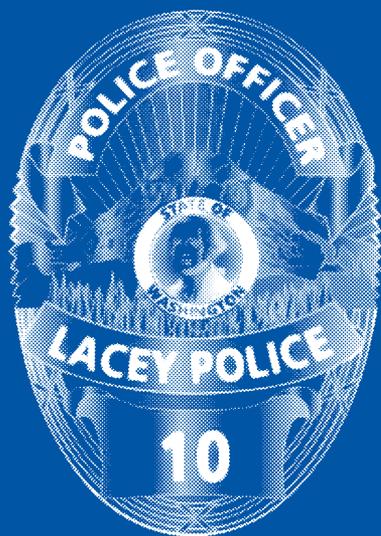


# Do-It-Yourself CRIME PREVENTION



The Lacey Police Department prides itself in quality service and working closely with the community to reduce crime. It is imperative that citizens also work to ensure safety and security of their homes, vehicles and each other. Through involvement and education, we want to provide you with the tools to make these security issues easy to understand and hope that through preventative measures alone, some criminal activity can be stopped or convinced to go somewhere else. Criminals do not want to get caught, and look for easy targets as opposed to people or places that appear to have security measures in place. An active and motivated neighborhood can be enough to convince a criminal to move on. The Lacey Police Department realizes we cannot be everywhere all the time and relies on the community to be watchful for suspicious activity and call us with valuable information.

Information in this booklet will get you started in the proper direction of better security and safety. Although nothing can prevent a criminal from acting out, if the risk is too high they will typically look for other locations or people to target. A community that works together and in conjunction with law enforcement is more successful in reducing criminal activity and has a better chance of catching those responsible.

I want to thank you for taking the time to read the ideas and tips contained in this booklet, and extend an invitation to call or come to the Department for any further information and or assistance.

Sincerely,



Dusty Pierpoint  
Chief of Police



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# Home Security

Burglary is a crime that threatens all homes, but especially those which provide criminals with the “opportunity” to intrude, steal and escape undetected. There are four primary strategies you can employ to minimize the burglar’s opportunity:

1. Physical Security
2. Alarms
3. Block Watch
4. Operation Identification

# 1. Physical Security

## INTERIOR LIGHTING

When you are away from home, keep some interior lights on. This creates the appearance that someone is home. Use a timer to activate lights, radios or even televisions. This can provide an illusion that the home is occupied.

## ALARMS

Alarm systems are a deterrent and can help protect a home. The system should be individually tailored to suit the needs of the residents.

## WINDOWS

Windows should have secondary locking devices.

Keep your windows closed and locked when you are away. Screens and storm windows should be securely fastened. If using a wooden dowel or a PVC pipe in the track of the window, make sure these objects can't be forced or jarred out of the window frame.

Time, noise and light are a burglar's worst enemy. With a little effort, you can set up deterrents against possible danger, injury to people or damage to property. By anticipating the opportunity and taking proper preventative action, it is possible to effectively "harden the target" and discourage most burglars from attempting a break in.

Included in the following pages are steps that you can take to improve the security of your home. Many of these suggestions are inexpensive and some can be done yourself.



## EXTERIOR DOORS

Install solid-core wood doors with rugged frames that cannot be spread apart with a pry bar. A single cylinder deadbolt with a one inch throw, in addition to the key-in-the-knob lock, is essential. Use a wide angle viewer to observe visitors.



## EXTERIOR LIGHTING

A 40 watt light at each entrance, including the garage, will provide you with both safety and security and will not be wasting energy when used in conjunction with a timer or sensor.

## GARAGE DOORS

Always keep them closed and locked. A burglar in your garage has access to tools and ladders and can often work on your home undetected.

## LANDSCAPING

Shrubs that provide you with privacy also give a burglar a place to hide. Prune bushes down to two feet and trim trees up at least four feet.

These recommendations are intended to help you better assess the security of your home and to select new security devices. Don't hesitate to seek the professional assistance of your local law enforcement crime prevention unit.

It cannot be stressed enough that all homeowners must take the responsibility to assess and, if necessary, improve the security of their own home.

