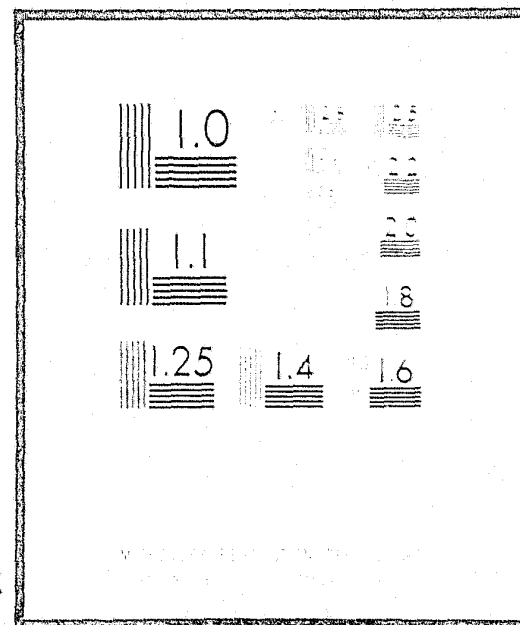


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

3 17 77

Date filmed

NATIONAL SHERIFFS' ASSOCIATION
1250 Connecticut Avenue, NW
Washington, D.C. 20036

NATIONAL NEIGHBORHOOD
WATCH PROGRAM



*New packet
1/13/76
m.B.*

NCJRS
PO Box 24736
Southwest Post Office
Washington, DC 20024

Attn: M. Barron

*For SWI-18
Balks - available
28085*

This will authorize the National Sheriffs' Association to ship National Neighborhood Watch Program materials as marked below and to submit an invoice for actual shipping costs.

_____ Cartons of pre-packaged NNW materials

_____ Packages of 1,000 NNW placemats

_____ Packages of 1,000 NNW residential security checklists

_____ Packages of 1,000 NNW property inventory records

Signature of Requesting Agent

Date

In the spaces below PRINT agency or organization name and address for shipping and address for billing. DO NOT use post office box numbers for shipping address. Most materials are shipped by air or motor carrier.

SHIP
NNW
MATERIALS
TO

Person to Receive

Telephone No.

Agency Name

Street Address (No P.O. Box Numbers)

City and State

Zip Code

SEND
INVOICE
TO

Disbursing Officer

Agency

Street Address

City and State

Zip Code



**PREVENT
BURGLARIES**

**NEIGHBORHOOD WATCH
WARNING**

**NEIGHBORHOOD
WATCH**



SHERIFF/
POLICE _____

AMBUL. _____

FIRE _____

**MEMBER
NEIGHBORHOOD WATCH
WARNING**

**PREVENT
BURGLARIES**



THE NATIONAL SHERIFFS' ASSOCIATION
IN COOPERATION WITH
YOUR LOCAL LAW ENFORCEMENT AGENCY
FUNDED BY A GRANT FROM
THE LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
U.S. DEPARTMENT OF JUSTICE

National Neighborhood Watch Program materials are provided to local law enforcement agencies and authorized citizen crime prevention organizations free of charge through a grant from the United States Department of Justice, Law Enforcement Assistance Administration. As a condition of participation in the program, agencies and organizations receiving National Neighborhood Watch materials are required to pay the cost of shipping.

Pre-packaged NNW cartons contain ~~2~~ 1,000 window decals; ~~1~~ 2,000 window warning labels; 2,000 small warning labels; 2,000 telephone emergency number labels; 1,000 vacation security brochures; 1,000 gatefold NNW handouts; and 500 home security instruction booklets.

Table placemats, residential security checklists, and property inventory record forms are also available in separate packages.

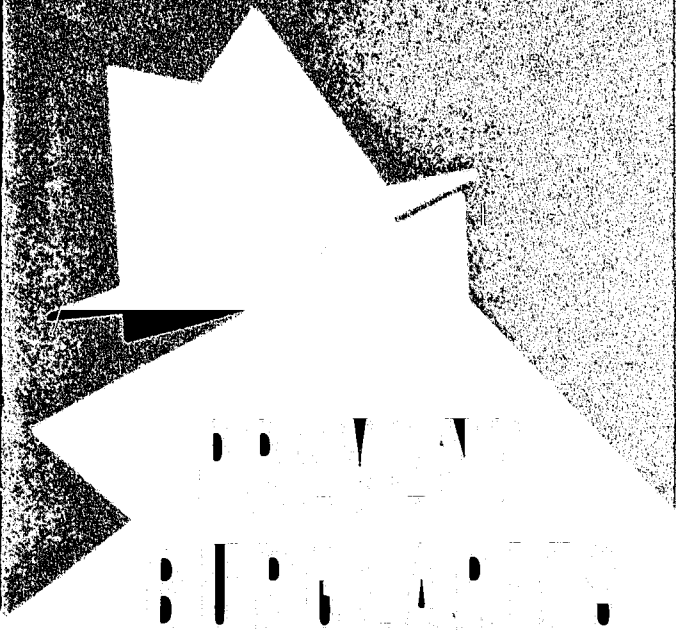
AFFIX
FIRST
CLASS
POSTAGE

FIRST CLASS MAIL

NATIONAL NEIGHBORHOOD WATCH PROGRAM

National Sheriffs' Association
1250 Connecticut Avenue, N.W.
Washington, D.C. 20036

NATIONAL NEIGHBORHOOD WATCH PROGRAM



HOW TO PROTECT YOUR HOME

The alarming increase in crime in America in the past decade has become one of the major concerns of all our citizens and their law enforcement agencies. People everywhere are looking for ways to protect themselves and their families.

Responding to the requests of hundreds of local law enforcement agencies for assistance in developing crime prevention programs based on citizen participation, the National Sheriffs' Association organized the National Neighborhood Watch Program. Since 1972, the program has been funded by the Law Enforcement Assistance Administration of the U.S. Department of Justice.

National Neighborhood Watch is a program designed to help individual citizens help themselves prevent crime. Neighborhood Watch focuses on the prevention of residential burglary. Here's why—

The more than 3,000,000 burglaries committed each year in the United States account for 30% of the reported serious crime. About 64% of all burglaries, or over 2,000,000 are committed in houses and apartments. Since 1970, residential burglaries committed in the nighttime have increased 65% and daytime burglaries have increased 60%.

Burglary is not just a big city crime. For the past five years, burglary rates have increased faster in the suburbs and rural areas than in the cities. Burglary is an expensive crime to the

victim—in 1975 the average dollar loss per residential burglary was \$424. It is a dangerous crime—a burglar confronted in your own home means trouble.

Studies by local law enforcement agencies and the Law Enforcement Assistance Administration have proved that burglaries can be prevented by deterrence, delay and detection.

Over 75% of all burglaries require forcing a door or window to gain entry. Most houses and apartments are protected by simple and ineffective door and window locks. Modern hardware is available for door and window locks which will stop the amateur burglar and slow up the experienced burglar.

Most burglars are young and commit crimes of opportunity. In 1975, 85% of all persons arrested for burglary were under 25 years of age.

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

Delaying a burglar for four minutes is generally considered sufficient to prevent entry into a house or apartment. A burglar wants to avoid being caught, so the longer it takes to force a door or window the greater his risk. The burglar wants to avoid making noise—like breaking glass or smashing doors—and he wants to avoid attracting attention. It is nearly impossible to make a house or apartment impregnable—but it is relatively easy and inexpensive to make forced entry difficult and to delay the burglar.

