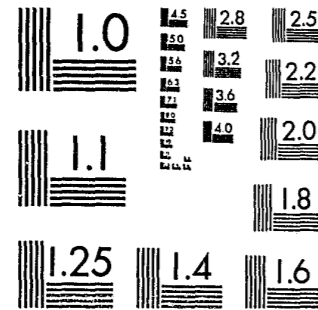


National Criminal Justice Reference Service

**ncjrs**

This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART  
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

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

14/3/85

CR-sent  
2-7-85

**NEW JERSEY  
CRIME  
WATCH**

ATLANTIC	GLOUCESTER	OCEAN
BERGEN	HUDSON	PASSAIC
BURLINGTON	HUNTERDON	SALEM
CAMDEN	MERCER	SOMERSET
CAPE MAY	MIDDLESEX	SUSSEX
CUMBERLAND	MONMOUTH	UNION
ESSEX	MORRIS	WARREN

95763 C1

# HOME SECURITY SURVEYS

State of New Jersey  
Thomas H. Kean  
Governor



Department of Community Affairs  
John P. Renna  
Commissioner

95763

95763

U.S. Department of Justice  
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

New Jersey Dept. of Community Affairs-  
Crime Prevention

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.



STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS

JOHN P. RENNA  
COMMISSIONER

363 WEST STATE STREET  
CN 800  
TRENTON, NJ 08625

September, 1983

Dear Chief of Police:

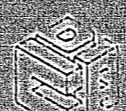
This booklet, Home Security Surveys, was prepared by the Division of Local Government Services' Crime Prevention staff. It is being distributed to all local law enforcement agencies in the State of New Jersey.

This will be the first in a series of manuals focusing on various Crime Prevention practices or activities. Future publications will discuss Operation Identification, Neighborhood Watch and Crime Analysis. All the manuals will be designed to provide you and your staff with the basic information necessary to conduct a particular Crime Prevention activity.

If you or any member of your staff have any questions regarding this publication or the Crime Prevention activities offered by my Department, please feel free to contact the Crime Prevention Program at 609/292-6110.

Sincerely yours,

John P. Renna  
Commissioner



# Home Security: Police and Citizen Responsibility

Generally, people buy or rent homes with little if any consideration for security. Traditionally, homes have been built with higher priority given to convenience, comfort, and appearance than to security.

Through experience gained while investigating burglaries, law enforcement officers are familiar with the most common security weaknesses in homes and apartments. With proper training, they can become qualified to educate citizens in recognizing and correcting these weaknesses. The law enforcement officer has the responsibility to show the citizen the most practical and cost effective security strategies.

Citizens, too, have an equal responsibility in crime prevention. Although no one should have to live in a fortress, citizens must be made aware that they can reduce crime by reducing criminal opportunity. Even though there is no way to make homes impenetrable, there are ways to slow down the average burglar. Unlocked doors and windows, easily defeated locks, and a general disregard for security habits are open invitations to the burglar. It is the citizens' responsibility to implement the security strategies recommended to them by their law enforcement officer and correct the security weaknesses that criminals perceive as opportunities.

NCJRS

NOV 14 1984

ACQUISITIONS

*Materials in this document were abstracted from similar publication produced by the States of Maryland, Washington and California.*

# Home Security Surveys

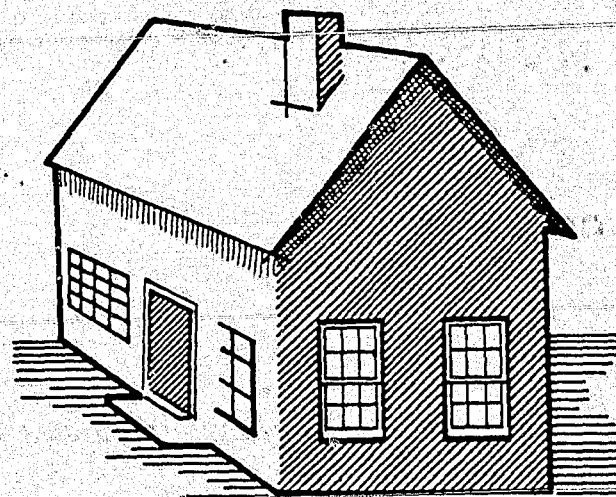
A home security survey offers the opportunity for the law enforcement officer to assist the homeowner or apartment resident in locating security weaknesses and identifying practical ways to correct them.

SECURITY SURVEY	
Doors _____	<input checked="" type="checkbox"/>
Locks _____	<input checked="" type="checkbox"/>
Hinges _____	<input checked="" type="checkbox"/>
Windows _____	<input checked="" type="checkbox"/>
Operation I. D. _____	<input checked="" type="checkbox"/>
Etc. _____	<input checked="" type="checkbox"/>

When the law enforcement officer visits a home, makes an inspection with the resident and offers practical security recommendations, there are two immediate results. First, the officer and the citizen, together, have begun a united effort against the criminal. Second, and equally important, the citizen, having experienced a personal and positive contact with the law enforcement officer, will develop a more cooperative and positive relationship with the law enforcement agency offering this service. The end results of this effort are many: an improved image of the law enforcement officer in the community; a willingness to report crimes and suspicious activities; more unsolicited assistance in furnishing information leading to the arrest and conviction of criminals; and wide-spread support for law enforcement.

## Practical Considerations in Conducting Home Security Surveys

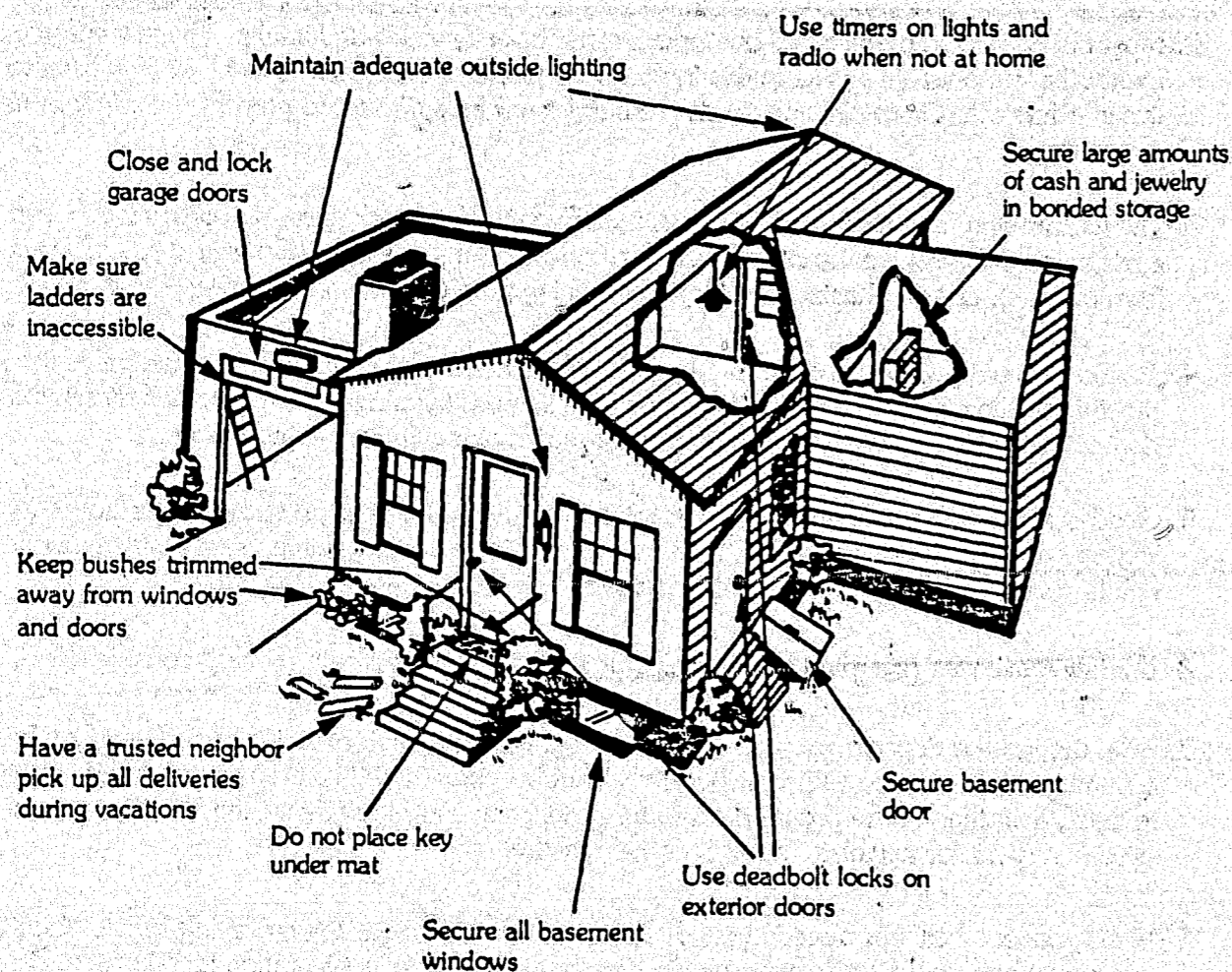
When offering home security surveys, a department and the officers involved in providing this service should be aware of the following:



1. It is a voluntary program and a free service. To avoid confusion, this should be emphasized when advertising a program.

