

D<sub>o</sub>.I<sub>t</sub>.Y<sub>ourself</sub>. Guide  
FOR  
HOME SAFETY AND SECURITY  
2018

Presented by the Kitsap County Sheriff's Office  
Community Resource Unit

## DISCLAIMER

You may request the Kitsap County Sheriff's Office (KCSO) to send an e-mail with information and recommendations of changes that may improve the property's security. KCSO uses a form which is intended to point out areas where improvements may be beneficial. The recommendations are designed to make your residence more secure from an unauthorized entry.

The recommendations suggested have been made in good faith. There is no guarantee, implied or stated, that by implementing any of the recommendations you will not become the victim of a crime or theft, but the recommendations may reduce your risk.

This is a free service offered by the Kitsap County Sheriff's Office. You are free to use any of the ideas we suggest, but the County, Sheriff, and Deputies, other Employees and Volunteers are not liable for the results of your independent decision to implement any of these ideas.

If you would like an in-person evaluation, please email the Community Resource Unit at [COP@co.kitsap.wa.us](mailto:COP@co.kitsap.wa.us).

# RESIDENTIAL BURGLARY PREVENTION

- Burglary victims often feel vulnerable and violated when their personal space has been invaded. Statistically, residential burglaries, **occur during the day** while families are out working, shopping, or at school.
- The most common entry technique is to kick in a rear door; forcing the wooden jamb to give way. Common household tools such as; hammers, screwdrivers, pry bars and pliers may be utilized to gain entry into your home as well.
- Vehicle prowls **occur during the night**. Do not leave anything of value in your vehicle.
- Unfortunately, it is hard to catch burglars in the act and harder still to catch them after the fact. While residential burglaries seem random in nature, there is a simple selection process used by burglars. A residence can become a **prime target** due to the following:
  - **Non occupied**
  - **Easy access**
  - **Concealed access**
  - **Quick escape routes**
  - **Indications that no one is home- uncollected mail, newspapers, trash bins**

- Once inside a residence, burglars look for small, expensive items that are easily traded for drugs or pawned for cash. Favorite items include:
  - Cash
  - Jewelry, Watches
  - Laptops
  - Game Consoles
  - DVD Disks
  - Guns
  - Small Electronic Devices
- Protect your property and make your home less susceptible to becoming a target with the following actions:
  - **Make illegal entry more difficult.**
  - **Make illegal entry riskier.**
  - **Make illegal entry less rewarding.**
  - **Provide early warning of illegal entry or attempted entry.**

# 1. BRIGHT IDEAS:

## Ways to Discourage Burglars!

- Install lights at all exterior doors.
- Use lights at night.
- Install outside light fixtures where bulbs are not easily accessible.
- Illuminate house numbers for quick emergency service response.
- Trim shrubs back from doors and windows.

NOTE: Do not give a burglar a place to hide!

## Foil A Burglary Attempt With LIGHTING!

- Indoor lights
  - Appearance of an occupied home results in it being a less likely target.
  - Leaving a “light on” while away is okay, but putting several “lights” on timers and having them turn on and off as if you were home is better.
  - Supplement your lights with a radio or television timed to your normal listening habits.
- Exterior lights
  - Exterior lights pose an unmistakable deterrent to thieves.
  - Eliminate darkness or shadows with proper lighting across your property to keep this deterrent in place.

**NOTE: Survey your property from inside and outside your home for areas that support darkness and shadows.**

## Lighting Hardware



## Lamp Types and Low Voltage Systems



Puget Sound Energy (PSE) – They can help! To install street and area lighting.

- Contact information telephone: 1-888-225-5773 or e-mail [customerservice@pse.com](mailto:customerservice@pse.com)
- [www.intolight.com](http://www.intolight.com)
  - Light Cobra Head 100 or 150 watt light pole
  - Both light and pole can be leased monthly on a contract.

