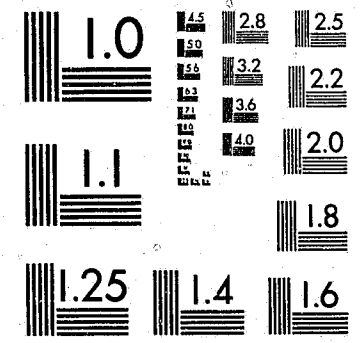


CR-511
6-15-84

National Criminal Justice Reference Service



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

8/3/84

93406

Residential Security Program

Program Guide & Evaluation

93406

MARYLAND CRIME WATCH RESIDENTIAL SECURITY PROGRAM

Guide and Evaluation

Developed by Maryland Crime Watch,
Maryland Criminal Justice Coordinating Council

Co-Sponsored By:
American Association of Retired Persons

93406

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

American Association of
Retired Persons

to the National Criminal Justice Reference Service (NCJRS).

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

STATEMENT OF PURPOSE

The Maryland Crime Watch Residential Security Program (RSP) has been developed with a dual purpose in mind. First, it serves as a guide for the practitioner who is interested in the implementation of a comprehensive residential crime prevention program. Secondly, this document enables the practitioner to measure the actual effect of a community crime prevention program as it relates to criminal activity, the fear of crime and citizen/law enforcement interaction.

Program evaluation may be the single most important task faced by crime prevention practitioners. This Program Guide and Evaluation Manual has been designed to:

- Measure the degree of progress toward specific objectives and toward the general goal of the program;
- Identify weak and strong points of program operations and suggest changes;
- Monitor program activities and capture pertinent statistical data;
- Provide for timely recognition of negative program effects;
- Increase public support for successful approaches;
- Provide standards against which to measure achievement; and
- Obtain reliable "bottom line" information.

The Residential Security Program Guide and Evaluation consists of an introduction, a set of general instructions, the specific objectives with corresponding methods of evaluation, and the forms to be used during program implementation.

This program should not be instituted until the implementing practitioner has received specialized training in its use. This training will be provided by MCW upon request.

ACKNOWLEDGMENTS

Maryland Crime Watch Residential Security Program Guide and Evaluation was developed by the Maryland Crime Watch staff of the Maryland Criminal Justice Coordinating Council and the Maryland Crime Watch Evaluation Subcommittee. Project staff were Ms. Pat Sill, coordinator; Ms. Linda Evans and Ms. Nancy Hax, program specialists; Lt. Roy Chiavacci, Maryland State Police, who was detailed to Maryland Crime Watch for this project; and Ms. Joyce Gary, Maryland Crime Watch secretary.

Special thanks are due to the members of the Maryland Crime Watch Evaluation Subcommittee, and the law enforcement agencies and organizations they represent. Their input, advice, and assistance were invaluable in developing and formulating this document. These individuals and their agencies are as follows:

- Cpl. Jesse Bane, Harford County Sheriff's Department and Maryland Crime Prevention Association Vice President
- Sgt. Larry Faries, Maryland State Police and Maryland Crime Prevention Association President
- Dr. Sheldon Greenberg, Howard County Police Department
- Capt. Richard Kollman, Prince George's County Police Department
- Sgt. Casey McDevitt, Charles County Sheriff's Department
- Sgt. Robert Novak, Baltimore City Police Department
- Sgt. Woody Pifer, Montgomery County Police Department
- Mr. George Sunderland, American Association of Retired Persons

Maryland Crime Watch and the Maryland Crime Watch Evaluation Subcommittee are grateful for the assistance provided to this project by the following groups and individuals: the Maryland Crime Watch Residential Security Program Field Review Committee; the Maryland Crime Prevention Association; Dr. Ralph Taylor, Johns Hopkins University Metropolitan Research Center; Dr. Lewis Dexter, University of Maryland, Baltimore County; Ms. Catherine Conly, Chief, Research and Statistics Section, Maryland Criminal Justice Coordinating Council; Mr. Len Sipes, National Criminal Justice Reference Service; Mr. Ray Franklin, Maryland Criminal Justice Resource Center; Ms. Lee Pearson and Mr. Steve Stiles, American Association of Retired Persons; and the many law enforcement officers, state crime prevention program and association representatives, and other individuals across the country who reviewed this document.

A special note of thanks to the American Association of Retired Persons and the FBI Academy for their co-sponsorship of the Residential Security Program National Field Review held in September, 1982 at the FBI Academy in Quantico, Virginia.

©American Association of Retired Persons, 1983.

TABLE OF CONTENTS

Statement of Purpose	iii
Acknowledgments	v
Residential Security Program Guide and Evaluation	1
Residential Security Program General Instructions	9
Purposes of Data Retrieval Forms	13
Data Retrieval Forms Cross Reference	14
Data Retrieval Forms	15
MCW Form 101: Target Area Criminal Activity Statistics	17
MCW Form 102: RSP Implementation Information	19
MCW Form 103: Pre-Program Neighborhood Attitude Survey	25
MCW Form 104: Post-Program Neighborhood Attitude Survey	27
MCW Form 105: Tally Sheet for MCW Forms 103 and 104	31
MCW Form 106: Pre- and Post-Survey of Program Knowledge	39
MCW Form 106A: Tabulation of MCW Form 106	41
MCW Form 107: Security Survey and Victimization Data	43
MCW Form 108: RSP Summary	45
Appendix: MCW Home Security Survey Form	51

NCJRM
APR 2 1984
ACQUISITIONS

MARYLAND CRIME WATCH RESIDENTIAL SECURITY PROGRAM GUIDE AND EVALUATION

INTRODUCTION

The Residential Security Program (RSP) has been developed to reduce neighborhood crime through a joint law enforcement/citizen program consisting of:

1. Neighborhood observation and reporting of suspicious activity (Neighborhood Watch).
2. Identification of physical and procedural security weaknesses and the implementation of corrective measures to eliminate those weaknesses (security surveys and compliance).
3. Property markings (Operation Identification).

By incorporating these three activities, traditionally undertaken in community crime prevention programming, the RSP is designed to obtain maximum community involvement to:

1. Reduce fear levels as they pertain to crime.
2. Reduce or eliminate criminal activity.
3. Improve citizen interaction with law enforcement.

To be truly effective, all three activities (Neighborhood Watch, security surveys, Operation Identification) should be presented as a comprehensive program since each one individually complements the others. Experience has shown that although participation in one activity is considered a "good start," the implementation and maintenance of the entire RSP considerably increase the likelihood of reaching the ultimate goal.

