

# 3 Points Community Action Group Home Security Inspection Surveys Done Easy

## Its Easy, Lets Get Started!

An important step in preventing home burglary and other crimes is to make sure that your residence is as secure as possible. A careful inspection to observe security precautions can indicate features which would make entry easy or difficult for a prospective burglar. Chances are good every home's security can be improved. A security inspection begins in the driveway, then to the front door and goes on to include side and rear doors, windows, locks, lights, and landscaping as well as family behaviors around security actions.

Taking steps to improve the security of our homes do not make our home burglary proof; however, it does help to deter the criminal. Simple precautions can add an extra measure of deterrence. Most residential burglars are low to medium-skilled and often use crude methods to gain entry into your home. Their targets are generally selected at random, yet based on their perceived opportunity to easily and successfully steal your stuff without detection. Due to the inadequate security of many homes, these relatively unskilled individuals can gain entry into a home in less than one minute. Most burglars will not even attempt to break in to a home that has good home security measures in place. They will sooner find a target that does not offer much resistance, so they do not put themselves at risk.

The purpose of this home security inspection survey is to identify features in your home, or daily routines of your family, which might make your home an easier target for a burglar. An extra measure of deterrence may save you from becoming a police statistic. Your home inspection survey will create suggestions to make it more difficult for burglars to quickly get in and steal your stuff. Most of these security measures are surprisingly simple and inexpensive. You will see the survey has Basic and Advanced protection levels. This helps to identify the actions you may want to do first. At the end of the survey, you will see the specific actions to improve your safety.

The 3 Points Community Action Group appreciates the opportunity to be of assistance to you in our community's fight against crime. We welcome your comments or requests for assistance.

## How does this work?

*We start with a simple survey checklist, where you circle the answer to the question. Each question on the checklist answered with a response in the **Second Column** indicates a security weakness which requires some attention to improve your security. If the question does not apply to you just leave blank.*

*Next, we walk around the outside of your home, then go inside to understand where safety improvements can be made. This inspection should take up to an hour. So, lets grab a pencil, have the survey at the ready, and get ready to circle your answers.*

***Disclaimer:** The following recommendations in no way ensure that your residence will be one hundred percent burglar proof. Yet these are proven techniques to make your home more secure and a more difficult target for burglars while increasing your confidence. It is up to the homeowner to take actions to protect their home. The homeowner agrees the inspection is done at their request and the CAG guide's role is simply to provide advice.*

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*Lets first start outside your home. If your answer is sometimes, then circle the Needs Work column. If the question does not apply to your home, then don't circle either answer.*

<b>Outdoor Valuables</b>	<u>OK</u>	<u>Needs Work</u>
<b>Basic Protection Level</b>		
Gate latches, garage doors, and shed doors are all locked with high security, laminated padlocks and locked after every use.	Yes	No/Not Always
Grills, lawn mowers, and other valuables are stored in a locked garage or shed, or if left out in the open, are hidden from view with a cover/tarp and securely locked to a stationary point.	Yes	No
Every bicycle is secured with a U-bar lock or quality padlock and chain, even if we leave them for just a minute.	Yes	No
<b>Advanced Protection Level</b>		
Are all gate hasps are 40 inches below the top of the gate and secured by through-bolts with rounded edges and secured with high-security padlocks?	Yes	No

<b>Now, the Street to the front door</b>	<u>OK</u>	<u>Needs Work</u>
<b>Basic Protection Level</b>		
Is shrubbery trimmed for visibility?	Yes	No
Any shrubs higher than the lower part of the windows?	No	Yes
Are address numbers a minimum of 4 inches in height?	Yes	No
Are address numbers concealed from street view?	No	Yes
Can the front entrance be observed from the street?	Yes	No
Our house number is clearly displayed so police and other emergency vehicles can find the house quickly.	Yes	No
Does porch or landscaping offer concealment from view from street or public areas?	No	Yes
<b>Advanced Protection Level</b>		
Is there lighting from a garage to the house	Yes	No
Is the area where you park the cars lit at night?	Yes	No
If there is an electric pedestal outside, does the circuit breaker door have a lock to stop perps from cutting your power?	Yes	No
Are the house numbers painted on the roof if appropriate?	Yes	No

