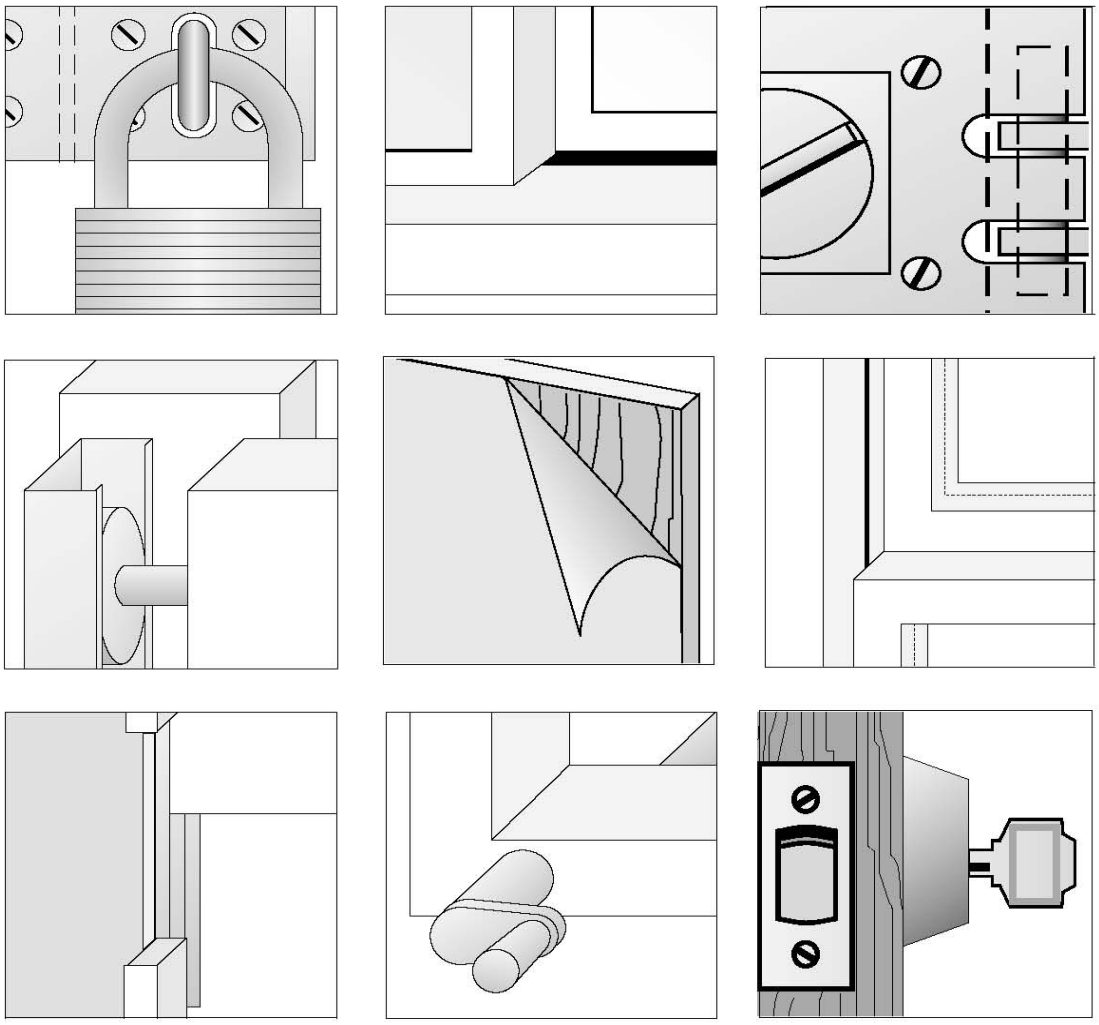
HOME SECURITY AUDIT
&
GUIDE TO INSTALLATION



Ramsey Police Department
7550 Sunwood Dr NW, Ramsey, Minnesota 55303
(763) 427-6812
www.ci.ramsey.mn.us

DIRECTIONS

HOW TO USE THIS AUDIT

The Home Security Audit will help you identify ways in which you can improve the physical security of your home. The audit focuses on relatively inexpensive but effective changes you can make.

Set aside 30 to 45 minutes to complete your audit. You will be looking at your home security habits and the outside, doors, windows, and garage of your home. You will need a pencil or pen, tape measure and a little motivation.

The audit lists things to look for, recommendations, and a checklist of what you have. When you are finished, keep the audit as a record of which home improvements you need to make.

Following the audit is a guide for installing various security devices. **If you are a renter, you must, by law, get your landlord's permission before making any permanent security changes to your home.**

KEEP IN MIND

There are many things you can do to improve the security of your home. Using the security hardware you already have is a step in the right direction. As unbelievable as it may seem, over one-third of all burglaries are by **unforced** entry – the burglar simply entered via an unlocked door or window.

Four D's of Home Security

In conducting an audit of your home, it is helpful to draw upon the **four D's** of home security. Your ultimate goal is to **deter** the burglar from considering your house as a target. However, if someone does try to enter your property, your goal is to **deny.** If entry can't be denied, you want at least to **delay** the intruder by increasing the time it takes to enter your home. Doing so gives your neighbors, or perhaps you, a chance to **detect** the burglar and call the police.

CPTED FOR LANDSCAPING AND LIGHTING

In evaluating the landscaping and lighting of your yard, it is important to draw upon the principles of Crime Prevention Through Environmental Design (CPTED). These principles highlight how the physical environment can naturally impact the behavior of people, both criminals and legitimate users of space. Attention focuses on how to use the physical environment to maximize 1) natural surveillance, 2) natural access control, and 3) territorial reinforcement.

Natural surveillance refers to the ability of people to observe and be observed in the course of their normal activities. Criminals are less likely to target areas where they are easily observed. It is desirable

to increase the ability of neighbors, passersby, and yourself to observe suspicious and/or criminal activity in your yard, your neighbor's yard, on the street, in the alley, and on the public sidewalk.

Natural access control looks at the ease of access to potential crime targets. Criminals are less likely to choose homes where their activities are restricted and made more difficult. Flower boxes and thorny shrubs below windows increase the difficulty of entering through a window.

Territorial reinforcement addresses how easily people can recognize ownership and the acceptable behavior for a particular space. Criminals are less likely to choose properties which are well maintained and have clear boundaries between public and private properties. Fences, hedges, and gardens can reinforce property boundaries as well as show strong ownership. In addition, clear boundaries increase the ability and likelihood neighbor's will recognize and respond to suspicious behavior on your property.

Remember physical improvements are only half the solution!

- Most burglaries occur when no one is home – burglars prefer to work unnoticed.
- Given enough time, a burglar can enter almost any home.
- A large majority of burglars are caught by police because a neighbor noticed suspicious activity and called 911.

That is why having a Neighborhood Watch on your block is so important. On blocks where neighbors know and watch out for each other, criminal activity is more easily and likely recognized and responded to. The result is safer and more enjoyable blocks.

If your neighborhood doesn't have an active watch force on your block, call Crime Prevention at (763) 433-9891 for more information.

CONTENTS

HOME SECURITY AUDIT

Home Security Habits	• Locking up • Making your home look occupied • Security in the home • Yard security	The hardware you install to protect your home is only effective when you **use** it. Learn how your habits can improve your security.
Outside	• Fences • Shrubs/hedges/bushes • Trees • Lighting • Lawn/sidewalks	The way your property is maintained can deter or invite the burglar.
Door System	• Doors • Door frames • Locks • Strike plates	When analyzing your door security, it is important to consider the entire door system, not just the lock you have.
Windows	• Basement • Other windows accessible from the outside • Double hung • Sliding • Casement • French	When thinking about windows, consider all that are accessible to the potential burglar.
Garages	• Overhead doors • Double doors on hinges • Service doors • Windows	People often keep valuable items (bicycles, snow blowers, tools, etc.) in their garages. Over 20 percent of all residential burglaries each year occur in garages.

GUIDE TO INSTALLATION

- Deadbolt locks
- Maximum security strike plates
- Basement bars
- Basement pipe and wood
- Window pins
- Track fillers
- Sliding windows
- Padlock in garage door track

HOME SECURITY HABITS

LOCKING UP

Facts to Consider	Our Recommendations
1. Over one-third of all burglaries are made by **unforced** entry – the burglar just enters via an unlocked door or window.	1a. Keep your doors lock at all times. 1b. Lock, pin or secure your windows with track fillers when away from home or at night. (**Do not rely on screens for security.)**
2. When a burglar finds an unlocked home, he or she can enter, steal something small such as money or jewelry, and leave within a matter of minutes.	2a. When working in your yard, keep your doors locked. 2b. Lock your door whenever it is out of your sight.
3. Basement windows are easily kicked in and are usually large enough for a person to enter. Many people are slow to repair damaged or broken basement windows.	3. Secure basement windows by screwing them shut permanently or by installing bars or security grilles.
4. People often keep valuable items such as tools and equipment in their garages, yet over one-third of all garage burglaries occur without the use of force.	4. Keep your garage door(s) closed and locked at all times.
5. Burglars are more likely to kick in a front house door when they are in a front porch.	5. Keep front porch doors locked or secured from the inside. This includes screen doors.