NOTE: Citizens should not be discouraged from participating in any one activity; rather, they should be encouraged to consider the incorporation of all three activities in the RSP.

RSP EVALUATION

Webster defines "evaluate" as, "to find the value or amount of; determine the worth of; appraise." The evaluation portion of the RSP is as important an ingredient as any other in attaining the program's overall goal. A formal systematic approach to measuring crime prevention programming is long overdue, and this document addresses this shortcoming. This instrument will not only "determine the worth of" the programs, but it will also serve as a step-by-step guide for those individuals who are responsible for program implementation and maintenance.)

The "bottom line" information that concerns crime prevention officers, participating citizens, law enforcement supervisors, law enforcement agency heads, and public officials can only be obtained (with any degree of reliability) by using a formal system designed to capture the required data. Participation levels, fear levels, reductions in criminal activity, and improved citizen interaction with law enforcement are considered the "bottom line" pieces of information used to determine continued programming, which includes:

1. Law enforcement's providing manpower and related resources.
2. Community involvement based on successful programs.
3. Private and public funding for delivery systems.

PROGRAM GOAL*

To reduce neighborhood crime and the fear of crime through a joint law enforcement/citizen program consisting of:

1. Neighborhood observation and reporting of suspicious activity;
2. Identification of physical security weaknesses and implementation of corrective measures to eliminate those weaknesses, and
3. Property marking.

OBJECTIVES AND METHODS OF EVALUATION

OBJECTIVE #1

To increase acceptance by citizens of their responsibilities for crime prevention by stimulating neighborhood interaction and creating awareness of neighborhood crime rates, trends, crime risks, and criminal opportunities.

METHOD OF EVALUATION

- A. Maintain a continuous assessment of neighborhood crime prevention programming needs by measuring the following:
 1. Criminal activity in the target area, measurable through an analysis of crime data before and after initiation of the Residential Security Program (RSP). (See MCW Form 101.) (NOTE: Crime data alone should not be the only measure of program success or failure; a successful program may generate increased reporting of crime for a certain period of time.)
 2. Fear levels, measurable through pre- and post-questionnaires. (See MCW Forms 103, 104.) (NOTE: Fear levels may increase initially after citizens are sensitized to the amount of criminal activity in their communities.)
 3. Program knowledge, measurable through pre- and post-questionnaires. (See MCW Form 106.)
- B. Maintain data on public awareness activities regarding neighborhood crime and citizen responsibility (e.g., personal contacts, program presentations, media announcements, etc.). (See MCW Forms 102 and 103.)

*This document should be read in conjunction with the RSP General Instructions, page 9.

OBJECTIVE #2

To inform the community of the availability of the Residential Security Program, which includes Neighborhood Watch, security surveys, and Operation Identification.

METHOD OF EVALUATION

Maintain data on public awareness activities (e.g., personal contacts, program presentations, media announcements, etc.) regarding the availability of the Residential Security Program. (See MCW Forms 102 and 103.)

OBJECTIVE #3

To develop a mechanism to continue the interest, education and action of Residential Security Program participants (program maintenance and evaluation).

METHOD OF EVALUATION

Upon establishing the RSP, those responsible for implementation should be prepared to continue the flow of information in the community regarding the crime problem and prevention methods, in particular citing victimization studies on Residential Security Program participants before and after involvement in the program (e.g., use existing community newsletter; develop a community crime prevention newsletter; make information available at community association meetings; participate in the Governor's Crime Prevention Awards Program; develop local recognition programs, etc.). Identify special groups in the community and develop additional programs or projects to meet their specific crime prevention needs. Maintain records of these groups and programs. (See MCW Forms 102, 103, 104, 107, and 108.)

OBJECTIVE #4

To educate the community regarding benefits of the Neighborhood Watch, security survey, and Operation Identification programs, and provide it with the information and materials necessary to implement the programs.

METHOD OF EVALUATION

Maintain data on personal contacts (e.g., meetings, displays, presentations, literature, etc.) provided to the participants and note increase in requests for security surveys and in Neighborhood Watch and Operation Identification participation. (See MCW Forms, 102, 104, and 107.)

OBJECTIVE #5

To establish a Neighborhood Watch program and develop a communications system for the exchange of crime-related information between neighborhood participants and law enforcement.

METHOD OF EVALUATION

Refer to data maintained in MCW Forms 102 and 104.

OBJECTIVE #6

To establish a cooperative system of observation among Neighborhood Watch participants. (Incorporating legal ramifications and participant limitations.)

OBJECTIVE #7

To increase the immediate and accurate reporting of crime, suspicious activities, and suspicious persons to the police and subsequent arrests by the police which are related to those calls for service.

METHOD OF EVALUATION

Maintain data on calls for service related to criminal activity. Compare calls for service related to criminal activity in the neighborhood before and after inception of the program. Compare calls for service related to criminal activity in neighborhood with calls for service related to criminal activity area-wide. (NOTES: 1. Data can be maintained on total crime-related calls for service or broken down into categories such as suspicious persons, breaking and entering, burglary, attempts, in-progress calls, etc. 2. A program which generates citizen involvement through awareness of potential problems may also generate increased calls for service over a certain period of time. See MCW Form 101.)

OBJECTIVE #8

To determine existing crime risks by on-site assessment of procedural, perceptual, physical and psychological barriers.

METHOD OF EVALUATION

Maintain data on the surveys that have been conducted (i.e., number of surveys conducted, number and/or types of security risks cited, location(s) of survey(s), recommendations, etc. (See MCW Form 107 and Appendix: Maryland Crime Watch Home Security Survey Form.)

OBJECTIVE #9

To recommend target hardening devices, procedures, and other methods (e.g., Operation Identification) necessary to remove or reduce identified crime risks. (See Appendix: Maryland Crime Watch Home Security Survey Form.)

OBJECTIVE #10

To monitor compliance and non-compliance with security survey recommendations in relation to the victimization of homes whose occupants have been offered the security survey.

METHOD OF EVALUATION

- A. Maintain data to compare victimization of homes whose occupants have complied with the security survey recommendations with victimization of homes whose occupants have not complied. (See MCW Form 107.)
- B. Maintain data noting attempted burglaries that were thwarted because the occupants had complied with security survey recommendations. (See MCW Form 107.)
- C. Maintain data to compare victimization of homes whose occupants have complied with security survey recommendations compared to victimization of homes whose occupants declined to participate in the survey. (See MCW Form 107.)