<b>Now, the Front Entrance</b>	<u>OK</u>	<u>Needs Work</u>
<b>Basic Protection Level</b>		
If there are glass panels in/near our doors, are they reinforced in some way so that they cannot be shattered.	Yes	No

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**Front Entrance, Cont'd**

	<u>OK</u>	<u>Needs Work</u>
Every outside door has a bright 40-60-watt light to illuminate visitors.	Yes	No
Is door itself of metal or solid wood construction?	Yes	No
Is doorframe strong enough and tight enough to prevent forcing or spreading?	Yes	No
Are door hinges protected from removal from outside?	Yes	No
Are all door locks adequate and in good working order?	Yes	No
Are strikes and strike plates adequate and properly installed with 3-inch screws that go into the door frame?	Yes	No
Is door secured by a deadbolt lock with a minimum 1-inch throw?	Yes	No
Can the door lock mechanism be reached through a mail slot, delivery port or pet entrance at doorway?	No	Yes

**Advanced Protection Level**

Is there a screen or steel storm door with an deadbolt lock?	Yes	No
Are there windows in the door or within 40 inches of the locks?	No	Yes
Are the door strike plates oversize?	Yes	No
Are the exterior lights on timers that automatically turn on?	Yes	No
If there are no windows in the door, is there a wide-angle viewer or voice intercom device?	Yes	No
Do the door hinge screws use pins to make them harder to remove?	Yes	No

**Now lets look at any Side or Rear Entrance**

**Basic Protection Level**

	<u>OK</u>	<u>Needs Work</u>
If there are glass panels in/near our doors, are they reinforced in some way so that they cannot be shattered.	Yes	No
Every outside door has a bright 40-60-watt light to illuminate visitors.	Yes	No
Is door itself of metal or solid wood construction?	Yes	No
Is doorframe strong enough and tight enough to prevent forcing or spreading?	Yes	No
Are door hinges protected from removal from outside?	Yes	No
Are all door locks adequate and in good working order?	Yes	No
Are strikes and strike plates adequate and properly installed with 3-inch screws that go into the door frame?	Yes	No
Is door secured by a deadbolt lock with a minimum 1-inch throw?	Yes	No
Can the door lock mechanism be reached through a mail slot, delivery port or pet entrance at doorway?	No	Yes

**Advanced Protection Level**

Is there a screen or steel storm door with an deadbolt lock?	Yes	No
Are there windows in the door or within 40 inches of the locks?	No	Yes
Are the door strike plates oversize?	Yes	No
Are the exterior lights on timers that automatically turn on?	Yes	No

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**Advanced Protection Level, Cont'd**

OK

Needs Work

- If there are no windows in the door, is there a wide-angle viewer or voice intercom device?
- Do the door hinge screws use pins to make them harder to remove?
- Is a "charley-bar", pin or key-operated lock used on sliding glass door?
- If door is sliding glass door, is the sliding panel secured from being lifted out of the track by pins and/or screws thru the channel top?

Yes  
Yes  
Yes  
Yes

No  
No  
No  
No

**Now look at Entrances from a Garage and/or Basement  
Basic Protection Level**

OK

Needs Work

- Are all entrances to living quarters from garage and basement of metal or solid wood construction?
- Does door from garage to living quarters have locks adequate for exterior entrance
- Does door from basement to living quarters have an adequate lock operated from living quarters side?
- Is outside basement entrance lighted by exterior light of at least 40 watts
- Is outside basement door concealed from street or neighbors?

Yes  
Yes  
Yes  
Yes  
Yes

No  
No  
No  
No  
No

**A quick look at your Garage Doors  
Basic Protection Level**

OK

Needs Work

- If you use an automatic garage door opener does it employ rolling code technology (a new code is generated with each use)?
- Is automobile entrance door to garage equipped with adequate locking device?
- Is garage door kept closed and locked at all times?
- Are garage windows secured adequately for ground floor windows?
- Is outside utility entrance to garage as secure as required for any ground floor entrance?
- Are tools, ladders and other equipment kept in garage?
- Are all garage entrances well-lighted on the outside by at least a 40-60-watt lightbulb?