Finally, the fear of detection is the third element of burglary prevention.

The possibility of detection is increased if you can delay a burglar, if you can force him to work where he can be observed, and if he will have to make noise or attract attention. Alarms on doors and windows are the surest way to detect a burglar, but watchful neighbors alert to unusual activity who will notify law enforcement authorities are an effective means of detection.

Keeping in mind the principles of deterrence, delay and detection, you can take positive steps to decrease the likelihood that your house or apartment will be burglarized. This booklet is designed to aid you in inspecting your own home for security. Take time to conduct your own security check. Take time to put your house in order. Then talk to your neighbors about how you can help each other keep your entire neighborhood safe.

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

You don't have to be one of the 2,000,000 residential burglary victims and neither do your neighbors. Remember—crime prevention begins at home.

DOORS

HINGED DOORS

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



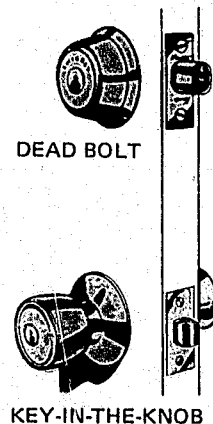
LATCH WITHOUT PLUNGER



LATCH WITH PLUNGER
PLUNGER

For all key-in-the-knob locks, a dead-latching plunger type is recommended. Check for the features above.

The most frequently used lock for hinge doors is the key-in-the-knob latch lock. These locks can be forced by breaking off the knob, and frequently they can be opened by prying or slipping a piece of plastic between the jamb and the bolt. Key-in-the-knob locks can effectively be supplemented by the addition of a deadbolt.



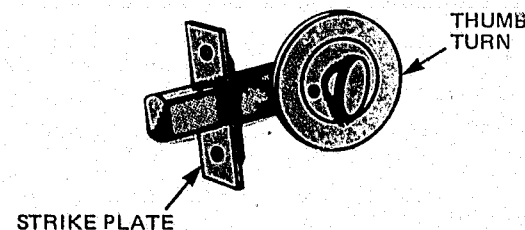
DEAD BOLT

KEY-IN-THE-KNOB

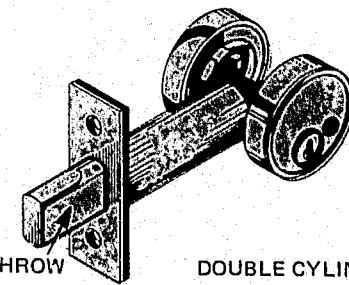
DOORS

LOCKS FOR HINGED DOORS

The best defense for a good metal or solid core wood door is a deadlock with a one inch throw bolt. If there are no windows in or near the door, the bolt may be operated from inside by a thumb turn. Outside operation can be by key or combination.



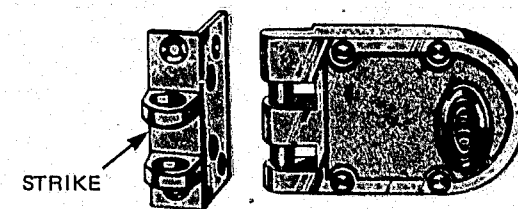
When installing a deadbolt, attach the strike plate to the door with three inch brass wood screws. The screws should penetrate through the frame to a structural member.



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

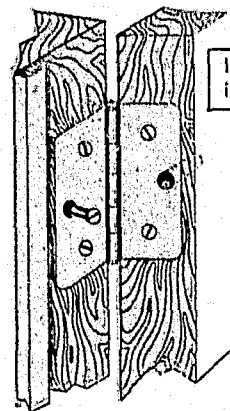
1" THROW DOUBLE CYLINDER DEADLOCK

If your door has glass panes or if there are windows within forty inches of the lock, a double cylinder deadlock is recommended, so that a key is required from either side of the door.

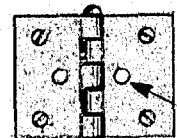


The jimmy-proof deadlock shown above can be used on any hinge door where the strike can be securely fastened to the door frame. These locks come in double cylinder and inside thumb operated models.

DOORS



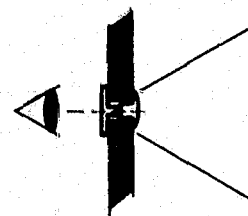
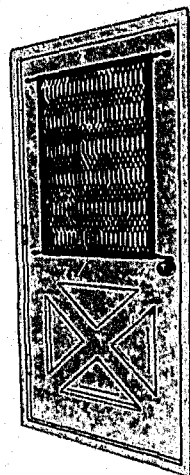
Insert headless screw on either side, allowing it to protrude approximately 1/4".



HEADLESS SCREW

If your door hinges are located on the outside of the door, non-removable hinge pins should be used. There is also a simple way to prevent removal of a door once the hinge pins have been 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.

For doors with glass panels that require special treatment—such as doors to garages and alleys and areaways which may conceal a burglar—security screening or decorative grilles should be used. Screens or grilles should be securely mounted using non-removable screws.



WIDE ANGLE VIEWER

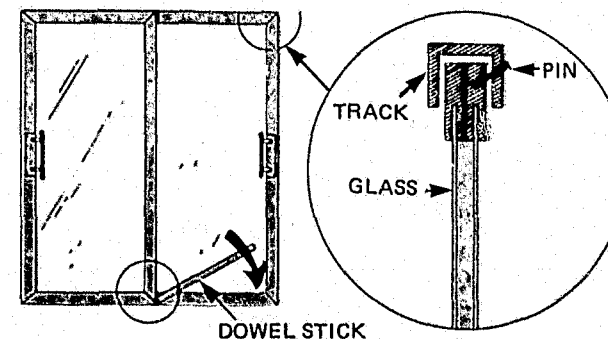
For solid panel exterior doors a see-through view is recommended.

DOORS

SLIDING GLASS DOORS

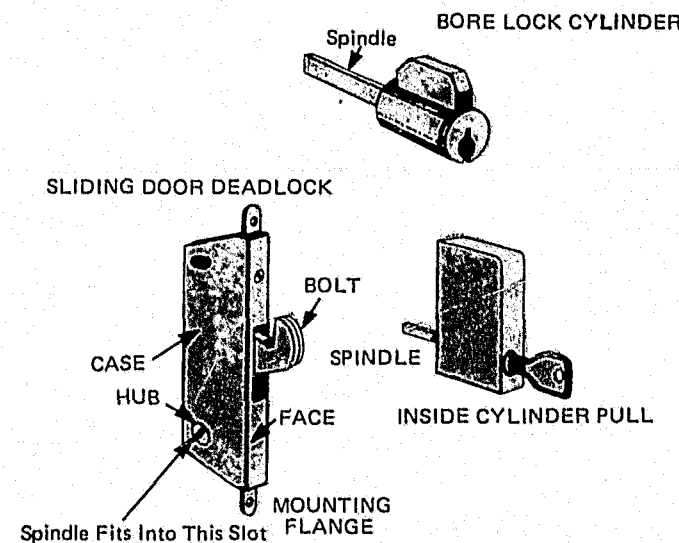
Sliding glass doors present a major security problem if they do not have the proper locks and if special steps are not taken to prevent removal of the door.

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.



