

FAIRVIEW NEIGHBORHOOD WATCH PROGRAM

www.FairviewNeighbors.com

When You Are Away From Home, Prevent Burglaries

A vacant house-- or one that appears to be vacant-- is an appealing target to a burglar. This is true during the work day when everyone may be at work or school, or during a vacation, a weekend away from home, or a business trip. You can alleviate day-to-day worries and make a trip more carefree if you will take a few simple steps to reduce the possibility that your home will be burglarized or vandalized while you are gone.

Although you should always be aware of leaving windows and doors closed and locked whenever you will be out of the home, there are a number of things to consider when you're going to be away for a weekend or longer.

To help you remember, carry this list with you as you prepare to leave, and check off each item as you do it.

Returning to a home that has been broken into is an unpleasant finish to any trip. Never give a burglar an even break.

At Least One Day Before You Leave

1. Arrange with a neighbor to pick up and hold your mail and newspapers so they don't pile up. If this is not possible, notify your newscarrrier at the post office to discontinue these deliveries.
2. Make arrangements to have grass cut and watered while you are gone. Have someone check daily to remove throwaway papers and circulars from your doorway and yard.
3. If you have valuables in the house, take them to your bank for storage in a safety deposit box. Deposit extra cash in your bank account.
4. Notify your sheriff's office or local police station about your departure and return dates and give a name and telephone number of a neighbor or relative to notify in case of a burglary, fire or other emergency.
5. Make sure any broken windows, door locks, or window locks are repaired.
6. Arrange with a neighbor or relative to watch your house and give them a key. Let them know where and how you can be reached in an emergency. Write their telephone number down so you can check with them during your trip. Give them your car description and license number.
7. Move all ladders, tools, lawn implements, garbage cans and yard furniture to your

garage, basement, or storage shed.

On The Day You Leave

1. Unplug all electrical appliances such as radios, television sets, irons, washers, and fans to prevent possible damage from electrical storms.
2. Set your thermostat so that your furnace or air conditioner will maintain a reasonable temperature-- 80 degrees Fahrenheit in the winter. In winter, make sure outside water taps are drained to prevent freezing.
3. Close your fireplace flue to prevent birds or animals from entering.
4. Make sure all gas appliances are in good order and that pilot lights are working.
5. Turn off water to automatic washer to prevent possible damage from a broken hose.
6. Turn down the volume control on the bottom of your telephone and answering machine so it cannot be heard from outside.
7. Close and lock all windows and sliding doors. Make sure that a "Charley Bar" is secure on sliding doors, and that all screens or storm windows are locked or fastened.
8. Put window shades in normal daytime position, and make sure all main floor drapes, shades and curtains are arranged so that neighbors and police can see into your house.
9. If you are leaving a car or other vehicle in your driveway, make sure it is locked.
10. Set you electrical timer to turn on some lights on and off during the evening hours.
11. Lock your garage door.
12. Make sure the last person out locks the door. Take a walk around the house. Check the doors and windows.
13. If you haven't already done so, leave your key with your neighbor or relative. Check to make sure you have their telephone number.

Home Security Inspection List

An important step in preventing home burglary and other crimes is to make sure that a residence is as secure as possible. A careful inspection by someone trained to observe security precautions can indicate features which would make entry easy-- or difficult-- for a prospective burglar.

Chances are good that home security can be improved.

1. Take a hard look at entry points in your residence
2. Determine what steps can reduce vulnerability

A security inspection begins at the front door, and goes on to inspection of doors, windows, locks, lights and landscaping. This survey may be used by law enforcement professionals or others trained in crime prevention. Neither the inspector, the local law enforcement agency, nor NSA have any liability to you other than to use our best judgment in this inspection and these recommendations.

We appreciate the opportunity to be of assistance to you in the community's fight against crime. We urge you not only to take the steps indicated to make your own residence safer, but also to become active in the Neighborhood Watch program for the benefit of your entire area.

