NNWI
HOME AND PERSONAL SECURITY HANDBOOK

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A GUIDE TO HOME AND PERSONAL SECURITY

In this manual the National Neighborhood Watch Institute offers you hundreds of ideas to protect your home, yourself and your family. Your home can not be absolutely protected against burglars. You, yourself, can not be absolutely safe as you go about your daily activities at home, in your neighborhood, while driving, shopping, banking or working. So what can you do about your home and personal security? As the Boy Scout motto admonishes us: Be prepared!

A professional burglar can outwit any lock, alarm system, window or door on the market. But in 99 out of 100 burglaries, it is not a professional thief but more typically a young teenager living in the neighborhood or a drug addict committing the crime. He is probably looking for something to fence.

You can cut down on your chances of being burglarized by applying the

Three D's of Protection:

Deterrence - Good lighting, an alert Neighborhood Watch program, sturdy doors, windows and locks make it hard for a burglar to break in. A very extensive checklist begins on page 4. You are asked 88 questions about general neighborhood security, the doors and windows of your home, personal security and your fire prevention habits. Any hesitation in answering "Yes" to a question brings out an area where a lack of security exists.

Delay - Good home security will slow a burglar down. They will not waste time or expose their intentions for long if they can not find an easy target. A few minutes delay, an alert neighbor, and they will be caught. They usually know that and will go elsewhere. We offer a detailed look, with 50 illustrations of locks, doors and windows on pages 9 to 16.

Detection - An alarm system covering the perimeter (doors and windows) and interior (motion detectors) of your home, a barking dog and a good Neighborhood Watch program are your best protectors.

Personal safety is also an important consideration of this manual. On the next page you will find a good deal of common sense ideas on precautions enabling you to avoid trouble when you are out on the street, in your car, if you use a bus and if you are in your office.

Know in advance exactly how to respond to a car-jacker or an ATM robber. Faced with one of these dangerous situations, be ready to face your attacker armed with some preparatory training. Offered here are common sense guides and tips you should know for your own protection. Read about these on pages 18 and 17. Share them with your family.

Apartment security (page 19), Holiday Season Suggestions (pages 22-23), Kids Being Home Alone (page 23), Vacation Preparations (pages 20-21), Battered Women (pages 24-25), Sexual Assault (pages 25-26), Rural Security (page 27) are additional subjects. Operation Identification, a system to protect your personal property is explained on pages 28 and 29.

All in all, you will find the few dollars you spent on this manual an excellent investment.
AVOIDING TROUBLE

The best crime prevention is observing crime avoidance. Don't put yourself and your family in a situation where crime will most often occur. Be prepared. By taking a few simple precautions, you can reduce the risk to yourself and your family by discouraging those who commit crime. Talk through these ideas with your family. Teach them to always be alert and aware of the people around them. Teach them to be especially alert at locations and in situations which can make you all vulnerable to crime, such as alleys, dark parking lots and ATM machines. While you are teaching them, you reinforce in your own mind the crime prevention tactics we offer here.

Street precautions:

1 Be alert to your surroundings and the people around you, especially if you are alone or it is dark.
2 Whenever possible, travel with a friend.
3 Stay in well-lighted areas as much as possible. Carry a small flashlight if out at night.
4 Walk close to the curb. Avoid doorways, bushes and alleys where someone could hide.
5 Walk confidently, and at a steady pace.
6 Make eye contact with people when walking.
7 Do not respond to conversation from strangers on the street, continue walking.
8 If you carry a purse, hold it securely between your arm and your body.

Car Safety:

1 Always lock car doors after entering or when leaving your car.
2 Park in well-lit, active, areas.
3 Have your car keys in your hand so you don’t have to linger before entering your car.
4 Check the back seat before entering your car.
5 If you think you are being followed, drive to a public place or a police, sheriff or fire station.
6 If your car breaks down, open the hood and attach a white cloth to the car antenna.

7 If someone stops to help, stay in the locked car, roll down the window just a little and ask them to call the police, sheriff, AAA or a tow truck.

8 Don't stop to aid motorists stopped on the side of the road. Go to a phone and request help for them.

Waiting for a Bus:

1 Avoid isolated bus stops.

2 Keep safely away from the curb until the bus arrives.

3 Don't open your purse or wallet while boarding the bus. Have your pass or money ready in your hand or in an easily accessible pocket. Before you board the bus, keep your purse at your side with your hand clutching it.