# Locks

Locks are the first line of defense against intruders. No one would argue with this statement. But too few homeowners know if the locks on their premises provide any reasonable degree of protection against thieves. It has often been said “the average lock is designed to keep out honest men”. Locks on the market today range from bad to excellent in their protective qualities. Therefore, it is important to know which locks work and which ones do not.

No lock, no matter how good, can make everything burglar proof. However, good locks can be an effective deterrent and can make the difference between the burglar considering your premises easy or difficult to enter. The more difficult, the less likely he is to try or succeed.

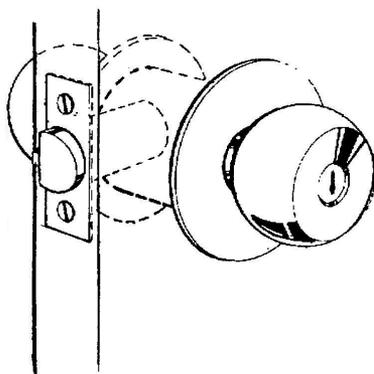
## Primary Locks

### Key-in-Knob Locks

These locks have the cylinder in the knob and are commonly called cylindrical locks.

Extra force on the knob can defeat the locking mechanism. In most cases, cylinders are not designed with pick-resistant features.

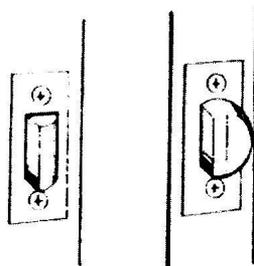
Minimum security is provided. Two kinds of latches are common to these locks—the spring latch and the deadlocking latch.



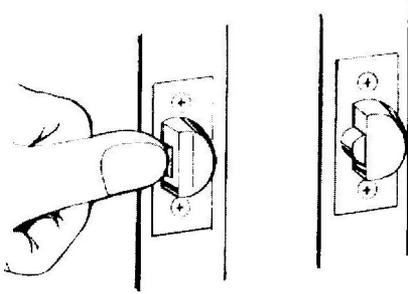
## The Spring-Latch

Since the bolt is spring-operated, it can be pushed out of the striker plate by inserting a piece of plastic (credit card), thin metal or wire between the door and frame. The bolt can also be held back by tape or the hole in the striker can be stuffed with wadding.

**Security: None**



## Dead Latch Bolts



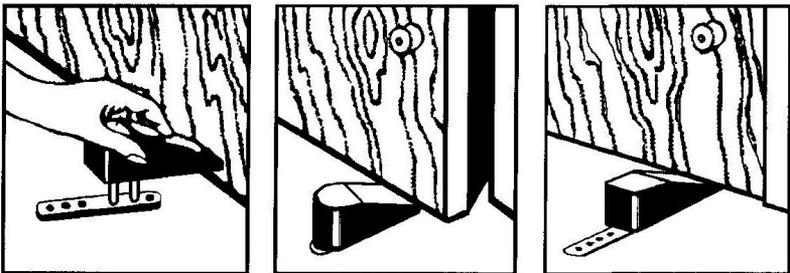
This is identical to a standard latch bolt in operation but when the door is shut, the latch becomes 'dead', the spring action having been blocked by a lever operated by a 'pin' beside the bolt. This 'pin' is depressed by part of the striker plate when the door is shut. Very little force may be required to move the bolt out of the striker.

**Security: Minimal**

## Door Wedge

A wedge is inexpensive and when two steel pins are inserted into the floor plate, the door may be opened a few inches. The pins prevent the wedge from slipping if force is applied to the door from the outside. When not in use, it stores in a convenient holder.

This type or a wedge with a non-skid surface instead of a pin may also be useful for bedroom doors. Also consider putting an extension phone in the bedroom for emergencies.



