

Home and Personal Security Handbook

Practical home and personal safety guide

 32 pages  32 pp · two color · 8½" × 11"  SKU [HS]

A practical guide to home and personal security: door and window locks, ATM precautions, vacation prep, sexual assault prevention, rural security, and a 20-question home safety self-survey.

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START READING ↓

THE NNWI APPROACH

When stressful situations occur, remaining calm helps the nervous system process information more clearly and improves decision-making. Calm communication also allows emergency responders to understand the situation faster and respond more effectively.

Neighborhood Watch is designed to help citizens prepare before a crisis occurs. Training, familiarity with your surroundings, and strong communication with neighbors and law enforcement can reduce panic and improve community safety outcomes.

Criminal activity is often opportunistic. Visible Neighborhood Watch signage, alert communities, and strong communication networks can discourage criminal behavior before it escalates. Official Neighborhood Watch signs and custom signs displaying a local dispatch or non-emergency number help reinforce awareness that residents are attentive and connected to law enforcement.

The goal of Neighborhood Watch is prevention first. Citizens are not expected to place themselves in danger or intervene directly. Instead, trained and informed residents serve as the eyes and ears of law enforcement by observing carefully, communicating clearly, and reporting important information

accurately.

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When residents remain calm and provide clear details, law enforcement can respond more effectively and maintain public safety more efficiently. NNWI materials are designed to help communities build confidence, preparedness, and strong communication systems so neighbors can support one another during stressful situations.

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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 pro-
tected against burglars. You,
yourself, can not be absolutely
safe as you go about your daily
activities at home, in your neigh-
borhood, while driving, shop-
ping, banking or working. So
what can you do about your
home and personal security? As

A GUIDE TO

the Boy Scout m monish:

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es us: Be prepared

A professional burglar on a

wit any lock, a: ee Ne
or door on the

es out of 100 bursa ne

not a professional thief bul ae

typically a young reese si

in the neighborhood or a dr Be

addict committing the crime.

is probably looking for some-

thing 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 pro-
gram, sturdy doors, windows
and locks make it hard for a bur-
glar to break in. A very exten-
sive checklist begins on page 4.
You are asked 88 questions
about general neighborhood
security, the doors and windows

insta, Library of Congress

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

ert neighbor, ang

caught. They usys
d will go else. —~
re. We offer a detailed
o illustrations of loc!

i
delay, an al

whe

ith 5!

we and windows on p;

to 16.

tection - An alarm syst

ing the perimeter (doorg

Sedov) and interior ;

(motion detectors) of your hy

a barking dog and a good

Neighborhood Watch prog

are your best protectors.

personal safety is also an jj 1D

tant consideration of this many

al. On the next page you wij)

find a good deal of common

sense ideas on precautions ~

enabling you to avoid trouble

when you are out on the st

in your car, if you use a bus

if you are in your office.

Know in advance exactly how

respond to a car-jacker or q

ATM robber. Faced with one

these dangerous situation:

ready to face your attacker

armed with some preparatory

training. Offered here are com

mon sense guides and tips

should know for your own

tection. Read about these o

Pages 18 and 17. Share the

Apartment security (page 19),
Holiday Season Suggestions
(Pages 22-23), Kids Being Hot
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. Operati
Identification, a system to p
tect your personal property
explained on pages 28 and

Allin all, you will find the f
dollars you spent on this
an excellent investment.

PAGE 3 IMG_1482

. he best crime preven-
on is observing crime avoid-
ce. Don't put yourself and
Our family in a situation where
ime will most often occur. Be
prepared. By taking a few sim-

ese ideas with your family.
leach them to always be alert
and aware of the people around
them. Teach them to be espe-

all vulnerable to crime, such as

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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 flash light 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.

ple when walking.

Do not respond to conversation from strangers on the street, continue walking

If you carry a purse, hold it securely between your arm and your body.

Car Safety:

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.

ry your wal
your coat,
“front

4 Car

side
6 if your car breaks an Be ir
open the hood and attac

f
orina front
A com
loth to the car pocket, A com!
antenna. placed horizon
antenna aced norizey
tally in ill
a vallet,
7 if someone stops to help your W one
stay in the locked car, roll vet youll:
dow é es to
down the window just a lit erie

tle and ask them to call the
police, sheriff, AAA or a
tow truck

n
remove it from
your pocket.

Keep your hand
bag in front of
you and hold it

hands.,

& Don't stop to aid motorists 5
stopped on the side of the
road. Go to a phone and
request help for them.

Waiting for a Bus:

7 urse

1 Avoid isolated bus stops. 6 ee earn
one is jostling,
crowding or push-
ing you.

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

3 Don't open your purse or 7
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,

If you see any —
suspicious activi-
ty, immediately
tell the driver.

Office security:

1 Never leave your purse or

don't flash your jewelry and hang on a door,
turn your rings around so

the stones don't show. 2 Personal Property should be
On the Bus marked with your driver's

license number (preceded

1 During off-hours, sit as with the state initials such

close to the bus driver as

as CA)

Possible.

3 Don't leave cash or valu-

2 Stay alert — and be aware of people at the office.

of the people around you.

i 4 If you Work alone or

If someone bothers you,

change seats and/or tell

before/after normal busi-
the driver.

ness hours, Keep the Office
door locked,

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

If you are in the elevator
with another person, stand

alarm and as many of the
Control buttons as possible.

Be alert for Pickpockets on
crowded elevators.

Report all Suspicious people
and activities to the prope
authorities as soon as po!
ble to the Office mana;

building security or law
enforcement,

PAGE 20 IMG_1484

§ QUESTION HOME AND PERSONAL SECURITY SURVEY

ou pl i

we ey eS need to have all 88 keys tuned correctly to play a melody well.

Esa are eeone security, you need to answer all 88 questions with a “Yes” to assure
Ea question a oo, ins ee security you can personally provide. If you answer

Pi cecurity. |, pay ntion to what you could do to improve your, and your family’s

BS Yes No

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

san your neighbors see your house?

Have you talked to your neighbors about mutual neighborhood security? 2

Do you leave your front and back porch light on every night whether you are home or not? _____. _s-
—

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

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

Doors and Windows

Solid core doors, strong enough to withstand

Are your outside entrance doors all solid
excessive force?

Do your door frames fit snugly around your exterior doors?

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

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

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? eg eS

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

(CK your garage door? Is it easily opened with a remote? ie

15 Can you close and LO

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

Do doors going into the garage from

17 Do you do the same for the pedestria your house or Vale

18 Do your basement doors have extra protection?

indows work properly, without excess play?

20 Do your casement wi

PAGE 6 IMG_1485

ouse?

er you leave the h

evi

-Ked when lass door?

ys are locked W iding g

sce if all windows are track of your sli

21 oe, | that snugly fits in the

dowel tha

i a board oF

22 Do you pul : ss door?

3 Have you pinned your stiding gis indows?

aS Have) z liding win

your Slit

he same for yO

lave you done t! 2

24 Have) have good locks on them yuntG place?

25 Do all your windows els epoxied (glued :

ways a burglar mig)

hide a burglar at work

the pan able to pene

6. Have you checked your windows and doors for any signs of tampering?

ve you ever Wi 3 a

oe .d all your hedges, bushes and tree:

u trimme:

ce) fi =

6 ae windows and doors? Be ng co voe make x a pom to

i-unit dws x ity problems?

ees t or other multi-un! ther security

CEA eaenagement of any lighting or

immediately notify m. windows?

i Is on your

30 Do you have Neighborhood Watch warning Deca'

Personal Security

forcement agency?