## SELF HELP SAFETY / SECURITY CHECKLIST

### 1. BRIGHT IDEAS:

- \_\_\_\_ ARE ALL EXTERIOR DOORS LIGHTED?
- \_\_\_\_ ARE LIGHTS USED AT NIGHT BOTH INSIDE AND OUTSIDE?
- \_\_\_\_ IS EXTERIOR LIGHTING INSTALLED HIGH ENOUGH TO PREVENT THE LIGHT BULB FROM BEING UNSCREWED?
- \_\_\_\_ ARE HOUSE NUMBERS ILLUMINATED FOR QUICK EMERGENCY SERVICE RESPONSE?

- \_\_\_\_ ARE SHRUBS TRIMMED BACK FROM DOORS AND WINDOWS?
- \_\_\_\_ WHEN YOU ARE AWAY FROM HOME, DO YOU USE TIMERS ON THE INTERIOR LIGHTS TO MAKE IT APPEAR YOU ARE HOME?
- \_\_\_\_ DO YOU SUPPLEMENT YOUR LIGHTING WITH A RADIO OR TV TIMED TO YOUR NORMAL LISTENING HABITS?
- \_\_\_\_ DO YOU ELIMINATE DARKNESS AND SHADOWS ACROSS YOUR PROPERTY TO DETER BURGLARS?
- \_\_\_\_ CAN YOU APPROACH YOU'RE HOME IN A WAY THAT KEEPS YOU IN DARKNESS OR SHADOW?

## 2. VEHICLE SMARTS

- **Vehicle Protection**
  - When parking in the driveway, park close the garage door.
  - Garage windows should have coverings.
  - Hide garage door opener from open view in your car or take it with you.
  - Leave only the ignition key with parking lot attendants.
  - When parking in the driveway, think about installing a motion sensing light to illuminate the vehicle as someone approaches.
  - Remove all valuables from the vehicle.
  - Leave all vehicle doors unlocked after removing all valuables and vehicle registration from the vehicle to prevent glass damage.

### SELF HELP SAFETY / SECURITY CHECKLIST

## 2. VEHICLE SMARTS:

\_\_\_ DO YOU REMOVE ALL VALUABLES FROM THE VEHICLE AND LOCK EVERY TIME YOU LEAVE YOUR VEHICLE?

\_\_\_ DO YOU KEEP YOUR GARAGE DOOR CLOSED AT ALL TIMES?

\_\_\_ DO YOU COVER WINDOWS IN THE GARAGE SO OTHERS CAN'T SEE IN?

\_\_\_ DO YOU KEEP THE GARAGE DOOR OPENER OUT OF PLAIN VIEW IN YOUR VEHICLE?

\_\_\_ DO YOU LEAVE ONLY THE IGNITION KEY WHEN VALET PARKING?

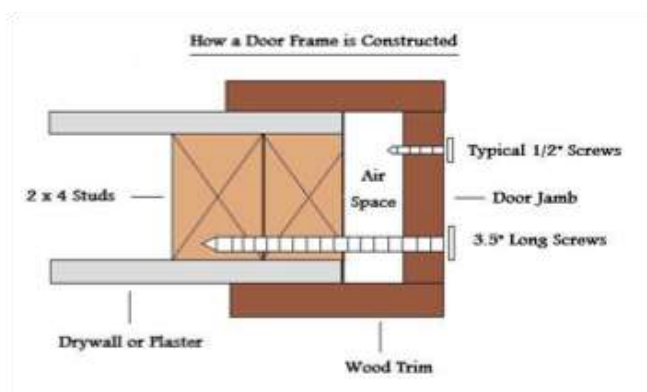
\_\_\_ WHEN PARKING IN THE DRIVEWAY AT NIGHT, DO YOU USE A MOTION SENSOR LIGHT TO DISCOURAGE CAR PROWL.