# Auxiliary Locks

## Deadbolts

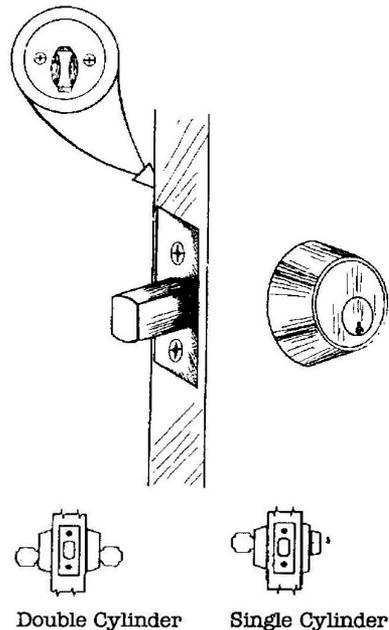
The deadbolt gets its name from the fact that it does not move (is 'dead') except with a key or thumb turn. It cannot be slipped with a card or tool because it has no spring attached. This means that to lock a deadbolt, you must use a key from the outside. If you pull your door shut and walk away, your deadbolt is not locked and your house is not secure. Remember to lock when you leave. There are a few things you should check when selecting a *deadbolt* lock.

1. The "bolt" should be no less than 1" when fully extended and should retain part of the bolt within the mechanism of the lock. This ensures some degree of strength where the bolt and mechanism meet.

2. The outside collar surrounding the cylinder should be of a substantial construction, i.e. not a thin alloy that can be easily crushed or ripped open. "Slip rings" are a feature of some slightly more expensive models. They allow the collar to rotate freely. This prevents the cylinder from being twisted off with vice grips or a pipe wrench.

3. It is important that a suitable strike plate be attached to the frame to ensure a strong anchor point for the bolt to sit in.

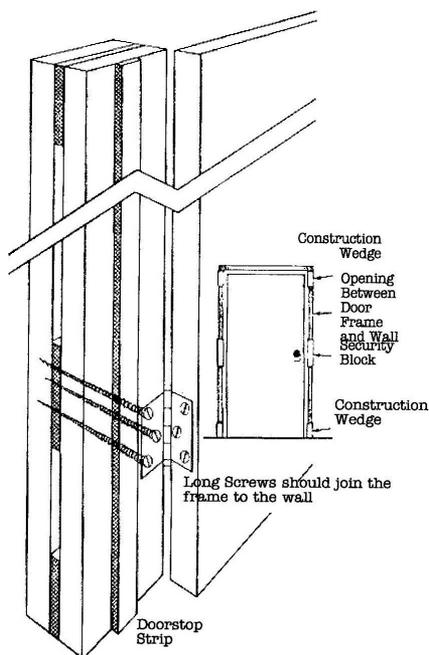
4. This lock is available with a double cylinder (key required to lock it from the inside as well as the outside). This is recommended for commercial applications only, not residential. Many fire prevention professionals warn that double-cylinder deadbolts create a health hazard in the event your family must flee the home quickly to avoid fire.



# Door Frames

A lock is only as strong as the door to which it is attached. Outside doors should be of solid-core construction.

Even the best locks and doors can be defeated by a burglary method known as spreading, where either a wedge or jack-like device is inserted between the two door frames. These methods can often be successful because doors and frames are purchased as single units and are placed into the wall opening provided by the builder during construction.



Although the opening between the wall and frame is braced at the top and the bottom with alignment wedges, the midsections are often left open, thus permitting the frame to bow under pressure. Solid blocks inserted between these openings will help to resist this form of attack.

To strengthen the frame, install large (3-4 inch screws) through the doorstop strip and the frame and into the heavier wood of the wall construction. The screws pull the door frame and doorstop strip tightly against the main wall's 2' by 4's. Put such screws on the hinge side also to further reduce a burglar's ability to spread the door and frame.

If appearance is a concern, drill a shallow hole slightly larger than the screw head so the screw can be recessed and fill the depression with patching compound. Then sand and paint.

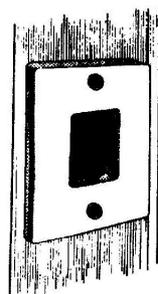
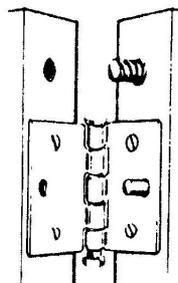
# Hinges

Check to see if the screws in the hinge leaves are small screws. If so, replace them with larger screws. Where possible, use screws at least 3 inches long to go into the wall stud beyond the frame. When using larger screws, first drill a pilot hole slightly larger than the screw to prevent splitting the frame.