2. Most burglaries are perpetrated by opportunists, both juveniles and adults. The law enforcement officer should always keep this in mind. Do not lead the citizen to feel that they have to live in a fortress. Often slowing down the burglar will be sufficient to prevent the crime from happening.
3. There is nothing foolproof in crime prevention. Even the best lock or most secure window can be defeated. Never leave the citizen with the impression that his or her home is absolutely safe from burglary, but emphasize that target hardening puts the odds in the homeowner's favor.
4. Caution should always be exercised by law enforcement officers and other crime prevention practitioners in divulging types of tools and attacks used by criminals. Widespread dissemination of m.o.'s can filter down to the criminal thus making his or her job easier.
5. Good security habits are just as important as improving the physical security of a home. A lock is not a lock unless you lock it. When conducting a security survey, emphasize security habits such as locking windows and doors.
6. Cost effectiveness regarding security recommendations should be a primary consideration.
7. Even though the department advertises the program, many citizens will not necessarily take advantage of the service. Officers should make direct contacts with citizens to encourage them to take advantage of the program. Unfortunately, people are best motivated after they themselves, a friend, or neighbor, have become a victim.
8. If the resident has not already joined Operation Identification, the surveying officer should encourage him or her to do so, emphasizing that if all else fails, Operation Identification has been proven effective in deterring burglary and in returning recovered property to the owner.
9. After the survey is completed and recommendations are made, the surveying officer should:
  - Advise the citizen to call if there are any further questions;
  - Ask the resident to encourage other friends and neighbors to request the service;
  - Sign the Home Security Survey Form. (NOTE: The original should be retained by the officer and filed according to departmental policies. The carbon should be retained by the individual resident.)
  - Follow-up contacts by phone or visits should be made by the surveying officer in accordance with departmental policies.
10. The officer conducting security surveys in a community is actually improving the patrol function rather than taking time away from patrol.

# Conducting Home Security Surveys



Note: Home security surveys should be conducted by trained officers only.

Before beginning the survey, look at the area around you. Check lighting, shrubbery, house numbers and entrances, and note how each impacts on security.

While conducting the security survey, remember:

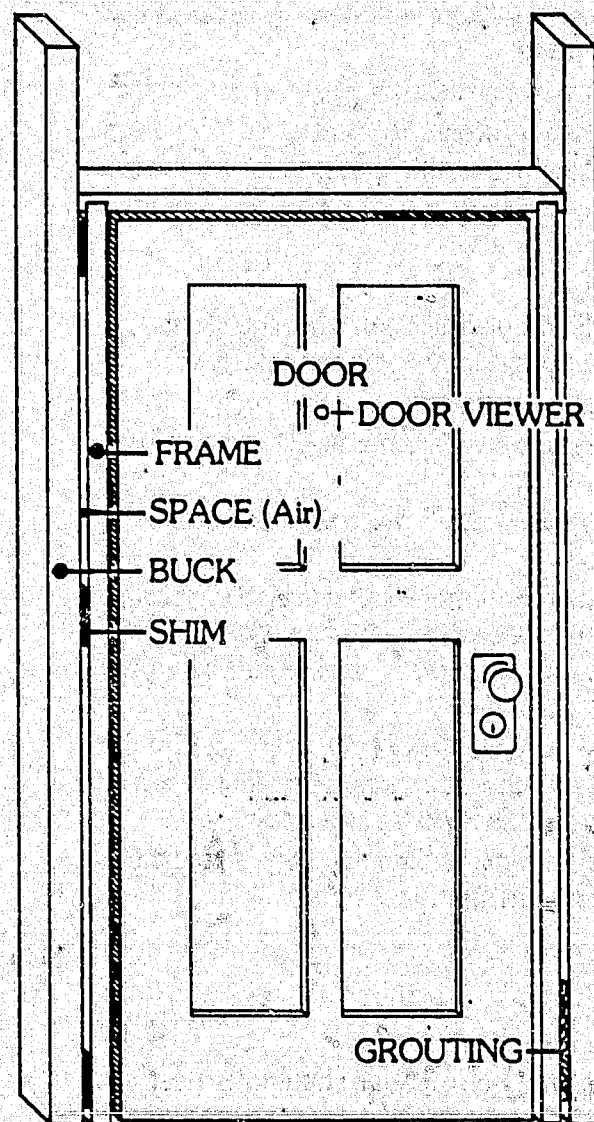
- Always be courteous and patient.
- Always explain the process prior to initiating it. Allow the owner to accompany you while you conduct the survey.
- Use simple language to explain security weaknesses. Always explain the reasons for your recommendations.
- Ask the homeowner to call if he or she has any questions or problems in understanding or meeting the recommendations.
- Always sign the security survey form.

- Advise the resident to keep his or her copy in a safe place.
- Always recommend Operation Identification if the homeowner has not already participated.
- House numbers should be visible day and night from the street. In rural areas, numbers should be displayed on the mailbox. Explain to the resident that this is important for the law enforcement officer when he or she responds to a complaint, or if there is a need for fire or ambulance service.

Always inform the homeowner of the following security tips:

- Make sure that all doors are in clear view and not hidden by shrubbery. Thin the shrubbery growth, if necessary, so that the burglar is denied the opportunity to work undetected.
- Re-key locks when moving into a new or used home or apartment.
- Use your locks. An unlocked lock is not a lock. Habitually locking the home, closing and locking garage doors, must be a routine habit.
- Don't attempt to hide a key in a "secret" location. The burglar knows these locations as well as you.
- Lighting is important. Turn on interior lamps with a timer. External lighting is also important, but exclusive use of outside lighting when the home is unoccupied may actually tip off the burglar. Use photoelectric cells to turn the light on at dusk and off at daybreak. Make your house look occupied.
- Every solid door should be equipped with a wide angle door viewer of 180° or more. Use the door viewer before answering the door. Before opening the door, require identification of salesmen, public utilities personnel, repairmen, or anyone else you do not know. If you are still unsure, call the company, department, or agency they say they represent. If someone needs aid, make a call for them. Do not allow them in your home.
- When going on vacation remember the following:
  - Secure home and leave lights and radio on timer.
  - Leave a key with a trusted neighbor.
  - Make arrangements to have lawn mowed or snow removed.
  - Have a neighbor pick up newspapers and mail daily. The neighbor should also set out trash on trash removal day.
  - Ask your neighbor to park vehicles in your driveway in your absence.

# Door Systems



Door systems have many components. Each component presents problems for which there are different solutions. We must take into account the entire system including the frame, hinges, lock, strike, bolt, structure of the supporting walls, and the hardware (screws, nails, etc.) used to hold the elements together. All the elements of the door system must be designed to work together, providing a solid barrier against the intruder. *If one of the components is weak, the entire system becomes ineffective.*

It is important for the crime prevention practitioner to recognize weaknesses in the door system and have a working knowledge of effective methods of correcting these weaknesses. The crime prevention officer should be aware of cost effective methods of correcting deficiencies in door systems. For example, the officer might be able to recommend corrective measures for existing doors or the officer may find it necessary to recommend replacement of doors or hardware. Cost, as well as effectiveness, must be taken into consideration.

**Safety Tip:**

*All solid doors should be equipped with a wide angle door viewer of 180° or more. Residents should be advised to use the door viewer before answering the door.*

## The Frame

A secure door, effective locks and other parts of a door system will be less effective if the frame of the door is weak. Securing a door system often requires good carpentry skills. The inspecting officer should *never* attempt to remove the frame or drill holes in the frame to visibly inspect the construction. In all cases the officer should recommend that the homeowner check with a reputable carpenter to assure that a weak frame is properly secured.

**To check the frame structure:**

- Close the door firmly. If the frame movement is noticeable, recommend that the situation be corrected.
- With the door in the closed and locked position, grab the knob tightly and push sideways, backwards and forward. If the frame moves with the door, the situation should be corrected.

## Frames: Problems and Solutions

**Problems**

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

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

Frame splits near strike when door is kicked.

**Solutions**

Strengthen door frame with long nails or bolts about 4" above and below strike plate and at hinge leaves.

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

Strengthen door frame by installing high security strike plate with (minimum) No. 12 3" wood screws.

Reinforcement and strike plates will be discussed later in this book.

**Notes:**

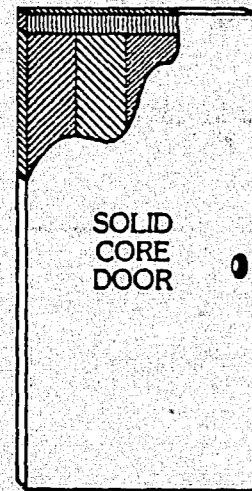
# Types of Exterior Doors

All exterior doors should be either metal or solid core wood. ALL EXTERIOR DOORS MUST BE AT LEAST 1 3/4" THICK.