## 3. DOORS AND WINDOWS

### Door and Window Tips

- Install four-screw strike plates with three or four-inch screws to penetrate the wood door frame.
- Add auxiliary track-type locks, Charlie Bars, removable drop bars, wooden dowels, cam locks, pinning devices for windows and all sliding glass doors. (Note: Check that you do not damage the window.)
- When moving into a new residence change the locks as soon as possible.
- Always lock your doors and windows whether you are at home or away.
- If required give your neighbor a spare key. (**NOTE: Do not hide a spare key outside.**)
- Use solid core or metal clad exterior doors.

### Anatomy of a Door Frame





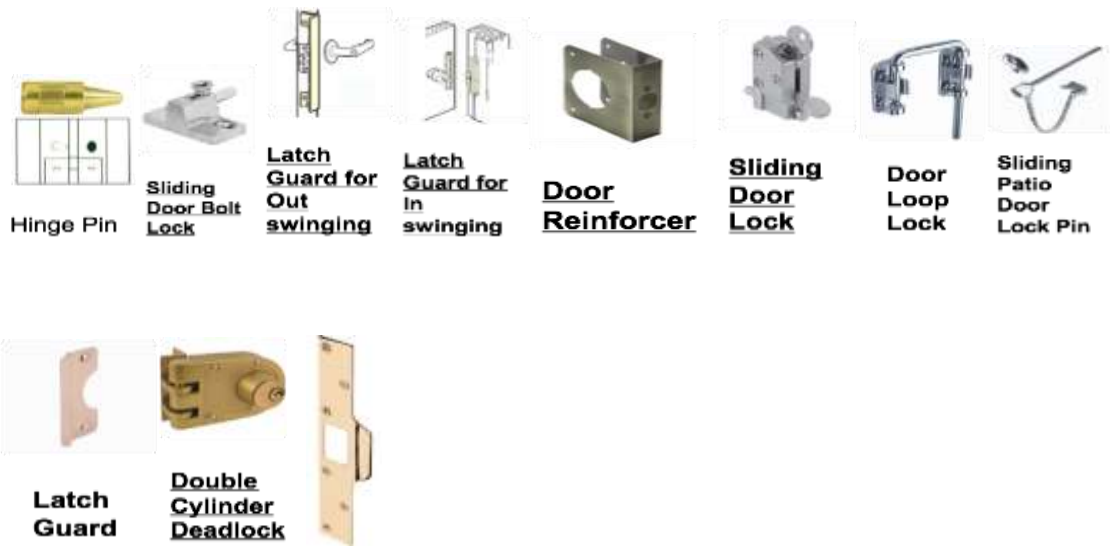
### Typical Door Kick Example



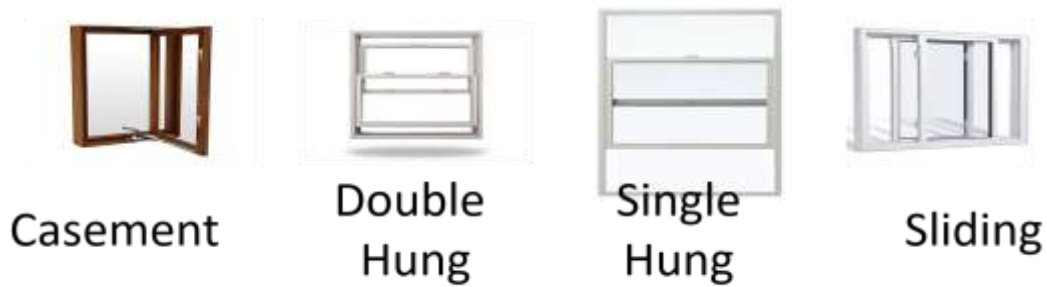
### Door Tips

- Use a dead bolt door lock on all exterior doors.
- If glass is within 3-feet of the lock, use a double cylinder dead bolt lock. (Keep in mind that during an emergency you need a key to operate the lock and exit) check local fire codes to determine if double cylinder dead bolts are permitted.
- Install peepholes on doors with 160-degree views.
- Add a second lower peephole for the wheelchair bound or children.
- Upgrade locks to defeat bump keying. (**NOTE: This is a special key designed to be inserted and struck to align locking pins and open locks.**)
- Install latch guards on door reinforcer (see picture below).