OBJECTIVE #11

To inform citizens of the importance of permanently marking or engraving their valuables, and photographing those items that cannot be marked or engraved. NOTE: The number used in the Operation Identification program is the owner's driver's license/Soundex number. Business owners can obtain a Soundex number from the Motor Vehicle Administration. Individuals who do not drive can obtain an identification number from the MVA which can be used for the Operation Identification Program.

OBJECTIVE #12

To inform citizens of the importance of preparing detailed property lists that provide full descriptions of valuables and numerical identifiers.

OBJECTIVE #13

To create a visual deterrent to potential criminals and to identify Operation Identification program participants through display of the Operation Identification decal.

METHOD OF EVALUATION

Maintain data on targeted communities to determine the extent to which Operation Identification decals are displayed. NOTE: To maintain the integrity of the Operation Identification program, strict controls should be used to prevent indiscriminate distribution of Operation Identification decals to anyone other than those persons who have complied with program requirements. (This data can be kept in a card file by targeted communities, and can include information relative to the total number of engravers lent and decals issued.)

OBJECTIVE #14

To create a visual deterrent to potential criminals through display of the Neighborhood Watch/Operation Identification sign in those neighborhoods that have the required level of participation in the Neighborhood Watch program.

METHOD OF EVALUATION

Compare the number of crimes in the targeted neighborhood before and after the installation of the Neighborhood Watch/Operation Identification sign. (See MCW Forms 101 and 102.) NOTE: The participation levels required for Neighborhood Watch/Operation Identification signs vary from jurisdiction to jurisdiction. Strict controls should be kept over these signs so that only the neighborhoods with the required participation post the signs.

OBJECTIVE #15

To enhance the identification of recovered stolen property and the return of recovered stolen property to the rightful owners.

METHOD OF EVALUATION

- A. Maintain data on the amount or percentage of stolen property marked or recorded in conjunction with Operation Identification in the targeted area. (This information can be kept in a card file in conjunction with Form 107 on Victimization.)
- B. Maintain data on the amount of property returned as a result of participation in Operation Identification in the target area. (This information can be kept by a card file in conjunction with Form 107 on Victimization.)

OBJECTIVE #16

To monitor the incidence of crime, fear of crime, and the level of community involvement following implementation of the Residential Security Program.

METHOD OF EVALUATION

- A. Periodically review the data collected on criminal activity in the Residential Security Program community. (See MCW Forms 101 and 108.)
- B. Periodically review the levels of fear in the Residential Security Program community. (See MCW Forms 105 and 108.)
- C. Periodically review the levels of citizen participation and community involvement within the framework of the Residential Security Program. (See MCW Forms 102, 106A, 107, 108. (NOTE: Optimum participation is achieved when members of the targeted community belong to the Neighborhood Watch program, have identified their property, have had security surveys performed, and have complied with the survey recommendations.)

MARYLAND CRIME WATCH RESIDENTIAL SECURITY PROGRAM (RSP)

GENERAL INSTRUCTIONS

1. Review RSP Introduction, Program Goal, Objectives, Methods of Evaluation.
2. Choose a target area to implement the RSP
 - Based on citizen interest, fear levels, and/or
 - Based on crime rate, trends.
3. Record the targeted crimes (burglary, breaking and entering, and larceny) as indicated on MCW 101. You may select other crimes to be monitored. Record these as well. *Refer to Objective 1.*

NOTE: The RSP is designed to have a direct impact upon residential burglary, breaking or entering, and larceny. However, the RSP may have indirect effects on other crimes (e.g., sexual assault, auto theft, vandalism).

4. Survey the homes in the target area, using MCW 103* to assess citizen attitudes about crime in their neighborhood. *Refer to Objective 2.* Record on MCW 102 the number of surveys distributed. This survey can be given by using one of the following methods:
 - Phone (using law enforcement officers or trained volunteers—e.g., Explorers, senior citizens)
 - Door-to-door (using law enforcement officers or trained volunteers—e.g., Explorers, senior citizens)
 - Neighborhood meeting—NOTE: Attendees will probably be the most interested/fearful/aware in the neighborhood, and survey results could be skewed.

*You may elect to use MCW 105 and tally as you survey.

5. Tally results of MCW 103 using MCW 105. Record on MCW 102 the number of surveys returned.

6. Begin public awareness activities as suggested on MCW 102 and record on MCW 102. Refer to Objective 2.

NOTES: Ideally, these activities should only be implemented after the attitude survey is given (MCW 103); otherwise, increased awareness might affect attitudes.

Throughout the RSP implementation period, keep media actively involved in publicizing crime prevention activities. Use alternate media, develop new material, look for new sources to disseminate material.

7. Conduct the first neighborhood meeting. Record necessary data on MCW 102. Refer to Objectives 1 and 2.

- Distribute roster requesting names, addresses, and phone numbers.
- Distribute MCW 103 if not completed prior to this meeting.
- Distribute MCW 106 to assess participant pre-program knowledge. Tally results on MCW 106A.
- Present relevant crime prevention information and materials. Record on MCW 102.

NOTE: To sustain interest and to be more effective, there should be several meetings to spread the delivery of information.

8. Plan program maintenance activities. Use MCW 102 to record these activities. Refer to Objective 3.

9. At subsequent meetings, present information regarding Neighborhood Watch, security surveys, and Operation Identification. Maintain MCW 102 for each presentation given. Refer to Objective 4.

10. Record on MCW 102 the specifics of your agency's Neighborhood Watch program.

11. Organize Neighborhood Watch program according to your agency policy. Explain the following: 1) Participation requirements, both individual and neighborhood; 2) Limitations of Neighborhood Watch participants; i.e., they are the "eyes and ears of the police," should not intervene, have no arrest powers.

Record Neighborhood Watch participation on MCW 102. Refer to Objectives 5 and 6.

12. Maintain data on calls for service related to criminal activity and record on MCW 101. Refer to Objective 7.

13. Introduce security survey concept to participants. Perform surveys and maintain records on individual security surveys performed using the Maryland Crime Watch Security Survey Form. Use MCW 107 to keep monthly and cumulative totals of surveys conducted. Refer to Objectives 8 and 9.

14. Record on MCW 107 the specifics of your agency's definition of security survey compliance. (Remember: the *degree of security achieved* is more important than the number of recommendations implemented.) Apply this standard of compliance consistently for all security surveys performed. Refer to Objectives 8 and 9.

15. Perform follow-up on security surveys conducted to monitor participant compliance with security survey recommendations. Use MCW 107 to keep monthly and cumulative totals (MT and CT) of follow-ups and the number of homes complying. Refer to Objective 10.

