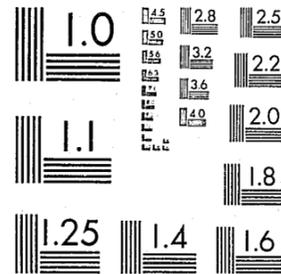


National Criminal Justice Reference Service



This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

DATE
FILMED
3-21-83

CR Stat
7-6-82

Discussion Leader's Guide RESIDENTIAL BURGLARY

82371

U.S. Department of Justice
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material in microfiche only has been granted by
Office of the Attorney General

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

82371



Office of the Attorney General
Governor's Council on Criminal Justice

HELP! STOP CRIME!

FOREWORD
From the Attorney General

Since the beginning of HELP STOP CRIME! in 1972, residential burglary prevention has been a program area that has been vigorously stressed by crime prevention officers around the state. Burglary is a pervasive crime with the potential for personally touching every Florida citizen. The only way that the magnitude of this crime will ever be reduced is through the positive preventive steps taken by each individual working in cooperation with their local law enforcement agency.

This Discussion Leader's Guide is a part of the revised and expanded Residential Burglary Educational Package. The package contains a comprehensive 32 page booklet for the house, apartment or mobile home dweller and a variety of media materials which include billboards, bus advertising, newspaper advertising, posters, security survey forms and HELP STOP CRIME! Neighborhood Watch stickers. It is an extensive media campaign aimed at reaching the largest possible cross-section of the population.

We know, through statewide research that HELP STOP CRIME! has conducted, that a large percentage of Florida residents are aware of our programs - both locally and on a statewide level. But awareness is only the initial step. If we have awareness without reciprocal action on the part of the individual, we have not been totally effective. Only when people are putting prevention into practice on a daily basis will we see any long-term, concrete results.

The Discussion Leader's Guide is intended to aid you in bringing the message of preventive action to your community. You will note that the HELP STOP CRIME! program philosophy puts major emphasis on the areas of Neighborhood Watch, security hardware, Operation Identification and proper crime reporting procedures. You are urged to coordinate your efforts in these four areas. We hope this guide will prove to be a useful tool in organizing the vast bulk of information which we are attempting to share with the citizenry.

OFFICE OF THE ATTORNEY GENERAL
The Capitol, Tallahassee, Florida 32304 • 904/488-5804
Bob Graham, Governor Jim Smith, Attorney General
Governor's Council on Criminal Justice

INTRODUCTION

This Discussion Leader's Guide is based on the Residential Burglary Educational Package Action Plan developed by HELP STOP CRIME! in conjunction with the Residential Burglary Revision Committee. The information contained herein parallels that of the new residential burglary booklet but an outline form has been maintained as an aid in planning and presenting public education programs.

HELP STOP CRIME! has expanded its scope in the newly revised residential burglary material. An attempt has been made to include prevention information for mobile homes and apartments in addition to the single family dwelling. Although security hardware advice comprises the bulk of the package (because this requires the most detailed explanation to be comprehensible to the layman), no cost common sense tips, the neighborhood awareness concept, Operation Identification, advice on alarm systems and proper crime reporting procedures are all equally important to a total educational effort and should be appropriately stressed. In other words, HELP STOP CRIME! is taking the posture that a wide range of material should be available to the public in order to gain a broader base in the community.

The media campaign - billboards, bus advertising, newspaper ads and posters - will be uniform in relaying the message of "Don't Gamble on Burglary, Secure Your Home." The word "secure" will hopefully be perceived as having much broader connotations than merely better hardware. It is then the crime prevention personnel's role to fill the gap between the awareness that the different media will generate and the bringing to fruition of preventive action steps on the part of individual residents.

ACKNOWLEDGEMENTS:

HELP STOP CRIME! owes a debt of gratitude to the many people who helped make the new Residential Burglary Educational Package a reality. Without their invaluable comments and recommendations, the task of putting together this comprehensive package would not have been possible.