## Exposed Hinges

Most exterior doors in homes and apartments open inward with the hinges on the inside; this arrangement protects the hinges from tampering. If your door opens outward, you must make sure that your exposed hinges are secure.

1. If your hinges are the kind from which pins cannot be removed, your exposed hinges are secure. If, however, the exposed hinge-pins can be removed, then you should consider changing hinges to the non removable, commercially-pinned type.
2. Alternatively, drill a matching hole in each leaf or remove a matching screw from each. Into one hole, insert a screw that is 1/2" longer than the hole is deep into the door leaf. Cut off the screw head with a hacksaw, now when the door closes, the headless screw will fit into the hole on the opposite leaf and hold the door to the frame even with hinge pins removed.

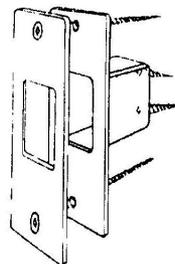


## Strikers

When considering a "deadbolt" as an auxiliary lock, it is often forgotten that, although this improves the means of locking the door, there still remains a weakness in the doorframe to force applied to the door.

A metal strike is installed on or in the door frame and is intended to house and protect the bolt of the lock. A typical strike is shown opposite and is often only fastened with 3/4" screws. Install at least 3" screws.

Most standard strike plates are small and are installed with short screws. It is important that the desired measure of security is not compromised. Therefore, an extended strike plate should be added to the frame to complement a good dead bolt. These extended strike plates are available from locksmiths in 8" or 12" sizes, and when attached with 2-1/2" to 3" screws, add a substantial degree of strength to the frame. A high security box-type strike installed with 2-1/2" to 3" screws through the door jam and into the wall stud will offer a strong housing for the bolt of a deadbolt lock.

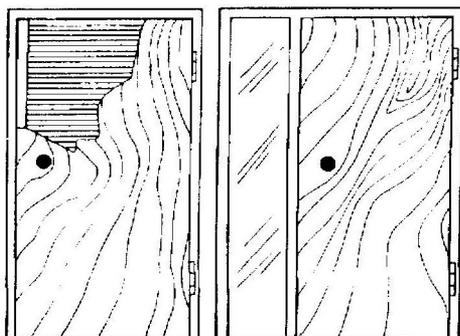


# Exterior Doors

Exterior wooden doors should be solid-core but some may be hollow-core. Test yours by knocking on them. If a door sounds hollow, you have a door made of two thin wood panels filled with cardboard or fiber filler. It is easy to punch or cut a hole through a hollow-core door and reach the lock inside.

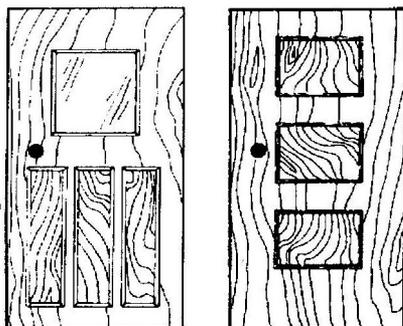
1. Replace the hollow-core or window door with a solid-core door. (Hollow-core doors are not suitable for exterior use in any case). Or better still, a steel door with suitable hardware will provide both security and better insulation.
2. A more economical solution is to reinforce the door on both sides with sheets of plywood, wood-grained Formica.

Even if your door is solid, you need to be concerned about the locks on the door.



## Exterior Doors with Glass or Thin Panels

Wooden doors with inset glass or thin wooden panels are easy for a burglar to penetrate and reach the lock inside. Burglars can also reach locks by breaking glass near doors.



Inspect the glass in or by your entrance. Consider installing a shatter-resistant plastic film adhered to the inside surface or a polycarbonate (Lexan) to the inside window frame.

## French or Double Doors

Your first concern with double doors or “French Doors” is to brace one door with recessed cane bolts to reduce inward “give” of the doors. This leaves only one door active. Then install a single cylinder deadbolt with a one inch throw in the other door.