## Metal or Steel Door

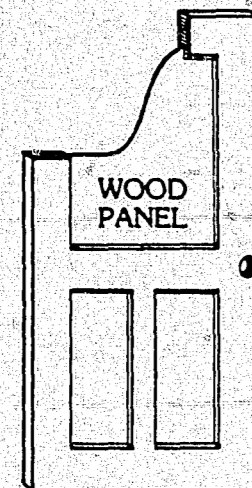
A well constructed steel door is probably the homeowner's best protection against forced entry; however, all steel doors are not constructed the same. Some are constructed with a heavier gauge sheet metal, while others are thinner and can be peeled apart like a tin can. It is recommended that the sheet metal used in the construction of a metal door be no thinner than 18 gauge. Normally, steel doors are filled with foam or some type of insulation material. Horizontal and vertical stiffeners within the door add strength to the door. The steel door should be reinforced at the lock and door knob assembly. This is usually accomplished with heavier metal plates within the door.

## Solid Core Wood Door



The solid core wood door has a solid interior of wood covered by wooden panels. This type of door does not cost as much as the steel door and does offer the homeowner protection against an intruder when properly installed with good security hardware.

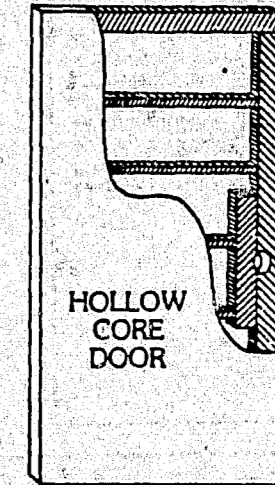
## Wood Panel Door



The basic weakness of the wood panel door is in the panels themselves. They can usually be kicked out by the intruder or broken out with a hammer or other blunt tool.

The hollow core door is constructed of thin wood covering a wood frame. It has a hollow center or a center filled with foam or cardboard material. This type of door offers the least resistance against an attack. The intruder can kick the door apart or peel the facing off the door to enter the premises. This door is intended as an interior door and should not be used as an exterior door.

## Hollow Core Door

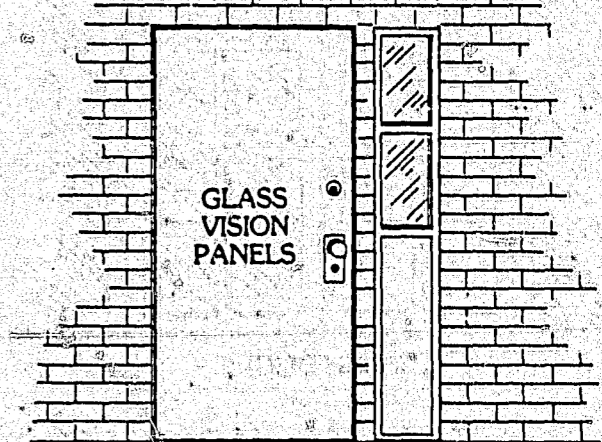


Doors containing windows or with adjacent glass panels can easily be defeated by the intruder who breaks out a pane of glass, reaches in, and unlocks the door. These types of doors should be equipped with double cylinder deadbolt locks<sup>1</sup> (see section on locks), which prevent the door from being unlocked from the inside by the intruder.

The key for the lock should be at least 40" from the glass to prevent an intruder from using the key to unlock the door. (See Safety Tip below.)

The lock mechanism can be further protected by covering the glass with expanded metal grating or polycarbonate material at least 3/16" thick.

## Glass Vision Panels or Glass in the Door

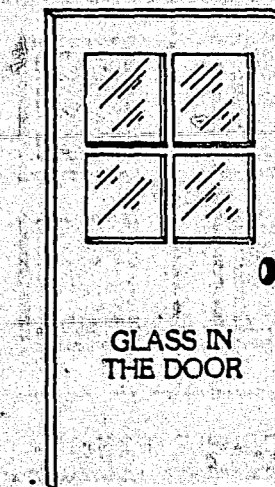


### Safety Tip:

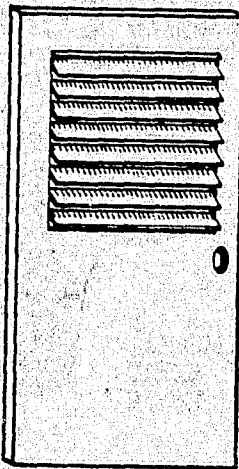
See footnote <sup>1</sup> at the end of this chapter.

In case of fire or other emergency which would require quick evacuation from the home, everyone in the family should know how to use the double cylinder lock.

Further, the key for the lock should always remain at a designated place so that everyone in the family knows its location.

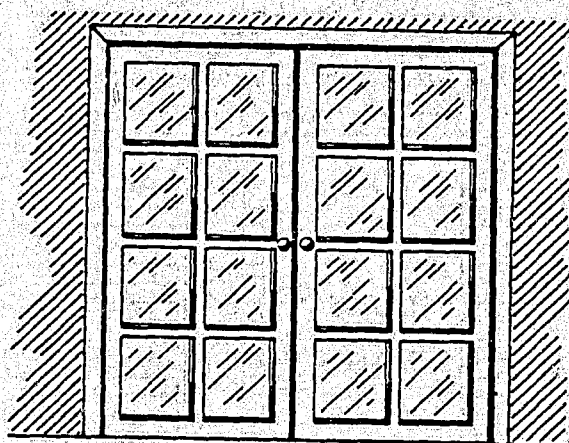


## Louvered Glass Door



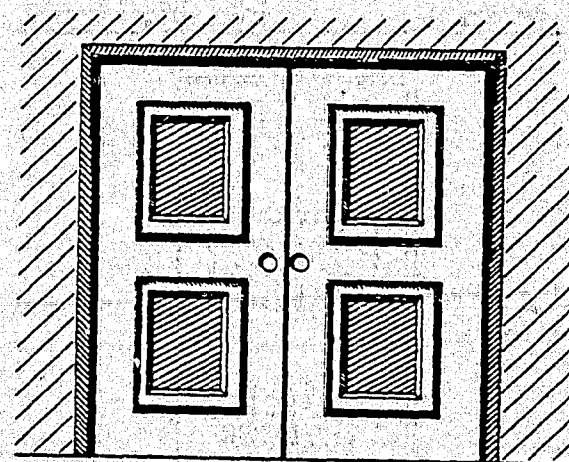
The louvered glass door provides little resistance against the intruder. Glass panels can be broken or pulled out. The glass area should be covered with security bars, grillwork or a polycarbonate at least 3/16" thick. Glass panels can also be epoxyed to their frames to prohibit removal. Lock mechanisms are the same as those used on any doors with glass. (See section on locks.)

## French or Double Doors



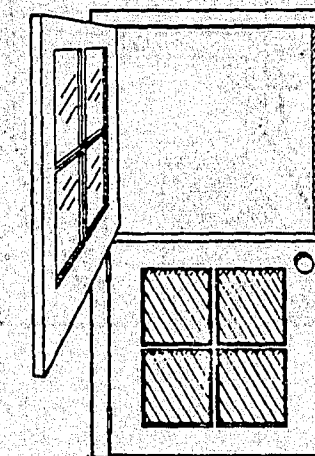
FRENCH DOORS

The glass in French doors can be treated in the same manner as glass in doors discussed previously. There are additional measures to be taken with French doors or any double door. To secure the double doors, one of the doors must be made stationary by properly installed concealed flush mounted header and threshold bolts. The active door is secured to the inactive door by using a deadbolt lock. (See the section on locks for specific information.) Remember, a double cylinder deadbolt should be used on any door which has glass within 40 inches of the lock.



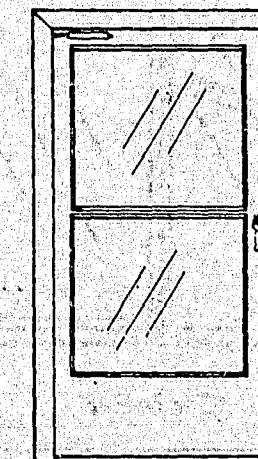
DOUBLE DOORS

## Dutch Doors



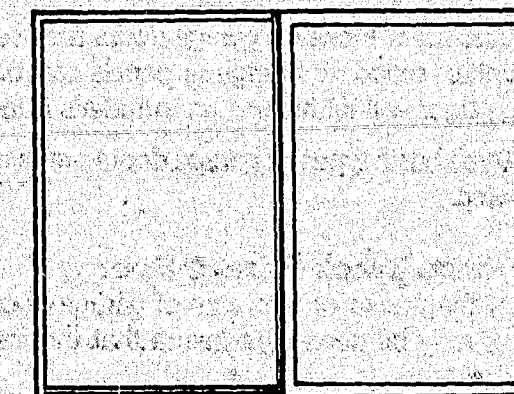
The Dutch door should have a concealed header or slide bolt interlocking the upper and lower halves of the door, unless separate deadbolt locks are used to secure both halves of the door. Double cylinder deadbolt locks should be used if glass is within 40 inches of the lock.

