



NATIONAL NEIGHBORHOOD WATCH PROGRAM

014579

PREVENT
BURGLARIES

THE NATIONAL SHERIFFS' ASSOCIATION
In cooperation with your
LOCAL LAW ENFORCEMENT AGENCY
funded by a grant from the
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
UNITED STATES DEPARTMENT OF JUSTICE

NATIONAL NEIGHBORHOOD WATCH PROGRAM

*A self help community crime
prevention educational program
to reduce the threat of burglary
to you and your neighbors.*

HOW TO PROTECT YOUR HOME

- SELECTED SECURITY STEPS
- WHERE TO BEGIN
- RECOMMENDATIONS TO REDUCE RISK
- CONVENIENT SECURITY CHECK LIST



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• • • • •

IS YOURS AN "OPEN HOUSE?"

Safeguard your property against these major invitations to burglary.



CRIME PREVENTION IS NEIGHBORLY

Educate your neighbors to these simple steps to security.

America's law enforcement officials are increasingly concerned because burglaries last year multiplied twice as fast in suburban and rural areas as they did in cities. Law enforcement agencies solved only nineteen percent of those burglaries. Seventy-one percent of those arrested last year had been previously arrested on the same charge.

Burglary has been a comparatively safe crime to commit. Only with active citizen cooperation can the sheriff hope to make it unprofitable. Let us help one another to reduce burglaries in every county in America.

Ferris E. Lucas, Executive Director, National Sheriffs' Association

WALKS AND DRIVEWAYS should be kept free from offering concealment to intruders and other criminals.

GATES AND FENCES While offering possible concealment to criminals, gates and fences properly used can also deter the removal of large items and increase the difficulty of breaking in.

ALARMS provide added protection and are most effective when used with other security techniques. Alarms are designed to detect an attempted intrusion. Your local law enforcement agency can provide proper advice with regard to alarms.

MARK ALL PROPERTY Check on proper procedures, maintain records of serial numbers of all valuables. This aids in the return of stolen property.

PRUNE LARGE TREES Low limbs can provide second story access.

LAWN CARE A very effective clue that someone is at home and cares.

TRIM SHRUBS Deny intruders a hiding place to work, don't block the view. Permit ready visibility by neighbors and police.

THE NATIONAL SHERIFFS' ASSOCIATION'S NEIGHBORHOOD WATCH

PROGRAM

HOME SECURITY INSPECTION

Do you know where your home security is weak and invites burglars?

This booklet is designed to allow you to go through your home and make a check to see that you are not inviting burglars by having little or no security.

The back inside cover provides a list of the most common weaknesses.

Use the list and the information in this book to rate *your* home security.

REMEMBER...

A burglary is committed every 13 seconds in the United States. The information in this booklet is to help see that it doesn't happen to you. A recent major burglary study indicated that public involvement in crime prevention through programs designed to alert citizens to the steps they can take to protect their property has been exceptionally successful. Home inspections, better lighting, improved locks and increased security have paid off in fewer residential burglaries. The information in this guide has been proven effective in protecting you and your neighbors.



ALL THESE STEPS ARE IMPORTANT—TOGETHER THEY AID IN PROTECTING YOUR HOME AND YOUR PROPERTY.

BEGIN THE SECURITY CHECK...

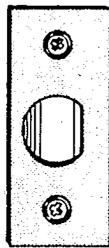
... inside the house with the front door and continue to your right completely around the house. Be sure that *all* possible points of entry are inspected and well secured.

I. HINGE DOORS

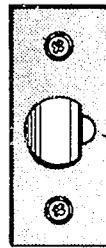
All exterior doors should be solid core construction.

LOCKS Your first line of defense, locks are only good if you use them. Inexpensive locks are relatively ineffective. Keep your exterior doors locked; tell your friends, neighbors and baby sitters. Keep track of your keys.

A. A latch of the dead-latching, plunger type is recommended.



LATCH WITHOUT PLUNGER



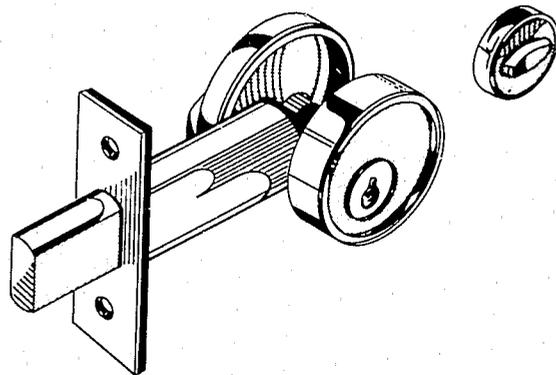
LATCH WITH PLUNGER

PLUNGER

B. All outside entrance doors should have a 1 inch deadlock.

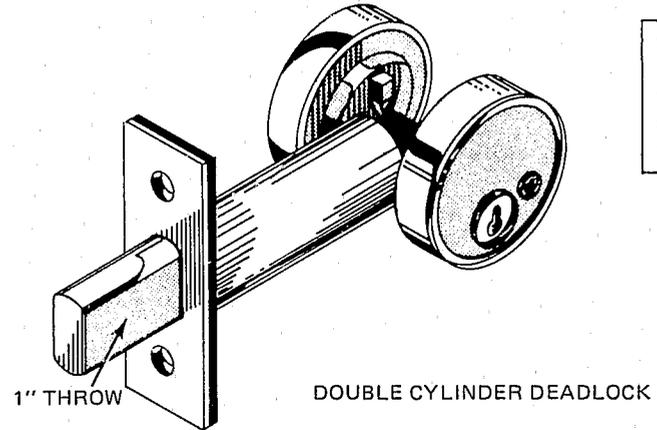
NOTE: Bolt may be operated from inside by the thumb turn or from the outside with a key.

1" THROW DEADLOCK



If there is glass within 40 inches of the lock, a double cylinder, 1 inch deadlock is recommended.

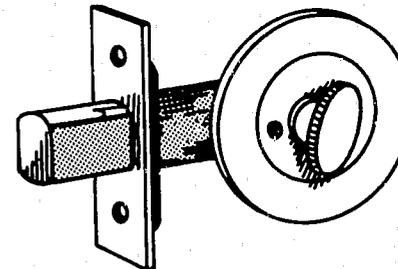
NOTE: Must be operated by a key from either side.



1" THROW

DOUBLE CYLINDER DEADLOCK

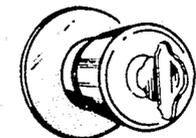
Special care must be taken to allow for emergency exit. Occupants must have access to keys.



Doors, which are opened only from the inside, may take an inside, 1 inch deadbolt, which is operated with a thumb turn.

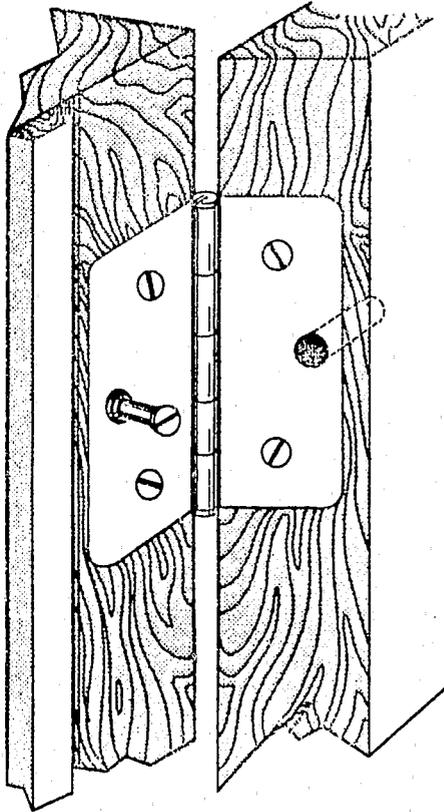
NOTE: Dead bolt operates from inside only by operating the thumb turn.

KEY IN THE KNOB LOCKS Most frequently used, least secure. Two types with a trigger bolt (Dead-latch) these are more secure than locks without this feature. Generally, these types of locks can be forced, by breaking off the knob portion which can be jimmied or shimmed because of the short length of latch. These locks can be effectively supplemented by the additional use of a deadbolt. (see "deadbolt")

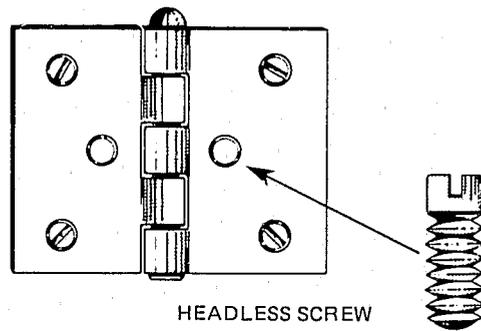


Key in Knob

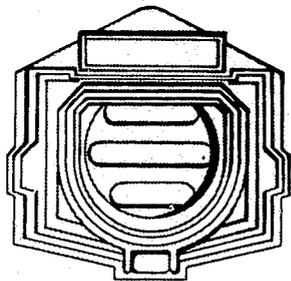
C. If the hinges are located on the outside of the door, non-removable hinge pins are recommended. There is also a simple way to prevent removal of the door once the pins are extracted. Remove the two center screws from the hinge and insert a headless screw in such a manner that when the door is closed the screw will engage the other hinge.



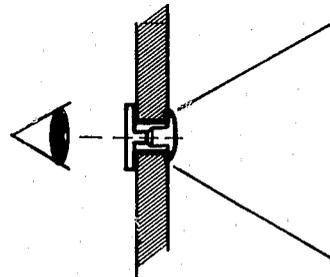
NOTE: Insert headless screw on either side, allowing it to protrude approximately 1/4".



D. Peepholes, or interviewers, are recommended for all outside entrance doors.



From Outside—SHOWN CLOSED.