Front Entrance

1. Is the door itself of metal or solid wood construction?
2. Is the door frame strong enough and tight enough to prevent forcing or spreading?
3. Are door hinges protected from removal from outside?
4. Are there windows in the door or within 40 inches of the locks?
5. Are the door locks adequate and in good repair?
6. Are strikes and strike plates adequate and properly installed?
7. If there are no windows in the door, is there a wide angle viewer or voice intercommunications device?
8. Can the lock mechanism be reached through a mail slot, delivery port or pet entrance at doorway?
9. Is there a screen or storm door with an adequate lock?
10. Is exterior or front entrance lighted with at least a 40 watt light?
11. Can front entrance be observed from the street or public areas?
12. Does porch or landscaping offer concealment from view from street or public area?

Side or Rear Entrance

13. Is the door itself of metal or solid wood construction?

14. Is the door frame strong enough and tight enough to prevent forcing or spreading?
15. Are door hinges protected from removal from outside?
16. Are there windows in the door or within 40 inches of the locks?
17. Are the door locks adequate and in good repair?
18. Are strikes and strike plates adequate and properly installed?
19. Can the lock mechanism be reached from outside through a delivery port or pet entrance?
20. Is the exterior of the doorway lighted by at least a 40 watt light?
21. Is the doorway concealed from the street or neighbors view by porch, fence or landscaping?
22. Does the doorway have a screen or storm door with a lock?
23. If the door is a sliding glass door, is the sliding panel secured from being lifted out of track?
24. Is the "Charley Bar" or key operated auxiliary lock used on sliding glass door?

Entrances From Garage and Basement

25. Are all entrances to living quarters from garage and basement of metal or solid wood construction?
26. Does the door from the garage to living quarters have locks adequate for exterior entrance?
27. Does the door from the basement to living quarters have an adequate lock operated from living quarters side?

Ground Floor Windows

28. Do all windows have adequate locks in operating condition?
29. Do windows have screens or storm windows that lock from the inside?
30. Do any windows open into areas that may be hazardous or offer special risks to burglary?

31. Do windows that open to hazardous areas have security screens or grills?
32. Are exterior areas of windows free from concealing structure or landscaping?
33. Is exterior adequately lighted at all window areas?

Upper Floor Windows

34. Do any upper floor windows open onto porch or garage roofs or roofs of adjoining buildings?
35. If so, are they secured as adequately as if they were at ground level?
36. Are trees and shrubbery kept trimmed back from upper floor windows?
37. Are ladders kept outside the house where they are accessible?

Basement Doors and Windows

38. Is there a door from outside to the basement?
39. If so, is that door adequately secure for an exterior door?
40. Is the outside basement entrance lighted by an exterior light of at least 40 watts?
41. Is the outside basement door concealed from the street or neighbors?
42. Are all basement windows adequately secured against entrance?

Garage Doors and Windows

43. Is the automobile entrance door to the garage equipped with an adequate locking device?
44. Is the garage door kept closed and locked at all times?
45. Are the garage windows secured adequately for ground floor windows?
46. Is the outside utility entrance to the garage as secure as required for any ground floor entrance?
47. Are tools and ladders kept in the garage?
48. Are all garage doors lighted on the outside by at least a 40 watt light?

How to Protect Your Home

Crime continues to be a major concern of both citizens and their law enforcement agencies, although the alarming increase in crime in America in recent years appears to be leveling off.

Since 1987, national trends show burglaries down 23 percent. A large part of the credit for this encouraging news can go to an effective idea which is available to citizens nationwide: the National Neighborhood Watch Program.

The National Neighborhood Watch Program is designed to involve individual citizens in the crime prevention process. It was organized in 1972 by the National Sheriff's Association in response to the requests of several national law enforcement groups to develop a crime prevention program based on citizen participation.

When citizens take positive steps by learning how to secure their property and report suspicious activities around their homes, they are helping themselves as well as their neighbors. Neighborhood Watch focuses on the prevention of residential burglary.

Here's Why:

The estimated 2.5 million burglaries committed in the United States in 1996 account for approximately 19 percent of reported serious crime. Two of every three burglaries in 1996 were committed in houses, apartments or other residential dwellings. The majority of residential burglaries (59 percent) occurred during daylight hours, while non-residential burglaries occurred primarily at night.

Burglary is expensive to the victim; in 1996, the average dollar loss per residential burglary was \$1,350.00. Compared to 1995 losses, the 1996 average loss for both residential and non-residential property increased.

