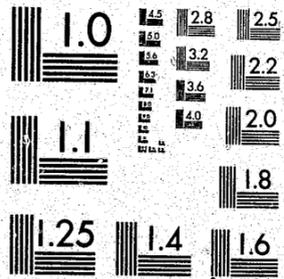


National Criminal Justice Reference Service



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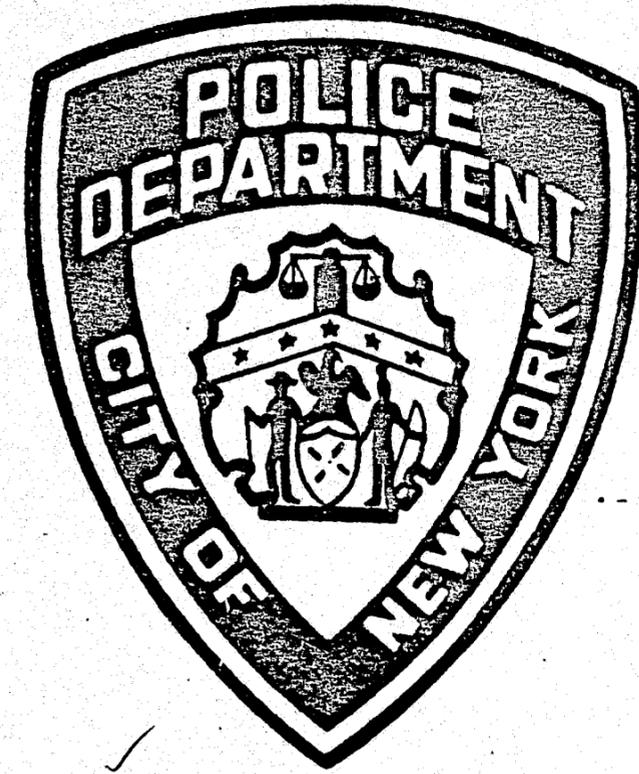
National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

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50th PRECINCT



CRIME PREVENTION MANUAL

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In Cooperation With
New York City Police Department Crime Prevention Section

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Crime Prevention Pays

The premise of this security manual is that intelligent use of security devices and increased involvement of local residents can reduce the incidence of crime. Since criminals are opportunists, much of the emphasis will be placed on reducing the opportunity for crime. Criminals often look for targets that offer the least risk and the greatest opportunity for an easy escape. This manual will show you how to increase the risk and reduce the opportunity for the criminal.

It will familiarize you with the design, strengths and appropriate usage of various security devices. It is not intended to be an encyclopedia of security devices or a commercial catalogue. It is meant to help you understand the types of protective devices available to deal with your specific security problems, and to choose the appropriate devices for your needs.

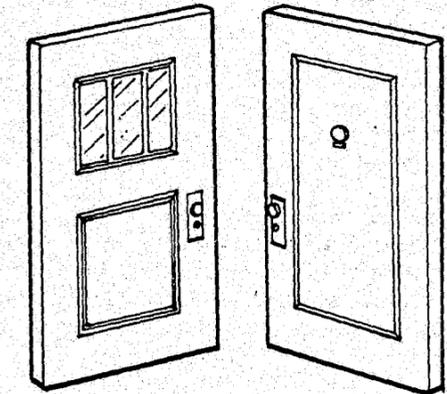
Doors

The most common point of entry used by intruders is a door--often a rear or side door which may not be used frequently.

Often the type of door construction affords the criminal special opportunities to gain access. Remember that no matter how elaborate your security devices are, the criminal will seek and often find the weakest point. The following sketches and notes will enable you to recognize some of these potential security hazards.

Doors with Wood or Glass Panels
Doors with glass panels are especially vulnerable. A fifty cent

glass cutter and a suction cup can make a handy hole in any glass panel, in complete silence. In just a few seconds, a criminal can reach inside and open the lock to gain access.



Doors with thin wood panels also provide the opportunity for the criminal to kick in or otherwise remove the panel to gain entry. These doors can be strengthened by backing the glass or wood panel with metal sheeting that is wider and longer than the panel. Plain glass panels can be replaced with reinforced wire glass, or covered with a protective mesh grille. Another solution is to install a double cylinder lock* that can only be opened from the inside by a key. The best solution is to install a solid core door.