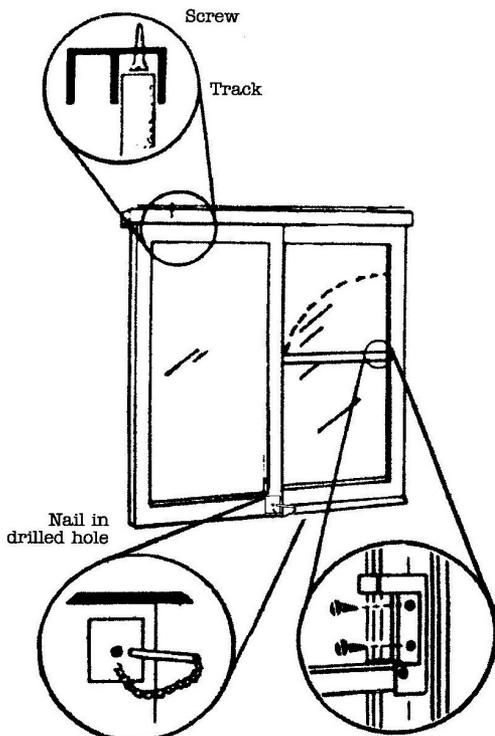
## Sliding Doors and Windows

Exterior sliding doors and windows have a number of security problems in common; many glass doors and sliding windows have flimsy locks that are easily pried or even jiggled open.

1. If the door or window slides on an inside track, you may use a metal rod or cut down a length of wooden dowel to fit snugly along the bottom track to prevent the door from being forced open.

2. A “Charlie Bar” is a more permanent and visible means of preventing lateral movement. Some models are designed to fit an outside sliding door panel.

3. Some doors and windows can be secured with a pin. Inspect your door or window in the fully-closed position. If the frame permits drilling, drill a hole through the outside frame and halfway through the sliding one. Slide into place a pin or sturdy nail that fits the hole snugly to prevent the door or window from being forced up or back. Be careful when drilling through the frame that you don't damage the thermal seal or the glass. Fire safety requires that pin locks be installed at the bottom of a window, not at the top. This is to avoid super-heated air near the ceiling of a home engulfed in flames.



# Window Glass and Plastics

If a door presents a reasonable barrier, a burglar may try to enter through a window by forcing open the window catch with a screwdriver or pry bar. If this fails, some will attempt to remove a pane of glass by removing the glazing splines or putty with a knife. If this is unsuccessful, the burglar may be prepared to break glass, reach in and release the window catch.

To reduce the opportunity for entry by breaking window glass, you may wish to consider one of the following options:

- An operable window, if seldom used and not required as an emergency exit, may be securely closed with tamper-resistant screws.
- Replace thin glass with tempered or laminated glass. Reinforce the glazing spline with longer finish nails or replace the old putty and, while doing so, add additional glazing points to make certain windows cannot be removed from the exterior; it would be better to replace the sash with one where glazing is held in place by an interior spline.

Normal window pane glass is approximately 1/8" thick, extremely brittle and easily broken. Plate glass is usually a minimum of 1/4" thick and will withstand an accidental knock. Plate glass is used for larger areas because of its greater strength due to increased thickness and because the initial cost is worth the extra protection. Tempered glass, in addition to providing greater strength than ordinary glass for equivalent thickness, will not cut someone who breaks it.

Several companies have developed transparent polycarbonate materials that look like glass but are very difficult to break. However, these polycarbonate and acrylic materials should not be used as a window replacement. They are pliable and can be pushed out of the frame, these may cost two to three times as much as glass and have varying resistance to scratching. The more commonly available glazing materials follow, arranged in descending order of resistance to breakage:

## Highest Resistance (Unbreakable)

- Polycarbonate plastic, vinyl-bonded laminated glass, 1/2" thick or more
- Acrylic Plastic sheets, 3/8" thick or more

## Medium Resistance (Vandal-Resistant)

- Wired glass, 1/4" thick
- Laminated glass, approximately 1/8" thick
- Acrylic plastic, approximately 1/8" thick depending on specific chemical characteristics.

## Medium Resistance (Break-Resistant)

- Plate glass, 1/4" thick
- Conventional float or sheet window glass, more than 1/4" thick
- Tempered plate glass, 1/8" or more in thickness.