MAKING YOUR HOME LOOK OCCUPIED

1. Burglars prefer to work when no one is home.

1a. At night, leave outdoor and indoor lights on or controlled by timers.

1b. When your home is unoccupied during the day, leave a radio or television on.

1c. **When you are out of town:**

i. Have neighbors watch your home.

ii. Have someone:

- Move drapes, shades, and blinds
- Mow grass or shovel snow
- Collect mail, newspapers, and advertisements (don't stop delivery of your mail).

SECURITY IN THE HOME

Facts to Consider	Our Recommendations
1. If you need the immediate response of the police, fire department or ambulance, you will receive the quickest response by calling 911.	1. Call 911: • To save a life. • To prevent a crime which is about to occur. • To report a crime that has just occurred. • To report a medical emergency. • To report a fire.
2. A block map from the police department will help you report exact locations of crimes, fires or medical emergencies to the 911 dispatchers, and will also help you inform other neighbors on the block when necessary.	2. Keep a block map by your telephone. (See Figure A)
3. In order to solve crimes, police need accurate descriptions of suspects and the vehicles they use.	3. Keep a "Describe the Suspect/Vehicle Description" form by your telephone. (See Figure B)
4. Some criminals pose as utility workers or delivery persons to gain access to your home.	4a. Ask all strangers for proper identification. 4b. Install a wide-angle viewer (peep-hole) if you can't see from your door or from a nearby window. 4c. Do not identify strangers by opening your door or by relying on a chain lock. Such locks can be easily ripped from the door by pulling it open.
5. Some criminals use the telephone to see if any adults are present in a home before attempting entry.	5a. Instruct your children to say "Mom (or Dad) is busy," rather than "she/he isn't home." 5b. If you use an answering machine, record a message that says "we" can't come to the phone, rather than one that says you aren't home.
6. Some criminals attempt to gain access to your home by pretending they have car trouble, or by saying they need assistance.	6. If you desire to help a stranger, make a telephone call for them and have them wait outside.

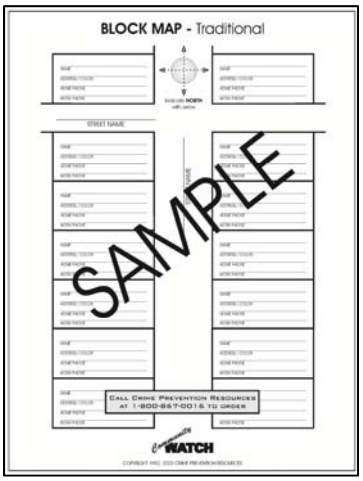
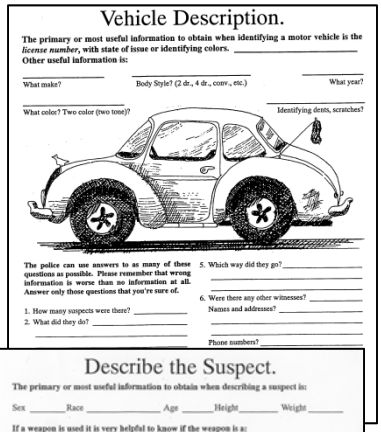


Figure A



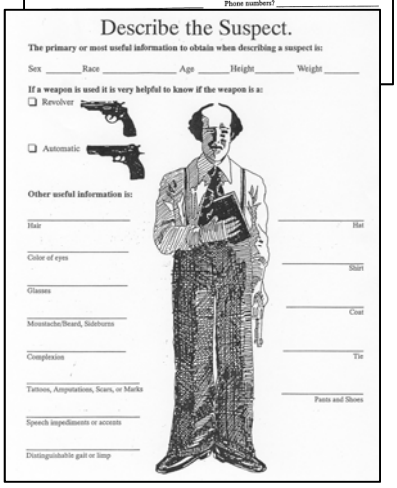


Figure B

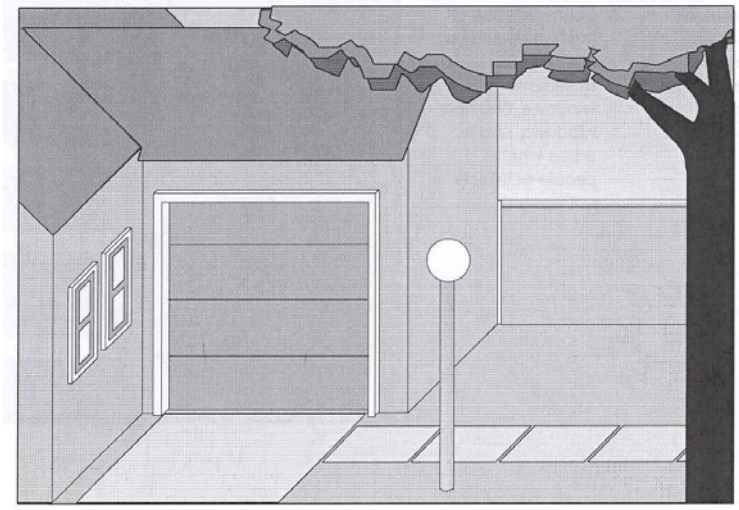
YARD SECURITY

Facts to Consider

1. Criminals often look for easy opportunities to steal your valuables.
2. Criminals sometimes use ladders to gain access to second (or higher)-story doors or windows.
3. Criminals take advantage of situations where tall solid fences, or overgrown shrubs, hedges, and bushes provide hiding places and prevent neighbors from watching out for each other.
4. Criminals target areas where property boundaries are poorly defined.
5. Criminals look for areas which appear uncared for or lack a clear definition of acceptable behavior for the space.
6. Criminals are less likely to act if there is an obstacle to overcome.
7. Burglars prefer to work undetected whenever possible.

Our Recommendations

1. Lock up valuables such as bicycles, lawn equipment, and tools when not in use rather than leaving them in the yard.
2. Lock up ladders when you are finished using them.
3. Keep shrubs, hedges, and solid fences less than 3 feet in height. Fences higher than 3 feet should be see-through.
4. Residential property lines can be more clearly defined by using 1) hedges, bushes or shrubs, 2) flower or vegetable gardens, 3) fences, 4) grade change, or 5) ground cover not intended for walking on.
5. Create uses for unused or neglected parts of your yard. (e.g. create gardens or play spaces along alleys.) Keep all areas well maintained.
6. Plant thorny shrubs or install window boxes under windows.
7. Install exterior lights that illuminate all entry points to your home. Take care not to create shadows or glare.



HOME SECURITY AUDIT – OUTSIDE

When determining outside security needs, ask yourself each question for your front, back, and side yards.

FENCES

What to Look For

Fences help define the borders of your property. They provide a barrier, both psychological and physical, making it easier to determine when an unauthorized person is on your property.

However, a solid fence, while providing privacy, makes it difficult for your neighbors to watch your property.

Our Recommendations

1. Fences should be see-through and less than 5 feet in height. If you want to install a taller fence, check with city zoning ordinances. Tall solid fences should be treated as an external wall.

Checklist: What I Have	***FRONT***	***BACK***	***SIDE***	***NOTES***
Is there a fence?				
Do I want to install a fence?				
Could my neighbor see activity?				
Is my fence constructed to:				
1. *Clearly define my property?*				
2. *Deny easy access to all and/or specific areas of my yard?*				
3. *Prevent people from cutting through my yard?*				

SHRUBS/HEDGES/BUSHES

What to Look For

Shrubs and hedges can also provide a border to your property and barrier to the burglar.

However, tall and/or untrimmed shrubs and hedges can provide a hiding place for the uninvited and may block your neighbors' view of your yard. Thorny shrubs or bushes can be used to deter burglars from entering basement or first floor windows.

Our Recommendations

1. Shrubs and hedges should be trimmed to 3 feet or less in height and 6 inches from windows and doors.

2. Thorny shrubs or bushes should be planted near basement windows, first floor windows, and in areas where people activity is not wanted.

Checklist: What I Have	***FRONT***	***BACK***	***SIDE***	***NOTES***
Do I have shrubs/hedges/bushes?				
Are they trimmed to 3 feet or less?				
Is there 6" between the shrubs/hedges/bushes and the window, and door frames?				
Do I want to plant thorny bushes or shrubs near basement or 1st floor windows?				
Do I want to use shrubs/hedges/bushes to clearly define my property boundaries?				
Do I want to plant thorny shrubs between garages or in other areas people activity is not wanted?				
Do I want to use shrubs/hedges/bushes to prevent people from cutting through my yard?				