16. Using MCW 107, maintain data on victimization of households whose residents were offered the security survey, in relation to compliance and non-compliance with security survey recommendations. Refer to Objective 10.

17. Set up a record-keeping system (e.g., card file) for your Operation Identification program, including information on loan of engravers and decal distribution. Refer to Objective 13.

18. Introduce and implement the Operation Identification Program. Use your own record-keeping system (devised above) and MCW 102 to record participant information. Also use your Operation Identification record-keeping system to maintain statistics on which homes display the Operation Identification decals. Refer to Objectives 11, 12, and 13.

19. Help *qualifying* neighborhoods obtain Neighborhood Watch/Operation Identification signs, per your agency policy. On MCW 102, record the location of signs. Refer to Objective 14.

20. Compare the number of crimes in the target neighborhood before and after the installation of the Neighborhood Watch/Operation Identification sign. Refer to Objective 14.

21. Identify target neighborhood homes which have been victimized (includes burglaries, breakings and enterings, larcenies) since the RSP was implemented. (Use MCW 107 as a starting point to identify these homes.) Identify the following:

- 1) Marked (Operation Identification) property stolen.
- 2) Marked (Operation Identification) property recovered/returned.

Use your Operation Identification record-keeping system to record this information. Refer to Objective 15.

22. Allow a suitable time period to firmly establish all three RSP components (Neighborhood Watch, security surveys, Operation Identification) in the target area. This time period will vary depending on departmental resources (e.g., personnel, time, etc.) and other variables (e.g., use of volunteers, time of year implemented, etc.).

23. Record post-program crime data for a period (e.g., 12 months) corresponding to the pre-program crime data. Use MCW 101 to record this information. Transfer the pre-program and the post-program data from MCW 101 to the appropriate spaces on MCW 108. Compute the percentage change in crime and calls for service. Record on MCW 108 as indicated. *Refer to Objective 16.*
24. Using MCW 104, survey homes in the target area to assess citizen attitudes about crime in their neighborhood. Use MCW 105 to tally MCW 104 responses (in the same way you used MCW 105 to tally MCW 103 responses). Transfer tallied MCW 103 and 104 information from MCW 105 to MCW 108.
Compute percentage change in attitude and record on MCW 108 as indicated. *Refer to Objective 16.*
25. Using MCW 106, survey homes in the target area to assess post-program knowledge. Tally results on MCW 106A. Transfer the pre- and post-program knowledge data from MCW 106A to the appropriate spaces on MCW 108. Compute percentage change in knowledge and record on MCW 108 as indicated. *Refer to Objective 16.*
26. Transfer cumulative total (CT) security survey/victimization information from MCW 107 to MCW 108. Record as indicated. *Refer to Objective 16.*
27. Assess the number of RSP participants at various levels of program implementation. To assess optimum participation, count only those participants that have completed all three program components; they must be Neighborhood Watch participants *and* have marked or recorded their property in conjunction with Operation Identification *and* have complied with security survey recommendations. Record this number on MCW 108 as indicated.
28. Initiate maintenance activities. *Refer to Objective 3 and MCW 102.*
29. Assess the effectiveness in the target community by reviewing MCW Form 108. Disseminate this information as appropriate. (e.g. department head, MCW, etc.)

SPECIFIC PURPOSES OF DATA RETRIEVAL FORMS

- MCW 101** — Target Area Criminal Activity Statistics
Purpose: To maintain pre-program and post-program crime data in the target area, as well as citizen calls for service.
- MCW 102** — RSP Implementation Information
Purpose: To maintain all relevant participant and program information on RSP neighborhoods.
- MCW 103** — Pre-Program Neighborhood Attitude Survey
Purpose: To assess neighborhood crime victimization and citizen attitudes regarding crime and the fear of crime in the target neighborhood.
- MCW 104** — Post-Program Neighborhood Attitude Survey
Purpose: 1. To assess neighborhood crime victimization and citizen attitudes regarding crime and the fear of crime in the target neighborhood after RSP implementation.
2. To assess the level of citizen familiarity with and participation in the RSP in the target neighborhood.
- MCW 105** — Tally Sheet for Forms 103 and 104
Purpose: To provide a means for tallying the answers to questions on Forms 103 and 104.
- MCW 106 and 106A** — Pre-and Post-Survey of Program Knowledge
Purpose: To assess pre- and post-RSP knowledge of crime prevention programs in the target area.
- MCW 107** — Security Survey and Victimization Data
Purpose: To maintain data on security surveys in the target area and victimization related to compliance and non-compliance and non-participating homes.
- MCW 108** — RSP Summary
Purpose: To capture the "bottom line" information on the effects of the RSP on crime and citizen fear of crime in the target neighborhood.

DATA RETRIEVAL FORMS CROSS REFERENCE

MCW 101

Objective 1
Objective 7
Objective 14
Objective 16

MCW 102

Objective 1
Objective 2
Objective 3
Objective 4
Objective 5
Objective 14

MCW 103

Objective 1
Objective 2
Objective 3

MCW 104

Objective 1
Objective 3
Objective 4
Objective 5

MCW 105

Objective 16

MCW 106

Objective 1

MCW 106A

Objective 16

MCW 107

Objective 3
Objective 4
Objective 8
Objective 10
Objective 15
Objective 16

MCW 108

Objective 3
Objective 16

MARYLAND CRIME WATCH RESIDENTIAL SECURITY PROGRAM DATA RETRIEVAL FORMS

RESIDENTIAL SECURITY PROGRAM

MCW 101

Case/File # _____

TARGET AREA CRIMINAL ACTIVITY STATISTICS

Target Area _____

Date Information Compiled _____ by _____
(Name of Person)

Crime*: _____

Dates of Pre-Program Crimes Stats
(12 month period)

Dates of Post-Program Crime Stats
(12 month period)

From ___/___/___ to ___/___/___

From ___/___/___ to ___/___/___

Pre-Program Stats:

Post-Program Stats:

[Number of Crimes]

[Number of Crimes]

[(Month)]

[(Month)]

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

(_____)

12-Month Total: _____

12-Month Total: _____

* In this space, the targeted crimes as well as others to be monitored should be noted.
Use one copy of this form per crime. Crimes monitored may be chosen based on
reported crime or on citizen perception of offenses.