Revision Committee Members:

Betty Ann Good, President, Citizen's Crime Watch, Miami
Sergeant Richard F. Dengler, Dade County Public Safety
Department, Miami

Sergeant F. Lewis Etzler, Hialeah Police Department
Sergeant Russell Davis, Collier County Sheriff's Office,
Naples

Officer George Baker, Duval County Sheriff's Office,
Jacksonville

Sergeant Harold "Beau" Taylor, Seminole County Sheriff's
Office, Sanford

Lieutenant Joseph Muffoletto, Daytona Beach Police
Department

and

Julian Hamilton, Visitor Relations Administrator, Division
of Tourism, Florida Department of Commerce, Tallahassee

DISCUSSION LEADER'S GUIDE
FOR
RESIDENTIAL BURGLARY EDUCATION PROGRAMS

The purpose of any educational package in the field of crime prevention must necessarily be to reach the largest segment of the population possible. HELP STOP CRIME!'s attempt to reach this point of total education is perhaps not being realized due to the continuing importance placed on the crime prevention speaker's role in delivering basic security information to the public. This role is indeed an important one but its scope, in terms of reaching the maximum number of citizens, is limited at best. The groups that the crime prevention officer is addressing are by and large composed of the citizens who are aware of a particular problem and who are usually willing to take some sort of positive action - e.g., civic groups, church organizations, other clubs. The members of these clubs represent a small portion of the total residents of the state and it is almost a certainty that these groups will continue to request crime prevention via a formal presentation.

It follows that crime prevention, especially residential burglary education, must strive for a broader base in the community. There must be an active movement to address the citizen who has not been exposed to this information and who will not actively seek out the sources for this information in the community. Therefore, the Action Plan, as a composite of the information HELP STOP CRIME! wishes to stress in all facets of the media, must address itself to this problem. Specifically, the production of an initial printed piece will contain complete enough information to enable the resident (house, apartment, mobile home) to precipitate positive preventive measures. The burden of active pursuit of information on the citizen will then be somewhat eased, resulting in a more total saturation of the community.

The above mentioned problems are real ones, regardless of how idealistic or hypothetical the solutions may seem. New materials should be developed within the scope of reaching heretofore unaddressed segments of citizens - both in the printed and simultaneously developed collateral materials (radio, T.V., newspaper, outdoor advertising).

Residential Burglary Action Plan (II)

A. STATEMENT OF THE PROBLEM

- 1) The introduction could begin by listing figures for dollar amount of property stolen in a given year in the state, contrasted to amount actually recovered and returned to proper owner.
 - a.) A burglary occurs every 10 seconds nationwide.
- 2) Statement that the citizen is really the only one that can decrease the rate of residential burglary by employing preventive measures. This should be stated in such a way that it will facilitate motivation. Prevalent apathy must be overcome.
- 3) Crime of opportunity that police cannot prevent. Burglary usually committed by amateurs who find a way to gain easy access.
- 4) Even though you may have homeowner's insurance, it usually doesn't cover everything and usually only pays partial value (considering depreciation, sentimental value, etc.) of stolen property. Insurance is fine - after the fact - but should not be considered a preventive measure.
- 5) Most residential burglaries occur during the daylight hours while no one is at home.
- 6) This booklet will supply you with the information you need to dramatically decrease your chances of becoming a victim.

B. COMMON SENSE

- 1) For purposes of maintaining reader's attention, "common sense" tips could possibly be scattered throughout the printed piece, highlighted by eye-catching graphics or blocks. These no-cost tips could also be stressed in different types of PSA's.
- 2) Report suspicious persons or activities in your neighborhood to the police. A burglar usually doesn't look like a burglar.
- 3) Lock all doors even when gone momentarily - down the street to the store, visiting neighbors, etc.
- 4) Lock the front door when working in the back yard and vice versa.
- 5) Never leave notes that can inform a burglar that your house is unoccupied.
- 6) Don't hide keys under the mat, over the doorsill - or anywhere outside.
- 7) Keep your garage door and any doors leading from the garage to the house closed and locked - whether you're home or not.

Residential Burglary Action Plan (II)