31 Do you know the emergency phone number of your local law en{fo! gency?

ent agency?

32 Do you know the business phone number of your local law enforcem: gency?

i numbers?

33 Do you know your nearest fire department and rescue service phon

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 whe!
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? i

38 Do you ask your neighbors to mow your lawn, rake your leaves or remove snow when
you are gone for an extended period?

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 ser
china, and crystal for identific.

(ial numbers such as jev
ation purposes?

ve you recorded all your credit card

es to cancel them should they g and ATM numbers, together with the phone

et lost or stolen?

PAGE 7 IMG_1486

you shield your ke:

WAT SchinEe oe entry when you enter your Personal Identification Number

€ you removed all identification tags from your key ring?

you always lock your car when you get out?

you have a working flashlight when traveling at night?

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

if you have small
they could ask for

children, have you taught them how to identify a store clerk to whom.
help should they become separated from you?

since you moved in have you had all your door locks rekeyed by a locksmith?
Do you turn your bell tone volume down, or off, on your telephone when you are away?

Do you have your neighbor park his extr. i i
Baa ig) Pp 'a car in your driveway when you are away for

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

Do you report strangers in your neighborhood to your local law enforcement agency?
2 Do you report all suspicious incidents to your local law enforcement agency?
Does your neighborhood have a reputation for being a good, safe place, to live?

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

'9 Do you always walk in the traffic lanes in a parking lot rather than next to the parked cars?
o Do you always approach your car with your keys in your hand, not in your purse?
I Do you know what you should do if you become a victim of a sexual assault?

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

Fire Protection Procedures

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 a in the

No

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

PAGE 8 IMG_1487

you can buy?

y and replac

e drills at least

<1 sensitive {

67 Are your smoke detectors the most sensitiv « their batteries annuall

rer nonthl:

68 Do you test each of your smoke de tectors annually?

se practic ome fir

; of your hou: ctice hi ;

stop, drop @ oll” to PY ut a fire

“stop, fire?

yout” if they wake up in a house on fire

ge'

70 Do all family members know how to

71 Do all family members know to “shout ‘fire’ and

ildren?

s kept safely away from small chil

; 2

73 Is the "No Smoking" rule practiced in your house?

2 rays for smokers?

If not, do you provide ashtray: ed or near

pe ALLOWED in b

74 Does everyone fully understand that smoking is NEVER

over-stuffed furniture and pillows? ‘

d metal containers and ~

in close rs

taceay mbustible materials?

75 Does all smoking residue and fireplace ashes get Ba any other CO

disposed of safely outside, away from the house an

76 Do all fireplaces have metal screens?

restors checked?

77 Are chimneys inspected and cleaned at least annually? Are spark ar i
ingui i i rage?

78 Do you have at least one fire extinguisher in your residence and garag'

: : 0

79 Are you careful not to wear loose fitting clothes when starting a fire?

80 Do you immediately discard damaged, worn or frayed electrical cords?

81 Do you take out of service any malfunctioning electric appliance until it is fixed?

i i

82 Do you clean and lubricate, at least two times a year, motors on refrigerators, dryers and
other electric appliances? B

84 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?

85 Do you routinely keep pan handles turned in from the cook top edge and cords out of the way?

86 Do you know which kind of fires require which kind of treatment?
j ents?
knowing not to put out a grease or electrical fire with water.) (As an example,

Do you routinely keep a pan lid handy when cooking? ;
se fire in the frying pan? y ooking for smothering flames in case o

| Quite time-consuming you might s
me (o a “no” answer to any of the 88
ur residence at least once a year.

PAGE 9 IMG_1488

olved in someone getting i
id out of a locked oe oe wi
w in case of an emergency

ch as a fire or natural disaster.
e overall best lock for the
poses of securing your resi-
nce is a single-cylinder
leadbolt lock that opens from
ie outside with a key and from

infortunately, these locks are
jot common in most homes.

We will first examine the
various ways in which a bur-
glar may open a door:

§ These are limited only by the
ability of the burglar and the
amount of time he has at his
disposal. Remember, delaying
a burglar is one of your best
deterrents. There are many
ways that a lock can prove
meaningless to a burglar who:

@ Finds the door unlocked.

Has a key, from the previous
owners or tenants, Or finds it
under door mats, in flower
pots or the mail box, Or over
the door.

™ Removes or breaks glass in
the door and reaches inside
and opens the door.

Jimmys or pries the door open
with a crowbar or other tool.

Gets the victim to open the
door and foolishly relies on @
useless chain latch.

™ Splits or spreads the door

frame by kicking i

ig 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.

Easily can be opened with credit

™ Uses a pipe wrench, hammers _ cards, a dent puller or pipe

the door knob or pulls the key — wrench.

cylinder plug with a slide ham-

mer dent puller. Deadlatch
Lock

Most of these ways can be pre-
vented with a little common ®

sense. Not all, though, andhere __Thes€ locks
is a rundown of locks: are equipped

with a dead-

latching or (>
Spring tripper pin
Latch Lock that is

® attached to ®

sole means |) door is
of security, closed, this pin is depressed.
you might as ® With the pin in this position, the
well not even bolt is immobilized. This lock is
close your somewhat better than the spring
door. oar aon me latch lock, it is still vulnerable to
prying, twisting or pounding.

A deadbolt lock must be added
to provide security.

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 inexperi-
enced 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.

Single Cylinder
Horizontal Deadbolt

Cylinder

(Key in the Knob) Lock
These are not adequate for exte-
rior locks. They are best used for
interiors and privacy, such as

Keyed on the outside of the
locking cylinder with a thumb
turning latch on the inside.

PAGE 10 IMG_1489

would have a
of the dead-

ideally this ew
minimum) gpolt would have &
bolt. Ine tened steel insert It it
Gprevent cutting. ne
guard would be of case-ha
ened steel tapered and free
UD tum 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 on the inside.

mise security.

Double Cylinder
Horizontal Deadbolt

codes make this
acceptable for

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peadbolt

combination
of a half-inch
throw dead-
locking latch
and one inc
throw dead-
bolt with a
concealed
steel roller

g or prying:

pouble Loc king

that resists sawin|

The lock
mechanism is
protected by
an armor plate
under the
ornamenta-
tion, making it
resistant to
drilling, saw-

\$3.00

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outside knob is free-spinning, SO
that it is impossible to get lever-
age on it to force or twist it.

The recessed cylinder discour-
ages forceful entry.

