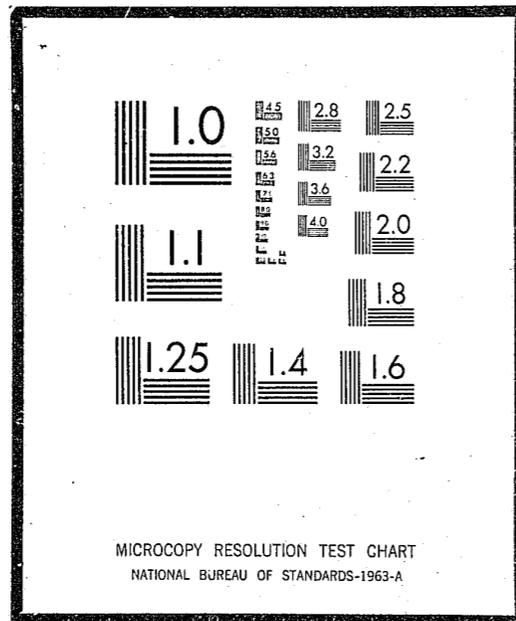


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

*Always
Think
Prevention*

Date filmed

6/14/76

This pamphlet has been prepared to provide the woman living and working in large urban communities with some factual information regarding crime prevention techniques which she can use to protect herself.

All citizens should be made aware that crime prevention is basically a combination of common sense, caution, alertness, and information on crime prevention techniques. We hope that it will never be necessary for you to use any of the tips contained in this pamphlet regarding self defense tactics but we want you to know what to do and when to do it should you become a potential victim or the victim of an attack. Please remember that defense tactics should be utilized **ONLY AS A LAST RESORT AND WHEN YOUR VERY LIFE IS IN DANGER. NO MATERIAL POSSESSION YOU MAY BE CARRYING IS AS VALUABLE AS YOUR LIFE.**

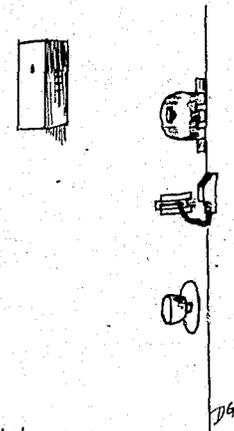
The preventive techniques described in this pamphlet, hopefully, will make you more secure as you work, study, travel, and participate in leisure time activities in large urban communities.

When You're At Home

If you live alone you should list only your last name and first name initial in the telephone directory, on your mail box and your apartment door.

Keep doors and accessible windows locked at all times. This also means when you plan to be out for just a few minutes. A few minutes is all the time a burglar needs.

All outside doors should be equipped with:



- a) a deadbolt lock
- b) a peephole
- c) a chain guard latch

An inexpensive battery operated alarm which sounds when a door or window is opened is excellent protection.

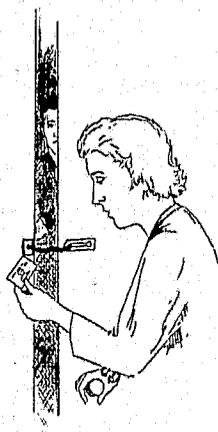
Install a lock on your bedroom door.

Install a telephone beside your bed. If you are awakened by someone breaking into your home you will still have time to call the police.

Tape the police emergency telephone number on the telephone.

Cooperate with a neighbor to install a simple, buzzer type alarm system between apartments. Such a system will enable each to press an alarm button to alert the other that the police should be called immediately.

When answering the door make sure you know who is there before opening the door to admit them. Use the peephole and the chain guard latch.



Never permit strangers to enter your home to use your telephone. Instead offer to make the call for them while they wait outside.

Check the identification of service or repairmen. If you are not satisfied ask them to remain outside your locked door while you telephone their office.

Curtains and/or venetian blinds should be installed on all windows and kept drawn or shut during the evening and early morning hours.