- 8) When going out for the evening make your house appear to be occupied by leaving lights on in different rooms and perhaps a radio. A bathroom is a good place to leave on a light.
- 9) When moving into a new dwelling have tumblers in all exterior locks changed. This can be done inexpensively by a licensed locksmith.
- 10) Check who's at the door before opening it to strangers. A wide angle viewer is easy to install and inexpensive.
- 11) Require identification from all repair and delivery personnel. If in doubt, check the authenticity of the identification by calling the company before letting the person in your home. Check I.D. through the peephole viewer.
 - a.) Do not allow children to open the door to strangers.
- 12) If someone comes to the door asking to use the phone for an emergency, offer to make the call for them but don't let them in your house.
- 13) Do not reveal your name, phone number, address or other personal information to unknown callers. Don't tell a stranger that your neighbor is not at home. Never give out information that you are alone or when you will be away. Instruct children to do the same when answering the phone.
- 14) When going on vacation: (or leaving town):
 - a.) Don't publicize vacations ahead of time. Burglars watch for newspaper accounts.
 - b.) Notify the police of your plans. They will keep an eye on your house when they're in your neighborhood.
 - c.) Stop deliveries of mail and newspapers or ask a friend to pick them up while you're gone.
 - d.) Arrange to have the lawn mowed.
 - e.) Leave information on where you can be contacted in an emergency with a trusted neighbor and ask them to keep an eye on the house.
 - f.) Give your house a lived-in appearance. A residence that presents a lived-in appearance is a deterrent to burglars.
 - g.) Have a neighbor park in your driveway or in front of your house.
 - h.) Have a neighbor occasionally use your garbage can.
 - i.) Put automatic timers on several lights and a radio. Set them so they will turn on and off at random times in different rooms - especially the bathroom. Don't leave lights on 24 hours a day.
 - j.) Leave drapes in a normal position to maintain a lived-in appearance.
 - k.) Turn the bell on the telephone down to low.

Residential Burglary Action Plan (II)

C. EXTERIOR

- 1) Exterior conditions of your home which are not conducive to concealing a burglar will act as a psychological deterrent.
- 2) Keep shrubs trimmed away from windows and doors so as not to provide a convenient hiding place for a burglar.
- 3) Maintain adequate exterior lighting especially on vulnerable access points to your home. Some power companies offer a bright security lamp and post at a nominal monthly charge.
- 4) Don't leave ladders around the exterior of your house where they can be used by a burglar to gain entrance.
- 5) Don't leave valuables such as lawnmowers, bicycles or tools in the yard or an open or unlocked garage or shed. Your tools could be used to break into your home.
 - a.) Keep garage door closed and locked at all times.
- 6) Display house number conspicuously and have it well illuminated. This will aid the police or other emergency vehicles to find your house quickly if summoned. Urge your neighbors to do the same - you may be calling for them or vice versa.

D. SPECIFIC SECURITY HARDWARE INFORMATION

- 1) This section will employ copious, detailed graphic illustrations to supplement the written material. In this way the reader will have a working knowledge of basic security devices and can make informed decisions as to the appropriate devices to purchase and employ.
- 2) DOORS
 - a.) Besides describing different types of doors and strongly recommending solid wood core (or possibly reinforced hollow core) "cut-away" diagrams of various types of doors should accompany this section.
 - b.) The importance of solid doors must be stressed, especially in light of the futility of mounting a good deadbolt lock on a hollow or foam core door.
 - c.) Hinges should be diagrammed. If they are of the exterior type they should be pinned (diagram and explanation) or replaced by tamper resistant type.
 - d.) The door should have a wide angle viewer (180°) to avoid opening the door to check who is there. These are inexpensive, easy to install.
 - e.) Sliding glass doors are a particularly easy target for the burglar. The locks they come equipped with are usually quickly pried open. The doors are easily removed from their tracks unless properly secured. To prevent removal of door, install screws in track so frame just clears the head of the screw (diagram). Diagrams of the different types of sliding glass door auxiliary locks should be included (key locks, anti-slide bolt, pinned frames).

Residential Burglary Action Plan (II)

- f.) Jalousie doors present another security problem. They are easily defeated by a burglar and offer no security. The best solution to this problem is to replace them with solid wood core doors. If this is not feasible, the door can be covered with heavy gauge metal mesh.
- g.) Double doors (diagram). The inactive door can be adequately secured by installing cane bolts ($\frac{1}{2}$ " diameter x 12" long on both top and bottom of door.
- h.) The door leading from a garage to the house should also meet all the above criteria for security.