DOWEL STICK

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



FRONT ENTRANCE

Door should be metal clad or solid core wood construction. A deadlock, in addition to the key-in-the-knob lock is essential. Use a wide-angle viewer rather than a door chain to observe callers. A screen door or storm door offers additional protection if kept locked.

GROUND FLOOR WINDOWS

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

UPPER FLOOR WINDOWS

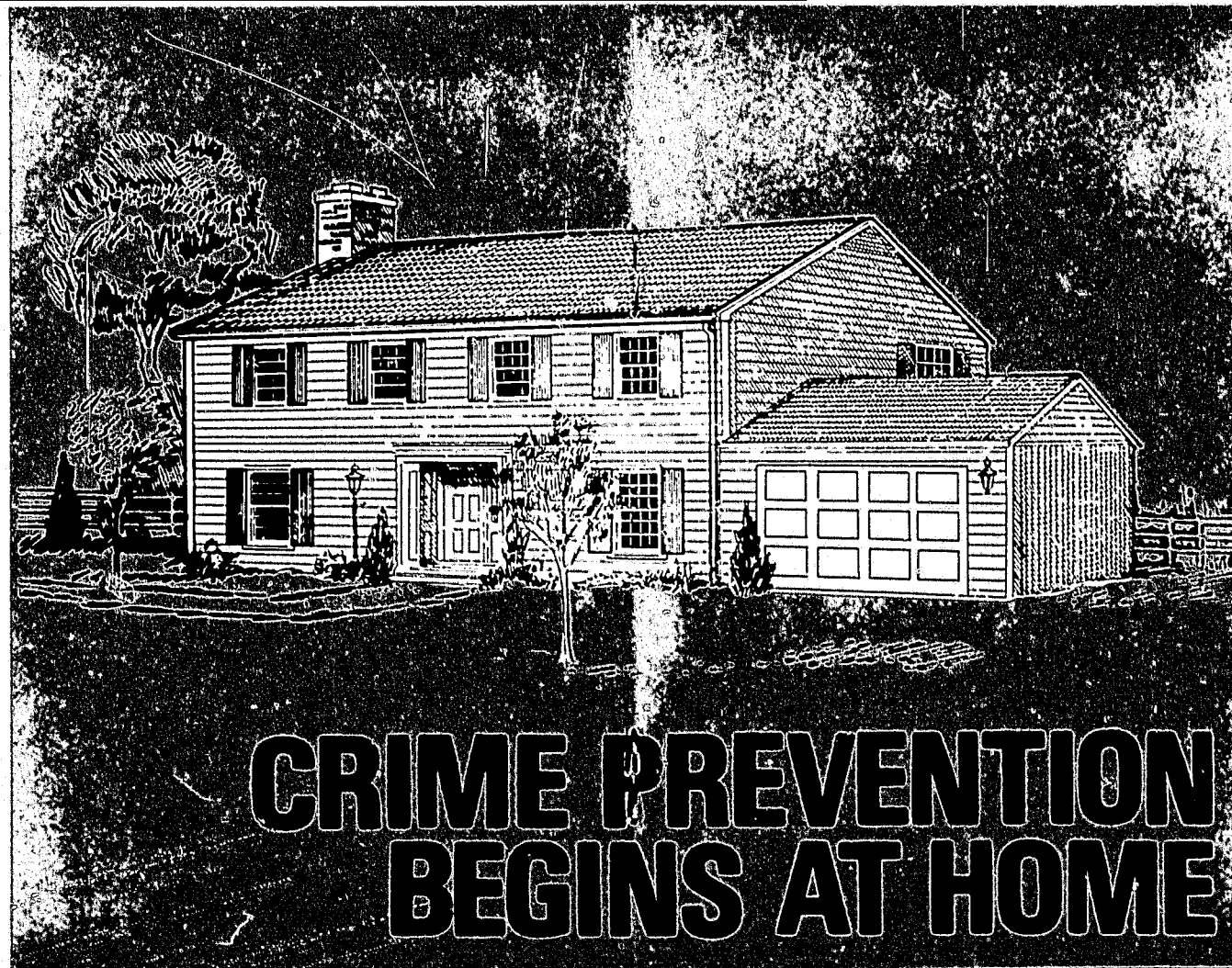
Keep your second floor secure by trimming tree branches away from the house to prevent climbing, and do not store ladders where a burglar can use them. Lock all windows while you are away. Take the same precautions as with ground floor windows.

BASEMENT WINDOWS

Close and lock your basement windows. If they are not required for ventilation, they should be permanently secured by using screws through the window frame into the structure. Treat the door from your basement into the main part of the house as an exterior door.

GARAGE DOOR

The garage door should always be closed and locked. Make sure that you treat the entrance door from the garage to your house the same as any other door. A burglar in your garage can work on your house door undetected.



PORCH AND PATIO DOORS

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

YARD LIGHTS

Each exterior entrance—including the garage door should be well lighted. Post lights in your yard or floodlights mounted under the eaves to prevent blind spots where burglars can hide. Low cost controls for exterior lights will turn them on and off at specified times, or light sensors will illuminate them from dusk to dawn.

INTERIOR LIGHTS

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

LANDSCAPING

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

BE NEIGHBORLY

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

DOORS

In 64% of all residential burglaries entrance is gained through a door. Solid core wood or metal exterior doors with jimmy-proof locks are your best defense against this kind of entry. Check all your doors to see how secure they are. Remember that screen and storm doors offer extra protection if they can be locked.

Exterior Doors

All exterior wood or metal doors should have key-operated or combination deadlocks with at least a one-inch throw. Lock hardware should be mounted with three-inch tamper-proof screws. Doors with glass panels or side-lights should be secured with deadbolts with key control on the inside as well as outside.

Garage Doors

Garage doors should be kept closed and locked. A good key-operated overhead garage door lock should have a one-inch bolt throw into the metal door track or into the door frame. Swing opening garage doors are best locked with an interior lock bar.

Interior Doors

Doors leading from the garage or basement into the house should have deadlocks. A burglar who has gained access to a basement or garage has good cover from detection. Interior locks can often prevent entry into the main part of the house.

WINDOWS

Windows are used for entry in 36% of all residential burglaries. Rear and side windows are used most frequently, although front windows are often used in nighttime burglaries. Since a burglar will hesitate to create a noise by breaking glass, most windows are jimmied or forced. Storm windows and screens locked from inside offer additional protection to your house.

Double-Hung Sash Windows

Double-Hung Sash windows which are opened by raising and lowering can best be secured with a key-locking sash lock. Dowels or pins can also be driven into the sash to prevent opening.

Casement Windows

Windows which open on a hinged arrangement can be secured by removing the crank from the operating mechanism. Do not leave casement windows partially open as they can be easily sprung to gain entry.

Sliding Windows

Like sliding glass doors, sliding windows can be secured with special latch deadlocks or by placing a metal or wood dowel in the lower track. Further protection is afforded by driving a screw into the track to prevent the window from being dislodged from the track.

LIGHTS AND LANDSCAPING

Keeping your house looking occupied and eliminating "blind spots" where a burglar may conceal his attempts at entry are important burglary prevention steps.

Interior Lights

When you are away from home leave some interior lights burning to give the appearance that someone is at home. Inexpensive timing devices are available to turn lights on and off at pre-set times. Window shades, curtains and drapes should be kept in normal daytime positions so that neighbors and law enforcement officers can see movement in the house. This also gives an appearance that someone is at home.

