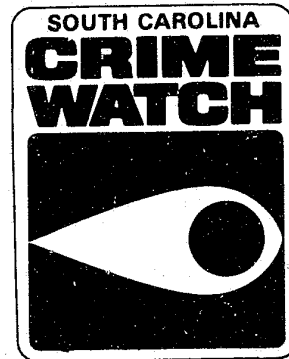


Security Survey Handbook



Produced by Division of Public Safety Programs

86095

U.S. Department of Justice
National Institute of Justice

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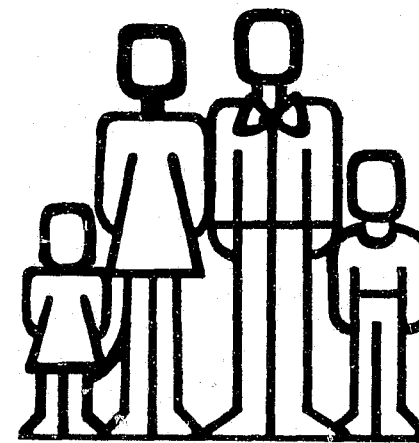
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Citizen Responsibility and Crime Prevention

Doing something after a crime has been committed is often fruitless and frustrating both for the crime victim and the police officer. In many instances criminals are neither apprehended, prosecuted, nor convicted. Even when the criminal justice system does work, the victims are not spared the irreparable losses of life and property that can result.

This is particularly true of the one crime which occurs most frequently, home burglary. Only after a family returns home and discovers that their privacy has been violated, their home ransacked, and valuable belongings have been stolen, can the frustration of the justice system be truly felt. The police officer does not arrive at the scene very quickly. The victim does not understand why there is little urgency in responding to a burglary complaint after the fact. For the police officer, most burglary investigations lead no where,

Stolen property piles up and must be auctioned off by the police because it has not been identified. Stolen property held in police departments is very insignificant, however, when compared with the millions of dollars in stolen property which is never recovered. Few criminals arrested by the police run the full gamut of prosecution, conviction, and imprisonment. Further, restitution to the victim is an extremely rare occurrence. Burglary is truly the *crime of frustration*. Burglary is also a *crime of opportunity*. And this is the root cause of the frustration and frequency of the crime.

Reducing the opportunity for burglary can and does work. There is no way to make homes impenetrable. No one (except the criminal) should have to live in a fortress! Without going to such an extreme, it is important to slow the average burglar down. Locks which are easily defeated, doors and windows left unlocked when the occupants are away, are examples of *opportunities* for a burglary to occur. Very fittingly, poor security and a disregard for security habits are in fact invitations extended to the burglar by the occupant.

The most practical approach to burglary reduction is burglary prevention. This is possible by *hardening the target*, or correcting those security weaknesses which criminals perceive as *opportunities*. Reducing criminal opportunity is the clear responsibility of the citizen.



Police Responsibility and Crime Prevention

Although many security weaknesses are easily corrected and do not necessarily cost a lot of money, the average citizen lacks the knowledge and motivation to correct them. People are used to buying or renting homes with little, if any, consideration for security. A home contains many features. Security is not one of them. Traditionally, builders have not considered security very important. Convenience, comfort, and appearance, yes!

In the past, security was not a principle concern for the home buyer or apartment resident. Also, since security is not *built in* from the beginning, most security improvements must be *patchwork*. People do move away from high crime neighborhoods. Unfortunately, they move back into homes where physical security is not better, and at times, even worse.

Who is best qualified to advise and motivate citizens to recognize and correct security weaknesses? With proper training, the police officer is well qualified. Investigating burglaries has taught police officers the most common security weaknesses in home and apartments. With property training, the officer can also learn simple steps that can make each home more secure. While the citizen has the responsibility to protect his property against burglary by putting these strategies into practice, the police officer has the responsibility to show the citizen what the most practical and cost effective security strategies are.

Home Security Surveys

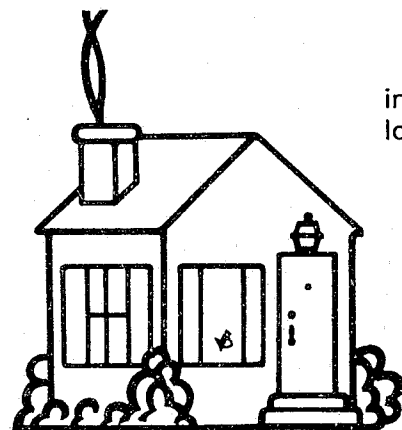
SECURITY SURVEY	
DOORS	✓
LOCKS	✓
HINGES	✓
WINDOWS	✓
OPERATION I. D.	✓

A home security survey offers the opportunity for the police officer to assist the home or apartment resident to locate security weaknesses and identify practical ways to correct them.

When the police officer visits a home, makes an inspection with the resident and offers practical security recommendations, there are two immediate results. First, the officer and the citizen, together, have begun a united effort against the criminal. Second, and equally important, the citizen, having experienced a personal and positive contact with the police, will develop a more cooperative and positive relationship with the law enforcement agency offering this service. The end results of this effort are many:

an improved image of the police in the community; a willingness to report crimes and suspicious activities; more unsolicited assistance in furnishing information leading to the arrest and conviction of criminals; and wide-spread support for law enforcement.

Practical Considerations in Conducting Home Security Surveys



In offering Home Security Surveys, a department and the officers involved in providing this important service should be aware of the following:

1. It is a voluntary program and a free service. To avoid confusion, this should be emphasized when advertising a program.
2. Most burglaries are perpetrated by unskilled criminals, both juveniles and adults. The police officer should always keep this in mind and not go overboard and lead the citizen to feel that a fortress is required. Slowing down the unskilled burglar will often be sufficient to prevent the crime from happening.
3. There is nothing foolproof in crime prevention. Even the best lock or most secure window can be defeated. Never leave the citizen with the impression that his home is absolutely safe from burglary.
4. Caution should always be exercised in divulging types of tools and attacks used by criminals. Widespread dissemination of m.o.'s can filter down to the criminal, thus making his job easier.
5. Good security habits are just as important as improving the physical security of a home. An unlocked door is not a lock! Always locking before leaving and other security habits should be emphasized when conducting a security survey.
6. Even though the department advertises the program, many citizens will not necessarily take advantage of the service. In addition to public advertising, direct citizen contacts by patrol officers are encouraged. People are best motivated after they themselves, a friend or neighbor, have become a victim.
7. If the resident has not already joined Operation Identification, the surveying officer should encourage him to do so, emphasizing that if all else fails, Operation I. D. has been proven effective in deterring burglary and in property recovery.
8. After the survey is completed, and recommendations are made, the surveying officer should:
 - A. Advise the citizen to call if there are any further questions;
 - B. Ask the resident to encourage other friends and neighbors to request the service;

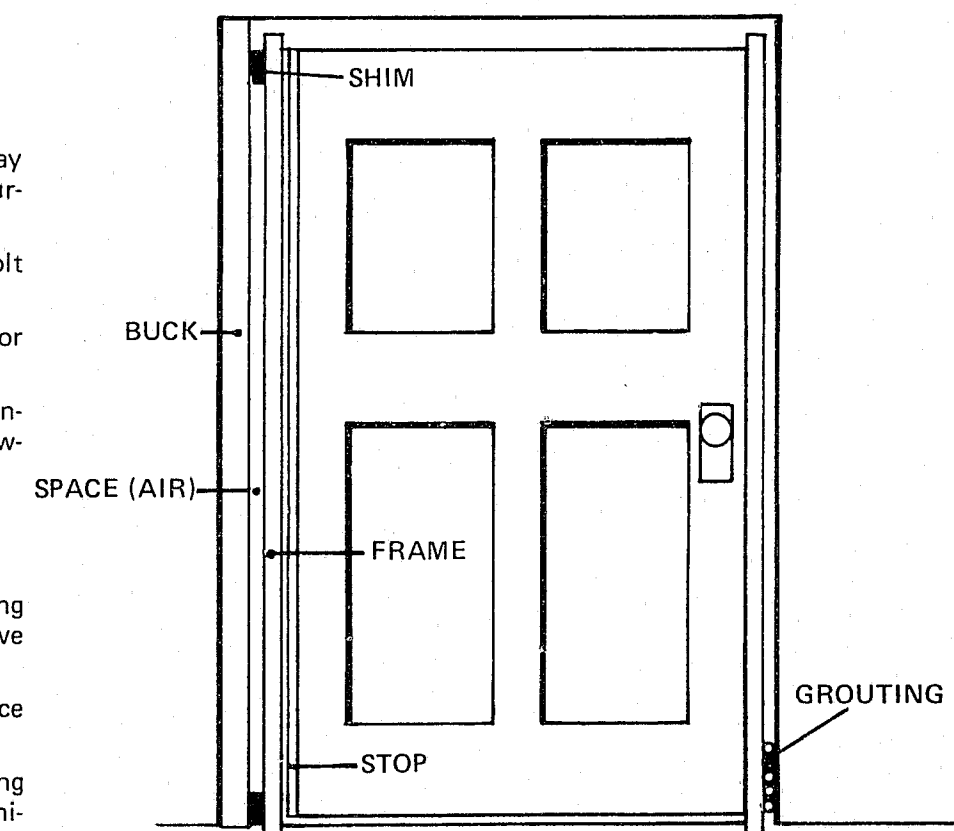
- C. Sign the Home Security Survey Form. NOTE: the original should be retained by the officer and filed according to departmental policies. The carbon copy should be retained by the individual and signed only after recommendations have been completed. In the event that insurance reductions are offered the resident should retain his copy in a safe place.
- D. Follow-up contacts by phone or visits should be made by the surveying officer in accord with departmental policies.

