERE ARE several hazards in owning a vehicle, such as a car, motorcycle, or bicycle. It or its accessories and contents could be stolen from you. You could suffer financial loss in an accident and possibly be injured. You could be attacked by a street criminal when stopping at an intersection or parking.

In this chapter we will cover first what precautions you can take to minimize the risks of theft. Then we will briefly cover basic safety measures to avoid accidents and street criminals.

Auto Thefts

Car stealing, often thought of as a teenage prank, is fast becoming a billion dollar industry. Today there are two main types of car thieves: neighborhood youngsters and organized professional criminals.

Joy-ride thefts by juveniles cost more than people commonly think. Most of the cars are damaged before being abandoned. Juveniles crash many of them by reckless driving — or by trying to elude the police when discovered. The average damage by joy riders is about \$200 by the time a stolen car is recovered.

However, you are better off having your car stolen by local teenagers than

by professional thieves. Most cars stolen by organized rings are never recovered.

Auto theft rings often steal cars in one state and sell them in another — with buyers lined up before they are stolen. Some are stolen to be used in another crime. Some are stripped for parts.

Your car can be stolen anywhere, but the most likely places are poorly lighted residential areas, shopping centers, recreational and amusement areas, and industrial areas. The greatest number of car thefts occur during the late fall. Two thirds of car thefts occur at night.

Prevention

About half of all cars stolen have keys in the ignition or the ignition is unlocked. Therefore, if you just lock the ignition and remove the key you have cut the chances of your car being stolen in half. *Never* leave the motor running when you step out of your car.

Lock doors and windows. Eighty percent of the cars stolen were left with the doors unlocked, according to FBI reports. Unlocked doors and windows make it easy for a thief.

Don't leave valuable items in plain sight. Keep them in the locked trunk or glove compartment, or under the seat, out of sight. Even items you consider

worthless could have value to a thief. Your spare tire is a negotiable item, so keep your trunk locked.

Keep your keys. Don't hide any keys in the car. You can have an extra set on your person and at home, but never in your car. Keep your car and house keys separate. Don't keep personal identification on your keys. See the section on key control in Chapter 4.

Park in lighted areas at night. If there is a lighted store window or street light nearby take advantage of it. During the day try to park in a busy area.

C.B. radios and tape decks are often stolen. It's better to have them slide mounted so they can be removed and locked in the trunk when you park in a place where they might be ripped off.

Also vulnerable to thieves are accessories like bucket seats and special wheels. These, along with your C.B. radio and tape deck, should be marked by Operation Identification methods. See Chapter 2 for details.

You can make it harder for a thief to steal your car by installing a hidden switch that will prevent a thief from jumping (electrically bypassing) your ignition lock. The secret switch is easy to operate: you merely remove the key and also turn off the switch. It's true that an experienced thief could turn on the hidden switch to start the car (after he jumped the ignition) but he would have to find the switch first; that would take a while — and time is on your side.

Having a hidden switch is especially a good idea if you have a convertible.

If Your Car is Stolen

Despite all precautions, a professional thief can open and operate almost any car within a few minutes. If your car is stolen call the police *immediately*. Be prepared to give your license number, the make, model, color, and year of your car. Identifying characteristics would

help too, such as C.B. antenna, mag wheels, special *visible* equipment, obvious damage, etc. The quicker you act the better chance police have to recover your car.

Avoiding Criminals

When driving it's safer to keep your doors locked and your windows rolled up, especially if you are a woman. If you suspect someone is following you or trying to run you off the road, do something to attract attention. As long as your car is operable stay in it and keep the motor running. Do not go home. Drive to a fire station, police station, or anywhere there are people to help you.

In parking lots, park close to the building in a well-lit area. Lock the car. Have your keys ready when you return to your car. Check before you unlock it. If someone is inside, walk away and get help.

Automobile Safety

If you have a driver's license you already know the rules of the road; therefore, we won't review them here. However, here are a few safety tips you may find useful.

- Develop safe driving habits. Always come to a complete stop at arterial stop signs, even when there is no traffic at all. The reason is that everyone sometimes drives more or less unconsciously. If you get into the habit of doing everything right, you will automatically do so even when your mind is not totally on your driving. Thus, in an emergency, good driving habits can save your life.

- Obey the speed laws. It is easy to see why some people resent the 55-mile-an-hour limit, but the experience of the past few years demonstrates that this law has reduced fatalities and injury accidents and has conserved energy and fuel. You owe it to yourself and to other drivers to stay under 55. If you drive without pushing too hard it's better for your blood pressure — and, anyway, how

WHAT IS A SUSPICIOUS VEHICLE?

CARS, VANS, TRUCKS, and other vehicles are sometimes used in the commission of a crime or to case a neighborhood for a possible burglary attempt. It is important to report suspicious vehicles to the police.

Don't worry about being embarrassed if your suspicions prove unfounded. Nobody will be arrested on the basis of your report alone, but only after investigation indicates a crime has been committed.

Don't worry about "bothering" the police; that is what they are there for. They will want to know the license number, description, and direction of travel of the vehicle. They will want a description of the occupants: how many in the vehicle, age, sex, characteristics, etc. Here is a list of suspicious situations that should be reported:

- *Slow-moving vehicles*, especially if without lights at night or if following an aimless or repetitive course. This is particularly suspicious in the area of parks, schools, or playgrounds. This could be a potential burglar casing your neighborhood, a possible drug pusher, or a possible sex offender.
- *Parked vehicles*, especially at an unusual hour, with one or more persons inside, can be used as lookouts for a burglary or robbery in progress.
- *Vehicles being loaded* with valuables, especially in front of a closed business or untended residence, can indicate a burglary in progress.
- *Abandoned vehicles* sometimes turn out to have been stolen.
- *Weapons* in a vehicle could indicate that the owner may engage in criminal activity.

much time do you really save by speeding?

- Be courteous to other drivers. Treat them as you would like to be treated. If you do come across a road hog, let him have the right of way. If he's going to have an accident, don't let him have it with you.

- Be courteous to traffic cops. They have one of the most frustrating jobs in the world! If you make a mistake driving and get a ticket, don't argue; you'll only make it harder on yourself. Police officers are only human.

There is one good thing about getting a ticket: you'll probably drive more safely in the future. It could keep you from having an accident.

Bicycle Thefts

Some 10-speed bicycles are worth more than the average family car. This is one

reason for the increase in bicycle thefts. However, even if your bike is an old coaster-brake model it is attractive to thieves.

Bicycles are in great demand. They are easy to sell. Thieves know that the police can't possibly check every garage sale and flea market for stolen bikes. To the consternation of such thieves, however, police have been spot-checking such sales, resulting in numerous arrests.

If your bicycle is ripped off, there is a good chance you will never see it again. The best way to cope with bicycle thieves is not to give them an opportunity. Here are some suggestions:

Lock your bike in your garage when not in use. Don't leave it outside where it can be seen; it's too tempting.

When you park your bike away from home chain it to a post, bike rack, or

other fixed object. The chain should be made of at least 9/32" hardened steel alloy. Each link must be made of continuous welded construction. Lighter chain — or chain with open links — will not withstand bolt cutters.

Be sure you get a padlock that is strong enough also to resist an attack by bolt cutters. Here are the minimum specifications for such a lock:

- Hardened steel 9/32" shackle.
- Double-locking mechanism, heel and toe.
- Five-pin tumbler.
- A key-retaining feature which prevents your removing the key until you have locked the padlock.

Be sure to license your bicycle. Most cities in Contra Costa register bicycles and issue licenses for them at very low cost. A licensed bike is less attractive to thieves because they know they will be arrested if caught with it in their possession.

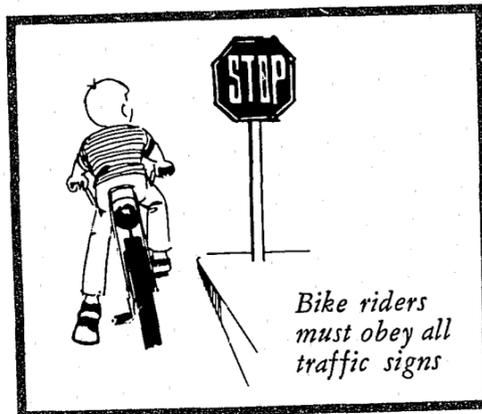
Another advantage of licensing is that the police will return it to you if it is recovered from a thief. Keep a record of your bike's serial number and license number.

If you have a homeowner's or apartment insurance policy you can add coverage for your bicycle.

Bicycle Safety

Rules of the road for bicycles are not as standardized as are rules for automobiles; they vary somewhat from place to place. Here are some suggestions for bicycle safety in accordance with rules applicable in Contra Costa County:

- Keep to the right side of the road, traveling in the same direction as automobile traffic.
- Use roads with bicycle lanes if possible; they are safer.
- Ride single file if with a group.



- Obey all traffic signals and signs the same as if you were in an automobile.
- It's safer to use less-traveled roads.
- *Walk your bike* across busy streets.

About 2/3 of all fatal bicycle accidents occur when cyclists ride their bikes across traffic from driveways, intersections, or the side of the road.

- It's illegal and unsafe to carry a package that takes both your hands off the handlebars.
- Watch out for sudden opening of doors of parked cars.
- Be alert to cars pulling out of driveways and alleys.
- Give an automobile the right of way; it's bigger than you are. It doesn't do you any good to insist on the right of way if you get killed.
- Don't ride your bike on freeways. It's illegal and suicidal.
- Don't ride double unless the bicycle is built for two.
- Stunt riding can be dangerous anywhere. If you must do it, don't do it on the street.
- Don't ride on sidewalks except where a sign is posted saying it is permitted.

Motorcycle Thefts

Too many motorcycles are stolen each year — and the number keeps growing. It should go without saying that the sug-

gestions for automobile security are also applicable to motorcycles.

Lock your motorcycle. If possible, keep it indoors when not in use. When parking it away from home, chain it to a fixed object, in the same manner as described for bicycles.

Mercury-activated alarms are available which make a terrific noise if your bike is moved after the alarm is set.

Don't leave anything on your motorcycle that can be removed easily; fasten everything securely. Motorcycle accessories are attractive to rip-off artists.

Motorcycle Safety

Dirt bikers have it better than street bikers; they don't have to fight with cars for the right of way — and dirt is softer to fall on.

Motorcycle riders have at least one thing in common with skiers: they all seem to break a leg or an arm sooner or later. If you ride a motorcycle, you ought to just about plan on having an accident. If you don't have an accident, you're just so much to the good.

Wear a helmet. Make sure it meets D.O.T. (Department of Transportation) standards. With anything less you're almost better off without one.

Wear clothing that will protect your body if you fall off your bike. Wear sturdy high-top boots; you may save having a broken ankle.

After many an accident involving a car and a motorcycle, the driver of the car says, "I didn't even see him!" To make you and your bike more visible you can turn on the lights during the day as well as at night.

If You Have an Accident

No matter what kind of vehicle you are riding in or on, the same general rules apply in case of an accident. These suggestions, therefore, are for automobile drivers, truck drivers, motorcycle riders, or bicycle riders.

- If someone is injured call the police and an ambulance. If you can't find the number, dial operator. Care for the injured as best you can. Unless there is imminent danger it is best not to move an injured person without medical advice. Usually injured people are in a state of shock and it will help if you cover them lightly with a blanket or coat.

- If the accident involves a parked vehicle or any stationary object you should try to contact the owner of the property. If you are unable to contact the owner be sure to leave your name, address, phone number, driver's license number, and the name of your insurance company. Don't be guilty of hit and run!

- You must file an accident report with the Department of Motor Vehicles if anyone is injured or there is property damage exceeding \$200 in any accident involving a motor vehicle.

* * *

VEHICLES are useful adjuncts to a civilized society. Because they are valuable, they are liable to be stolen. You'll have a better chance of keeping your vehicle — whether it is a car, motorcycle, bicycle, or whatever — by following the suggestions in this chapter.

Operating a vehicle involves a responsibility to yourself and others to do everything you can to avoid accidents. Obeying traffic laws, staying alert, and using your good common sense will go a long way toward keeping you and others out of the hospital.

If, despite precautions, you do have an accident, you must follow the procedures outlined by law or risk loss of operating privileges.

The convenience and enjoyment of owning and operating a vehicle are matched by the responsibilities of maintaining it, protecting it, and observing all safety precautions.