Lo

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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 t
ee aS opposed to single x ;
louble cylinder deadb
are mortised,

jolts which

use of the Teach of the thu

Case of emergency YOur security is cueing latch

Buttress-type Lock

se

‘© Copyright 1996, 2023 by NNW us
is

a long steel bar that sticks re
floor receptacle and wedge,
against the inside of the do ‘
In this way, the strength of ;

door is being used insteg
the frame.

d

It is important that the bottgn
the door fits closely to theo
to avoid the steel bar bej Noo,
removed from the floor re,
cle by an intruder.

<a

Ccremone
Bolt

A device of
surface appli-
cation that by
aturn ofa
knob or lever
handle locks
the door or
sash into the

Flush bolts offer additional security since the intruder must use these devices to

them if the doors are

PAGE 11 IMG_1490

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.

4; } --- _

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not easily use the door as an exit, or pry the crossbar off by slipping a tool between the door frame and the door in order to lift the cross bar.

Strike

Plate

A rein-

forced

strike

plate is

neces-

sary 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

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Kicking the door in.

Hasps

Hasps

are

fasten-

ing

devices

con-

sisting

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-hard-

ened 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

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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

R-E/20

length

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and located out of reach of any

vides 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.

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Solid Core Doors

door by its weight and solid sound when knocked on

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DOORS

distinguished from a hollow core

Because there is no glass in the door, it is recommended that a

1, with good

180 to 200

ripheral vision (

Pe ee be installed to observe
degre' ss sle-cylinder

wide angle viewe!

security.

Metal Doors :

ee 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

door, but they are compromised

TONGS

Over half of all burglaries in

forced. Doors and
ere left open and

RE AVAILABLE

portant tips

ide your key outside.

§ know all the hiding

‘Carry identification
on your key ring or

valet park your car,
a separate key for park-
which does not have

, entry into the house

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

a matter of minutes.

5 Know who has eve!
your home, Don't
to maintenance °
People.

ty key to
Sive keys
r delivery

©

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by varying designs Of bevel,
panels, which create thinna
portions of the door, which
vulnerable to breaking thr

If this door is used for extg
purposes, it is advised that the

panels be at least 1/2" in thie,

ness or reinforced to an equy.
lent strength. These are Notas.
strong as solid core doors,

French Doors

These doors are very wea
often have glass, are very
tive but they offer no d
security. They can be co p
mised with a little pushi

kicking. A minimal amount

PAGE 13 IMG_1492

security can be obtained from cremone OF slide bolts going jnto the header and threshold with at least a1" throw. If hinges are on the exterior of the door they should have non-

removable pin type hinges.

Hollow Core Doors

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

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
within 36"
Install a non
replacement
Security film such as Armor-Coat

Sliding Glass Doors

8lass, or glass
Of the or '
-breakable glass
Such as Lexan, or

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

(© Compe 1906, 2023 by WOH

These doors move horizontally
on tracks. The moving door typi-
cally 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.)

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 and 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

Use

Another option would be to drill and pin through the overlapping

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See if the door frame is mounted securely. Remove the interior

frames and installation of a new door. See illustration door molding and see

Check to see how much gap, if any, exists between

Final :

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

‘CEMENT FILLER,
PREVENTS.
FORCING THE
FRAME,

mstruction is

ig and is difficult
a 1" deadbolt is

NO comments

have pins
welded in
place,

drilled and

pinned, or
replace the
hinges
with non-
remov-
able-pin
type ‘

1 interior hi d
pine non-removable ee
so as not to allow an oy 5

for the intruder. This is on ui 5
applicable to commercial prop

erty, since

residences
should
always be
openable
from the
inside, as
a fire safe-
ty mea-
sure.

inges should

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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 Sets 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
Even passers-by walking with
ging or bicycling by your, log.
unattended, garage are full of temptation. eq

Je Copyright 1996, 2028 by NNW

To secure your Overhead Garage door, drill a hole through the

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.

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WINDOWS

security for
pouble-Hung or
sash Windows:

prilling and Pinning:
with the window in a closed

The two significant Weaknesses
in this type of window concern
the center closing latch. The
Jass can be broken and the
latch opened. The latch can be
ried or forced off the window
with a pry tool from the outside.
This type window can be

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's. These
wo holes
ould be
rilled on
down-
ward
slant and
the drill
hole
should
continue
into the

aa

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osition, from inside the house,
rill a hole in the two overlap-
ping corners of the inside sash-

by NNW

Nd sash wi
th » Withou
iee through hens all Place the dowel, rod or board
da Uble-head Outside. diagonally across the insid

these holes qo 244 nails into of the win "
SÈcures the NS effectively Sa
intruders, whee against Key Latch:
exit in cz allowin,
the nails, second
Can be drilled ab,

oles to pin the window

Vertical Rods:

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

position, place dowels, rods or and Windows:

boards in the inside vertical Sliding glass doors and window track. These should be placed on — gows are generally made of aluminum each side of the window interior minimum and can easily be forced to make it difficult for the intruder to open with a pry bar or screwdriver to pry the window open. The — — — driver, then removed from the dowel, rod or board should be outside by lifting the door or sufficiently strong to prevent window above the metal lip of breaking by being squeezed vertically the track and then pulling out. tically 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

PAGE 16 IMG_1495

door joint is
through the outside frame. Then place a nail head. This method
Place a pin or nail through the = STEW Ty to prevent lifting
hole. This will prevent the door from being designed “som being
from being forced open or lifted door or pry.

from its track delete

Board or Rod: See Garage
Basement, Gale.

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.

With the window or door closed, | Basement windows can be cov-
Place a dowel, rod or board in ered with 12 or 19 gauge
the inside track. This will only expanded metal or ornamental
help if the moving door is grill work
installed on the inside track

iat
RY
HN Xi
BYXYYKYXXOXN YA
Rh

XXX

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Wherever
while the stationery door is on possible,
the outside. Charlie bars, alu- install so
minum rods that are designed that win-

for this purpose are available at dows can
most hardware stores. Make still be
sure the rod fits snugly. opened for

in the Upper Track: comin em aesynwmn | PUTPOSES.

A length of

metal pipe installed on the
inside of the house can secure a
basement window,

Casement Windows:

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With the door or window open,
drill holes and install severa

Screws in the upper track. Adjust
them so that the window or

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Remove crank and/or 5
angle iron, Carriage ho}
wing nut.

French Windows; 3
secure with self-mounteg
polts at the top and bot,
each window.

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Hinged Windows:

Secure with a
flush bolt or
surface bolt.

Louvered
Windows:

into the
frames to pre-
vent easy
removal.
Consider
adding a grill
Or screen on
the outside.

PAGE 17 IMG_1496

sTM

PRECAUTIONS

utomated Teller

achines (ATM's) are ye; a
place today, Offering conta

to users and opportuni.
o criminals. Although not
sual part of Neighborhoog 2
watch activities, you and
neighbors no doubt use thee
machines.

jere are a few precautions

, need to take:

j Prepare for your ATM trans-
actions at your home or

at the ATM. :

ple: Fill out deposit slips and

nave 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 con-
tain 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 4
note of your PIN in your wallet a
Purse. Especially, Dont write yo
PIN on your ATM card.

___ Informati

Sor a nom, i ification servic
will notigy aif oe (POU \$35) and
o1 d
card yacr a 4 Providers if

a 'ough fraudulent charges,
At the ATM, be especially
mindful of your surround-
Ings. Look out for suspi-
ClOuS 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 transac-
tion. If you observe any-
thing unusual, go to another
AIM facility.