## Storm and Screen Door



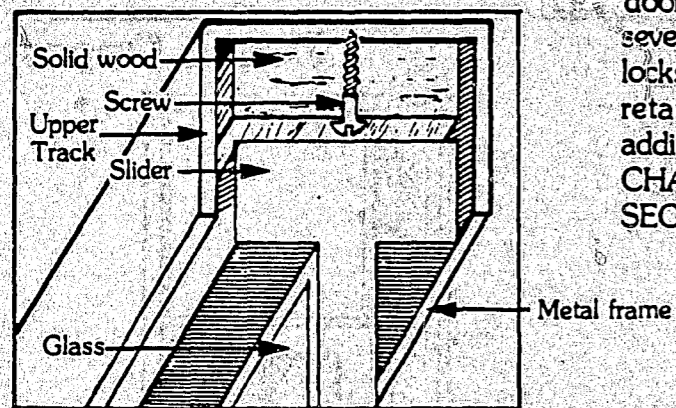
The storm or screen door offers little resistance against attack. Most storm doors can easily be pried open with a screwdriver. Screen doors offer no resistance, as the screen can be cut or pushed out. These doors are very flimsy in construction and lightweight, and will not resist forced entry. They are intended to keep insects from entering the home and to provide an airspace for insulation purposes.

## Sliding Glass Doors (or Windows)

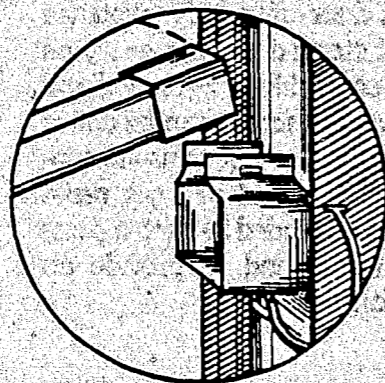
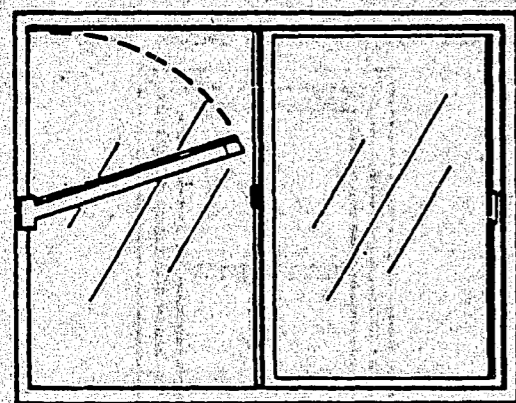


Sliding glass doors or windows offer the intruder several means of entry. These include prying the doors open with a screwdriver or prybar, lifting the door or window out of its track, or breaking the glass. To secure the sliding glass door or window, each of these means of entry must be dealt with individually. Little can be done to prevent the intruder from breaking the glass. (Many will not use this means of entry since breaking glass is noisy and dangerous.) To prevent the door or window from being lifted out of the track, a wood or metal bar of the proper thickness can be screwed inside the upper track. This will permit the door to slide properly but will not allow the





door to be lifted out of the track. There are several types of locks available. (See section on locks.) The Charlie Bar or similar device with a retaining bracket should be used as additional security. **DO NOT USE THE CHARLIE BAR AS THE ONLY MEANS OF SECURITY.**



"Charlie Bar"

## Garage Doors

Failure to close and lock garage doors presents a serious security problem. This should be emphasized to the homeowner. If an intruder gains entrance to the garage, he or she will be concealed and may find the tools necessary to continue the burglary into the home.

Manufacturers' locks on garage doors are usually poor in quality and can be easily defeated. Thin masonite, wood or fiberglass panels can be kicked out. The homeowner must insure that the garage door will withstand an intruder's attack.

The three basic types of garage doors are overhead track, overhead counterbalanced, and double outswing.

### Overhead Track Garage Door

Check the tracks of this type of garage door and make sure they are tight and secure. Heavier screws may be needed to insure that the tracks are secure. Holes drilled into the track above a

roller secured with a pin or padlock provide one method of securing the door. A case hardened hasp and padlock can also be used to secure this type of door (see section on padlocks). Reinforce thin panels by installing metal straps across the panels on the inside of the door.

Overhead track doors can be effectively secured with electronic door openers. The type of electronic door opener that is recommended is the multi-frequency type that can be disconnected from the inside of the garage when the homeowner is away.

### Counterbalanced Garage Door

As this type of door has no tracks, it should be secured with two case hardened hasps and padlocks (see section on padlocks) on both sides of the door, either on the outside or the inside. Metal straps bolted to the frame on the inside should be used to reinforce thin panels.

### Double Outswing Garage Door

On the double garage door, one of the doors must be made stationary or inactive with heavy duty slide or surface bolts mounted on the inside of the door. A case hardened hasp and padlock can then be used to secure the active leaf to the inactive leaf. Thin panels should be reinforced by bolting metal strips to the frame across the panels on the inside of the door. Attic openings in attached carports or garages should be viewed as a point of entry also. A well-constructed padlock will provide security for these entry points (see section on padlocks).

### Notes:

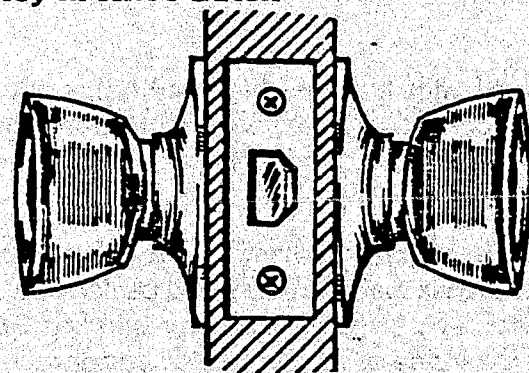
<sup>1</sup> Before recommending or using double cylinder deadbolts, check state building code.

# Door Systems Security

Each of the components of the door system requires individual consideration with respect to security. These considerations include the lock on the door, the strike plate on the frame, and the hinges on the door. **Safety Tip:** All exterior doors should be equipped with 180° door viewers or peepholes so residents can check the identity of visitors before opening the door.

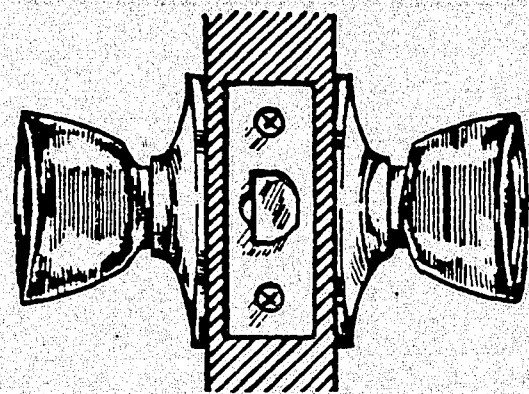
## Types of Door Locks

### Key-in-Knob Latch\*



The majority of all doors are equipped with a standard key-in-the-knob latch which provides little or no security. Note the term "latch," not lock. These devices have a spring which holds a latch in place. These latches can be defeated by wrenching the knob with hands or vice grips; using credit cards to slip the spring latch, kicking the door, or spreading the frame.

### Key-in-Knob with Anti-Shim Device\*

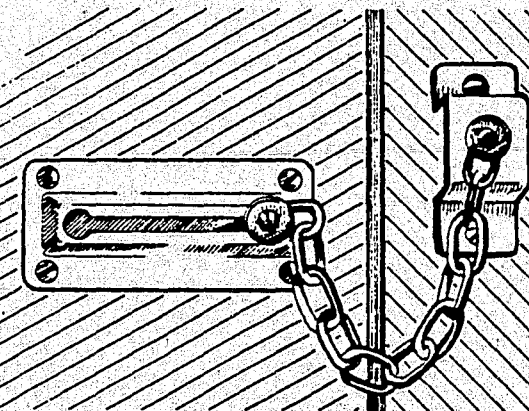


Spring loaded latches can be either mortised (set into the door) or rim mounted (set on the door). Rim mounted spring latches are usually used as auxiliary locks, but provide little security because the latch is short and the jamb can be spread or the screws can be popped out by kicking the door.

Some manufacturers add security features such as anti-shim devices on the key-in-the-knob devices. If properly installed, these devices may prevent slipping the bolt with a card. However, the knob can be easily wrenched off or the jamb can be spread to release the short spring bolt.

\*Spring latches are never acceptable for entryways.

### Chain Latch



Chain latches also provide false security. They are easily forced off by kicking the door or prying a partially opened door. This includes chain latches which are key operated.

There are many good locks available and, if properly installed, they can provide adequate protection.

**IMPORTANT: THERE IS NO LOCK WHICH CANNOT BE DEFEATED BY AN EXPERIENCED BURGLAR USING THE PROPER TOOLS.**

When recommending a specific type of lock, the surveying officer should remember that the average home burglary is committed by an unskilled burglar. Any added protection to be recommended must be done so with the idea of slowing down the burglar or causing the burglar to make noise.