Exterior Lights

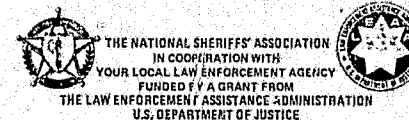
Porch and yard lights should be used to keep all entrances visible at night. A burglar is less likely to try to force a door if he can be observed. Gas or electric yard lights can be decorative as well as protective.

Landscaping

Care should be taken in landscaping so that doorways and windows are not concealed by trees or plants. Tall hedges or solid fences offer no protection against a burglar, but provide them concealment from the streets and neighbors. Keep the front doors and windows especially clear of screening from public view.

"The goal of every law enforcement agency in the nation is the reduction of crime. The hope of every American is a secure home, a protected neighborhood, and safe streets. Working together through Neighborhood Watch, our citizens and law enforcement officials can become successful partners in the fight against crime."

Ferris E. Lucas
Executive Director
National Sheriffs' Association



NATIONAL NEIGHBORHOOD WATCH PROGRAM

PREVENT BURGLARIES

WHAT IS NEIGHBORHOOD WATCH?

The National Neighborhood Watch is a program sponsored by the National Sheriffs' Association, the Law Enforcement Assistance Administration of the United States Department of Justice, and your local law enforcement agency to reduce burglary and to make America's neighborhoods safer places to live and play.

The purpose of Neighborhood Watch is to make you aware of the steps you can take to make your home more secure against burglary, to show you how you and your neighbors can help each other protect your entire neighborhood, and to make your local law enforcement agency more effective in its fight against crime through your involvement and participation.

Ways to make your own home safer and further steps to involve you and your neighbors in a Neighborhood Watch are described in this brochure. Your local law enforcement agency is prepared to help you and is looking for your help.

WHY DOES NEIGHBORHOOD WATCH START WITH BURGLARY PREVENTION?

What is Burglary?

Burglary is the most serious crime against property in the United States. It involves the unlawful entry onto private property to steal, and results in tremendous personal loss to its victims each year. Burglary of houses and apartments—especially in the nighttime—poses a special threat to the safety of persons at home. A burglary can easily turn into a murder, rape, robbery or assault if the victim confronts or surprises the burglar. It is a most personal crime, because it hits you where you live.

How Serious is the Burglary Problem?

There are more than 3,000,000 burglaries committed a year in the United States—one every ten seconds! More than 60% of all burglaries are committed against homes and apartments. That means that this year nearly 2,000,000 families will have their homes entered by strangers and will lose valuable and cherished possessions—and some will suffer personal attacks. The average residence burglary results in a property loss of \$424.00.

Burglary is not just a "big city" crime. Each year since 1972, burglary has been increasing faster in rural areas and the suburbs than in the large cities. In 1975, burglary accounted for nearly one-third of all reported crime.

WHAT CAN BE DONE TO PREVENT A RESIDENTIAL BURGLARY?

Residence burglary is a crime committed by amateurs—generally young offenders. It is generally a crime of opportunity. If your house appears to be vacant and easy to enter, it is a likely target. Most residence burglaries are committed in the daytime through doors or front windows.

To prevent residence burglary, there are two basic defenses—delay and detect. National studies show that if a burglar can be denied entrance for at least four minutes he will generally give up rather than risk detection. Installing and using good door and window locks can delay the average burglar long enough to prevent entry.

Detection can be achieved by burglar alarms or by alert residents and neighbors. Keep your house lighted at night—keep your windows and doors clear of trees and plants so they can be observed. Ask your neighbors to report any strangers or suspicious activity around your house to your law enforcement agency; do the same for them.

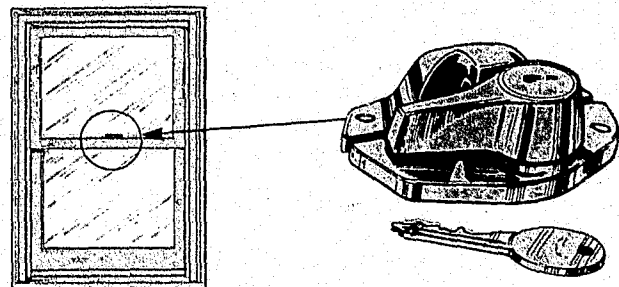
Some simple protective tips are suggested by the house on the following panel. Look it over and then turn to the back panels for things that you can do to protect your home.



Good exterior lighting.
Shrubs and trees kept away from doors and windows.
Tools and ladders locked up and out of sight.

WINDOWS

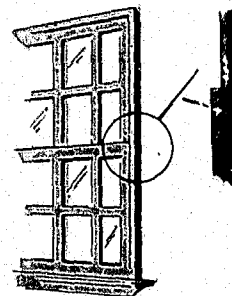
Double hung sash windows, which operate upward and downward, usually have a simple sash lock which can easily be jimmied. Check your windows to see how well your locks work. Storm windows and screens offer some additional protection.



The most effective protection for double hung windows is a key-locking security sash lock. These should be mounted with two inch or three inch wood screws.

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

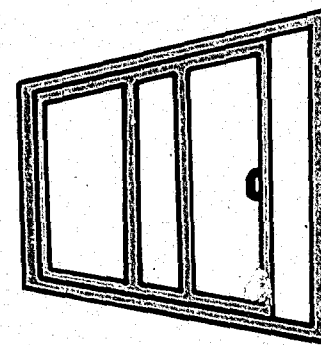
If you need windows open for ventilation, insert screws or metal pins in both upper and lower sash. Commercial sash locking pins are also available.



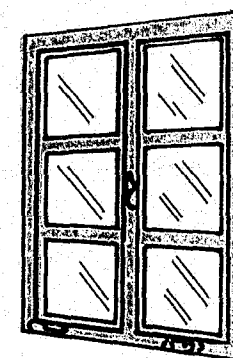
WINDOWS

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

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



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

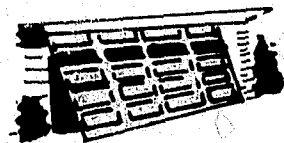


Louvered windows offer the same security problems as casement windows. Small slat louvers have the advantage that it is difficult to remove enough lites to gain entry easily. Make sure your louvered window locks are in working order.

YARDS

GARAGES

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



WALKS AND DRIVEWAYS

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.

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

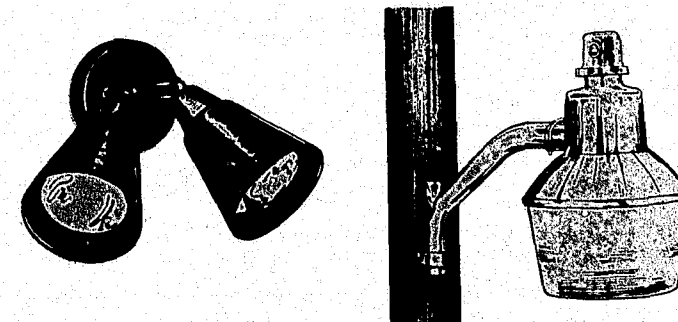
Deny intruders a hiding place to work, don't block the view. Permit ready visibility by neighbors and police.