## Exterior Door Hardware



## Window Types



The second most common entry point during a burglary is an unsecured window. Make sure to install a secondary window security locking device like the ones shown below.

## Window Security Hardware



Cam Action  
Window  
Lock



Safety  
Sash Lock



Sliding  
Window  
Lock



Casement  
Window  
Low-Profile  
Sash Lock



Double  
Hung  
Wood  
Window  
Flip Latch



Double  
Hung  
Wood  
Window  
Vent  
Lock

## Interior and Exterior Window Coverings



If a burglary is very determined to enter your home they may break your window. You can install Security film to help prevent this. Security film is a colorless laminate that goes on your window to help prevent shattering. However it can only be installed on smooth glass and is less effective on small windows like the ones in a French door.

## SELF HELP SAFETY / SECURITY CHECKLIST

### 3. DOORS & WINDOW:

\_\_\_ HAVE YOU INSTALLED 4-SCREW STRIKE PLATES AND USED 3-4" SCREWS?

\_\_\_ HAVE YOU INSTALLED SOLID WOOD OR METAL CLAD EXTERIOR DOORS?

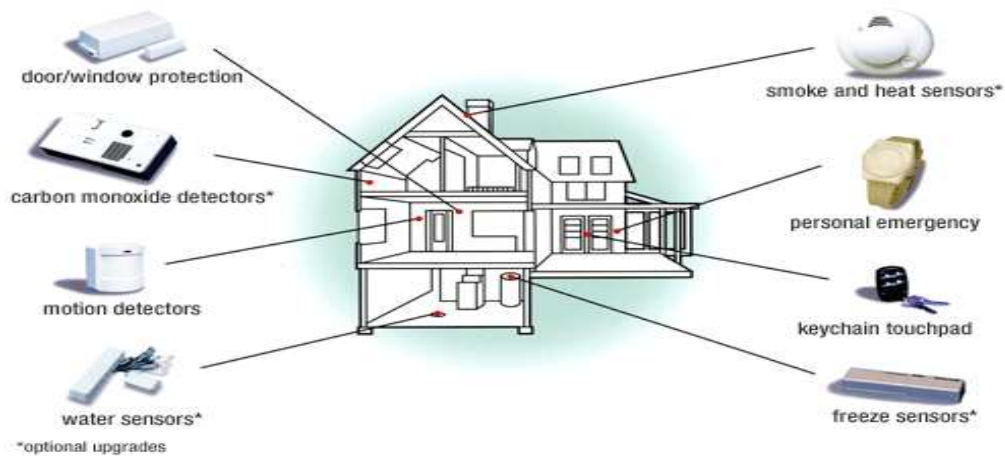
\_\_\_ DO YOU USE SUPPLEMENTAL SECURITY HARDWARE AT SLIDING DOORS AND WINDOWS, BOTH VERTICAL AND HORIZONTAL OPENING?

\_\_\_ DO YOU ALWAYS LOCK YOUR DOORS WHETHER AT HOME OR AWAY?

\_\_\_ DO YOU CHANGE ALL LOCKS WHEN MOVING INTO A NEW HOUSE OR RENTAL?

## 4.ALARM SYSTEMS

### Closed Circuit Television and Alarm Systems



At the more expensive end of the security hardware spectrum we find alarm systems and closed circuit cameras. Initial cost plus a monthly monitoring fee can be up to \$45+/month with Wireless backup text. Security systems now work with your smartphones and can provide audio and video.

## **Closed Circuit TV and Alarm Systems with or without smartphone usage**

- Pros
  - Alarm systems (monitored or not) are the best proven way to reduce the risk of burglary.
  - Can set up zone alarms.
  - Some models of cameras send e-mail or smart phone alerts when camera sees motion so you can see and monitor the location.
- Cons
  - Camera problems: Suspect could wear hoodie to hide from camera or Suspect not recognizable.