Dates of Pre-Program Crime-Related Calls for Service** (12 month period)

From ___/___/___ to ___/___/___

Pre-Program Stats:

[Number of Calls]
[(Month)]

()

()

()

()

()

()

()

()

()

()

()

()

12-Month Total: _____

Dates of Post-Program Crime-Related Calls for Service** (12 month period)

From ___/___/___ to ___/___/___

Post-Program Stats:

[Number of Calls]
[(Month)]

()

()

()

()

()

()

()

()

()

()

()

12-Month Total: _____

** Would include actual offenses as well as calls relating to suspicious persons, suspicious vehicles, suspicious activities, etc.

Case/File # _____

RSP IMPLEMENTATION INFORMATION

General Information

Name of group _____

Contact initiated by: Group _____

Law Enforcement Agency _____

Target area/Neighborhood name _____

Number of households _____

Contact person _____ Phone Number _____

Topic requested _____

Date of initial contact _____ Date of first meeting _____

Assigned to: _____

Has MCW Form 101 been completed? Yes _____ No _____

Have subsequent meetings been planned? Yes _____ No _____

If yes, when? _____ Topic(s) _____

Public Awareness Activities/Neighborhood Attitude Information

(Check if used, and describe as indicated.)

1. _____ Posters Date(s) distributed _____

Locations and by whom _____

Subject: _____ General Crime Prevention _____ Operation Identification

_____ Neighborhood Watch _____ Security Survey

_____ Other (Describe) _____

2. _____ News Releases Date(s) of Releases _____

Media receiving releases (newspapers, newsletters, radio, TV) _____

Subject: _____ General Crime Prevention _____ Operation Identification

_____ Neighborhood Watch _____ Security Survey

_____ Other (Describe) _____

Dates: _____

3. Other contacts with media (personal, phone, etc.)

Television stations

Subject: _____ General Crime Prevention _____ Operation Identification
_____ Neighborhood Watch _____ Security Survey
_____ Other (Describe) _____

Name(s) of station(s) _____

Date(s) contacted _____

Date(s) and time(s) material was used _____

Radio stations

Subject: _____ General Crime Prevention _____ Operation Identification
_____ Neighborhood Watch _____ Security Survey
_____ Other (Describe) _____

Name(s) of station(s) _____

Date(s) contacted _____

Date(s) and time(s) material was used _____

Newspapers

Subject: _____ General Crime Prevention _____ Operation Identification
_____ Neighborhood Watch _____ Security Survey
_____ Other (Describe) _____

Name(s) of newspaper(s) _____

Date(s) contacted _____

Date(s) and time(s) material was used _____

4. Neighborhood (group) attitude survey taken (MCW Form 103) _____ Yes _____ No

Date mailed/distributed _____

Mailed/distributed to (specify neighborhood, group, etc.) _____

Number mailed/distributed _____ Number returned _____

For results, See MCW 105.

Participant Information/Program Activities

1. Date of presentation _____ Location _____

2. Number in attendance for Residential Security Program presentation _____

3. Number of households (if applicable) _____

4. Pre-program knowledge survey distributed (MCW Form 106) _____ Yes _____ No

5. Number distributed _____ Number returned _____

For results, see MCW Form 106A.

6. Information presented and method of presentation (e.g., burglary prevention—oral presentation and film) _____

7. Printed material distributed (titles and amounts—e.g., 100 *Outsmarting Crime*) _____

Neighborhood Watch/Operation Identification Programs

1. Record specifics of your agency's Neighborhood Watch program participation requirements as follows:

a. What constitutes individual participation in Neighborhood Watch? (e.g., participation in Operation Identification, having had a security survey performed, having complied with security survey recommendations, reporting of suspicious activities, designation of block captains, etc.)

b. What percentage of neighborhood participation are you going to require before erecting a Neighborhood Watch sign in that neighborhood? _____ %

c. Cost of the sign _____ Who pays? _____

d. Other _____

2. Number of targeted neighborhood homes participating in Operation Identification (i.e., have engraved or identified their valuables and displayed the Operation Identification decal) _____

Total number of homes in targeted area _____

Percent of neighborhood _____ %

3. Number of targeted neighborhood homes participating in Neighborhood Watch (See 1a. above) _____

Total number of homes in targeted area _____

Percent of neighborhood _____ %

Is this a sufficient percentage for a Neighborhood Watch sign to be erected?

Yes _____ No _____

Has a Neighborhood Watch sign been erected? Yes _____ No _____

If yes, give street location _____

Date sign was erected _____

Maintenance Activities

1. Post-program neighborhood attitude survey (MCW 104). Describe results as compared with pre-survey.

Date Mailed/Distributed _____ Number Mailed/Distributed _____

Number Returned _____

(Check where applicable and explain.)

2. _____ Follow-up presentations on other crime prevention topics

Date(s), topic(s), and location(s) _____

3. _____ Contacts with individual households in neighborhood (e.g., phone, personal)

4. _____ Neighborhood newsletter articles and information

Date(s) and topic(s) _____

5. _____ Re-examination of program knowledge (MCW Form 106)

Date Mailed/Distributed _____ Number Mailed/Distributed _____

Describe results as compared with pre-program knowledge _____

6. Is MCW Form 108 being utilized on a continuing basis? Yes _____ No _____

7. Are participants being kept abreast of criminal activity? (See MCW Form 101.)

Yes _____ No _____

8. _____ Other. Describe: _____

RESIDENTIAL SECURITY PROGRAM

MCW 103*

**PRE-PROGRAM NEIGHBORHOOD
ATTITUDE SURVEY**

The purpose of this survey is to assist your neighborhood in designing a comprehensive crime prevention program. Your opinion is important and will remain completely confidential.

1. I feel that crime in my neighborhood is: (please check 1 response only)

- Very serious
- Serious
- A problem, but no worse than other neighborhoods
- Not serious

2. The most serious type of crime in my neighborhood is _____

3. In the last year, crime in my neighborhood has: (1 response)

- Increased
- Decreased
- Stayed about the same

4. How long have you lived in your neighborhood? (1 response)

- Under 1 year
- 1-5 years
- 5 and over

5. How safe would you feel being out alone in your neighborhood during the day?
(1 response)

- Very safe
- Somewhat safe
- Somewhat unsafe
- Very unsafe

6. How safe would you feel if you were out alone in your neighborhood at night?
(1 response)

- Very safe
- Somewhat safe
- Somewhat unsafe
- Very unsafe

* Use Form 105 to tally the results. After tallying the results, you may wish to record the totals on another copy of MCW 103.