CHAPTER 7

AVOIDING STREET CRIMES

By following a few simple tips you can greatly reduce your chances of being attacked.

MOST STREET crimes are crimes of opportunity. You can reduce your risk of being robbed on the street by observing a few reasonable precautions.

There are several common types of street criminals: purse snatchers, pickpockets, strongarm robbers (muggers), and holdup robbers. Most purse snatchers are fast-running teenagers who come up from behind their victims, grab their purses, and run off so rapidly that nobody gets a good look at them. Pickpockets slip wallets out of pockets and purses while their victims are distracted. Strongarm robbers use force and intimidation; holdup robbers brandish weapons.

Keep Your Purse Safe

In areas where street crimes are rampant women should avoid carrying purses. If you have to carry a purse, keep your money and credit cards separate from your purse, in a pocket, for instance. Keep your key chain in a pocket, too. If your purse is stolen, you'll still have your money, credit cards, and keys. And, as we've mentioned before, don't put your name and address on your house or car keys, as this simply tells the thief who you are and where you live.

Don't leave your purse in a shopping cart while shopping in a supermarket.

Don't leave your purse lying on machines, tables, or chairs while in a laundromat.

Carry your purse firmly under your arm while in crowded areas; if you dangle it away from your body it's easy to snatch. However, don't wind the strap around your wrist or shoulder. You could be pulled down if it is snatched, possibly suffering a sprained wrist or broken bones. It isn't wise to carry an open basket purse with money and other valuables lying in full view.

If you are carrying packages, put the purse between your body and the packages. Many purse snatchers pick on people who are loaded down, but they will probably pass you by if the purse isn't accessible. They want your purse, not the packages.

Don't fight back if someone tries to take your purse, unless you're sure you can outmatch the assailant.

When you are buying something in a store and open your purse, don't let anything distract you. Close it as quickly as you can.

Don't get separated from your purse in a restroom; don't put it on the floor.

Safety While Walking

Plan your route and notice what's going on around you. If you have to walk at night, choose busy, well-lit streets.

Whenever possible travel and shop with companions. Someone should know your route and destination so that you will be missed if you do not arrive on time.

Stay away from buildings and walk next to the street, especially at night in high-crime areas. If you find yourself in a lonely situation at night, it might even be safer to walk down the middle of the street if there isn't much auto traffic. Be sure to be alert; you don't want to get run over. Try not to show signs of fear. Walk with purpose and reasonable speed.

Have your key ready when walking to your front door so you can get inside quickly and easily. If you arrive by taxi or in a friend's car, ask the driver to wait until you're inside.

If you think you are being followed while walking, especially at night, go to a restaurant or a store that is open. Call the police.

Beware of Pickpockets

Most people are honest, but it's a good idea to be alert when strangers start irrelevant conversations with you. They might be stealing your wallet! And the kindly person who helps you onto the bus might have ulterior motives. You don't have to be unfriendly or refuse help, but keep aware.

Never flash large sums of money or other valuables in public. Don't carry a lot of money around with you if you don't have to.

The back hip pocket is the least safe pocket for your wallet.

Don't Carry Weapons

Most law enforcement people urge you *not* to carry a gun or knife. In most cases it would be illegal. And if you're not skilled in the use of these weapons, they can be turned against you. Even police officers, who have had special training in the use of weapons, have been killed with their own guns.

Tear gas cannisters also can be used against you — or the wind could be blowing toward you and your attacker would have the advantage of you standing helplessly, temporarily blinded with tears streaming down your face.

If You are Held Up or Mugged

If a robber threatens you, give him your money as the price of your safety. Do not resist! Don't fight the robber unless you are attacked. Don't insult the robber. According to police records, victims who don't provoke a criminal are less likely to be injured.

If you are attacked and have to fight back, then do everything you can to protect yourself. Scream, call for help, blow a police whistle, kick, bite, fight, struggle! Break away if you can! Scream while running!

If your attackers come after you in a car, scream and run in a direction opposite that of the car. The driver will have to turn around to pursue you.

If you are attacked or robbed, always report the crime to the police no matter how insignificant and whether or not you lose anything. If you see a crime committed, report it. Criminals are apt to repeat their crimes; if you can give only a small clue, it may make sense when added to other clues.

* * *

IT SEEMS UNFAIR that a citizen should have to take precautions just to walk on the sidewalks or his or her hometown. However, the threat from street crimes is not overwhelming. The great majority of people are law abiding. You can best cope with the few criminals there are by avoiding them. Don't give them an opportunity to rob you. Follow the common-sense suggestions we have listed in this chapter. Stay away from high-crime areas. You can help reduce the crime rate by reporting crimes and suspicious incidents to the police.

CHAPTER 8

PROTECTION FROM SEX CRIMES

How to keep yourself and your children safe from rapists, peeping toms and molesters.

THERE ARE a number of crimes related to sexual behavior. Women and children are most often the victims of these crimes, but men are not immune from sexual assault. As with most other hazards of living, common-sense precautions will help you and your family avoid being victims of sex offenders.

The most common types of sex offenses are listed in this chapter, together with suggestions for protecting yourself from them.

Rape, An Act of Violence

Studies of men who have committed rape indicate that their motivation stems from a desire to dominate and humiliate a female rather than from simple lust. Because rape is always accompanied by violence or the threat of violence, it is considered in the same category as aggravated assault.

Rape is terrifying for a woman, and the aftermath of trauma — coping with police interviews, medical examination and treatment, and the sometimes hostile or non-supportive attitudes of husband and family can be an ordeal no person should ever have to go through.

Some rapists attack the same victim more than once, especially if the first attack is not reported. Not all rapists are

strangers; about half have had some contact with the victim or know the victim.

There is hardly a criminal who deserves punishment more than a rapist. However, punishment has not been overly successful as a deterrent. Many rapists have repeated their crime within a short time after being released from confinement for a previous offense.

Most rapes are premeditated—planned for days ahead. Some attackers wait in certain places, like a stairwell, ladies' room, elevator, parking lot, etc. Whoever comes along is attacked. Another type of rapist enters an apartment building posing as a delivery man, survey taker, or some kind of official. He knocks on doors at random. The woman who lets him into her place, without first checking credentials (using a peephole viewer or the door on a chain) becomes his victim.

Still another rapist will pick a victim, watch her movements for a few days or more and attack her when she is most vulnerable. High school girls, who usually walk the same routes to and from school at the same time every day, are often the victims of this type of rapists.

Prevention of Rape

If you are a woman your best defense against rape is to avoid any situation

where an attacker can get you alone. The precautions we have outlined in previous chapters on locks, home security, telephone security, prevention of street crimes, etc. are doubly important for women and girls.

We don't have space to repeat them here, but these security measures are worth your rereading and putting into practice. Your personal security is your first line of defense against rape.

Be cautious with men you meet in public places, such as stores, parks, bars, museums, etc. You may want to feel outgoing and friendly, but you will be safer if you learn something about a man's background before you let your guard down.

Never hitchhike if you can help it. As far as rape is concerned, hitchhiking is just about the most hazardous thing you can do. However, if you can't be dissuaded from taking such a chance, try to get a ride from a woman rather than a man. Don't hitch alone. Don't hitch at night.

If you do accept a ride from a man, at least follow these precautions: Make sure nobody is hiding behind the front seat. Make sure the door handle works on your side of the car. Keep the window open so you can call for help if need be. Don't get into a car if the driver has changed directions to pick you up. If the driver is drunk, acts peculiar, or if your intuition warns you something may be wrong — don't get into the car.

If you have accepted a ride from a man and he seems threatening, grab the car keys and throw them out of the window, preferably where there is traffic and many passersby. Create a fuss, scream, and escape if you can. It is far better to do this than take a chance on a confrontation later in a lonely place.

If there is any other form of transportation available, don't hitchhike. You

would be better off walking, in most cases.

Coping with a Rapist

Once you are confronted with an attacker, none of the above precautions are of much use.

There are no hard and fast rules we can give you that are ideal for every situation. Every rape assault is different. Only you are going to know what will work best in your particular case. You've probably been told a number of ways to protect yourself. These may all work in some cases, but we think you should be aware of their possible pitfalls, as well as their merits.

Screaming. Before you start screaming, think what the rapist's reaction may be. He *may* be frightened off, but he may react violently and hurt you to make you be quiet. Screaming can work if you're sure help is within hearing distance, sure that someone will respond immediately, and that the person responding can overcome the attacker.

If you are attacked on the street, create as much disturbance as you can if there's a chance help may be nearby. If you want to get people out of their homes, don't scream "rape" — scream "fire!" Sad, but true, people are more likely to rush out to see a fire than to save a rape victim. Throw your shoe through the window of an occupied house; that will get the immediate attention you need.

Should you resist? Too often in the past — and even today — women have been told that they should fight back; that any woman could prevent a rape if she wanted to. This is simply not true.

In rape trials to this day the attorney defending the attacker often implies that the victim must have consented to the sex act if she didn't fight like a tiger. This is one of the worst hypocrisies in legal practice.

The fact is that there are many reasons a woman would not fight off a rapist.

A common situation, for instance, would be that of a young housewife facing an attacker who has somehow entered her home. (About 50 percent of rapes occur in the victim's home.) With two small children taking naps in their rooms, if she should scream and fight it would awaken the children and expose them to the trauma of a man attacking their mother and the possibility of their being killed or injured. Faced with this situation most women would probably submit quietly, hoping the children would not wake up and that the man would just get it over with and leave.

Just the fear of being hurt would deter many women from fighting back. When confronted by a man who is bigger, stronger, and meaner than she is, any woman should consider the peril of resistance. Studies have shown that a woman has a much greater chance of serious injury if she fights back. If the man brandishes a weapon, a woman would be an utter fool to resist.

However, every woman has to consider the possibility that she may have to fight for her life. A few rapists are killers. If you are faced with a situation where you feel your life is at stake and you have to fight, then you must go all out. If you merely hurt your attacker, you'll just enrage him and he's even more liable to kill you. You must disable him — possibly kill him.

There are at least four ways to do this, all of them brutal. You can gouge out his eyes with your fingers, knock him out with a sharp blow to the throat, squeeze his testicles as hard as you can, or forcibly jam the high heel of your shoe into his instep.

Most women are not capable, emotionally or physically, of such brutality. Fighting should be considered only as a last resort.

If your resistance disables him, even for a moment, don't stay and fight. Escape!

Weapons. It should go without saying that it is unwise and illegal to carry a gun or knife, as we've mentioned in other chapters. However, women are sometimes advised to use the "weapons" in their purses: files, combs, pens, key ring, etc. This is not always good advice. In the first place, you'll most likely drop your purse if someone grabs you and your so-called weapons will not be available. Even if you can reach them, remember that any weapon can be taken away and used against you.

Running. This will work if you can get to safety, but it could backfire if he catches you.

Surrender. Letting your attacker think you are surrendering can be used as a stall, or as a means to buy yourself time to think.

Talking. Communicate with your attacker. Use words, gestures, actions, whatever — but get him to start talking to you.

Thinking your way out of it. When you have your fear under control, remember your best weapon is your ability to think. By using your head and taking into account your capabilities and limitations, you may be able to come up with a way out. There are as many reactions as there are situations. You'll have to use whatever tactic seems the most appropriate at the time.

If you think your life is in immediate danger, use any defense method you can think of. Scream, run, fight back, use whatever is handy as a weapon. Do anything you think might save your life.

If You are Raped

Rape is traumatic and frightening, but you shouldn't feel responsible or ashamed. Every woman has the absolute right not to be raped, and if she is, she

has every right to expect the rapist to be taken off the streets so that it doesn't happen again, to her or to anyone else. Because of this we urge you to report the attack as soon as possible. Too many attacks are going unreported and too many rapists are free to attack again and again.

Call the police immediately. Give them your name, your location, and a description of the attacker.

Call the Rape Crisis Service nearest you. They offer counseling, emotional support, legal and medical advice, and escort services to police, hospital, and court if you wish. Rape Crisis switchboards operate 24 hours every day. Here are the telephone numbers:

East County	754-RAPE
West County	236-RAPE
Concord	798-RAPE
Central County	938-RAPE
(except Concord)	

Do not bathe, shower, or douche. Do not throw away or launder the clothes you were wearing. They will be needed as evidence.

The patrol officer responding to your report will ask a few questions in an effort to get enough information to apprehend the attacker. Later an investigator will ask for more detailed information. You may find it hard to describe all that happened, but try hard. It is important to catch the man who attacked you as a protection for you and for other women he might assault in the future.