4 Don't invite trouble — keep gold chains out of sight; don't flash your jewelry and turn your rings around so the stones don't show.

On the bus:

1 During off-hours, sit as close to the bus driver as possible.

2 Stay alert — and be aware of the people around you.

3 If someone bothers you, change seats and/or tell the driver.

4 Carry your wallet inside your coat, or in a front pocket. A comb, placed horizontally in the fold of your wallet, will alert you if someone tries to remove it from your pocket.

5 Keep your handbag in front of you and hold it close to your body with both hands.

6 Check your purse or wallet if someone is jostling, crowding or pushing you.

7 If you see any suspicious activity, immediately tell the driver.

Office security:

1 Never leave your purse or billfold in plain view or in the pocket of a jacket hanging on a door.

2 Personal property should be marked with your driver's license number (preceeded with the state initials such as CA)

3 Don't leave cash or valuables at the office.

4 If you work alone or before/after normal business hours, keep the office door locked.

5 If you work late, try to find another worker or a security guard to walk out with you.

6 If you are in the elevator with another person, stand near the control panel. If you are attacked, press the alarm and as many of the control buttons as possible.

7 Be alert for pickpockets on crowded elevators.

8 Report all suspicious people and activities to the proper authorities as soon as possible to the office manager, building security or law enforcement.
AN 88 QUESTION HOME AND PERSONAL SECURITY SURVEY

When you play a piano, you need to have all 88 keys tuned correctly to play a melody well. With home and personal security, you need to answer all 88 questions with a “Yes” to assure yourself you are tuned in to the maximum security you can personally provide. If you answer “No” on any question, pay attention to what you could do to improve your, and your family’s safety and security.

Neighborhood Security

1 Is your house number visible from the street, with numbers at least 3” high?  

2 Can your neighbors see your house?  

3 Do you know your neighbors, including all occupants of their houses?  

4 Have you talked to your neighbors about mutual neighborhood security?  

5 Do you leave your front and back porch light on every night whether you are home or not?  

6 Do you routinely lock your door every time you leave - no matter how short a time?  

7 Do you never leave keys for a maid or repairman to come in?  

Doors and Windows

8 Are your outside entrance doors all solid core doors, strong enough to withstand excessive force?  

9 Do your door frames fit snugly around your exterior doors?  

10 Are the strike plates and frames strong enough to withstand excessive force?  

11 Do you have a wide angle viewer installed in your front and back doors?  

12 If you have a small child at home, have you installed a wide-angle viewer they can see through?  

13 Are all your outside doors equipped with single-cylinder one-inch deadbolt locks?  

14 Do you have a double cylinder lock for doors with glass or panels?  

15 Can you close and LOCK your garage door? Is it easily opened with a remote?  

16 Do you close and LOCK your garage door? Not just “can you?”  

17 Do you do the same for the pedestrian doors going into the garage from your house or yard?  

18 Do your basement doors have extra protection?  

19 Do your basement windows have metal screens or other protection?  

20 Do your casement windows work properly, without excess play?
21 Do you check to see if all windows are locked whenever you leave the house?  
22 Do you put a board or dowel that snugly fits in the track of your sliding glass door?  
23 Have you pinned your sliding glass door?  
24 Have you done the same for your sliding windows?  
25 Do all your windows have good locks on them?  
26 If you have any louvered windows, are the panels epoxied (glued) into place?  
27 Have you ever walked around your house looking for ways a burglar might be able to get in?  
28 Have you trimmed all your hedges, bushes and trees so they can't hide a burglar at work on your windows and doors?  
29 If you live in an apartment or other multi-unit dwelling, do you make it a point to immediately notify management of any lighting or other security problems?  
30 Do you have Neighborhood Watch Warning Decals on your windows?  

**Personal Security**

31 Do you know the **emergency** phone number of your local law enforcement agency?  
32 Do you know the **business** phone number of your local law enforcement agency?  
33 Do you know your nearest fire department and rescue service phone numbers?  
34 Do you ask neighbors to watch your house if you are going to be gone over night?  
35 Do you have automatic timers on a couple of lights, TV and radios in your house when you are away?  
36 Does your house always look like someone is at home?  
37 Do you stop newspapers, mail and other deliveries when you are going to be gone for extended periods?  
38 Do you ask your neighbors to mow your lawn, rake your leaves or remove snow when you are gone for an extended period?  
39 Do you notify your local law enforcement agency, or your Neighborhood Watch Block Captain, when you’re going out of town so they can check your house for you?  
40 Have you recorded the make, model and serial numbers of all your valuables?  
41 Have you etched your driver’s license number on valuables?  
42 Have you photographed items you can’t etch or have no serial numbers such as jewelry, china, and crystal for identification purposes?  
43 Have you recorded all your credit card and ATM numbers, together with the phone numbers to cancel them should they get lost or stolen?
44 Do you shield your keypad entry when you enter your Personal Identification Number into an ATM machine?