TREES

What to Look For

Trees can sometimes obstruct a neighbor's view of your home, provide access to your second story, and be used as a hiding place by the potential burglar.

Trim branches that are less than 5 feet from the ground.

Our Recommendations

1. Trees should be trimmed to allow neighbors to see your home.
2. Branches providing window access should be removed.
3. Branches that could be used as hiding places should be removed.
4. Branches should be pruned to prevent blocking light.

Checklist: What I Have	***FRONT***	***BACK***	***SIDE***	***NOTES***
Are trees obscuring my neighbors' view of my home?				
Are there any branches that provide access to my house?				
Are there any branches that could be used as hiding places?				
Is my fence constructed to:				
• *Clearly define my property?*				
• *Deny easy access to all and/or specific areas of my yard?*				

LAWNS/SIDEWALKS

What to Look For

Unkempt property signals the potential burglar that you are away from home and/or careless with your possessions.

Unused or neglected areas often generate more criminal activity. Criminals know people are less likely to watch for and call into question for suspicious and/or criminal activity in those areas.

Our Recommendations

1. Keep lawn mowed.
2. Keep sidewalks shoveled.
3. Don't allow papers, mail or advertisements to accumulate.
4. Create uses for unused or neglected parts of your yard. (e.g. place gardens or composite sites along alleys).

Checklist: What I Have	***FRONT***	***BACK***	***SIDE***	***NOTES***
Is my lawn mowed regularly when I'm out of town?				
Are my sidewalks shoveled when I'm out of town?				
Do I allow paper, mail, advertisements to accumulate?				
Do I need to create uses for areas of my yard?				

LIGHTING

What to Look For

Properly placed lights can improve the observability of your property and deter nighttime crime. However, lights which create excessive glare can decrease the ability to observe your yard and be annoying. Lights should be placed so that the light source (bulb) is not visible or pointing in the direction from where people will be viewing. Indirect light (bouncing light off a wall or washing a wall in light) decreases glare and can create a very aesthetically pleasing environment and increase visibility.

Regular incandescent lighting mounted on a wall or pole is sufficient for most city homes. If you are looking to save energy or have a large area to light, you may want to consider using high pressure sodium or mercury vapor lights. These lights are more expensive to purchase but are much more energy efficient.

To avoid having to turn lights on and off or if you are away from your home during the evening hours, lights can be equipped with photo-electric cells. These turn lights on at dark and off at first light.

For areas where continuous lighting is unwanted but desirable when activity (positive or negative) is occurring, lights can be equipped with motion sensors that detect movement and turn on the light when an object passes through the beam. Existing light fixtures can be converted to either motion sensor or photo-electric with simple screw-in adapters.

Our Recommendations

1. Keep all entry points well lit after dark.
2. Use lights with motion sensors in areas where continuous lighting is unnecessary, but where lighting is beneficial when activity is occurring. Motion sensors work well:
    - By back doors
    - Near garages or sides of dwellings
    - Inside front porches
3. Use lights with photo-electric cells to insure lights come on at dark and off at light.
4. Install fixtures so the light bulb is not visible and not pointed in the direction people will be viewing.
    - Bounce the light off a wall, door, or other surface
    - Wash light up or down a wall, door or other surface
    - Use bulbs and glass which is frosted
    - Use diffusers

Checklist: What I Have	***FRONT***	***BACK***	***SIDE***	***NOTES***
Are all entry points well-illuminated?				
Do I want continuous lighting?				
• *Yes – Then install photo-electric lighting*				
• *No – Then install motion sensor lighting*				
Does the light create glare?				
• *Can I bounce or wash the light off a wall, door, etc?*				
• *Do I want to use frosted bulbs and glass?*				
• *Do I want to use a diffuser?*				

HOME SECURITY AUDIT – DOOR SYSTEM

DOORS

What to Look For

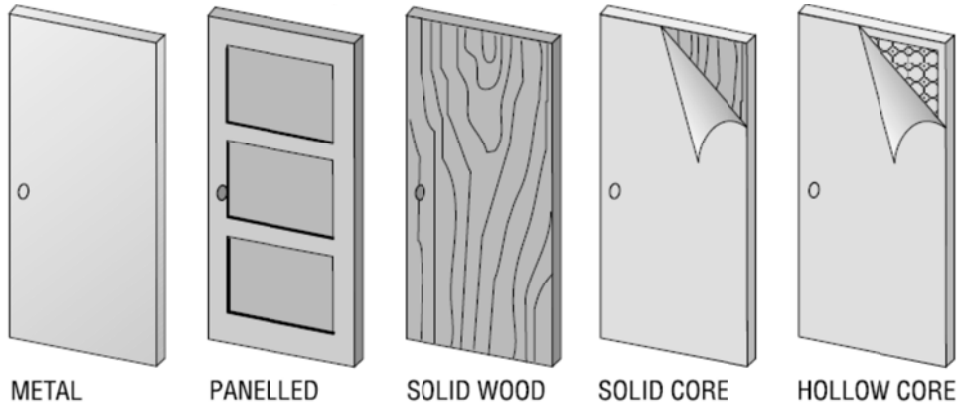
Doors are typically metal, solid wood, solid core (solid wood with a veneer or "skin" over it), paneled, or hollow core (containing spacing materials between the outer faces). If you can push a straight pin easily into the face of the door, it is hollow core.

Some paneled and all hollow core doors are easily kicked in. Doors that contain glass or are within 42 inches of a window require additional security precautions.

Our Recommendations

1. Exterior doors should be metal, solid wood, or solid core.
2. If an exterior door contains thin panels, they should be reinforced with wood or metal.
3. If the door contains glass or is within 42 inches of a window:
   - Use a double cylinder deadbolt lock.
   - Reinforce glass with a screen or grille.
   - Cover glass with a screen or grille.
   - Cover glass with a high impact-resistant poly-carbonate material (a type of plastic – consult a professional glass installer)

Checklist: What I Have	***FRONT***	***BACK***	***SIDE***	***NOTES***
What kind of door do I have (metal, solid wood, paneled, solid or hollow core)?				
Do I need to replace this door?				
If I can't afford to replace, will I reinforce the door?				
Does the door contain glass or is it within 42 inches of a window?				
***If YES**, how will I reinforce it?*				
• *Double cylinder deadbolt lock on door*				
• *Reinforce glass with screen or grille*				
• *Cover glass with high impact-resistant poly-carbonate material.*				



DOOR FRAMES

What to Look For

When there is a gap between the door frame and the door, or the door frame is poorly attached, splintered, or broken, the burglar can more easily pry open your door.

Our Recommendations

1. If there is a gap between the door and frame, bolt a latch guard or metal plate to the frame to cover the gap.
2. Reattach, replace, or reinforce door frame as necessary.

	FRONT	BACK	SIDE
Is there a gap between the door and frame?			
***If YES**, will I install a latch guard?*			
Is the frame in good repair and properly attached?			
***If NO**, will I reattach, replace, or reinforce?*			

SCREEN DOORS

What to Look For

Screen doors are generally wood, aluminum, or wrought iron. Traditional wood and aluminum screen doors should not be used to protect your property.

They are easily defeated by forcing them or cutting screens. Porches with these types of screen doors should not contain bikes or other valuables. Screen doors should always be locked and/or secured from the inside. This will prevent a burglar from being concealed while attempting to break in.

Wrought iron doors, which are properly designed and installed, can be used to protect property.

Our Recommendations

1. Traditional wood and aluminum screen doors should not be used to protect property.
2. Screen doors should always be locked or secured from the inside. Hooks installed at the top and bottom of the door can be used to make the door more difficult to defeat.
3. Screen doors intended to protect property should be:
   - Wrought iron
   - Have cross members running from the lock to the other side of the door (to prevent prying).
   - Have openings which are less than 6” wide
   - Locked with a double cylinder deadbolt lock

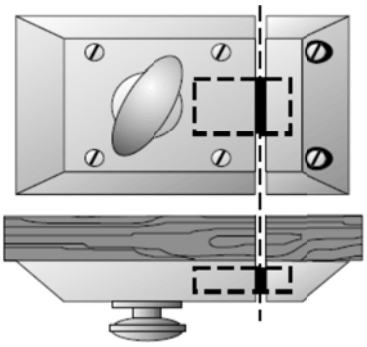
Checklist: What I Have	FRONT	BACK	SIDE
What kind of screen door do I have?			
Is it locked or secured from the inside?			
Do I want to use the screen door to protect property? ***If YES, it is:***			
• *Wrought iron?*			
• *Cross members running from the lock to the other side of the door?*			
• *Built with openings which are less than 6 inches wide?*			
• *Locked with a double cylinder deadbolt lock?*			

LOCKS

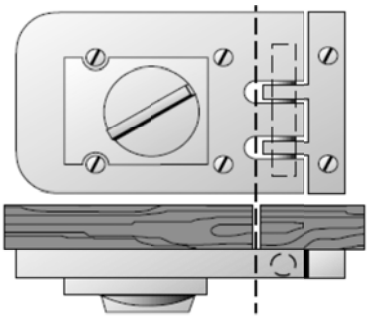
There are several types of door locks.