9. The police officer conducting security surveys in a community is actually improving his patrol function rather than taking time away from patrol.

Door Systems

Objectives: What are the components of a total door system? What types of problems are associated with the door frame and how can these be corrected?

Components



Problems

Frame is loose because of excess play between jamb and buck. Allows burglar to spread or rip out.

Frame is weak at middle. Lock bolt will not hold when jamb is spread.

Frame splits near strike when door is kicked.

Some metal frames are cheaply constructed. Burglar can peel with screwdriver.

Solutions

Strengthen door frame with long stud nails or bolts, about 4" above and below strike plate.

Add shim or grouting to fill air space between jamb and buck.

Strengthen door frame by installing high security strike plate with (minimum) 2½" screws.

Points To Remember

If the frame is weak it is important to secure it before attempting to add new locks or doors. Some simple tests to determine whether the frame is weak are:

- A. CLOSE DOOR STRONGLY. If frame movement is noticeable, the situation should be corrected.
- B. With door in closed position and locked, grab knob tightly and push sideways, back and forth. If frame moves with the door, the situation should be corrected.
- C. Stick pencil or finger through hole in strike plate. If air gap exceeds ¼", situation should be corrected.

NOTE: Securing a weak door system often requires carpentry skills. In no case should the inspecting officer attempt to remove the casing or drill holes to visibly check the frame. In all cases, suggest that the homeowner check with someone with carpentry skills to assure that a weak frame is corrected properly.

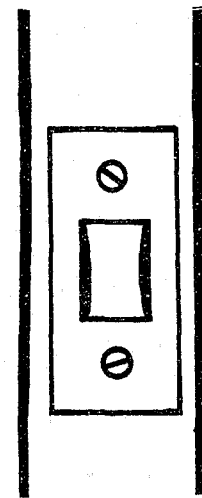
NOTE: See strike plate section for explanation of high security strike plate.

Types of Doors External

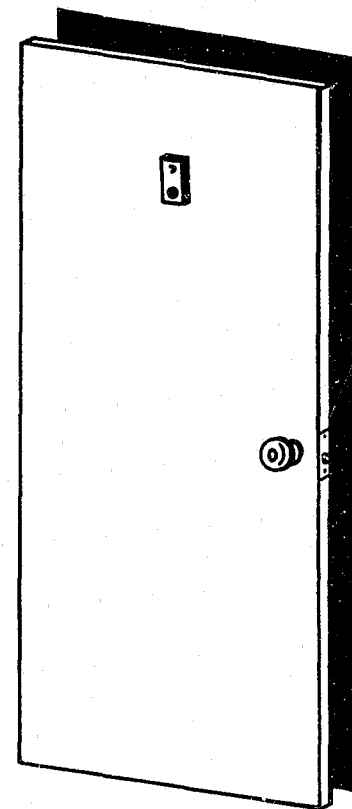
Objectives: What types of doors are found on many homes and apartments? What are the security weaknesses of doors, and how can they be corrected?

Problems

If external door is $1\frac{3}{8}$ " thick, door may give at lock when kicked.

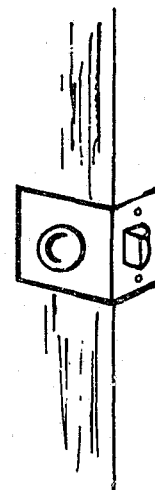


Solid or Wood Core Door



Solutions

Install metal *sleeve* to strengthen door.



Points To Remember

Most external doors on moderately priced residences are $1\frac{3}{8}$ " thick. On older, expensive homes, $2\frac{1}{4}$ " doors may be found. The problem occurs in the case of $1\frac{3}{8}$ " doors which are found on cheaper homes.

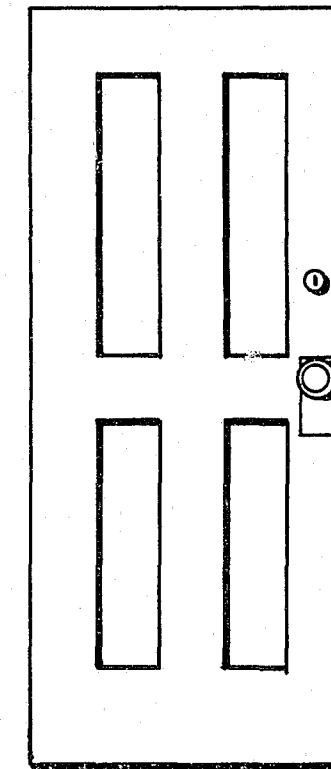
NOTE: Metal sleeves are relatively inexpensive but may have to be *special ordered* from the hardware store.

NOTE: The average solid (and panel) door will withstand normal kicking below the lock. This assumes that the lock, strike plate, and frame are adequate and secure.

Wood Panel Door

Problems

Door can be kicked through because joints have become unglued or panels are rotted or split.



Solutions

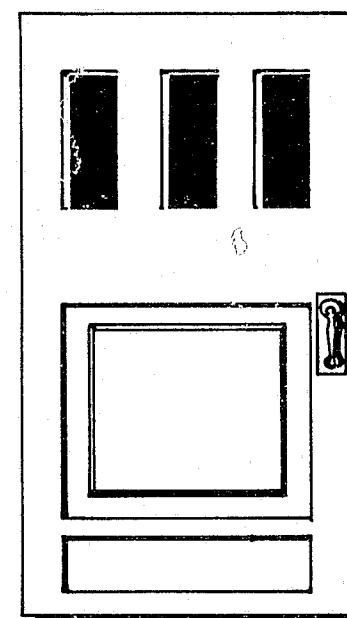
Replace door.
Reglue.
Attach metal plate to back.
Add decorative grill work.

Points To Remember

Regluing door requires skill and proper tools.

Replacing a panel door which is rotted or weak may be less expensive than patching it with a metal plate or adding a decorative grill door.

Glass In The Door



Problems

If glass in within 40" of inside turn latch, burglar can break glass, reach in, and open door.

Solutions

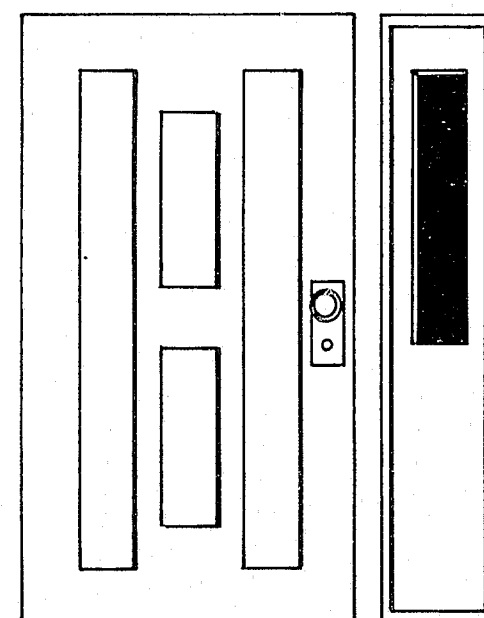
Install double cylinder dead bolt lock.

Cover the glass with polycarbonate (plastic) sheet.

Add decorative grill or grill door.

Replace door with solid core door.