ALARMS

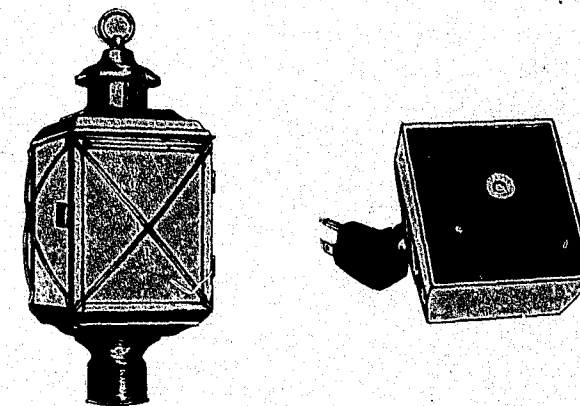
Residential burglar alarms are available from electrical and hardware dealers, as well as entire systems that may be leased or purchased from alarm companies. Most residential alarms emit a loud noise from a bell, siren or tone generator. An audible alarm on doors and windows can be an effective deterrent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

LIGHTS

Exterior lighting is extremely important in residential security. Each exterior doorway should be lighted to prevent a burglar from concealing his activities. Yards and windows should be lighted to prevent concealment. A number of ornamental and functional outdoor lights are available.



Yard lights and entrance lights can be equipped with sensors which will turn the light on at dusk and off at dawn.



Ornamental porch and yard post lamps are a means of eliminating night blind spots.

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

BURGLARY PREVENTION CHECKLIST FOR HOMES

Survey your home with this check list. Every "no" check mark shows a weak point that may help a burglar. As you eliminate the "no" checks, you improve your protection.

Go through this list carefully and systematically. You may want to look over this situation in daytime, when most house burglars work, as well as in the night.

Remember, this check list only points out your weak points. You are not protected until these are corrected. Complying with those suggestions will not, of course, make your property burglar proof, but it will certainly improve your protection.

DOORS

YES NO

1. Are the locks on your most used outside doors of the cylinder type? ☐ YES ☐ NO
2. Are they of either the deadlocking or jimmy-proof type? ☐ YES ☐ NO
3. Can any of your door locks be opened by breaking out glass or a panel of light wood? ☐ YES ☐ NO
4. Do you use chain locks or other auxiliary locks on most used doors? ☐ YES ☐ NO
5. Do the doors without cylinder locks have a heavy bolt or some similar secure device that can be operated only from the inside? ☐ YES ☐ NO
6. Can all of your doors (basement, porch, french, balcony) be securely locked? ☐ YES ☐ NO
7. Do your basement doors have locks that allow you to isolate that part of your house? ☐ YES ☐ NO
8. Are your locks all in good repair? ☐ YES ☐ NO
9. Do you know everyone who has a key to your house? (Or are there some still in possession of previous owners and their servants and friends?) ☐ YES ☐ NO

WINDOWS

YES NO

10. Are your window locks properly and securely mounted? ☐ YES ☐ NO
11. Do you keep your windows locked when they are shut? ☐ YES ☐ NO
12. Do you use locks that allow you to lock a window that is partly open? ☐ YES ☐ NO
13. In high hazard locations, do you use bars or ornamental grille? ☐ YES ☐ NO
14. Are you as careful of basement and second floor windows as you are of those on the first floor? ☐ YES ☐ NO
15. Have you made it more difficult for the burglar by locking up your ladder, avoiding trellises that can be used as a ladder or similar aids to climbing? ☐ YES ☐ NO

GARAGE

16. Do you lock your garage door at night? ☐ YES ☐ NO
17. Do you lock your garage when you are away from home? ☐ YES ☐ NO

GARAGE (cont'd)

YES NO

18. Do you have good, secure locks on the garage doors and windows? ☐ YES ☐ NO
19. Do you lock your car and take the keys out even when it is parked in your garage? ☐ YES ☐ NO

WHEN YOU GO ON A TRIP

YES NO

20. Do you stop all deliveries or arrange for neighbors to pick up papers, milk, mail, packages? ☐ YES ☐ NO
21. Do you notify a neighbor? ☐ YES ☐ NO
22. Do you notify your sheriff. They provide extra protection for vacant homes. ☐ YES ☐ NO
23. Do you leave some shades up so the house doesn't look deserted? ☐ YES ☐ NO
24. Do you arrange to keep your lawn and garden in shape? ☐ YES ☐ NO

SAFE PRACTICES

YES NO

25. Do you plan so that you do not need to "hide" a key under the door mat? ☐ YES ☐ NO
26. Do you keep as much cash as possible and other valuables in a bank? ☐ YES ☐ NO
27. Do you keep a list of all valuable property? ☐ YES ☐ NO
28. Do you have a list of the serial numbers of your watches, cameras, typewriters and similar items? ☐ YES ☐ NO
29. Do you have a description of other valuable property that does not have a number? ☐ YES ☐ NO
30. Do you avoid unnecessary display or publicity of your valuables? ☐ YES ☐ NO
31. Have you told your family what to do if they discover a burglar breaking in or already in the house? ☐ YES ☐ NO
32. Have you told your family to leave the house undisturbed and call the sheriff or police if they discover a burglary has been committed? ☐ YES ☐ NO

This checklist was designed to help you go through your home and make a check to see that you are not inviting a burglary by having an "open house". The checklist covers the common areas of weakness in residential security.

If you would like professional advice and assistance in a thorough home security inspection, call your local law enforcement agency.

To keep your guard, take a critical look at your home security every three to four months. Don't become lax—crime prevention is a continuous process.

**PREVENT
BURGLARIES**

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
U.S. DEPARTMENT OF JUSTICE



NATIONAL SHERIFFS' ASSOCIATION

NATIONAL NEIGHBORHOOD WATCH PROGRAM

WHEN YOU
ARE AWAY
FROM HOME

**PREVENT
BURGLARIES**

at least one day before you leave

A vacation, a weekend away from home, or a business trip should be a pleasant experience for you and your family. You can make each trip more enjoyable and carefree if you will take a few simple steps to reduce the possibility that your house will be burglarized or vandalized while you are gone. A vacant house—or one that appears to be vacant—is an appealing target to a burglar.

Inside this brochure are 21 tips for protecting your home while you are away. Some of these things you should do one or two days before you leave; the rest can be done in a few minutes before you leave.

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

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

1. Notify your newscarrrier to discontinue newspaper deliveries. ☐
2. Notify the post office to hold your mail OR arrange with a neighbor to pick up and hold your mail. ☐
3. Make arrangements to have grass cut and watered while you are gone. Have someone check daily to remove throwaway papers and circulars from your doorway and yard. ☐
4. If you have valuables in the house, take them to your bank for storage in a safe deposit vault. Deposit extra cash in your bank account. ☐
5. Notify your sheriff's office or local police station about your departure and return dates and give a name and telephone number of a neighbor or relative to notify in case of a burglary, fire or other emergency. ☐
6. Make sure any broken windows, door locks or window locks are repaired. ☐
7. Arrange with a neighbor or relative to watch your house and give them a key and let them know where or how you can be reached in an emergency. Write their telephone number down so you can check with them during your trip. Give them your car description and license number. ☐
8. Move all ladders, tools, lawn implements, garbage cans and yard furniture to your garage, basement or storage shed. ☐