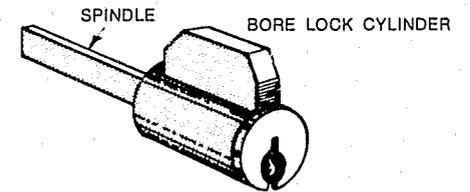


WIDE ANGLE VIEWER

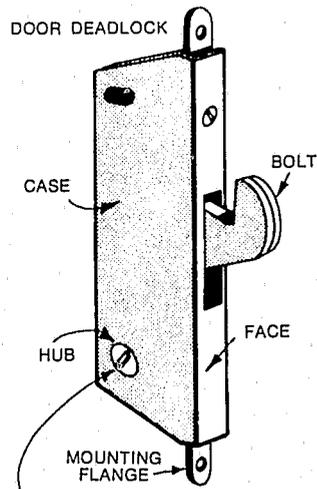
II. SLIDING GLASS DOORS

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

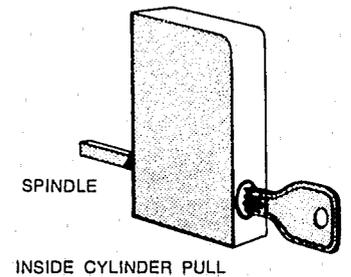
B. The best lock for a sliding glass door is a deadlock, which utilizes a bored pin tumbler cylinder and is operable by a key from the outside. The lock bolt should engage the strike sufficiently so that it will not be disengaged by any amount of movement. When the existing inside pull has to be changed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



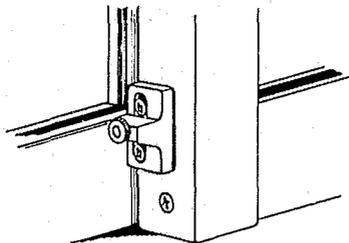
SLIDING DOOR DEADLOCK



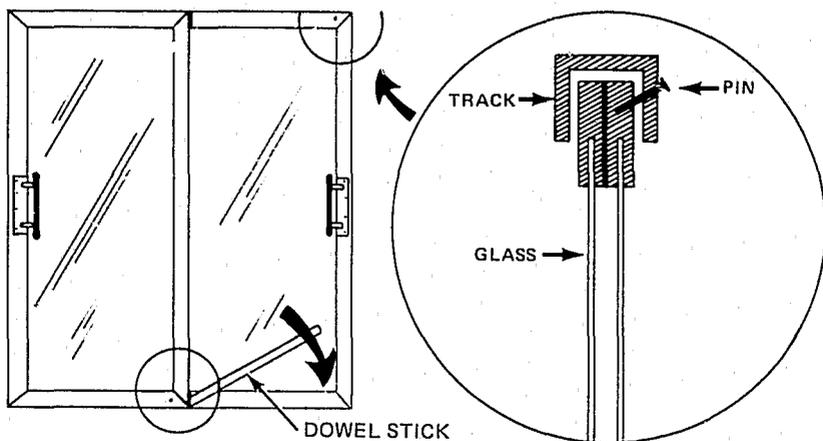
Spindle Fits Into This Slot



- C. A commercial locking device is recommended for sliding glass doors, on which the slide action occurs outside. This device is affixed to the stationary frame and interlocks into the sliding frame.



NOTE: Can be installed either top or bottom—but if door sills are thin, lock can be mounted on either upper or lower track.



THE PURPOSE OF SECURING A SLIDING DOOR IS TO KEEP IT FROM SLIDING OR BEING PRIED UP AND OUT OF THE TRACK

- D. It is recommended that a metal rod or wooden dowel be placed in the track of the sliding in order to brace it closed. A similar effect can be achieved by drilling holes in the track and inserting steel pins at the point where the door is pulled open.

REMEMBER: The attic door, the door from the basement to the house are all subject to illegal entry. Take the time to check your doors. Use common sense security—Better yet—IF YOU HAVE ANY QUESTIONS CALL YOUR LOCAL SHERIFF OR OTHER LAW ENFORCEMENT AGENCY. SHARE YOUR KNOWLEDGE WITH A NEIGHBOR.

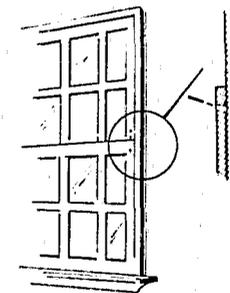
III. WINDOWS

- A. Sliding, aluminum-frame windows should be secured by the same methods used for the sliding door. Both the pan head top screws and the bracing devices (metal rod, wooden dowel, or steel pins) are effective on this type of window. Additionally, several types of secondary locks are available for installation.
- B. Sliding, wooden-frame windows should be secured in the same manner as the aluminum sliding windows.
- C. Double hung windows (which operate upward and downward) usually possess a standard locking device which should be inspected. Commercial secondary locks are available and should be installed. Additionally, deep wood screws may be used in the tracks to brace the window closed.

If you need open windows or doors for ventilation try these hints to make them safer.

Pin your double-hung windows.

Control the size of the opening.



- D. Casement windows contain a geared operating handle and a locking device; these should be in proper working order. Commercial locking devices should also be installed.

- E. Louvered windows and their locking devices should be inspected to be sure they are in proper working order. They should also be covered with an expanded metal screen. If installation of the screen must be outside, one-way screws should be used. (Example Number 8)



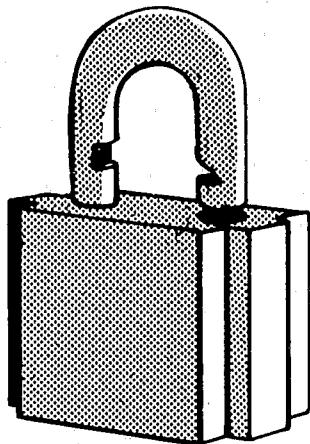
IV. LIGHTS

- A. Burglars prefer darkness.
- B. Protect exterior lights from intentional breakage by placing them high out of reach and protected.
- C. Use automatic devices for interior lights when you are away.

V. GARAGE DOORS

GARAGE DOORS should be kept closed and locked. Tools and equipment kept in the garage are targets of burglars, may provide an opportunity to penetrate through a door leading into the house. The tools generally kept in the garage may provide the method of breaking-in as well as being part of the loot.

- A. The garage door should be secured with a good, case hardened padlock, on which both ends of the shackle engage.



- B. If the garage door rolls on tracks, a hole should be drilled in the track so that the padlock can be utilized as a brace. Steel pins may also be used.

Keep in mind that you cannot make a residence impregnable, but you can deter a burglar by taking these recommended precautions. Force the burglar, through security measures, into a situation in which he must break glass in order to enter. This is the type of situation he wishes to avoid.

Also, keep in mind that merely possessing sound locking devices is not enough. Locks must be used regularly in order to be of value.



GLOSSARY OF LOCK WORDS

BACKSET

Distance from lock trim face to centerline of cylinder and/or lock hub. (Always measured from the center of the lock face.)

BOLTS

Projectable member of lock or latch mechanism, which engages door frame and strike.

DEADBOLT

Bolt, which has no automatic spring action and which is operated (both projected and retracted) by key cylinder or lever handle. Two basic types—horizontal and vertical, considered, when properly installed, to be the safest and strongest locks available. Ideally used with Mortise or Key-in-the-Knob locks for maximum security.

LATCHBOLT

A bevelled spring-loaded bolt that automatically seats in strike on contact. Retracted by key cylinder or lever handle.

CASE

Housing for lock or latch mechanism.

CYLINDER

Housing containing a tumbler mechanism and a keyway plug, which can be turned only by the correct key. Includes a cam or spindle to transmit rotary action to a lock or latch mechanism. For security and keying versatility, authorities generally specify a pin tumbler of no less than five (5) pins. These are available in the Mortise cylinder (round, threaded housing) or the Bored lock cylinder (sometimes called a cylinder "insert"). Both types offer the same functional value of security and convenience and are often included in the same keying system.

CAM

A rotating eccentric piece attached to the end of a cylinder plug to actuate a lock or latch mechanism.

LAZY CAM OR LAZY SPINDLE

A "lost motion" cam or spindle that rotates less than 360 degrees when key and plug are rotated a full turn.

ESCUTCHEON

Trim plate or lever handle mounting plate.

FACEPLATE

A lock's trim plate on nose of door. Must be flat, radiused (standard 2-5/8" r.) or bevelled (standard 1/8" in 2") to match door edge.

ARMORED FACEPLATE

Faceplate that protects cylinder setscrews.

LATCH

Device for automatically retaining door in closed position upon its closing. Requires actuation to retract its bolt.

DEADLATCH

A latch, in which the latchbolt is positively held in projected position by an auxiliary mechanism.

LOCK

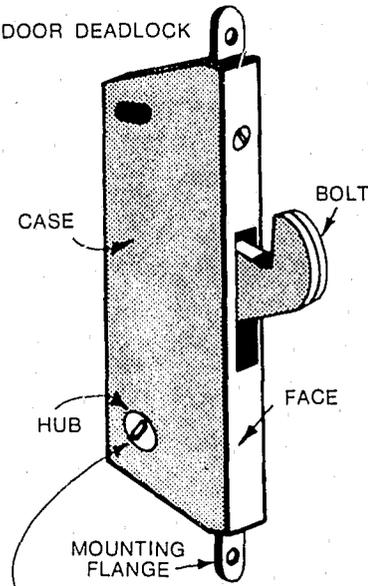
Device for securing door in closed position against unauthorized or forced entry. Requires actuation to project or to retract its bolt.

DEADLOCK

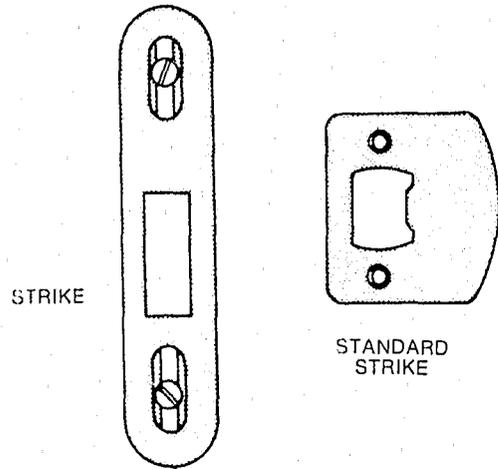
Lock, in which the bolt is positively held in projected position.

IDENTIFICATION OF LOCK PARTS

SLIDING DOOR DEADLOCK

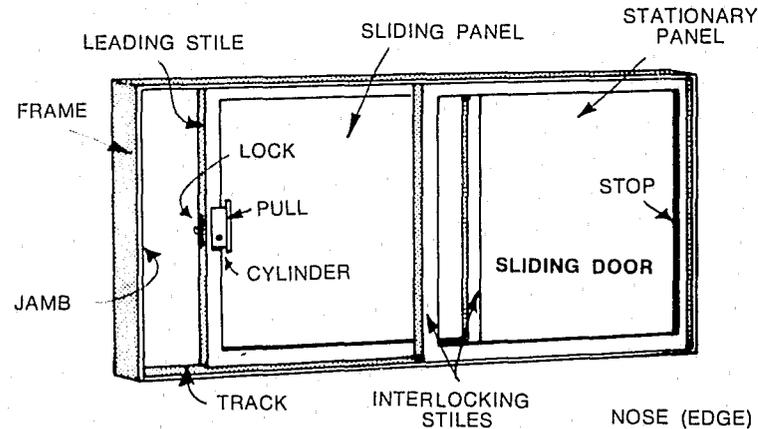


Spindle Fits Into This Slot

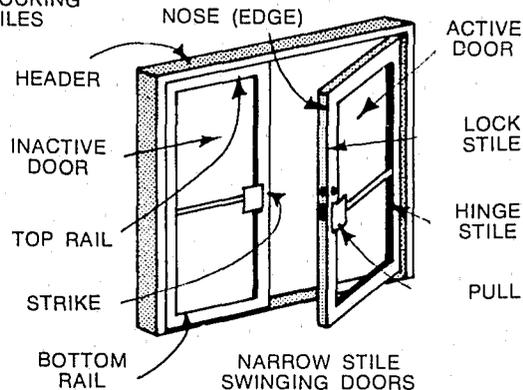


STRIKE

STANDARD STRIKE



WOODEN DOOR DEADLOCK



NATIONAL SHERIFFS' ASSOCIATION

HOME SECURITY CHECK-LIST

NAME _____
 STREET _____ PHONE _____
 CITY _____ STATE _____ ZIP _____ R.D. _____

S - Satisfactory U - Unsatisfactory Circle the appropriate condition below:

BUILDING TYPE: Residence _____ Apartment _____ Other _____

DOORS	RECOMMENDATIONS
<input type="checkbox"/> MAIN ENTRANCE	S U _____
<input type="checkbox"/> SIDE DOOR	S U _____
<input type="checkbox"/> BACK DOOR	S U _____
<input type="checkbox"/> BASEMENT DOOR	S U _____
<input type="checkbox"/> OTHER DOOR (_____)	S U _____
<input type="checkbox"/> OTHER DOOR (_____)	S U _____
<input type="checkbox"/> SLIDING DOOR (INSIDE)	S U _____
<input type="checkbox"/> SLIDING DOOR (OUTSIDE)	S U _____

WINDOWS	RECOMMENDATIONS
<input type="checkbox"/> DOUBLE HUNG	S U _____
<input type="checkbox"/> SLIDING	S U _____
<input type="checkbox"/> CASEMENT	S U _____
<input type="checkbox"/> LOUVER	S U _____
<input type="checkbox"/> OTHER (_____)	S U _____
<input type="checkbox"/> LIGHTING	S U _____
<input type="checkbox"/> SHRUBBERY	S U _____
<input type="checkbox"/> ALARM SYSTEM	Yes No _____
<input type="checkbox"/> MISC. OPENING (_____)	_____
<input type="checkbox"/> MISC. OPENING (_____)	_____

REMARKS: _____

INSPECTED BY _____ DATE _____ STATION _____

HOME PROTECTION

- Keep a watchful eye on your neighbor's home.
- Report immediately to your sheriff or police any suspicious acts, persons, vehicles or circumstances. Write down accurate descriptions or license numbers.
- Discourage burglars by using proper locks, and being alert.
- Remember, an informed, alert and active community is absolutely necessary to win the war on crime.

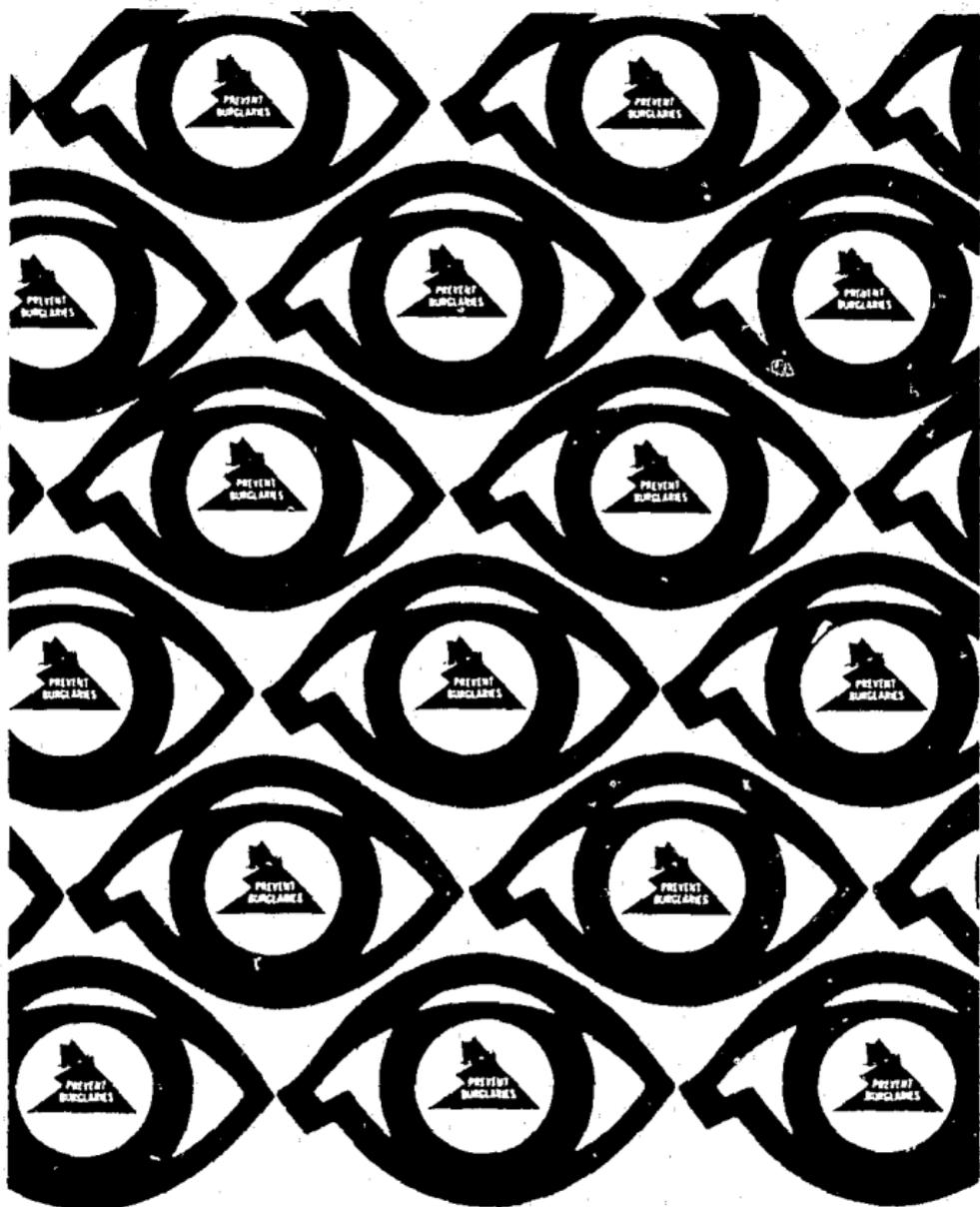
For Additional Information Call:

Never Give a Burglar an Even Break



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THE NATIONAL SHERIFFS' ASSOCIATION'S
NEIGHBORHOOD WATCH
PROGRAM



A self help crime prevention program to reduce threats to you and your neighbor's property.

HOW? Some simple steps to increase security which reduce risk and vulnerability and will minimize loss of property.

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PREVENT
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NEIGHBORHOOD WATCH

The National Neighborhood Watch is total participation and involvement in a Sheriff-Citizen mutual help cooperative battle against burglaries, its primary purpose being the protection of your property.

Nationally in the past five years, burglary has increased 70% and larceny 109%. These crimes against you and your neighbors therefore represent a countrywide problem. These two crimes alone total in excess of 70% of all reported crimes.

Make the effort! Become acquainted with your neighbors. Discuss The National Neighborhood Watch Program with them. If you know they are away and you see an obvious invitation to a burglar, correct it. Close the open garage door, remove the accumulation of newspapers from the door stoop. Why not be friendly?

America's sheriffs are increasingly concerned because burglaries last year multiplied twice as fast in suburban and rural areas as they did in cities.

Burglary has been a comparatively safe crime to commit. Only with active citizen cooperation can the sheriff hope to make it unprofitable. Let us help one another reduce burglaries in every county in America.
Ferris E. Lucas, Executive Director
National Sheriffs' Association

Brightly colored window and bumper stickers have been designed for the National Neighborhood Watch Program Campaign. Use of these materials is designed to warn potential burglars that their chance of being observed and apprehended is greater. Window stickers are to be prominently displayed on the front door or in a window facing the street.

Be suspicious of that man you have never seen before. *The unauthorized candy seller or the teenager selling newspaper and magazine subscriptions may use an unanswered doorbell as the opportunity to enter an unsecured home. Keep an eye on all strangers while they are in your neighborhood (54% of all burglaries are committed by youths under 18).*

That person (young or old) "taking a shortcut" through your backyard may have broken into your neighbor's home. **CALL YOUR LOCAL SHERIFF OR OTHER LAW ENFORCEMENT AGENCY.**

Don't assume someone else has called (Emergency phone number stickers are available from your local sheriffs' office and other law enforcement agencies).

Babysitters—Always leave a number where you or your doctor can be reached—Advise the sitter—Never admit strangers, always lock exterior doors, never leave children alone.

Know your neighbors and their cars by sight. Obtain their phone numbers; give them yours.

Write down license numbers and descriptions of strange cars. That moving van may not have been ordered by your neighbor.

Lock all doors and windows—even in summer. Many daytime apartment burglaries are committed by the use of a "shim." Installation of dead bolt door locks curtails this type of entry. Place a broom handle in the lower track of sliding doors.

REMEMBER—REPORT PROMPTLY SUSPICIOUS CONDUCT OR CIRCUMSTANCES TO YOUR SHERIFF OR OTHER LOCAL LAW ENFORCEMENT AGENCY.



Leave a radio playing and different lights burning every time you go out at night. An *inexpensive timing device is helpful. Phone your neighbor; inform him when you leave and when you expect to return to your residence.*

Padlock the garage door, especially if it is attached to the house. *Why hide a burglar who's breaking into your home?*

Don't advertise that you're on vacation. *Cancel all home deliveries of newspapers, milk, etc.; pick up tools, lock the garage and gates, and don't provide a means for entry to a burglar.*

Leave a key with your neighbor; don't put a key under your doormat. *Ask him to pick up your mail. Change position of your blinds and drapes daily.*

Record the description and serial numbers of your personal possessions. *Mark articles that do not have serial numbers. Stolen articles that lack positive identification marks are seldom returned to their owners.*

Notify your sheriff and other local law enforcement agency of your vacation dates. *Request them to make periodic checks of your home during your absence.*



If you have reason to believe that a burglary was committed while you were away, **DO NOT ENTER!** Use your neighbor's phone and call your local sheriff or other law enforcement officer **IMMEDIATELY.** *The burglar may still be there. Watch the house and wait for the sheriff or other law enforcement officer.*

Help your neighbor. *Barking dogs could mean prowlers. Look and listen!*

Was that light a beam from a flashlight? *You may see it only once. If you know your neighbor is away, call your local law enforcement agent.*

Take that extra minute or two to check your home before leaving. *A few months' salary can be taken from your home in seconds.*

**SEVERAL STEPS TO SECURITY
RISK REDUCTION TECHNIQUES
DEVELOP YOUR DEFENSES
THINGS TO REMEMBER
NEVER GIVE A BURGLAR AN EVEN BREAK!**



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HOW? Some simple steps to increase security which reduce risk and vulnerability and will minimize loss of property.

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Shoplifting

Everyone pays for shoplifting. The FBI reports shoplifting increased 300% in the last 10 years. Shoplifting costs too much. Impress on children shoplifting is a crime and can result in a criminal record.

Check Cashing

Never accept a check from a stranger. Require identification. Limit amounts to purchases. Require a thumb or fingerprint as well as other forms of ID.

Consumer Protection

Deal with established, responsible firms.
Don't rush into major purchases.
Read and understand written contracts.
Know the cost of credit.
Know the terms of your guaranty.
Watch for deceptive pricing and bargain claims.
Report fraud.
Seek legal recourse.
Seek out your consumer protection agency when in doubt before you act.



A great deal of the time in your life is spent away from home—the place you work can be a threat to your property . . . You must be alert—know where the threats are or can come from . . .