About 66 percent of all burglaries required forcing a door or window to gain entry. Most houses and apartments are protected by simple and relatively ineffective door and window locks. Modern hardware is available for these locks which will stop the amateur and slow up the experienced burglar. In communities of every size during 1996, the number of burglaries and the financial loss to the victims point to the continued need for vigilance.

Target hardening, or protecting vulnerable areas of your home and property by means of physical security devices, is an excellent starting point for reducing the likelihood that your house or apartment will be burglarized.

Remember the Three D's of Burglary Prevention:

DETER-- Sound residential security practices and good locks are a deterrent since they eliminate the opportunity for an easy burglary.

DETECT-- The possibility of detection is increased if you can force a burglar to work where he can be observed. A burglar also wants to avoid drawing attention to himself by making noise, such as breaking glass or smashing doors. Alarms on doors and windows are the surest way to detect a burglar, but watchful neighbors alert to unusual activity who will notify law enforcement authorities are also an effective means of detection.

DELAY-- Delaying a burglar for four minutes is generally considered sufficient to prevent entry into a residential dwelling. A burglar wants to avoid being caught, so the longer it takes to force a door or window, the greater his risk. It is nearly impossible to make a house or apartment impregnable, but it is relatively easy and inexpensive to make forced entry difficult and to delay the burglar.

By keeping in mind the principles of deterrence, detection, and delay, you will be more likely to deny the burglar access to his target.

Take time to put your house in order for a security inspection. Then talk to your neighbors about how you can help each other keep your entire neighborhood safe.

If you want advice or assistance for your own house or for your neighborhood, your local law enforcement agency is ready to help.

You don't have to be one of the 2 million residential burglary victims and neither do your neighbors. Remember-- crime prevention begins at home.

Doors

Hinged Doors

The most common door type in houses and apartments for use in front entries, porch doors, and doors from garages and basements into the living area of a residence is the hinge door. It is important that all exterior hinge doors be of solid core construction (1 3/4" thick if made of wood) or metal clad. Hollow-core or composition board doors can easily be battered or bored. When checking the security of your doors, the door itself, as well as the hinges, locks and other hardware, must be considered.

Locks For Hinged Doors

The most frequently used lock for hinged doors is the key-in-the-knob latch lock. For all key-in-the-knob locks, a dead-latching plunger type is recommended.

Since the key-in-the-knob locks can be forced by breaking off the knob, or opened by prying or slipping a piece of plastic between the jam and the bolt, all exterior door locks of this type should be supplemented by the addition of a deadbolt.

If there are no glass panels in the door itself or within 40 inches of the locking mechanism, doors can be equipped with a single cylinder deadbolt lock with a one-inch throw. The lock is key-operated from the outside, and is operated from the inside by a thumb turn.

While installing a deadbolt, attach the strike plate to the door with three-inch screws. The screws should penetrate through the frame of the structure.

If your door has glass panes or if there are windows within 40 inches of the lock, a double-cylinder deadlock is recommended. Double cylinder deadbolt locks are key-operated from both the inside and the outside.

The jimmy-proof deadbolt lock can be used on any hinge door where the strike can be securely fastened to the door frame. These locks come in both double cylinder and inside thumb-operated models.

Pinning Hinged Doors

If your door hinges are located on the outside of the door, non-removable hinge pins should be used. There is also a simple way to prevent removal of a door hinge pins have been extracted. Insert headless screws into the back edge of the door midway between the hinges. Drill an opposing hole in the door jamb to retrieve the screw when the door is closed.

Doors with glass panels may require special treatment such as security screening or decorative grilles securely mounted using non-removable screws. Another alternative is to reinforce the glass with clear acrylic plastic or polycarbonate sheeting to prevent it from being shattered. Doors from the garage or the basement into the main living area of the house should be of solid core construction and equipped with secure locks. For solid panel exterior doors, a viewer is recommended.

Sliding Glass Doors

Sliding glass doors present a major security problem if they do not have the proper locks, and if special steps are not taken to prevent removal of the door. An inexpensive security measure involves placing a dowel in the bottom track to prevent the door from being pried open.