Yes  
Yes  
Yes  
Yes  
Yes  
Yes  
Yes

No  
No  
No  
No  
No  
No  
No

**Advanced Protection Level**

- Do you unplug garage door opener when away from home for vacation or extended period of time.

Yes

No

**Windows**

OK

Needs Work

**Lets start with any ground floor Windows,  
Basic Protection Level**

- Do all windows have adequate locks in operating condition?
- Do windows/sliding doors close snugly? (particularly ground floor windows)

Yes  
Yes

No  
No

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### Windows, Cont'd

Do any windows open onto areas that offer special risk to burglary?	No	<b>Yes</b>
Are exterior areas of windows free from concealing structure or landscaping?	Yes	<b>No</b>
Are trees and shrubbery kept trimmed back from upper floor windows?	Yes	<b>No</b>
Can your front windows be seen from the street?	Yes	<b>No</b>
Windows are always locked, even when they are opened a few inches for ventilation.	Yes	<b>No</b>

### Advanced Protection Level

Can the sliding panel be lifted out of the track? (consider drilling & pinning/screws in the top track)	No	<b>Yes</b>
Is exterior adequately lighted at all window areas?	Yes	<b>No</b>
Do windows have screens or storm windows that lock from the inside?	Yes	<b>No</b>
If so, do these windows have security screens or grills?	Yes	<b>No</b>
Every window in the home has a working key lock or is securely pinned.	Yes	<b>No</b>

### What about your Upper Floor Windows?

#### Basic Protection Level

Do any upper floor windows open onto porch or garage roofs or roofs of adjoining buildings?	Yes	<b>No</b>
If so, are they secured as adequately as if they were at ground level?	Yes	<b>No</b>
Are trees and shrubbery kept trimmed back from upper floor windows?	Yes	<b>No</b>
Are ladders kept outside the house where they are accessible?	No	<b>Yes</b>

### What about Basement/Garage Windows?

#### Basic Protection Level

Are garage windows secured adequately for ground floor windows	Yes	<b>No</b>
Are all basement windows adequately secured against entrance?	Yes	<b>No</b>
Are door hinges protected from removal from the outside?	Yes	<b>No</b>
Double-check to ensure garage door is closed when not in use.	Yes	<b>No</b>
If there are ground-level windows in your garage they should be covered with curtain or blinds to prevent someone from looking in	Yes	<b>No</b>
Do high risk windows (basement, with concealed access) have security screens or bars?	Yes	<b>No</b>
Do windows have drapes that provide privacy?	Yes	<b>No</b>

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### Now for the Inside of your House

**OK**

**Needs Work**

#### Basic Protection Level

Are light timers used to simulate normal activities in the house?	Yes	No
Are emergency numbers by each phone?	Yes	No
Do you keep track of all existing door keys?	Yes	No
Do you ever give contractors or people working in your home a door key?	No	Yes

#### Advanced Protection Level

Have you engraved or photographed your personal property for easy identification?	Yes	No
Is the circuit box locked or secured?	Yes	No

### Children awareness

**OK**

**Needs Work**

#### Basic Protection Level

Have all children been educated on fire safety?	Yes	No
Have all children been educated on burglar or intruder safety?	Yes	No

### Fire Extinguishers

**OK**

**Needs Work**

#### Basic Protection Level

Do you have extinguishers in the kitchen and garage?	Yes	No
Do you regularly check the gages to see if the extinguisher is well charged?	Yes	No
Are there fire extinguishers where the electrical panel or heating /AC system is located	Yes	No
If you have a fireplace, is an extinguisher handy?	Yes	No

### Smoke/Carbon Monoxide detectors

**OK**

**Needs Work**

#### Basic Protection Level

Do you have smoke/carbon monoxide detectors in the home?	Yes	No
Do you change the batteries at the same time each year?	Yes	No
Do you regularly test to ensure they are functioning?	Yes	No

### Alarms

**OK**

**Needs Work**

#### Advanced Protection Level

If you have a security alarm, is it used very time your home is left empty?	Yes	No
Do you set the perimeter door alarms on at night?	Yes	No
Do all members of your family know how to operate the alarm?	Yes	No
Is it serviced regularly?	Yes	No
Are you connected to a central station?	Yes	No
Have you considered a security Alarm?	Yes	No