You do not have to file charges, but at least give all possible information to the police so the rapist can be caught.

If you can't face the prospect of police interviews, you can report an attack anonymously, either directly or through the Rape Crisis Services. This is not recommended, but an anonymous report is better than no report at all. Most rapists repeat their crimes and your information

may help the police capture your attacker in connection with another attack.

If, on the other hand, you do decide to go ahead with filing charges you will have to testify in court at both a preliminary hearing and at the trial later. This is not going to be easy. You will have to testify about events leading up to the assault; where and when you met the rapist, and what you were doing and saying before it happened. The rape itself will have to be described in open court — *everything* that happened. You will be asked to tell about your actions immediately afterwards; who you told about it and when you reported it.

The attorney defending the rapist will do all he can to discredit you. The court experience may not be pleasant; however, if you are honest and candid about what happened, you will be believed.

You are probably thinking, "Why should I have to go through this? None of it is my fault." True. But your cooperation in getting the rapist convicted can prevent hundreds of additional crimes — not just from this one man, but from the many others who might otherwise think that women are too weak to fight back. You *can* fight back — and the courts are your best weapon!

After Your Ordeal

Don't be afraid to talk about it to someone close to you — your husband, parents, daughter, or a friend. The Rape Crisis Service can be a big help in coping with the emotional trauma. You can call the Rape Crisis Service anonymously if you wish just to talk out your feelings about the rape. Most rape victims have reactions of guilt, fear, isolation, or depression. The counselors can help you in dealing with these and other feelings.

Don't try to bottle up the experience in an effort to forget it; you may have serious problems later. It is no disgrace. It wasn't your fault.

The families of rape victims should make a special effort to be understanding and compassionate. There are heart-breaking examples of women who have suffered long-term injury because of mistaken attitudes shown by family members after a rape. For one, there is rejection by an unenlightened husband who feels his "property" has been damaged, that his wife must have "asked for it," that no woman is raped unless she wants to be. This is a hangover from a time when even the word "rape" was taboo.

There are other examples when families were too embarrassed to talk about it — or simply wanted to help a woman forget and refused to discuss the rape.

Talking about it will help the victim face the situation and examine her feelings and questions. She has, to a great extent, lost control over what is happening in her life. The first step toward regaining control is decision making.

Rape precipitates many problems for a woman. If she is married, should she tell her husband? If children were present, how should their trauma be dealt with? What should she tell her employer?

The victim must face these problems, make decisions, and through this process start living a normal life again. Rape Crisis Services can help a woman in determining what it may be that is difficult for her to deal with. It is especially important for the victim to realize that she was not responsible for what happened to her. She is not guilty of anything; she is a victim.

Exhibitionists

Most exhibitionists are males who display their private parts to females. The offense is called indecent exposure. An exhibitionist may conceal his nudity in a coat or he may be seated without trousers and underwear in his car. He may

expose himself on the street, in a bus or airplane, on a park bench, or other public places. The first line of defense is to remember that although this kind of behavior is not normal, it is not usually threatening. Exhibitionists generally require treatment rather than jail. The best response might be that of one six-year-old girl, who — on being confronted by an exhibitionist — simply said to him: "Put that silly thing away!" Harmless or not, an exhibitionist should be apprehended. Don't hesitate to report any incidents to the authorities and let them take whatever steps may be appropriate.

Peeping Toms

Also known as voyeurs, peeping toms are males who get thrills looking at females as they disrobe. Some like to watch other people involved in sex. Some may be content with just seeing another person in a state of undress. Recent studies indicate that many peeping toms become rapists.

Beware of Molesters!

Proper training of your child may help him or her avoid injury or death at the hands of a molester. Studies of many child murders indicate that in a significant number of cases the offender became frightened *after* the offense of molestation — which may have been no more than fondling — and in a panic killed the child. You, of course, should teach your child not to accept candy or rides from strangers; not to let a stranger separate him or her from a friend, and to remember the license number of any stranger who asks the child to ride with him — or who takes the child's friend for a ride.

These instructions to your child are important and they should be emphasized by repetition. However, there is a shortcoming to the instructions; they don't tell the child how to handle approaches from people who are *not* strangers. Many cases

of child molesting involve relatives of the child (even parents). Sometimes adult friends of the family are involved.

No matter how religious, well educated, or highly esteemed in the community — a person cannot be ruled out as a possible child molester. An all-too-common type of incident could involve an elderly relative who fondles your little girl. This kind of incident demonstrates the need for sensible sex education. If you had filled your child's mind with horror tales about sex, she might cry or threaten the old man by saying she would tell on him — and that might frighten him into hurting her. The best response for your little girl might be for her to say: "My mommy told me I could only let my doctor examine me that way," and then matter-of-factly get away.

Even if a molester is in your own family, it is important to report any incidents. You might feel that it would be unfair

to incriminate a man who is probably harmless. Most authorities disagree. You have no way of knowing whether he is harmless or not. He should receive a psychiatric evaluation and whatever treatment he needs.

* * *

SEX OFFENSES are a problem in most societies, with rapists and child molesters being by far the most threatening. The best defense against sex offenders is to remove the opportunity. Women and children should pay special attention to the various suggestions for personal security discussed in this booklet. If confronted by an offender, the most important thing is to keep cool and *escape*. All sex offenders should be reported, whether or not they cause physical injury. If more sex offenders are reported, more of them will be apprehended and fewer people will become victims.



**LET'S GET TOGETHER
AND SHARE IDEAS
FOR A SAFER
COMMUNITY!**

THE CRIME PREVENTION
COMMITTEE OF CONTRA COSTA
COUNTY SPONSORS THE

NEIGHBORHOOD SAFETY PROJECT

THIS PROJECT:

- ... helps communities organize local citizens' crime prevention committees
- ... assists in planning and organizing neighborhood meetings
- ... provides crime prevention techniques
- ... involves youth

CHAPTER 9

WHAT PARENTS CAN DO

*You have more influence on
your children than you think — let them
know you care.*

PARENTS CAN HAVE A GREAT influence on crime prevention. As we have mentioned several times in this booklet, juveniles and very young adults are responsible for a preponderance of crimes committed in Contra Costa County and elsewhere in the United States.

Parents have to face the fact that their own children may be vulnerable to peer pressures that could lead to criminal acts. Young people are the principal offenders in shoplifting, burglary, vandalism, and drug abuse cases.

Too often the parents of youngsters in trouble with the law were totally ignorant of their children's activities until the children were "busted." Too many parents keep their heads in the sand. They say, "My child would never do anything wrong."

It is not within the scope of this booklet to provide a course in parent effectiveness, but it is important to note that parents are responsible for their children's actions. If your child damages property, whether accidentally or on purpose, you are responsible up to \$2000 — and more in some cases. If your child is taken into custody, the costs of bail bonds and legal services could be anywhere from several hundreds to many thousands of dollars.

Most parents love their children and

don't want them to get into trouble or be physically harmed. No matter how capable you are as a parent, your child can go astray, but it is important that you do your best.

Generally speaking, it is important for parents to set a good example for their children. Don't disobey the law, even in small ways — if you expect your children to be law-abiding. Don't overindulge in alcohol, tranquilizers, or other drugs — if you don't want your children to abuse drugs. (For more information on coping with drug problems, see Chapter 10).

Take an interest in what your children are doing. Know where they are, especially at night. Know the sources of property they bring home. Children — even little ones — often experiment with shoplifting and burglary. It's important to catch them before the situation gets out of hand. If children don't think their parents care where they go and what they do, they are more likely to get into trouble.

Raising children (especially teenagers) is not easy these days, if it ever was. Everything your children do wrong is not your fault. Police chiefs and psychologists and teachers have just as many problems raising children as the rest of us.

Being a good parent sometimes means being a temporary parent to your neigh-

bors' children. Take an interest in what all the children are doing on your block and if there is a problem, discuss it with the parents of the children involved.

If there are signs that you and your children have problems, you are not alone. Don't be ashamed of seeking help. Talk to school counselors, to a minister, or to friends and get their ideas of where you and your children can go for counseling. Take this step at the first signs of trouble; don't wait until the situation has gotten out of hand. Don't be afraid to ask your neighbors to help.

TV and Movie Violence

There are many opinions on the dangers of letting children watch too many violent movies or TV programs, but there are very few, if any, who claim this violence is good for them.

People who watch a lot of violent movie and TV shows become less sensitive to the horrors depicted; they begin to accept violence as a part of life — and this is bad. Children sometimes act out their fantasies and thereby hurt each other.

These days there are TV programs depicting police breaking as many laws as the criminals they are supposed to catch. This is not only unrealistic, but tends to make children watching these programs believe that the ends justify the means; that it is all right for police to break the law if they are doing it to apprehend the "bad guys." This, of course, contradicts a basic premise of American government, but children (and many adults) do not make fine distinctions.

It would be well for you as a parent to see the TV programs and movies your children are watching and decide for yourself whether or not you want them to continue watching certain types of shows.

If you don't take any action it is the

same as giving your implicit approval to moral values and actions that you may not in fact approve of. You may not be able to get your children to accept all of your values, but it is important to let them know where you stand.

Violence in the Family

Do the best you can to eliminate violence in your family. You may find it necessary to spank a small child. Verbal communication is not always effective with pre-schoolers.

However, by the time a child is school age there are effective systems of rewards and punishments available that don't involve violence.

Violence breeds violence. If your parents beat you, it is more likely that you will beat your children — but you can break the chain. You do not have to be violent.

We can't tell you how to raise your children but we would like you to consider the possibility that there are better ways than spankings or whippings. Just because your parents and their parents may have taken their kids to the woodshed doesn't make it the best way.

Child Abuse

One of the somewhat taboo topics of our enlightened age is child abuse. When abuse exists in a family every member of the family suffers — the parents, the abused child, and his or her brothers and sisters. In a larger sense, the whole human family suffers, because abused children grow up to abuse their own children, thus perpetuating a tragic cycle of abuse.

There are several forms of abuse: physical abuse or neglect, emotional abuse or deprivation, verbal assault, and sexual abuse. Abuse occurs whenever a parent dumps negative feelings, such as anger, on a child. The assault, whether verbal or physical, is abuse. The child's

behavior may trigger the abuse; it is *not* the cause.

Most parents engage in one or more forms of abuse at one time or another. This doesn't mean they have an abuse problem, only that they are human. However, when abuse is repeated so that it becomes a pattern, a parent would be recognized as having an abuse problem.

Why do parents abuse their children? There is no one answer to this question. What is seldom understood is that parents who abuse their children wish they didn't and experience intense guilt and anguish about their behavior. Parents who abuse children are in the grip of feelings that they are unable to control without help.

People often mistakenly think that when a parent has abuse problems, his entire relationship to the child is abusive. This is not so. Parents with abuse problems can and do relate to their children in healthy loving ways. Abuse is often only a small part of the parent-child relationship, but a part that the parent must have help in overcoming.

In the past the approach to the problem was to protect the child by removing him or her from the home. Parents have been punished socially and legally. We now know that taking a child from his or her parents can be as harmful to the child's emotional well-being as the abuse itself.

Early detection and help for the parents before the problem has become severe is a better solution to the abuse prob-

lem in most cases. If you recognize that you, as a parent, have an abuse problem, you can get help. Self-help groups, such as Parents Anonymous, give parents an opportunity to share their feelings with others who are experiencing the same problem. The toll-free number to call is 1-800-352-0336. The local number is 284-CARE.

If you know of a parent who may be abusing his or her child and you feel that the child is in physical danger through violence or neglect, you should call the local sheriff's office or police station, or Protective Services at 944-3214.

Law officers and social workers are knowledgeable about child abuse situations. They will be able to handle the problem with compassion.

An overwhelming majority of children who have been abused or neglected are returned to their parents. The parents are monitored for a period of time by welfare personnel to insure that the situation has improved and the children are safe.

* * *

BEING A PARENT is the greatest responsibility anyone can have. The most important things are to let your children know you care about them and to set the best example you can. Nobody has done the job perfectly. If your child gets into trouble at school or with the law — or if you have a child abuse problem — you are not alone. It is better to seek professional help before the problems get too big for anybody to solve.

WHAT TO DO IF YOUR CHILD IS MISSING

EVERY PARENT knows that children need to be watched. But no matter how careful you are, a small child can wander away.

If you do not locate your missing child within a short time, notify your local law enforcement agency at once.