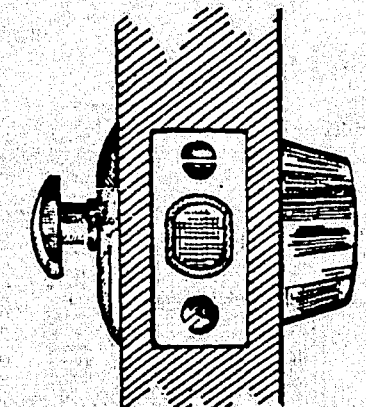
Locks are designed for three specific kinds of installation. One is mortised, that is, set into the door. Another is rim mounted, or set on the interior surface of the door. The third is tubular, with part of the mechanism inside and part of the mechanism outside the door. Single cylinder locks are keyed on the exterior side with a thumb turn operation on the interior surface. Double cylinder locks are keyed on both the interior and exterior surfaces.

Standard features to look for in a good lock are:

- minimum 1" bolt throw
- free spinning beveled cylinder guards constructed of case hardened steel
- 1/4" case hardened bolts which hold the two cylinder halves together
- five pin tumbler

The single cylinder deadbolt lock is key operated from the outside only. The interior operation is a thumb turn. This lock is used where there is no glass in the door or within 40 inches of the lock mechanism.

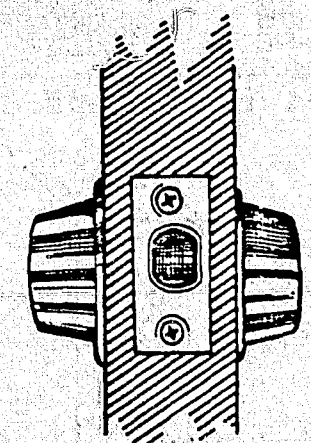
### Single Cylinder Tubular Deadbolt



**IMPORTANT: INSTALLATION OF EITHER A MORTISE OR TUBULAR LOCK MAY REQUIRE A SKILLED CARPENTER OR LOCKSMITH.**

The double cylinder deadbolt lock (key-way both interior and exterior) should be used on doors where there is glass in the door or within forty inches of the lock. This makes it impossible for the criminal to break the glass and reach inside to unlock the door. A key should be kept further than forty inches from any openings. When the home is occupied, the key should be readily available so that fast exits are possible in the event of emergencies. This key should always remain at the designated place and everyone in the family should know its location and how the lock operates.

### Double Cylinder Tubular Deadbolt

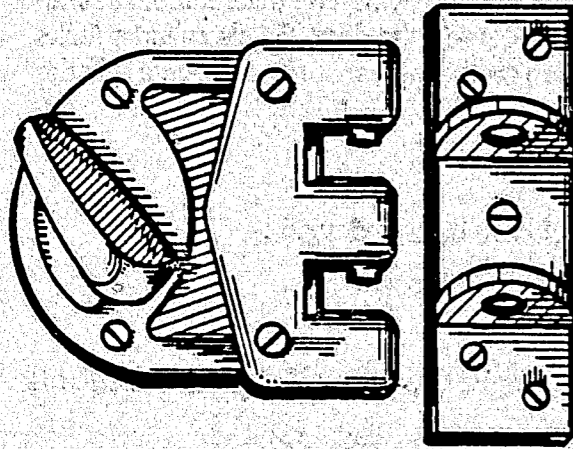


**IMPORTANT: INSTALLATION OF EITHER A MORTISE OR TUBULAR LOCK MAY REQUIRE A SKILLED CARPENTER OR LOCKSMITH.**

### Rim Mounted Locks

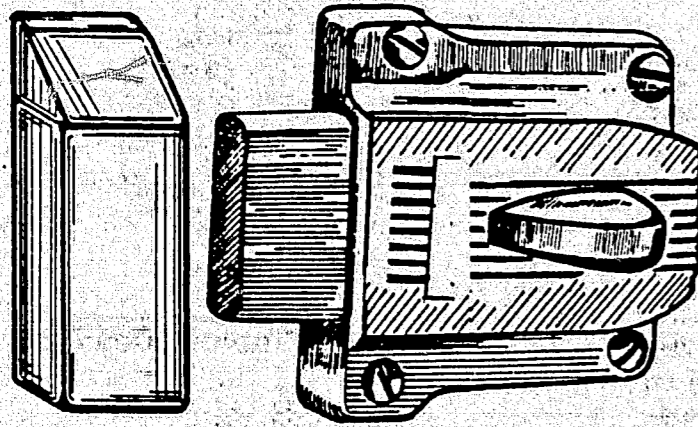
Surface mounted or rim mounted deadbolts, both vertical and horizontal bolts, also provide good security. They mount on the surface of the door and are easy to install. This type of lock is less expensive than single or double cylinder mortise locks.

### Vertical Deadbolt

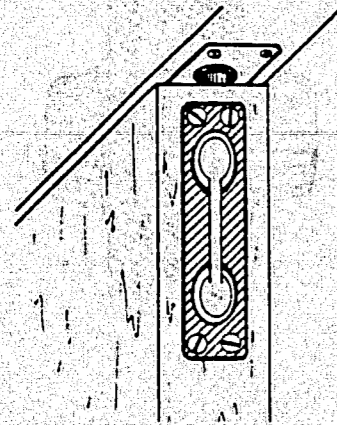


The surface mounted deadbolt locks have either a vertical or a horizontal bolt. The vertical drop has an interlocking principle which locks the bolt into the strike plate.

### Horizontal Deadbolt



### Concealed Header and Threshold Bolts



These devices are used to secure the inactive door on one side of double or French doors. They may also be used on Dutch doors to secure one half of the Dutch door to the other half.

### Remember:

- None of the preceding locks should be recommended for installation on hollow core doors.
- When the bolt of a deadbolt lock is in place, it stays in place. If the bolt can be pushed back into the door, it is not a deadbolt.
- If a double cylinder deadbolt lock is used, the key should be placed more than forty inches from any glass in or near the door.
- If deadbolt locks are recommended for more than one door they should always be keyed alike.
- Single or double cylinder deadbolt locks require various carpentry tools and skill to install.

### Notes:

<sup>1</sup>Before recommending or using double cylinder deadbolts, check state building code.



STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF HOUSING  
BUREAU OF CONSTRUCTION CODE  
ENFORCEMENT

THOMAS H. KEAN  
Governor

CN 805, Trenton, N. J. 08625 (609) 292-6364

JOHN P. RENNA  
Commissioner

No. 80-2

BULLETIN

Date: August 15, 1980

Subject: Double Cylinder  
Dead Bolts

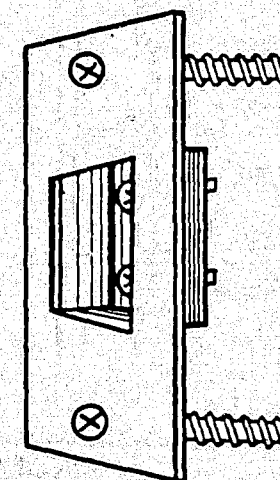
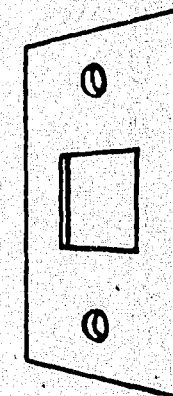
Reference: N.J.A.C. 5:23-3.4  
BOCA 609.2  
BOCA 612.5.1

The Department has recently been made aware of a problem involving double cylinder dead bolts in one and two family dwellings (Use Group R-3). The New Jersey State Crime Prevention Association has informed this Department of several instances where homeowners have been prohibited from using double cylinder dead bolts.

The Building Subcode (BOCA 612.5.1) prohibits the use of double cylinder dead bolts requiring a key operation on both sides on the required means of egress in use group R. BOCA 609.2 requires only one means of egress for one and two family dwellings.

Therefore, in one and two family dwellings, only the exterior door most likely to be used in the event of a fire would have to comply with BOCA 612.5.1. All other exterior doors would be allowed to incorporate double cylinder dead bolts. A single cylinder dead bolt is permitted on required means of egress.

Strike Plates



The weakest point of a good lock may be the strike plate, which secures the bolt when the door is locked. Because of the way the frame is constructed, the strike plate must be reinforced. The door frame is set into an opening at the time of construction, and after the frame is squared, there is air space between the door frame and the door buck (2x4 next to the opening for the door).

To increase security, the air space between the door frame and door buck must be bridged so that the locking system is secured to a structural member, not the trim.

Thin gauge metal strike plates should be replaced with heavy duty strike plates secured with number 12 three inch wood screws. This adds protection to the jamb and is relatively inexpensive. If the frame appears weak, further security can be added by installing the long, high security strike plate or a high security strike box. These should be secured with number 12 three inch wood screws.

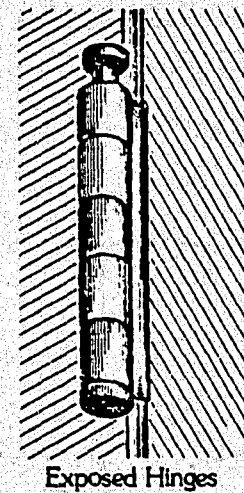
For doors installed next to masonry walls where there is not a door buck, lead anchors must be placed in the wall and the strike plate attached to the lead anchors.