3) LOCKS

- a.) The purpose of this section should be to give the citizen enough basic security hardware information so they can make a sound decision on the type they should employ. The amount of money spent on security hardware should be proportional to what is being protected. But by the same token, purchasing security hardware which meets the minimal technical requirements outlined below may also save you from bodily injury or death. Since prices for security hardware differ depending on the area, the manufacturer and differences in cosmetic features, it is suggested that the buyer "shop around."
- b.) A chain latch on your door is no security at all. The best way to check a caller's identity is by the use of a wide angle viewer or peephole. Chain latches are easily defeated and can readily be ripped off of the door with minimum pressure.
- c.) A common type of lock in many homes and apartments is the key-in-knob or spring latch type. (diagram) This particular lock is easily defeated by the most amateur burglar with a credit card or screwdriver inserted between the latch and the strike plate. This lock offers no security and should be augmented by a single or double cylinder deadbolt lock or rim type or surface mounted lock. The dead latch (diagram) is similar to the spring latch lock but has a small bar which will not permit opening with a shimming device. This is a poor security device and should be replaced.
- d.) A single cylinder deadbolt lock (diagram) should be mounted on a solid wood core door when there is no breakable glass within 40 inches of the interior locking mechanism. The single cylinder deadbolt lock has a thumb turn piece on the inside.
- e.) A double cylinder deadbolt (diagram), which is key operated from both the interior and exterior should be used when there is glass within 40 inches of the interior locking mechanism. (CAUTION: The use of a double cylinder deadbolt lock can be a fire escape hazard. If this type of lock is used while the home is occupied, either leave a key in the lock or hanging somewhere near the lock. Children should be trained in the use of this lock and know the exact location of the key). When the dwelling is unattended, the key should be hanging out of the reach of a burglar who may break the glass.

Residential Burglary Action Plan (II)

- f.) Both single and double cylinder deadbolt locks should meet these basic criteria to be a good security device. (This section will be augmented by a detailed diagram pointing out the different technical features).
- 1) The bolt must extend a minimum of 1" and contain a hardened insert.
 - 2) The cylinder guard must be tapered or spherical in design to make it difficult to grip with pliers or a wrench. It must be made of solid metal - not a hollow casting or stamped metal - and preferably be able to turn freely.
 - 3) The connecting screws that hold the lock together must both be on the inside. There must be no exposed screw heads on the exterior of the door.
 - 4) The connecting screws must be at least $\frac{1}{4}$ " in diameter and screw into solid metal stock - not screw posts.
- g.) When shopping for a deadbolt lock, you may wish to take the above diagram and description to a locksmith or hardware store to be sure the lock you buy meets all of the requirements.
- h.) Rim type or surface mounted locks use a vertical or horizontal dead-bolt locking mechanism. (see diagram). These locks are mounted on the interior surface of the door. A rim type lock is good security if it is the interlocking (jimmy resistant) type. (This lock can only be used on doors that swing "in").
- i.) Proper installation of this lock is extremely important. The strike should be secured to the door jam with minimum 2" wood screws. The lock must be through bolted to the door with carriage bolts. DO NOT USE WOOD SCREWS TO MOUNT THE LOCK. (diagram)

4) WINDOWS

- a.) (diagrams with the different types of windows and ways to secure each).
- b.) Double hung or sash windows can be easily and inexpensively made secure. The window can be pinned by drilling a hole at a slight downward angle through the first sash and into but not through the second sash. The window can then be pinned with a strong nail. Additional holes may be drilled for pinning the window in a slightly open position.
- 1) Several types of keyed locks are available for double hung windows. They are inexpensive and easy to install.
 - a) Master key all window locks for convenience and train children in their use.
 - 2) The thumb turn locks in the center of most double hung windows offer very little security.
 - 3) A stick or wood dowel can be securely wedged between the top and bottom portions of the window.

Residential Burglary Action Plan (II)

- c.) Awning type windows are difficult to secure. The removal of the operator handle on the interior adds some security. Keep the handle handy in case of an emergency. Awning windows should be tightly closed to enhance security.
- d.) Sliding glass windows can be secured in the same manner as sliding glass doors. Pins through the frame, screws in the track or key locks can all be used.
- e.) Casement windows provide good security. Keyed locks are also available for this type window for additional security. Make sure the latch works properly and the operator handle has no excess play.
- f.) Jalousie windows are a very high security risk and should be replaced if at all possible. They can be secured by installing metal grating on the inside of the window area with a quick release feature in the event of fire. One window in every bedroom on the ground and second floor should be left uncovered as an added safety. At a comparable cost to installing grating, the windows can be replaced with another type which offers better security.