A sliding glass door is lifted from the track to be removed by a burglar. To prevent this, it is recommended that two or three sheet metal screws be inserted into the track above the sliding door. These screws should be adjusted so that the top of the door barely clears them when it is opened.

The best lock for a sliding glass door is a deadlock, which utilizes a bore pin tumbler cylinder and is operable by a key from the outside. The lock bolt should engage the strike sufficiently so that it will not be disengaged by any amount of movement.

When the existing inside pull has to be changed in order to accommodate a new deadlock, an inside cylinder pull is recommended as a replacement.

Crime Prevention Begins at Home

Front Entrance

All front entrance doors should be metalclad or of solid core wood construction. A deadbolt lock, in addition to the key-in-the-knob lock, is essential. Use a wide-angle viewer rather than a door chain to observe callers. A screen door or storm door offers additional protection if kept locked.

Ground Floor Windows

All ground floor windows should have key-operated sash locks or other locks mentioned above. Keep your windows closed and locked when you are away. Screens and storm windows should be securely fastened to the structure.

UpperFloor Windows

Keep your second floor secure by trimming tree branches away from the house to prevent access, and do not store ladders where a burglar can use them. Lock all windows while you are away. take the same precautions as with ground floor windows.

Basement Windows

Close and lock your basement windows. If they are not required for ventilation or emergency exit, they should be permanently secured by using nails through the window frame into the structure.

Garage Door

The garage door should always be closed and locked. Treat the entrance door from the garage to your house the same as an exterior entrance. A burglar in your garage can work on your house door undetected.

Porch and Patio Doors

Treat all exterior doors on the rear and sides of your home as possible targets for entry. Since they may be less observable from the street and by neighbors than a front entrance, extra precautions may need to be taken.

Yard Lights

Each exterior entrance, including the garage door, should be well lighted. Post lights in your yard or floodlights mounted under the eaves to prevent blind spots where

burglars can hide. Low cost controls for exterior lights will turn them on and off at specified times, or motion-sensor lighting can be installed.

Interior Lights

When you are away from home, whether on vacation or just for the evening, keep some interior lights burning. To create the appearance that someone is at home, use a timer to turn lights on and off at normal times. A radio playing adds to the illusion that the house is occupied.

Landscaping

When placing trees, bushes, and flowers, remember to keep doorways, windows and porches clear. Remember that the bushes that provide you with privacy also give a burglar a place to hide. Plan your landscaping with both privacy and security in mind.

Be Neighborly

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

Windows

Double Hung Sash Windows

Double hung sash windows, which operate upward and downward, usually have simple crescent latches which can easily be jimmied. The most effective protection for double hung windows is a key-locking security sash lock. These should be mounted with two-inch or three-inch screws. Storm windows and screens offer some additional support.

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

Pinning double hung sash windows provides an inexpensive and effective solution. Pinning can be accomplished by drilling holes at a downward angle in each top corner of the inside sash, and entering the outside sash. The window can then be secured by inserting nails through the holes which prevent it from being raised.

Sliding, Casement, and Jalousie Windows

Protect all of your windows. Remember that second floor and basement windows are as important as first floor windows. Screens and storm windows are as important as first floor windows. Screens and storm windows are always an asset if properly secured.

Sliding windows, either metal or wood frame, should be protected in the same way as sliding doors. Wooden dowels laid in the track and screws set in the track to prevent the window from being lifted out are effective protective measures.

Casement windows generally open and close by means of a gear operating handle and have a locking device which secures the window to the center post. Some protection is offered by removing the crank handle from the operating mechanism when away from home. Do not leave casement windows partially opened as they can then be easily forced.

Jalousie (louvered) windows are a high security risk because individual slats are easily removed to allow access. Jalousie windows should be replaced if possible, or a protective grille or screen should be added.

Yards

Garages--Garage doors are a possible means of entry to your house, as well as offering a burglar the opportunity to steal automobiles, tools, bicycles, and other property stored in the garage. Keep your garage door closed and locked.

Walks and Driveways--Walks and driveways should be kept free from offering concealment to intruders.

Gates and Fences--While offering possible concealment to burglars, gates and fences properly used can also deter the removal of large items and increase the difficulty of breaking in.