With the addition of the reinforced strike plate, the door jamb is not likely to split when the door is kicked.

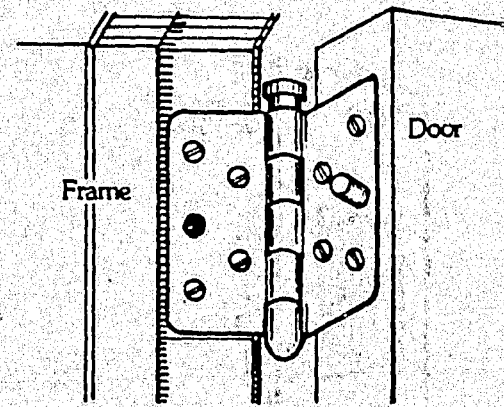
Doors which open outward have exposed hinges. These doors can be unhinged by removing the pins and then lifting the door away from the frame.

There are hinges which have nonremovable pins or hinges containing set screws to prevent pin removal.

## Door Hinges



The existing hinges may be protected by removing two screws opposite each other from both leaves of the hinge. Insert screw, nail or wooden dowel into the jamb leaf protruding 1/2 inch. Drill out the opposing screw hole in door. Do this to the top and bottom hinge of the door. When the door is closed the hinge pins may be removed, but the door will remain firmly in place.



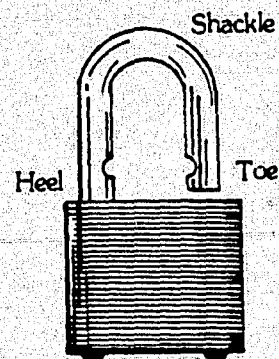
## Padlocks

Padlocks are generally used to secure fence gates, storage sheds, cellar doors, etc.

There are many padlocks on the market. A well-constructed padlock will have the following features:

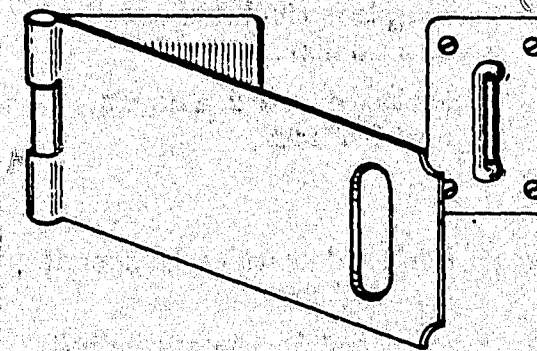
- Hardened steel 9/32" shackle
- Double locking mechanism heel and toe
- Five pin tumbler
- A key retaining feature, if possible. (Key cannot be removed until the padlock has been locked.)

Padlocks should never remain unlocked. This is an invitation to a potential burglar, who can remove the padlock, have a key made, and



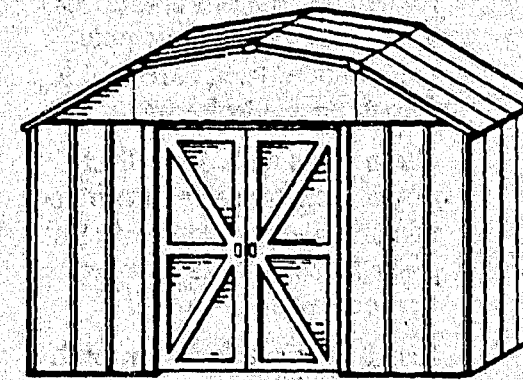
return the padlock to its original position. Later, he or she can return and enter the home, using the newly made key.

## Hinging Hasps



Hinging hasps should be of hardened steel and installed with carriage bolts through the door or gate. Use large washers on the inside. After nuts are secured, deface the threads of the bolt ends to keep nuts from working off or being removed. The hasp should be installed so that when it is closed, all bolt heads are covered.

## Detached Buildings



Detached buildings, prefabricated steel or aluminum sheds used for storage are nearly impossible to secure. If high value equipment (electric hand tools, expensive mowing or garden equipment, or bicycles) cannot be securely stored elsewhere, the only practical and inexpensive solution is to slow the burglar down.

The same security suggestions for the home apply to detached buildings — secure sliding doors, pin hinges, lock with a good padlock.

Leaving building doors open and unlocked is an invitation to a potential burglar to steal the valuables stored in them.

## Doors: Problems and Solutions

Door Type	Problem	Solution
Metal or Steel Door	Hollow construction. If hit hard, lock bolt will disengage from strike plate.	Use vertical-drop jimmy proof rim lock (see section on locks) or replace with better constructed door.
Wood Panel Door	Panels can be kicked in or broken out with hammer or other blunt instrument. Rails and styles under 1 3/4" thick.	Replace door with a door at least 1 3/4" thick.
Hollow Core Door	Door can be kicked apart or facing pulled off.	Replace door with solid door at least 1 3/4" thick.
Glass in or Near Door	Glass can be broken to gain access to lock mechanism.	Install double cylinder deadbolt locks. <sup>1</sup> Cover glass with metal grating or 3/16" polycarbonate. Keep key at least 40" from glass.
Louvered Glass Doors	Louvered panels easily removed.	Secure mechanism and cover glass with grill work or polycarbonate at least 3/16" thick. Epoxy panels to frames.
French or Double Doors	Glass easily broken; doors easily pried apart.	Cover glass with 3/16" thick polycarbonate; secure both active and inactive door with properly installed locks (see section on locks).
Dutch Doors	Both portions of door not secured.	Install deadbolt locks on both portions of door or lock both parts of door together.
Storm or Screen Sliding Glass Doors	Weather-barrier only. Easily pried open or lifted out of track.	Do not rely on for security. Charlie Bar or similar device with retaining bracket; wood or metal spacers properly installed in upper track; proper locks (see section on locks).
Garage Doors	Doors not closed and/or locked. Inadequate locks.	Close and lock. Install adequate locks (see section on locks).

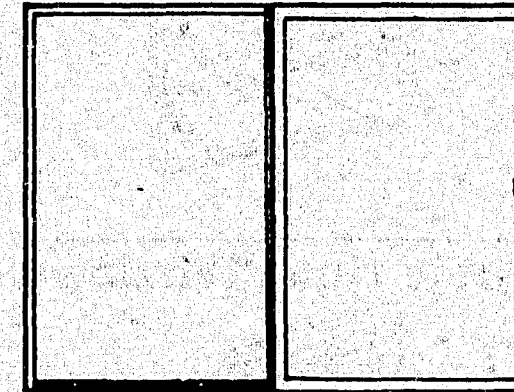
<sup>1</sup> Before recommending or using double cylinder deadbolts, check state building code.

## Types of Windows

Windows, like doors, provide an opportunity for unwelcome entry. There are many different kinds of windows and a variety of security devices. All ground floor windows as well as those easily reached from the roof, porch, carport, etc. should be secured. **Safety Tip:** In the event of fire or other emergency, bedroom windows should provide a means of ready escape. Keep this in mind for basement bedrooms also.

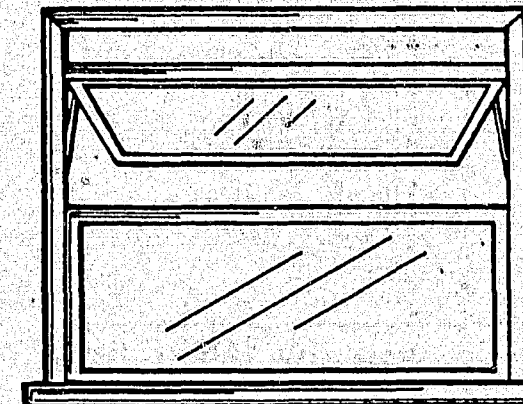
### Sliding Glass Windows

See the section on sliding glass doors. There are Charlie Bars and similar devices available for sliding glass windows. (Security suggestions the same for doors and windows.)

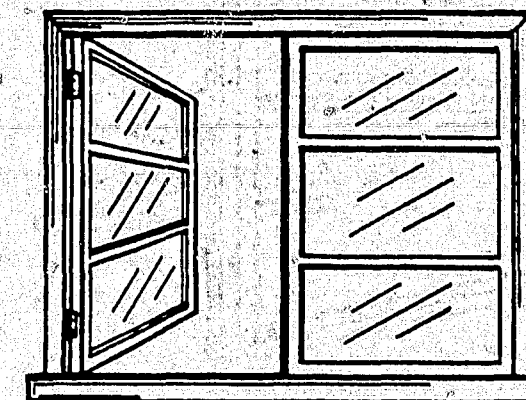


### Casement Windows

Casement windows are easy to secure. Make sure that the latches operate properly and that there is no excess play in the crank handle. One measure of security is to remove the handle so that if someone does break the glass, there is no mechanism to open the window. Replace any worn hardware. See the section on locks for locks for casement windows.