5) PADLOCKS AND HASPS

- a.) Padlocks should be of case hardened steel construction with a minimum 9/32" shackle. The lock should have a double locking mechanism on both the heel and tow of the shackle. It should be of heavy body construction with a minimum five pin tumbler.
 - 1) The bottom end of the padlock may have a key number stamped on it. This number should be obliterated and recorded elsewhere to eliminate the possibility of unauthorized key duplication.
- b.) The hasp should be as strong as the lock and have no screws or bolts visible when secured (diagram). Screws which hold the hasp in place should be as long as the material holding them will allow. If installed on metal, carriage bolts with large washers should be used to prevent prying of the hasp.

6) Diagram and checklist for a step by step "do-it-yourself" security survey of a residence. (See attached).

7) As a second line of defense, the resident may wish to consider a security closet for storage of valuables which are kept in the home. This closet should be equipped with solid wood core door with hinges with non-removable pins and a good quality deadbolt lock.

8) ALARMS

- a.) Under consideration is a guideline for purchasing an alarm system which would be supplemental to the larger printed piece. (See attached)

Residential Burglary Action Plan (II)

E. OPERATION IDENTIFICATION

- 1) Operation Identification is the engraving of your valuables with your Florida driver's license number to deter burglars and also to prove ownership should the article be stolen and recovered by the police. (Do Not mark valuables with your Social Security number. Federal regulations governing the identity of Social Security registrants makes the numbers next to impossible to trace). Permanently marked valuables are more difficult for the burglar to dispose of and many times he won't bother stealing these items.
- 2) Electric engravers or diamond tipped pens are usually available from your local law enforcement agency or can be purchased inexpensively from a hardware store. You should mark your valuables FL followed by the 12 digit alpha-numeric code number on your driver's license. If you are not a driver and are over 18 years of age any Florida Driver's License Issuing Station will issue you a Department of Motor Vehicles I.D. card. This I.D. card will have the same alpha-numeric code number for purposes of identification as a driver's license. This is then coded into the Motor Vehicles' computer for information retrieval in the event that marked stolen property is recovered by police.
- 3) Valuables which can not be marked, such as antiques, silver, china, coins, etc. should be photographed in detail with a complete description of the article on the back of the photograph.
- 4) A valuable property list will be included in the printed material. The list will contain spaces for the article, manufacturer, model, type or style, and serial number. This valuable property list should be filled out completely and stored in a safe place. Credit card numbers should also be recorded in this way.
- 5) After you have marked your valuable property, display the Operation Identification sticker on all exterior doors to advertise the fact. This may act as a deterrent to a potential burglar.
- 6) HELP STOP CRIME! will develop two sizes of plastic stickers. One size will be for homes and a smaller size will be for use on bicycles and for display on automobiles which have marked tape players or C.B. radios. The larger size sticker will be available in two types for different mounting conditions - either gummed on the front or back side. The smaller sticker will be gummed on the back side.

F. NEIGHBORHOOD AWARENESS

- 1) In this section we should give a general outline of what comprises a neighborhood awareness or crime watch program. HELP STOP CRIME! is also considering publishing a more complete handbook for establishing a residential, condominium or business crime watch program for use by law enforcement agencies or groups of citizens who are interested in initiating this concept. This handbook would be similar to that used by Citizen's Crime Watch in Dade County.

Residential Burglary Action Plan (II)

- 2) Citizen participation is one of the most effective tools against crime. The job of stopping burglary, robbery and rape is impossible for the police to accomplish alone. Crime Watchers are networks of neighbors trained by crime prevention officers in home and self protection, suspect identification and how to serve effectively as additional eyes and ears of law enforcement in their communities. Neighborhood awareness or crime watcher groups provide a way for neighbors to help one another by keeping an eye on each other's homes and property. A telephone chain is set up to enable neighbors to keep one another informed of any criminal activity and to receive information from the police concerning descriptions of suspected criminals and other pertinent information. When a member of a network sees a suspicious person or vehicle, one that meets the description given through the telephone chain or a crime in progress, they call the "Hot Line" to report. You should never attempt to apprehend a suspect. This is law enforcement's job.
- 3) A Suspect Identification Chart will be included in this section.
- 4) Description of vehicles
 - a.) Color
 - 1) vinyl top, convertible
 - 2) give top color first (black over white, etc.)
 - b.) Size
 - 1) large, medium, small
 - c.) Identifying marks
 - 1) tag number - entire number or last 3 digits is helpful
 - 2) dents, broken glass
 - d.) Direction of Travel
- 5) Terminology when reporting crimes
 - a.) Burglary - breaking and entering a house or other structure
 - b.) Robbery - (armed) the taking of some item(s) while a person is being threatened with a weapon (gun, knife, club, etc.)
 - c.) Assault - an intentional, unlawful threat by word or act to do violence to a person, coupled with an apparent ability to do so.
 - 1) assault and battery - physical assault of a person without the use of a weapon
- 6) When reporting a crime, give police this information:
 - a.) identify yourself - name, address, phone number
 - b.) type of crime