Never disrobe in front of a window.

If you live in an apartment obtain information as to the types of security provided in your building.

If prowlers or suspicious persons are observed near your home you should call the police immediately even if you cannot positively identify the person. Such a call will enable the police to provide better protection for your neighborhood.

When entering your home look around the area to make sure no one is loitering there. Have your door key ready and in your hand as you approach your door.

Should you return home to find the door ajar, a broken window or other signs that someone has entered during your absence do not enter. Instead go as casually as you can to a nearby neighbor's and call the police.

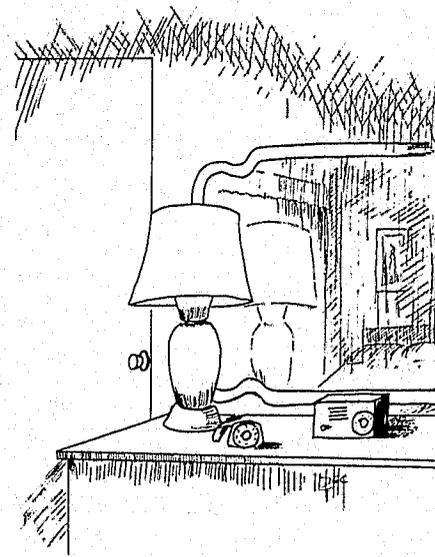
If you live in an apartment try to get a neighbor to accompany you when you go to the laundry, storage room areas. If these areas are not properly lighted don't go. Wear appropriate clothing at all times.

Never have a name and address on your key ring.

Never place your keys under a door mat or in the mail box.

Never leave your home at the request of a caller. Instead of complying with his request say you are momentarily engaged and will call him back as soon as you are free. Request the telephone number and call back to determine whether it is a legitimate call. If the caller is evasive about giving you a number to call you may be fairly sure he could be dangerous.

Leave a light on somewhere in your home at night even when you are not there (an automatic timer will turn on the lamp). Change the location of the lamp occasionally.



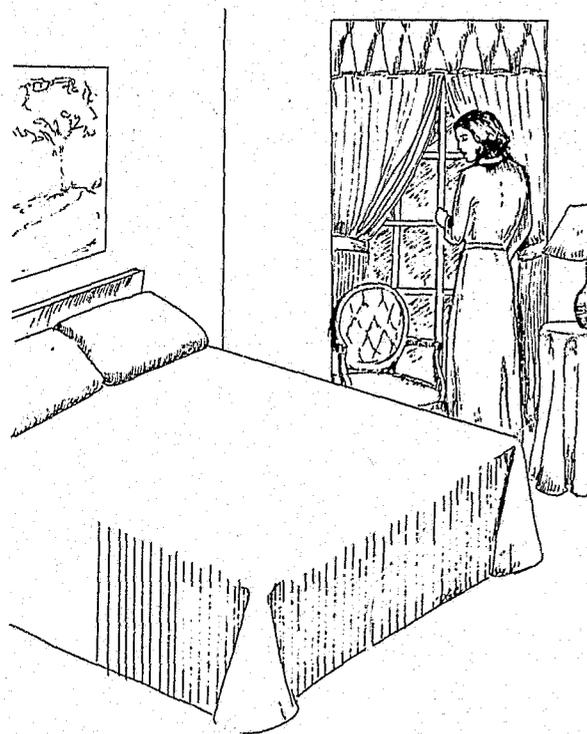
If you live in a house see that your garage and patio areas are well lighted at night and leave a light on in these areas when you will be returning home after dark.

When you lose a door key or move change the locks on the doors.

Never leave notes on your door. This practice simply broadcasts the fact that you are not home.

When you are going on vacation notify the milkman, the paper boy, and the Post Office to discontinue delivery until your return. Have a neighbor whom you trust to check your home each day. Notify the police that you are going away and ask them to check the area periodically.

Establish a routine security check before you retire each night. Check all doors and windows to be sure they are securely locked.