- ☐ **Spring latch locks** are easily defeated and not appropriate for use on exterior doors.
- ☐ **Surface or rim mounted locks** require a large part of the door jamb be cut away to install the matching strike plate. This weakens the door frame and makes it easier to spread the frame from the door.
- ☐ A **vertical throw (claw) lock** is one type of surface mounted lock. This lock provides adequate security but its throw may not always fit properly, as the door and frame expand and contract with changes in the weather.
- ☐ A **single cylinder deadbolt lock** is operated by a key from the outside and a thumb turn from the inside.
- ☐ A **double cylinder deadbolt lock** is operated by keys from both sides. A double cylinder deadbolt has two advantages. If you have glass in or near your door, and someone breaks the glass, they won't be able to enter. And, if someone enters your home through a window, they won't be able to carry large items out of your home.

  However, double cylinder deadbolt locks are illegal in rental buildings, and to some people seem more dangerous in emergencies. To decrease concerns of emergency exiting, some people keep keys in their double cylinder deadbolt locks when they are at home, and remove them when they leave. Others hang keys on nails near doors and within a few inches of the floor.



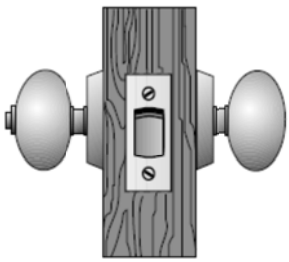
SURFACE or RIM MOUNTED LOCK



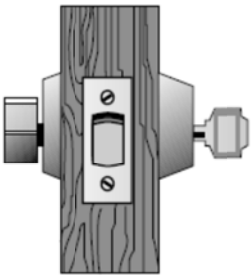
VERTICAL THROW (CLAW) LOCK

Any deadbolt lock should have:

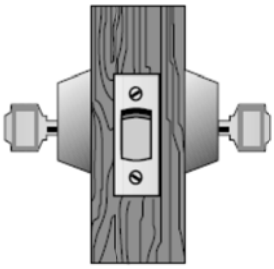
- A one-inch throw which makes it difficult for the burglar to pry open the door.
- A case-hardened cylinder guard - important because the burglar will not be able to attack the lock by twisting it off – it will only spin.
- Tie screws that are facing the inside of your home so the burglar can't remove the lock with a screwdriver.



SPRING LATCH LOCK



SINGLE CYLINDER LOCK



DOUBLE CYLINDER LOCK

LOCKS - CONTINUED

Our Recommendations

1. All exterior doors should be secured with a single cylinder or double cylinder deadbolt lock with at least a one-inch throw, a case-hardened cylinder guard, and tie screws facing the inside of your home.

2. If the door contains glass or is within 42 inches of a window, a double cylinder deadbolt provides the greatest security. However, double cylinder deadbolt locks are illegal in most rental property, and to some people seem more dangerous in emergencies.***** **You must weigh these factors yourself.**

3. To reduce the potential problems associated with deadbolt locks during emergency exit situations:
   - Have a plan in place for emergency exits
   - Leave a key in the lock when you are home and remove it when you leave
   - Hang a key near the door and within a few inches of the floor

Checklist: What I Have	***FRONT***	***BACK***	***SIDE***
Do I have a deadbolt lock with:			
• *A one-inch throw*			
• *Case hardened cylinder guard*			
• *Tie screws facing the inside of this door*			
***If NO**, will I install a double cylinder or single cylinder deadbolt lock? (See explanation of strengths and weaknesses of locks).*			

* Deadbolt locks can pose a problem during a fire or other emergency exit situation. It is important that you and your family have a plan in place for dealing with emergency situations. The locks on your doors should be included in this plan.

STRIKE PLATES

What to Look For

The strike plate is a piece of flat metal that receives the bolt of a deadbolt lock. A maximum-security strike plate reinforces the door frame, making it more difficult to break the frame and expose the throw of the lock.

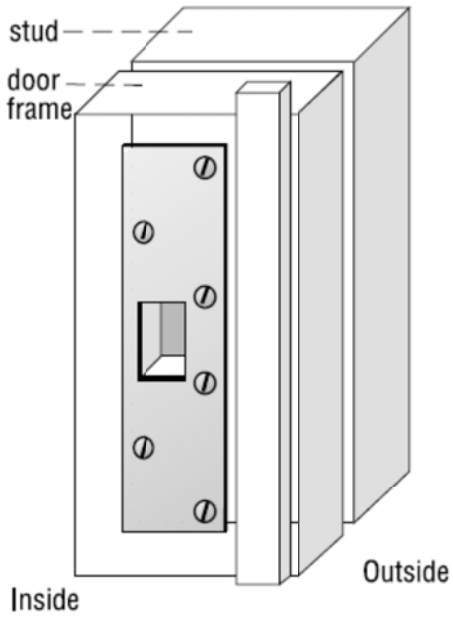
The strike plate should be attached with 3" screws that reach the stud behind the door frame, to make it difficult for a burglar to rip the strike plate away from the frame.

Our Recommendations

1. All doors should contain a reinforced metal strike plate of a maximum-security design.
2. Strike plates should be attached with 3" screws that enter the studs behind the door frame.

Checklist: What I Have

	FRONT	*BACK*	*SIDE*
Do I have a high-security strike plate on this door?			
***If NO**, will I replace the strike plate and use 3" or longer screws?*			



HOME SECURITY AUDIT – WINDOWS

BASEMENT WINDOWS

What to Look For

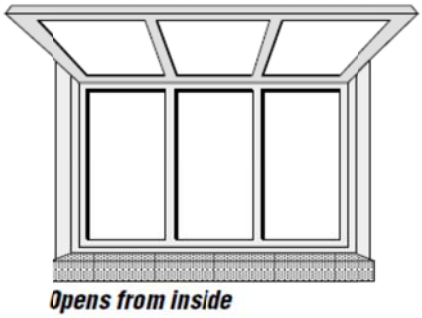
Most basement windows consist of two frames, one of which can be opened from the outside, the other from the inside.

Such windows are typically secured by placing some type of pipes, bars, or grilles between the two frames, or by using glass block.

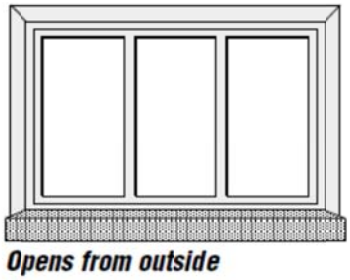
If part of your basement is used as a sleeping room, you must, by law, be able to exit from at least one of the windows in that part.

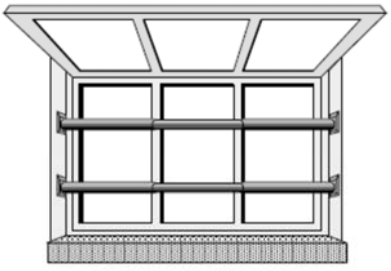
Our Recommendations

1. **Basement not used as a sleeping room:**
   a. If you do not want to be able to exit through the window:
      i. Install glass block **or**;
      ii. Screw windows shut **or**;
      iii. Install basement window bars **or**;
      iv. Install pipe held by wood **or**;
      v. Install commercially available security grilles or bars.
   b. If you DO want to be able to exit through the window:
      i. Install security grilles or bars that can be opened from the inside.
2. **If part or the entire basement is used as a sleeping room, you must have at least one window you can exit in case of a fire or other emergency.**



TYPICAL TWO-FRAME BASEMENT WINDOWS





BASEMENT BAR

BASEMENT WINDOWS - CONTINUED

Checklist: What I Have

If part or all of basement IS used as a sleeping room, at least one window must be usable as an exit.

For which window(s) will I buy security grilles or bars that can be opened from the inside?

What is the size:
Height_____ Width _____

For other windows, are there others I don't want to be able to open and can permanently secure?

***If YES**, location(s)*

Window #	*Height*	*Width*	*Bars*	*Pipe & Wood*	*Comm. Grille*	*Glass Block*
1						
2						
3						
4						
5						
6						
7						

_____
_____

Do I want to use glass block? _____

If I want to open window(s), what is its size, and do I want to use bars, pipe held by wood, or a commercially available security grille? _____
_____

If basement is NOT used as a sleeping room: *Are there windows I don't want to be able to open and can permanently secure?*

If YES, location(s)

_____
_____
_____
_____
_____

Do I want to use glass block? _____

Window #	*Height*	*Width*	*Bars*	*Pipe & Wood*	*Comm. Grille*	*Glass Block*
1						
2						
3						
4						
5						
6						
7						

If I want to open a window, what is its size, and do I want to use bars, pipe held by wood, or a commercially available security grille?