Residential Burglary Action Plan (II)

- c.) "in progress" or "has occurred"
- d.) where? Be as specific as possible.
- e.) description of suspect, whether armed, how many
- f.) description of vehicle, tag number
- g.) direction of travel
- h.) the longer the caller can stay on the line, the better.

7) The inclusion of a diagram with immediate neighbors names, addresses, phone numbers and business phone numbers is recommended.

G. DO YOU LIVE IN AN APARTMENT?

- 1) All exterior doors should be checked for adequate security.
- 2) When moving into a new apartment, have all locks rekeyed. This is relatively inexpensive.
- 3) Deadbolt locks should be installed on all exterior doors. The tenant usually absorbs the cost. If at all possible, do not master key these locks to management locks. Master keying defeats the security of a lock. The manager of the building can be given a key in a sealed envelope to be used for emergencies only, not for things such as repairs, exterminators, etc.
- 4) Properly secure all sliding glass doors and windows, regardless of what floor you live on.
- 5) Get your neighbors together to demand adequate lighting in stairwells, parking lots, courtyards, laundry rooms and the exterior of the building.
- 6) Insist that shrubs be cut back so they don't offer concealment for a burglar.
- 7) Don't advertise that you are a woman living alone. Use your first initial only on the mailbox and for telephone listings.
- 8) If you are planning to be away for an extended period, inform the office of your plans and where you can be reached. Make sure to stop all deliveries.
- 9) Lock up even when at the pool, game room or neighbor's for a few minutes.
- 10) Be cautious of door to door salesmen or someone who wants to give you something for free.

Residential Burglary Action Plan (II)

H. DO YOU LIVE IN A MOBILE HOME?

- 1) Because of their basic construction, some older mobile homes are more difficult to secure than a permanently founded structure. Recent federal regulations have brought construction of mobile homes closer to the standards for conventional housing.
- 2) Special care should be used in securing all doors and windows to the aforementioned specifications.
- 3) Consider establishing a neighborhood awareness program in your mobile home community. This is an excellent deterrent to burglary.
- 4) Consider some kind of an intrusion detection alarm system. (see alarm purchasing guidelines)
- 5) Consider installing an early warning fire alarm system.
- 6) HELP STOP CRIME! is in the process of drafting a more complete set of recommendations for mobile home dwellers.

I. TOURISTS

- 1) HELP STOP CRIME! has checked with the Visitor Relations Section of the Division of Tourism (Department of Commerce) and determined that there is some need for establishing safety tips for tourists. Particular attention should be paid to not unduly alarming tourists to the threat of burglary or assault. This could be avoided by offering the information to tourists (separate leaflet or sticker) in a light entertaining style. ("Burglars like to vacation in Florida too").
- 2) The material could be distributed through Hotel and Motel Associations as well as local police and citizen's organizations and Chambers of Commerce.
- 3) Store all valuables in hotel safe deposit box when checking in.
- 4) Lock your door by hand, even if leaving your room for a short period of time.
- 5) Keep the door locked when in your room. When retiring for the night, use the double lock and chain. Check sliding glass doors.
- 6) Always lock your car. Lock any valuables in the trunk, don't leave them in plain sight or under the seat.
- 7) NEVER:
 - a.) Display jewelry, money or other valuables in your room, in front of hotel personnel or to strangers.
 - b.) Invite strangers to your room
 - c.) Permit repairmen, window washers, etc., into your room without first checking with hotel management
 - d.) Allow persons into your room with unsolicited deliveries

Residential Burglary Action Plan (II)

- 8) While socializing, do not reveal the name of your hotel or hotel room number to strangers.
- 9) Report any suspicious activities or persons to the management.