Solid Core Doors

Solid core doors or doors covered with sheet metal are the best protection. Exterior doors should have a wood core at least 1 3/4 inches thick. Remember, a solid core door, because of its weight, must be supported by a door frame in good condition.

* Check with your building code and fire code.

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Jay Cytryn
Crime Prevention Specialist

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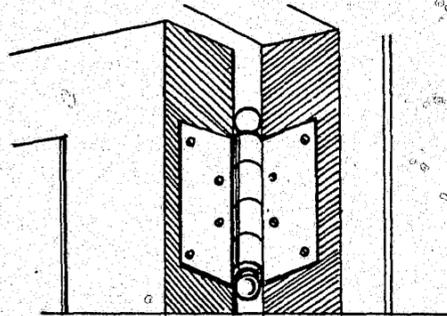
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Frame Installation

Regardless of how strong your door is, it can be pried open if it fits loosely in the frame. Weak or loose-fitting frames must be strengthened or rebuilt with steel or sturdy wood. If the building is old, and the wooden frame cannot be repaired, a special lock should be used.

Even if a door fits closely within its frame, it should have protective moldings covering the space between the door and frame to make it difficult to insert saw blades or other tools. However, this molding will not thwart a burglar using a "loid," or plastic strip which is inserted into the crack to open the lock. Only the proper locking device can prevent that.

Doors with hinges which are exposed on the outside should always have non-removable hinge pins.



Peepholes and Chain Locks

A peephole should be installed on each entry door to allow the occupant to see who is outside without opening the door. Installing a peephole is inexpensive and simple. Purchase a wide-angle lens and drill a hole, $\frac{1}{2}$ inch in diameter or less, through the door. Peepholes are generally located approximately 4 feet 9 inches from the floor.

A chain lock is mounted on the inside and permits the door to open 3-4 inches with the chain hooked. Since chains can be snapped by a sudden hard push against the door, the peephole should be used first to see who the caller is. You can then use the chain lock to ask questions before you permit the caller to enter.

Glass Doors

Glass doors are vulnerable in a number of ways, even when they are reinforced, laminated glass construction. The hinging mechanism often allows a burglar to insert a screwdriver or jimmy under the door and force it up and off its hinge, or just high enough to ride over a locking bolt which extends into the floor. Additionally, some glass doors have a metal casing which is too narrow to accommodate a secure lock.

Double doors, glass or otherwise, should not rely on the strength of each other to be secured. Each door should be secured independently to the top and bottom of the door frame. It is also a particular hazard to leave any gap between the two doors. A saw blade or offset screwdriver could be inserted to remove the lock or pry the doors apart.

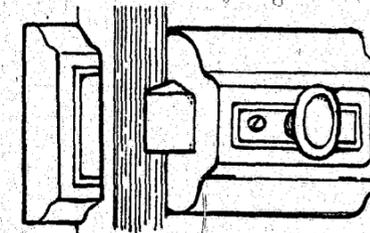
Door Locks

The door lock attaches the door to its frame. If a criminal wants to break in, he tries to defeat the lock in one of three ways: first, by "loiding" it, or slipping the lock open using a plastic strip; second, by using force to jimmy open the door; third, by picking the lock. Most intruders are looking for the easiest opportunity. Loiding a lock

is the easiest and quickest and can be done by almost anyone; jimmying the lock requires only a heavy tool and the use of force; picking a lock requires considerable time and skill and is usually the mark of a professional criminal.

There are several ways to guard against each of these attacks, and various types of locks to provide different kinds of protection. You should choose the lock that provides your door with the greatest security.

Each lock has two parts--the locking device and the cylinder. Both are important and can be bought separately to get the strongest combined lock. The locking device determines how easily the door can be opened by loiding and by force. The cylinder determines whether the lock can be picked open. As previously mentioned, the strength and fit of the door frame also determines how easily the locking device can be defeated.