For Additional Information Call:



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Don't forget your home security when you are away at work

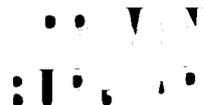


THE NATIONAL SHERIFFS' ASSOCIATION'S
NEIGHBORHOOD WATCH
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HOW TO PROTECT YOUR BUSINESS

A self help educational program to reduce threats to you and your neighbor's property

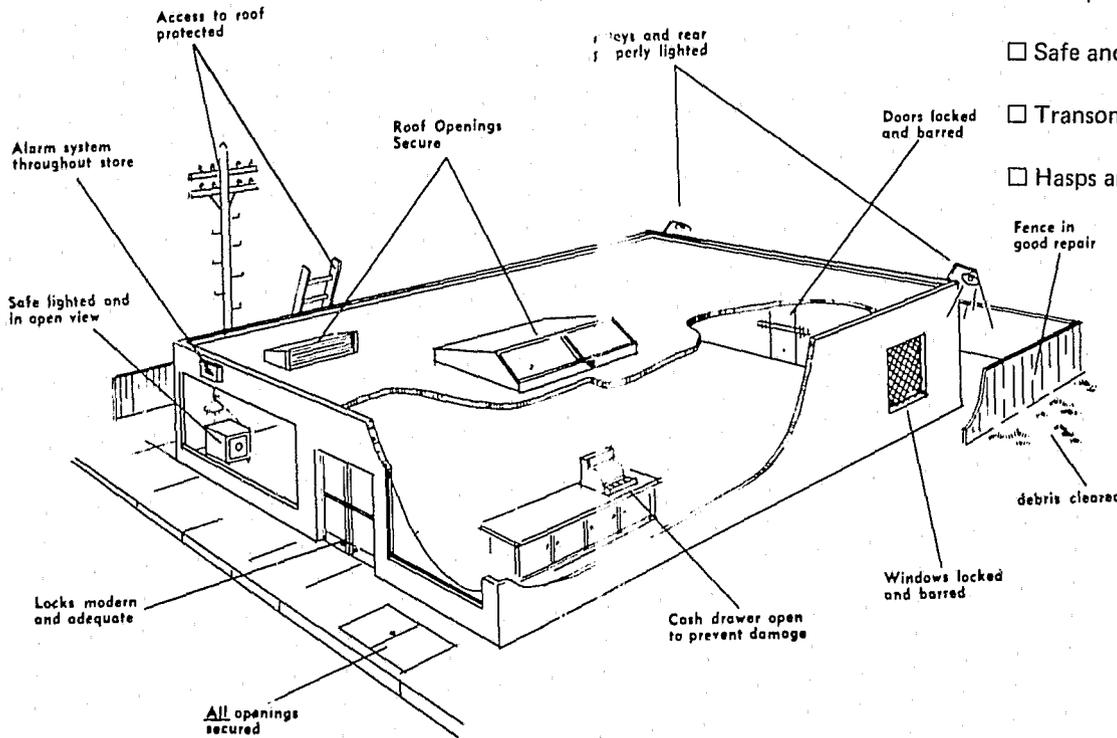
Don't make your business work for him!



Mr. Businessman..

Make This Fast Security Check Yourself

- | | |
|--|--|
| <input type="checkbox"/> Adequate lights at night? | <input type="checkbox"/> Blank checks and check writer secure? |
| <input type="checkbox"/> Safe anchored to the floor? | <input type="checkbox"/> Double cylinder, deadbolt locks on all outside doors? |
| <input type="checkbox"/> Transoms securely latched? | <input type="checkbox"/> Panel doors metal lined to resist drilling? |
| <input type="checkbox"/> Hasps and Hinges Protected? | |



Office

Large office complexes many times do not control access to the building or floor where you work.

Two major considerations:

1. Your employer's property—most burglaries against your employer occur when the office is unoccupied, however make certain you secure those items left in your charge.
2. Challenge that unfamiliar face that is removing the adding machine or typewriter from the desk next to yours. If he is on legitimate business, he will not mind.

Secure your personal property . . .

Lock your purse, wallet or other valuables in your desk or other safe place.

Factory

You know your fellow workers, however many plants do not control access to company facilities and strangers may find an opportunity to gain unsupervised access to your:

Locker Room

When you change clothes, make sure you put your property in your locker. If you supply the lock make sure an extra key is on file. Remember, Lock Up.

Don't write combinations on the wall next to your locker, or hide a key near your locker. Besides any cash, your special tools are valuable and replacing them could be a big loss in time even if your employer may give you your money back.

Parking Lots

When you park your car for the shift make certain that it is locked. Keep all valuables in the trunk or out of sight. If you park in the dark far corner of the lot, buddy up or have the security department escort you out to your car. Guard your keys like your money. Always look in the back seat before you enter your car. Always secure windows and vents.

Rest Room

An increased number of thefts have taken place while in the rest room. Hanging your coat or bag on the hook behind the door has led to a thief reaching over the top, grabbing your property and fleeing generally with the victim unable to take up pursuit.

Coat Racks and Closets

Remove your valuables from pockets. Frequently our coats are left in unsecured and uncontrolled access areas which increases chances of theft.



ALARMS

Alarms provide added protection and are most effective when used with other security techniques. Alarms are designed to detect an attempted intrusion. Your local law enforcement agency can provide proper advice with regard to alarms.

LIGHTING

Burglars prefer darkness. Automatic exterior lights, protected from tampering and intentional bulb breakage are effective.

PROPERTY IDENTIFICATION

Mark all property. Check on proper procedures, maintain records of serial numbers of all valuables. This aids in the return of stolen property.

PRUNE LARGE TREES

Low limbs can provide second story access.

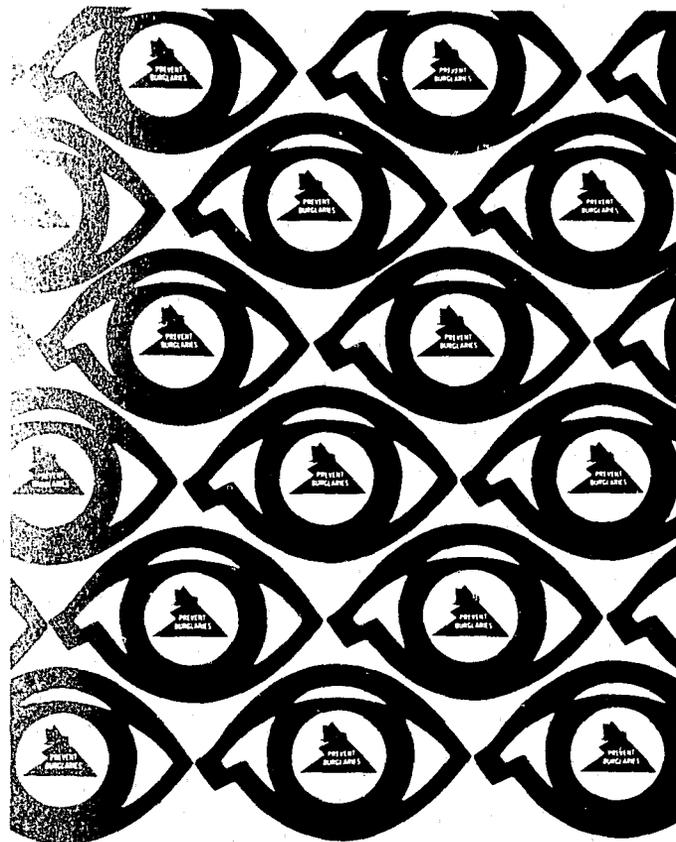
LAWN CARE

A very effective clue that someone is at home and cares.

TRIM SHRUBS

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

ALL THESE STEPS ARE IMPORTANT—TOGETHER THEY AID IN PROTECTING YOUR HOME AND YOUR PROPERTY



THE NATIONAL SHERIFFS' ASSOCIATION'S **NEIGHBORHOOD WATCH** PROGRAM



*A self help educational program
to reduce threats to you and
your neighbor's property*

HOW TO PROTECT YOUR HOME

- SELECTED SECURITY STEPS
- WHERE TO BEGIN
- RECOMMENDATIONS TO REDUCE RISK

THE NATIONAL SHERIFFS' ASSOCIATION
in cooperation with your

LOCAL LAW ENFORCEMENT AGENCY
funded by a grant from the

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
UNITED STATES DEPARTMENT OF JUSTICE

NEVER GIVE A BURGLAR AN EVEN BREAK!

IS BURGLAR AN OPEN HOUSE?
Safeguard your property against these major invitations to burglary.



CRIME PREVENTION IS NEIGHORLY

Educate your neighbors to these simple steps to security

America's sheriffs are increasingly concerned because burglaries last year multiplied twice as fast in suburban and rural areas as they did in cities. Law enforcement agencies solved only nineteen percent of those burglaries. Seventy-three percent of those arrested last year had been previously arrested on the same charge.

Burglary has been a comparatively safe crime to commit. Only with active citizen cooperation can the sheriff hope to make it unprofitable. Let us help one another to reduce burglaries in every county in America.

Ferris E. Lucas, Executive Director, National Sheriffs' Association

LOCKS Your first line of defense, locks are only good if you use them. Inexpensive locks are relatively ineffective. Keep your exterior doors locked, tell your friends, neighbors and baby sitters. Keep track of your keys.

KEY IN THE KNOB LOCKS Most frequently used, least secure. Two types with a trigger bolt (Deadlatch) these are more secure than locks without this feature. Generally, these types of locks can be forced, by breaking off the knob portion which can be jimmied or shimmed because of the short length of the latch. These locks can be effectively supplemented by the additional use of a deadbolt. (see "deadbolt")

MORTISE LOCKS Provide the greatest security (if used properly). Generally two major operating parts, a "springlatch" and a "deadbolt" feature—Mortise locks are considered strong, be sure and install them properly. Make certain the door fits the jamb (frame) snugly and the deadbolt is the proper effective length.

DEADBOLT LOCKS Two basic types—horizontal and vertical, considered, when properly installed, to be the safest and strongest locks available. Ideally used with Mortise or Key-in-the-knob locks for maximum security.

EXTERIOR DOORS MAIN ENTRY Never admit anyone unless you know them. A simple wide angle viewer helps to identify any visitor. Mail slots should be hooded to prevent undesired visibility into the room. Check hinges, door snugness and strike. Every exterior door should be solid core construction. Door chains can be snapped or pulled free. *Your local sheriff and other law enforcement agencies have many hints to provide maximum security.*

SLIDING GLASS DOORS Special attention is required, additional precautions such as a strong dowel placed in the inside lower channel and/or strong metal pin drilled through the inside track extended partially into the sliding portion of the door are efficient. Special commercial stops are available which just snap in place and lock to provide controlled operation.

GARAGE DOORS Should be kept closed and locked. Valuables kept in the garage are targets as well as providing an opportunity to penetrate through a door leading into the house. The tools generally kept in the garage may provide the method of breaking in as well as being part of the loot

BASEMENT DOORS As with any exterior door this means of entry requires the same level of security as used on major doors.

REMEMBER: The attic door, the door from the basement to the house are all subject to illegal entry. Take the time and check your doors. Use commonsense security—Better yet—**IF YOU HAVE ANY QUESTIONS CALL YOUR LOCAL SHERIFF OR OTHER LAW ENFORCEMENT AGENCY, ALSO SHARE YOUR KNOWLEDGE WITH A NEIGHBOR.**

WALKS AND DRIVEWAYS Should be kept free from offering concealment to intruders and other criminals.