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

11 if you notice anything suspi-
cious 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 ue
surroundings to coun

your cash.

JO Soper 1586 by een

13 If you are held up after you

get your cash, throw the

Cash on the ground and run,

Screaming, for help.

4 At a drive-up ATM, make

Sure all the car doors are

locked and all of the win-

dows are rolled up, except

the driver's window. Be

mindful of #1 above, be pre-

pared. Keep the engine run-

ning 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

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.

PAGE 18 IMG_1497

MINIMIZE CAR JACKING RISKS

Thrusting a gun in your face and taking your car while you are in a parking lot, at a traffic signal, getting gas, or simply waiting in your car is called Car Jacking and it can happen to you

Here are 19 common-sense precautions you can take to put the

I Bealert to any activity near
your car.

2 If there is someone loitering
near your unoccupied car,
keep walking until they
leave.

Pay attention to your sur-
roundings.

In a parking lot, approach
your car by walking toward
it in the center of the dri-
ving lane, not at the side
there someone could leap

[from between cars.

Our car. Have an
route in mind in
problems.

'have your key in
and check the back
id locks before

8 ifsomeone ¢

jemands your
ally with a child

in a car seat, gain See
asking to get your child © es
holding your keys momen-
tarily and then throwing :

car, especi

If you are confronted, do not resist.

NEVER get in a car with a car-jacker. Scream, run, do everything you can to avoid getting in your car.

Once in your car:

11 Lock and start your car immediately. Keep doors and windows locked.

12 If someone threatening you blocks your pathway, run them over.

13 Stay out of high crime areas, especially at night.

14 Be suspicious of people approaching your car asking for directions, change, or giving out flyers.

15 when stopping in trap, leave enough distance between your car and the car in front of you, so the car can pull away quickly, be careful, if necessary, and

16 if a suspicious person

even if you must go through
a traffic light. Of course. he
careful to avoid an accident

17 If another vehicle bumps
your car, or your tires goes
flat, keep your doors and
windows closed and wait
for law enforcement to
arrive - or put your flashers
on and drive slowly to the
nearest Police Station or
populated area such as a

store or gas station.

18 Be especially alert when
using drive-up automated
teller machines (ATM).

19 Always keep valuables out
of view when traveling.

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PAGE 19 IMG_1498

inte | pART MEN? 2
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rson
car, drive | Ht
carefully - Xter), Feat ig Leave an 3
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20 throu: | ally . Te all ber wi
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ourse, be | mao {ee Have the
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ee | ay & than ed 2 differen, © Pu lights, television and
| Nd don, oor | fadio on
lock t aster. Ock ti ON Programmable
uMps | Tocke the mana f°) Your Mes SO a potential intrud
res goes | OCKs. Yo can eement Feil think someone is at
rs and | pare and other a Marked ae ftieng ene
d wait 7 jiti-unit dwellers have most of “licater in a eo NOt Ter. a
it to fy same security Concerns as lope. Let your Sealed ene. ilps areca
the Sal” Partme Own Neighborhood
flashers .<idental dwellers. Here @ few manager or building sum Watch program with your
to the ‘that could be especially use_ Intendent kno oe Neighbors and those in
on or jul to you who live in these. oe iN case of an re other nearby buildings.
1asa din E

Ve Look out for each other
puildings

8 Join forces with your other
Neighbors to insist that
Management and owners.
provide adequate building
Security and safety if these

1 Lighting is probably the
most important considera-
tion in apartment security,
Are halls, laundry rooms,

¢ Safety features in your

building. if there are securi-
ty or fire alarm buttons, be

sure you know where they are inadequate. Check local
i 'i quate. Check local

stairwells, parking lots and are. Know the nearest exit housing regulations to make
the building exterior ade- for use in an emergency. sure your building complies
quately lit? in these areas.

— _ _ _ _ _ — _ _ _ _ _

i ilding' 5 hallways, doors, your personal emergency escape routes,
raw your own building's floor plan. Show YS, . r erg ape routes,
ee of fire alarms, hoses and all other safety features. By drawing and thinking through u : care
process, and checking it over thoroughly, you will better be able to protect yourself in an emergenc
CESS, a

PAGE 20 IMG_1499

VACATION PREPARATION

vacation should be a
pleasant experience for you and
your family. Take a few simple
Steps to reduce the possibility of
a burglarized house while you
are away. Here are 22 steps you
should do in preparation for

while you are on your trip:

One or Two Days Before You Leave on Your Vacation:

1 Notify your newspaper to put your subscription on a “vacation hold” and give them a date to start delivering again.

2: Notify your local post office to put your mail delivery on a “vacation hold” and give them a date to start delivering again.

3 As an added precaution, ask a neighbor to pick up your newspapers and mail if your instructions were not followed. Also ask them to remove throwaway papers and circulars from your yard.

4 Store your valuables in the home safe or vault. Do not leave them in your car or in the house. By

this time you should have engraved your valuables such as TVS appliances, computers and other easily sold items prone to being

Notify your local police or sheriff's department about your departure and return dates. Give them a name and telephone number of a neighbor or relative to notify in case of a burglary, fire or other emergency.

Make arrangements to have your grass cut and watered while you are gone, leaves raked, or your walk and driveway shoveled in winter.

Move all ladders, tools, lawn implements, garbage cans and yard furniture to your garage, basement or storage shed several days before you leave.

Arrange with your block captain, a neighbor or relative to watch your house. Give them a key and let them know where or how you can be reached in an emergency. Write their telephone number down so you can check with them during your trip. Give them your car description and license number.

Make sure any broken windows, window locks and

On the Day You Leave:

10 Plug in timers to turn

lights and a radio on and
off at appropriate times.

Give the appearance that
the home is Occupied

when you are away.

®

11 Unplug all electrical
appliances such as televi-
sion sets, irons, Washer
dryers and fans to Prevent

possible damage from
electrical storms.

12 Set your thermostat SO that
your furnace or air condi-
tioners will maintain a rea-
sonable temperature in your
house. 85 degrees in sum-
mer and 50 degrees in win-
ter are good settings, In
winter, make sure outside
water taps are drained to
prevent freezing.

13 Close your fireplace flue to
prevent birds or animals
from entering

lights are on.

15 Turn off water to automatic washer to prevent possible damage from a broken hose.

16 Turn off ringer on your phone so it cannot be heard from outside. Do not leave a message that you are away on vacation on your telephone answering machine.

17 Close all windows and sliding doors. Lock them. Place wooden dowels in all sliders so windows and doors can not be slid open. All screens or storm windows should be checked to be certain

they are locked and fastened.