### Home Inventory

**OK**

**Needs Work**

#### Advanced Protection Level

Do you have a written home inventory of the most likely items to be stolen?	Yes	No
Do you have pictures or a video of the key items?	Yes	No

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### Home Inventory, Cont'd

	<u>OK</u>	<u>Needs Work</u>
Is your inventory list up to date?	Yes	No
Are your valuable items, such as television, stereos, and computers or video games inscribed with identifying number, (Not your Soc sec #)	Yes	No
A complete inventory copy/wnumbers is stored outside the house?	Yes	No
Firearms are stored unloaded and locked in storage boxes and secured with trigger guard locks.	Yes Yes	No No

### Everyday Security Actions

#### Basic Protection Level

	<u>OK</u>	<u>Needs Work</u>
All doors and windows are locked at night and every time we leave the house.	Yes	No
Does every member of the family follow this rule?	Yes	No
Spare keys are kept with a trusted neighbor, not under a doormat or planter, on a ledge, or in the mailbox.	Yes	No
Does every member of your family know <b>not</b> to <a href="#">hide spare keys</a> anywhere outside your home?	Yes	No
Garage doors are all locked when leaving the house.	Yes	No
All vehicles are always locked when parked.	Yes	No
All sliding glass doors are locked every night and each time we leave the house.	Yes	No
Bikes are always locked, even if we leave them for just a minute.	Yes	No
Does every member of your family positively identify callers to your door, by using a door viewer or other means, and refuse to open the door if they are unsure about/don't know the caller?	Yes	No
Are all important documents, mail, financial papers, valuables out of sight?	Yes	No
Are video games out of sight from someone peering in a window?	Yes	No

#### Advanced Protection Level

Gate latches, garage doors, and shed doors are locked after every use.	Yes	No
Do you set timers to turn lights, your TV, your stereo or radio on at appropriate times when you are not at home?	Yes	No
Have you and your family sat down together and discussed what you need to do in the event of a home invasion or other emergency?	Yes	No
Do you have a family security plan? What to do if your home is broken in to	Yes	No
If possible are all tvs affixed to the wall?	Yes	No

### Security When Away From Home:

#### Basic Protection Level

	<u>OK</u>	<u>Needs Work</u>
At least two light timers have been set to turn the lights on and off in a logical sequence when we are away from home for an extended time period.	Yes	No
The motion detector or other alarm system (if we have one) has been activated when we leave home.	Yes	No

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### **Security Away from Home, Cont'd**

	<u>OK</u>	<u>Needs Work</u>
Mail and newspaper deliveries have been stopped or arrangements for a neighbor/friend to pick them up have been made when we go away from home for a period of time.	Yes	<b>No</b>
A neighbor has been asked to tend the yard and watch our home when we are away.	Yes	<b>No</b>
Do you ask a trusted neighbor to keep a watch on your home?	Yes	<b>No</b>
Do you cancel newspaper and other deliveries and put your mail on hold?	Yes	<b>No</b>
Do you ask a trusted neighbor to pick up any leaflets?	Yes	<b>No</b>
Do you ask a trusted neighbor to put out your trash on collection day?	Yes	<b>No</b>
Do you tend to your yard before you leave, and ask a trusted neighbor to maintain your yard while you are away?	Yes	<b>No</b>

**Whew, You are Done!**

**So, your Security Inspection checklist is complete, What is Next to make your home safer?**

Now review your checklist for answers circled in the second column. Think about what actions you could easily take in the next day or so to get the answer back into the first column. Look at the items in the Basic category first, then look at the items in the Advanced category second.

Next specifically look at the 2nd column circled items and now prioritize them into a list of actions you can start working today. Don't try to do all actions at one time, pick the most important and easy to do actions, do those first. Start with items in the Basic section, then the Advanced section. Then the next group, and do them, so you start improving your security right away, and your security improves even more as you make changes from the survey items.

You may want to do a budget by estimating the approximate cost of each action. Just write by each circled action: F for Free, or a dollar amount \$, if you think the action will cost something. Maybe do all the Free ones first to get started.

Call a trusted neighbor or a Liaison to help with implementing items you are not sure how to do.

**Don't stop with the items in the home security checklist. Regularly look around your property with an eye to improving your security.**