*Note: Because the materials produced by various manufacturers may differ, this list should be regarded only as a guide.*

*Ask your dealer to provide details on the resistance of the product to breakage.*

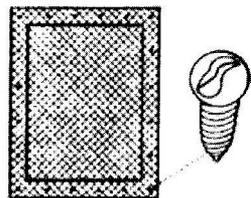
## Shatter-Resistant Window Film

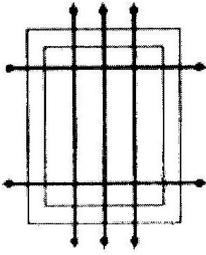
A new transparent polyester film is now available to make windows stronger and more impenetrable. It is no more than .007 inch thick, yet when applied to the inside of any window will hold the glass firmly together if broken.

This is particularly useful in sidelights, entrance doors with glass panels or windows where there is access to inside doorknobs or catches. This film is inexpensive and easy to apply.

## Heavy duty screen

Heavy duty security screens with a minimum 3/4" times number 9 wire mesh, can be used to protect vulnerable areas. When installing any wire mesh, bars or grillwork, it is best to install it on the inside of the glass. If that is impossible, then install the screen with one way screws or a 3" lag bolt (with ends rounded off) to make removal of the screen from the outside more difficult.





## Ornamental Grillwork

Ornamental grillwork can be used to protect windows that are particularly vulnerable and easily accessible. To ensure fire safety, use an inside release mechanism that is approved by your fire department so you can remove the grill in an emergency.

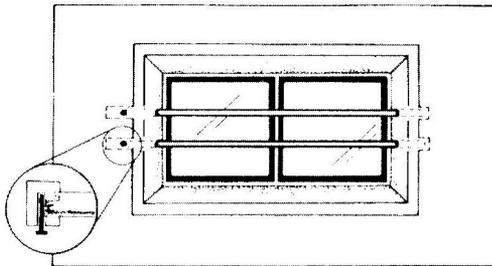
No untreated glass should be used when security is a problem in doors or entry ways. Even when deadbolts are used, if untreated glass panels would give a burglar access to the thumb turn, that glass should be replaced with treated glass or break-resistant plastic.

## Garages and Basements

### Grillwork, Guards, and Bars

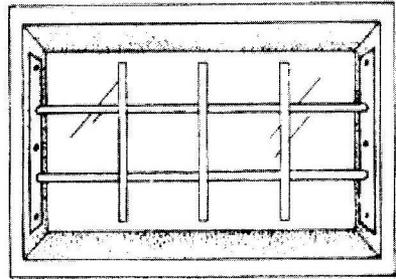
Basements usually have the casement-style window and are particularly vulnerable to entry. The young persons responsible for most residential burglaries need very little space through which to enter a home, and the poor quality of window catch offers little resistance to the most casual attempt at entry.

Basement windows, even in a window well, will afford ample opportunity to a child or young person, and as such should be given as much attention for security improvements as other parts of the home. Improving only the window catch is usually not sufficient as the hinges are fastened with short screws, the frame is often not anchored into the foundation wall and the glass is single pane and easily broken.

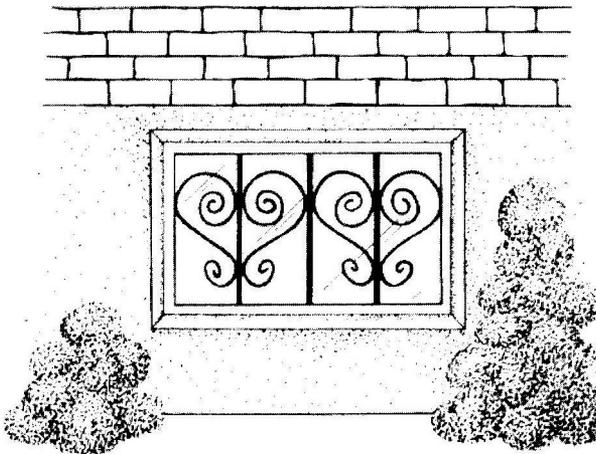


Metal window bars or grills fastened securely to the exterior of the foundation wall, or between the storm screen and window, or to the interior basement wall are the only truly effective means of giving basement windows proper security.

There are many styles of window bars and different methods of installation, some with non-removable screws, some with pins and others with a padlock.