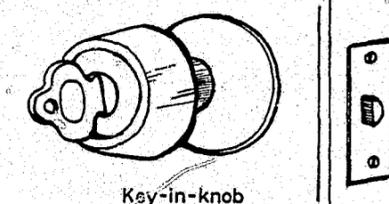


Spring bolt, surface mounted

Locking Devices

First you should choose a locking device. When choosing a locking device, there is one basic rule: do not use spring locks on any outside door. They are found extensively because they can easily be locked simply by slamming the door shut. Unfortunately, it is almost as easy to open a spring bolt from outside by using a "loid" or plastic strip. Since the bolt

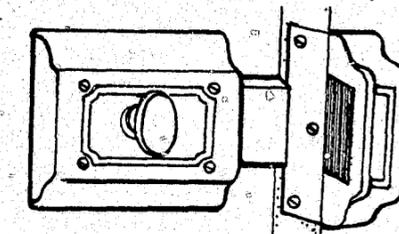
must be beveled to allow the door to slam shut, it can be forced back into the case when a loid (such as a credit card) is inserted between the door and its frame. Therefore, spring locks are the easiest kind of lock to defeat and provide virtually no protection. Even protective plates over the door crack can easily be bypassed by an intruder.



Key-in-knob

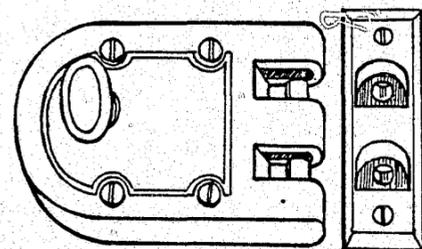
Remember, key-in-knob spring bolts have the same weakness to loiding, and can also be broken by a strong twisting force. These locks sometimes have an added plunger to prevent the main latch from being loided open, but the shortness of the bolt still makes it vulnerable to the force of a jimmy.

Dead-bolt and drop-bolt devices are preferred because they can only be locked with a key and cannot be opened by a loid. The drop-bolt provides greater protection against the use of force because it engages vertical pins in a receiving plate. There is virtually no way the two parts can be separated or jimmed apart; it will resist force so long as it is proper-



Dead bolt

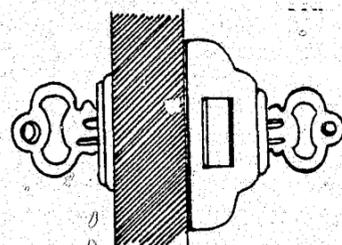
ly installed on a strong door or frame. The security of a dead-bolt depends on the length of the horizontal bolt and the strength and fit of the door frame. If there is a gap between the door and frame, and the bolt is not long enough, it can be pried open so that the bolt will slip out of the receiving plate. To protect against this, the bolt should extend at least one inch into the receptacle.



Drop bolt

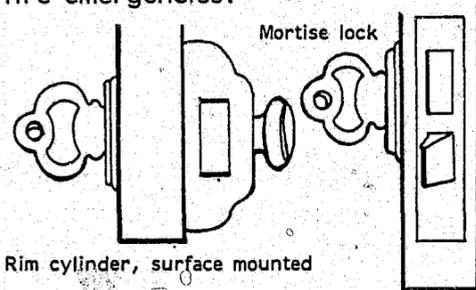
Cylinders

Once you have chosen a drop-bolt or dead-bolt locking device check the cylinder. Accept only a highly pick-resistant cylinder and ensure that it cannot be removed by force from the locking device. Some cylinders have beveled collars that are more difficult to pry out. You can also have the cylinder recessed into the door or mounted flush. The best protection is using a cylinder guard plate secured to the door with round head bolts that cannot be removed with a screw driver. Remember also, that the best possible lock can be defeated if it does not fit closely with the receptacle (or strike plate) leaving room for door movement and making it easier to jimmy. The plate should be affixed to a strong door frame by long screws to resist the force of a jimmy.



Double cylinder lock

Doors with glass or wood panels should be secured with double cylinder locks that require a key to operate on both sides--inside as well as outside--instead of using the standard knob inside. This type of lock prevents an intruder from breaking a panel and sticking a hand inside the door to open the lock. It also prevents a criminal who entered from somewhere else in the house from easily escaping through the door. However, building regulations do not permit this type of lock to be used on either of the two exits required by law to be available in case of fire emergencies.