45 Have you removed all identification tags from your key ring?

46 Do you always lock your car when you get out?

47 Do you have a working flashlight when traveling at night?

48 Do you look in your car, especially the back seat of your car, before you get in?

49 Do you put all packages in the trunk instead of the back seat?

50 If you have small children, have you taught them how to identify a store clerk to whom they could ask for help should they become separated from you?

51 Since you moved in have you had all your door locks rekeyed by a locksmith?

52 Do you turn your bell tone volume down, or off, on your telephone when you are away?

53 Do you have your neighbor park his extra car in your driveway when you are away for a few days?

54 When going on vacation, do you really follow the 33 steps suggested in the Vacation Preparation section of this handbook?

55 Do you report strangers in your neighborhood to your local law enforcement agency?

56 Do you report all suspicious incidents to your local law enforcement agency?

57 Does your neighborhood have a reputation for being a good, safe place, to live?

58 Do you always separate your home and car keys when you leave your car in an attended parking lot?

59 Do you always walk in the traffic lanes in a parking lot rather than next to the parked cars?

60 Do you always approach your car with your keys in your hand, not in your purse?

61 Do you know what you should do if you become a victim of a sexual assault?

62 Do you routinely file off the serial numbers on padlocks you install?

**Fire Protection Procedures**

63 Do you and your family know to never use gasoline to start a fire or for cleaning purposes?

64 Do you always store flammable liquids in closed metal containers away from heat, sparks and small children?

65 Are you conscientious about keeping combustibles like newspapers, old clothes, wood furniture and other junk cleared from closets, the garage, basement, attic and yard?

66 Are smoke detectors installed near or on the ceiling, next to each sleeping area in the house as well as other suggested areas and are they in good working order?
<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>67</td>
<td>Are your smoke detectors the most sensitive you can buy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68</td>
<td>Do you test each of your smoke detectors monthly and replace their batteries annually?</td>
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<td></td>
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<tr>
<td>69</td>
<td>Does every resident of your house practice home fire drills at least annually?</td>
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<tr>
<td>70</td>
<td>Do all family members know how to “stop, drop and roll” to put out a fire?</td>
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<tr>
<td>71</td>
<td>Do all family members know to “shout ‘fire’ and get out” if they wake up in a house on fire?</td>
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<tr>
<td>72</td>
<td>Are all matches and lighters kept safely away from small children?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>73</td>
<td>Is the “No Smoking” rule practiced in your house? If not, do you provide ashtrays for smokers?</td>
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<td></td>
</tr>
<tr>
<td>74</td>
<td>Does everyone fully understand that smoking is NEVER ALLOWED in bed or near over-stuffed furniture and pillows?</td>
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</tr>
<tr>
<td>75</td>
<td>Does all smoking residue and fireplace ashes get placed in closed metal containers and disposed of safely outside, away from the house and any other combustible materials?</td>
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<tr>
<td>76</td>
<td>Do all fireplaces have metal screens?</td>
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<td></td>
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<tr>
<td>77</td>
<td>Are chimneys inspected and cleaned at least annually? Are spark arrestors checked?</td>
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<tr>
<td>78</td>
<td>Do you have at least one fire extinguisher in your residence and garage?</td>
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<tr>
<td>79</td>
<td>Are you careful not to wear loose fitting clothes when starting a fire?</td>
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<tr>
<td>80</td>
<td>Do you immediately discard damaged, worn or frayed electrical cords?</td>
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<tr>
<td>81</td>
<td>Do you take out of service any malfunctioning electric appliance until it is fixed?</td>
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<tr>
<td>82</td>
<td>Do you clean and lubricate, at least two times a year, motors on refrigerators, dryers and other electric appliances?</td>
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<tr>
<td>83</td>
<td>Do you inspect your heating system, including cleaning it, at least once a year?</td>
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</tr>
<tr>
<td>84</td>
<td>Do you and your family respect the danger of fire by keeping clothes, drapes and miscellaneous storage at least 12” away from baseboard and portable heaters and 36” away from furnaces?</td>
<td></td>
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</tr>
<tr>
<td>85</td>
<td>Do you routinely keep pan handles turned in from the cook top edge and cords out of the way?</td>
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</tr>
<tr>
<td>86</td>
<td>Do you know which kind of fires require which kind of treatments? (As an example, knowing not to put out a grease or electrical fire with water.)</td>
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</tr>
<tr>
<td>87</td>
<td>Do you routinely keep a pan lid handy when cooking for smothering flames in case of a grease fire in the frying pan?</td>
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<td></td>
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<tr>
<td>88</td>
<td>Do you conscientiously check to make sure electric cords and appliances, including tools and accessories used around your car, are not used where water is standing?</td>
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Yes, it is quite a list. Quite time-consuming you might say. But just consider this: **What are the consequences to you or a loved one to a “no” answer to any of the 88 questions?** Review this list with your family or fellow occupants of your residence at least once a year. **Stay security conscience and remain safe.**
LOCKS