You, as a parent, can assist a great deal if you will join the search and enlist your neighbors and the older children of the vicinity to help.

CHAPTER 10 THE LOCAL DRUG SCENE

The drugs people are using — their effects, their dangers — what you can do about drug problems.

EVERYBODY KNOWS that it is against the law to possess or sell certain drugs. The public has probably gotten more information and misinformation on mind-altering drugs than any other subject discussed in this booklet. In a drug-oriented culture like ours it is not surprising that we are bombarded with TV commercials extolling drugs. Nearly everyone uses some drug or other every day, except for members of a few religious groups and a very few other people.

The kind of drugs we are discussing in this chapter are those that affect the central nervous system, the emotions, and the mind.

The questions of why people use drugs — and whether they should or not — we will leave to another me. Rather than try to cover the entire drug scene (even in outline form it would take several books), we'll briefly consider just three aspects:

1. The effects of some drugs on human behavior.
2. The health hazards of using some drugs.
3. What people can do to cope with drug problems.

There are no two drugs that are alike. Each category has a different set of symptoms and effects on personality and

health. All drugs can be dangerous — narcotics and sedatives probably most of all; marijuana probably least of all. For these reasons, each category will be considered separately.

Alcohol

The use of alcohol is related to more crimes, automobile accidents, and other social problems than all other drugs combined. More than half the inmates of prisons and jails committed their crimes after excessive drinking. Alcohol is often used by armed robbers to get up the nerve to pull a job. An alarming proportion of deadly car crashes and pedestrian fatalities are caused each year by drunken drivers.

The incidences of job absenteeism, industrial accidents, and many diseases have been greatly increased by alcoholism. Most *violent* crimes have been committed, not by professional criminals, but by otherwise law-abiding citizens who lost control of their anger. Alcohol abuse is related to most of these crimes.

There are at least ten million people with drug-addiction problems in this country; nine out of ten are hooked on the most popular drug: alcohol.

The health problems connected with alcohol addiction are legion. Heart trouble, high blood pressure, brain damage,

and liver malfunction are just a few of the results of alcoholism.

However, if you like to drink a beer or two on a hot day — or have a little wine with your dinner — don't despair. Alcohol, like some other drugs, is relatively harmless when used in moderation. Some medical people say that a small amount can be beneficial. Life insurance statistics bear this out; people who drink moderately actually live longer than teetotalers.

Alcohol has been used for several thousand years and has always brought problems in its wake. The problems seem greater now because we have a much larger population. However, education and other factors have helped and the per capita consumption of alcohol in the United States has declined quite a bit during the last ten years. And we are a lot better off now than we were in 1830, for example, when the per capita consumption of alcohol (persons 14 and older) was more than seven gallons per year. Today that figure is under three gallons.

However, it looks like the problems relating to alcohol and other drugs will continue to be with us for some time.

Barbiturates

Used by some people as a substitute for alcohol, barbiturates such as Nembutal, Seconal, and Phenobarbital are highly addictive, more so than either alcohol or heroin.

Withdrawal from barbiturate addiction is very painful and likely to be fatal without medical help. A person might be able to kick heroin by himself, but he'd better see a doctor if he wants to get off of reds, goofballs, or yellow jackets.

People abusing barbiturates appear to be drunk, but they don't have any odor of alcohol on their breath. They can have a variety of symptoms, including drowsi-

ness, confusion, antagonism, and erratic behavior.

Barbiturates have been used medically as sedatives and pain killers, but doctors do not use them as much now as they used to. This is because of the dangers of addiction and fatal overdose. Newer drugs can provide the same medical benefits without as much risk.

Barbiturates are more dangerous when mixed with alcohol. This combination has been fatal for many people, including a number of famous show business celebrities. Many people have committed suicide, sometimes unwittingly, using barbiturates, either alone or with alcohol.

There has been a credibility gap in drug education programs in the past. Teachers have used scare tactics in an effort to dissuade youngsters from using drugs. They have exaggerated the dangers of some drugs. Unfortunately, this has caused young drug abusers to regard all warnings about drugs as exaggerations.

The tragedy is that, after youngsters find out that certain drugs aren't as dangerous as they were told, some of them experiment with drugs that really do imperil their lives. Barbiturates are in this category.

Recent studies indicate that barbiturates are *worse* than was previously thought. It is virtually impossible to exaggerate the jeopardy in those brightly colored capsules.

Quaalude and Sopors

Methaqualone, better known as Quaalude or Sopors, is a sedative (downer) like the barbiturates. It was originally promoted by the manufacturers as "safe and non-addictive," but experience has shown it to be both unsafe and extremely addictive. Like barbiturates, methaqualone is doubly dangerous taken with alcohol. Many fatalities have resulted from this combination.

People who abuse methaqualone become completely relaxed and uninhibited; after a while they nod out. It used to be prescribed as a sleeping pill or tranquilizer, but because of the abuse potential many doctors are shying away from it.

Methaqualone has one peculiarity that makes it especially dangerous for illicit use. Unlike other sedatives and narcotics, the amount of methaqualone needed for an overdose does not increase correspondingly with a user's tolerance, so that while it takes increasing amounts to attain the same degree of stoned-ness, the amount it takes to OD remains the same. Eventually heavy users will get to the point where they overdose before they get off.

Other Sedatives

Drugs such as Doriden (glutethimide) and chloral hydrate are sedatives, as are barbiturates, methaqualone, and alcohol. Though not as dangerous as barbiturates, they have a strong potential for abuse and they are addictive.

Tranquilizers

There are two main classifications of tranquilizers: the *major tranquilizers*, used in treating agitated psychotic persons, and the *minor tranquilizers*, used for less profound behavioral problems such as neuroses.

The invention of the *major tranquilizers* made it possible to do away with restraints on many institutionalized persons. The drugs in this group are all somewhat related. They include Thorazine, Compazine, Stelazine and a number of others. There is very little tendency for abuse of this group of drugs because, for one thing, their effects are not particularly pleasant. There are several dangerous side effects in using these drugs, especially over a long period of time.

The *minor tranquilizers* include a di-

verse variety of many types of drugs, whose effects vary quite a bit, depending on the drug, the person, and the setting. They are used medically in the treatment of anxiety, tension, and alcoholism. Among the many drugs in this group are Librium, Valium, and meprobamate (Miltown or Equinil). They have been used in relative safety for a generation, but they have also been abused.

Tranquilizers of both types are generally addictive if used for a long time (more than a year), but are relatively safe to use for a few months, if prescribed by a qualified physician.

One of the most common reasons for people being rushed to hospital emergency rooms is the use of tranquilizers with alcohol. The two drugs together can cause a severe reaction, such as a coma or death. Many people are aware of the synergistic effect of alcohol and other depressant drugs, such as barbiturates and narcotics, but they are not aware that mixing alcohol with tranquilizers causes much the same effect.

One of the major tranquilizers, Thorazine, was at one time routinely prescribed to calm persons who became agitated after taking LSD, but it has since been found that talking to such a person in a calm, reassuring voice is more effective. Also, because the effects of a drug called PCP (described later in this chapter) mimic those of LSD in some ways, Thorazine was on several occasions mistakenly prescribed, with very bad effects. Thorazine and PCP in combination have an extremely depressant effect on the nervous system.

Thorazine is useful for short-term medical purposes, but doctors have recently found that it causes atherosclerosis if used over a long period of time.

It is not usually a good idea to borrow a friend's tranquilizers. While they are

rarely dangerous for most people, they are dangerous for some.

Narcotics

Similar in some ways to the sedatives, narcotics are addictive and have a high potential for abuse. This category includes opium, heroin, morphine, codeine, and Demerol. Some cough syrups contain narcotics. A synthetic narcotic, methadone, is sometimes used in the treatment of heroin addiction.

A narcotics addict may appear normal. However, some of the acute symptoms include flushing, drowsiness, constipation, and highly constricted pupils. Heroin users often have needle tracks (scabs and scar tissue) in the skin inside their arms and elsewhere.

Heroin is generally regarded as the most dangerous narcotic. While it doesn't cause physical deterioration like alcohol does, the chance of death from an overdose is much greater. Because of the legal difficulties in obtaining hypodermic needles, there is a risk of hepatitis or yellow jaundice from the use of unsterilized needles.

Heroin has historically been associated with organized crime. The huge amounts of money generated by heroin trafficking have long helped finance organized crime lords, who use their wealth to terrorize small businessmen, bribe dishonest politicians, and hire assassins to kill their enemies.

Organized crime bears much of the responsibility for the epidemic of burglaries, shoplifting, car thefts, and other crimes in the Bay Area. This epidemic has kept pace with the rising rate of heroin addiction.

Once a person becomes addicted to heroin, he or she needs ever increasing doses of the drug to avoid the severe pains of withdrawal. At the high street prices a heroin habit can cost \$50 to

\$300 a day. Many addicts turn to burglary, pushing, and other crimes as the only way they can get this kind of money. Very few are able to hold jobs that pay enough to support the habit.

Since fences pay only a fraction of the value of goods stolen, an addict has to commit an awful lot of burglaries to get the money he or she needs.

Even though there are harsh penalties for pushers — and many of them have been convicted — the heroin trade seems to increase every year. No punishment seems to be enough to deter trafficking in heroin; there is too much money in it.

If some way could be found to take the swollen profits out of pushing, the risk would not be worth it to the criminal. This would have three benefits: (1) It would reduce the number of new addicts. (2) It would cut the numbers of burglaries and other crimes. (3) It would take an important source of funds away from organized crime.

The WeTIP program has had some success in helping apprehend pushers. An operator takes phone calls from persons having information on sellers of hard drugs like heroin. A special procedure preserves the anonymity of the callers and screens out crank or malicious calls. Arrests are made only after investigation. Rewards up to \$500 are given in cash, after convictions of the pushers, through secret postal locations. No personal contact is ever made with the informants. More than 600 convictions have resulted from this program. The WeTIP toll-free number in California is 1-800-472-7785.

Stimulants

There are a number of drugs under the general classification of stimulants. Some are very dangerous; some are not.

Caffeine — found in coffee, tea, cola drinks, and some medicines — is a mild stimulant, with a moderate potential for abuse.

Nicotine is a stimulant. It is contained in tobacco and in some insecticides. It is covered separately later in this chapter.

Cocaine used to be one of the ingredients of Coca-Cola and various patent medicines until it was outlawed many years ago. It is a mild stimulant in small doses, but large doses are dangerous. In the form of a white powder, coke, as it is called, is either sniffed through the nose or injected. Prolonged sniffing can cause a perforated septum of the nose.

The most hazardous of the stimulants (with the possible exception of tobacco) are the *amphetamines*, which include Benzedrine, Dexedrine, and Methedrine. Known by various nicknames (bennies, beans, whites, crosstops, speed) the amphetamines can be used moderately with little ill effect. Unfortunately, many users become abusers.

Amphetamines have been used (usually illicitly) by truck drivers, waitresses, and students to stay awake during long nights of work or study. Athletes have used them in the belief that their performances would be improved. They used to be prescribed by doctors to treat obesity.

Because of the dangers of abuse, the laws restricting usage of amphetamines have been tightened in recent years.

Methedrine is by far the most dangerous of the group. It can cause permanent damage to a person's nervous system.

The signs of amphetamine use range from cheerful alertness to abnormal aggressiveness. A heavy Methedrine user (speed freak) may have a tremor of the hands, chapped lips, bad breath, and offensive body odor.

Sometimes speed freaks become paranoid. They don't like being touched. They have been known, in extreme cases, to break into homicidal rages, injuring or killing themselves or others. Usually, however, they sit around in a state of

confusion, unable to make simple decisions.

It has been said that nobody can stand being around a speed freak — except another speed freak.

Bad speed is often diluted with anything white: baking powder, strychnine, cleanser, etc. It causes abscesses and swollen lips and eyes. If injected there is a risk of hepatitis or yellow jaundice from the use of unsterilized needles.

Fortunately, the amphetamines are not physically addicting. Many heavy users have quit voluntarily by themselves. However, medical and psychological help is recommended.

Tobacco

There are some good things about tobacco. Some people get a lot of enjoyment out of smoking. You aren't likely to be arrested for using it. And tobacco takes a long time to do its dirty work — usually 20 years or more — so you don't have the immediate risk you would have with other drugs.

The drug content of tobacco is nicotine, which is, as we have said, a stimulant. Regular smokers don't notice the stimulant effects because they have built up a tolerance, but beginning smokers are usually aware of a pounding heart beat, sweating, and other symptoms.