HAVE A SAFE AND PLEASANT TRIP

on the day you leave

1. Unplug all electrical appliances such as radios, television sets, irons, washers, and fans to prevent possible damage from electrical storms. ☐
2. Set your thermostat so that your furnace or air conditioner will maintain a reasonable temperature—80°F in summer and 55°F in winter. In winter make sure outside water taps are drained to prevent freezing. ☐
3. Close your fireplace flue to prevent birds or animals from entering. ☐
4. Make sure all gas appliances are in good order and that pilot lights are working. ☐
5. Turn off water to automatic washer to prevent possible damage from broken hose. ☐
6. Turn down the volume control on the bottom of your telephone so it cannot be heard from outside. ☐
7. Close all windows and sliding doors and lock. Make sure that "Charley bar" is secure on sliding doors, and that all screens or storm windows are locked or fastened. ☐
8. Put window shades in normal daytime position, and make sure all main floor drapes, shades and curtains are arranged so that neighbors and police can see into your house. ☐
9. If you are leaving a car or other vehicle in your driveway, make sure it is locked. ☐
10. Set your electrical timer to turn some lights on and off during the evening hours. ☐
11. Lock your garage door. ☐
12. Make sure the last person out locks the door. Take a walk around the house. Check the doors and windows. ☐
13. If you haven't already done so, leave your key with your neighbor or relative. Check to make sure you have their telephone number. ☐

NATIONAL NEIGHBORHOOD WATCH PROGRAM MANUAL



NATIONAL NEIGHBORHOOD WATCH PROGRAM MANUAL

GUIDELINES AND SUGGESTIONS FOR THE IMPLEMENTATION
OF LOCAL NEIGHBORHOOD WATCH PROGRAMS BY LAW
ENFORCEMENT AGENCIES AND CITIZEN ORGANIZATIONS



OCTOBER 1976

Prepared and Distributed by
THE NATIONAL SHERIFFS' ASSOCIATION
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FOREWORD

The American way of life is changing rapidly. Americans don't know their neighbors as well as they once did. Churches, schools and neighborhoods are no longer social institutions linking entire families into a single community. The front porch has disappeared and the family has moved its social activities to the back yard—often behind a tall fence or hedge. As our towns become more crowded—we all seek more and more privacy. That privacy—that move from the front porch to the back yard patio—has had its price.

The security and safety that our old neighborhoods and communities provided disappeared years ago in the big cities—and the social changes now coming to rural and suburban America are eroding the institutions that protected the farms and towns.

The National Neighborhood Watch Program was instituted in 1972 by the National Sheriffs' Association to respond to the requests of hundreds of sheriffs and police chiefs for a program that would help them stem the alarming increase in burglaries and vandalism—especially those occurring in rural and suburban residential areas. The National Neighborhood Watch was initiated as a means of bringing citizens into action to protect their own property, to join in community crime prevention efforts and to cooperate with their local law enforcement officials in community action crime prevention programs.

Burglary was selected as the target crime for the National Neighborhood Watch for four reasons. First, it accounts for nearly one-third of the index crime in the United States. Second, it is the one major crime that can be effectively resisted by each citizen taking positive action *at home* to reduce his own vulnerability. Third, burglary is one of the most serious and rapidly increasing major crimes facing law enforcement agencies in the suburban and rural areas of the country. Finally, while it is generally considered a crime against property,

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burglary has a high potential for death or injury to the victim who comes into surprise contact with the burglar.

After three years of operation, Neighborhood Watch has proved to be an effective means for getting citizens to take positive steps to protect themselves and their neighbors against crime. The actions required to make a neighborhood safe from burglars also reduce the possibility of street assaults, rapes, street robberies and acts of vandalism.

Neighborhood Watch has helped restore the "front porch" to America. It is bringing neighbors into contact with each other once again for a common purpose—to make our homes and streets safe. It has created a spirit of cooperation between law enforcement officers and the people they serve.

Ferris E. Lucas
Executive Director
National Sheriffs' Association

October, 1976

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THE NEED FOR NEIGHBORHOOD WATCH

The crime of burglary—defined in the Uniform Crime Reporting Program as the unlawful entry of a structure to commit a felony or theft—is the most serious of the crimes against property included in the national crime index. Whether committed in a residence or office, commercial, industrial or other building it most often results in the theft or destruction of property and has a high potential for death or injury to the victim owners.

Burglary is not a crime restricted to the urban areas. Its occurrence in suburban and rural areas is increasing at a rate far in excess of that in urban centers. It is primarily a crime committed against households. In 1975, residential burglaries accounted for sixty-four percent of the 3,252,100 burglaries committed in the United States.

The alarming increase of this serious—and dangerous—property crime is evidenced by the following statistics from the report of the Director of the Federal Bureau of Investigation on *Crime in the United States—1975* in which it was reported:

- Burglary is the second highest volume crime of the seven classes of offense in the national crime index, accounting for nearly thirty percent of the 11,256,600 index crimes in 1975;
- Between 1970 and 1975, burglary increased by 47.5 percent compared to 39.0 percent for all index crime, and its rate of increase was the highest of all seven classes of index crime;
- Nighttime residential burglary increased 65.0 percent between 1970 and 1975, while daytime residential burglary increased 60.0 percent in the same five years;
- Between 1974 and 1975, burglary increased four percent in cities over 250,000 in population compared to a seven percent increase in suburban and rural areas; and

- The FBI "crime clocks" indicated that a burglary was committed every ten seconds in 1975.

The difficulty of reducing the incidence of burglary is described in the 1974 crime report of the FBI in these words:

Prevention and detection of the burglary offense poses a most difficult problem to law enforcement. Volume alone is an overriding factor, particularly as related to the number of officers available. . . burglary is a crime of stealth. This characteristic tends to make the detection of the perpetrator more difficult.

The National Advisory Commission on Criminal Justice Standards and Goals, in its report on Community Crime Prevention, emphasized the role of citizen involvement and made recommendations for citizen programs "designed to enhance neighborhood security, heighten the community's power of observation, and to encourage mutual assistance among neighbors."

These reports demonstrate the necessity for law enforcement agencies to develop continuing programs of burglary prevention in which citizens work with law enforcement agencies in helping themselves and each other in protecting property and identifying burglars.

Alarmed by the increasing incidence of burglaries in the suburban and rural areas served by its member sheriffs, the National Sheriffs' Association applied to the Law Enforcement Assistance Administration in 1972 for financial assistance to establish National Neighborhood Watch to:

- Increase citizen awareness of burglary through a continuing informational program;
- Train citizens in the means to better property security and assist them in making their property more secure;

- Develop a neighborhood action program where neighbors help watch each others property and report suspicious persons and activities to law enforcement agencies; and
- Encourage all citizens to cooperate with law enforcement agencies in reporting crime.

The first two years of the program concentrated largely on making citizens aware of the nature and volume of burglaries; and on providing them with information on how to make their property more secure against burglaries.

The past year of the program introduced plans for comprehensive inspections of premises to help citizens make their homes and businesses more secure, and to establish on-going local organizations of Neighborhood Watch to cooperate with local law enforcement agencies.

By the end of its third year in 1976, National Neighborhood Watch was active in over 1,600 counties and municipalities. It is estimated that more than 5,000,000 families have received some kind of instruction in burglary prevention through the 65,000,000 pieces of Neighborhood Watch literature.