GATES AND FENCES While possible offering concealment to criminals, gates and fences properly used can also deter the removal of large items and increase the difficulty of breaking in.

WINDOWS Windows must be securely latched, there are three basic types of windows. *Double Hung Windows* are the most common. Most double hung windows use sash locks, which do not lock but merely engage, these may stop a child but will not deter a more highly motivated felon. Supplemental keyed locks are inexpensive and easily installed and offer freedom of operation and maximum security.

SLIDING GLASS WINDOWS The same guidelines for sliding glass doors are effective with windows.

CASEMENT WINDOWS are generally considered the easiest to secure. Simple removal of the crank after opening the window a few inches will deter most burglars.

FRENCH WINDOWS Can generally be treated like doors and secured with appropriate locks.

BASEMENT OR GARAGE WINDOWS Should be nailed shut if rarely used, if needed for ventilation they can be secured by installing key locks.

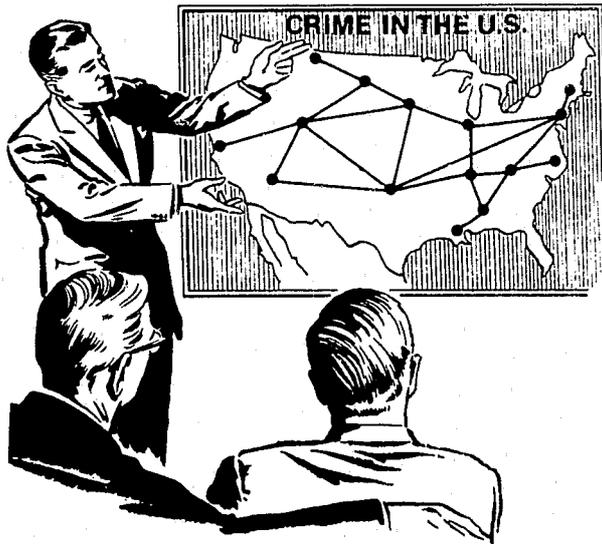
NATIONAL NEIGHBORHOOD WATCH PROGRAM

**PREVENT
BURGLARIES**

THE NATIONAL SHERIFFS' ASSOCIATION
in cooperation with your
LOCAL LAW ENFORCEMENT AGENCY
funded by a grant from the
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
UNITED STATES DEPARTMENT OF JUSTICE

How Serious is This Problem . . .

A recent major burglary study indicated that public involvement in crime prevention through programs designed to alert citizens to the steps they can take to protect their property has been exceptionally successful. Home inspections, better lighting, improved locks and increased security have paid off in fewer residential burglaries. The information in this guide has been proven effective in protecting you and your neighbors. Nationally, residential property crimes continue to be a major law enforcement concern. The growing number of burglaries, particularly daytime crimes, demands the attention of every citizen to aid law enforcement in reducing these crimes.



Remember . . .

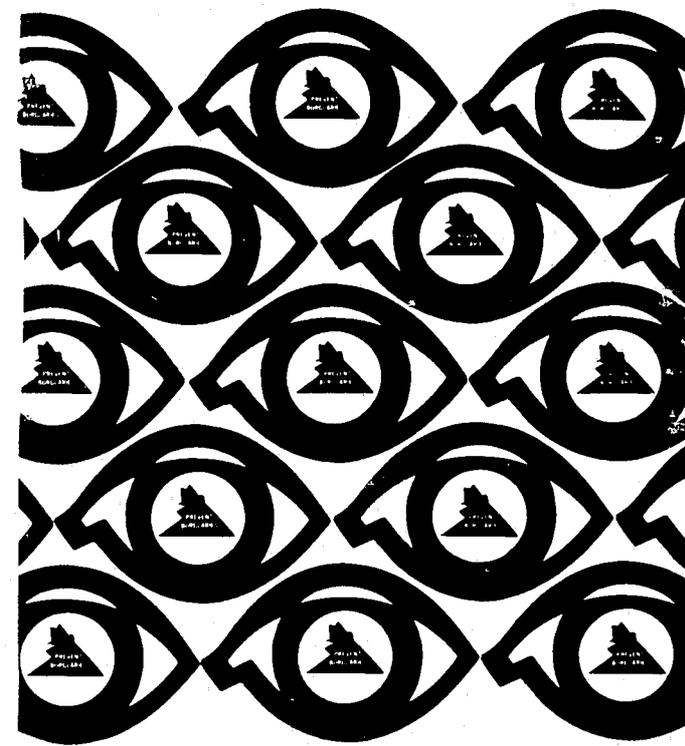
A burglary is committed every 13 seconds in the United States. The information in this booklet is to help see that it doesn't happen to you.



For Additional Information Call:



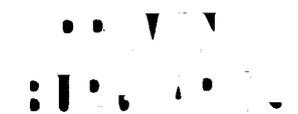
THE NATIONAL SHERIFFS' ASSOCIATION
in cooperation with your
LOCAL LAW ENFORCEMENT AGENCY
funded by a grant from the
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
UNITED STATES DEPARTMENT OF JUSTICE



THE NATIONAL SHERIFFS' ASSOCIATION'S
NEIGHBORHOOD WATCH
PROGRAM

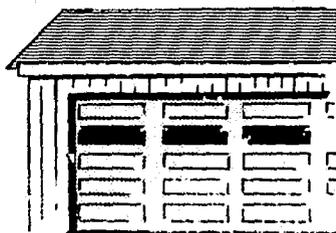
**HOW TO PROTECT YOUR
PROPERTY AWAY FROM
HOME AT WORK OR PLAY**

*A self help educational program
to reduce threats to you and
your neighbor's property*



When You are Away Remember To:

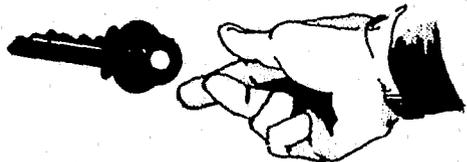
- Secure your house. Lock all the doors, even if you only plan to be away for a short time.
- Stop all routine deliveries; mail, newspapers, milk, etc.
- Arrange to have your lawn mowed.
- Lights Leave a night light on, use an electric timer if you have one.
- Have a neighbor watch your home. If possible ask them to rearrange shades or curtains.
- Give the house a lived-in look.



Your Garage

- Lock the garage, be sure you put inside the locked garage, ladders or other devices which will aid a burglar in gaining entrance.
- Be sure if possible to put any heavy tools which could be used to force open a door or window in the basement.

Most Important . . .

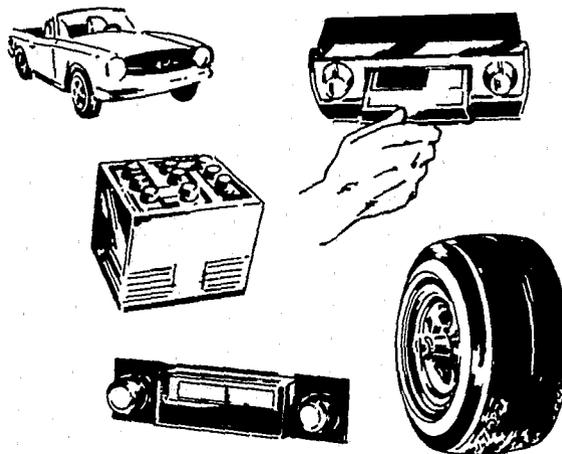


Leave a house key with a neighbor, not under the mat. If possible leave word on where you will be.

In Motels/Hotels

- When checking into a hotel or motel do not leave your baggage unattended. Leave your valuables in the office safe if you don't plan to use them right away.
- When you are away from your room—Lock it!
- Be alert—carry travelers checks.
- Control the key to your room. Do not casually leave it on the hotel desk when leaving your room.
- Don't leave young children in your room at night unsupervised.

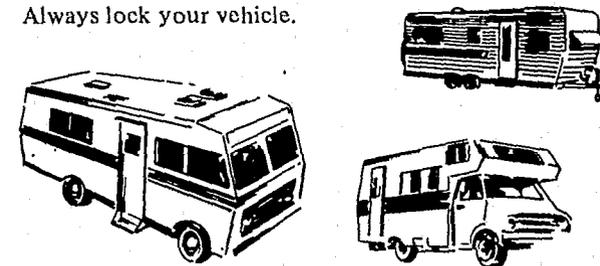
YOUR CAR . . . LOCK IT WHEN YOU LEAVE IT.



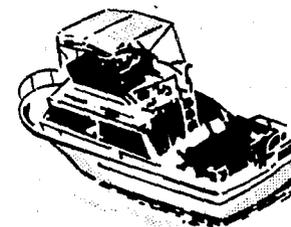
PROFESSIONAL CAR THIEVES CAN STRIP YOUR CAR IN MINUTES.

Your Boat/Camper/Plane

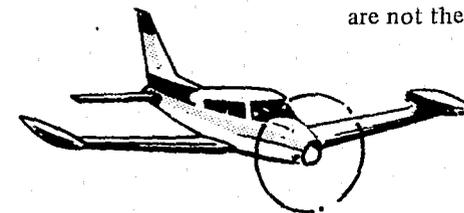
- Camping and Boating should be fun. Don't turn your trip into a disaster.
- Take several simple steps to security:
- Where possible use designated public or private camping areas. Keep an eye on your children at all times.
- Always lock your vehicle.



Marinas



In the water several safeguards—lock your electronic sonar, radio telephone and motors inside the cabin if possible. Mark everything and record serial numbers and descriptions. Talk to the yard owner if possible and see what he is doing to protect your property when you are not there.



Generally inadequate security at airports gives easy access to planes and equipment. Most avionics gear is readily removed with small hand tools and because of its compactness and light weight it is easy to conceal.



NATIONAL SHERIFFS' ASSOCIATION

SUITE 320 • 1250 CONNECTICUT AVENUE • WASHINGTON, D. C. 20036

TELEPHONE: CODE 202: 872-0422

FERRIS E. LUCAS
EXECUTIVE DIRECTOR

Volume 1, No. 1, 1972

NEIGHBORHOOD WATCH NEWSLETTER

The enclosed material is designed to bring to your attention several aids which should enable you to set up and implement the National Neighborhood Watch Program. This is a coordinated attack on Burglaries and Larcenies by sheriffs across the United States. These suggestions are to:

1. Spotlight Resources - Review those areas in your community which can be helpful in bringing the idea of Neighborhood Watch to your community. Check people who can be helpful, have related experience, and who are community leaders. In preparing an inventory of your community resources it may help to focus your attention on a resource that you may not have thought to utilize on the National Neighborhood Watch Program.
2. Provide a system or check list - this can be used in implementing this program, these ideas can be accepted, rejected or modified to meet your local needs.
3. Bring to the attention of the community a variety of ideas that may give you some help in obtaining community support.

START NOW

- I Crimes are going on as you read this - some can be prevented.