The bad thing about tobacco is that it will eventually kill you, if you don't die first from some other cause. Smoking has been proven to cause cancer, emphysema, high blood pressure, heart attacks, and other fatal symptoms.

It is true that some moderate smokers have lived to be more than 100 years old, but there are virtually no *heavy* smokers that reach a ripe old age — or even close to it.

There is hope. If you quit smoking, even after many years, you have a good chance of survival. One of the miracles

of the human body is its ability to regenerate itself even after long periods of abuse.

PCP (Phencyclidine)

This is a not-so-well-known drug that has been used as an animal tranquilizer. It is very dangerous for humans. Many people have used it without knowing it, because drug sellers pass it off as something else, such as mescaline, LSD, psilocybin, etc. Because the users themselves don't know what they have taken, many bad trips blamed on LSD, for example, were actually caused by PCP.

PCP is also called angel dust, hog, and crystal. The latter was formerly a nickname for methedrine.

The symptoms of PCP use include hallucinations and weird "body trips." Irrational violent crimes have been committed by people on PCP. Unlike LSD, it can cause permanent damage to the nervous system. PCP is far more dangerous than LSD and should not be taken by anyone who has respect for his or her body and mind. PCP is a bad drug.

Psychedelic Drugs

The best-known psychedelic drugs include LSD, psilocybin, mescaline (from peyote), DMT, and STP (DOM). They produce unusual visual imagery, increased sensory awareness, and other more subtle effects which some users have described as "consciousness expansion."

Sometimes users have impaired coordination and may not be able to cope with the simplest tasks while on psychedelic trips. There is sometimes nausea and a feeling of anxiety.

Psychedelic drugs make a profound temporary change in consciousness which has caused some users to panic. There is usually a quick return to normality. More serious cases respond to psychotherapy, according to the severity of the underlying psychopathology, most of them within a short time.

There have been no deaths or damage to body organs from the direct physical effects of LSD even with large doses or chronic use. However, people on psychedelic trips should not be left to shift for themselves. They are often not cognizant of ordinary reality. Sometimes they have fallen out of windows or walked casually in front of speeding cars.

The best way to take care of persons tripping out on LSD or other psychedelics is to talk to them in a calm friendly manner. Do not leave them alone. Reassure them that they will be OK in a few hours.

Trips last from six to twelve hours, depending on the drug used and the dosage. One of the most noticeable indications of a person on any psychedelic drug is the extreme dilation of the pupils; the eyes look like they are almost all pupil.

LSD has been used successfully in treatment of alcoholism and to reduce the fears of people with terminal illnesses. There have been encouraging experimental uses of the drug in psychotherapy, but most experiments have been curtailed by federal and state legislation.

Marijuana

Easily the most controversial drug of the past decade, marijuana has been described as mildly psychedelic. Users report feelings of relaxation and euphoria. They often have increased interest and enjoyment in sex, food, and music.

There is occasionally some alteration of time perception.

Marijuana smokers are easily amused and sometimes can be found laughing and giggling for no apparent reason. They can watch a sunset or a bug crawling on a leaf and feel completely happy, at least for the moment.

Marijuana comes from a plant, *cannabis sativa*, that grows in any temperate or tropical region. This is the same plant

that hemp, for making rope, comes from. Many birdseed mixtures you can buy at a pet store or supermarket contain degerminated cannabis seeds.

Marijuana has more nicknames than any other drug. Some of the most popular are pot, grass, mary jane, tea, weed, bhang, and stuff. Cigarettes made from it are called joints. The more concentrated forms of cannabis are hashish (hash), hash oil, khif, and Thai sticks.

It can be difficult to identify a cannabis user. The drug does not noticeably impair coordination or speech like alcohol does. Many users get red eyes, but this symptom can have other causes.

There are several hazards to marijuana use. People who are stoned sometimes find it hard to concentrate on what they are doing or to remember the simplest things. Although some potheads can work effectively all day at a job, some cannot.

While some high school students claim to be able to study and smoke grass at the same time, the evidence points the other way for most students.

Habitual grass smokers have a tendency to avoid solving problems. They often seem to develop passive, non-competitive attitudes.

For better or worse there are a lot of people smoking grass. More than 80% of the current high school population of Contra Costa has at least tried it. A large number of adults smoke it. The drug has appeared at many social gatherings, especially those which include young adults or teenagers.

Whether you are aware of it or not, the chances are that you know someone who smokes pot.

One hopeful sign is that most cannabis smokers are moderate in their habit, using the drug only during leisure time. Many researchers have noted a tendency for people to smoke less marijuana as

they grow older. The former hippies of the 60's have mostly settled into quiet, productive lifestyles, smoking grass now and then, but without the evangelical fervor of their youth.

Cannabis and its active ingredient, THC, have been used successfully to treat glaucoma. Before it was outlawed, physicians used it to treat depression, tension, loss of appetite, and sexual maladjustment. There are many legally authorized experiments now being performed by qualified researchers to determine the value of cannabis for medical purposes.

Other Drugs

There are many other drugs which affect the mind, including glue, gasoline, nitrous oxide, belladonna, nutmeg, anti-depressants like Ritalin and the MAO inhibitors, amyl nitrite, and hundreds of others. There isn't space in this booklet to discuss them all, but none on the above list are recommended for recreational purposes, whether they are legal or not.

Sniffing glue or gasoline, particularly, should be avoided like the plague; these drugs have caused too many fatalities already. Nitrous oxide (laughing gas) is used by dentists to keep their patients calm. It is not dangerous if properly mixed with oxygen, but some people have unknowingly killed themselves by breathing it without the required oxygen. Belladonna has been used in witchcraft; nobody has ever had a good trip on it.

Drugs and Pregnancy

Pregnant women should avoid all drugs, especially in the first three months. It may come as a surprise to many people, but three of the chief offenders among drugs that cause chromosome damage are alcohol, tobacco, and caffeine. It doesn't pay to take chances. If you're pregnant, cut down or eliminate *all* drugs from your diet, including cigarettes, coffee and beer. And it goes without saying,

don't let anybody take X-rays of any part of your body while you're pregnant, including your teeth. Nuclear and X-ray radiation are more serious dangers to chromosomes, genes, and unborn children than any drug. Insecticides are also extremely dangerous in this respect.

What You Can Do

You may not be able to change the drinking or other drug habits of any sizeable number of people, but there is at least one person whose habits you have a lot of influence over: *you*.

If you have a problem with alcohol or any other drug — or if you know someone else who does — help is available. Alcoholics Anonymous, various Discovery Centers, and other institutions are listed in the phone book. The county government operates methadone clinics and various other medical and mental health services, including alcoholic rehabilitation. You can get information from almost any minister or rabbi, whether or not you belong to a religious group. Your doctor can be a great help.

Alcoholism and other drug problems are often beyond an individual's capacity to handle alone. It is no disgrace to have such a problem. Doctors consider drug abuse to be like a disease. The sooner you seek help, the better chance you'll have for a good recovery.

Before using any drug, legal or illegal, find out about the risks to your health and sanity from that particular drug. There are many books at the public library discussing every aspect of the drug scene, pro and con.

You don't have to take any one person's word on whether a drug is harmful or not. You can read about the researches and opinions of various experts and make up your own mind.

Remember, all drugs are different. Just because you've used one with no bad

effects, it doesn't mean you won't have a bad experience with some other drug.

Many street drugs are not pure. In some cases they are not at all what they are claimed to be. Some drug dealers have no conscience — and some are just plain ignorant. Heroin, speed, and cocaine are adulterated more often than not. Methedrine is often substituted for cocaine. People who think they are getting LSD or mescaline may be dosing themselves with the far more dangerous PCP, as we have mentioned. Many pushers are ruled only by greed and will rip you off if they can get away with it.

Another important factor to consider is the risk of legal penalties. The drug experience might not be worth it if you're caught.

Young people are particularly vulnerable to drug abuse and often suffer emotional problems caused by bad trips. Parents who suspect that their children are abusing alcohol or other drugs should make it their business to find out what is happening — and seek help through one of the appropriate agencies listed above.

Nobody is suggesting that parents should report their children to the police for using drugs. However, it is important to get psychological or medical help.

* * *

THERE ARE NO simple solutions to drug problems. There are many different mind-altering drugs. Each has different effects. Even the least harmful have enough hazards to instill caution in any rational person — and some are so dangerous that they should be avoided at all costs.

If you or someone close to you can't cope with a personal drug or drinking problem there are many avenues of help. The important thing is not to let the problem get out of hand, but to seek help now.

CHAPTER 11

BABY-SITTING SUGGESTIONS

Simple precautions for the safety and protection of baby-sitter and children.

BABY-SITTING is an important, responsible job. It is usually pleasant and not too demanding. There are hazards, but these can be overcome by following the suggestions in this chapter. People who hire babysitters should have them read this chapter.

Traditionally, baby-sitting has been performed by teenage girls and boys and elderly people to earn pin money, but anyone can be a sitter, including grandmothers, who usually do it free.

If you are a baby-sitter you are at a slight disadvantage from the start. The parents know well the problems and personalities of their children; you must try in a short time to learn them.

If you are a teenager you should not accept a baby-sitting job unless your own parents are home or where you can reach them easily. You and your parents should meet the people you are sitting for.

If possible, it is a good idea to visit the family and get to know the children before your first baby-sitting job for them. Familiarize yourself with the area so that you know how to get to your job and how to get home.

Make sure your parents know the name, address, and phone number of the people you'll be working for. Inform your parents of the time that you expect to return home. Have a parent drive you

or walk with you to your baby-sitting job, if possible. These days, unfortunately, it's not too safe to walk or bicycle alone at night.

First Things

Before the parents of the children you are sitting for leave, here are some things you should do:

- Memorize the address where you are. In an emergency you may need it in a hurry.
- Inquire as to whether any of the children have a medical condition or require special attention. Be sure you know how to administer medicine, if needed, and in what doses.
- Familiarize yourself with the regular routine of the children — such as their bedtimes, TV and snack privileges, etc. If you are to feed the children, make sure you know when and what you are to give them.
- Obtain the address and phone number of the place where the children's parents will be. Find out when they expect to be home.
- Make sure you have emergency phone numbers for police, fire department, family doctor, and hospital.
- Find out to operate the furnace, air conditioner, TV, or any other appliance you should know about. Know the loca-

tion of the master electric switch and of a flashlight that works.

- Get permission if you plan to use the TV, stereo, etc.

While Baby-Sitting

Take all needed precautions for the safety of the children and yourself:

- Lock all doors, including the garage doors. Secure all windows and screens.

- Remember, most home injuries involving small children occur in the kitchen. Make sure that the children don't have access to cleaning agents or other toxic substances. Keep them away from the stove and other dangerous appliances.

- If anyone comes to the door that you don't know, don't open it. Speak through the door. *Don't* tell the visitor you are the baby-sitter or that you are alone with the children. If in doubt about a visitor, call the people you are working for — or the police.

- When answering the phone, say "hello" NOT "James residence." Don't let the children answer the phone. Find out who the caller is and write down his or her name, phone number, and message. *Never* let the caller know that you are a baby-sitter! Say the person asked for is unable to come to the phone at the moment. If the message seems important, call the people you are working for.

Be courteous and calm on the phone, but hang up on discourteous callers. If you receive a mysterious or obscene phone call, telephone the police.

- Don't explore drawers, medicine chests, etc. Don't touch any guns the people may have in the house.

- It is not appropriate to invite friends or a date over while you are baby-sitting, unless you have the permission of your employers. Remember, you have a big responsibility.

Strange Noises

In another's home you may hear sounds that seem strange to you. Most of the time they are quite ordinary — blinds flapping, shrubs or trees rubbing against the house, etc. When you hear these sounds, locate and identify them. If you cannot identify a strange noise, and it persists, call the police.

If you see a prowler outside, immediately call the police. Try to speak in a calm, normal voice. Don't forget to give the address where you are. Stay on the phone until the officer tells you to hang up. Make sure you and the children stay inside until the police tell you it's clear.

Outdoor Safety

If you are baby-sitting in the daytime and the children are permitted to play outside, be sure it is a safe area. Don't let them play near machinery, large ditches, or a swimming pool — full or empty. Observe all traffic laws if taking the children for a walk. Never speak to strangers or allow the children to do so. Don't let the children play with strange animals. Watch the children constantly!