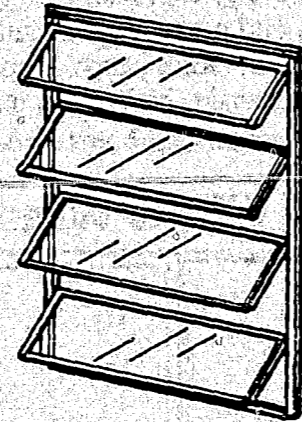
Awning (Louvered) Type



Outswing Type

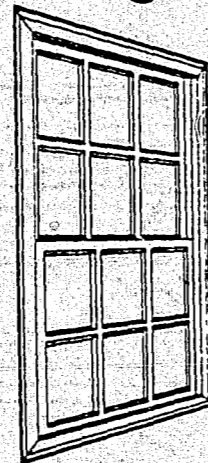
Louvered windows are security risks. Remove and replace them with solid glass or cover the opening with a polycarbonate material 3/16" thick. Panels can also be epoxyed to their frames.

### Louvered Windows



One of the most common problems on double hung windows is the crescent latch used to "lock" the window. This is not a lock; its primary purpose is to keep the top and bottom sashes closed. There are several methods available for securing double hung windows. Key locks which pin the upper and lower sashes together are available (see the section on locks).

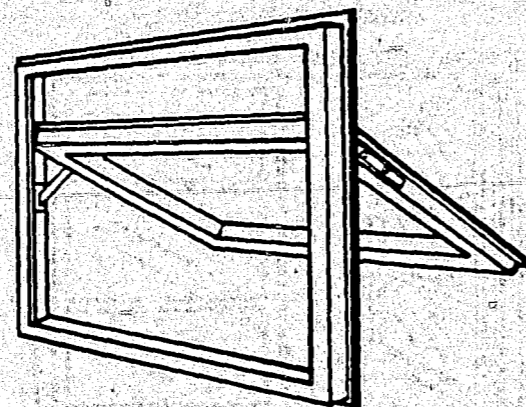
### Double Hung Windows



Another method is pinning the windows. This is an inexpensive method and one which can offer adequate security. (See section on window security.)

Basement windows can be pried open easily or the glass broken and entry made. One method to prevent entry through the basement window is to install grill or bars across the windows. Grillwork which fits the metal window well is also available. When attaching the grill be sure to round the heads of the bolts and strip the threads so the nut cannot be backed off to remove the grill. There are commercial locks which will work on some types of small basement windows.

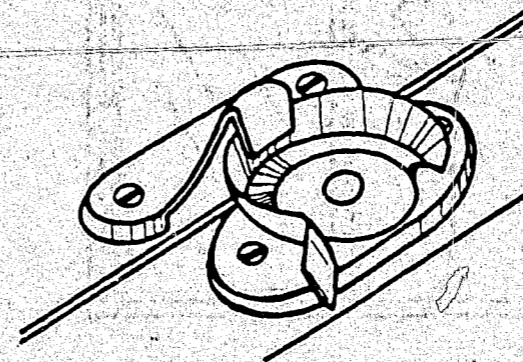
### Basement Windows



## Window Security

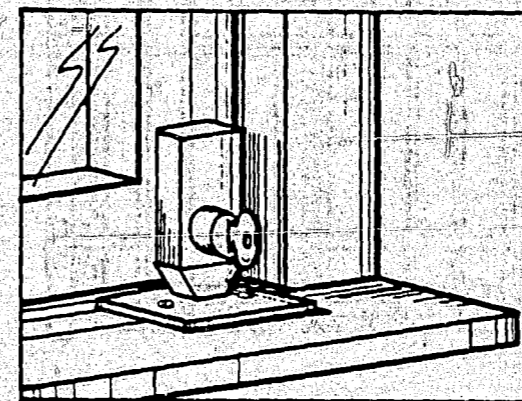
Security devices for windows vary, depending on the type of window and its location.

### Crescent Latch



The crescent latch found on double hung windows is not a security device. Its function is to keep the upper and lower windows together. A keyed crescent latch is not to be considered a security device either.

### Barrel Bolt Lock

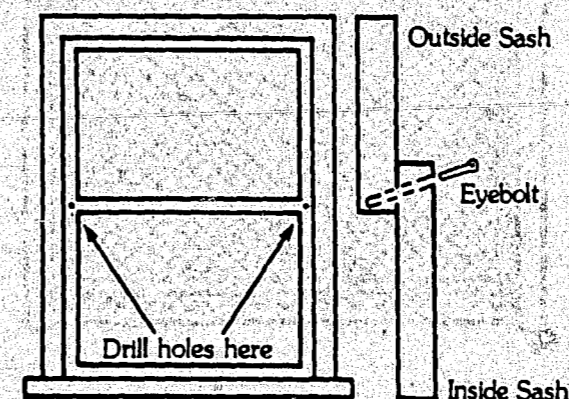


This lock is installed in the corner of the window and requires a key to open it. The key should be placed no closer than 40' to the window. This lock can be used on most windows.

#### Safety Tip:

*In case of fire or other emergency which would require quick evacuation from the home, everyone in the family should know how to use the lock. Further, the key for the lock should always remain at a designated place so that everyone in the family knows its location.*

### Pinning

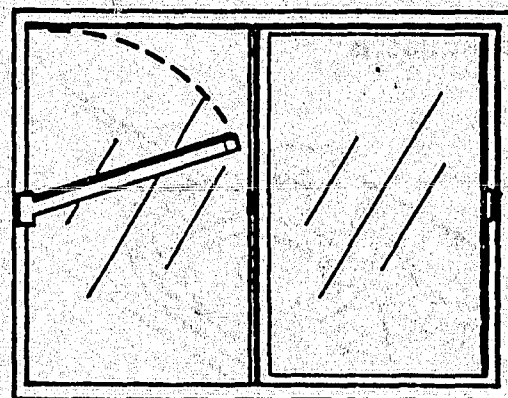


To pin double hung windows: at each top corner of the inside sash, drill a hole through the inside sash and three quarters of the way through the outside sash at a slight downward angle. Insert two 5/16" diameter eyebolts, one on each side of the window. The bolts should fit loosely enough in their holes so that they are easy to insert and remove.

A separate set of holes can be drilled into the outside sash approximately three to four inches above the inside sash so that the window can be left open for ventilation. This prevents the window from being opened further than the three or four inches allowed.

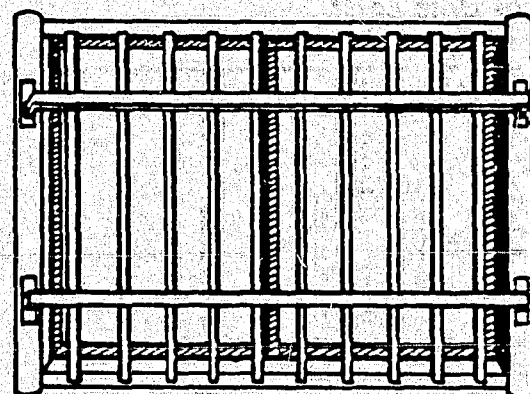
This removable drop bar prevents lateral movement of sliding glass windows. It is the same kind of device used on sliding glass doors.

**Charlie Bar (or similar device)**



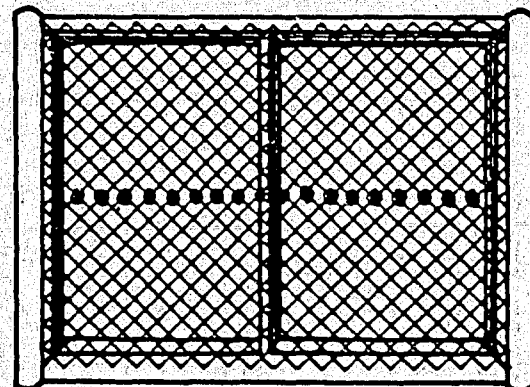
For some windows and doors, bars and decorative grillwork may be necessary for added protection. Quick release mechanisms which can be released from the inside should be installed.

**Bars and Grillwork**



Recommended construction or design of grillwork must include:

- bars of 1/2" diameter, 5" on center
- steel straps of 1/2" by 1/4" flat steel, 5" on center
- mesh or expanded metal screen 1/8" thick with openings less than 2"



## Windows: Problems and Solutions

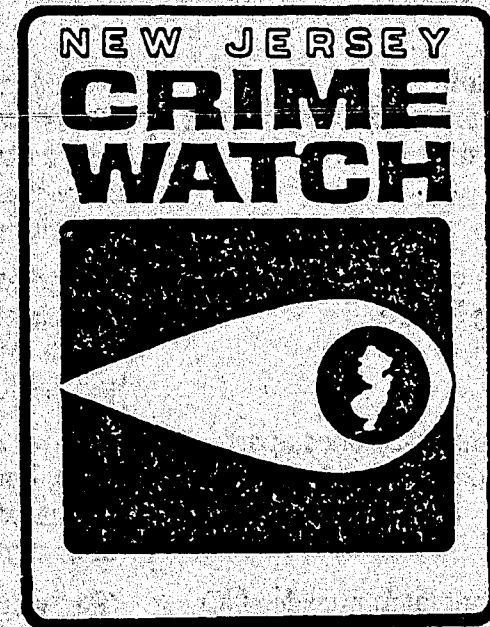
Window Style	Problem	Solution
Sliding Glass Windows	Easily pried open or lifted out of the track.	Secure with Charlie Bar or similar device; install wood or metal spacers in upper track to prevent upward movement.
Casement Windows	Play in crank handle. Play in locking handle.	Tighten locking handle to prevent excess play; remove crank handle. Make sure all locking handles fit and operate properly.
Louvered Windows	Louvers easily pried apart or removed from frame.	Remove and replace with solid glass, cover window with polycarbonate 3/16" thick, or epoxy glass panels to frame.
Double Hung Windows	Crescent latch provides NO security.	"Pin" windows or add a barrel bolt lock.
Basement Windows	Easy access by prying open or breaking glass.	Install bars or grill work.