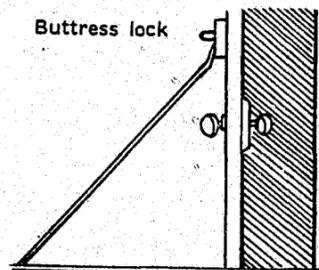


Rim cylinder, surface mounted

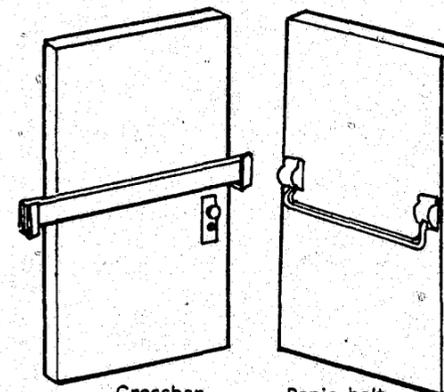
Special Locking Devices

Older buildings often have weak door frames that cannot adequately resist the use of force. If the frame cannot be strengthened or repaired, a buttress-type lock should be used with a long steel bar that sticks in a floor receptacle and wedges against the

inside of the door. This device relies on the strength of the door instead of the frame. It is important that the bottom of the door fit closely to the floor, or have a molding, so that a flat spring cannot be stuck under the door to force the bar out of the receptacle.

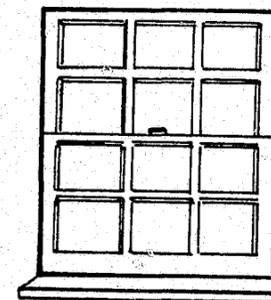


A doorway in a public area that must be available as an emergency exit, but not as an entrance, can best be secured by a panic bar. The door can be opened by a simple push on the bar from the inside, but no lock is visible from the outside. A door that is not used and not needed for an emergency exit can best be secured by a heavy cross bar on heavy hooks. The bar should be attached to the hooks with screws or nails so it cannot be lifted from outside by sliding a knife blade through the door crack.



Windows

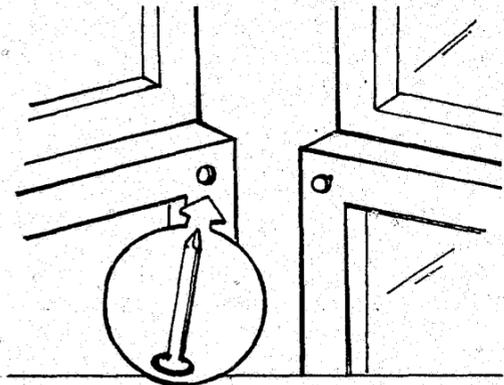
Because windows, by definition, contain large sections of glass, they naturally pose a great security problem. The windows most vulnerable are those situated on the first floor (accessible from the ground), and those leading to fire escapes. Less vulnerable, but still easily reached are the windows located over a canopy (above a main entrance, for example), and windows located on the top floor that can be reached from the roof. You can protect these windows by using unbreakable glass--transparent polycarbonate materials which look like glass but are very difficult to break. However, this material is quite expensive and therefore not usually used in private residences.



Choose window locks carefully. Some of the most commonly found window locks do not provide adequate protection. The rotating peg, which slides a peg into the path of the window as it is being opened, can easily be forced or jimmied. The cam lock, which is widely used on double-hung windows in residences, secures the window in a closed position, but it can also be jimmied open if the window and frame are not strong and the lock is not firmly affixed with deep screws.

Pins or Pegs

When windows, such as double-hung windows, can be opened by sliding one past another, an excellent and extremely simple means of securing them is to install a pin or peg right through both windows. Simply drill a hole through one frame and into the other, and insert a heavy metal pin or long nail.

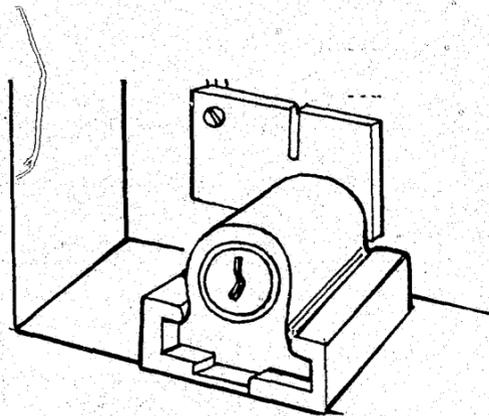


Thumbscrews

A slightly more sophisticated protective measure is to install a knob or thumbscrew-operated plunger which enters a hole in the outside window and works much like a pin.

Key-Controlled Plungers

A more secure device is a key-controlled plunger which operates like a pin, but must be opened with a key. Unlike pins or thumb screws, this device prevents the window from being opened even after the glass has been broken, and denies the intruder a place to exit if he has gained access from some other point. All three devices can also be used to lock the window in a slightly open position for ventilation by drilling additional holes in the outside frame.