Cooperate in the Metropolitan Police Department Operation Identification Program. This is a voluntary anti-burglary program in which citizens engrave their Social Security number on their valuables.

Cooperate in the Metropolitan Police Department's Burglary Prevention Program. This is a program of security inspectional service for private residences and business establishments in which specially trained police officers survey the dwelling or establishment, upon request from citizens, and indicate security deficiencies.

To request additional information regarding either of these programs you may call...

626-2601
Monday through Friday
Between the Hours of
7:30 am and 4:00 pm

Walking On City Streets

Exercise extreme caution at all times on city streets.

Walk briskly and in a businesslike manner.

If you have to be out after dark try to make arrangements to go with a friend.

Try to avoid taking short cuts through dark or wooded areas.

Avoid talking to strangers.

Avoid walking where there are shrubs or tall hedges.

Avoid short cuts through alleys or between buildings.

Never go to your home if you suspect you are being followed. The culprit will know where to go should he decide to try again.

If you suspect that you are being followed enter an all night business establishment and ask the proprietor if you may use the telephone to call police. If there are only private residences in the area look for one which is lighted and ask the occupant to call the police for you.

Never, under any circumstances hitchhike. Hitchhiking makes you readily accessible to the rapist or anyone with criminal intent.

If you are apprehensive about any situation or you are the victim of an assailant you should go immediately to the nearest police district to report the incident, or call police on the nearest telephone.

Become familiar with the locations of public telephones. Remember you don't need a dime at outside public telephones when you dial 911.

Be alert. Notice cruising vehicles, if you suspect that the driver presents a threat, scream and run in the direction opposite to that of the driver. It will take the driver some time to turn around in order to continue to follow you. In the meantime you will have a chance to run to a place where it is possible to call police.

Avoid carrying large sums of money. If you must carry a large sum try to conceal it on your body. Leave credit cards, checkbooks, and all valuables at home in a locked desk or file cabinet drawer. Carry only the items which you will need immediately.

Make it a practice to carry your keys in your coat pocket rather than in your purse so they will be readily accessible. In the event you are the victim of a purse snatching you won't be locked out.

You should also carry some small change in your coat pocket so that it will be readily available for emergency situations.

If you plan to ride the bus you should know the bus schedule so you will not have such a long wait at the bus stop.

Have your fare ready and in your hand when you board the bus.

Keep your purse tightly tucked under your arm. Do not wrap the strap around your arm or wrist as this could prove dangerous if you are the victim of a purse snatching.

Keep your purse with you at all times when shopping. Never leave it unattended on a seat or counter.

If you are threatened by a purse snatcher DO NOT ATTEMPT TO RESIST IN ANY WAY. OBEY HIS COMMANDS AND MAKE HIM THINK THAT YOU ARE SO TERRIFIED THAT YOU FULLY INTEND TO COMPLY WITH HIS DEMANDS. PUSH THE PURSE TOWARD HIM WITH BOTH HANDS. IF YOU HAVE PREPARED YOURSELF PREVENTIVELY THERE IS NOTHING IN YOUR PURSE OF VALUE AND EVEN YOUR DOOR KEY IS IN YOUR COAT POCKET.

When At Work

Try to get your superiors interested in a program of office and building security which would involve locking the ladies rooms and providing keys for the employees. Hiring a security officer and implementing other security precautions will make the building safer for employees.