Once again, to insure fire safety, use bars or grillwork that has an inside release mechanism.



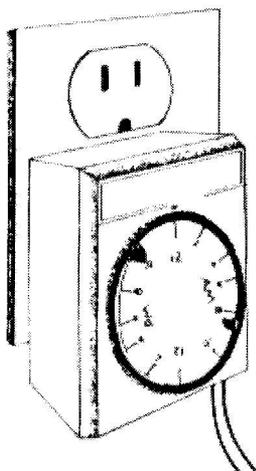
## Fire Caution

You can deny a burglar quick, silent entry while leaving quick fire exits for your family. It is best to first call the fire department for advice on fire escape plans and then make security improvements with that escape plan in mind. Rehearse the escape plan, especially with children.

# Miscellaneous

## Exterior Lights

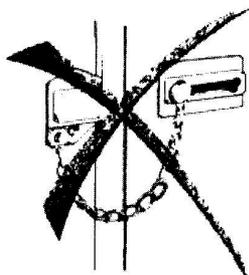
Lighting is considered one of the best deterrents to burglary. High pressure sodium or mercury vapor lights attached to timers are very effective tools that prevent trouble. Passive infrared sensors that turn lights on when movement is detected are available. They are excellent for enclosed backyards, sidewalks or driveways. They can be cumbersome when the area has a lot of foot traffic or animals.



## Interior Lights

During the hours of darkness, and prior to a normal bedtime hour, a home should have lights on in various rooms. A home not showing any interior lights will give the appearance of being unoccupied and could attract the unwanted attention of a burglar. Similarly, a home owner who leaves lights on when absent for a weekend or longer will attract attention to the home during the night because all other homes in the area are in darkness.

A light timer installed in a living room or family room and another in a bedroom, each set to come on and to go off at different times, will give your home the appearance of being occupied during the hours of darkness even when it is not. Timers can also be used to turn on and off a radio.



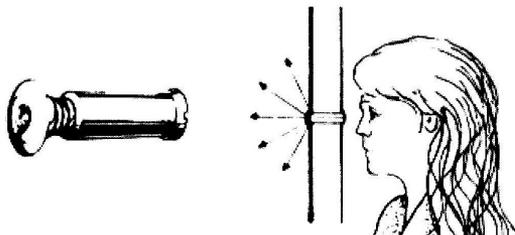
## Chain Locks

The chain lock is often used as a night latch. Chain locks are **not recommended** because they are usually mounted with short screws and have weak chains.

## Through-Door Viewers

In order to avoid opening your door without knowing who is there, a viewing device is recommended.

The best solution is to install a through-door viewer, a miniature telescope with a wide angle (220°) lens to let you see someone standing to one side of the door. These are relatively inexpensive and will adjust to varying door thicknesses.



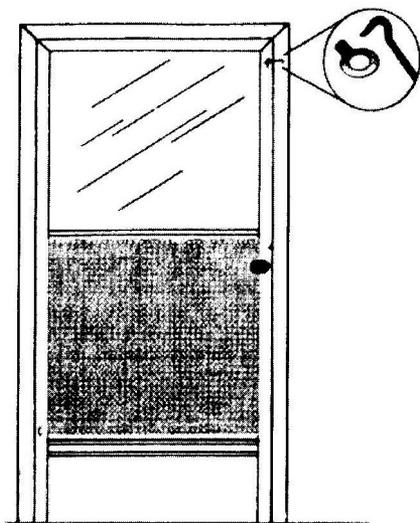
## Ladders

Step and/or extension ladders should not be left outside the house unless secured to an anchor point with a chain and padlock. Similarly, ladders left unsecured in an open garage will afford easy access to a burglar.

## Storm Doors

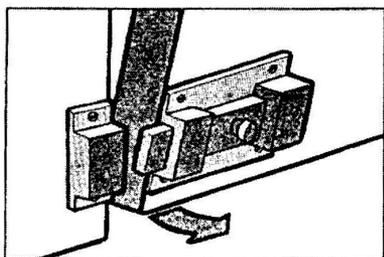
In warm weather, people like to leave their doors open, relying upon the locked storm door to secure the house while working upstairs or in the yard. Cutting the screen will allow a thief a quick and quiet access to the inside locks and consequent entry to the home.