The goal of the law enforcement agencies participating in the program is to reduce burglaries. The program has been a demonstrated success in hundreds of counties and cities. In 1975, an independent evaluation of the National Neighborhood Watch Program conducted for the National Sheriffs' Association and Law Enforcement Assistance Administration concluded that:

Where Neighborhood Watch is being implemented a large percentage of citizens (households) have in fact been exposed to the Neighborhood Watch literature; and the literature is being distributed by the law enforcement agencies in large quantities, in relatively short periods of time for the most part.

This evaluative study has determined that where Neighborhood Watch is implemented and citizens are participating, the program is a positive success in increasing the number of citizen reports—a positive success in substantially decreasing the number of attempted residential B & E's—a positive success in lowering the number of successfully completed residential burglaries.

The National Neighborhood Watch Program is a vehicle for assisting local law enforcement agencies in developing a citizen self-help program to reduce burglaries. The results of implementation of Neighborhood Watch by a local law enforcement agency are expected to be:

- A decrease in attempts to commit burglaries because of a well-publicized program of citizen crime prevention actions in concert with local law enforcement agencies; and
- A decrease in actual successful burglaries because of residential and commercial "target hardening" and citizen lookout for the safety and security of his own and his neighbor's property.

Crime prevention or crime reduction resulting from the Neighborhood Watch program depends largely upon the efforts and commitment of the participating law enforcement agencies and citizens they serve. The National Neighborhood Watch Program can only make ideas, plans and materials available to you. The action programs are yours.

THE NEIGHBORHOOD WATCH PROGRAM EXPLAINED

The National Neighborhood Watch Program is a service of the National Sheriffs' Association to state, county and local law enforcement agencies to provide technical assistance, program materials and an information clearinghouse to support citizen self-help crime prevention efforts at the family, neighborhood and community levels. The National Neighborhood Watch Program receives the greatest part of its funding through a grant from the Law Enforcement Assistance Administration of the U.S. Department of Justice.

To carry on the activities of the national program, the National Sheriffs' Association has a NNW Program Director and an Administrative Assistant. The Program Director provides information and advice on implementation to law enforcement agencies and citizen organizations participating in the NNW program. The Program Director is available for technical assistance and on-site presentations to statewide or regional meetings of official or citizen organizations.

The Program Director and Administrative Assistant can assist individual agencies in developing designs for locally produced program materials, provide information on specific local programs and assist in preparing copy for local media crime prevention campaigns.

The NNW staff also arranges for the distribution of sample kits and material cartons.

The major service provided to local law enforcement agencies and citizen organizations is the printing and distribution of NNW burglary prevention decals, brochures, home security instruction books and other printed materials. These materials are described in some detail later in this manual.

To enable local law enforcement agencies and citizen groups to determine whether NNW materials will be useful to them,

sample kits are distributed free of charge to any official or citizen organization. Each kit contains a copy of this manual and a sample of each printed item available for distribution to the public.

While this manual attempts to provide some guidelines and advice on how to organize, implement and maintain a Neighborhood Watch Program at the local level, each law enforcement agency is encouraged to develop the program as it thinks will best respond to the needs of its citizens.

A Neighborhood Watch Program can be as basic as simply distributing NNW materials to the homes and apartments of residents, or it can include crime prevention units of a local law enforcement agency working with formally organized citizen crime prevention committees.

The level of effort required to make a Neighborhood Watch Program successful depends on the severity of the local crime problem, the awareness of the public to the need for their participation and the willingness of citizens and citizen organizations to take part in a Neighborhood Watch.

NEIGHBORHOOD WATCH IMPLEMENTATION

Once you decide to use the Neighborhood Watch Program as the basis for or as a part of your local crime prevention efforts, implementation assistance is available to you.

Program printed materials will be shipped to you by the National Sheriffs' Association the same week that you place your order. You may call the NNW staff at the Association's office in Washington, D.C. to discuss your plans and to have your questions answered.

The Association has been working closely with a number of national associations, labor organizations and service clubs to enlist the support of their local chapters, clubs and councils to local law enforcement agencies in developing Neighborhood Watch.

The NNW Program staff can advise you which organizations in your area are presently committed to the support of Neighborhood Watch. Among the organizations which have made national or statewide commitments to participate in citizen crime prevention efforts are the Chamber of Commerce of the United States, the Junior Chamber of Commerce, the American Federation of Labor—Congress of Industrial Organizations, the National Retired Teachers' Association and the American Association of Retired Persons, the Ruritan National, the Sons of the American Revolution, the Kiwanis International and the General Federation of Women's Clubs.

For specifics on how your local units of those organizations can help you, contact the NNW Program staff. These groups—and other professional, civic, service or social organizations—can provide people to help distribute materials, conduct meetings and seminars on crime prevention and perform residential security surveys. In many cases they will provide financial assistance to law enforcement agencies to erect burglary prevention billboards and print additional crime prevention literature.

They can be invaluable in gaining public acceptance of the idea of citizen action to prevent crime.

Each law enforcement agency should designate one person or unit to be in charge of the Neighborhood Watch Program. That person or the entire crime prevention unit should be trained in the latest concepts and methods of property security, resistance to street crimes and crime analysis. Law enforcement personnel should be prepared to conduct commercial and industrial security inspections and to train citizen volunteers to conduct residential security inspections.

The remaining sections of this manual briefly describe some Neighborhood Watch activities which have been proven successful in ongoing Neighborhood Watch Programs.

SECURITY INSPECTIONS

One of the most effective efforts in educating the public to the problems of crime in your community and to reducing their own vulnerability to burglary and vandalism is to conduct detailed physical security inspections of their homes and businesses.

Industrial and commercial security inspections are more complicated than residential inspections and should be undertaken by law enforcement officers who have been trained in such work at one of the state, regional or local law enforcement training academies or at the National Crime Prevention Institute. Industrial and commercial inspections should be followed-up with re-inspections periodically to determine if deficiencies have been corrected and if the kind of security recommended is being maintained. Industrial and commercial inspections should cover alarm systems, guard force resources and procedures, employee security and safety practices, and procedures for handling valuable property, as well as the traditional "target hardening" aspects of building security.

Inspections of houses and apartments can be conducted by trained citizen volunteers under the supervision of law enforcement agency crime prevention personnel. Volunteer inspectors should be carefully screened before being admitted to the program; they should receive intensive training as to how to inspect and what to look for; and they should be required to make a detailed report on each inspection.

A record should be maintained on all industrial, commercial and residential security inspections showing the date, inspector and a date set for follow-up. Re-inspection and continued contact with the property owner will help maintain the sense of urgency in burglary prevention.

Burglary and vandalism reports written by local law enforcement personnel should be modified to indicate whether a secu-

rity inspection had been conducted and what corrective actions the owner or resident had taken. Crime prevention personnel should follow-up on all burglaries to persuade the victim to take steps to reduce his vulnerability against future attacks.

In many communities, the security inspection of industrial and commercial property can be combined with the annual fire inspection. Work closely with your fire inspectors and building code inspectors.

ORGANIZING NEIGHBORHOODS

Use your civic, professional, social or senior citizen groups to identify persons who will serve as organizers or program coordinators in individual neighborhoods. The "block parent" concept of concern for children can be adapted to "block watches" for Neighborhood Watch.

Organize neighborhood meetings or street parties or any group gathering to get neighbors together. Distribute NNW materials at these meetings.