Door With Glass Sidelight



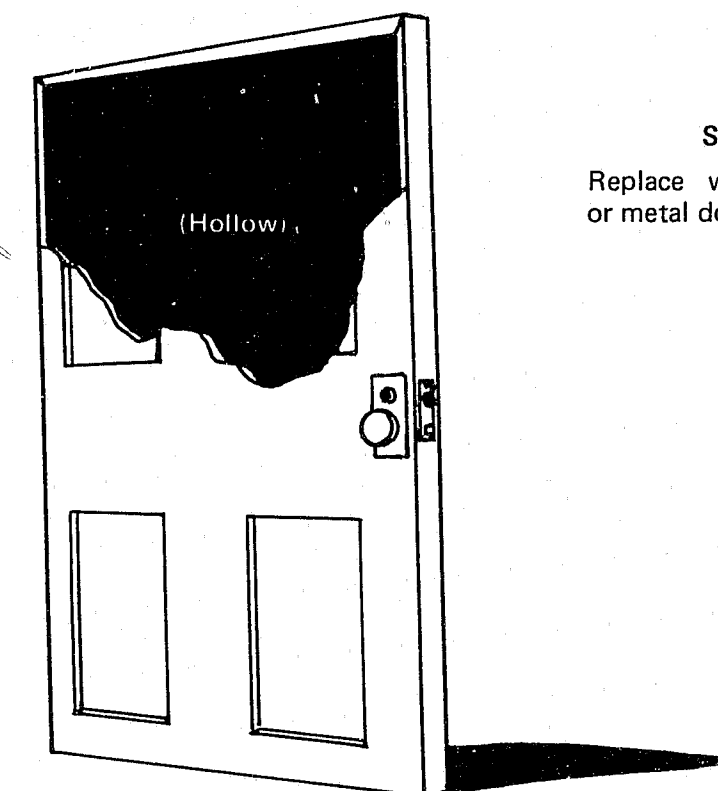
Points To Remember

Polycarbonate sheets and metal grill doors may be more expensive than replacing the door. If door is replaced with solid core or panel door, a wide angle door viewer should also be recommended.

Double cylinder deadbolt (keyed from both sides) should be recommended only if resident understands life safety requirements (see locks).

NOTE: At the present time polycarbonate (lexan) is not always available through hardware and glass retailers.

Hollow Core Doors



Problems

Door can be kicked or pried with a knife or screwdriver.

Solutions

Replace with solid wood or metal door.

Points To Remember

Hollow Core Doors are never acceptable as an entry door. The only acceptable use for hollow core doors are as *companion* doors inside the home.

NOTE: If interior door leading from basement or garage to inside of house is hollow core and exterior entrances are not secure, this door should be replaced.

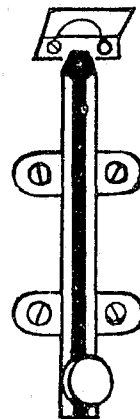
Double Doors

Problems

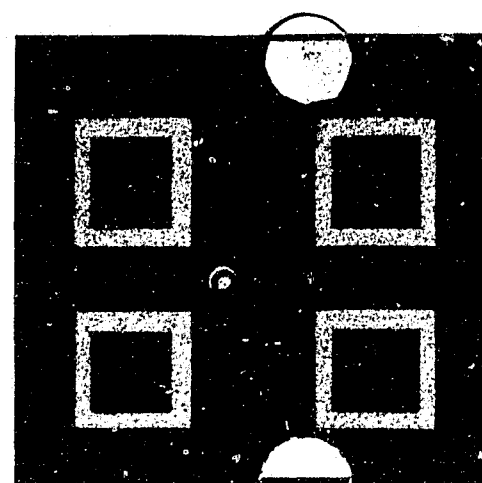
Light Duty Surface Bolt
Slide does not protrude into catch.

Door can be forced, bolt will bend.

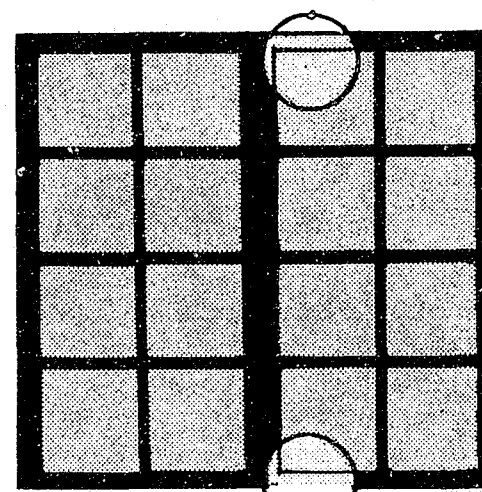
Shaking the door may cause bolt to drop.



Active Leaf Inactive Leaf



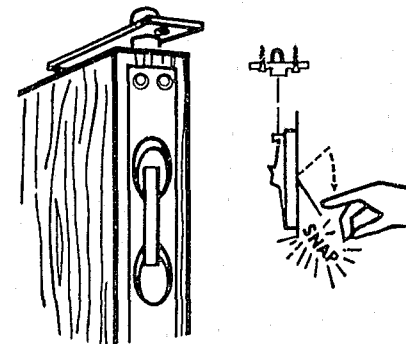
Solid or Panel



French Door

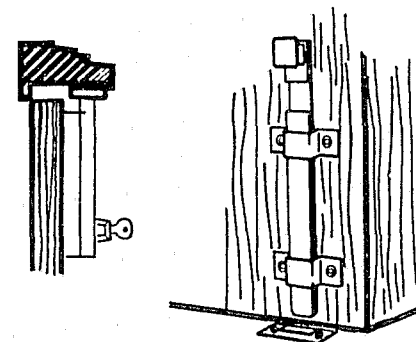
Solutions

Lever Extension Flush Bolt



Solutions

Key Lock, Security Surface Bolt



Points To Remember

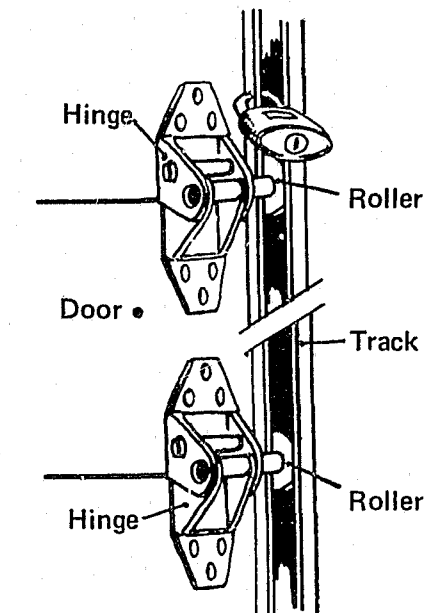
Double doors are the most difficult type to secure. Lever extension flush bolts, top and bottom, offer the best protection. This type of bolt should be installed on edge of inactive leaf, not on surface of door. Installation requires carpentry tools and skills.

Heavy duty surface bolts are easier to install. Homeowner should purchase only surface bolts constructed with heavy metal, and only those which are true deadbolts (once in place, stays in place). Key lock surface bolts can be recommended when outside key operation is not required. Key operated surface bolts can be installed at top, bottom, or both.

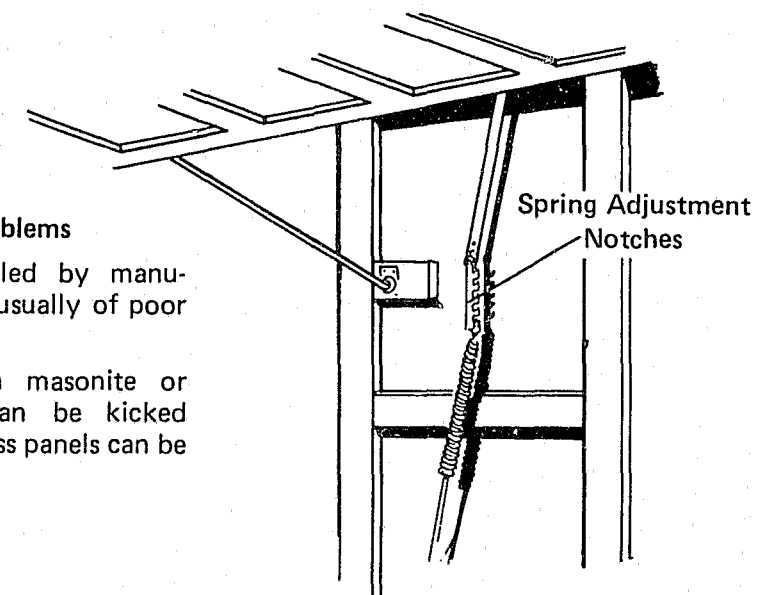
NOTE: Standard screws which the manufacturer furnishes are often not long enough.