Protective Coverings for Windows

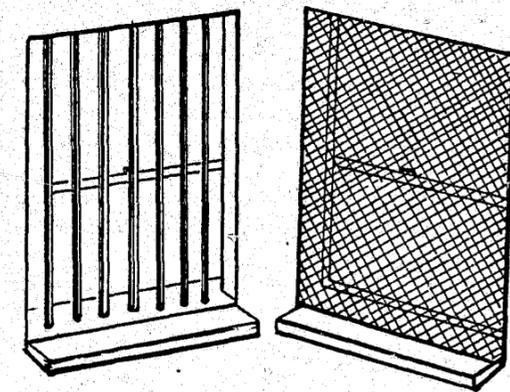
Basement windows and those that are easily accessible from the street or backyard, are particularly vulnerable and should be secured by bars or heavy wire mesh. The mesh should be made of material at least 1/8 inch in diameter and should have openings of not more than 2 inches. The mesh should be securely fastened outside the window frame with roundhead steel bolts which cannot be removed from without. Bars should be made of steel, not less than 3/4 inch in diameter. The centers of the bars should be placed not more than 5 inches apart, and they should be set back at least 2 inches from the edge of the brickwork.

Gates can also be fitted to windows in the same manner as ferry gates on doors. The gates should run in tracks and have non-removeable hinge pins.

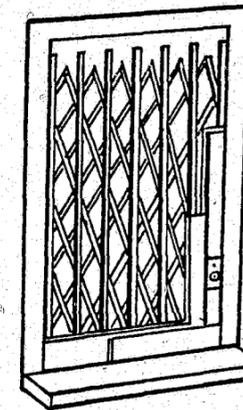
Windows opening onto fire escapes or serving as secondary exits cannot be obstructed. However, the Fire Department has approved a special gate which can be opened quickly from inside, but not outside the window. This gate uses a keyless sliding lock that provides maximum protection against intruders, and allows for an easy escape in case of fire.

It is important to remember that even a window that has been covered because it is no longer used can provide a means of illegal entry. Dummy panels should be of heavy construction and bolted securely to the brickwork or window frame with roundhead flush bolts which cannot be pried open or unbolted from the outside.

A transom over a door can provide another means of access, even when the door has been secured carefully. All ventilation or airconditioning equipment installed in transoms should be bolted and made non-removeable from the outside.



you have put in place. He will enjoy the relative privacy of your roof-top and will probably have tools with which to effect an entry. It is, therefore, important that these protective grilles be securely fastened.

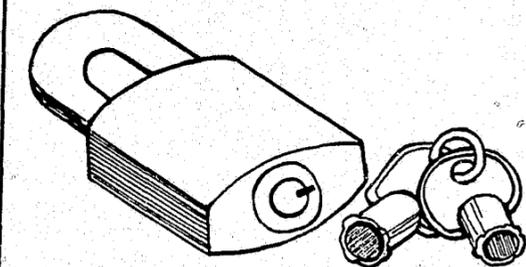


Padlocks

When padlocks are used they should always be of heavy duty construction. Features should include: a case-hardened shackle that cannot be sawed through; solid steel or laminated casing; and a pick-resistant cylinder. All identification numbers should be removed from the lock before use, to avoid the chance of someone duplicating the key.

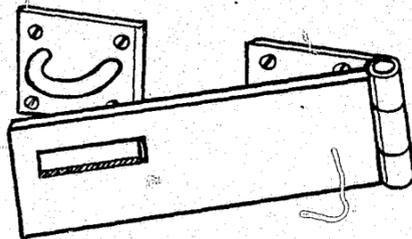
Skylights

Skylights often present a tempting opportunity for an intruder to work from the relative security of the roof to gain access by force through them. A securely fastened hasp or padlock is one way to prevent the skylight from being opened from either side; bars, grilles, or mesh can also be used. Bear in mind that a burglar who has gone to the trouble of breaking through a skylight will be intent on thwarting any grill



Hasps

Hasps should be very securely bolted or screwed into place, so that the heads of screws are completely covered when the hasp is closed. Because the placement of the hasp can make it more difficult for a burglar to manipulate the lock, it is often advisable to place the hasp high up on a doorway.