That's really what this program is all about. The National Crime Prevention Institute reports, "Criminal opportunity can be lessened in a number of ways. First, the environment can be designed so that the individual considering the criminal act feels that there is a good chance for him to be seen by someone who will take action on their own or call authorities, second, the target of his attack can be so formidable that he does not believe his abilities will allow him to conclude the action and thirdly, if he actually attempts to reach the goal, the probability of his failure can be increased through the ready response of law enforcement agencies." I/

014579

- II The process is a system.

"... and tying it all together is the constant surveillance by both members of the community and law enforcement." 2/ Crime prevention should be a constant concern to everyone at all times. This is an opportunity for the sheriffs to coordinate the community wide program together with N.S.A. members from coast to coast.

- III Collect information about the crimes of burglary and larceny in your community.

The public will want to know if they are being successful in their fight against crime, therefore you must gather facts and statistics which will support the effort. This program will be measured in its success by demonstrating a reduction in these crimes. Remember the major goal of the program is to reduce crime. One of the ways that success of the program can be measured is by how many people you as sheriff can make aware of the program as well as aid in the reduction of crime.

- IV Develop a method of reporting systematically the status and progress of the program.

Statistics from the F.B.I. Uniform Crime Report, 1971 3/ are available. This report can provide a great deal of information, particularly, national statistics. More important however, is that you collect local statistics and material, and it is upon this data that you make reports of progress to the community. Your N.S.A. will provide assistance in effectively developing the most efficient data.

- V Develop a coordinating or planning council.

Included in these guidelines are some suggestions which you may find helpful in developing your own local plan, the models proposed herein are only suggestions, you may feel free to change them any way you wish, discuss these suggestions with your council and pick the best combination of ideas for your situation.

- VI Call your council together.

Get their ideas - the greater the involvement you achieve with your committee, the more effort they will devote - this could be contagious. As a sheriff and community leader working with this committee and effectively channeling their creativity will be in the best interest of the county.

VII Two basic approaches emerge:

- (a) Bring the material to the people.
- (b) Bring the people to the material.

Both of these basic techniques are employable concurrently or independently. Remember that getting the "Word" to the people is the goal of the program. These proposals only provide a variety of means to that end.

Diagram I - Demonstrates a variety of ways possible for the flow of the material and information from the sheriff to the people. The diagram suggests several techniques for using a variety of resources, the flow shown in the diagram is an attempt to bring to your attention several of these techniques. In the "top" path, the information and material flow from the sheriff and his deputy sheriff, through service clubs (i.e. P.T.A., Jaycees, Chamber of Commerce, Sons of the American Revolution, etc.). A further technique here can be to develop a Neighborhood Committee from which the sheriff can structure a block captain organization which will present the program to the public.

Another alternative is to have the service group directly disseminate the material and information to its members. Requests to share the material, by passing it on to a neighbor would increase the impact. A third possibility is where the sheriff or his deputy makes direct contact with the individual home and people. These proposals suggest a variety of alternatives, any mixture or variations of which can be used. The most important point to remember is for the sheriff to involve as many people as possible, using people to communicate and share the knowledge gained from the program with neighbors is very successful.

The second basic technique is to bring the people to the material. Among the variety of ways this can be done is by distributing material through shops and supermarkets, either by handing out the material (when people shop the participating stores) or by printing additional messages on the shopping bags, etc. The use of mass media plays an important part in this technique and specially designed press releases and materials are being developed for distribution. Reprints of the existing material in Sunday supplements of your local paper can really aid the sheriff greatly.

The use of public service companies, insurance companies, and community facilities such as libraries are important resources. For example, Operation CODE a system effectively used by sheriffs across the country suggests, that the coding of personal property by engraving an identifying number on them deters the theft as well as aids in the recovery by the owner of stolen goods. There are other techniques which will be explored in our guidelines and sent to you.

Insurance companies and utilities can be involved, because of their frequent mailings. These approaches should be refined locally and developed so that NSA National Neighborhood Watch material can be included in such mailings. Representatives of these organizations should be solicited for membership on committees. Many times such organizations will be interested in obtaining supplemental materials for such distribution. Your association is prepared to provide these extra materials to such public service groups at cost in the public interest.

Diagram II - as opposed to the linear representation in Diagram I, Diagram II is intended to suggest a functional organization. In large departments each function can be handled by a man or team of men. In smaller departments, one man can handle several or all of the functions.

The titles are examples only and more related functional organization may call for the use of some other title. Descriptions of each function as needed should be developed.

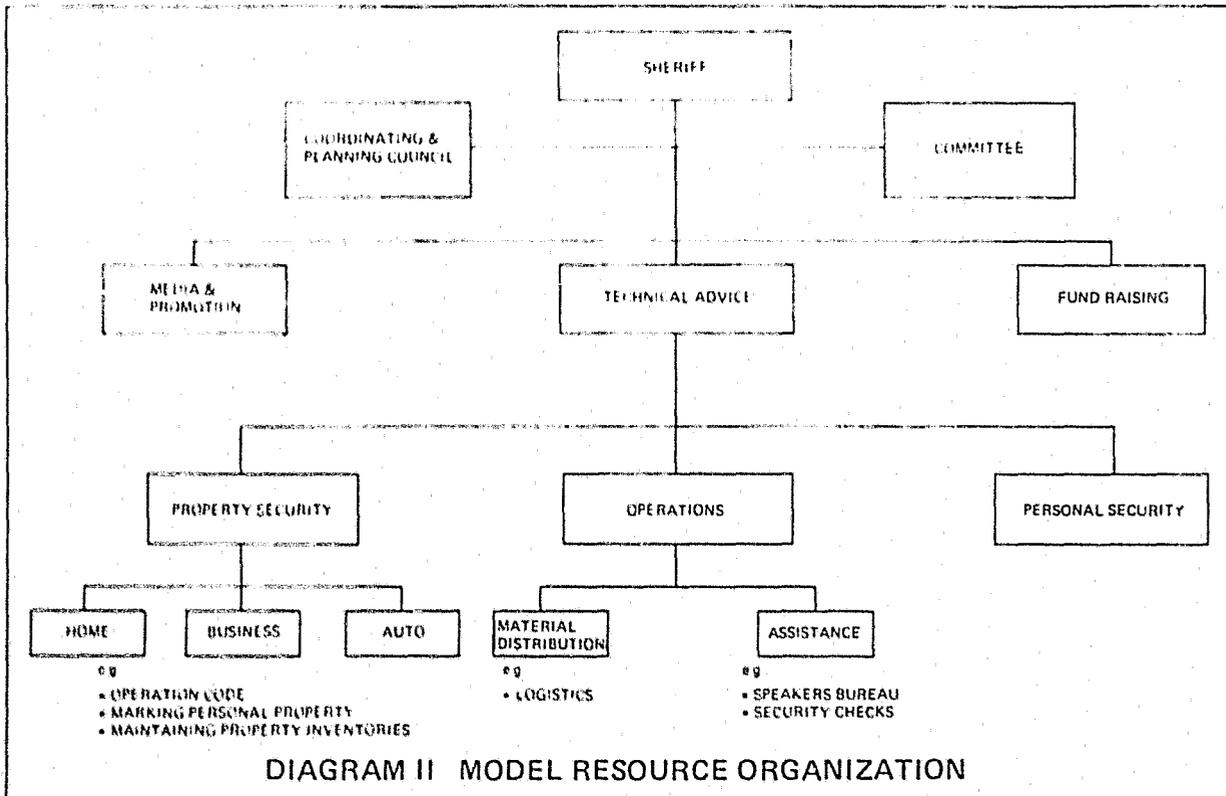
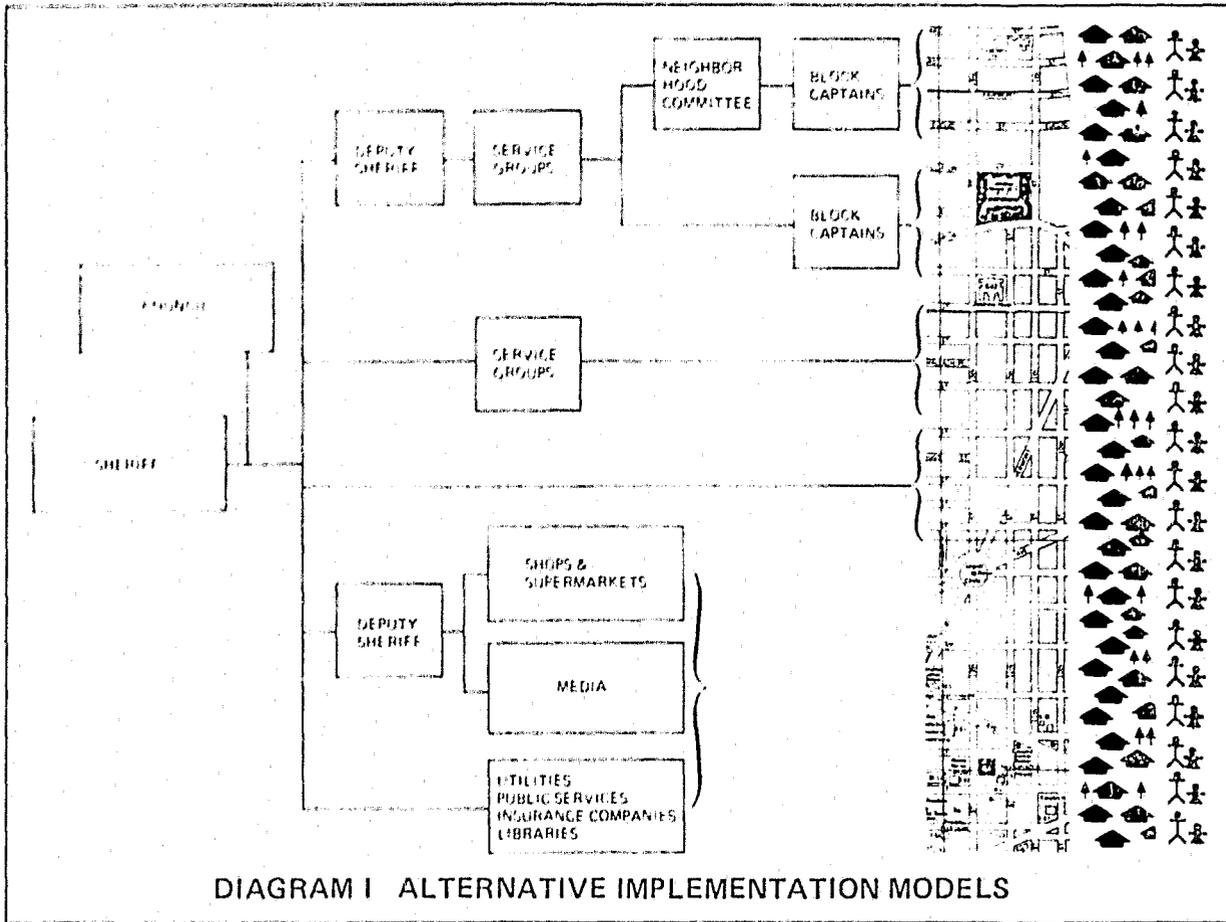
We will be shipping the bulk of the material shortly, as soon as it's available from the printer. At that time more detailed guidelines will be supplied.