Going Home

You should arrange to get a ride or be escorted home by the people you are sitting for or by your own parents. If you get a ride home, be sure the driver waits until you are safely inside. If the people you are working for seem intoxicated, don't let them drive you home. Call your parents.

* * *

It's A BIG responsibility being a baby-sitter, but it is satisfying and fun to do the job well. If you stay alert and remember the suggestions we have given you, you should have no trouble. If you feel the least bit uneasy or in danger, you can call your parents or the police.

CHAPTER 12

CON GAMES AND CONSUMER FRAUD

There are thousands of ways to be cheated — this chapter will help you avoid most of them.

BUNCO ARTISTS and their ilk are among the most inventive and persuasive criminals. If they were honest they could probably make a good living in show business or as salespeople. The confidence game has hundreds of variations, some of them quasi-legal — in the gray area of ethics. The object is to trick you out of your money (preferably cash) and give you little or nothing in return.

If a stranger offers to let you in on a secret plan to get rich — or guarantees to cure your arthritis — watch out! If you read an advertisement that's too good to be true — it probably is.

Beware of door-to-door pitchmen peddling home improvements. It doesn't hurt to check their credentials and their references. If there is a problem, call the police.

Above all don't be rushed into signing any contracts you don't understand. Consult your banker or lawyer. If a deal is legitimate it will most likely still be available tomorrow.

This chapter will describe many of the con games and other frauds that are going on these days and give you some ideas on how to cope with them. However, there is no way to list all the possible ways you could be gypped. You'll

have to rely on your common sense and a few simple rules:

- Don't be intimidated by high pressure sales pitches.
- Don't discuss your personal finances with strangers.
- Don't expect to get something for nothing.
- Don't draw cash out of your bank at the suggestion of a stranger.
- Don't be rushed into signing a contract.

- *Do* call the police and report any approaches that seem fraudulent to you.

Following are described some of the common confidence games and consumer frauds you may come up against.

The Pigeon Drop

This is the classic con game. In spite of repeated news stories and warnings in the media, the pigeon drop in one form or another has cheated thousands of victims. It works something like this: You are approached on the street by a stranger who engages you in conversation. When the stranger gets your confidence he or she mentions a large sum of money found by someone else, who happens to pass by at that moment. You are led to believe that whoever lost the money came by it unlawfully. You and your two new friends talk about what to do with the

money. One of them goes off to consult with his or her boss, a lawyer with a convenient nearby office.

He or she returns and says that the lawyer has counted the money and verified the amount; and he says that, as the money undoubtedly was gained illegally, the three of you should keep it and divide it three ways. *But* each should show evidence of financial responsibility and good faith. You get talked into drawing your "good faith" money out of the bank. Then one of your new friends takes it to the lawyer. You are given the lawyer's address and told to go there for your share. Of course, you find there is no such lawyer. When you look for your new friends they are gone.

When you read about the pigeon drop, you wonder why anyone would fall for it. However, bunco artists are charming and very persuasive in person.

The Phony Bank Examiner

The victims of this scheme are upstanding citizens who are anxious to do their share in fighting crime by cooperating with law enforcement. This is one of the variations: A person claiming to be an investigator comes to your home. (He or a confederate has spent a lot of time in lines at bank teller's windows to observe the identities and account numbers of wealthy depositors.)

The "investigator" is very serious. He may bring along deposit slips or other easily obtained documents from the bank to convince you of his identity. He tells you that one of the tellers is suspected of stealing money from depositors and he asks to see your bank book. Then he tells you that bank records show a much smaller balance in your account.

He says he wants to make a test to see what the suspected employee will do when you draw all the money out of your account. He suggests that you go to the bank, draw out the money, and

let him use it for a test. Advised of the need for "absolute secrecy" and that the money must be in cash "to check serial numbers," you ignore the teller's concern when you draw out all your money. You give the money to the "investigator" and he gives you an official-looking receipt, thanks you for your cooperation, and assures you that you'll get your money back by bonded messenger.

Unfortunately, the chances are that you'll never see your money or the "investigator" ever again.

Medical Quackery

No form of deception is more cruel than the kind which takes not only your money, but your health and perhaps your life. Any person who *guarantees* to cure a disease is likely to be a charlatan. Investigate before you pay money for a "miracle cure."

Some food fads can be dangerous, too. Consult your doctor before making any radical changes in your diet.

Hearing Aid Sales

If you are an older person or hard of hearing a salesperson may gain entry to your home by promising a free hearing test. Again, investigate before you buy! Make sure anyone who sells you a hearing aid is licensed to do so by the Board of Medical Examiners, as required by law. And, as we've said before, don't be rushed or intimidated into signing any contract.

Referral Selling Schemes

You are led to believe that if you buy a certain product you'll get a discount for each of your friends who buys the product. However, the product could turn out to be overpriced and unsalable — or the company might claim to know nothing about the discounts that the salesperson promised you.

Another scheme to be wary of is the "pyramid club" or multi-level distributor-

ship organization. You attend an "opportunity meeting" where you are indoctrinated with stories of how people made \$100,000 a year by being distributors in their spare time. All you have to do is recruit other people into the program; then you'll make money both from their sales and from the sales of their recruits, and so on. Unfortunately, after you become a distributor you find that instead of getting rich you have a garage full of products which you can't sell. The "catch," as a prerequisite of earning \$100,000 a year, is that you have to recruit, for example, one person a week. Then, theoretically each recruit must in turn recruit one person a week. What they don't tell you is that, at that rate of growth, at the end of 22 weeks every person in America would have become a distributor. Two weeks later everyone in the world would also be a distributor. This can be shown mathematically.

Many multi-level distributorship schemes are illegal. Some of them are franchises and are required to comply with California's Franchise Investment Law. A good rule to follow is, "Investigate before you invest!"

Retirement or Recreation Land

It's a good idea to consult a lawyer or licensed real estate broker before buying land advertised by mail order or promoted by strange salespeople. You can also contact the California Division of Real Estate (there's an office in Oakland) or the Federal Department of Urban Housing, Office of Interstate Land Sales Registration, D.C. 20411. One or both of these agencies may be able to give you information about the seller of the land. As we've said before, it doesn't hurt to check.

The "Free Offer"

Beware of the solicitor who tells you that you just won a free sewing machine or other product. All you have to pay for

is a five-year service contract. Check this offer out; you may find that the service contract costs more than the usual price of the sewing machine!

Also watch out for people who lead you to believe you've been chosen to be featured in an advertising campaign because you are a community leader or a model homemaker. All you have to do is sign a contract. Make sure the contract doesn't include losing your home if you don't keep up the payments. The "advertising campaign gimmick" is sometimes used by shady sellers of home improvements who operate barely within the law. *Even if you've been cheated you can sometimes be held legally to the terms of whatever it is that you've signed.*

Asphalt Driveway and Roof Sealing

A common bunco operation in the home improvement category involves crews of itinerant "repairmen" who go door-to-door. They offer to oil your roof (to seal leaks) or resurface your driveway. They make grandiose claims about their special sealer, offering you a ten-year guarantee against leaks. Their prices sound ridiculously low. What you get is a roof or driveway covered with a substandard grade of oil, which washes off with the first rain.

Work-at-Home Schemes

If a newspaper ad says that you can make money by sewing, knitting, or whatever at home, asks for a small registration fee and a sample of your work — beware! One such offer drew 200,000 replies. Nobody qualified and none of the money was returned.

Business Opportunities

If a business franchise, say for a hamburger place, seems to be a big bargain, it might not be legitimate. You could end up paying a lot of money for a worthless name and non-existent services from the company.

Be cautious about getting into "easy money" in the vending machine business. Check out the market area first. Ask operators of restaurants and stores if they want vending machines in their places.

Talk with your banker or the Better Business Bureau before investing in any enterprise.

Bait-and-Switch Advertising

If a store runs an ad for an item you want at a ridiculously low price, that's the "bait." If you get to the store and the bargains are all gone — or the salesperson knocks the advertised item and tries to get you to buy something else, that's the "switch." This tactic, as often practised, is illegal. Report it to the police.

Other Deceptive Advertising

Claims of unusual discounts, factory or wholesale prices, special purchases, etc. can be exaggerations. Compare prices at other stores to see if you're really getting a bargain. Ask the salesperson to show you proof of the original price.

The List Goes On and On . . .

Most dance studios provide good instruction well worth the money, but beware of those who use unethical high pressure to entice you. Some correspondence schools exaggerate the opportunities for employment for their graduates; talk with people in the profession and find out if you can get a job when you've finished the course. Watch out for strangers who offer to sell you a color TV at a terrific bargain. And if a stranger says he or she can remove a curse from your money or can bless it or work some magic to double it — well, now that you've read this far, we hope you'll be at least a little skeptical.

* * *

THERE ARE MANY LAWS to protect you from consumer fraud and various con games, but in the long run you have to stay alert and watch out for yourself. You don't have to be suspicious of every salesperson or stranger, but don't put yourself in a position to be cheated. The examples in this chapter and your own good common sense will arm you against most bunco artists.

"I don't know a thing about crime. What can I do?"



CRIME IS A COMMUNITY PROBLEM, NOT JUST A POLICE PROBLEM

Learn what you can do.
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CHAPTER 13 PREVENTING BUSINESS CRIME

*Ways to protect business firms
from shoplifting, burglary, armed robbery,
and internal theft.*

CRIMES against businesses are costly to business people and consumers alike. Shoplifting, bad checks, burglary, robbery, credit card fraud, and internal theft are the principal crimes that plague business people today — and the costs of these crimes are usually passed on to their customers. Shoplifting alone is estimated to add from 2% to 15% to the retail price of goods sold, depending on the type of store and its location.

This chapter will cover the principal means of preventing crime in the business community. For more detailed information, business people are advised to consult local law enforcement organizations and professional security consultants.

Preventing Burglary

By instituting prudent security measures, many firms have succeeded in reducing commercial burglary. Many of the measures outlined in this booklet for dealing with residential burglary also apply to commercial burglary therefore, business people are advised to reread the first five chapters with this thought in mind.

The first step is to secure all points of entry. Some of these, like roofs, storefront windows, and light wells, won't seem obvious at first. Stand outside your

store or office and plan how you'd get in if you were a burglar.

The same precautions regarding locks and key control apply to businesses and homes alike. Use sturdy deadbolt locks. Whenever key-holding employees leave their jobs, have the locks rekeyed.

Storefront windows are vulnerable, especially if you display valuable goods. By installing tempered or laminated glass windows that resist blows you can reduce the chances of being hit by smash-and-grab thieves. You can also be protected by iron screens or decorative grilles, fastened at night, but removed during the day, like shutters.

Transoms, skylights, ventilator shafts, air vents, and manholes should be protected with steel mesh screens or bars. Check with the fire department to make sure you're not blocking fire exits.

Bright lights, both inside and outside, can discourage burglary attempts. Burglars don't want to be seen by police patrols or passersby. Clear or trim shrubbery that burglars could hide in. Keep ladders, ropes, tools, etc. locked up. Burglars could use them to gain entrance.

Guards and private patrol officers can help protect the premises. By pooling resources a group of businesses can hire a patrol and reduce their individual costs. Trained watchdogs may be the answer

for some types of businesses, such as lumber yards and construction sites.

Don't keep a lot of cash around the premises if you can avoid it, especially at night. By making frequent bank deposits you can protect against sizeable thefts and also make your place less attractive to burglars.

Safes are good protection for money and documents. Before you buy one, learn the difference between a fire-resistant and a burglar-resistant safe. The first is good protection against fire but easy to break open. Burglar-resistant safes also guard against ripping, smashing, and chopping, as well as fire.

Almost any safe can be opened by a burglar who knows what he is doing — if he has enough time. Put your safe where it can be seen by passersby. Don't hide it where a thief can work on it in privacy. Remove your safe's wheels or casters and anchor it, especially if it is small. Otherwise a burglar who is unable to open it on the premises can carry it away and smash it at his leisure in an isolated place.

Operation Identification can be applied to businesses as well as to residences. Mark adding machines, typewriters, and filing cabinets used in your office. If you are a contractor or own a repair shop, mark your tools and equipment.

Alarm Systems

If you think you need an alarm system, it's a good idea to consult an expert. There are many types. Don't buy one from the first salesman you see. You could end up paying more than you can afford for a system that doesn't do the job. There are many reputable alarm companies. Ask neighboring merchants, police, and security consultants to give you first-hand information about their experiences.