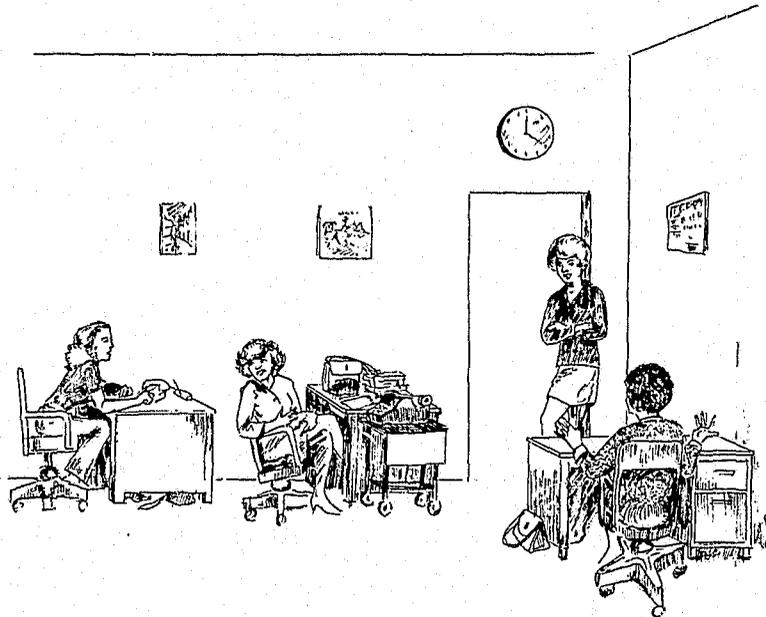
In the event the ladies rooms are locked you should still be alert when entering and leaving the area to assure that no one is following you in their effort to enter. In leaving make sure no one is waiting in the corridor in an effort to enter and push you back inside.

If the ladies rooms are not locked try to get a co-worker to accompany you.

Be alert when entering either a locked or unlocked ladies room. Cautiously check the room before entering. If you are suspicious about any circumstances do not enter. The reason for caution is that sex offenders may conceal themselves in the booths waiting for unsuspecting persons to enter.

Avoid using deserted or poorly lighted stairways. Use the elevator whenever possible.

Never leave your purse on top of or underneath your desk. It should be kept in the locked drawer of your desk or in a locked file cabinet drawer.



Never leave money in a coat pocket on the coat rack.

Be alert for strangers or suspicious persons in the hallways, on stairways and in the elevator.

Never loiter in ladies rooms, in the hallways or other offices. Know your destination and proceed there and return as promptly as possible.

When taking the elevator make it a practice to stand as near the control panel as possible so that if someone makes a move toward you you will be able to push the emergency button and as many other buttons as possible, scream at the top of your voice.

If a strange person is in the elevator and you are doubtful about his intentions simply walk away. Do not enter the elevator.



If you must work late at night alert the building guard that you will be working late. Ask the guard to accompany you to your car. If you have to take public transportation ask if any of your co-workers may be traveling in the same direction so that you may ride together or ask for a ride with a co-worker who may be driving.

When Driving Alone

Make sure there is gas in your tank and that your car is in good mechanical condition.

Plan your route before leaving home and keep a supply of maps in the glove compartment of areas in which you plan to drive.



Avoid asking directions from strangers if you become lost. Instead drive to a gas station where someone may be able to assist you or look for the police cruising the area.

When stopping for gas or service on your car try to locate a service station which is well lighted and which has a clean well kept appearance.

Keep your doors locked and windows up except for two or three inches to provide ventilation in case you don't have air conditioning. This window space will also prevent a culprit from reaching into your car, unlocking a door and entering your car while you are stopped for a traffic light. This will also permit passersby to hear you if you have to scream because you are being threatened by a potential assailant.

Don't drive after dark if you can avoid it.

If your car breaks down on the road and you are not near a roadside telephone tie a handkerchief on your radio antenna and raise the hood if you can. Get back into the car, lock the doors and wait for the police cruising the area to find you.