Garage Doors

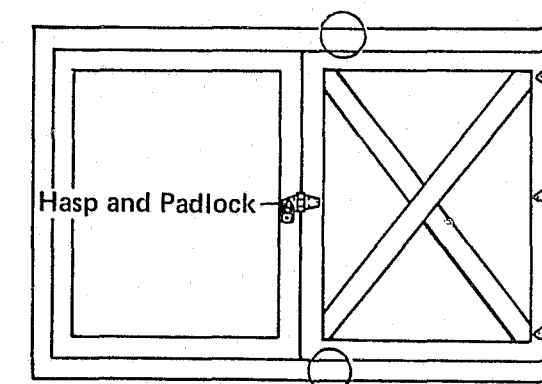
Overhead Track Operated



Overhead Counter-Balanced



Double Outswing Doors



Problems

Locks installed by manufacturer are usually of poor quality.

Panels (thin masonite or plywood) can be kicked through. Glass panels can be broken and entry gained by reaching in and unlatching.

Track is secured loosely. Door can be pried open.

Problems

Locks installed by manufacturer are usually of poor quality.

Panels (thin masonite or plywood) can be kicked through. Glass panels can be broken.

Problems

Locks installed by manufacturer are usually of poor quality. Surface bolts on top and bottom of inactive leaf are cheaply constructed or do not fit tightly.

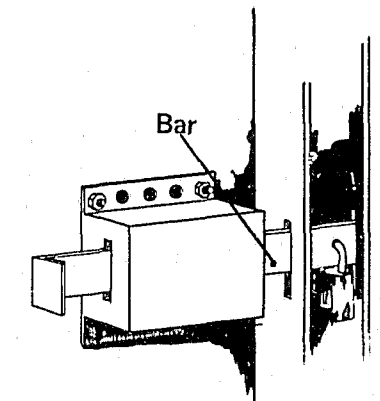
Solutions

Install case hardened hasp and padlock on outside.

Secure track to door with heavier screws in hinges.

Pin track above bar by drilling two holes and inserting heavy nail or bolt.

Padlock can be used instead of pin.



Solutions

Install two case hardened hasp and padlock on outside or inside, both sides.

Solutions

Install heavy duty surface bolts, top and bottom of inactive leaf.

Install case hardened hasp and padlock on outside or inside.

Points To Remember

Failure to close and lock garage door presents the most serious security problem in a home. This should always be emphasized to the homeowner.

Overhead track operated doors are best secured with Electronic Door Openers. If recommended, they should be out of the type that can be disconnected from inside the garage in the event that the home will be unoccupied for long periods of time.

Padlock through track, or padlock through inside or outside hasp, may present serious convenience problems for the homeowner. If this is recommended, hasp should be case hardened, heavy duty type, with screws concealed. The padlock should also be case hardened with toe and heel indention.

NOTE: Overhead counter-balanced doors will require two hasps and padlocks at both ends of door.

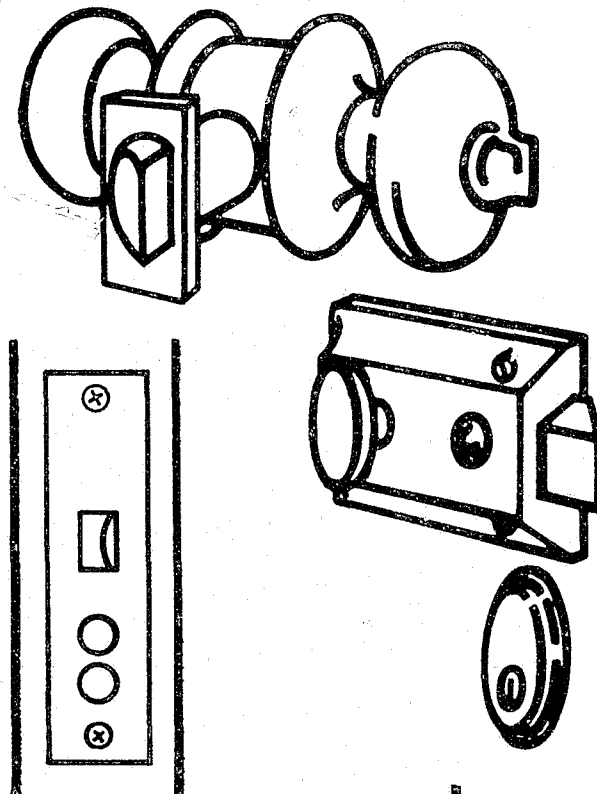
Types of Locks

Objectives: Which locks are easily defeated by the burglar? What type of locks provide good security?

Problems

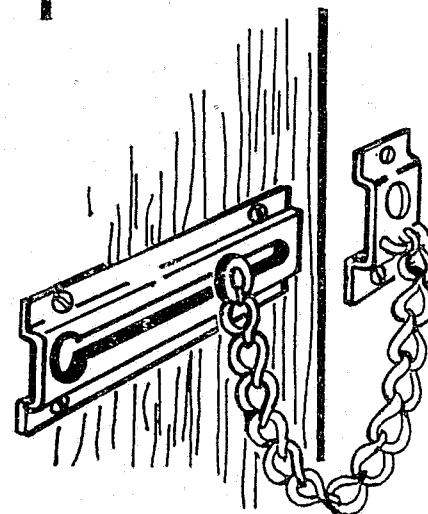
Spring bolt (key in the knob) locks are easily defeated by:

- wrenching knob with hands or vice grip;
- using credit card or plastic to slip the spring bolt;
- kicking the door.



Cylinder Rim Spring bolt locks are easily defeated by:

- using credit card or plastic to slip the spring bolt;
- kicking the door.



Chain latches are not locks and are easily defeated by:

- kicking or prying the door so screws pop out;
- detaching the chain with wire.

Points To Remember

Spring Bolt (key-in-knob) Locks are never acceptable for entryways.

The same is true with surface mounted **spring bolt cylinder rim locks**. These are usually found as an *auxilliary* lock, but provide little security because the bolt is short and jamb can be spread, or by kicking door, the screws can be popped out.

Chain latches also provide false security. They are easily popped off by kicking the door, or prying a partially opened door. Chain latches should never be accepted as a substitute for a good lock.

NOTE: Some manufacturers add *security* features such as *anti-shim* devices with the spring bolt. While this may prevent *slipping* with a card, the knob can be easily wrenched off, or the jamb can be spread to release the short spring bolt.