_____
_____
_____

DOUBLE-HUNG WINDOWS

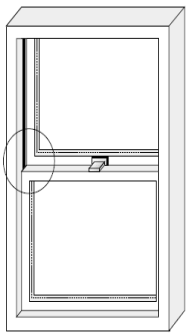
What to Look For

A double-hung window consists of two sashes, one of which slides up from the bottom, and the other slides down from the top.

Such windows usually come equipped with clam shell locks, which often don't align properly and/or can be easily defeated by shaking the window. In themselves, clam shell locks don't provide adequate security.

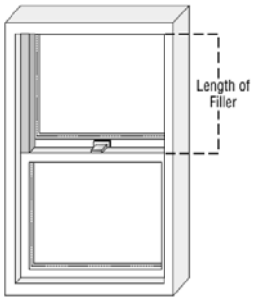
Our Recommendations

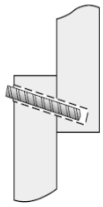
1. Pin all windows accessible from the outside by drilling two holes through the lower sash and halfway into the upper sash at a slight downward angle. Insert nails or commercially available window pins.



DOUBLE-HUNG WINDOW

2. Install a track filler – a piece of wood or metal in the window track that prevents the lower sash from being raised **OR**





3. Install a keyed window lock.

Checklist: What I Have

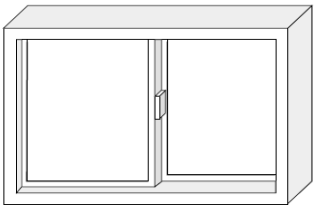
How many double-hung windows accessible from the outside do I have? (Proceed to next section if not applicable)	
How many of these do I want to pin?	
Number x 2 = number of pins needed:	
How many do I want to secure with track filler?	

What is the distance between the top and lower sash and the top of the upper window sash? Place measurements in the spaces below.

WINDOWS	***1***	***2***	***3***	***4***	***5***	***6***	***7***
Living room							
Dining room							
Kitchen							
Bathroom							
Hallway							
Bedroom 1							
Bedroom 2							
Bedroom 3							
Other							

SLIDING WINDOWS

The security of a sliding window or door can be defeated by **forcing it to slide along its track** OR by **prying the window or door out of its track entirely**. *These two problems require different security precautions.*



DOUBLE-HUNG WINDOW

Our Recommendations

1. ***To prevent forced sliding of windows accessible from the outside***:
   a. Pin frames together by drilling a hole at a downward angle through the inner frame and halfway through the outer frame, and place a nail in the hole.
   b. If the window slides on an **inside** track, you can cut a rectangular piece of wood to fit snugly in the track.
   c. If the window slides on an **outside** track, install a locking slide bolt on the inside or a locking anti-slide block which can be moved along the track and locked in position.

2. ***To prevent prying of windows accessible from the outside:***
   a. Place three 1-1/4" large head sheet metal screws with head protruding straight down so the sliding window just clears them **or**;
   b. Install a keyed slide bolt at the top to prevent someone from lifting the window from its track.

Checklist: What I Have

How many sliding windows accessible to the outside do I have? _____
(Proceed to next section if not applicable)

How many do I want to secure by pinning? _____

How many do I want to secure on an inside track? _____

How many do I want to secure on the outer track? _____

Do I want to use a slide bolt or a locking anti-slide block? _____

How many do I want to secure by installing screws? _____
(Number x 3 = number of 1-1/4" large head sheet metal screws needed)

How many do I want to secure by installing a keyed slide bolt at the top of the window? _____

What is the width of the track of each window?		***What is the distance between the edge of door & the frame for each window?***	
Window 1		*Window 1*	
Window 2		*Window 2*	
Window 3		*Window 3*	
Window 4		*Window 4*	
Window 5		*Window 5*	
Window 6		*Window 6*	
Window 7		*Window 7*	

CASEMENT WINDOWS (WITH CRANKS)

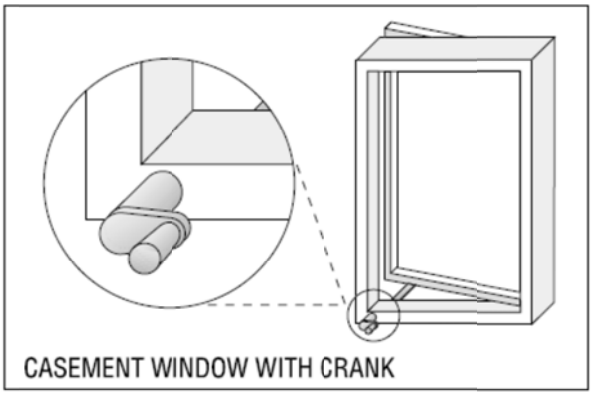
What to Look For

Casement windows are attached by hinges and are operated by cranks.

Generally, they provide good security when shut. Check to make sure there is no excessive gap between window and frame.

Our Recommendations

1. In all casement windows accessible from outside:
   a. Remove cranks from casement windows and store nearby.
   b. If there is a large gap between the window and frame, cover it with metal or wood.


CASEMENT WINDOW WITH CRANK

Checklist: What I Have

How many casement windows accessible from the outside do I have?

_____

(Proceed to next section if not applicable)

*In how many are there large gaps between window and frame?*_____

If any, will I cover the gap(s) with metal or wood?

_____

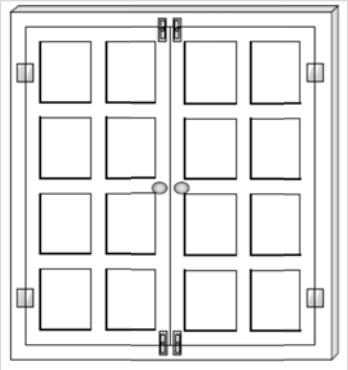
FRENCH WINDOWS

What to Look For

French windows are attached by hinges and usually open by pulling toward you. They often are installed in pairs.

Our Recommendations

1. Install slide bolts at the top and bottom of each panel of all French windows accessible from the outside.


FRENCH WINDOW

Checklist: What I Have

How many French windows accessible from the outside do I have? _____ *(Count each pair as two).*

(Proceed to next section if not applicable)

How many will I secure with slide bolts? _____
(Number x 2 = number of slide bolts needed)

HOME SECURITY AUDIT – GARAGES

The importance of securing your garage depends a great deal on where it is located and how you use it. If your garage is attached to your house, you should secure it just as you would any other potential entry point to your home. Or, if you keep items you value such as expensive tools or equipment in your garage, you should pay extra attention to garage security. If you don't keep anything of great value in your garage, you may not want to spend a lot of money to secure it. Keep these factors in mind when reading this section.

GARAGE OVERHEAD DOOR

What to Look For

An overhead door is one made of several panels which run along tracks.

The door is opened by pulling up from the bottom. These doors often have a lock that is easily defeated by force.

Many detached garages with overhead doors don't have service doors, which creates a security problem. The only good form of security on such garages is a relatively expensive electric garage door opener.

Our Recommendations

1. If you have a service door, install a padlock 1/4" above a roller when the door is in a closed position.

2. If you do not have a service door, install an electric garage door opener.

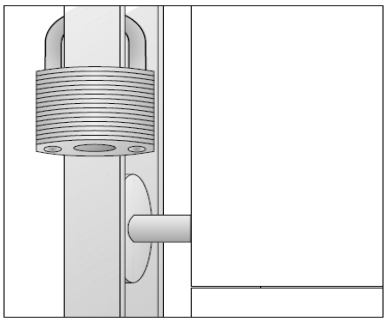
Checklist: What I Have

Do I have an overhead door? _____ (Proceed to next section if not applicable)

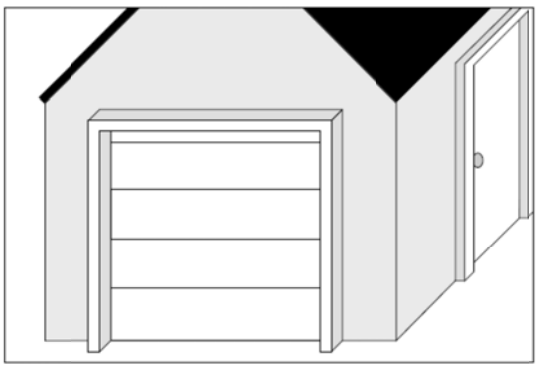
Do I have a service door? _____

***If YES**, will I install a padlock in the track? _____ Or an electric garage door opener _____ or both? _____*

***If NO**, will I install an electric garage door opener? _____*



Padlock in track prevents door from being raised.