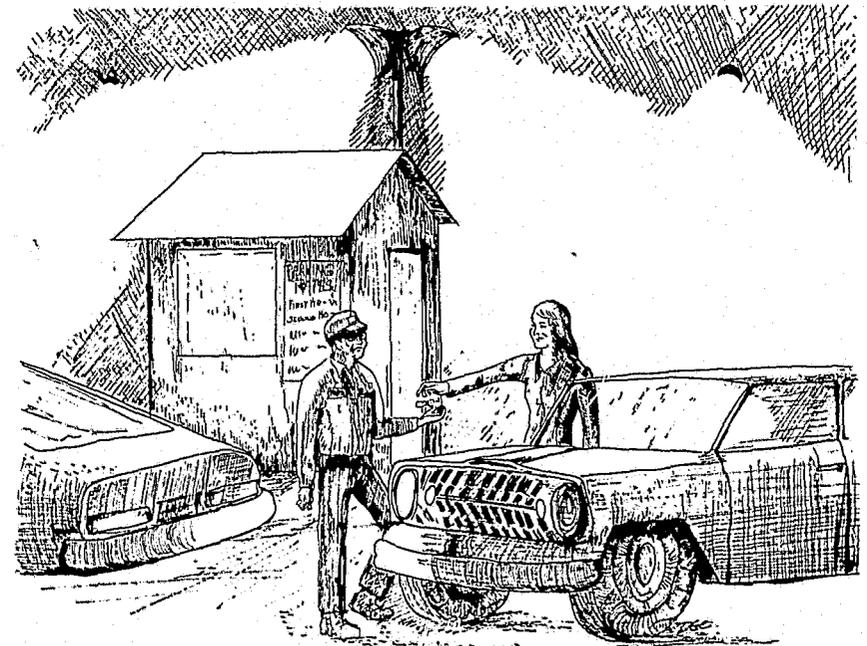
If a passing motorist offers to assist you talk to him through the window space provided. Do not accept a ride with him to a gas station. Decline his offer politely.

If you are approached by an assailant while driving sound your horn as loud as possible and in as rapid succession as possible. Try to take off even if it may mean breaking a traffic law in your efforts to get away. It is better to break a traffic law than to become the victim of an attack.

When parking your car be sure you park in a well lighted area. If you live in an apartment that does not provide adequate lighting in the parking facility for tenants be sure to complain to the manager and request that the condition be corrected.

If you park on a commercial lot be sure to obtain a claim check and make sure the location of the lot is imprinted on the check.

Leave only your ignition key with the attendant.



Never leave your house keys on the same key chain with your car keys.

Never have an identification tag on either car or house key chains.

When you park on the street be sure to remove packages and valuables from the seat of your car. Roll up all windows, lock all doors and take your keys with you.

Always look into your car, front and rear to make sure no one is waiting there for you.

Always turn off the ignition and take the key with you whenever you have to make a stop or be out of your car for any reason. An unlocked car provides an opportunity for the car thief.

Never go home when you believe you are being followed.

If you are followed by another car pull over to a well lighted curbside where there are people and wait to see if the car passes you. If you proceed and find that you are still being followed drive to the closest area where help will be available. **DO NOT LEAVE YOUR VEHICLE, INSTEAD SOUND YOUR HORN FRANTICALLY UNTIL YOU ARE SURE SOMEONE HAS HEARD YOU. THE BEST PROCEDURE IS TO DRIVE TO A POLICE PRECINCT OR A FIRE HOUSE.**

Never leave your purse on the car seat.

When Traveling And Stopping At Hotels And Motels

Be sure to carry a supply of travelers checks which you have obtained from your bank. This will enable you to carry a minimum of cash during your stay in a strange city.

Choose a reputable hotel or motel and make your reservation in advance.

Check your room carefully, noting entrances, fire escape and windows for possible accessibility by culprits. If in doubt about these features of your room request to be transferred to another room.

Check the locks on doors and windows.

Check the corridors for fire door accessibility in case of a fire emergency.

Ask if the hotel has a safe which might be used by guests to store their valuables.

See if hallways and elevators are adequately lighted for maximum security.

Ask the manager about procedural details and note the telephone extension so that you may contact the security officer should you require assistance.

When requesting room service make sure that you are properly dressed and waiting when your order arrives.