## **Alarm Registration**

- It is unlawful for any person within the unincorporated areas of Kitsap County to have or maintain on their premises an alarm, whether automatic or semiautomatic, unless the alarm is registered with the Sheriff and the registrations fees are paid.
- The registration fee is \$5.00 and an alarm registration form must be filled out and turned into the Sheriff's Office.
- The alarm ordinance can be viewed using Adobe Reader.

## 5. LANDSCAPING

### Landscaping Tips

- Trim tree branches 7-feet off the ground.
- Prune shrubs to under 3-feet from the ground.
- Don't give the bad guys a place to hide.
- Use motion sensors and photocells on exterior floodlights.
- Adjust motion sensors and regularly check for activation and sensitivity for proper function.
- Thorny bushes and trees or similar plants can make an unpleasant barrier.
- **Privacy fences provide the homeowner and the thief privacy.**
- High-security fences are not designed for visual appeal.
- Barrier trees and other vegetation can supplement for visual appeal or instead of a fence.

### Property Line Ideas



These fences and barriers provide both you and thieves privacy.

### Prickly Plant Varieties





## **SELF HELP SAFETY / SECURITY CHECKLIST**

### **5. LANDSCAPING:**

- \_\_\_ ARE YOUR TREES TRIMMED UP 7 FEET FROM THE GROUND. ARE YOUR BUSHES TRIMMED TO 3 FEET HIGH? (DON'T GIVE THE BAD GUYS A PLACE TO HIDE)
- \_\_\_ DO YOU USE MOTION SENSING AND/OR PHOTOCCELL LIGHTING ON EXTERIOR FLOOD LIGHTS?
- \_\_\_ DO YOU ADJUST AND TEST YOUR EXTERIOR MOTION SENSING LIGHTING FOR ACTIVATION AND SENSITIVITY?

## 6. HAVE AN EMERGENCY

### CALL 911

- **Calling 911** is seen by some as to be used in extreme emergencies.
- We want you to call 911 when anything suspicious is going on so we can decide how to respond. If you call us 30 minutes later often this is too late and there is nothing we can do to catch the bad guys.

### CALL 911

There is NO business line (no-emergency) number in Kitsap County. If you want a Deputy to know about something, **call 911**

## SELF HELP SAFETY / SECURITY CHECKLIST

### 6. FOR EMERGENCIES:

\_\_\_\_\_ IMMEDIATELY DIAL **911** TO REQUEST POLICE, FIRE OR MEDICAL AID. BE PREPARED TO GIVE THE TYPE OF EMERGENCY, LOCATION, AND YOUR NAME.

\_\_\_\_\_ USE THE TEMPLATE PROVIDED FOR YOUR USE, IF YOU SEE A SUSPECT AND/OR SUSPECT VEHICLE.

## 7. PERSONAL INFORMATION

- Keep valuables in a safe deposit box.



- Use a locking mailbox.
- Complete Operation Identification Program. (**NOTE: Display the window decals.**)
- Shred bills and other papers with personal information and account numbers before throwing them in the trash.
- Use anti-virus software on computers and change your password with a strong string of letters, numbers, symbols



- Operation Identification is nationally recognized by law enforcement as a citizen prevention program.
- Inventory your marked property on a form with descriptions including brand, model number and serial number.
- Photograph the items and their serial numbers. Keep information in a safe place. Mark property or valuables with an identifying mark, preferably your driver's license with state abbreviation followed by the number: i.e., WA-SMITHRL946P6.
- Display the Operation ID decal on windows (available at your local Sheriff's Office) ONLY AFTER items 1 and 2 have been completed to show your participation in the program and to discourage burglary.
- NOTE: An engraver is available to borrow from the Community Resource Officer