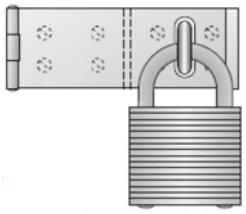
DOUBLE DOOR ON HINGES

What to Look For

Double doors usually swing toward you as you open them.

Our Recommendations

1. Install a heavy duty hasp and padlock.



HEAVY DUTY
HASP AND PADLOCK

Checklist: What I Have

Do I have a double door on hinges? _____
(Proceed to next section if not applicable)
Will I install a heavy duty hasp and padlock?

GARAGE SERVICE DOOR

What to Look For

You can secure a service door as you would any door on your home.

Our Recommendations

1. If door is paneled or hollow core, reinforce it.
2. If the door doesn't contain glass or isn't within 42" of a window, use a single or double cylinder deadbolt lock.
    a. If the door contains glass or is within 42" of a window, use a double cylinder deadbolt lock, or reinforce or cover the glass.
3. Cover any gap between door and frame with a latch guard.
4. Reattach, replace, or reinforce door frame as necessary.
5. Install a maximum security strike plate secured with 3" screws.

Checklist: What I Have

Do I have a service door? _____
(Proceed to next section if not applicable)

If this door is paneled or hollow core, will I reinforce it? _____ Or replace it? _____

Does this door contain a deadbolt lock with at least a 1" throw, a cylinder guard, and no tie screws exposed to the outside? _____

Do I want to install a double cylinder deadbolt lock? _____ ***OR***
Do I want to install a single cylinder deadbolt lock? _____
***If SO**, will I reinforce any glass in or within 42" of the door? _____*

Is there a gap between the door and frame? _____
***If YES**, will I cover this with a latch guard? _____*

Is the door frame poorly attached, splintered, or broken? _____
***If YES**, will I reattach, replace, or reinforce? _____*

Does the door contain a maximum-security strike plate with 3" screws? _____
IF NO, will I install one? _____

GARAGE WINDOWS

What to Look For

Windows can be used by the burglar to see how you use your garage and to enter your garage.

Our Recommendations

1. Cover your windows with curtains or reflective plastic so people can't see what you keep in your garage.
2. Cover service garage windows you don't have to open by:
   a. Placing a grille or screen over them
   b. Nailing or screwing them shut
   c. Boarding them up
   d. Installing glass block
3. Secure garage windows you want to be able to open, as you would accessible windows in your home.

Checklist: What I Have

Can people look in my garage windows? _____
***If YES**, will I cover them with curtains or reflective plastic? _____*

Do I need to open the window(s) in my garage? _____

***If NO**, will I place a grille or screen over them?_____ OR; Nail or screw them shut? _____ OR; Board them up?_____*

***If YES**, will I pin them?_____ OR; Install track filler? _____ OR; Secure in another way? _____*

A GUIDE TO INSTALLATION – SECURING DOORS

DEADBOLT LOCKS

Materials Needed

- Lock
- Screws (provided with lock)
- Drill
- 1/8” drill bit
- 2-1/8” drill bit
- 1” wood chisel
- Screwdriver
- Pencil

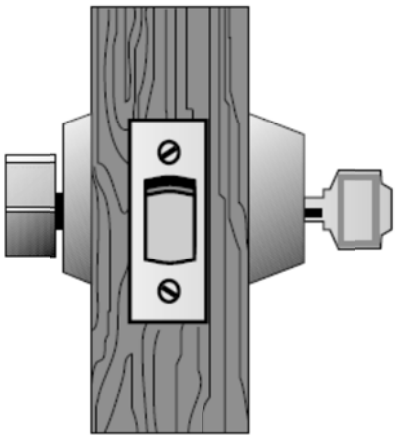
Directions

The installation of deadbolt locks varies with brand of lock used, the width of the door, and whether the lock is a single cylinder or a double cylinder deadbolt.

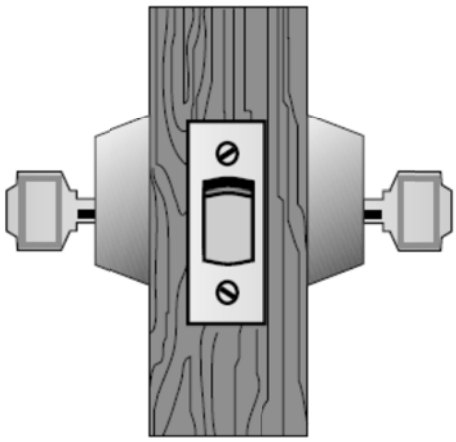
Installation is somewhat complex, but most locks come with detailed instructions, diagrams and templates.

Since a poorly installed lock may actually weaken the security of your home, we recommend only those comfortable with woodworking or lock-smithing install their own locks.

If you aren’t experienced in these areas, you may want to hire a locksmith or handy person, or get help from a neighbor, relative or friend.



SINGLE CYLINDER LOCK

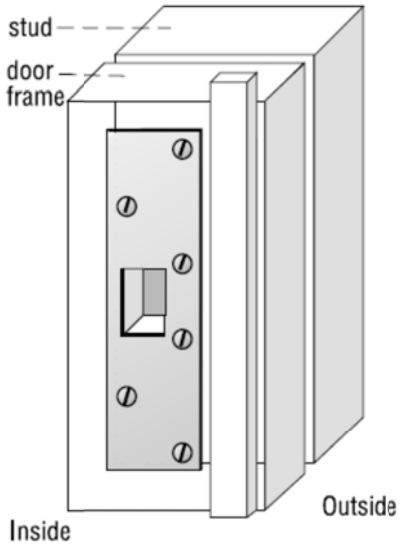


DOUBLE CYLINDER LOCK

MAXIMUM SECURITY STRIKE PLATES

Materials Needed

- Strike plate
- Four 3” screws
- Two ½” screws
- Screwdriver
- Drill
- 1/8” drill bit
- Pencil
- Wood chisel
- Hammer



Directions

1. Remove the old strike plate if necessary.

2. Line up maximum security strike plate so that rectangular hole in strike plate corresponds with hole in frame and side with four holes is closest to the outside of your home.

3. Mark where six screw holes should be.

4. Mark where top and bottom edges of strike plate will be.

5. Holding strike plate in place, check and see if the door will open and close easily.

   a. If the door WILL open and close easily with strike plate in place:

   i. Put down strike plate and drill six 1/8” holes as marked, being sure to reach the stud behind the door frame.

   ii. Holding strike plate in place, install four 3” screws in holes on the part of the strike plate that faces the outside of your home. Install two ½” screws in the holes on the part of the strike plate that faces the inside of your home.

   b. If the door will NOT open and close easily with strike plate in place:

   i. Chisel between the lines marking the top and bottom edge of the strike plate approximately 1/8” or until the strike plate does not stop the door from opening and closing. Be sure to chisel with the grain of the wood while holding the chisel straight, not at an angle.

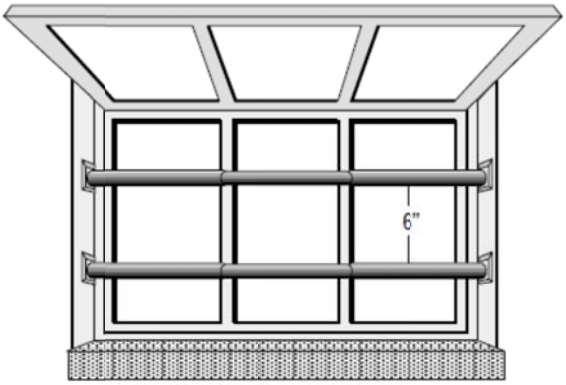
   ii. When door opens and closes correctly, install four 3” screws in holes on the part of the strike plate that faces the outside of your home. Install two ½” screws in the holes on the part of the strike plate that faces the inside of your home.