Notes:



## Operation Identification

### WARNING



### OPERATION I.D.

All items of value on these premises have been marked for ready identification by law enforcement agencies.

Encourage participation in Operation Identification. Emphasize that marked property is worthless to burglars. By participating in Operation Identification, citizens can reduce the likelihood that their homes will be burglarized. Operation Identification has been proven effective in deterring burglary and in returning recovered property to the owner.

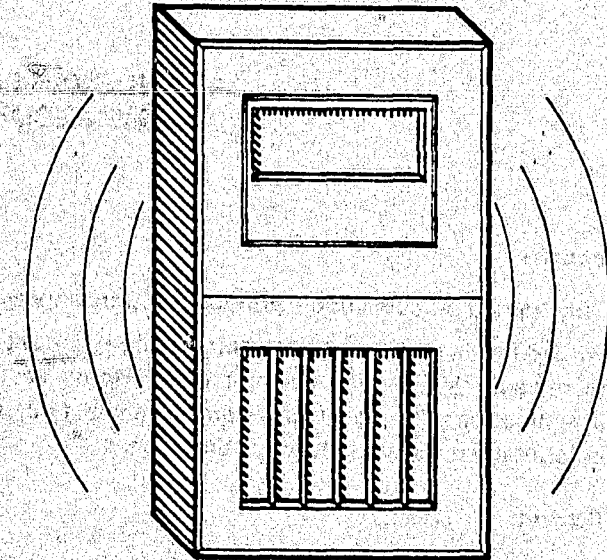
An engraving tool should be used to mark items such as TV's, stereos, or other appliances and items whose value will not be decreased by engraving.

Some items such as silver, artwork, jewelry, etc. will require special handling. Since engraving could decrease the value, use a camera to take a photograph of items. On the reverse side of these pictures write a full description of the items photographed (e.g. 1847 Rodgers Brothers Silverware, Candelite pattern, 12 place setting, 4 serving spoons, 1 butter knife, 1 sugar spoon) and any identifying marks upon any of the pieces. Also take photographs of the four walls in each room to show items that are on display. This is a ready reference if the resident becomes a burglary victim.

Advise residents to use their New Jersey driver's license number preceded by the letters NJ to engrave their valuables. The driver's license number is the only number which can be traced back to the owner. If they do not have a driver's license, they may obtain an identification card from the Division of Motor Vehicles and use this number to engrave their valuables. This would apply only to those who are handicapped or otherwise legally unable to acquire a New Jersey driver's license.

## Alarms

Alarms offer additional security, but should never be substituted for good locks. There are two basic types of alarms, wired and radio controlled. Both systems are designed to perform a certain function and work equally well. The main difference is that the radio control system sends a radio signal to the control box when a sensor has been disturbed. The wired system sends the signal to the control box over a wire from the sensor to the control box. The wired system uses the household current, while the radio control system works on batteries.



The most effective alarm system is one which combines a local alarm (bell and/or lights) with a central reporting alarm. The advantage of a central reporting system is that the alarm is constantly monitored by an alarm company. When the alarm is activated, the central alarm station notifies the law enforcement agency to assure immediate response.

Citizens should be advised that when they shop for an alarm, they should have several companies appraise their security needs. The citizen should insist on a written proposal and a copy of the contract he or she will have to sign. The company's reputation should be checked through the Better Business Bureau.

The system that is bought or leased should include a contract for continuing maintenance and service. The contract should itemize all the equipment to be installed and list all points of protection. Underwriters Laboratories (UL) approved equipment assures some degree of reliability. Citizens should advertise the fact that they have an alarm system by displaying warning decals.

## PROCEDURES FOR CONDUCTING HOME SECURITY SURVEYS

### Before

Only trained officers should conduct security surveys. A little knowledge is worse than no knowledge at all. Procedures in making citizen contacts should be set by each department. In general, just waiting for citizens to request this service will not work. Home security surveys should be done routinely with burglary investigations. Burglary victims are the easiest persons to motivate. Neighbors of burglary victims can also be contacted routinely to offer the service.

### During

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

### After

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

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

Statistical information on home security surveys and Operation I. D. should be maintained and cross-referenced with any Neighborhood Watch Program.

## SECURITY HABITS

**Operation Identification** - If all else fails, Operation I. D. will often deter the burglar.

Homeowners and apartment residents should always mark property in two locations to better his chances of recovery should something be stolen.

Block Security Decals should be posted on or near all entrances. Small stickers should be placed on many items marked to let the intruder know that items are, in fact, marked.

**House Numbers**

House numbers should be visible day and night from the street. In rural areas name or number should be displayed on mail box. This is important for the police officer when responding to a complaint.

**Shrubbery**

Is there a clear view of the doors? Or, are they hidden by shrubbery? If so, thin the growth so that the burglar is denied the opportunity to work undetected.

**Re-Key Locks**

This should be followed when moving into an apartment, or with second ownership of homes. This is relatively inexpensive to the resident.

**Use Locks**

An unlocked lock is not a lock! Habitually locking the home, closing and locking garage doors when away or at night is something which might be emphasized with every resident.

**Hiding Keys**

An extra key hidden in a *secret* location should always be avoided.

**Lighting**

Turning interior lamps on with a timer is inexpensive and should always be recommended. A transistor radio left playing when away will also confuse the burglar. External lighting is also important, but exclusive use of outside lighting when the home is unoccupied may actually tip off the burglar.

**Admitting Strangers**

The resident should be cautioned about admitting strangers. Identification of salesmen, public utilities personnel, repairmen, and *stranded strangers* should always be required before opening the door. A wide angle door viewer is an absolute must if visibility of callers is not possible. Partially opening the door equipped with a door chain is a practice which must be discouraged.

**Vacation Procedures**

Residents should be reminded of proper procedures when going on vacation:

- Secure home and leave lights on timer.
- Leave a key with neighbor.
- Make arrangements to have lawn mowed.
- Stop newspapers, mail (or have neighbor pick up daily).
- Notify your neighbor and request a vacation watch.

**NOTE:** Asking a friendly neighbor to park vehicles in driveway is also a good practice.



NEW JERSEY CRIME CHECK HOME SECURITY SURVEY

Courtesy of:

RESIDENT'S NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

OFFICER \_\_\_\_\_ FILE (CASE) NO. \_\_\_\_\_  Single  Family  Duplex  Apartment

Recommendations for security improvements checked below are in the interest of reducing the opportunity for a crime to occur.

DOOR SYSTEMS

1. HINGED DOORS - F-front S-side R-rear O-other

- F S R O grid of checkboxes

- Recommendations: Satisfactory, Reinforce frame & strike plate, Add auxiliary lock, Single cylinder, Double cylinder, Pin Hinges, Install 190% door viewer, Replace door, Double Door-Install lever extension flush bolts

Other (specify) \_\_\_\_\_

2. SLIDING DOORS

- Recommendations: Satisfactory, Take up slack (panhead screws), Use Charlie bar or stick, Pin doors, Reverse units (if incorrectly installed)

Other (specify) \_\_\_\_\_

3. GARAGE DOORS

- Recommendations: Satisfactory, Add auxiliary lock-type, Pin track, Electronic door opener

Other (Specify) \_\_\_\_\_

\*Doors leading to living area from basement or garage, hinged doors from garage to outside.

WINDOWS

4. DOUBLE HUNG

- Recommendations: Satisfactory, Pin windows, Install auxiliary lock, Secure air conditioning unit from inside

6. SLIDING

- Recommendations: Satisfactory, Pin windows, Install auxiliary lock, Use Charlie bar or stick, Let out expanders

5. CASEMENT

- Recommendations: Satisfactory, Replace latching mechanism, Adjust latching mechanism, Remove crank

7. BASEMENT

- Recommendations: Satisfactory, Decorative grill, Interior or exterior security bar

Other (specify) \_\_\_\_\_

MISCELLANEOUS OPENINGS

8. Attic, basement, outbuildings

Recommendation \_\_\_\_\_

LIGHTING

- Recommendations: Exterior-additional lighting, Interior-use timer

SHRUBBERY

- Recommendations: Trim from windows, Trim from doors

SECURITY HABITS

- 11. Reviewed basic security habits with resident (see reverse)

OPERATION ID

- Recommendation: Satisfactory, Engrave property, Display warning stickers, Update

HOME OWNER INFORMATION

\_\_\_\_\_

resident: \_\_\_\_\_

**END**