Walls, Ceilings and Floors

A determined intruder may also use a wall, ceiling or floor as a means of access. This is primarily a problem for retail stores and is not a major concern in homes or apartments. The merchant who has taken great precautions to secure his own doors and windows may find his efforts defeated when the intruder enters next door because his neighbor has not taken similar preventive measures. The construction of some buildings includes party walls, partitions or trap doors that can easily be broken through and permit entry that is unnoticed from the street. This is particularly appealing to the burglar because it minimizes the risk of early detection, and affords him the privacy of an unoccupied premises. Solid building construction is obviously the best protection against such intrusion, but proper alarm devices can be used to warn against this method of entry.

Alarms

Alarm systems serve as both deterrents and security devices. There are two types of alarm systems: local alarms which sound only on the premises, and central station alarms which are monitored at the office of a protective agency.

Local Alarms

A local alarm consists of a bell or buzzer which produces a loud signal when one of the intrusion devices detects the movement of a door or window, or the breakage of glass. It is the simplest and least expensive type of alarm and can be installed quite easily. But it is also difficult to maintain and can be subject to many false alarms. In addition, the deterrent effect of the local alarm is dependent upon the burglars being intimidated and driven off by the noise of the alarm, and the extent to which the alarm will attract neighbors and passing police. Many local alarms have been poorly installed or poorly maintained, which results in frequent false alarms. Inclement weather also triggers many of these alarms. As a result, in some communities the residents and police have grown tired of false alarms and may not respond promptly. It is essential that the system be well installed and carefully maintained and that prior arrangements be made with neighbors for their response if the alarm is activated. When purchasing any alarm system, deal with firms that have a verifiable history of quality installations, a reliable guarantee/warranty record and an established repair and maintenance program.

Central Station Alarms

A central station alarm system usually makes no sound at the premises but sounds an alarm at the remote location of the alarm company or private guard service. Of course, this system can be used in conjunction with a local alarm that will also sound on the premises. A central station alarm system is far more expensive than a local alarm since you are paying for the transmission lines and monitoring service as well as the equipment on the premises. Different types of alarm systems are available to meet particular needs. These range from triggering devices that detect the movement of a door or window, to photoelectric cells that detect movement within the premises. A maintenance contract must be purchased upon completion of installation of the system.

Intercoms

It is essential that a sturdy lock be installed on the front door of all multiple dwellings, along with a strong spring so that the door will close and lock automatically after it is opened. To further limit access to the building, an intercom and bell-buzzer system connected to each apartment is an extremely effective way to guard against admitting unidentified strangers. All new buildings are now required to have such systems, but installing a new system in an existing building can be expensive if every apartment must be wired. The Telephone Company has developed a system that solves this problem. The system, which connects through the regular telephone wiring and works through the telephone in each apartment, is

financed with a monthly payment in each tenants' telephone bill.

Lighting

Good lighting is a security bargain since it reduces the opportunity for criminal mischief. Planning for adequate lighting involves three principles: an appropriate level of lighting for every area; lighting without excessive glare and beamy shadows, and lighting fixtures that are resistant to vandalism (at least 8' off the ground or protected by covering) and easy to maintain.

It is extremely important that interior public spaces such as halls, stairwells, elevators and lobbies are well-lighted. Low glare or "frosted" incandescent or fluorescent lighting fixtures should be installed. Transparent plastic bulb protectors should be affixed to bare bulbs to avoid vandalism.

Operation Identification

Operation Identification is a collaborative effort of police and citizens to deter theft of valuable property and aid in recovering stolen property. Citizens are encouraged to etch an identifying number, usually a social security number, on all valuable items in their homes or places of business. The engraving tool used to mark possessions is simple to use and will be loaned, free of charge, by the New York City Police Department. In addition, the police will provide decals to be displayed on doors or windows, to let intruders know that the occupant is participating in Operation Identification. If you are interested in participating in Operation Identification, fill out the attached form and mail it to your local precinct.

Security Survey

There is a Crime Prevention Specialist assigned to every precinct in New York City. He is your personal adviser in the "how to's" of crime prevention. If you are a resident or business person in New York City and you have a special security problem, or you wish a free security survey, fill out the attached form and mail it to your local precinct.

Mail To: Crime Prevention Officer
50th Precinct
3450 Kingsbridge Avenue
Bronx, New York 10463
Telephone #220-5611

I am aware of the Crime Prevention programs being offered by the New York City Police Department and I would like to take part in:

Operation Identification

Free Security Survey at my:

home

apartment

place of business

NAME _____

PHONE NUMBER _____

RESIDENCE _____

PRECINCT OF RESIDENCE _____

END