A GUIDE TO INSTALLATION – SECURING WINDOWS

BASEMENT BARS

Materials Needed

- Two end brackets for each 12 vertical inches of window
- One metal bar for each 12 vertical inches of window
- Tape measure
- Pencil
- Hammer
- Four 1-1/2" hex head lag screws or four 1-1/2" nail-in anchors
- Ratchet with 7/16" socket or impact wrench with 7/16" socket (if using lag screws)
- Drill with ¼" bit (if using nail-in anchors)



BASEMENT BAR

Directions

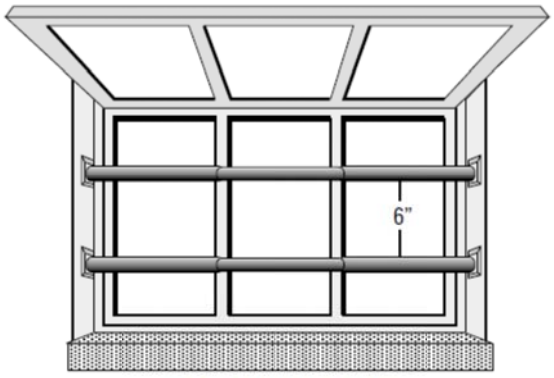
1. Measure the height of the window. If 0 – 12 inches, you will need one bar and two end brackets; if 12 – 24 inches, you will need two bars and four end brackets; and if 24 – 36 inches, you will need three bars and six end brackets.
2. Measure the width of the window. If your window is 20-28 inches, you will need to use 20" bar(s); if 28-36 inches, you will need to use 28" bar(s); and if 36-42 inches, you will need to use 36" bar(s). Use the proper length bars to prevent them from being slid out of brackets.
3. Starting at the top of the window, place a mark every six inches down both sides.
4. Assemble a bar and two end brackets and adjust it until it fits inside the bar.
5. Line up the bar so that it is six inches from the top of the window (use marks made).
6. Mark where bracket holes will be on both sides.
7. Install lag screw/nail-in anchor.
   a. **If using lag screws**, hold bar assembly in place and use hammer to start lag screws on marks. Then complete installation with ratchet or impact wrench.
   b. **If using nail-in anchors**, put down bar assembly and drill holes long enough to hold nail-in anchors as marked (each hole should be approximately 7/16" deep). Then put bar assembly in place and complete installation by hammering the nail-in anchors all the way in.
8. Repeat steps 4-7a or 4-7b as necessary to install a bar every 6 vertical inches.

BASEMENT PIPE & WOOD

Materials Needed

For EACH window

- Two pieces of 2 x 4 wood
- One metal pipe (1” inside diameter) for each 12 vertical inches of window
- Drill
- 1” drill bit
- Tape measure
- Pencil
- Hammer
- Eight 1-1/2” hex head lag screws or 1-1/2” nail-in anchors
- Ratchet with 7/16” socket or impact wrench with 7/16” socket (if using lag screws)
- ¼” drill bit (if using nail-in anchors)



BASEMENT BAR

Directions

1. Measure height of window.
2. Cut two pieces of 2 x 4 wood to fit in window.
3. Starting at the top of each piece of wood, place a mark every six inches.
4. Using the 1” drill bit, drill a hole on each mark. Make sure the hole goes completely through the wood.
5. Set aside the two pieces of wood.
6. Measure the width of the window and subtract ¼” from the measurement.
7. Cut a piece of pipe of this measurement for each pair of holes in the wood.
8. Place the pipe through the holes.
9. Place pipe and wood assembly in the window.
10. Push wood to edges of window frame.
11. Install lag screw/nail-in anchor.
    a. **If using lag screws**, start them with the hammer, being sure to stagger their placement on the left and right sides of the wood. Complete installation with ratchet or impact wrench.
    b. **If using nail-in anchors**, drill holes long enough to hold the anchors (each hole should be approximately 7/16” deep). Stagger the placement of the holes on the left and right sides of the wood. Then complete installation by hammering the nail-in anchors all the way in.

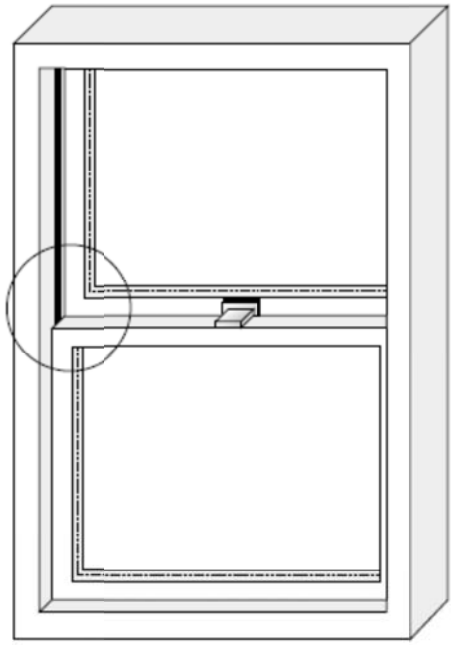
WINDOW PINS

Materials Needed

- Two 16-penny nails per window
- 5/32” drill bit
- Drill
- Tape measure

Directions

1. Close the window and find the place where the sashes overlap.
2. Drill a hole through the inside sash and three-quarters of the way through the outside sash at a slightly downward angle on the left or right side of the window. (See Figure A)
3. Insert a 16-penny nail from the inside to pin the sashes together. (See Figure B)
4. Repeat steps 2 and 3 on the other side of the window.
5. **If you would like to be able to open your windows for ventilation, yet keep them secure:**
   a. Open window six inches.
   b. Using the original holes on the inside sash, drill a second set of holes three-quarters of the way through the outside sash at the same downward angle.
   c. Insert 16-penny nails from the inside to pin the sashes together with window open.



DOUBLE-HUNG WINDOW

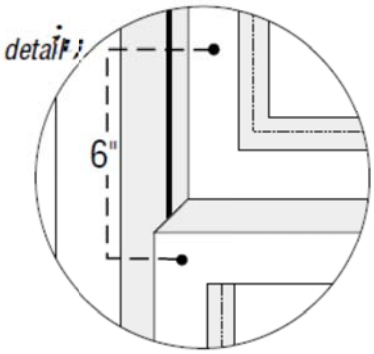


Figure A

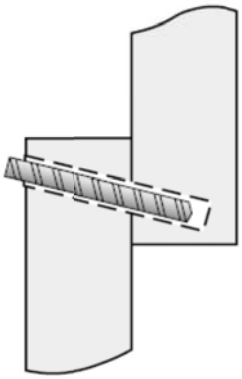
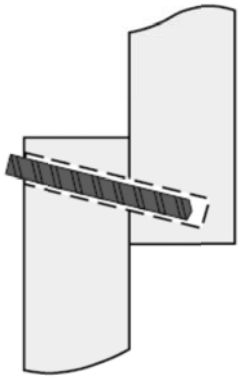


Figure B



TRACK FILLERS

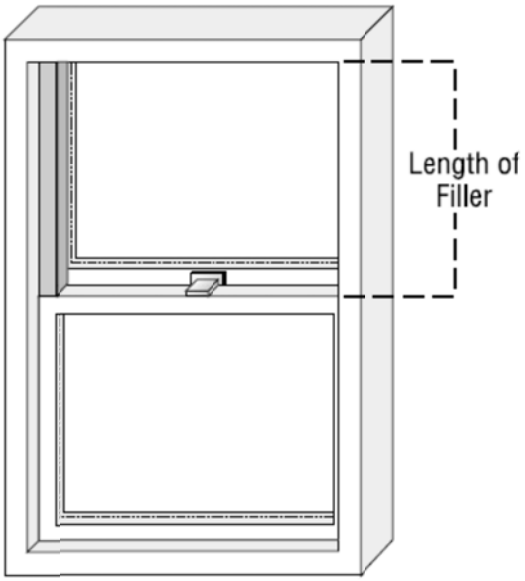
Materials Needed

- Track fill (1” quarter round or 1” x 1” wood)
- Saw or knife
- Tape measure
- Pencil
- Small nails (optional)
- Hammer (optional)

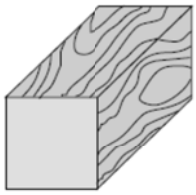
Directions

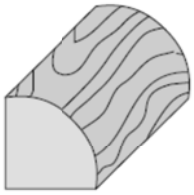
1. At either edge of the window, measure distance from top of lower window sash to the top of the upper window sash.
2. Cut track filler to this distance.
3. Put track filler in place.
4. If you want to install the track filler permanently, nail the track filler in place using at least three nails per side. Otherwise you can use Velcro to secure track filler.*
5. **If you want to be able to open the window for ventilation:**
   a. Subtract six inches from the original measurement.
   b. Cut track filler to this new length.
   c. Place track filler at very top of track.
   d. Nail or Velcro in place.*

(*Now the window can be opened only six inches from the outside*.)



DOUBLE-HUNG WINDOW


1" x 1" WOOD


1” QUARTER ROUND

* Nailing track in place can create a problem in the case of a fire. Velcro allows the track to be easily removed if necessary in a fire situation.