NOTES

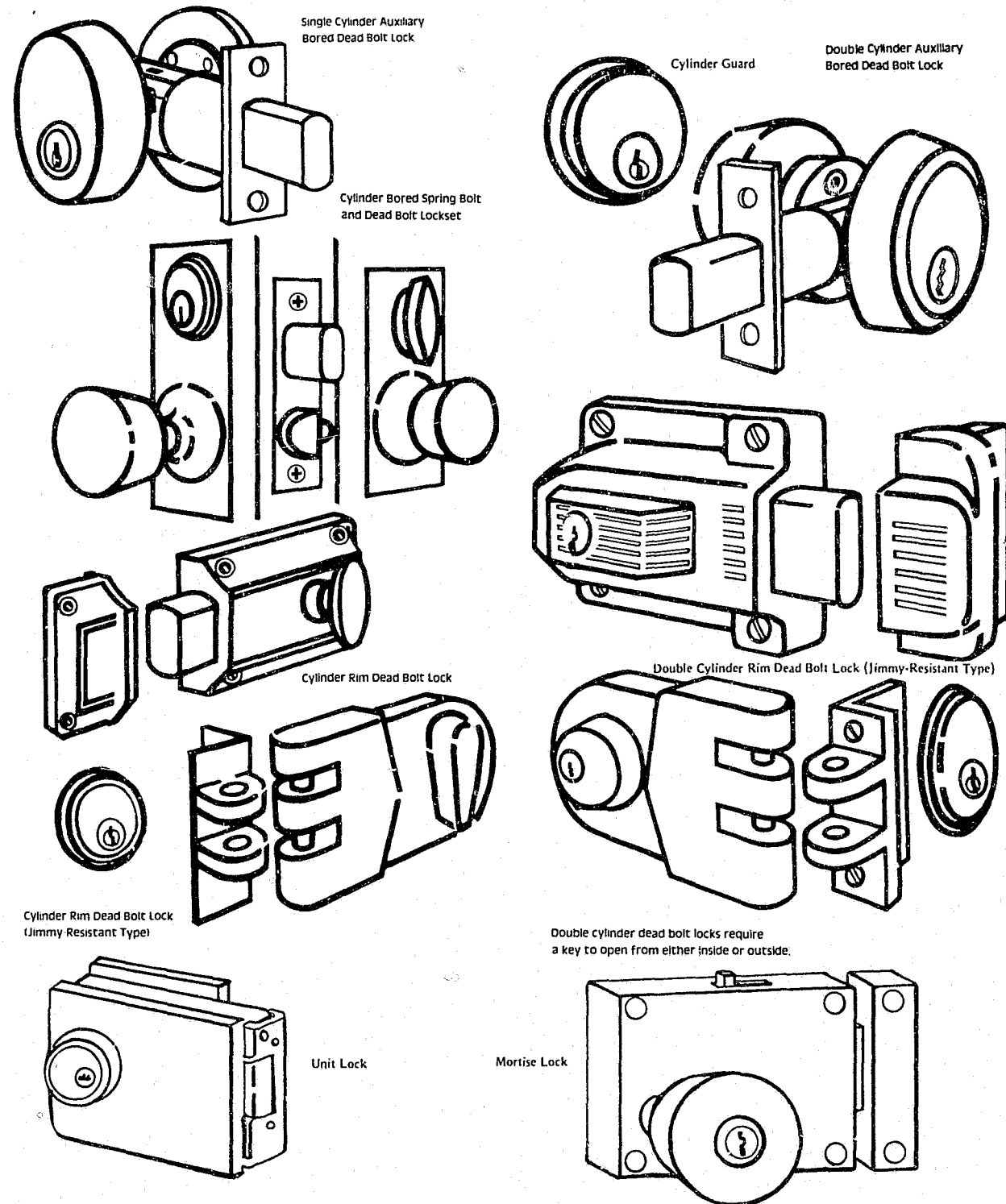
This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and some minor blemishes or dust specks. The edges of the paper are slightly irregular.

Solutions

Deadbolt locks are recommended. The bolt should extend at least one inch beyond the door edge. However, other locks which use an interlocking principle (e.g. jimmy resistant rim locks) also offer good security.

If glass is within forty inches of the lock, a double cylinder dead-bolt

(keys for both sides) should be installed. This makes it impossible for the criminal to break the glass and reach inside to unlock the door. When your home is occupied, *be certain to have the key readily available* so that fast exits are possible in the event of emergencies.



Points To Remember

Single Cylinder Deadbolt Locks (key operated from outside only) provide excellent security if:

- A. The door and frame system are secure.
- B. The *throw* of the bolt is long enough (at least one inch).
- C. There is no glass in or adjacent to thumb turn (40 inches).
- D. The strike plate is strong and secured to the jamb.

Double Cylinder Deadbolt Locks (key operated from both sides). This lock should be recommended when glass is within 40 inches of lock, but only after the following assurances:

- A. The homeowner is willing to put up with the inconvenience of leaving the key in the lock when at home.
- B. Recognizes, and is willing to practice, fire safety habits in the home.

Cylinder Rim Deadbolt and Jimmy Resistant Rim Locks also provide good security. They are surface mounted and easy to install. These type locks are less expensive than single or double cylinder locks. However, *rim locks* are not as decorative and attractive as other types of locks.

Unit Locks are high security and are often used for commercial establishments where risk is the greatest. They are expensive and most homeowners cannot afford them. Recommending a unit lock on a home should be considered only when:

- A. High risk is involved (e.g. very expensive gun, jewel, or coin collection).
- B. The homeowner is willing to pay the price.
- C. The door is thick enough (1 3/4" or 2 1/4").

Mortise Locks offer good security and are often found on older homes with good solid doors. Installation of a mortise lock requires a skilled carpenter or locksmith.

Cylinder guards are metal collars mounted around the cylinder. It is usually tapered and designed to spin freely. This prevents the burglar from attacking the cylinder with a wrench. If the manufacturer offers a cylinder guard, it is just as well that the homeowner pay the additional cost for this added protection when purchasing a cylinder type lock.

NOTE: None of the above locks should be recommended for installation on hollow core doors.

NOTE: A deadbolt is a lock which **once the bolt is in place it stays in place**. If you can push it in with the palm of your hand, it is not a deadbolt.

NOTE: Inside key should always be hung on a nail close to door.

If double cylinder locks are recommended for more than one door they should always be keyed alike.

Single or double cylinder deadbolt locks require various carpentry tools and skill to install.

NOTE: Screws furnished by the manufacturer may be too short. Always recommend using longer screws.

NOTE: Installation of unit locks require a skilled carpenter or locksmith and a good solid door and secure frame system.

NOTE: Unit locks can be single or double keyed.

Important Note About Locks

There is no lock which cannot be defeated by an experienced burglar, using the proper tools.

When recommending a specific type of lock, the survey officer should remember that the average home burglary is committed by the average (unskilled) burglar. Any added protection to be recommended must be done so with the idea of slowing the burglar down.

A circular cross-section diagram of a door edge assembly. The diagram shows a vertical door edge with a central black rectangular area labeled "Filler". To the left of the filler is a vertical metal strip labeled "Strike Plate". To the right of the filler is a vertical metal strip labeled "Door Buck". The entire assembly is mounted on a vertical surface labeled "Door Frame".

Replace screws with 2½" screws. This will also strengthen the frame system.

A vertical rectangular plate with a central slot and four circular holes. The plate is oriented vertically. It has a central slot that is wider at the top and bottom and narrower in the middle. There are four circular holes, one at each corner of the plate. The plate is shown in a perspective view, with the top and bottom edges slightly angled.

The weakest point of a good lock may be the strike plate which secures the bolt when the door is locked.

Rim Lock Strike Boxes can also be strengthened by replacing short screws with longer ones.

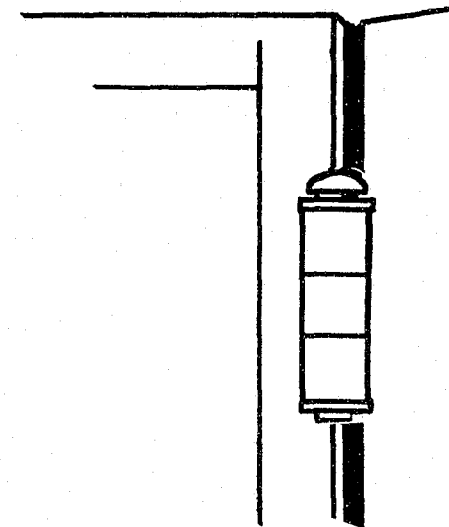
NOTE: Screws which the manufacturer provides are usually $\frac{3}{4}$ ".

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and some minor blemishes or dust specks. The edges of the paper are slightly irregular.

Door Hinges

Problems

Exposed hinges on out-swinging door can be defeated. Burglar removes pins and lifts door out of frame.

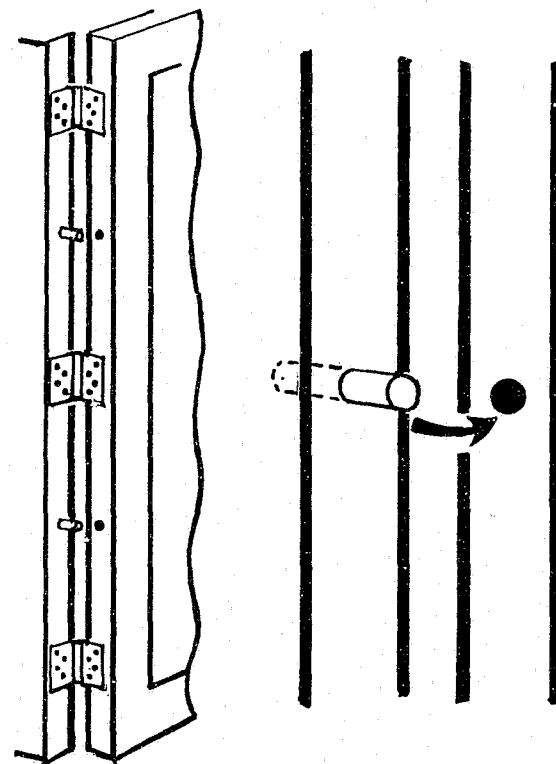


Solutions

Pin the door to the frame by:

- Inserting screw or framing nail into back edge of door, protruding at least $\frac{1}{2}$ ", midway between the top and center hinges.
- Drilling opposing hole in door jamb to receive the screw or nail after the door is closed.