18 Make sure all main floor drapes, shades and curtains are arranged in their normal daytime position so that neighbors and police can see into your house. Even

better, ask a fri
and open wind
ings daily.

end to ch
lose
lOw cover- 20 Lock your
Diseng

8arage doo
nga Ir
BAge oF tum power oft 77 Fake a walk around the

nt

to
19 Be certai your automati hao
vehicle you eee door opener. 8338e and winless oe
re leaving ; NS.
your driveway j g in e
at y is lock IM. 23 Asy,
you take your only ae If fake Sure the last person 3 As you pack your luggage
a friend or neighbor to. ask locks the door. if you check for identification tags
their car in T tO park ave an alarm syst Ifyou will be checking in
ur your driveway Make sure it is tured Your tggasear ates
on.)

only your business address
and phone numbers should
be available for identifica
tion - NOT your home.

2 <>
Cay Vat e

—

You are driving, 5 Atstop lights and other traf 8 Be sure you have sufficient
me additional tips: fic delays, leave enough finances, either cash or
r space in front of your vehi- credit cards.
re your vehicle has cle so that you have an
properly serviced and escape option incaseofan 9 Ask the hotel or motel staff

about their security mea-

Suitable condition for emergency.
sures so you know what to

purney.

6 let someone know the route expect.
ave specific direc- you intend to travel and
ind routes to your your itinerary. This will help 10 Use the hotel or motel safe
i to store your valuables dur-

oS authorities in locating you if

there is a need to do so. ing your stay.

t lost, call the local
or sheriff for direc- 7 Plan your trip carefully and Travel safely and relax, nae
yr assistance. allow for factors such as and be safe. Enjoy your ee
weather, fatigue, facilities tion...and return to you "
for lodging, food and fuel. the same condition you 3

®

Always keep your vehicle
doors and windows locked.

HOLIDAY SEASON

The holiday season is a time when busy people become careless and are especially vulnerable to theft and other crimes. Here are a few crime prevention tips which will enable you to keep your holiday

6

a happy one.

1

While Shopping:

Lock your packages in your trunk while you shop.

2 Lock your car and close the windows, even if you will be away for only a few minutes.

3 Stay in busy, well-lit, places This is especially necessary if you are waiting for public transportation.

with children,

teach them to go

to a store clerk

and ask for help if
they become separated. NOT to a

stranger. Show
young children

they can identify a
store clerk by the

Avoid carrying cash use
credit cards 4 they 2! and
accepted by most store ☺
jately. C equi
patenee and identification
— and are increasingly
unacceptable to merchants

Be extra careful with (purses
and wallets, They econ a
targets for crime in crowd
shopping areas, at bus
stops, on buses, and be :
transportation. If you fee!
bump by another pet 'son,
check for your purse and
wallet instantly. Use fanny
packs because they leave
your hands free, are less
bulky and can be carried
with ease.

8 Never drink and drive.

Remember, only abstinence
and time will make your

body alcohol-free. If you do
drink, designate one of your

party to stay totally sober.

If you are in
non-alcoholic beverages,
available for your assessment
Measure the amount
liquor being poured from
using a 1-ounce or 2-67 g

glass rather than pouring
from the bottle. Liqueur
may be tempting to give
children because of their
sweetness — the alcohol in
them could be deadly, Be

careful.

10 Serve meat, cheese, or
other high protein foods
which will stay in the stomach.

each longer and slow the
absorption of alcohol into
the system. Always have:

something to eat before you
drink.

and all small kitchen appliances should be unplugged when not in use.

Around Your Home:

12 Be fire safe, especially with your Christmas tree. Make

sure lights are in good working order.

Be certain that the tree is kept moist with a base containing water, use a fire retardant in the mixture solution — and check that base every few days. A pine tree will absorb a tremendous amount of water. Replenish it. Never put your tree in your fireplace, it is like a bomb when it bums. Ask your local fire department for more information.

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While on the subject of trees:

) Be sure doors

are not blocked by
your tree.

15

1é

PAGE 23 IMG_1502

wre your tree is in a stu,
us ihat small children ge
>t tip it over. t

the host, have | pean nc
1olic beverages

for your guests, | yer use burning candles

he amount of] iar tree

1g poured by

Zz OF 2-oz Shot | ever leave lit candles

r than pouring | j3 x tended. Check decora__

nttle. Liqueurs
ipting to small |
cause of their

— the alcohol in

ke bottle. Be

\$3.00

BUY PRINTED COPY

@ never assume they are
me retardant.

security conscious by

17 © xing doors and windows
'nen you leave your hot

cheese, eggs or when y f use,
ofeinaoda even for a few minutes.
ay i ae 15 Leave lights and a radio or
id slow the s he h
zy on so the house ay
alcohol into Te a PPears,
Iways have occup

eat before you po not put large displays of
! poliday gifts in view of your

windows or doors.

crook-pots
jitchen appli- vay f i
if you go away for the holi-
. unplugged WT get an automatic

timer for your lights, TV
and radio.

ecially with 18 Have a neighbor watch your
tree. Make house. If away for just a few
ts are in days, have your neighbor
rking order. pick up your mail and

n that the newspapers. If you are away
pt moist for more than a few days,
se contain- stop your newspaper and

in the mix- cation Hold”.

ion — and

| base 19 Are there valuable new pos-
days. A sessions in your home?

vill absorb Mark them with your state
ous and drivers license number

water. or photograph them for your
Never permanent records. (See
2€ IMyOur- Operation Identification on

Bi : Pages 28 and 29.)

20 Remove and store your lad-
ders, Don't invite burglary.

And don't forget the seniors
n -ins in your neigh-

in your
Watch who
ly to protect

dren how to be safe and secure
after sch

oI. Here are a few
things they need to know

neigh}
eee Shave become the You should b u
commanyrather than the rule in their
ss munities everywhere b :

o Hide the house key under their

Many America

have become increasingly unfamiliar with one another, Our kids frequently are home alone because both of their Parents are away at work.

shirt or blouse. Key(s) should never be exposed advertising Kids will be home alone.

Keep phone numbers of neighbors and relatives, and your work phone numbers, where At the top of the list of they can be easily found.

Neighborhood watch projects is establishing a Block Parent system for our kids. Identify homes where children know they can go when they need help, where it is safe, and when their own parents are not home. Place signs in the windows of selected houses so that children can find them easily. Ask parents to introduce their children to these Block Parents before emergen-

cies arise.

Teach them to always lock the door after they come home. Train them on what information to give on the phone.

with an adult neighbor, or their Block Parent if one is in place, in person or by phone when they get in.

And if you, as the parent, are the last one out of the house, before YOU leave for work, be sure that the house is completely locked, including all doors and windows. You don't want your child to come home to a house that has been burglarized, or worse, have them come home to a burglary in progress.

In the minds of most parents, — safety and security for their children is of the mien a

. Unfortunately, an if eae probably will not think about safety and security on : their own. Parents, peciers on Block Parents must train chil-

®

PAGE 24 IMG_1503

arguments and 4

This book is a

\$3.00

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sical bat

anger, blaming,
increased tension.
violent outburst, phas

BATTERED WOMEN

which can include ph :
tering, sexual abuse, verba :
threats or abuse or PE (al
estruction. Usually, this es
ued by phase three, the ny
moon” stage where the batterer
is filled with remorse, apologies
and reconciliation. This can last
from months to weeks to hours.