A GUIDE TO INSTALLATION – SECURING SLIDING WINDOWS

PREVENTING FORCED SLIDING - PINNING

(PREVENTING MOVEMENT ON BOTH TRACKS)

Materials Needed

- Drill
- Drill bit
- Nail

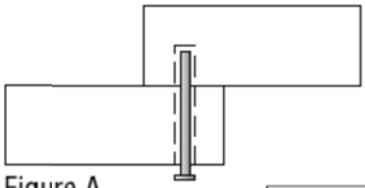


Figure A

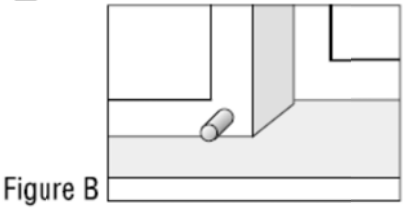


Figure B

Directions

1. Find a nail long enough to go through the inner frame and half way through the outer frame. (See Figure A)
2. Find a drill bit that will make a hole just large enough for this nail to rest in.
3. Drill a hole at a downward angle through the inner frame and halfway through the outer frame.
4. Insert the nail in the hole. (See Figure B)

PREVENTING MOVEMENT ON INSIDE TRACK

Materials Needed

- Rectangular piece of wood
- Saw
- Tape measure
- Pencil

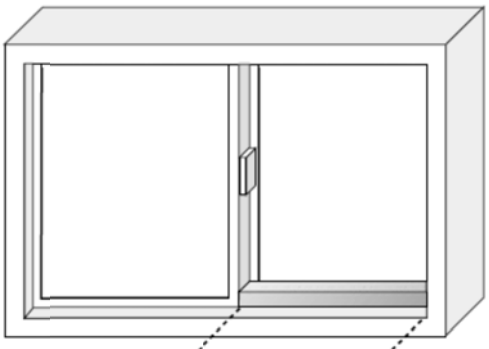


Figure C

Length of Filler

Directions

1. Measure distance from edge of inside door to the end of the track.
2. Measure width of the track.
3. With these measurements, determine size of wood to use.
4. Cut the wood to the proper length.
5. Insert in the track, making sure it fits snugly. (See Figure C)

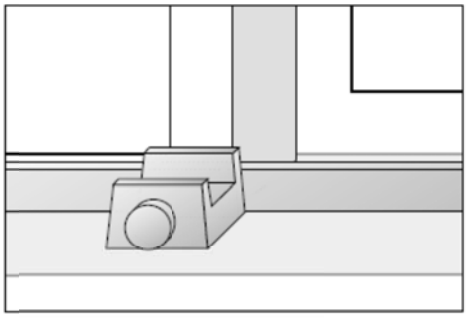
PREVENTING MOVEMENT ON AN OUTSIDE TRACK

Materials Needed

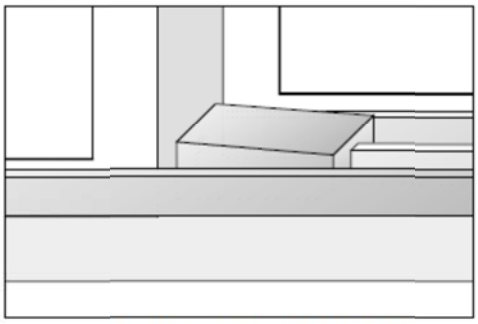
- Slide bolt or locking anti-sliding block
- Drill
- Screwdriver
- Screws

Directions

1. See manufacturer's instructions.



SLIDE BOLT



ANTI-SLIDING BLOCK

PREVENTING PRYING - SCREWS

Materials Needed

- Drill
- ¼" drill bit
- Screwdriver
- Three 1-1/4" large head sheet metal screws per pane

Directions

1. Slide window into open position.
2. Drill three holes inside the upper track. (See Figure A)
3. Install the screws with their heads protruding straight down so that the sliding window just clears them. (See Figure B)
4. Repeat steps 1, 2, and 3 for other half of window.

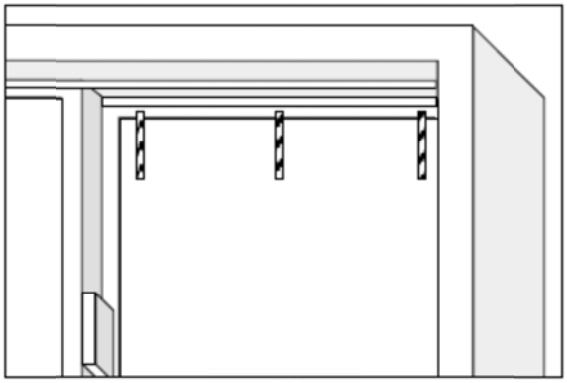


Figure A

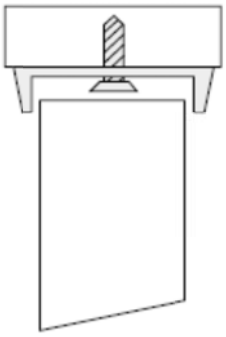


Figure B

PREVENTING PRYING – KEYED SLIDE BOLTS

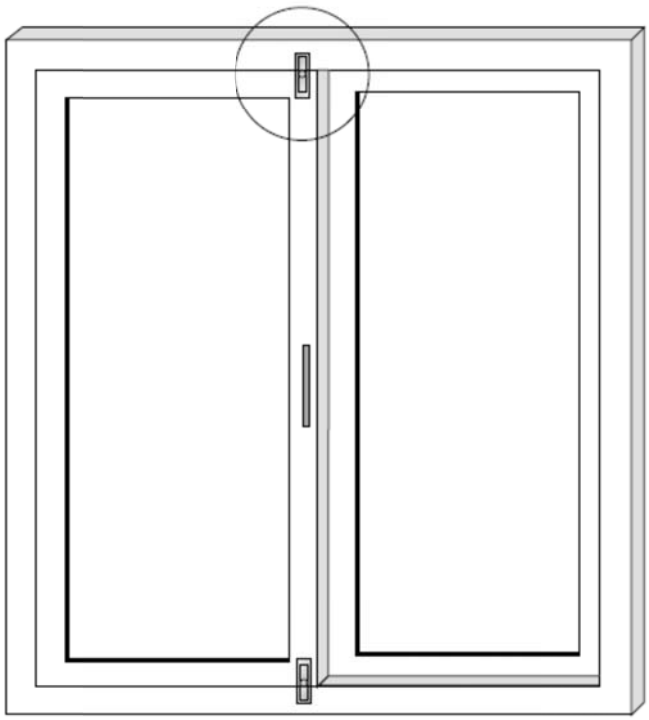
Materials Needed

- Slide bolt
- Drill
- Screwdriver
- screws

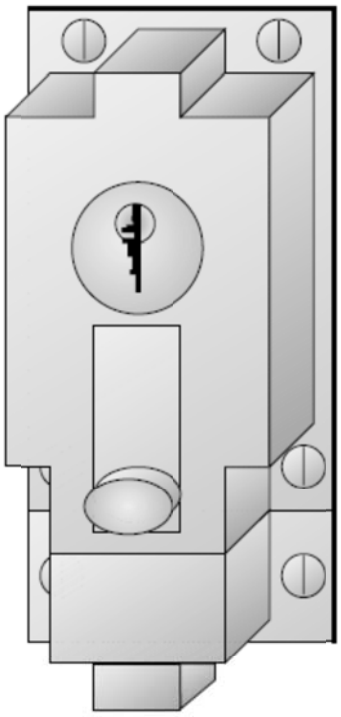
Directions

1. Install at top of track, following manufacturer's directions. (See Figure A)

Figure A



SLIDING GLASS WINDOW



KEYED SLIDE BOLT

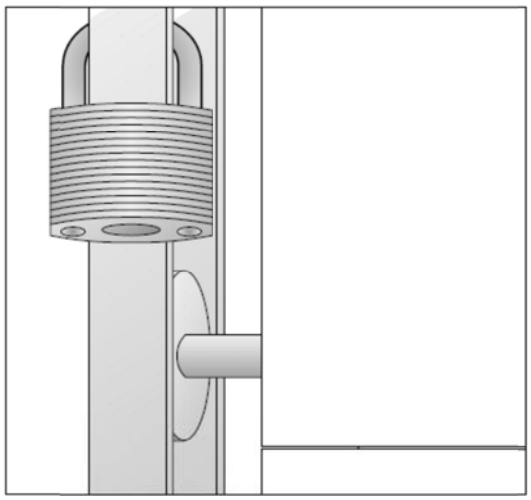
A GUIDE TO INSTALLATION – SECURING GARAGE

PADLOCK IN OVERHEAD GARAGE DOOR TRACK

(ONLY IN GARAGES THAT HAVE SERVICE DOORS)

Materials Needed

- Electric drill
- Drill bit
- Padlock



Padlock in track prevents door from being raised.

Directions

1. While inside the garage, close the door.
2. Measure the shackle of the padlock.
3. Find a drill bit that will make a hole large enough for the shackle to fit through.
4. At a point ¼ inch above an easily reached roller, drill a hole through the metal track.
5. Place the padlock in the track and lock it.

* Some garage door tracks have holes that can be used instead of drilling new holes in the track.