1/ Rykert, Wilbur, "Establishing a Crime Prevention Bureau," National Crime Prevention Institute, University of Louisville, 1972, Page 13.

2/ IBID Page 13

3/ Gray, Patrick L. III, "Crime in the United States - Uniform Crime Reports - 1971" Federal Bureau of Investigation, U.S. Department of Justice, Washington, D.C. 20535

NATIONAL NEIGHBORHOOD WATCH PROGRAM





NATIONAL SHERIFFS' ASSOCIATION

SUITE 320 • 1250 CONNECTICUT AVENUE • WASHINGTON, D. C. 20036

TELEPHONE: CODE 202: 872-0422

FERRIS E. LUCAS
EXECUTIVE DIRECTOR

NEWSLETTER NATIONAL NEIGHBORHOOD WATCH PROGRAM

Volume 11, No. 1, 1973

This newsletter is intended to bring you up to date on the status and progress of the National Neighborhood Watch Program.

PARTICIPATION - We are continuing to involve the 1500 sheriffs who were initially invited to participate with mailings and progress reports. Sheriffs are actively implementing the program by distributing almost 10 million pieces of program material, which has been designed to go directly into the home.

MATERIALS - We have shipped all of the initial printing of 10 million pieces of program material, and have ordered more. Many sheriffs have requested more material than the 10,000 pieces we originally sent them, which indicates good coverage in their counties and strong public support of the program.

PRESS CLIPPINGS - The response here has been tremendous. Sheriffs have sent us many clippings from their local newspapers and we feel that this kind of press coverage is very important to stimulating public awareness of the program. If you have any photos of the material being distributed or displayed, we would appreciate having copies of these photos.

SPONSORS - The United States Chamber of Commerce, the Sons of the American Revolution, the Jaycees and the Optimists International have all pledged support to the program. We have contacted their national leadership and asked that they alert their local organizations to the program, and that their members contact you with offers of assistance.

IMPLEMENTATION - The following are some further suggestions for implementing the National Neighborhood Watch Program in your area:

1. Your public library can serve as a meeting place to discuss the program; can provide an updated bibliography of the material on the shelves that is relevant to the program; can act as a central point for the distribution of materials as well as a lending institution for engraving instruments used for the coding of valuables.
2. Use service groups such as the Kiwanis Club, the Lyons Club, the P.T.A. and church groups to spread the word about Neighborhood Watch at their meetings.
3. Form a "Citizens Committee for Neighborhood Watch." This committee can either supervise the distribution of material from a central point, or make a door-to-door effort to publicize the program. Such a committee can also be extremely helpful in providing additional resources for implementing the program.

4. Supermarkets can be approached to imprint program information on their grocery bags. Other departments have done this very effectively with anti-burglary messages and hints.
5. The media - newspapers can provide space for informing the public of meetings regarding Neighborhood Watch, and can also act as a vehicle for the sheriff to use in reporting the progress of the program to the public. Announcements of home security steps can be publicized. Radio and T.V. spots can be used in the same manner.
6. Doctors' offices are excellent spots to leave program material, as most people look for something to read while they are waiting. Your local imprint on the program material will let them know where they can get more information.

In your presentation of the program, it is most important that you stress the visibility of the material as a deterrent to potential thieves. The mere presence of the material on cars and windows alerts the thief that the residents have a defensive attitude rather than an apathetic one toward their property. Once people really get serious about stopping the spiraling rise of burglaries, it usually gets some publicity, and thieves read the newspapers too. Reports of active citizen involvement using Neighborhood Watch techniques (reporting suspicious circumstances, strange automobiles, etc.) have shown that there has been a significant reduction in the number of burglaries in those communities.

We selected Railway Express to transport the program material to you as we found it to be the most economical vehicle for this purpose. They have been doing an excellent job so far, and we would like to hear from you regarding any damage to the cartons you have received. Also, if your office is beyond the normal delivery area of Railway Express, you will be notified by them and requested to pick up the material at the terminal nearest to your office. Please do this as soon as you can after receiving this notice, because storage charges accrue after 7 days of notification if the material is not picked up.

There have been a few situations in which the materials were refused by the sheriff's office at the time of delivery. We have explored the circumstances surrounding each situation, and have found that the most common problem here was that the sheriff's staff was not aware of the impending arrival of the material and therefore refused it. To overcome this, we now mail a postcard to the sheriff's office before the carton of materials is actually shipped, alerting the staff that the material will be arriving. Please be sure the people in your office are informed that the material will be delivered, as it saves us from having to contact Railway Express to redeliver once we have ascertained that the shipment was refused in error.

Enclosed please find a repro sheet of an ad that you can distribute to your local news media or include in your local newsletters, bulletins etc.

**SUPPORT
NATIONAL
NEIGHBORHOOD
WATCH**



- REDUCE CRIME
- PROTECT YOUR PROPERTY AND YOUR NEIGHBORS' PROPERTY

CALL:

**SUPPORT NATIONAL
NEIGHBORHOOD WATCH**



- REDUCE CRIME
- PROTECT YOUR PROPERTY AND YOUR NEIGHBORS' PROPERTY

CALL:



**SUPPORT
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NEIGHBORHOOD
WATCH**

- REDUCE CRIME
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CALL:



News Release

Ferris E. Lucas
Executive Director
Washington, D. C.

_____ COUNTY SHERIFF _____ ANNOUNCED TODAY
(NAME) (SHERIFFS NAME)
THAT HE HAS BEEN CHOSEN TO PARTICIPATE IN THE NATIONAL SHERIFFS' ASSOCIATION'S
EFFORTS TO REDUCE BURGLARY AND LARCENY NATIONALLY AND IN _____
(NAME)
COUNTY.

THE NATIONAL SHERIFFS' ASSOCIATION (NSA), WITH HEADQUARTERS IN WASHINGTON,
D.C., IS A PROFESSIONAL LAW ENFORCEMENT ASSOCIATION WITH MORE THAN 24,000 MEMBERS
IN ALL AMERICAN STATES AND TERRITORIES. SHERIFF _____ HAS BEEN CHOSEN,
(NAME)
ACCORDING TO NSA EXECUTIVE DIRECTOR FERRIS E. LUCAS, BECAUSE OF HIS DEMONSTRATED
CONCERN FOR THE SAFETY OF THE CITIZENS OF _____ COUNTY.
(NAME)

THE PROGRAM TO COMBAT BURGLARY AND LARCENY, KNOWN AS OPERATION NEIGHBORHOOD
WATCH, IS DESIGNED TO MAKE THE CITIZENS AWARE OF THESE SPECIFIC CRIMES AS WELL
AS TO ENLIST CITIZEN SUPPORT TO REDUCE THESE OFFENSES. THE PROGRAM IS SUPPORTED
BY A GRANT AWARDED BY THE LAW ENFORCEMENT ASSISTANCE ADMINISTRATION OF THE
UNITED STATES DEPARTMENT OF JUSTICE (LEAA). THE NATIONAL SHERIFFS' ASSOCIATION
WAS CHOSEN TO ADMINISTER THE PROGRAM BECAUSE THE SHERIFF IS TRADITIONALLY THE
CHIEF LAW ENFORCEMENT OFFICER OF HIS COUNTY, WITH COUNTYWIDE LAW ENFORCEMENT
AUTHORITY AND RESPONSIBILITY.

ADVISORY ASSISTANCE AND PLEDGES OF COOPERATION HAVE BEEN RECEIVED FROM
THE UNITED STATES CHAMBER OF COMMERCE, THE UNITED STATES JAYCEES, AND THE
NATIONAL SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION.

SHERIFF _____ WAS NOTIFIED BY NSA EXECUTIVE DIRECTOR LUCAS
(NAME)
THAT HE WILL BE FURNISHED WITH INFORMATIONAL AND EDUCATIONAL MATERIAL WHICH
WILL EXPLAIN THE CITIZEN'S ROLE IN OPERATION NEIGHBORHOOD WATCH IN _____
(NAME)
COUNTY. LUCAS COMMENTED THAT, FOR THE PROGRAM TO BE SUCCESSFUL, THE COOPERATION
OF THE LAW-ABIDING CITIZENS OF _____ COUNTY IS ESSENTIAL.
(NAME)

THE SPECIFIC CRIMES OF BURGLARY AND LARCENY WERE CHOSEN AS THE FOCAL POINT
OF THIS PROGRAM BY THE NATIONAL SHERIFFS' ASSOCIATION BECAUSE BURGLARY HAS IN-
CREASED 70% AND LARCENY HAS INCREASED 109% DURING THE PAST FIVE YEARS. THEY
THEREFORE REPRESENT A COUNTRYWIDE PROBLEM AND APPROXIMATELY 70% OF ALL REPORTED
CRIMES, NATIONWIDE.

SHERIFF _____ SAID HE HAS NOTIFIED NSA EXECUTIVE DIRECTOR LUCAS
(NAME)
THAT HE WILL GLADLY ASSUME THIS ADDED RESPONSIBILITY AND WILL PROVIDE DETAILS
OF OPERATION NEIGHBORHOOD WATCH TO THE CITIZENS OF _____ COUNTY AS SOON
(NAME)
AS THEY ARE RECEIVED. LUCAS SAID HE WILL BE WATCHING _____ CLOSELY
(NAME)
DURING THE COMING MONTHS TO DETERMINE THE PROGRAM'S SUCCESS, AS COMPARED TO OTHER
SELECTED COUNTIES ACROSS THE NATION.

PUBLISHED BY

NATIONAL SHERIFFS' ASSOCIATION

SUITE 320 • 1250 CONNECTICUT AVENUE • WASHINGTON, D. C. 20036

Telephone Code 202: 872-0422



News Release

FOR IMMEDIATE RELEASE

Ferris E. Lucas
Executive Director
Washington, D. C.

_____ County Sheriff _____ released news today that Community participation in the National Neighborhood Watch Program has been growing. Sheriff _____ reports that materials designed to go directly into the home to alert citizens to the self-help steps they can take to protect their property and the property of their neighbors are being very well received by everyone.

The program is supported by a grant awarded by the Law Enforcement Assistance Administration of the U. S. Department of Justice. The National Sheriffs' Association Executive Director, Ferris E. Lucas comments that early reports begin to show 12-30% reduction in burglary across the County.

_____ County Sheriff _____ has already distributed large quantities of Neighborhood Watch materials and notes that _____ County is experiencing a favorable trend in reducing these crimes.

Sheriff _____ pointed out that last year _____ burglaries were reported and that so far _____ County has had a _____% reduction from predicted levels.

_____ Sheriff _____ has been congratulated by N.S.A. Executive Director Lucas for his effective participation with America's Sheriffs in the fight Against Crime.

You can learn how you can aid in organizing your Community in the protection of their property by contacting Sheriff _____ at _____ (address and phone number) _____.

Sheriff _____ invites you to organize a Neighborhood Watch in your area and he will provide materials to local groups as long as supplies last.