9/83

7. Within the past year, was someone in your household a victim of crime?
 Yes No
8. If yes, was the crime in your neighborhood?
 Yes No
- a. What crime(s) _____
- b. Was the crime reported to the police?
 Yes No
9. If you were to observe a crime taking place in your neighborhood, would you:
 (1 response)
 Call the police
 Call a neighbor or friend
 Try to catch the person
 Do nothing. Why? _____
10. If your neighbors were to observe a crime taking place, do you believe they would:
 (1 response)
 Call the police
 Call a neighbor or friend
 Try to catch the person
 Do nothing. Why? _____
11. Do you feel that citizens in your neighborhood have accepted some responsibility for their personal safety?
 Yes No
12. Would you be interested in learning more about how you can help protect your family and secure your home?
 Yes No

POST-PROGRAM NEIGHBORHOOD ATTITUDE SURVEY

You and your neighbors have been helping to fight crime by participating in a Residential Security Program. As you are aware, this program has consisted of free home security surveys, implementation of the Operation Identification program, and establishment of a Neighborhood Watch or Block Watch program whereby residents keep an eye on each other's home and property.

In an attempt to keep this crime prevention effort as effective as possible, we ask that you complete the following. Your responses are most important and will remain completely confidential. Thank you for your cooperation.

1. I feel that crime in my neighborhood is: (please check 1 response only)
 Very serious
 Serious
 A problem, but no worse than other neighborhoods
 Not serious
2. The most serious type of crime in my neighborhood is _____
3. In the last year, crime in my neighborhood has: (1 response)
 Increased
 Decreased
 Stayed about the same
4. How long have you lived in your neighborhood?
 Under 1 year
 1-5 years
 5 and over
5. How safe would you feel being out alone in your neighborhood during the day?
 (1 response)
 Very safe
 Somewhat safe
 Somewhat unsafe
 Very unsafe

*Use Form 105 to tally the results. After tallying the results, you may wish to record the totals on another copy of MCW 104.

6. How safe would you feel if you were out alone in your neighborhood at night?

(1 response)

- Very safe
- Somewhat safe
- Somewhat unsafe
- Very unsafe

7. Within the past year was someone in your household the victim of a crime?

Yes No

8. If yes, was the crime in your neighborhood?

Yes No

a. What crime(s) _____

b. Was (were) the crime(s) reported to the police? Yes No

9. If you were to observe a crime taking place in your neighborhood, would you:

(1 response)

- Call the police
- Call a neighbor or friend
- Try to catch the person
- Do nothing. Why? _____

10. If your neighbors were to observe a crime taking place, do you believe they would:

(1 response)

- Call the police
- Call a neighbor or friend
- Try to catch the person
- Do nothing. Why? _____

11. Do you feel that citizens in your neighborhood have benefited by becoming involved in the Residential Security Program?

Yes No

12. Do you believe you have learned more about protecting your family and securing your home?

Yes No

13. How long have you been part of a neighborhood Residential Security Program?

- 1-3 months
- 3-6 months
- 6-9 months
- 9-12 months
- Longer

14. What were your reasons for becoming involved in the program? (Please check any number of reasons.)

- Victim of a crime
- Past participation in a similar program
- Recommendation of friends
- Recommendation of neighbors
- TV, radio, billboard ads, newspapers
- Law enforcement agency presentations
- Other _____

15. Did you receive information on the Operation Identification program?

Yes No

a. Have you engraved or recorded your property in conjunction with the Operation Identification program?

Yes No

b. If yes, have you displayed the Operation Identification sticker(s) on your doors and windows?

Yes No

16. Did you have a security inspection performed on your home by a law enforcement officer or a trained representative?

_____ Yes _____ No

a. If yes, have you carried out the recommendations in regard to securing your home?

_____ Yes _____ No

b. If yes:

Approximate
total cost

_____ I implemented all of the recommendations.

_____ I implemented some of the recommendations.

c. If no:

_____ Because of the cost involved.

_____ Because of the time involved.

_____ Because I don't know how.

_____ Other reason _____

17. What impact do you feel the RSP has had on:

a. Citizen fear of crime? (1 response)

_____ Increased fear a lot

_____ Increased fear somewhat

_____ Reduced fear somewhat

_____ Reduced fear a lot

b. Crime? (1 response)

_____ Increased crime a lot

_____ Increased crime somewhat

_____ Reduced crime somewhat

_____ Reduced crime a lot

TALLY SHEET FOR MCW FORMS 103 AND 104

<u>Answers</u>	<u>Tally Space</u>	<u>Total</u>
1. Very serious	_____	
Serious	_____	
A problem but no worse than other neighborhoods	_____	
Not serious	_____	
No answer	_____	Total Responses _____
2. Murder	_____	
Rape	_____	
Robbery	_____	
Assault	_____	
Auto Theft	_____	
B&E	_____	
Other	_____	
No answer	_____	Total Responses _____

<u>Answers</u>	<u>Tally Space</u>	<u>Total</u>
3. Increased		

Decreased		

Stayed about the same		

No answer		Total Responses
_____		_____
4. Under 1 year		

1-5 years		

5 and over		

No answer		Total Responses
_____		_____
5. Very safe		

Somewhat safe		

Somewhat unsafe		

Very unsafe		

No answer		Total Responses
_____		_____
6. Very safe		

Somewhat safe		

<u>Answers</u>	<u>Tally Space</u>	<u>Total</u>
Somewhat unsafe		

Very unsafe		

No answer		Total Responses
_____		_____
7. Yes		

No		

No answer		Total Responses
_____		_____
8. Yes		

No		

No answer		Total Responses
_____		_____
8a. Murder		

Rape		

Robbery		

Assault		

Auto Theft		

B&E		

<u>Answers</u>	<u>Tally Space</u>	<u>Total</u>
Other	_____	_____
No answer	_____	Total Responses _____
8b. Yes	_____	_____
No	_____	_____
No answer	_____	Total Responses _____
9. Call the police	_____	_____
Call a neighbor or friend	_____	_____
Try to catch the person	_____	_____
Do nothing	_____	_____
No answer	_____	Total Responses _____
10. Call the police	_____	_____
Call a neighbor or friend	_____	_____
Try to catch the person	_____	_____
Do nothing	_____	_____
No answer	_____	Total Responses _____

<u>Answers</u>	<u>Tally Space</u>	<u>Total</u>
11. Yes	_____	_____
No	_____	_____
No answer	_____	Total Responses _____
12. Yes	_____	_____
No	_____	_____
No answer	_____	Total Responses _____
NOTE: MCW Form 103 stops with question #12. Questions 13 through 17 relate to MCW 104 alone.		
13. 1-3 months	_____	_____
3-6 months	_____	_____
6-9 months	_____	_____
9-12 months	_____	_____
Longer	_____	_____
No answer	_____	Total Responses _____