Get a volunteer in each neighborhood to serve as the focal point. Senior citizens, invalids or non-working persons are likely candidates. The "block watcher" can perform a number of important functions such as accepting deliveries for families who are away from home, keeping keys and watching the houses of families on vacations, reporting unusual pedestrian or truck traffic and activities during the day. They can assist in the removal of advertising "throw-aways" and be alert to door-to-door solicitors.

Neighborhood meetings are good places to instruct the public on how to report a crime, how to notify their law enforcement agency about suspicious persons and activities and to get people to volunteer to "block watch."

Get members of church groups, senior citizen clubs and social clubs to establish routine procedures for "house sitting" when their members are involved in attendance at funeral services, weddings or when they are temporarily confined in a hospital or convalescent center. People are especially vulnerable to burglaries at these times and are least able emotionally and financially to withstand the shock and loss.

Finally, use neighborhood meetings and citizen organization meetings to instruct the public on what to do if they become the victim of a crime.

OPERATION IDENTIFICATION

"Operation Identification" is the name given to a nationwide program of marking personal property indelibly with a unique identifying number to permit positive identification if the items are lost or stolen. Numbers can be engraved onto metal objects or marked with indelible markers on other materials.

Many county and municipal law enforcement agencies have established identification numbering systems and have electric engravers and marking kits available for loan. In some communities, the sheriff's office or police department will mark your property. It is important that each community use the numbering system that has been adopted by county and municipal law enforcement agencies.

Marking property and maintaining a list of valuable property serves three purposes:

- It will aid in the return of lost or stolen property to the lawful owner and make possible positive identification;
- It makes disposal of stolen property more difficult for the thief; and
- It assists in obtaining prosecution and conviction of thieves.

If your community has no "Operation Identification" program, write either to LEAA or the National Sheriffs' Association for information.

BUILDING SECURITY INTO NEW HOMES

Good locks, outdoor lighting and alarm systems can be installed during construction of houses, townhouses and apartments for much less than it will cost a homeowner to add them later.

Law enforcement agencies should work with county and municipal planning and building code enforcement officials to develop standards for security devices for new single family and multiple family residences. If your community will not include requirements for adequate locks and lighting in its building code, work with builders, realtors and consumer protection groups to persuade builders to consider security when they construct dwellings.

Make arrangements with your county or municipal building inspection office to get the locations of homes and apartments for which building permits have been issued. Call on the builder or the architect and discuss the need for adequate locks and exterior lighting.

Be especially alert to the kinds of window locking devices and sliding door and french door locks a builder proposes to use. Check to see that metal or solid-core wood doors will be used on all exterior doors and doors from the garage and basement into the living quarters.

Check plans or actual buildings to see that each exterior door has an outside light and try to get yard lights installed or flood lights mounted under the eaves.

Work with your local locksmiths to stress the importance of security hardware. It is in their best interests—as well as yours and a homeowners—to see that good hardware is used.

Try to get real estate agents to stress the good security features of homes and apartments. Realtors can have considerable influence on builders and apartment building owners.

Finally, you might consider issuing a "Certificate of Confidence" to houses or apartments that have met your standards for security locks, lighting and alarm systems.

If you cannot get the cooperation of builders, realtors and apartment owners, send your deputies or patrol officers to visit with new residents to discuss home security with them. Homeowners or tenants are more likely to be in the mood to upgrade locks and lights when they first move into a new home than after they become accustomed to their surroundings.

If you are interested in obtaining model ordinances for residential security requirements for new construction or remodeling, contact the National Sheriffs' Association office.

NEIGHBORHOOD WATCH PROGRAM MATERIAL

Neighborhood Watch Program brochures, decals and emblems are available in pre-packaged cartons designed to provide the necessary items for distribution to 1,000 households. Each carton contains:

- 1,000 vinyl National Neighborhood Watch "WARNING" emblems to place on the outside of solid, windowless doors and garage doors, gates and cellar doors.
- 1,000 mylar National Neighborhood Watch "WARNING" decals to be placed on the inside of door windows or sliding glass doors.
- 2,000 telephone decals to provide ready reference for emergency telephone numbers.
- 2,000 vinyl National Neighborhood Watch "WARNING" stickers to be placed on basement windows and other out-of-the-way locations where a burglar or vandal might attempt entry.
- 1,000 gatefold National Neighborhood Watch brochures describing the basics of residential security. These brochures are a convenient size for use in grocery bags, as stuffers in utility bills or department store bills, or for handouts at public meetings.
- 1,000 three-fold brochures on residential security tips for protection while a family is away for a vacation or a weekend. These brochures are folded to fit into a #10 business envelope. They can be distributed by travel agents, service stations, banks and retail stores.
- 500 detailed booklets entitled "HOW TO PROTECT YOUR HOME" containing tips on securing doors and windows, and how to make lighting and landscaping a part of a residential security program. The booklet also contains a checklist for residential security that a homeowner can use to assess his own home's security status.

In addition to the pre-packaged cartons, the following items are available for distribution:

- 1,000 National Neighborhood Watch table placemats with residential security tips packaged 1,000 to a package.
- 1,000 National Neighborhood Watch home security inspection checklists.
- 1,000 National Neighborhood Watch residential personal property inventory records padded fifty to a pad and packaged twenty pads to a package.

Upon receipt of an order for materials, the National Neighborhood Watch Program staff will ship the materials and invoice your agency or organization for the actual shipping or mailing charges. The cost of printing the materials has been paid by the Law Enforcement Assistance Administration. Under the terms of the National Neighborhood Watch grant from the Law Enforcement Assistance Administration, local participants are required to pay the shipping costs. Payment for shipping should be made to the National Sheriffs' Association upon receipt of an invoice.

Estimates on the cost of shipping or mailing can be given by the National Neighborhood Watch Program staff prior to your placing an order.

To place an order for National Neighborhood Watch Program materials use the postal order form supplied with the material sample kit or enclosed with your last invoice. If you do not have an order form, or need information on ordering, write or call:

National Neighborhood Watch Program
National Sheriffs' Association
1250 Connecticut Avenue, N.W.
Washington, D.C. 20036
Telephone: (202) 872-0422

MATERIALS DISTRIBUTION

A number of effective systems for the delivery of NNW materials to the public have been implemented by local law enforcement agencies. A few of these are described, and your local situation will present a variety of outlets for the delivery of materials.

Decals and NNW "Warning" emblems can be given out at the time of security inspections or by citizen volunteers going from door-to-door distributing the materials. Citizen organization meetings are good places to distribute the decals and emblems.

The NNW gatefold brochure can be distributed with emblems on a door-to-door campaign, and they are effectively distributed as inserts with utility bills, bank statements and insurance premium notices. They can be placed on tables at luncheon and dinner meetings and placed on teller counters at banks.

The vacation security brochure is most effective when distributed through travel agents, service stations and banks, since persons going away from home are likely to visit one of these businesses. Insurance agents are also useful distributors of these materials.

How to Protect Your Home booklets are best delivered in door-to-door campaigns or in public meetings where you are sure you have a receptive audience. One booklet should be given to each resident at the time a security inspection is conducted.

Because of the bulk and the cost of these booklets, distribution should be made on a personal contact basis rather than simply leaving the booklets in places where they might be picked up. Some places where such distribution might be successful are professional office waiting rooms and barber and beauty shops.

Placemats can be effectively used at senior citizen meal centers, church dinners, luncheon and dinner meetings of local citizen organizations and, of course, at any local restaurant.

END

7 tables/room