Beyond the need for locks, which is obvious, many considerations need to be made as to the type of lock, their purpose, and the safety issues involved in someone getting in and out of a locked door or window in case of an emergency such as a fire or natural disaster. The overall best lock for the purposes of securing your residence is a single-cylinder deadbolt lock that opens from the outside with a key and from the inside with a simple thumb pinching and turning with your hand and without a key. Unfortunately, these locks are not common in most homes.

We will first examine the various ways in which a burglar may open a door:

- Splits or spreads the door frame by kicking in the door, usually at the lock area, or by the use of tools.
- Finds a door with plywood panels which can easily be kicked in, the door unlatched or simply crawls through the opening.
- Uses a pipe wrench, hammers the door knob or pulls the key cylinder plug with a slide hammer dent puller.

Most of these ways can be prevented with a little common sense. Not all, though, and here is a rundown of locks:

**Spring Latch Lock**

If you use this as the sole means of security, you might as well not even close your door.

As you close the door, the latch springs into place. A simple shim is placed between the door and the frame, causing the latch to retract and the door to open. The technique is so simple the most inexperienced burglar can almost walk through the door.

A deadbolt lock must be added to provide security. A spring latch lock by itself is virtually worthless for security.

**Cylinder (Key in the Knob) Lock**

These are not adequate for exterior locks. They are best used for interiors and privacy, such as closets and bathrooms.

Easily can be opened with credit cards, a dent puller or pipe wrench.

**Deadlatch Lock**

These locks are equipped with a dead-latching or tripper pin that is attached to the bolt. When the door is closed, this pin is depressed. With the pin in this position, the bolt is immobilized. This lock is somewhat better than the spring latch lock, it is still vulnerable to prying, twisting or pounding.

A deadbolt lock must be added to provide security.

**Single Cylinder Horizontal Deadbolt**

Keyed on the outside of the locking cylinder with a thumb turning latch on the inside.
Ideally this lock would have a minimum 1" throw of the deadbolt, the deadbolt would have a case hardened steel insert in it to prevent cutting, the cylinder guard would be of case-hardened steel, tapered and free turning.

The thumb turn on the inside eliminates the need for a key, as is the case with a Double Cylinder Deadbolt Lock. This is great for safety, especially in case of a fire.

This lock, with a solid core door and no nearby windows is your best security.

However, if your door has a window or their is a window within arms reach of the thumb turning latch, your security is compromised. Weak doors coupled with this lock also compromise security.

Double Cylinder Horizontal Deadbolt

Keyed on the inside and the outside of the locking cylinder.

Only appropriate for non-residential settings, such as businesses or toolsheds.

Does not allow easy exit to burglars who have hidden in a business until after-hours.

Many building codes make this type of lock unacceptable for residences because of the need for a key in case of emergency exiting.

Double Locking Deadbolt

Combination of a half-inch throw deadlocking latch and one inch throw deadbolt with a concealed steel roller that resists sawing or prying.

The lock mechanism is protected by an armor plate under the ornamentation, making it resistant to drilling, sawing or piercing.

When the door is locked, the outside knob is free-spinning, so that it is impossible to get leverage on it to force or twist it.

The recessed cylinder discourages forceful entry.

Single Cylinder Vertical Deadbolt (also known a Rim Lock)

Keyed on the outside with a thumb turn on the inside.