<u>Answers</u>	<u>Tally Space</u>	<u>Total</u>
14. Victim of a crime		

Past participation in a similar program		

Recommendation of friends		

Recommendation of neighbors		

TV, radio, billboard ads, newspaper article		

Law enforcement agency presentations		

Other		

No answer		Total Responses _____
15. Yes		

No		

No answer		Total Responses _____
15a. Yes		

No		

No answer		Total Responses _____

<u>Answers</u>	<u>Tally Space</u>	<u>Total</u>
15b. Yes		

No		

No answer		Total Responses _____
16. Yes		

No		

No answer		Total Responses _____
16a. Yes		

No		

No answer		Total Responses _____
16b. I implemented all of the recommendations		

I implemented some of the recommendations		

No answer		Total Responses _____

Answers

Tally Space

Total

16c. Because of the cost involved

Because of the time involved

Because I don't know how

Other reason

No answer

Total Responses _____

17a. Increased fear a lot

Increased fear somewhat

Reduced fear somewhat

Reduced fear a lot

No answer

Total Responses _____

17b. Increased crime a lot

Increased crime somewhat

Reduced crime somewhat

Reduced crime a lot

No answer

Total Responses _____

PRE- AND POST-SURVEY OF PROGRAM KNOWLEDGE

1. For a crime to occur, three elements are necessary: desire, ability, and opportunity. Crime prevention focuses on which one of these three elements?
a) Desire b) Ability c) Opportunity d) I don't know
2. The most important participants in a crime prevention program are:
a.) The police b) Citizens c) Both d) I don't know
3. Operation Identification is: Marking your valuables, recording a description of your valuables, and displaying an OP ID sticker.
_____ True _____ False _____ I don't know
4. What number should you use for the Operation Identification Program?
a) Social Security b) Driver's license/Soundex # c) Random combination of #s
5. Generally, most crime is reported.
_____ True _____ False _____ I don't know
6. Law enforcement officers will conduct a free home security survey in your home to determine your security risks and offer advice on reducing those risks.
_____ True _____ False _____ I don't know
7. Any neighborhood can qualify for a Neighborhood Watch sign to deter potential criminals from entering the neighborhood.
_____ True _____ False _____ I don't know
8. One of the best security devices for a door is:
_____ A chain latch _____ A deadbolt lock _____ A key-in-the-knob latch
_____ I don't know
9. Generally, most burglaries occur:
_____ During daylight hours
_____ In the evening
_____ After dark
_____ I don't know
10. The Residential Security Program is a joint effort between law enforcement and citizens that consists of:
_____ Neighborhood Watch
_____ Operation Identification
_____ Security Surveys
_____ All of the above
_____ None of the above

PRE- AND POST-SURVEY
OF PROGRAM KNOWLEDGE
TABULATION

Name of neighborhood/community _____

Number of surveyed homes _____

Pre-survey program knowledge results:

Number of surveys distributed _____

Number of surveys completed _____

Score	Responses	% of Total Tested
90-100%	_____	_____
70-80%	_____	_____
50-60%	_____	_____
Below 50%	_____	_____
TOTAL	_____	_____

Post-survey program knowledge results:

Number of surveys distributed _____

Number of surveys completed _____

Score	Responses	% of Total Tested
90-100%	_____	_____
70-80%	_____	_____
50-60%	_____	_____
Below 50%	_____	_____
TOTAL	_____	_____

RESIDENTIAL SECURITY PROGRAM

MCW 107

Case/File # _____

SECURITY SURVEY AND VICTIMIZATION* DATA

Target Area _____

of Homes in Area _____ Date Program Started _____

NOTE: MT = Monthly Total CT = Cumulative Total

Month	Requests for Survey	Surveys Conducted	Follow-up	# of Surveyed Homes Complying**	Complying Homes Victimized**	Complying Homes Where Victimization Thwarted	Surveyed Homes Not Complying & Victimized	Refused Survey & Victimized
MT	___	___	___	___	___	___	___	___
CT	___	___	___	___	___	___	___	___
MT	___	___	___	___	___	___	___	___
CT	___	___	___	___	___	___	___	___
MT	___	___	___	___	___	___	___	___
CT	___	___	___	___	___	___	___	___
MT	___	___	___	___	___	___	___	___
CT	___	___	___	___	___	___	___	___
MT	___	___	___	___	___	___	___	___
CT	___	___	___	___	___	___	___	___
MT	___	___	___	___	___	___	___	___
CT	___	___	___	___	___	___	___	___
MT	___	___	___	___	___	___	___	___
CT	___	___	___	___	___	___	___	___
MT	___	___	___	___	___	___	___	___
CT	___	___	___	___	___	___	___	___
MT	___	___	___	___	___	___	___	___
CT	___	___	___	___	___	___	___	___

*Victimization includes Breaking and Entering, Burglary and Larceny (not including Auto Theft)

**Record specifics of your agency's standard of compliance _____

RESIDENTIAL SECURITY PROGRAM

MCW 108

SUMMARY*

Case/File # _____

Date Form Completed _____

Target Area _____

of Homes in Target Area _____

Date RSP Program Initiated _____

Level of Neighborhood Crime—From MCW 101

Crime(s) _____

Dates of Pre-Program Crime Data	Dates of Post-Program Crime Data	% Change (+/-)
From ___/___/___ to ___/___/___	From ___/___/___ to ___/___/___	
_____ month total _____	_____ month total _____	_____

Dates of Pre-Program Crime-Related Calls for Service	Dates of Post-Program Crime-Related Calls for Service	% Change (+/-)
From ___/___/___ to ___/___/___	From ___/___/___ to ___/___/___	
_____ month total _____	_____ month total _____	_____

RSP Implementation Information—From MCW 102

Total # of Homes in Target Area _____

Total # of Homes Participating in Operation Identification _____
_____ % of total area

Total # of Homes Participating in Neighborhood Watch _____
_____ % of total area

Total # of Homes Receiving Home Security Survey (See MCW 107) _____
_____ % of total area

Total # of Homes Complying with Home Security Survey Recommendations
(See MCW 107) _____
_____ % of total area

* With this summary sheet you may also include any success stories you may have gathered from the target area (e.g., return of stolen property due to Operation Identification, assistance in prosecution due to increased citizen awareness, letters from citizens, etc.)