The hinge pins may be removed, but the door will be held firmly in place.



Points To Remember

In most instances hinge pins on residential doors will be inside. In some cases, however, with outswing doors, the hinge pins will be vulnerable.

If the pinning method is recommended, do not recommend that the pin be inserted through the hinge itself. This will weaken the hinge and possibly throw the door out of line.

Other alternatives to pinning the door to the frame are:

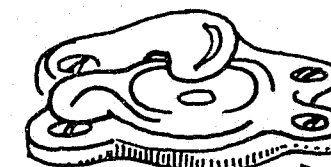
- Replacing the hinges with ones that come with nonremovable pins.
- Tack weld the outdoor hinge pin in place.

Window Security

Objectives: What types of windows are easily defeated? How can security be improved?

Double Hung Window

Problems



Crescent Latches

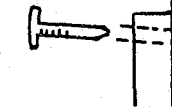
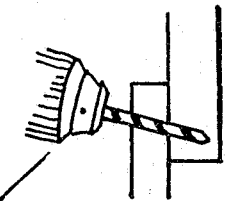
Can be easily jimmied open with screwdriver.

By prying against hardware, screws can be popped out.

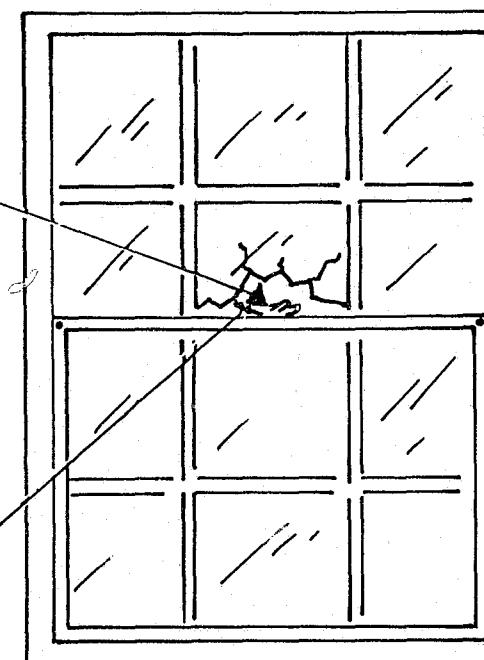
Glass can be broken adjacent to crescent latch.

Solutions

Drill and Pin



Install Key-Operated Lock



Points To Remember

Drilling and pinning is an inexpensive and effective solution. If nail is used, 5/32" with 8 or 10 penny nail are recommended.

Commercially produced window pins are available. Type which requires a wrench is not recommended.

All ground floor windows should be pinned. (Exception: if small children live in home one window should be designated for fire emergency exit.)

Key Operated Lock is easy to install. Key should always hang on nail next to casing for emergency use.

Sliding Windows (And Doors)

Problems

Aluminum (thin gauge) can be *peeled* to gain entry.

Window can be lifted out of track.

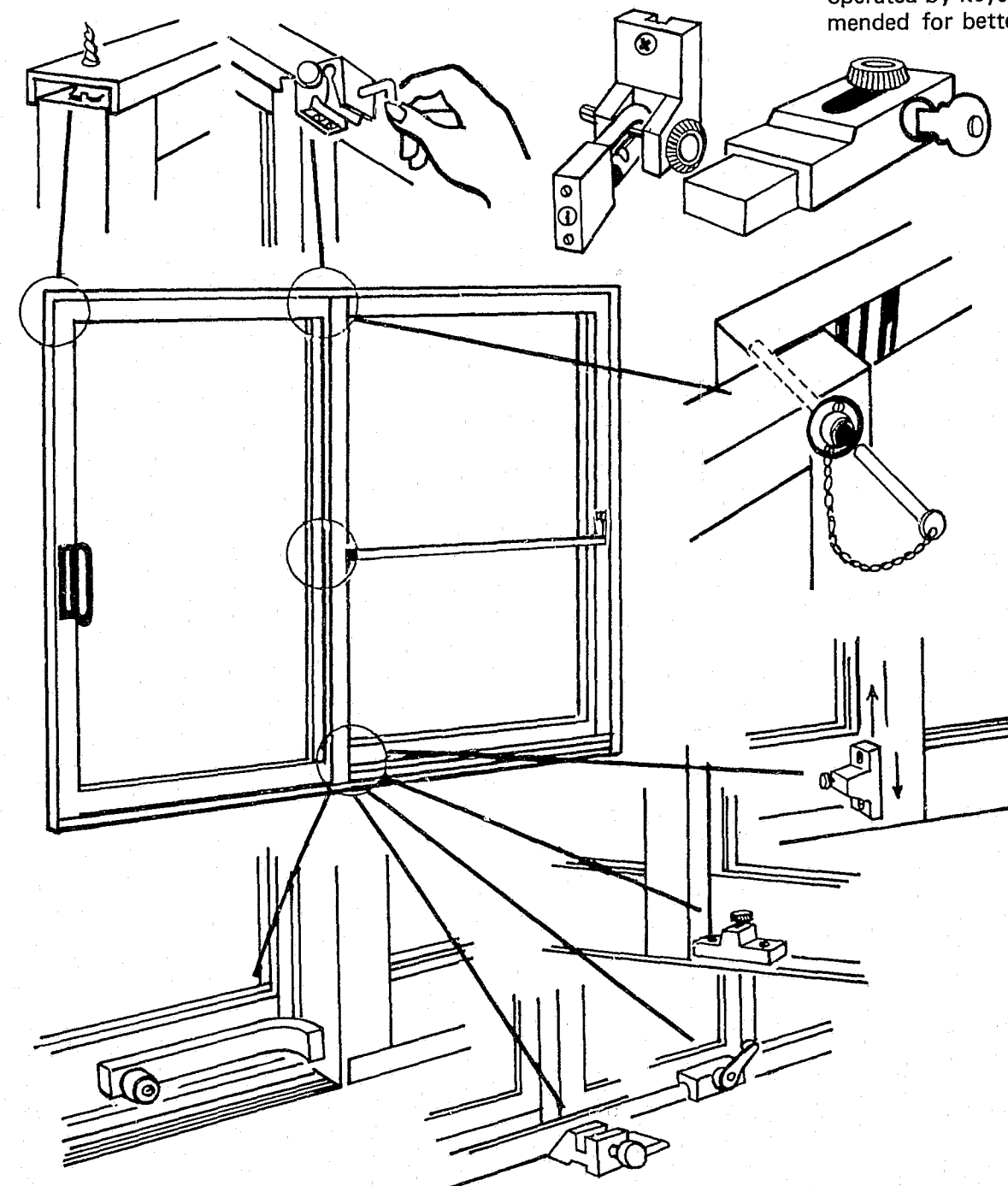
Window can be forced open.

Solutions

Tighten adjustment screws to prevent lifting door out of channel.

Charley Bar may be purchased. A substitute can be made from wood and placed in the bottom track.

Numerous locking devices are available for sliding windows and doors. Those operated by keys are recommended for better security.



Points To Remember

If window (or door) can be lifted out from the outside, the reason may be that the two windows were reversed when installed. Simply remove, and reverse windows and the problem is solved.

After checking to see that windows were not reversed when installed, check for excess play in the windows. This can be corrected by adjusting screws in top track. (If adjustment screws are missing, homeowner should purchase pan head metal screws.)

Drilling and Pinning: Commercial pins are available. However, a nail can also be used.

Key Operated Locks: Quality track locks are not always readily available at hardware outlets. If key operated locks are recommended, homeowner should be cautioned about keeping the key handy in the event of fire.

Charlie Bar is the simplest and least expensive solution to securing sliding windows or glass patio doors. Wood bar should be cut to fit tightly.

NOTE: Caution homeowner to avoid breaking glass by drilling no less than 3/8" from edge of rail.