Extremely resistant to prying or cutting.

Mounted on the surface of the door as opposed to single or double cylinder deadbolts which are mortised.

If your door has a window or their is a window within arms reach of the thumb turning latch, your security is compromised. Weak doors coupled with this lock also compromise security.

Buttress-type Lock

If the frame can not be strengthened or reinforced, as in an older building, this type lock should be used with a long steel bar that sticks into a floor receptacle and wedges against the inside of the door. In this way, the strength of the door is being used instead of the frame.

It is important that the bottom of the door fits closely to the floor to avoid the steel bar being removed from the floor receptacle by an intruder.

Cremone Bolt

A device of surface application that by a turn of a knob or lever handle locks the door or sash into the frame, top and bottom.

Flush Bolt

Very similar to cremone bolt except that the bolts are operated independently, top and bottom. Is usually used for double doors, with bolt installed on the inactive door. When applied, bolt is flush with the face or edge of the door.

Flush bolts offer additional security since the intruder cannot get at these devices to tamper with them if the doors are locked.
Cross Bar
Useful for a door which is seldom used or is not required as an emergency exit. Heavy hooks holding a heavy cross bar provide excellent security when padlocked. If the door is never used, the cross bar can be bolted to the hooks.

The cross bar should be secured to the hooks so an intruder can not easily use the door as an exit, or pry the cross bar off by slipping a tool between the door frame and the door in order to lift the cross bar.

Strike Plate
A reinforced strike plate is necessary for good locks to perform well. Strike plates can be reinforced by using screws long enough to reach past the trim and into the studs, at least 3"-5". The strike plate should have at least four screw holes, and screws run through each hole into studs.

An added precaution would be the attaching of a piece of heavy-gauge sheet metal to the door frame for about 16". This will reinforce the lock area and make it more difficult for someone to overcome the lock by kicking the door in.

Hasps
Hasps are fastening devices consisting of a loop and a slotted hinged plate. The placement of the hasp high up on the doorway will make it more difficult for an intruder to manipulate the lock going through the loop. Hasps should be very securely bolted or secured into place, so that the heads of the screws are completely covered when the hasp is closed.

Padlocks
A good padlock should be of case-hardened steel, have heel and toe locking features and constructed so the key can not be removed unless the padlock is in the locked (closed) position. Identification numbers should be recorded and then obliterated on the lock casing.

Panic Bars
Where a doorway in a public area must be available for an emergency exit, but not for entrance, it can best be secured with a panic bar. There is no lock visible on the outside. A simple push on the bar from the inside actuates a Crimone bolt (top and bottom) or a center latch, allowing the door to swing outward.

Flip or Nib Lock
This type of lock, when installed properly with wood screws of at least 1-1/2" length and located out of reach of any windows and small children, provides good additional security. A flip or nib lock has two sections, one attached to the door and one to the frame. A metal flap extends out from the frame and swings into a locked position on the door.

Common Chain Locks – Last and Definitely Least!

Easily defeated with a kick or strong push, the chain is usually very weak and the screws holding the lock are almost always too short. Extra-heavy duty varieties may be available, and if properly installed could be effective. Not recommended.
DOORS

Solid Core Doors
This type of door is solid wood throughout. This door can be distinguished from a hollow core door by its weight and solid sound when knocked on. Because there is no glass in the door, it is recommended that a wide angle viewer, with good peripheral vision (180 to 200 degrees) be installed to observe callers. With a single-cylinder, horizontal deadbolt lock installed, this is your best choice for external door security.

Metal Doors
More commonly found in commercial businesses and industrial locations, they consist of a medium gauge sheet metal welded together and pre-drilled for spring-latch locks, but not usually for an auxiliary deadbolt lock. If they can be obtained with a drill hole to accommodate a horizontal deadbolt lock, they would be second among the choices for security. Usually more expensive than solid core doors, they have been known to bend inward under sufficient impact rendering the lock useless.

Panel Doors
These doors are basically solid in the main structure of the door, but they are compromised by varying designs of beveled panels, which create thinner portions of the door, which are vulnerable to breaking through. If this door is used for exterior purposes, it is advised that the panels be at least 1/2" in thickness or reinforced to an equivalent strength. These are not as strong as solid core doors.

Keys

In over half of all burglaries in the nation, entry into the house was not forced. Doors and windows were left open and KEYS WERE AVAILABLE.