Robbery Protection

Anybody might be robbed, but the prime targets for holdups are take-out restaurants, grocery and liquor stores, taxicabs, and service stations. However, if you keep large amounts of cash on hand you can join this list regardless of what type of merchandise you sell.

The first step (as with preventing burglary) is to make frequent bank deposits or otherwise keep down the amount of cash available. Vary the routes and times of your trips to the bank.

Armored car service might be worth considering to guarantee the delivery of your deposits and minimize risk. A dual-control safe, which can only be unlocked by the armored car guard and the store manager, will cut your losses in case of robbery. A decal on the safe, identifying it as a dual-control type, may discourage robbery attempts.

Keep your windows uncluttered and the interior well lighted. Robbers don't want to be seen by passing police patrols.

If you see suspicious people hanging around, don't hesitate to ask the police to investigate.

A surveillance camera on the premises is a powerful deterrent. Alarm companies lease these cameras and service them regularly.

Many retailers install footrail switches, cash drawer contacts, and holdup buttons. Because potential robbers may not know they are there these alarms are not necessarily deterrents, but they serve to notify the police during or immediately after a holdup and may help in apprehending criminals.

If Your Store is Robbed

During a holdup your main concern is the safety of the store's customers and employees. Don't resist!

Train yourself and your employees to note distinguishing characteristics of rob-

bers, such as height, weight, color of eyes, hair, skin, etc. Notice unusual details like scars, limps, and tattoos. Police suggest two easy ways for estimating height: compare the robber to a familiar structure in the store or mark the front door frame with various heights. If you can describe the gun or other weapon used it can be very helpful to the police. Also notice if the robber touches anything which might provide fingerprints. Door handles, counter edges, cash register keys — any surface touched — should be covered with newspapers until the police arrive.

A note of caution: don't let the robber notice you memorizing details of his or her appearance. Some robbers will kill you on the spot if they think you are planning to identify them later.

Watch Out for Shoplifters!

Shoplifting has become a common crime, usually committed by housewives and teenagers who are otherwise law-abiding citizens. There are also a few professional thieves who make their living by fencing goods stolen from store counters.

Here are some of the telltale signs of a shoplifter at work:

- Most shoplifters are nervous. They look all around to see if anybody is watching. When a clerk politely approaches them, they act startled.
- Shoplifters often stay in one part of the store, circling round and round certain counters, but never buying anything. Sometimes they carry merchandise from one part of the store to another, as if they can't make up their minds.
- Shoplifters often walk into a store carrying boxes, newspapers, briefcases or shopping bags. You don't have to suspect every customer who carries such items, but it doesn't hurt to keep your eyes open. Also, a customer who wears a

heavy coat on a hot day might be up to something.

- In some clothing stores shoplifters have been able to try on garments and just walk out wearing them. In grocery stores and drug stores they have been known to switch price tags, paying a low price for an expensive item.

- Sometimes shoplifters work in teams. One creates a disturbance — complaining loudly or staging a faint — while the other steals without being noticed.

Prevention

To prevent shoplifting, you should do two things: (1) let customers know that you are alert — and (2) control access to merchandise.

Attentive sales clerk can be helpful to legitimate customers and reduce shoplifting at the same time. Shoplifters like privacy; they don't want to be helped. Cashiers should know prices and use common sense.

Your store should be arranged so that clerks have visibility of all aisles.

Neat merchandise displays, kept filled, permit salespeople to notice right away if something is missing. Use locked glass display cases for small expensive items. Valuable goods may also be placed behind the counter, out of reach. Don't put high-priced items near the front door.

Fish-eye mirrors and one-way viewing windows can help deter shoplifters, but don't rely on these devices entirely. Shoplifters know that if they can't see the clerk in a fish-eye mirror, he can't see them. And they are often willing to take a chance that there isn't somebody always watching behind the one-way viewing windows.

Tamper-proof price tags, that rip if somebody tries to peel them off, help defeat price tag switchers. Electronic tags set off an alarm if a customer tries to

walk past the door with merchandise not paid for.

Law enforcement people will gladly help you set up a program for preventing shoplifting in your store.

Apprehending Shoplifters

What do you do to catch a thief? The first thing is to be absolutely certain that the shoplifter has actually picked up an item in your store and walked *out* of the store with it in his or her *possession*. You should have at least one witness. If you lose sight of the shoplifter for an instant, don't apprehend! You could risk a suit for false arrest if you seize a shoplifter who has already dumped the stolen merchandise back on your counter. Some con artists intentionally fool retailers into thinking something was stolen, let themselves get caught, then sue for false arrest.

You must be able to prove the item was stolen from your store. This is difficult if the item was put in a normal place — a lipstick in a purse, for instance.

Fear of false arrest prevents many retailers from apprehending shoplifters; thus the problem has gotten out of hand in some stores. You have to be willing to let shoplifters know that you mean business; that you will prosecute. If you take a tough stand, shoplifters will find out about it and do their stealing elsewhere or not at all.

To successfully prosecute, you must be able to prove your case. You are urged to consult law enforcement people before approaching any suspected shoplifters. It is important to catch these thieves and punish them, for their sake as well as for yours. First offenders are usually given small fines, and this nips many criminal careers in the bud. Those who get away with their early crimes may keep going till they get to the penitentiary.

Bad Checks

When you permit your customers to pay by check you are taking a risk. But if you don't take checks you could be losing business.

It is safer to take local checks from people you know, but even these can be a problem. The person writing checks on insufficient funds or on a closed account will usually claim innocence and careless bookkeeping. Collecting on these checks will often be time consuming or hopeless, and criminal prosecution is difficult.

Stolen, forged, or fraudulent checks are obviously cashed with criminal intent, but even when the passer is caught and prosecuted the money is usually gone and you may never receive restitution.

The following suggestions may help minimize losses:

- Before you accept any checks, consult your local law enforcement agencies. They will have special rules on what information they will need from you to investigate bad checks, such as name of clerk cashing check, what ID was used, etc.

- Don't cash out-of-state checks, two-party checks, post-dated checks, or checks which have been erased or altered. Watch out for checks not printed with the maker's name and address. Don't cash checks presented by juveniles — unless you *know* they're OK.

- Accept proper identification only — driver's license plus one or two other ID's. Never accept a Social Security card as ID. Compare photo with the person presenting the check. Compare the signatures on the ID and the check.

- Unless you know the customer well, don't cash a check for more than the amount of purchase.

- Stay alert! If you are fooled by a bad check, remember that prosecution depends on your being able to remember

the transaction and identify the passer. Some stores take a photo of each person presenting a check; some put the customer's thumb print on the check as proof of identity.

Credit Cards

Do not accept a credit card unless it is signed. Compare the signature on the card against the signature on the sales slip. Don't hesitate to call the credit card company to verify the validity of the card. Check the card expiration date. If a person acts suspiciously, hold the card and call the police. Many cards are stolen!

Short Change Artists

The essence of short change artistry is to confuse the cashier in the middle of a transaction. For example, a customer puts a \$10 bill on the counter to pay for a small purchase. Then he says, "Oh, I didn't realize I had a dollar bill here." The customer takes his change *and* the ten from the cashier and hands it all back, saying, "Here, give me a twenty instead." If you fall for this routine, you lose \$10.

A short change artist may be friendly and give the appearance of being sincere. If caught, he or she will innocently claim confusion — or angrily threaten a lawsuit. These are the most difficult thieves to arrest and prosecute because of inability to prove intent.

The best defense you have is to be alert and keep cool. Take one transaction at a time and complete it before you start another. Always take the customer's bill and put it on (not in) the register before counting out change, so there is no confusion about the size of the bill received and how much change is due.

Till Tappers

Till tappers usually work in pairs. One diverts the cashier's attention away from the open cash drawer by a trick, such as

accidentally dropping a coin on the floor behind the counter. While the cashier bends over to pick it up, the till tapper grabs a handful of bills and stuffs them into pocket or purse.

The best way to protect yourself is, again, to stay alert. Don't take your eyes from an open cash drawer. If you have to look away, close it. Develop the habit of letting every customer know that you have noticed him or her. Legitimate customers enjoy being noticed, but thieves want to stay anonymous. When leaving the cash register, close it, lock it, and remove the key. Call the store owner, manager, or police if you notice anyone loitering suspiciously in the store.

Internal Theft

It is very difficult to be sure all your employees are honest. It is a good idea to check references for anyone you plan to hire. Most employees are honest, but those who aren't could cost you plenty.

Here are some of the ways employees have stolen from their employers:

- A customer pays for an item with exact change. The clerk doesn't ring it up and takes the money.

- The clerk sells merchandise to friends at a discount.

- When a shopper forgets to take a sales slip the clerk keeps it and uses it for "personal purchases."

- The employe on the loading dock accepts delivery of merchandise, then transfers part of it to his car parked nearby.

- When a store mails out orders a clerk addresses one to a friend's house.

- A trusted bookkeeper tampers with entries to steal funds.

Some ways to detect employee thefts include the following: Review cash register tapes to make sure that transaction numbers are consecutive. Watch out for too many "no sale" transactions on the tape. A large number of overrings and

voids could be suspicious. If you notice a daily pattern of small overages, someone may be stealing.

Police specialists or security consultants can give you more information on catching employee thefts. You would be wise to consult them if you are suspicious.

If you are absent from your business part of the time, it may be a good idea to hire a shopping service to check your cashiers.

Prevention

Preventing internal theft can be accomplished to a great extent by instituting a crosscheck for every key job. In a large business one person orders merchandise, another records hours worked, a third makes out payroll checks. Owners of small businesses can't always divide up the duties too narrowly. It is prudent to make unannounced spot checks on various procedures.

Cash register controls are especially important. Each checker should have his or her own cash drawer, counting all cash received at the beginning of the shift and signing the register tape. Each sale should be rung up separately and in sequence.

Each customer must be given a sales receipt. As each item is rung up, the checker should call the price aloud. This makes underringing difficult to do without being caught. All voids and overrings over a certain amount should be signed by the store manager. When the cash register tape runs out it should be replaced immediately. Employees should not be allowed to ring up sales for members of their own family or for themselves.

Other control measures: Check all merchandise against invoices. Keep storage rooms locked. Make all disbursements with printed serially numbered checks. Keep checks and checkwriting equipment under lock and key. Mark all

paid invoices so they can't be used a second time. Establish definite policies on prices, discounts, credits, and returns.

Insurance

Insurance does not stop crime, but it will reimburse you for losses sustained in a burglary or robbery, from employee theft, etc. If you buy insurance, read the policies carefully and be sure you know exactly what is covered. There are many types of policies. You may also want to buy fidelity bonds to reimburse you if your employees steal from you.

Any insurance broker or agent can tell you what kinds of crime insurance are available, including some types of policies backed by the state or federal government. In some cases you will have to install strong locks and possibly an alarm system to qualify.

Neighborhood Alert

Neighborhood Alert (described in Chapter 1) can be adapted to the business community. Meet with owners and managers of nearby businesses to discuss common problems. Join or start a merchants association in your area. Invite the police department to send a speaker to one of your meetings to outline ways you can cope with burglars, bad check passers, robbers, and shoplifters.

* * *

THE CRIME PREVENTION METHODS outlined in this chapter have been applied successfully by many business firms in Contra Costa County and elsewhere. These methods are basically a common-sense approach to reducing crime opportunities. There are many details that couldn't be covered in a booklet of this size. If you own or manage a business you are urged to consult your local law enforcement people to plan the best protection for you, your employees, and your business property.

CHAPTER 14

HOW POLICE INVESTIGATE

There are many steps leading to the apprehension and conviction of criminals.

WHEN YOU report a crime one or more police officers are dispatched to the scene. Emergencies and crimes involving violence take priority and may delay the arrival of police to investigate a case of petty theft, for example. However, citizens may be assured that law enforcement people in Contra Costa are doing their best to get an officer to all crime scenes as soon as possible.

The officer conducting a preliminary investigation determines what crime has occurred by talking with witnesses and the victim or victims. He or she inspects the crime scene for the purpose of identifying and collecting any important physical evidence. An evidence specialist may be assigned to the case. A report will be filed by the investigating officer, according to local practice.

The likelihood that an investigation will result in a criminal being caught or stolen property recovered depends upon the information you furnish and upon whatever information the police can develop.