Here are some

ci ider:
our partner is a Batterer options to consi

if he or she exhibits a behavioral
pattern that has been described
as a cycle of violence with
three phases. During phase one,
or tension building, you will see

Shelters are safe houses where
battered women can stay for 5
short periods. They can also bring
their children with them.. These
houses are especially for battered

Remember,

@ You have the right not to be abused or battered.

@ You have the right to request and expect assistance from social service and law enforcement agencies.

@ You have the right to initiate civil action against the offender in the form of “stay away”, and/or restraining orders.

@ You may also sue for injuries and monetary losses.

women. The whereabouts of houses are now known to the general public and so there is little chance of the abuser finding his victim(s).

Restraining Orders are Orders from the court telling the abuser to stay away from his victim, or he will have to face consequences such as jail. A restraining order can be obtained at the courthouse in your local jurisdiction. When called to the scene of a battering incident, the local police or sheriff can issue an emergency restraining order good for 3 days. There are restraining orders that force the batterer to move out of the residence — this type of order is called a “kick-out” order.

police or sheriff and upon seeing evidence of visible injury, the police will arrest the abuser. If the victim has a restraining order and the abuser violates it, the police should be called to arrest him.

Relocation is another option. if the battered woman and her partner have separated, but he is still bothering her and she fears him, she may need to move to another part or out of the city, or even out of the state. If he knows where she works, he may follow her home from her place of work. The victim may need to change jobs. If she feels that this is not fair, she's right; it isn't But it may be the only way to keep her children safe.

Monitored visits of the children can also help. If the abuser has visitation rights or joint custody, the abused partner has the right to request an arrangement (through conciliation Court) whereby their safety is protected

As examples, through visits, or exchanging y

dren in a public place he chil-

» etc,

self Defense

teach the abusea ene ou
assertive and buil
dence. There are classes
cially geared for women,

Safe-proofing the home is

very important. Making sure the
locks are strong deadbolts anq

engaging a neighbor's help by

jetting them know they can call

the police if they hear fearful

noises or see the abuser hanging

around the premises.

Monitoreg

SEXUAL
ASSAULT

Partner to be
id their cong

or sheriff immedi-

assault can happen to anyone,
anywhere at any time! The typi-
cal stereotype of a sexual assault
Suspect is a sex-crazed maniac
Or psychopath. In reality, people
who sexually assault are not
Strangers to their victims, In
close to one-half of reported

you to the hospital
eighborhood Watch can make

cases the rapist is an acquaint-
tance, neighbor, friend or rela-
tive.

Although sexual conduct is a
component of this crime, sus-

emember, sexual

pects mainly want to hurt,
humiliate and degrade another
human being.

What you should do to
prevent sexual assault:

Always be aware of your sur-
roundings. Stay in well lighted
areas as much as possible. Walk
confidently, directly, at a steady
pace. A rapist looks for someone
who appears vulnerable. Walk
on the side of the street facing

of the driving lane not near the parked cars. Avoid doorways, bushes and alleys where rapists

can hide.

If you think you are being followed, walk quickly to areas where there are people and : lights. If a cat appears to be following you, turn 'and walk in the

PAGE 26 IMG_1505

opposite direction or walk on the other side of the street.

Be careful when people stop you for directions, the time, or money. Always reply from a distance. Never get too close to a car. If you are in trouble or feel you are in danger. Don't be afraid to attract help any way you can. Scream, yell or run away to safety.

Always lock your car. Keep your car locked when you are away from it to keep someone from hiding and waiting inside. Look

safety. Be aware of other people in parking areas, especially those close to your vehicle.

What you should do if you are a victim:

Seek help immediately! If you are injured, call 9-1-1 for medical assistance or go to a hospital emergency room. An important thing to remember is that you should not touch anything, change your clothes, wash, bathe, shower or douche until you have been to the hospital and contacted the police or sheriff. Doing any of these things will destroy valuable evidence that is needed by the police or sheriff and the prosecutor to identify, arrest and convict your attacker. The emotional impact of a sexual assault is great and both medical professionals and law enforcement officers know this. They know it will be difficult for you to confide in strangers about what has happened to you. Every effort is made to have family members, friends, clergy Or anyone you want present to Provide support during this difficult time.

what you should do :
if the victim is a child:

year. Who is the typical offender in more than one-third of incest

ual abuse cases involving children, the offender is known to the child and their family because the abuser is often a parent, relative or close family friend.

Because children are so trusting and defenseless, they are especially vulnerable to sexual assault. Children will often make up stories, but they rarely lie about being a victim of sexual assault. If a child tells you about being touched or assaulted, take it seriously. Your response helps determine how the child will react to the abuse. Stay calm.

Explain that you are concerned about what happened, and definitely not angry with the child. Many children may feel as guilty, as if they provoked the assault. They need to be reassured they are not to blame, and that they are right to talk to you about what happened.

Sometimes a child may be too frightened or confused to talk directly about the abuse. Be alert for any changes in behavior that might hint that the child has suffered a disturbing experience.

ural crime is on the
rise. Your sheriff or police c;
not possibly be in all places
all times. Your involvement
Neighborhood Watch is impor =
tant because you and your

neighbors must look out for fi
each other. Many of the subje

covered elsewhere in this man:

ual are, of course, useful in rural
security. However, you have
particular needs living and

working in the country that
only covered here. If you live j
a rural area:

@ Posting of warning signs is
special importance. Use st
signs, window decals and pl
warning labels on out-buildit

@ Being involved with your lo
law enforcement agency, coo}
erative extension service or}
organization is extremely

@ Using of automatic timers
lights and radios, not o h
the house but also in the b
and out buildings is a ch
Preventative.

Property. Have them ho

fo automatic dialers to

help when you are a

PAGE 27 IMG_1506

e zone approach

ding Security to

e the risk of being

n to theft or

yqlism

meter security zone:

pel

daries of the property

we as the first line Of defense

ure all entrances and

cess areas to your Property.

ped wire fences are a gooq

erent to the casual crimina}

supplement fencing or limit

§ > “ess tO open areas by creat_

ep drainage ditches

and/or posts set in concrete,

int...and...th...f...l...

alternative.

g use the warning signs mentioned above, use On gates locks, just make it undable to remove or vandalize

our property.

outlying security zone:

s is the most difficult area secure and includes remote pastures, timberlands outlying buildings.

I Minimize exposure by following the instructions given b in “Three particular

as having special security

Central work and storage area security zone:

" Visibility and storage are the

key factors in improving SeCu~ in your central work atea:

" Well-lit areas, marked Propet toring and locking UP 'mplements, tools and supplies

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NOt the CoP Out the wNBs are

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Livestock

@ Check YOUR Stock fre,

and report mi

Mmediately

“ack frequently

issing stock

a ae your animals with

ae Or hot iron branding

Plus lip and ear tattooing -

don't rely on easi

ea:

ear tags, ily removable

regularly.

@ Post signs discouraging
Tustlers.

@ Lock chutes and corrals with
sturdy chains and steel shack-
les and locks. File off the serial
numbers on the padlocks.

Farm Products

@ Keep farm products where
they can be watched. This
includes everything from seed
to timber.

g Lock your gates and grain
elevator.

Bw Mark grain with coded non-
toxic confetti, ea

by mills.