Here are important tips on keys:

1. Never hide your key outside. Burglars know all the hiding places.
2. Never carry identification tags on your key ring or holder.
3. If you valet park your car, use a separate key for parking which does not have your house key with it. An unscrupulous parking attendant can have a house key made within just a few minutes, and with your car registration at hand, it is a simple matter to put the two together.

4. Moving into a new home or apartment? Change the locks as soon as you are moved in. A locksmith can do this inexpensively or if you are handy with tools, you can do this yourself in a matter of minutes.

5. Know who has every key to your home. Don’t give keys to maintenance or delivery people.

French Doors

These doors are very weak. They often have glass, are very attractive but they offer no degree of security. They can be compromised with a little pushing or kicking. A minimal amount of
security can be obtained from cremone or slide bolts going into the header and threshold, with at least a 1" throw. If hinges are on the exterior of the door they should have non-removable pin type hinges.

**Hollow Core Doors**

![Hollow Core Door Diagram](image)

This door is typically made of two veneer wood panels covering an interior of cardboard or other material acting as a spacer. The outer frame and a block for mounting the lock are virtually the only solid components of the door. This door can be distinguished from a solid core door by its lack of weight and dull sound when knocked on. These are only recommended for interior use, such as for closets, bathrooms and other rooms such as bedrooms that need to be latched, but not seriously secured against intruders. This type of door can be easily kicked in, leaving a hole through which any locking device is accessible. If you can not replace this type of door with a solid core door, this hollow core door can be reinforced with an additional layer of 1" exterior plywood bolted to the door.

**Doors with glass, or glass within 36” of the door**

Install a non-breakable glass replacement such as Lexan, or security film such as Armor-Coat.

**Sliding Glass Doors**

![Sliding Glass Door Diagram](image)

If the door slides on the outside track, you are best installing a keyed slide bolt. (See Illustration above.)

These doors move horizontally on tracks. The moving door typically moves on the inside track, but not necessarily so. Locks are usually inadequate. If the door slides on the inside track, a dowel placed in the track will prevent the door from being slid open. (See illustration above.)

To prevent the door from being lifted out of its frame, a common move for burglars, install screws in the upper track so the screw heads protrude just enough to clear the sliding door when it is closed. (See Illustration above nad on page 16.)

**Door Frames**

Door frames either pre-hung, or framed in. Since a lock is intended to keep the door secured to the frame, a strong frame is extremely important. Since most homes built since World War II (1946 and later) have a pre-hung door frame, you might want to do the following:

See if the door frame is mounted securely. Remove the interior door molding and see how much gap, if any, exists between
the door frame and the building studs. Shims are generally used to square and plumb the door and often a gap exists between them. Add shims, if possible, between the door frame and the studs to give it extra strength, especially around the area of the strike plate and its lock. Use high security strike plates on this type of door construction. They should be at least 4" long, with 4 screw holes. The screws should be long enough to reach the studs. Some homes, older and custom homes, will have frames that were built as part of the wall.

This type of construction is extremely strong and is difficult to kick in when a 1" deadbolt is used. Hopefully no gap exists between the door frame and the building studs.

**Door Hinges on Exterior Doors**

Doors with exposed hinges and exterior security door hinges should have pins welded in place, drilled and pinned, or replace the hinges with non-removable-pin type hinges. Interior hinges should have non-removable hinge pins so as not to allow an easy exit for the intruder. This is only applicable to commercial property, since residences should always be openable from the inside, as a fire safety measure.

**Mail Slots**

Mail slots should be no larger than 2" wide, not within 30" of a door and always angled downward to prevent a burglar from being able to reach through the slot to open the door.

**Garage Doors**

Garage doors should be kept closed at all times whether you are in the home or away. They should only be open when you are working in and about the garage, or moving a vehicle in or out. If a burglar gets into your garage, and your garage is attached to your house, he has plenty of time to gain entry into your home through the connecting doors because he will be out of sight of your neighbors. Add to this predicament a number of tools you probably have in the garage to assist in a break in. Even passers-by walking, jogging or bicycling by your open, unattended, garage are faced with temptation.

To secure your overhead garage door, drill a hole through the track above a roller, or through the end of the deadbolt latch that protrudes through the track. Insert a heavy bolt or case-hardened padlock. Thin door panels should be reinforced. Windows should be covered to prevent someone from looking in to determine if anyone is home or if any property inside is worth stealing.