9/83

**Pre-Program and Post-Program Neighborhood Attitude Survey—
From MCW 103, 104, and 105**

Question	Pre-Program Result MCW 103	Post-Program Result MCW 104	% Change (+/-)
1. I feel that crime in my neighborhood is:			
Very serious	_____	_____	_____
Serious	_____	_____	_____
A problem, but no worse than other neighborhoods	_____	_____	_____
Not serious	_____	_____	_____
5. How safe would you feel being out alone in your neighborhood during the day?			
Very safe	_____	_____	_____
Somewhat safe	_____	_____	_____
Somewhat unsafe	_____	_____	_____
Very unsafe	_____	_____	_____
6. How safe would you feel if you were out alone in your neighborhood at night?			
Very safe	_____	_____	_____
Somewhat safe	_____	_____	_____
Somewhat unsafe	_____	_____	_____
Very unsafe	_____	_____	_____
7. Within the past year was someone in your household the victim of a crime?			
Yes	_____	_____	_____
No	_____	_____	_____
8. If yes, was the crime in your neighborhood?			
Yes	_____	_____	_____
No	_____	_____	_____

Question	Pre-Program Result MCW 103	Post-Program Result MCW 104	% Change (+/-)
9. If you were to observe a crime taking place in your neighborhood, would you:			
Call the police	_____	_____	_____
Call a neighbor or friend	_____	_____	_____
Try to catch the person	_____	_____	_____
Do nothing	_____	_____	_____
10. If your neighbors were to observe a crime taking place, do you believe they would:			
Call the police	_____	_____	_____
Call a neighbor or friend	_____	_____	_____
Try to catch the person	_____	_____	_____
Do nothing	_____	_____	_____

17. What impact do you feel the Residential Security Program has had on citizen fear of crime and crime?			
a. Citizen fear of crime:			
Increased fear a lot		_____	
Increased fear somewhat		_____	
Reduced fear somewhat		_____	
Reduced fear a lot		_____	
b. Crime:			
Increased crime a lot		_____	
Increased crime somewhat		_____	
Reduced crime somewhat		_____	
Reduced crime a lot		_____	

Pre- and Post-Survey of Program Knowledge—From MCW 106

Score	Pre-Survey Program Knowledge Results % of Total Tested	Post-Survey Program Knowledge Results % of Total Tested	% Change (+/-)
90-100%	_____	_____	_____
70-80%	_____	_____	_____
50-60%	_____	_____	_____
Below 50%	_____	_____	_____
TOTAL	_____	_____	_____

Security Survey and Victimization Data—From MCW 107

	Requests for Survey	Surveys Conducted	Follow-up	# of Surveyed Homes Complying	Complying Homes Victimized	Complying Homes Where Victimization Thwarted	Surveyed Homes Not Complying & Victimized	Refused Survey & Victimized
Totals								

**APPENDIX:
Maryland Crime Watch
Home Security Survey**



MARYLAND CRIME WATCH HOME SECURITY SURVEY

FILE (CASE) NO. _____

RESIDENT'S NAME _____ PHONE NO. _____

ADDRESS _____ COUNTY _____

SURVEYING OFFICER _____ Single Family Multiple Unit Home Apartment

Department or Agency _____ Date _____

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 Recommendations
a. Satisfactory
b. Reinforce frame & strike plate
c. Add auxiliary lock
d. Single cylinder
e. Double cylinder**
f. Pin hinges
g. Install 190° door viewer
h. Replace door
i. Security glazing
j. Double door—Install lever extension flush bolts

2. SLIDING DOORS

- Recommendations
a. Satisfactory
b. Take up slack (spacer in upper track)
c. Use Charlie bar or similar device
d. Pin doors
e. Auxiliary locks
f. Reverse units (if incorrectly installed)

3. GARAGE DOORS

- Recommendations
a. Satisfactory
b. Add auxiliary lock—type
c. Pin track
d. Electronic door opener

Other (specify) _____
*Doors leading to living area from basement or garage, hinged doors from garage to outside.
**Before recommending or using double cylinder dead-bolts, check local building code and fire regulations.

WINDOWS

4. DOUBLE HUNG

- Recommendations
a. Satisfactory
b. Pin windows
c. Install auxiliary lock
d. Secure air conditioning unit from inside

5. CASEMENT

- Recommendations
a. Satisfactory
b. Replace latching mechanism
c. Adjust latching mechanism
d. Remove crank

SLIDING

- Recommendations
a. Satisfactory
b. Pin windows
c. Install auxiliary lock
d. Use Charlie bar or similar dev.
e. Spacer in upper track

7. BASEMENT

- Recommendations
a. Satisfactory
b. Decorative grill
c. Interior or exterior security bar
Other (specify) _____

MISCELLANEOUS

8. Attic, basement, outbuildings, fences

Recommendations _____

9. ALARMS

LIGHTING

- 10. Recommendations
a. Satisfactory
b. Exterior-additional lighting
c. Interior—use timer

SHRUBBERY

- 11. Recommendations
a. Satisfactory
b. Trim from windows
c. Trim from doors

SECURITY HABITS

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

OPERATION ID

- Recommendation
Satisfactory
Engrave property
Display warning stickers
Update

OTHER INFORMATION/Explanation of above

Signature of resident _____
Signature of officer _____

AGENCY (DEPARTMENT) FILE COPY
NOTE: THIS INFORMATION IS CONFIDENTIAL AND SHOULD BE FILED IN A HIGH SECURITY AREA.

(NOTE: Separate copies before completing this side)

BASIC SECURITY HABITS

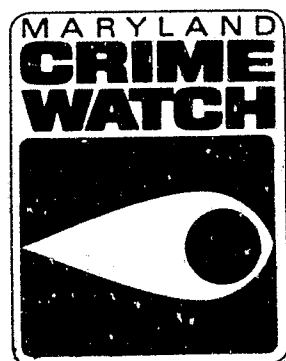
YES NO

- Does resident always lock home and garage?
- Is there proper control over keys and/or have locks been rekeyed if necessary?
- Does resident utilize security lighting (e.g. night lighting, use of timers)?
- Are proper precautions taken before opening the door or admitting strangers? (e.g. use of peepholes, proper identification)?
- Are house numbers plainly visible?

VACATION PRACTICES

- Does resident inform neighbors when he (she) is going to be away for extended periods of time?
- Does resident have someone pick up mail, newspapers, etc. or stop deliveries?
- Does resident have someone mow lawn, shovel snow, etc. to give home a lived-in appearance?

Other _____



END