Locate and keep a record
referab
valuable

tory recor

rees. O!

sily removed

eter, height

Nn your prope

Stripe or i

Equipment and supplies

@ Make sure your house, yard corrals, and gas pumps are well lit.

@ Timers on lights and radios an confuse burglars. Install them in out-buildings as well as the house :

@ Gas pumps, tanks, storage bins and grain elevators should be locked with dead bolt locks or padlocks.

@ Your house and barn should be kept as secure as a city apartment. Provide them with adequate security.

TM@ Keep boats, snowmobiles, bikes, fertilizers, tools and other small equipment locked up.

TM@ Keep machinery where it can be seen from a neighbor's house or park it behind a hill or wooded area.

TM@ Engrave your driver's license number and inventory on all equipment. See the Operation Identification section (pages 28-29) and pay particular

and also in a non-obvious

location.

Secure power-driven implements with a case-hardened metal tow chain and a case-hardened padlock,

@ Disable vehicles so they can't be driven away — remove the distributor cap, rotor and/or install hidden ignition kill switches.

yn your inven-
d the location, diam-

PAGE 28 IMG_1507

[sree tierra

'5 LICENSE NUMBER

NNW INVENTORY OF HOUSEMOLD ITEMS ENGRAVED WITH DRIVERS UE ese

[anne | ana Toen an woe | Seen

These forms are
available from:

National

Night

\$3.00

BUY PRINTED COPY

(888) 669-4872
FAX (888) 329-6694

---<_ _ _---

TnI

INVENTORY

OF HOUSEHOLD

ITEMS

ENCRAUED

WITH

Tee forms, are available
from your Neighborhood Watch
Block Captain or from the
National Neighborhood Watch
Institute, publishers of this
handbook. They should be com-
pleted and stored in a safe and
secure place with your other
written records such as tax
returns and insurance policies.

The forms shown here are part
of an integrated system of
Neighborhood Watch materials,
A full catalog of the items
available will be found on
Pages 30 and 31,

DRIVER'S

\$3.00

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ib that are

Srequently stolen because
they can easily be sold to
a fence, at a swap meet
or pawn shop:

‘Gog ob Nt gtd Wa ae

Adding Machines 6 Calculators CREDIT’ CARD

‘Appliances [STH

Big List Credit Cards Companies and
pial Account Numbers Here, with
ee Phone Numbers to R port Them
cameras Lost or Stolen

al

CB Radios

Compact Disc Players _ a

‘Clocks

Computer Equipment

Fishing Equipment

Furniture

Golf Clubs

Guns

Hub Caps

Mag Wheels

M tal Lock Boxes

Microwave Ovens

Mixers

Motorcycles

\$3.00

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Virtually anything that can be
turned into cash!!

Ideally, engrave your property in
two locations: One obvious and
'one hidden. Engrave on solid
'components, not those that are
easily replaced

Keep one copy of this record in a
safe place,

Keep one copy readily accessible
so you can provide immediate
Information to your police or
sheriff if necessary.

if you want to sell your engraved
Property, draw a single line
through the number. Suggest to
the new owner they engrave the
Property also. If the original
Number is obliterated, the
assumption will be made that it
's stolen if picked up by law
enforcement,

copy
of
original
document
inevitably
lost!

OPERATION IDENTIFICATION

hat is

Operation Identification?

Operation Identification is a nationwide program designed to discourage burglary and the theft of valuables from your home or business. The program provides a way for you and law enforcement officials to easily identify ownership of stolen property. YOU permanently

give your state and driver's number (or, if you do not have an identification number, a number obtained from the Department of Transportation on a permanent basis for your property, not on an unregistered part.

id for cash. If you engrave

your items the burglar will have "difficulty selling them to his middleman or fence. He can't take them to a swap meet or pawn shop. As a stolen item its market value is low to start with, but

makes it wont

Hs YONI 10% of ever

(hal. Marking Property with a
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age urglary ar eaiie
> Durgla Nd theft beca

thieves are far more ie iAGe

convicted if caught with > Be

easi
yea and More profitable victim,
Nr Bood point to consider;

When unmarked

\ 1 Stolen propert
is taken into custody, it cant be
traced and returned to you.

Where do you borrow

or bu
an engraver? y

You can borrow an electric
ngraving pen from your local
law enforcement agency. Better
yet, you or one of your neigh-
bors within your Neighborhood
Watch group can purchase a
very good engraver, with a dia-
mond tip, for about \$20-\$25

How to use the engraver:

Hold the engraver straight up and down when in use. Adjust the tool for surface differences, if necessary. The higher the number or louder the noise the engraver makes indicates the hardness of the surface it will engrave. Put your two letter

state abbreviation and your dri-

ver's license number on. (Not your social security number because that number is confidential and takes a good deal of time to trace.) If possible, engrave in two places, one obvious and one hidden.

You do not want to engrave

the following:

jewelry, \
cis: stamps and coins

need to be photographed or videotaped.

®

antiques, silver, artwork,

When photographing

TeetBalnst them of along side of
Nem \$0 you can tle your owne
Ship to these items in ¢ ase of
theft or burglary,

a Move out of your state
. your driver's license
‘umber is no longer valid:
a Slates motor Vehicle registra.
on departments will cooperate
with law enforcement giving ;

ae forwarding address if
1\$€ the
eee department of your

you have perma.
nently tMarked your ees
it is highly advisable to do that.

After l engrave my posses-
sions, what then?

The National Neighborhood
Watch Institute provides a
“NNWI Inventory of Household
Items Engraved with Driver's
License Number” forms for your
use. Both sides of the form are
illustrated on the preceding
page. Places for listing the arti-
cles, the manufacturer and the
serial number, the location you
engraved, and the purchase
price is included. On the reverse
of the form is an extended list of
items that are frequently stolen

tion to list your credit cards,
their account numbers and
phone numbers to call in the
event your cards are lost or
stolen. Put this completed form,
together with your photographs
and videotapes, in a safe place
with your written records such
as copies of your tax returns,
your insurance policies and
other legal documents. You
should also place a decal in your
window letting any potential
burglar know that you are
involved in Neighborhood
Watch. You may also want to
place an Operation ID decal in

your window.

PAGE 2 IMG_1509

«eat Cing Window arcing DoCS
a 06 sate Ging WE

ar warning
For Each Other -
“we Look Out agency TYPE

IG o) ooD Both Police and She Be
W A H Reverse reading, sultable for placing ©

\$3.00

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AL5 from the opposite side. Viv ee

Neighborhood Watch

Decals & Labels

'More sun-resistant than the Ja
are packaged in 100s.

Is
tm 6°x5° Static Cling Window Warning Dec
Neighborhood Scene
Law Enforcement Agency yee S
Reverse reading, suitable for placing 97
the inside of windows so it can be rea

» opposite side. Vinyl surface.
jee .an the labels These
ect with

All the decals and labels are red and
black (Masked Bad Guy and Boris the
Burglar™) or blue and black (Crime
Watch Blue Eye). DeacIs are for placing
on the inside of windows. Labels are for

placing on top of surfaces. Alll are avail-

able in Mini-Packages of 12.