Obscene Telephone Calls

The police department and the telephone company advise that the best procedure to follow in the event you receive obscene, harassing, or threatening telephone calls is...

Do not reply to any remarks the caller makes.

Hang up immediately.

Never let the caller know that you are alone.

Never give the caller your name.

Never give the caller your telephone number, instead ask what number he is calling.

If the calls persist...

Call the telephone company business office to report that you are receiving obscene calls.

Call the police department telling them of the calls and that you have also reported the matter to the telephone company.

Maintain a log of the calls which will give the time, the date and the subject of discussion. Try to detect the voice characteristics of the caller. All this information will assist the police and the telephone company in the investigation.

Defense Tactics To Use Against An Assailant When He Does Not Have A Weapon

If you are approached by a potential assailant and serious bodily harm or your life has been threatened...

SCREAM ... This is a good defense tactic when there is no opportunity to run or to hide.



Don't waste your breath by screaming in a secluded location.

Don't waste your energy. Be sure to pick an opportunity when you are fairly sure that your screams will be heard.

RUN ... if it will enable you to reach a better vantage point so that your screams will be heard or you can escape. Try to run to a location where there are people, which is better lighted or where there are dwellings or business establishments which are open.

Remember ... a person trying to commit a criminal act against you would rather depend upon the element of surprise and a secluded location. Be prepared, be alert, and avoid secluded areas whether you are alone or with a date.

STRIKE ... Use your purse or its contents such as comb which you can use to rake down the assailant's face, a nail file, your high heeled shoe, a shopping bag or umbrella which you might be carrying.

Use your knee to ram into the groin area or your shoe heel to rake down your assailant's shin in order to inflict enough pain to make him relax his hold.

Little old ladies wielding umbrellas to protect themselves against attack are often successful in repelling an assailant or even routing him. However, if you use this tactic to protect yourself be sure to aim for some vital body point to inflict pain so the assailant will cease his attack or relax his grasp. This will give you time in which to turn and run as fast as you can.

If you think he is about to catch up with you remove your shoes so as to run faster and have a shoe ready to strike him in the event he is able to catch you.

BITE ... the assailant's hand or arm if he comes up behind you and attempts to place his hand over your mouth in an effort to stifle your screams.

SCRATCH ... his face and eyes as hard as you can.

If an assailant attempts to drag you into a secluded area you may be fairly sure he intends to rape you.

If at all possible and you think you will be heard scream **FIRE WITH ALL YOUR MIGHT WHILE AT THE SAME TIME ATTEMPTING TO FREE YOURSELF FROM HIS GRASP**. Passersby who may hear your screams will respond more rapidly to a scream of **FIRE** than **RAPE**.

Resist his efforts to drag you into a secluded area, a dark area or an alleyway. If you find yourself near a fence, a tree or a thick shrub grab it with both hands and hold on with all your strength.

You might also say to the assailant, "If you insist on assaulting me I think you should know that I have VD."

Under all threatening circumstances don't panic, keep your wits about you. Don't freeze. Some persons who are threatened become so frightened that they cannot react effectively against a threat of danger. It is to your advantage to remain as calm as possible.

In the event of threat of sexual assault or you become the victim of an assailant you should contact:

Metropolitan Police Department
EMERGENCY TELEPHONE NUMBER
911

If you are the victim of a rape it is vital to the success of the investigation that evidence, including your clothing worn at the time of the assault, be preserved. It is also vital that you receive a medical examination by a gynecologist, either a private physician, at a hospital clinic, or D.C. General Hospital Gynecology Clinic, **IMMEDIATELY AFTER THE ATTACK**.

Your delay will prevent the examining physician from obtaining conclusive evidence.

Your delay will thwart police investigative efforts.

Your delay could result in venereal disease.

For Police, Medical, Legal, and Court procedures involved in cases of sexual assault see Metropolitan Police Department publication *Sexual Assault*.