## **SELF HELP SAFETY / SECURITY CHECKLIST**

### **7. PERSONAL INFORMATION:**

\_\_\_\_ **HAVE YOU COMPLETED “OPERATION ID” AND PLACED A DECAL IN A WINDOW AT THE FRONT OF THE HOUSE?**

\_\_\_\_ **DO YOU KEEP VALUABLES AND IMPORTANT DOCUMENTS IN A SAFETY DEPOSIT BOX OR HOME SAFE?**

\_\_\_\_ **DO YOU USE A LOCKING MAILBOX?**

\_\_\_\_ **DO YOU SHRED BILLS AND OTHER PAPERS WITH YOUR PERSONAL INFORMATION**

\_\_\_\_ **DO YOU RECEIVE YOUR BILLS BY COMPUTER OR REGULAR MAIL?**

\_\_\_\_ **DO YOU USE DIRECT DEPOSIT WHENEVER POSSIBLE?**

## 8. DEALING WITH STRANGERS

- Verify workers by ID cards.
- Call their employer, if you feel uncomfortable about the visit.
- Never give keys to workers.
- Never leave notes for anyone on the door.
- Do not be afraid or embarrassed to call **911**. There is **NO business (non-emergency) number in Kitsap Count**

## INFORMATION to Provide to **911**

Description of Suspect		
SEX	RACE	AGE
HAIR/LENGTH COLOR		
GLASSES (type)		
TATTOOS/SCARS/MARKS		
FACIAL HAIR		
TYPE WEAPON		

HEIGHT	WEIGHT	COMPLEXION
HAT (color, type)		
TIE		
COAT		
SHIRT		
PANTS/SHOES		

### Facial Appearance

Hair style \_\_\_\_\_  
Shape eyebrow \_\_\_\_\_  
Sideburns \_\_\_\_\_  
Shape and size of ears \_\_\_\_\_  
Cheeks (full or sunken) \_\_\_\_\_  
Beard/mustache \_\_\_\_\_  
Chin clefts \_\_\_\_\_  
Neck and adam's apple \_\_\_\_\_

Hair texture \_\_\_\_\_  
Wrinkles \_\_\_\_\_  
Eye color \_\_\_\_\_  
Nose shape \_\_\_\_\_  
Mouth and lips \_\_\_\_\_

Write below specific facial details—only what you definitely remember.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What did suspect say? \_\_\_\_\_

\_\_\_\_\_

Which way did suspect go? \_\_\_\_\_

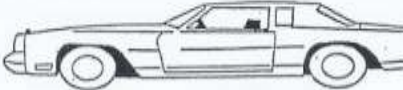
\_\_\_\_\_

\_\_\_\_\_

### Auto Description Guide

Give this report to the first police officer on the scene



SIDE

Year \_\_\_\_\_ Make \_\_\_\_\_

License no. \_\_\_\_\_ Color \_\_\_\_\_


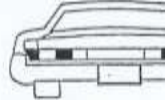
Body style (doors) \_\_\_\_\_


Outstanding features \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FRONT	REAR
	
No. headlights _____	Shape taillights _____
Which direction did car leave in? _____	
_____	
_____	
_____	



Keep this page handy to easily provide information needed by the Sheriff dispatcher.

The more information you provide the more than likely the bad guy will be apprehended

## **SELF HELP SAFETY / SECURITY CHECKLIST**

### **8. DEALING WITH STRANGERS:**

\_\_\_\_ DO YOU VERIFY WORKERS BY ID CARDS AND CALL THEIR EMPLOYER, IF YOU FEEL UNCOMFORTABLE ABOUT THE VISIT?

\_\_\_\_ NEVER GIVE KEYS TO WORKERS.

\_\_\_\_ NEVER LEAVE NOTES FOR ANYONE ON THE DOOR.

\_\_\_\_ DON'T BE AFRAID OR EMBARRASSED TO CALL **911**.