'More sun-resistant thi
are made 4 decals on a 12"x 3" sh
slits between them. Packaged in 100s.
Also available as labels.

@ 5Y4" x 47%" Static Cling Window Warning Decals
Both Police and Sheriff Agency Types:

\$3.00

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'from the opposite side. Vinyl surface.

'More sun-resistant than the labels.

Packed in 100s.

3° x3" Static Cling Window Waring Decals

Neighborhood Scene

Law Enforcement Agency Type.

Reverse reading, suitable for placing on

the inside of windows so it can be read

from the opposite side. Vinyl surface.

More sun-resistant than the labels These

are made 4 decals on a 12" x 3" sheet with

slits between them. Packaged in 50 sheets

of 4 for 200 total. Blue Eye also available

as labels.

eighborhood Watch

Street Signs

3%" x 34" Static Cling Window Waming Decals

Neighborhood Scene

Law Enforcement Agency Type.

Reverse reading, suitable for placing on

the inside of windows so it can be read

from the opposite side. Vinyl surface.

More sun-resistant than the labels. These

are made 3 decals on a 10%" x 3%" sheet

with slits between them. Packaged in 50

sheets of 3 for 150 total.

Alll the signs are are red and black

(Masked Bad Guy and Boris the

Burglar) or blue and black (Crime

Watch Blue Eye) in both Sheriff and

Police Versions or Law Enforcement

Version with the Neighborhood Scene.

\$3.00

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(HIP). All are round-cornered and have appropriate (2 or 4) holes for easy @ 3°x 4" Static Cling Window Warming Decals mounting "We Look Out For Each Other!" Warning Both Police and Sheriff Agency Types. Reverse reading, suitable for placing on the inside of windows so it can be read from the opposite side. Vinyl surface. More sun-resistant than the labels. These are made 3 decals on a 9" x 4" sheet with 12 spaces between them, Packaged in 50 sheets 3 for 150 total. Also available as labels,

The "Warning" message is white with black borders against the red background on the standard signs. Easy to read in low-light conditions. The standard signs have the easy to understand message:

"We Look Out For Each Other!"

®

The Neighborhood Scene presents a softer image of the presence of 4,

Neighborhood Watch group in the community. It is available only in the Enforcement Agency type. Both the

standard and the Neighborhood patrol styles (aluminum signs) can be customized with your local agency name and phone number. See, Below = NC 11 is 18" x 24" Large Aluminum Street, in the

or Sheriff Agency Types) OF Neighborhoege for ae the
scene (Law Enforcement Agency Type), pollen en
'signs can be customized at an additional easily ce of
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m 12" x 18" Medium Aluminum ae 2

Warning Signs — .063" aluminum _

Available in single signs. Traditional (jes

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Scene (Law Enforcement Agency Type}

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m 12" x 12" Square Aluminum Street_ cea

Warning Signs — .050" aluminum eae

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@ 9" x 12" Small Aluminum Street emerge

'Warning Signs — .050" aluminum Inform

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Warning Signs — .035" thick. neigh

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PAGE 24 IMG_1510

) Dam

ip niton the doors of your
“hey are a visible reminder thay
nporhood Watch Patrol is jp
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rhe signs are 12” in height,
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of 035" magnetized viny,

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1 pata Sheet ~ A letter size form

\$3.00

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“ty name, address, Names of all the
pants, their ages, their work
es, their vehicles, skills they
illing to share with the group,
ct to be called in case of an
ency and other bits of information.
ymation about kids, seniors and
Iso solicited. To prevent
ies, the routine help and their
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‘We Look Out For Each Other!’ can
accomplished by every
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to study it then keep it put
safe place. This is the most
! tool in the Neighborhood

crime prevention program.

! ata Summary Sheet ~ This 1
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quick reference. It provides
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es, work schedules; vehicle
ation, routine help schedules
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Or simply to get informati

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ae: sides, The

front side is for listing the article,
manufacturer and model, serial number,
location marked and purchase price.

The reverse side has a list of items
that are frequently stolen which you
Can use as a reminder as you do your
own inventory. There is also a place
for listing your credit card numbers
and the phone numbers you need to
call in the event any of the cards are

lost or stolen.

See K..

wg Starter Kit contains: 2-9"

(L aluminum, ! P

i handbooks and 2 tional Neighborhood Watch

copies of all 3 : Nati

copies each of ll ae Bors Institute 8:00 AM to 5:00 PM PT

ilable in Mask: 5 4872.

pyaar ao - sue eye ies at (888) 669

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poth Police s a Neighborhood Order On-Line ie pe

its w.nnwi.

starter Kit: slightly different ww'

Scene a ee catalog fot details.

compositiO™

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a Dee

NNW1 now offers. a proven system for

Property protection.

includes deca

for outside surf n

{available from your local hardware Store) and Inventory Worksheets. These tools provide a deterrent to a thief by making your valuables easily traceable. If your valuables are ever stolen, your law enforcement agency will be able to identify them and get them back to you quickly.

This sys

§ 3" x3" and 3-1/2"x5" Window

Warning Decals for Inside of Windows

Reverse reading, suitable for placing on the inside of windows so they can be read 'from the opposite side. Vinyl surface.

3x 3" are packaged in 100s, 3-1/2" x 5" are packaged in 50s.

Available in Masked Bad Guy and Blue Eye Versions.

w3"x3" and 3-1/2"x5" Window

Warning Labels for placing on Top of Surfaces

Suitable for placing on the top of surfaces so they can be easily read. Vinyl surface.

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Start your Operation. Identification program today.

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PAGE 20 IMG_1511

hos

» Participants' Handbook
32 pp, two color, approx.
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A comprehensive guide to
the benefits of joining

Neighborhood Watch, how the
program works, getting

involved with your neighbors
tion and

for mutual aid, dir

location, training, instructions

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tion, suspicious activities and

sounds, suspect and vehicle

identification, how to report a
crime, etc.

A must for every Participant!

HERE ARE

20 QUESTIONS

be 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?

» How to Start

« Home and Personal
Security Handbook

pprox

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(letter) size:

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with

g-1/2" x LI"

'An excellent guide cov
rity and safety,

home secu!
and illustrations of

check-lists
the many type
dows and locks.

s of doors,

win
Operation Identification, UPS

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.

4 What should you do before
getting in to your car?

a

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purse in a crowd?

Do you ever hide a house
key to let a repairman do
work while you are away?

7 \s 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 \s your open garage door an
open invitation to a thief?

12 Do you lend your ATM card
to anyone?

@

(and Maintain a Healthy)
Neighborhood Watch Prog

16 pp. single color, approx.
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A guide book giving you a
week by week program to
start your program, what yoy
do at the first meeting and

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suggested meeting topics, 29
ideas of other things a
Neighborhood Watch group
can do, benefits of the program,
a sample flyer to kick off you
meetings and samples of the
paper work which make the
program flow easy.
Want to start a program?
Here's how.

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 E
keys and lock you 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 TYS!

20 What is your local law

emergency phone numbel

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In honor of Carlene Herd Grossman, author of Miracles Along the Hard Road.
The work continues.*

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