Prune Large Trees--Low limbs can provide second story access.

Lawn Care--A well-manicured lawn provides an effective clue that someone is at home and cares.

Trim Shrubs--Deny burglars a hiding place to work-- don't block the view. Permit ready visibility by neighbors and police.

Alarms--Residential burglar alarms are available from electrical and hardware dealers, as well as entire systems that may be leased or purchased from alarm companies. Most residential alarms emit a loud noise from a bell, siren, or tone generator. An audible alarm on doors and windows can be an effective deterrent to the amateur burglar. If you do install an audible alarm, make sure that your family and your neighbors are informed about its function and that they are trained to call your law enforcement agency when they hear the alarm. Your law enforcement agency should be consulted when you install the alarm.

Lights

Exterior lighting is extremely important in residential security. Each exterior doorway should be lighted to prevent a burglar from concealing his activities. Yards and areas around windows should be lighted to prevent concealment. A number of ornamental porch lights and lamp post lights are available which can help eliminate night blind spots.

Yard lights and entrance lights can be equipped with sensors which will turn the light on at dusk and off at dawn. Motion sensor lighting can also be installed that will activate when a person walks past or some other movement takes place.

To give the appearance that you are home, use an electric timer to turn lamps on in the evening and off at your normal retirement hour. Timers can be used to turn on radios as well as lamps. Use at least one timer on each floor of the house.

Home Security Inspection Checklist

The following checklist was designed to help you make a security survey of your own home. The first purpose of a home security inspection is to identify features in your home or the daily routines of your family which might make your home an easy target for a burglar.

The security inspection should begin at your front door, and include an inspection of all your doors and windows, locks, lights, and landscaping. If you would like professional advice and assistance in conducting a thorough home security inspection, call your local law enforcement agency.

Doors

1. Are all outside doors in the house of metal or solid wood construction?
2. Are door frames strong enough and tight enough to prevent forcing or spreading?
3. Are door hinges protected from removal from the outside?
4. Are there windows in any door within 40 inches of the locks?
5. Are all door locks adequate and in good repair?
6. Are strikes and strike plates adequate and properly installed?
7. Can the locking mechanism be reached through a mail slot, delivery port, or pet entrance in the doorway?
8. Is there a screen or storm door with an adequate lock?

9. Are all entrances lighted with at least a 40 watt light bulb?
10. Can the front entrance be observed from the street or public areas?
11. Does the porch or landscaping offer concealment from view from the street or public areas?
12. If there is a sliding glass door, is the sliding panel secured from being lifted out of the track?
13. Is a "Charley-Bar," dowel, or key-operated auxiliary lock used on sliding glass doors?

Entrances From Garage and Basement

14. Are all entrances to living quarters from the garage and basement of metal or solid wood construction?
15. Does the door from the garage to the living quarters have locks adequate for an exterior entrance?
16. Does the door from the basement to the living quarters have an adequate lock operated from the living quarters side?

Windows

17. Do all windows have screens or storm windows that lock from the inside?
18. Do windows have screens or storm windows that lock from the inside?
19. Do any windows open onto areas that might be hazardous or are prone to entry by burglars?
20. Do windows that open to hazardous areas have security screens or grilles?
21. Are exterior areas of windows free from concealing structures or landscaping?
22. Is the exterior adequately lighted at all window areas?
23. Are trees and shrubbery kept trimmed back from upper floor windows?
24. Are ladders kept outside the house where they are accessible?

Basement Doors and Windows

25. Is there a door from outside to the basement?

26. If so, is that door adequately secure for an exterior door?
27. Is the outside basement entrance lighted by an exterior light of at least 40 watts?
28. Is the outside basement door concealed from the street or neighbors?
29. Are all basement windows adequately secured against entrance?

Garage Doors and Windows

30. Is the garage door kept closed and locked at all times?
31. Is the garage door equipped with an adequate locking device?
32. Are the garage windows secured adequately for ground floor windows?
33. Is the outside utility entrance to the garage as secure as required for any ground floor entrance?
34. Are tools and ladders kept inside the garage?
35. Are all entrances to the garage lighted on the outside by at least a 40 watt light bulb?