Be alert. Be observant. Call the Police Emergency Telephone Number 911 immediately if you are suspicious of any unusual circumstances, are threatened, see someone else threatened or who has been the victim of a criminal act, or are yourself the victim of a criminal act.

Never attempt to investigate any circumstances yourself.

Note!

Be wary of situations in which someone bumps into you or jostles you as you walk city streets or travel on public transportation. Be particularly careful at bus stops, in stores, theaters and other large gatherings. The pickpocket uses the tactic of distracting his victim while he lifts their wallet or other valuables.

Note!

Confidence men sometimes imitate police officers or bank officials. **Always** check on the identity of **anyone** requesting money from you. If you have any doubt about an organization or an individual contact the police.

When calling the police to report a crime give the police dispatcher the following information:

- a) your name
- b) your address, including the apartment number
- c) be as specific as possible

When calling the police give all pertinent information and hold on until you are sure the dispatcher has all the information. **REMEMBER, YOU DON'T NEED A DIME TO MAKE A CALL ON AN OUTSIDE PAY TELEPHONE WHEN CALLING THE POLICE EMERGENCY TELEPHONE NUMBER. IF YOU ARE THE VICTIM OF ANY CRIME DO NOT HESITATE TO GO TO THE NEAREST POLICE DISTRICT STATION OR CALL POLICE IMMEDIATELY. DON'T DELAY. BE ABLE TO ASSIST IN THE POLICE INVESTIGATION. REMEMBER AS MANY OF THE PHYSICAL CHARACTERISTICS OF YOUR ASSAILANT AS**

POSSIBLE. REMEMBER SUCH CHARACTERISTICS AS INDICATED IN THE CHART BELOW. IN ADDITION, TRY TO REMEMBER WHAT KIND OF VOICE HE HAD? WHAT WAS THE SUBJECT OF HIS CONVERSATION? WHAT MODE OF ESCAPE DID HE USE?

FILL IN ALL THE BLANKS

GIVE TO THE FIRST POLICE OFFICER ON THE SCENE

HAIR/Color
Style

BEARD/
MOUSTACHE

EYES

EARS

NOSE

MOUTH

RACE/Skin
Complexion

AGE

HEIGHT

WEIGHT

WEAPON TYPE



HAT (color,
type)

TIE

COAT

SHIRT

TROUSERS

SOCKS

SHOES

SCARS/MARKS

AUTO LICENSE, MAKE, COLOR

DIRECTION OF ESCAPE

CALL 911 AND DON'T HANG UP!

BE ALERT, BE OBSERVANT — Features which you can remember regarding the physical characteristics of suspicious persons or assailants can greatly assist your police department in their apprehension.

Tips For Parents

Parents guard your most precious possession — your children.

Know where they are and with whom, and what they are doing at all times.

See that they memorize their address and telephone number.

Post your office telephone number in a conspicuous location, also the police emergency telephone number.

Drive them or walk to school with them until you know they are familiar with the safest route.

Insist that they come home immediately after school.

Check delays in their arrival home immediately.

Make frequent visits to see teachers and the principal regarding achievements or problems your child may not have told you about.

Instruct your children to report to you immediately suspicious acting persons trying to make friends or offering gifts or a ride.

If you hire a baby sitter check references carefully. Make sure the sitter is a responsible person capable of handling emergencies.

Leave your telephone number posted near the telephone and be sure to tell the sitter that your office number has been posted in that specific location.

FIELD ELEMENTS - Appropriate local telephone numbers should be substituted as applicable.

**Metropolitan Police Department
EMERGENCY TELEPHONE NUMBERS**

**POLICE
911**

**EMERGENCY AMBULANCE
911**

**FIRE DEPARTMENT
911**

**POLICE CONFIDENTIAL TELEPHONE NUMBER
393-2222**

Metropolitan Police Department
Community Relations Division
Criminal Investigations Division
Washington, D.C.

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