- 30 -

NATIONAL SHERIFFS' ASSOCIATION

SUITE 209 • 1250 CONNECTICUT AVENUE • WASHINGTON, D. C. 20036

Telephone Code 202: 223-4177

SAMPLE SUGGESTIONS
NATIONAL NEIGHBORHOOD WATCH PROGRAM

Ferris E. Lucas
Executive Director
National Sheriffs' Association
1250 Connecticut Avenue
Washington, D.C. 20036

SAMPLE SUGGESTIONS
NATIONAL NEIGHBORHOOD WATCH PROGRAM

I. START NOW

Crimes are going on as you read this, some can be prevented. That's really what this program is all about. The National Crime Prevention Institute reports, "Criminal opportunity can be lessened in a number of ways. First, the environment can be designed so that the individual considering the criminal act feels that there is a good chance for him to be seen by someone who will take action on their own or call authorities. Second, the target of his attack can be so formidable that he does not believe his abilities will allow him to conclude the action and thirdly, if he actually attempts to reach the goal, the probability of his failure can be increased through the ready response of law enforcement agencies. The process is a system . . . and tying it all together is the constant surveillance by both members of the community and law enforcement" (1) Crime prevention should be a constant concern to everyone at all times.

II. Collect Information about the crimes of Burglary and Larceny in your community - The public will want to know if they are being successful in their fight against crime, therefore, you must gather facts and statistics which will support the effort. This program will be measured in its success by demonstrating a reduction in these crimes. Remember the major goal of the program is to reduce crime. One of the ways that success of the program can be measured is by how many people can you make aware of the program as well as the reduction of crime. Develop a method of reporting systematically the status and progress of the program. Identify some "Profiles" of Burglary and Larceny in your community - When do most of these crimes occur, who seems to be involved most (teenagers, transients) what areas are most frequently involved and what major common characteristics of the victims are there? These are just some of the questions you should try and answer before proceeding to the next step.

III. Invite "Key" community leaders to participate in a COORDINATING COUNCIL. The major function of this council should be to survey the resources, such as organizations, industries, service groups as well as the natural geographic layout of the community for the efficient mobilization of these into an efficient force that can effectively be brought to bear in support of the program. This council should provide the necessary structure and plan for developing operating plans for the program in the various communities throughout the county. Invitation to participate in the Coordinating council should include representatives from County government, other law enforcement agencies, principal community leaders representing a cross section of the county. Invitations should be sent to those people who have shown a willingness to work and provide an opportunity to maximize the limited resources of the program. This

Coordinating Council can help identify needed subcommittees, recruit additional support and provide the leadership under your guidance for the program. Remember - Involvement is key to the success of the program. Be sure and invite support and participation in the program from:

The Mayors and City Managers of the communities in your jurisdiction representatives of your local:

Chamber of Commerce
PTA
Local School Administrators
Banking Association Members
Insurance Association
Burglar Alarm and Locksmith
Regional Crime Commission Members
Retail Merchants Association
Press, Radio and T.V.

- IV. Call the Committee together- Get their ideas - the greater involvement you achieve with your committee, the more they will devote - this could become contagious.
- V. Prepare all the necessary material for the committees. Collect the facts about the community. Compile a scrapbook about these problems in the community. Keep track of your progress.
- VI. Have the Coordinating Council plan a NEWS CONFERENCE. This occasion can be used to reinforce the earlier NEWS release and to introduce your Coordinating Council, to announce many of the details of the program as determined by your own council. These details should include planning, local kick-off meetings of the various community groups at which time local involvement will be solicited.

(1) Rykert, Wilber - University of Louisville, National Crime Prevention Institute, Louisville, Ky, 1972 P 13 Draft

SUGGESTED SUPPLEMENTAL READING

Arnold, Peter. BURGLAR-PROOF YOUR HOME AND CAR. Nash Publishing, Los Angeles, 1971.

Cole, Richard C. PROTECT YOUR PROPERTY; THE APPLICATIONS OF BURGLAR ALARM HARDWARE. Charles C. Thomas, Springfield, Illinois 1971.

Jeffery, C. Ray. CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN. Sage Publications, Beverly Hills, Calif., 1971.

Gray, Patrick III, CRIME IN THE UNITED STATES, UNIFORM CRIME REPORT-1971 U.S. Government Printing Office, Washington, D.C.

Tobias, Marc Weber. LOCKS, SAFES AND SECURITY. Charles C. Thomas Springfield, Illinois, 1971.

Scarr, Harry A. with Joan L. Pinsky and Deborah S. Zambianco. PATTERNS OF BURGLARY. NILE Grant No. NI 70-064. Report by Human Sciences Research Inc., McLean, Virginia, submitted to National Institute of Law Enforcement and Criminal Justice. LEAA, U.S. Department of Justice, Washington D.C.

NATIONAL NEIGHBORHOOD WATCH PROGRAM
PRELIMINARY OPERATING PLAN

STATE _____ COUNTY POPULATION _____
COUNTY _____ COUNTY SIZE (SQ.MILES) _____
SHERIFF _____ URBAN [] RURAL [] BOTH []

(A) I PLAN ON CONTACTING THE FOLLOWING GROUPS IN MY COUNTY:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

REMARKS:

(B) I PLAN ON CONTACTING THE FOLLOWING RESOURCES (SUPERMARKETS, MEDIA, ETC.) IN MY COUNTY FOR SUPPORT:

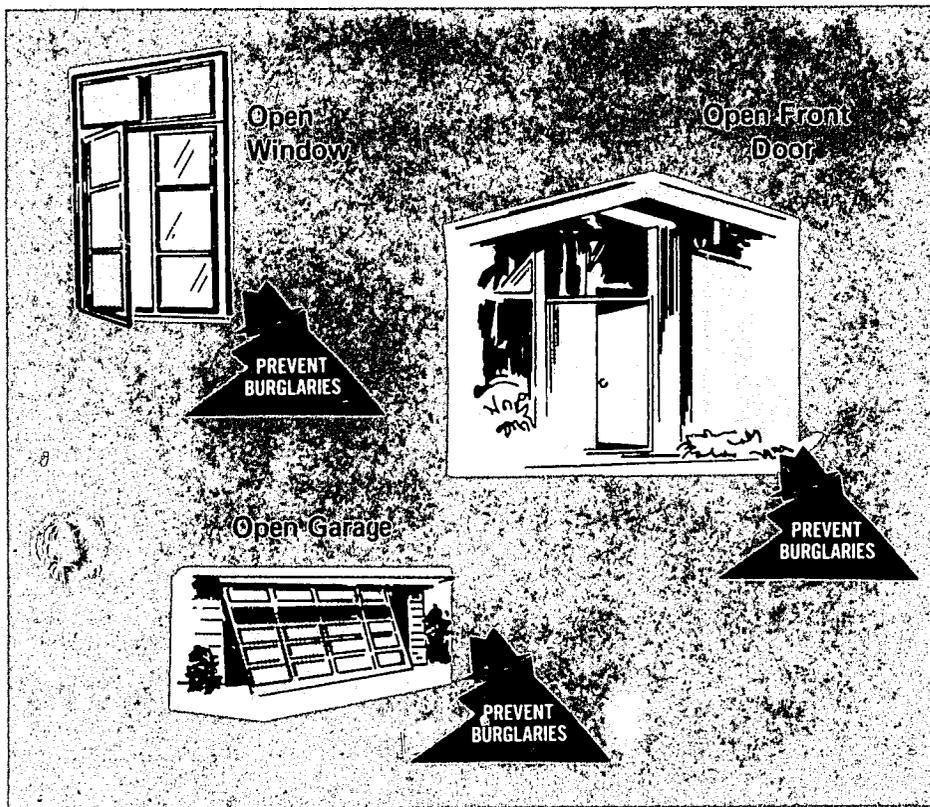
1. _____
2. _____
3. _____
4. _____
5. _____

REMARKS:

(C) I PLAN ON DISTRIBUTING THE PROGRAM MATERIAL BY: (PERIOD COVERED, METHOD OF DISTRIBUTION, ETC.)

(D) OTHER COMMENTS:

SIGNED: _____



Some of the things you can do to help are:

1. LOCK Your Doors
2. LOCK Your Windows
3. LOCK Your Garage

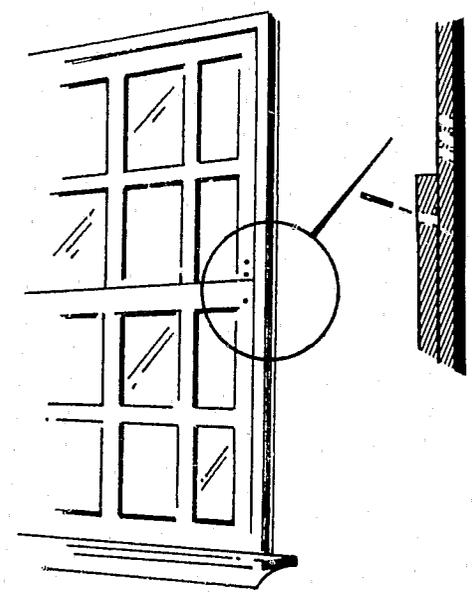
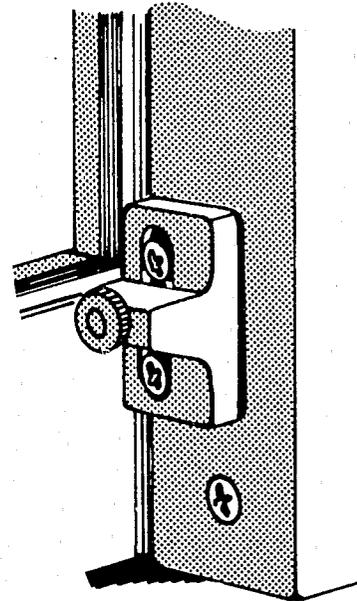
If you need open windows or doors for ventilation try these hints to make them safer.

Variable sliding glass locks.

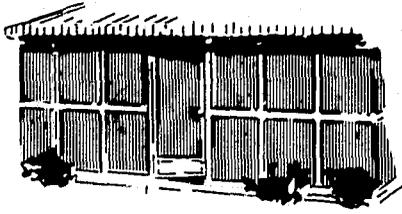
Pin your double-hung windows.

Most (over 1/2) of the residential burglaries are non or minor force.

This means people leave their doors and windows unlocked or have poor locks which require very little force to break

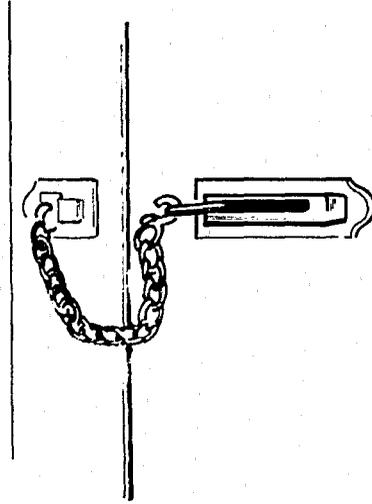


Control the size of the opening.



Screen Doors

Screen doors many times have locks. Be sure and use them.



Door

Don't rely on chains to secure doors.

For Additional Information Call:



**PREVENT
BURGLARIES**

**IS THIS
THE KEY
TO
YOUR HOME?**



THE NATIONAL SHERIFFS' ASSOCIATION
in cooperation with your
LOCAL LAW ENFORCEMENT AGENCY
funded by a grant from the
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
UNITED STATES DEPARTMENT OF JUSTICE



END