HOME SECURITY CHECKLIST (Attachment I)

- 1.) Exterior lights should illuminate all entrances to your home.
- 2.) Shrubbery should be kept trimmed back so a burglar can't hide near windows and doors.
- 3.) Garage doors should be kept closed and locked at all times.
- 4.) All exterior doors should be of solid core construction. (Including door leading from garage to house).
- 5.) There should be a peephole viewer (180⁰) on the front door.
- 6.) Sliding glass doors should be secured with auxiliary locks or pinned, and have screws in the track to prevent removal of the door.
- 7.) All exterior doors should be secured with a deadbolt lock (single or double cylinder) with a minimum 1" throw.
- 8.) Windows should be secured with auxiliary keyed locks or pinned with a nail.
- 9.) Suspicious persons or activity in the neighborhood should be reported to the police immediately.
- 10.) All doors should be locked at all times.
- 11.) If you have taken all of the above precautions, the likelihood of you becoming a burglary victim will be greatly decreased.

ALARM PURCHASING GUIDELINES (Attachment 2)

- 1.) Is the company a local business? If so, how long have they been in business in your area?
- 2.) Is the company a member of any local business organization?
- 3.) Check with the local Consumer Affairs Office or Better Business Bureau to see if there have been any problems with this company.
- 4.) What is the alarm background of the company's installation personnel?
- 5.) Does the company offer 24 hour service in case of false alarms?
- 6.) Will the company work with you in getting reduced insurance premiums if you install one of their systems?
- 7.) Is there a warranty or maintenance contract for the system.
- 8.) Is the system electrically or battery operated. If electrically operated, does it switch automatically to battery power without activating the alarm in the event of a power failure?
- 9.) If the alarm system is activated, will it automatically shut off after a reasonable alert period (10-15 minutes)?
- 10.) After the system is activated, will it automatically reset if attacked again?
- 11.) If the control switch or box is exposed will it activate the alert if attacked?
- 12.) If it is a hardwire system (wires connecting sensor to control to alert) are the wires protected from attack and unnecessary wear by the elements?
- 13.) If it is a local system (audible in the immediate area) does it ring loud enough to attract the attention of your neighbors?
- 14.) If the system is for a commercial premise, will the company have someone respond to the location in order to assist the police by opening the building?
- 15.) Does the system have time delay, if appropriate, to activate and deactivate the alarm system without setting off the alert?
- 16.) If the system is monitored by a central station, is it a tape recording or person? (In some municipalities, the call for assistance to the police cannot be made by a taped message).
- 17.) Is the entire system Underwriters Laboratories, Inc. (U.L.) approved?

TIPS ON BURGLARY ALARM SYSTEMS

Some residential systems are designed to ring a bell and/or illuminate the area to scare off an intruder. These local systems send a signal from a sensory device directly to a light system or to a bell or siren located in your attic or on the outside of your home. When a sensory device detects an intruder, the sounding device is activated and/or the house lights are turned on. It is hoped that the lights or sound will alert the homeowner (if at home), a neighbor, or a cruising police unit. Since the typical residential burglar is not a professional, a local system will scare him from the premises.

Many companies will install a combination system which includes a local alarm (bell and/or lights) and a central reporting alarm. An advantage of having the central reporting system is that it is being constantly monitored by an alarm company. If the alarm goes off the alarm company notifies the police department.

It is a good idea to have at least one smoke detector built into your alarm system. Smoke is the primary killer in fires and a smoke detector placed in a hallway between bedrooms can save lives.

Added protection is provided by a back-up power supply in the event of a power failure and a built in ability to test the system regularly.

You get what you pay for. In this regard, be sure that the sensor devices (magnetic contacts, motion detectors, pressure mats, screens, etc.) to be installed are Underwriters Laboratories (UL) approved for burglary protection. There are usually two costs involved when dealing with an alarm company; an installation charge and a monthly service charge. It is not recommended that you buy or lease a system from a company which does not offer a contract for continuing maintenance and service.

Once the alarm company representative has made an appraisal of your security needs, ask him for a written proposal and a copy of the contract you will have to sign. Take some time, look it over, think about it. Check the alarm company's reputation by calling the information department of the Better Business Bureau. Never sign a contract which does not list all points of protection and does not itemize the equipment to be installed.

Tips on Burglary Alarm Systems, page 2

There are laws in some areas that prohibit anyone from having a device attached to their telephone that will automatically call the police or fire departments in an emergency situation. A system that calls a security company is legal and they in turn will notify the police.

REMEMBER: A good alarm system is an investment in your security and personal well being. The mere presence of an alarm is often a deterrent. Advertise the fact that your premises are alarmed by using warning decals.

END