If you or someone else can identify the offender or the police can track the offender down through examining reports of similar crimes or through evidence such as fingerprints, there is a

good chance of catching the offender. Otherwise the likelihood of identifying the person is very slight, unless he or she is arrested for committing some other crime and confesses to the crime you have reported.

Sometimes small bits of information from seemingly unrelated crimes are pieced together to identify the culprit.

For example, a burglary victim might have seen a certain make and model car driving away from the scene, but not have noted the license number. A few days later, in another neighborhood, someone may see the same car cruising slowly with several young men inside apparently casing the homes along the way. This witness gives the license number to the police, who find stolen property in the car when they go to question the suspects.

If you have given the officer the serial numbers or other positive identification of stolen property, it may be returned to you if it is recovered. The police inspect pawn shops regularly to check for possible stolen property. Also, some items that were stolen are turned in to police stations by people who find them after they have been discarded by thieves. Often the police arrest an offender with stolen property in his possession.

Evaluation of Reports

Each crime report is evaluated to determine whether or not there is enough evidence to continue the investigation. If there is, the report is assigned to an investigator, who will take all possible steps to identify and arrest the offender and to recover any property which may have been stolen.

If there is not enough information to

warrant an extensive investigation the report is filed for reference and for comparison with crimes or incidents which may be reported later.

The Follow-Up

If the crime you have reported is being investigated, you may be informed by telephone or by mail of the results of the investigation. However, if the information available does not make investiga-

WHAT TO DO IF YOU ARE ARRESTED

YOU MAY NEVER see the inside of a jail cell, but mistakes can happen. Whether you or the police made the mistake, here are some suggestions on how to get through the experience:

- Don't resist. You may protest your innocence verbally if you wish. Police have the right, once they've arrested you, to search, fingerprint, and photograph you.
- You will be allowed to make at least two phone calls, but they may be your only two. Don't try contacting a lawyer or bail bondsman yourself. Call a friend or a relative, who can make as many calls as are needed to get you out of jail.
- Tell the police your name, address, occupation, etc., but don't make any statements without legal advice. Always wait for an attorney to advise you before making or signing a confession. However, information about your background (not related to the crime) may help you get released on your own recognizance rather than having to pay bail.
- In certain crimes the police can release the arrested person with a citation, on promise to appear later in court. This is not an admission of guilt. If the arrested person refuses to sign the citation, he or she must be taken to jail.
- If you bring cigarettes into jail with you, share them with other prisoners to avoid fights.
- Don't panic. Most of your fellow prisoners are not hardened criminals. But don't be too friendly; some of them may be drunk, drugged, or belligerent.
- If you're released, be sure to show up for your court appearance when you're supposed to — or you could go back to jail.
- Consult an attorney as soon as possible. If you can't afford one, you can be represented free of charge by the public defender.
- Don't "waive time" or waive your right to a jury trial without legal advice.

tion feasible, you probably won't hear anything unless the offender is apprehended for some other crime and is then successfully linked to the crime you reported.

If you are not contacted by the police following the preliminary investigation and you feel that there was sufficient information upon which to base a successful investigation — or if you have further information — you should call the police yourself. You will be given an explanation of whatever action that has been taken on the case.

The Trial

If the offender is apprehended and brought to trial, your testimony may be the key to a conviction. If a witness or a victim will not testify to the facts of a criminal act, there can be no trial. It is not easy to be a witness; you may have to leave your job or your home and spend a day or more in court. And there may be some delays; they just can't be helped.

However, remember that someday you may yourself need a witness to come forward to assist you and tell all that he knows. If that witness is too busy or

afraid, you may be a loser in the long run. People who refuse to volunteer as witnesses for others are injuring themselves. The criminal could go free to find another victim. The safety of your streets and home depends on witnesses and victims coming forward to tell what they know.

* * *

NOT ALL CRIMES can be prevented, as is all too clear to anyone reading a newspaper. However, offenders can be apprehended, convicted, punished, and — hopefully — rehabilitated or at least deterred from criminal activity. This process can prevent future crimes being committed by those who are caught, at least while they are in jail. Early apprehension of young "amateur" offenders is thought to have stopped many criminal careers before they started. Furthermore, the punishment of offenders is said to deter other potential criminals.

It is important for a citizen to testify, as a witness or as a victim, to bring offenders to justice. The police and courts cannot operate without the cooperation and involvement of citizens.

LET'S GET TOGETHER AND ZERO IN ON CRIME

THE CRIME PREVENTION COMMITTEE OFFERS:

- Rotating monthly meetings, with guest speakers
- Workshops on leadership of crime prevention programs
- Subcommittees, including Information, Media, Program Evaluation, Techniques/Training, Citizen Training, Finance

CRIME PREVENTION COMMITTEE OF CONTRA COSTA COUNTY
2280 Diamond Boulevard (Suite 360) Phone 798-2572

CONCLUSION

You have every right to protect yourself from crime and violence, but you don't have to become mean.

AFTER READING this booklet you may feel a little depressed. There has been, chapter after chapter, an accent on the negative aspects of human relations: burglary, armed robbery, sex crimes, automobile theft, and so on.

Please remember that the great majority of people are *not* criminals. They are law-abiding and peaceful because they prefer to be that way, not because they are afraid of punishment. Even those who do commit crimes are not all bad; many sincerely regret their mistakes and want to do better. Many crimes are committed in a moment of drunkenness or anger that might be the only blot in an otherwise law-abiding lifetime.

Crime is ugly. But the people who commit crimes are just human beings. Consider this fact: 90 per cent of the population have at one time or another committed some act for which they could be put in jail or the penitentiary if caught. Note the words of John Brad-

ford, who said, on observing a criminal on the way to being executed, "There but for the grace of God go I."

Take the warnings in this booklet seriously. You have a right to protect yourself from violence. You should take every precaution you can against being ripped off.

However, you can be careful without being unfriendly. Not every teenager who comes to your door asking to mow your lawn is planning a burglary. Most "wrong numbers" are human errors. Very few salespeople are bunco artists.

Every human relationship involves some risks. A smile — or, at least, ordinary courtesy — involves very little risk and will make life more worthwhile.

It is hoped that reading this booklet will make you aware of the risks of living in a free society and that you will protect yourself and your family . . . but that you won't let yourself become mean and suspicious.



For further information on any subject discussed in this booklet, call
CRIME PREVENTION COMMITTEE OF CONTRA COSTA COUNTY
2280 Diamond Boulevard (Suite 360) Phone 798-2572

GLOSSARY

Abduction — the unlawful carrying away of a man's child or ward for the purpose of marriage or immoral intercourse.

Abet — to encourage or advise another to commit a crime. To aid by approval.

Accessory — one who knowing that a crime has been committed, aids, assists, or shelters the offender with the intent to defeat justice.

Accomplice — a person concerned in the commission of a crime, whether he directly commits the offense or aids in its commission. All principals or accomplices to a crime are equally guilty; therefore, the driver who waits in the getaway car during a robbery is as guilty of murder as the accomplice inside the building who fires the fatal shot.

Acquit — to find a person not guilty of the crime charged.

Appeal — the transfer of a case to a higher court, in which it is asked that the decision of the lower court be altered or reversed.

Arson — crime of willfully or maliciously burning real or personal property.

Assault — to attack violently by nonphysical means.

Attempt — to make an effort to commit a crime.

Bail — the money deposited with the court to get an arrested person temporarily released.

Bail Bondsman — one who furnishes bail or bond for another.

Battery — any willful and unlawful use of force or violence upon another person.

Blackmail — the extortion of money or anything of value by threats of subjecting someone to criminal prosecution or revealing something injurious to his reputation; something of value extorted by such threats.

Bribery — the offering or accepting of any undue reward to or by a public official in order to influence his official actions.

Bunco — the act of obtaining money or other valuables from a person through deceit or trickery. This includes such confidence games as "pigeon drop," "false bank examiner," "short change artists," misrepresentation of goods by salesmen, etc.

Burglary — entry into a house, apartments, store, warehouse or other building, or into

a motorhome, trailer, or automobile, when the doors of such vehicle are locked, with the intent to commit grand or petty theft, or any felony.

Citation — an official summons giving notice to appear.

Contempt of court — disobedience to the court by acting in opposition to the authority, justice or dignity thereof. Punishable as a crime.

Conspiracy — an agreement between two or more persons to commit a criminal act.

Conviction — the finding of a person guilty of a criminal charge.

Corpus Delicti — the complete set of elements necessary to constitute a particular crime.

Crime — an offense against public law, providing a penalty against the offender.

Defamation — unlawful attack, either written or oral, upon the reputation of another person.

Defendant — the person sued or charged in a court action, whether criminal or civil.

Disturbing the peace — interruption of the peace, quiet and good order of a person, neighborhood or community, particularly by unnecessary and distracting noises.

Embezzlement — the fraudulent taking of property by a person to whom it has been entrusted.

Entrapment — the act of officers or agents of the government in inducing a person to commit a crime not contemplated by him, for the purpose of instituting a criminal prosecution against him.

Evidence — testimony, physical objects, documents, or any other means used to prove the truth of a fact at issue in a court proceeding.

Extortion — the act of obtaining something forcibly from someone unwilling.

Felony — a crime punishable by imprisonment in a state prison or with death. Every other crime or public offense is a misdemeanor except those offenses that are classified as infractions.

Fence — a person who makes a business of purchasing or receiving stolen goods from criminals.

Fine — the financial punishment levied against a lawbreaker, by the courts.

Homicide—the killing of a human being by another human being.

Infraction—a minor offense punishable only by a fine.

Injunction—a court order whereby a person is ordered to do, or restrained from doing a particular thing. Not enforced by the police without an additional court order to that effect.

Intoxication—an abnormal state induced by a chemical agent (such as a drug serum, toxin or alcohol).

Kidnap—to carry an unwilling person away by unlawful force or fraud.

Malicious Mischief—(Vandalism) willfully injuring or destroying the property of another person.

Manslaughter—the unlawful killing of a human being without express or implied malice.

Misdemeanor—a crime punishable by a fine, or imprisonment in the county jail for not more than one year or both.

MO (Modus Operandi)—Method of operation. The repeated pattern that criminals use while committing their crimes.

OR (Own Recognizance)—a written promise to appear in court without making bail.

Penal Code—a collection of statutes relating to crimes, punishment, and criminal procedures. This is the portion of the law most frequently used by police officers.

Perjury—the crime of knowingly giving false testimony in a judicial proceeding while under oath to tell the truth.

Plaintiff—a person who brings an action; the party who complains or sues in a personal action and is so named on the record.

Plea—the answer that the defendant makes to the charges brought against him.

Plea bargaining—an agreement by the court and the defendant whereby he will plead guilty to a lesser charge and the original charge is dropped.

Principal in crime—same as an accomplice.

Prosecution—a criminal action; a proceeding instituted and carried on by due process of law, before a competent court, for the purpose of determining the guilt or innocence of a person.

Rape—unlawful sexual intercourse with a woman against her will, usually accom-

plished by physical violence, or threat of violence, but it may be committed when the woman is drunk, unconscious, feeble-minded, or otherwise unable to resist. Statutory rape is where the female is under the age of eighteen, even though giving her consent to the act.

Reasonable cause—a set of circumstances that would make one believe that a criminal act had been committed.

Recidivist—an habitual criminal.

Robbery—taking of the personal property from the person, or immediate presence of another, against their will, accomplished by force or fear or with a weapon.

Search warrant—an order to a peace officer, issued by a court, directing that a certain location be searched and that certain specifically described property, if found, be seized and delivered to the judge. A search warrant can be executed only by a peace officer and is valid for ten days from issue.

Shoplifting—stealing displayed merchandise from a store.

Slander—the speaking of base and defamatory words tending to prejudice another in his reputation, office, trade, business or means of livelihood.

Summons—an official order to appear in court.

Subpoena—an order issued by a court requiring the attendance of witnesses in a case.

Theft—the felonious taking and removing of personal property with the intent to deprive the rightful owner of it.

Grand Theft—the theft of property valued at more than two hundred dollars.

Petty Theft—the theft of property valued at two hundred dollars or less.

Tort—a civil wrong, against an individual.

Trespass—to unlawfully enter privately owned lands, real property, or structures of any kind without the consent of the owner, his agent, or the person in lawful possession thereof.

Waive—to surrender or renounce some privilege or right.

Warrant—a precept or writ issued by a competent officer or magistrate, authorizing an officer to make an arrest, a seizure, or a search or to do other acts incident to the administration of justice.

Witness—one who testifies under oath.

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