Garage doors that swing out horizontally can be secured by installing surface bolts at the top and bottom of one door and a hasp and padlock on the outside or inside of the doors.

If you have, or plan to install, an electric garage door opener, it should be of the electronic digital code variety, so that the door will not accidentally open by random sounds. Check the door periodically to make sure that it is engaged and can not be lifted from the bottom. If you will be away for an extended period of time, disconnect the garage door opener.
Security for Double-Hung or Sash Windows:

The two significant weaknesses in this type of window concern the center closing latch. The glass can be broken and the latch opened. The latch can be pried or forced off the window with a pry tool from the outside. This type window can be secured by:

**Drilling and Pinning:**

With the window in a closed position, from inside the house, drill a hole in the two overlapping corners of the inside sashes. These two holes should be drilled on a downward slant and the drill hole should continue into the second sash, without passing all the way through to the outside. Insert double-headed nails into these holes. This effectively secures the window against intruders, while allowing easy exit in case of fire by pulling up the nails. A second pair of holes can be drilled above the first holes to pin the window slightly open to provide ventilation.

**Vertical Rods:**

With the window in a closed position, place dowels, rods or boards in the inside vertical track. These should be placed on each side of the window interior to make it difficult for the intruder to pry the window open. The dowel, rod or board should be sufficiently strong to prevent breaking by being squeezed vertically when an intruder tries to lift the window.

**Diagonal Rod:**

With the door or window closed, drill a hole through the center of the inside frame and part way.

Place the dowel, rod or board diagonally across the inside of the window.

**Key Latch:**

Consider replacing the unkeyed latch with a keyed one. If should be secured with at least 3/4" screws to prevent it from being easily pried off. These windows should only be locked when the house is vacant. Windows need to be kept accessible in case of fire when you are at home.

Security for Sliding Glass Doors and Windows:

Sliding glass doors and windows are generally made of aluminum and can easily be forced open with a pry bar or screwdriver, then removed from the outside by lifting the door or window above the metal lip of the track and then pulling out.

**Drilling and Pinning:**

With the door or window closed, drill a hole through the center of the inside frame and part way...
through the outside frame. Then place a pin or nail through the hole. This will prevent the door from being forced open or lifted from its track.

**Board or Rod:**

With the window or door closed, place a dowel, rod or board in the inside track. This will only help if the moving door is installed on the inside track while the stationery door is on the outside. Charlie bars, aluminum rods that are designed for this purpose are available at most hardware stores. Make sure the rod fits snugly.

**Adjustable Screws in the Upper Track:**

With the door or window open, drill holes and install several screws in the upper track. Adjust them so that the window or door just barely clears the screw-head. This method is designed only to prohibit the door or window from being lifted from its track.

**Security for Basement, Garage and Door Windows:**

Don’t seal off windows in such a manner that you create a fire trap in your home. One window per basement room needs to be openable as an emergency fire exit. Basement windows can be covered with 12 or 19 gauge expanded metal or ornamental grill work.

Wherever possible, install so that windows can still be opened for emergency exit purposes. A length of metal pipe installed on the inside of the house can secure a basement window.

**Casement Windows:**

Remove crank and/or add an angle iron, carriage bolt and wing nut.

**French Windows:**

Secure with self-mounted flush bolts at the top and bottom of each window.

**Hinged Windows:**

Secure with a flush bolt or surface bolt.

**Louvered Windows:**

Secure by gluing the panes into the frames to prevent easy removal. Consider adding a grill or screen on the outside.
ATM PRECAUTIONS

Automated Teller Machines (ATM's) are very commonplace today, offering convenience to users and opportunities to criminals. Although not a usual part of Neighborhood Watch activities, you and your neighbors no doubt use these machines.

Here are a few precautions you need to take:

1. Prepare for your ATM transactions at your home or office to minimize your time at the ATM.

Example: Fill out deposit slips and have the bank's deposit envelopes available at your home or office.

2. Mark each transaction in your account record, but not while at the ATM.

3. Always save your receipts. Don't leave them at the ATM because they may contain important account information.

4. Don't lend your ATM card to anyone.

5. Remember, do not leave your card at the ATM — especially in the machine.

6. Protect the secrecy of your Personal Identification Number (PIN).

Examples: Don't tell anyone your PIN. Don't write your PIN where it can be discovered. Don't keep a note of your PIN in your wallet or purse. Especially, Don't write your PIN on your ATM card.