## 9. WHILE ON VACATION

- **Going On Vacation**

- Citizens on Patrol (COP) Vacation Check
  - Vacation longer than a week.
  - Free community service offered by KCSO.
  - Call KITSAP ONE-**337-5777** to request this service. Please give us a one week's notice to start.

- **While You Are Gone**

- Use timers on indoor lights to give the impression you are home.
- Have expected merchandise delivered to a neighbor's house or workplace. **(NOTE: Ensure they are aware and agree to accept delivery.)**
- Ask neighbors to watch your house while you are gone.
- If possible, hire a House Sitter.
- Stop newspaper service for the vacation duration.
- Stop mail delivery for the vacation duration.
- Ask neighbors to help with your trash bins and flyers.
- Use your residential alarm system.

Ask your neighbor to park a car in your driveway. A house that appears lived in is less of a target

- **When Your Neighbor Is On Vacation**

- Do not be afraid or embarrassed to Call 911 if you see any unusual activity around their property.
- Remember, there are **NO business (non-emergency) telephone numbers in Kitsap County.**

## **SELF HELP SAFETY / SECURITY CHECKLIST**

### **9. WHILE ON VACATION:**

\_\_\_ DO YOU USE TIMERS ON INDOOR LIGHTS TO GIVE THE IMPRESSION YOU ARE HOME?

\_\_\_ DO YOU HAVE EXPECTED MERCHANDISE DELIVERED TO A NEIGHBOR'S HOUSE, OR WORKPLACE?

\_\_\_ DID YOU ASK NEIGHBORS TO WATCH YOUR HOUSE WHILE YOU ARE GONE?

\_\_\_ HAVE YOU CONSIDERED HIRING A HOUSE SITTER?

\_\_\_ DID YOU CALL THE NEWSPAPER AND STOP SERVICE FOR THE TIME YOU WILL BE GONE?

\_\_\_ DID YOU ASK NEIGHBORS TO HELP WITH YOUR TRASH BINS AND FLYERS?

\_\_\_ ARE YOU USING YOUR RESIDENTIAL ALARM SYSTEM?

\_\_\_ HAVE YOU ASKED A NEIGHBOR TO PARK A CAR IN YOUR DRIVEWAY?

\_\_\_ ARE YOU PREPARED TO WATCH YOUR NEIGHBOR'S HOME WHEN THEY ARE ON VACATION?

# YOUR HOME IS YOUR CASTLE SO TAKE CARE OF IT!



## Community Security Reaching Out

- You need connection with the neighbors to help protect your home and theirs.
- For information about a Neighborhood Watch Program, contact Deputy Montague, Community Resource Officer, Kitsap County Sheriff's Office at:
  - E-mail: [smontagu@co.kitsap.wa.us](mailto:smontagu@co.kitsap.wa.us).

# HOME SECURITY / SAFETY SELF-HELP GUIDE COMPLETE

## WHAT OTHERS HAVE DONE

- Installed alarm system of some type unmonitored or monitored with signs and/or decals displayed.
- Installed door striker plates and dead bolts on all exterior doors.
- Installed dowels, Charlie Bar, cam locks for sliding windows and doors.
- Completed Operation ID packet and/or take photographs of each item and their corresponding serial number.
- Keep your vehicle remote near your bedside to set off vehicle alarm if you feel there may be a home intruder.
- Placed a device in the upper track of sliding window or door to prevent lifting and removal.
- Installed dusk to dawn lighting and/or motion sensing lighting.
- Etched property with Owner Applied Numbers.
- Began shredding bills and other documents with information that can be used for Identity Theft or storing and/or storing documents in a secure place.
- Planted barrier plants.
- Cleaned out vehicles of all valuables.
- Started a Neighborhood Watch Program.

## Help the Sheriff - Help you

- Provide your thoughts and comments about the program after viewing this Home Security Evaluation D.I.Y. Guide.
- Please take a moment to e-mail us at [COP@co.kitsap.wa.us](mailto:COP@co.kitsap.wa.us)
- Your feedback is important!