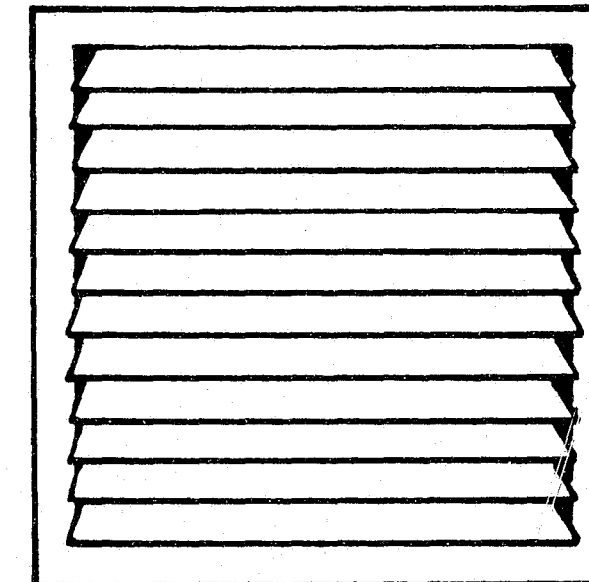
Jalousie (Louvered) Windows

Problems

Panes can be broken. Jalousie panels can be forced open easily.

Solutions

Replace window. Add protective grill or screen.



Points To Remember

Jalousie type windows are impossible to secure without adding protective grill. It may be less expensive to the homeowner to replace with double hung window.

NOTE: This type window is often found in bathroom or kitchen windows on older homes. If ventilation is not critical to the homeowner, putting up a secure storm window is another alternative to replacing the window.

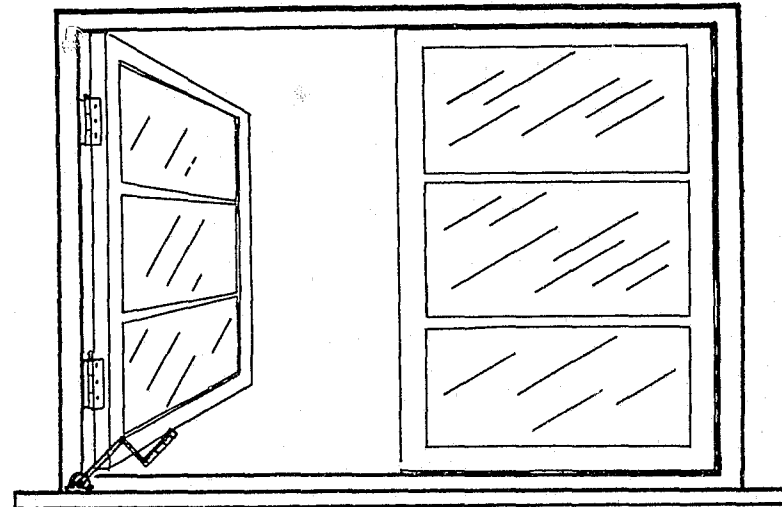
Casement Windows

Problems

Can be easily forced or pried open if operator is loose.

Can be forced or pried open if push bar is loose.

Outswing Type

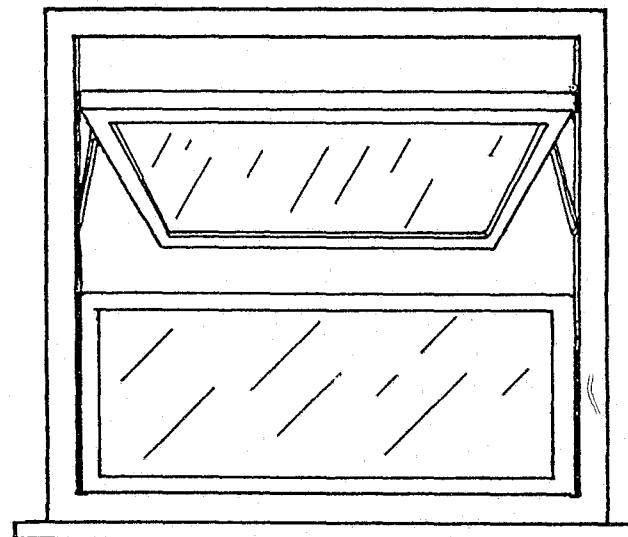


Solutions

Remove operator when not at home.

Adjust operator if required to reduce excess play.

Awning (Louvered) Type



Problems

Can be forced or pried open if push bar is loose.

Solutions

Make sure push bars are not bent or needs to be tightened.

Points To Remember

Casement type windows are difficult to secure. Hardware (operator or push bars) may be worn out and need to be replaced.

Thin gauge aluminum casement windows are common on cheaply constructed homes and apartments. Replacing them or protecting these openings by installing grill or expanded steel wire mesh on the inside are the only ways to achieve better security. These methods, however, may create a serious life-safety dilemma and should be recommended with caution.

Basement Windows

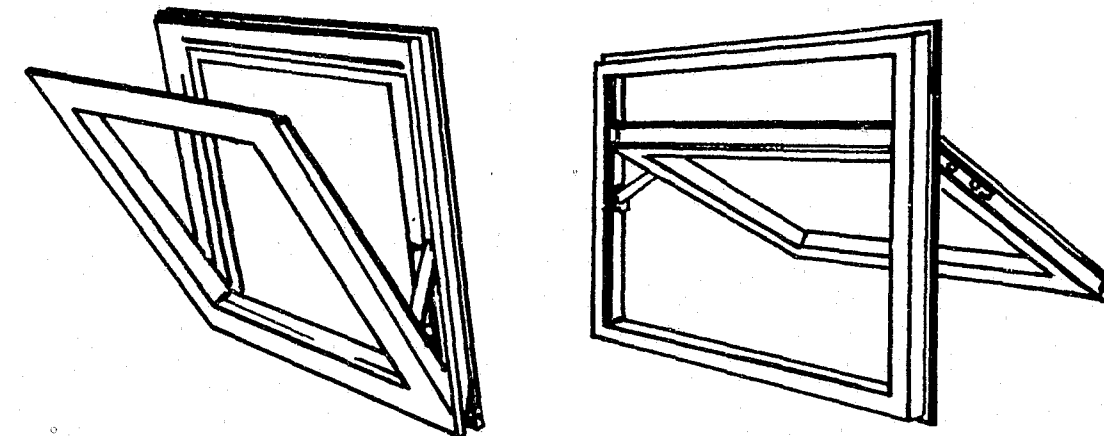
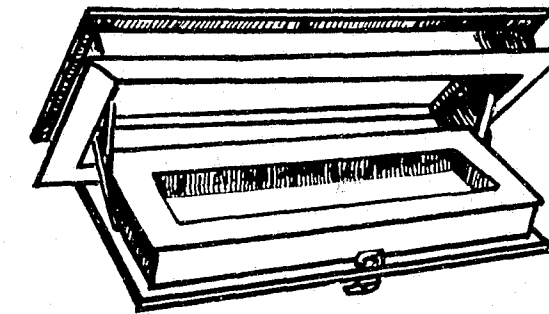
Problems

Many basement windows can be easily pried open.

Solutions

Add security grill.

Limit access by running two bars top to bottom.



Points To Remember

Basement windows come in a variety of sizes, shapes, and types. They are difficult to secure by adding hardware.

The least expensive method is to make it impossible for a body to fit through the opening. This can be achieved by putting two bars on each window. If this, or security grill, is recommended, the homeowner must recognize that emergency exit is impossible.

NOTE: An alternative to securing the basement windows is a strong door and secure lock on the entry way leading from the basement to the rest of the home.

Miscellaneous Openings

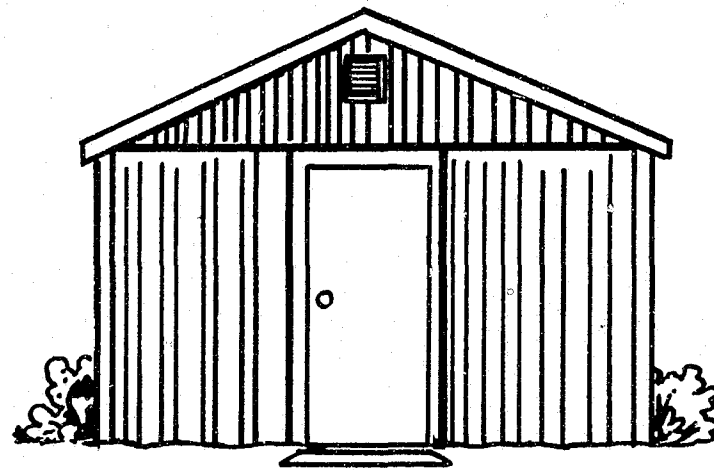
Detached Outbuildings

Problems

Sliding doors fit loosely.
Hinged doors have exposed hinges.
Door is left unlocked.