7. Prevent others from seeing you enter your PIN by using your body or other hand to shield their view.

8. If you lose your ATM card or if it is stolen, promptly notify your bank and your local law enforcement agency. Keep the phone number of your ATM and credit card companies handy, at home or your in office, so you can notify them immediately if your card is lost or stolen. Your NNWI Household Inventory Form asks for this information. Use it.

Tip: Most credit card companies offer an annual notification service for a nominal fee (about $35) and will notify all your card providers if a card is lost or stolen. This is a good value since they will usually provide a timely service to insure you against additional loss through fraudulent charges.

9. At the ATM, be especially mindful of your surroundings. Look out for suspicious activity near the ATM facility. At night be sure the ATM site, the parking area and walkways are all well lighted. It may be wise to bring someone with you when you make a transaction. If you observe anything unusual, go to another ATM facility.

10. Don't accept assistance from anyone you don't know when using an ATM.

11. If you notice anything suspicious or any other problem arises after you have begun an ATM transaction, cancel the transaction, pocket your card, and leave.

12. Wait until you are in secure surroundings to count your cash.

13. If you are held up after you get your cash, throw the cash on the ground and run, screaming, for help.

14. At a drive-up ATM, make sure all the car doors are locked and all of the windows are rolled up, except the driver's window. Be mindful of #1 above, be prepared. Keep the engine running and remain alert to your surroundings.

15. If you are held up after you get your cash at a drive-up, and someone blocks your path, run them down.

16. The ATM should be safe and convenient for you. Tell your bank of any problem with an ATM facility. Report any suspicious activity to the bank and to the police.

Examples: A light is not working which they would not notice during the daylight hours of operation. Damage to the machine from the outside. Vandalism such as graffiti. Suspicious individuals loitering near the facility.

17. ATMs are here to stay. Practice these precautions at the ATM facilities where you bank, and also at point-of-purchase sites where you may purchase gasoline or your groceries.
**Handbooks**

- **Participants’ Handbook**
  32 pp, two color, approx. 8-1/2” x 11” (letter) size. A comprehensive guide to the benefits of joining Neighborhood Watch, how the program works, getting involved with your neighbors for mutual aid, direction and location training, instruction on observations and recognition, suspicious activities and sounds, suspect and vehicle identification, how to report a crime, etc.
  *A must for every Participant!*

**Home and Personal Security Handbook**
32 pp, two color, approx. 8-1/2” x 11” (letter) size. An excellent guide covering home security and safety, with check-lists and illustrations of the many types of doors, windows and locks. Operation Identification, tips on the prevention of car-jacking, what to avoid and do in event of a sexual assault, preventing ATM hold-ups, special emphasis on apartment and rural security, vacation preparations and kids home alone. Crime prevention begins with self-protection. *This is an excellent “How to...” guide.*

**How to Start (and Maintain a Healthy) Neighborhood Watch Program**
16 pp, single color, approx. 8-1/2” x 11” (letter) size. A guide book giving you a week by week program to start your program, what you do at the first meeting and then at subsequent meetings. A typical meeting agenda and suggested meeting topics. 22 ideas of other things a Neighborhood Watch group can do, benefits of the program, a sample flyer to kick off your meetings and samples of the paper work which make the program flow easy.
*Want to start a program? Here’s how.*

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**HERE ARE 20 QUESTIONS**

If you can answer them all quickly and correctly, keeping you and your family’s personal safety and security as your main concern, you are well on your way to being safe and secure.

If you have any hesitation, open this handbook again and review it.

1. What are the three D’s of Protection?
2. What are they meant to protect you from?
3. Should you always have your car keys in your hand when you approach your car?
4. What should you do before getting in to your car?
5. How do you carry your purse in a crowd?
6. Do you ever hide a house key to let a repairman do work while you are away?
7. Is your front door lock the best available?
8. What should you do with that serial number on the new padlock?
9. What do you do if someone demands your car keys?
10. How do you secure a sliding glass patio door?
11. Is your open garage door an open invitation to a thief?
12. Do you lend your ATM card to anyone?
13. Do you have your home address and phone number on your key–ring and luggage tags?
14. Where do you stand in an elevator?
15. Have you listed your credit card numbers somewhere?
16. Do you always remove your keys and lock your car as you leave it?
17. Did you check your smoke detector battery within the past six months?
18. Since you moved in, have you changed locks?
19. Have you etched your drivers license number on your TVs?
20. What is your local law enforcement agency’s emergency phone number?