Solutions

Take up slack by drilling two holes in top track and putting in adjustment screws.
Fix hinge pins so they cannot be removed.
Habitually lock with padlock.



Points To Remember

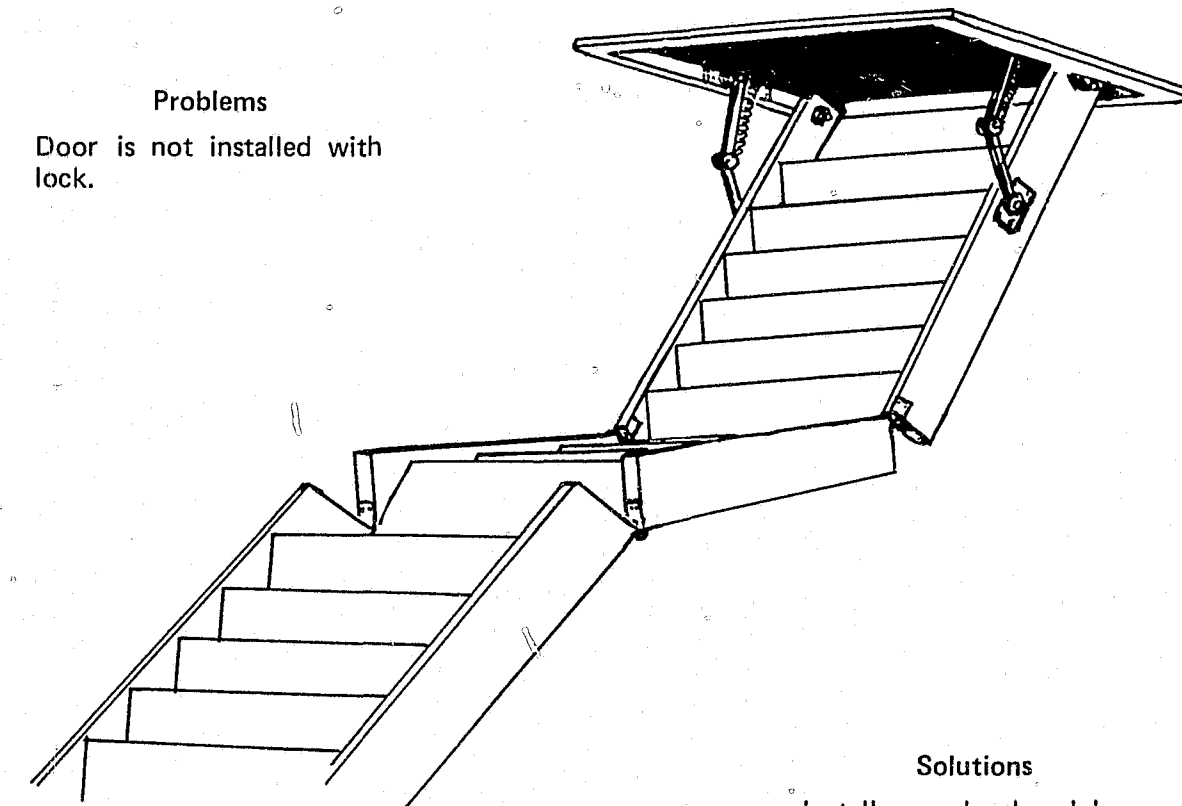
Prefabricated steel or aluminum outbuildings used for storage sheds are next to impossible to secure. If high value equipment (electric hand tools, expensive mowing or garden equipment, or ten speed bicycles) cannot be securely stored elsewhere, the only practical and inexpensive solutions are to slow the burglar down.

Leaving outbuilding doors open and unlocked are the most serious invitation to theft of valuables stored in them.

Attic Openings In Attached Carports or Garages

Problems

Door is not installed with lock.



Solutions

Install case hardened hasp and padlock.

Points To Remember

Attic openings in attached garages, carports, and in some apartments or duplexes should be viewed as a point of entry for the burglar when the opening is accessible by folding ladder or stair.

NOTE: If hasp and padlock are recommended, the hasp should be case hardened with concealed screws. Padlock should be case hardened with toe and heel indentions.

SECURITY HABITS

Operation Identification	<p>If all else fails, Operation I. D. will often deter the burglar.</p> <p>Homeowners and apartment residents should always mark property in two locations to better his chances of recovery should something be stolen.</p> <p>Crime Check Decals should be posted on or near all entrances. Small stickers should be placed on many items marked to let the intruder know that items are, in fact, marked.</p>
House Numbers	House numbers should be visible day and night from the street. In rural areas name or number should be displayed on mail box. This is important for the police officer when responding to a complaint.
Shrubbery	Is there a clear view of the doors? Or, are they hidden by shrubbery? If so, thin the growth so that the burglar is denied the opportunity to work undetected.
Re-Key Locks	This should be followed when moving into an apartment, or with second ownership of homes. This is relatively inexpensive to the resident.
Use Locks	An unlocked lock is not a lock! Habitually locking the home, closing and locking garage doors when away or at night is something which might be emphasized with every resident.
Hiding Keys	An extra key hidden in a <i>secret</i> location should always be avoided.
Lighting	Turning interior lamps on with a timer is inexpensive and should always be recommended. A transistor radio left playing when away will also confuse the burglar. External lighting is also important, but exclusive use of outside lighting when the home is unoccupied may actually tip off the burglar.
Admitting Strangers	The resident should be cautioned about admitting strangers. Identification of salesmen, public utilities personnel, repairmen, and <i>stranded strangers</i> should always be required before opening the door. A wide angle door viewer is an absolute must if visibility of callers is not possible. Partially opening the door equipped with a door chain is a practice which must be discouraged.
Vacation Procedures	<p>Residents should be reminded of proper procedures when going on vacation:</p> <ul style="list-style-type: none"> Secure home and leave lights on timer. Leave a key with neighbor. Make arrangements to have lawn mowed. Stop newspapers, mail (or have neighbor pick up daily). Notify police and request a vacation watch. <p>NOTE: Asking a friendly neighbor to park vehicles in driveway is also a good practice.</p>

PROCEDURES FOR CONDUCTING HOME SECURITY SURVEYS

Before

Only trained persons should conduct security surveys. A little knowledge is worse than no knowledge at all.

Procedures in making citizen contacts should be set by each department. In general, just waiting for citizens to request this service will not work. Home security surveys should be done routinely with burglary investigations. Burglary victims are the easiest persons to motivate. Neighbors of burglary victims can also be contacted routinely to offer the service.

During

1. Always be courteous and patient.
2. *Security Starts At Home* brochure should be given to resident and used as a reference to explain recommendations.
3. Use simple language in explaining security weaknesses. Always explain reasons for recommendations made.
4. Ask the homeowner to call if he or she has any questions or problems in understanding or meeting the recommendations.
5. Always sign the form (on back of copy to be retained by the resident). Ask the homeowner to sign and date after complying with recommendations. In the event that insurance reductions are available the homeowner should keep his copy where he will not lose it.
6. Always recommend Operation I. D. if resident has not already joined.

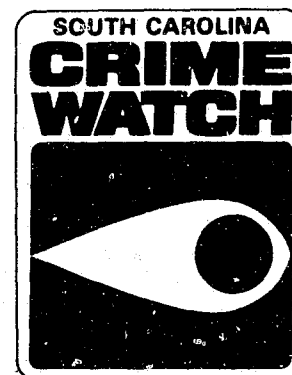
After

Follow up with phone call or visit to see if homeowner followed recommendations.

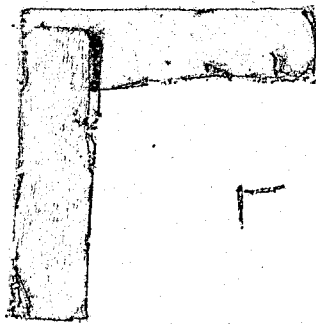
Follow record-keeping system and regulations of department. It is important that survey officer gets credit for surveys conducted and administrators know whether security survey program is working.

Statistical information on home security surveys and Operation I. D. should be filed with UCR by departments required to report to UCR. For those departments not required to report to UCR Security Survey and Operation I. D. counts should be reported monthly to the Office of Crime Prevention.

Materials here selected from Kentucky Crime Check Program



Division of Public Safety Programs
Office of the Governor
Columbia, S.C. 29201



END