Install a "hook and eye" on the upper part of the storm door. This will hold the door closed even if the would-be thief tampers with the door lock.



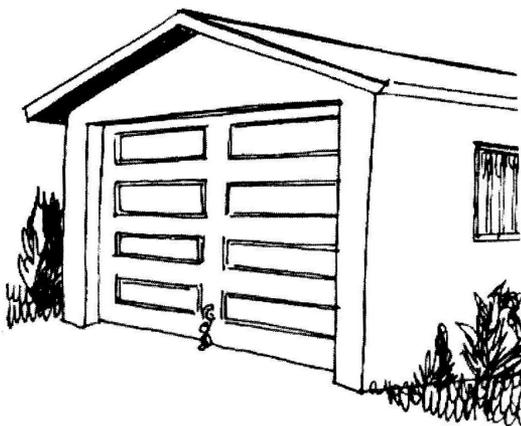
# Garages

Keep the garage door locked at all times. There is no need to advertise your absence by showing the public your empty garage. Your garage also probably contains valuable items such as bicycles, tools and garden equipment. The burglar may drive right into your garage, close the door and load up the goods, or break into your house from the garage by using your tools to force entry.



The entrance door between a garage and the home should be a solid-core wooden or metal door with a single cylinder deadbolt.

As most garage doors contain less than satisfactory locking devices, you may wish to have a better grade installed. In addition, if you have an overhead garage door, you can increase security by drilling a hole in one of the tracks or door or both and placing a hook or other device in the hole to stop the door from being opened.

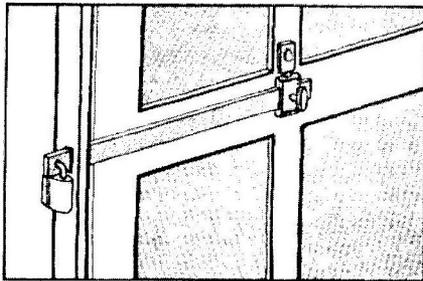
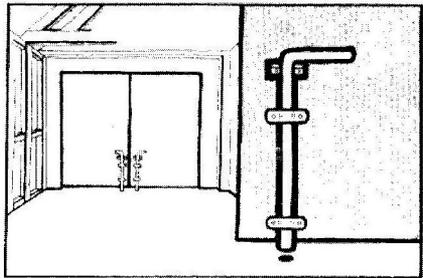


Double, side-hinged garage doors can be made more secure by the installation of cane bolts. You may wish to consider installing an automatic garage door opener. This device allows you to stay in the safety of your vehicle until the garage door opens and allows you to also avoid the elements.

It is best to purchase a dual frequency remote garage door opener and a worm drill or locking chain mechanism.

A positive point in favor of automatic garage door openers is that the arms and linkage on the door act as a barrier to forced entry. On the negative side, the door may open from a stray signal.

Find out whether the unit you are considering purchasing will filter unwanted signals. This equipment can be disconnected from the power source if the house is not occupied for a period of time.



## 2. Alarms

Sturdy window and door locks are the first important steps in improving the security of your home. Entry is made difficult and often not much more is required to deter a burglar. For additional protection, an electronic alarm system would provide excellent back-up to these security devices.

Homes that are left unoccupied for long periods of time or those situated in a location that prevents easy observation by neighbors are considered more vulnerable. An alarm system can provide valuable security and greater peace of mind for these homeowners.

No other security system is as efficient and practical for alerting neighbors and/or police that a break-in has occurred. The intruder is scared off for fear of being apprehended.

Alarm systems are offered in a variety of forms and the average homeowner may be somewhat confused when first exploring the alarm market.

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Some alarms are simple, self-contained units that are cheap and designed to suit a single door or window. These types of alarms alert someone who is home.

Other alarms take the form of more elaborate systems that can either be wired to a bell or horn. This sounds the alarm locally (in or immediately outside the house) or it can alert a central monitoring station which will notify the police if an alarm signal is received.

Most residential security alarm systems fall into two general categories: perimeter intrusion detectors and area intrusion detectors.

Perimeter intrusion detectors are installed on the outside doors and windows. Area intrusion detectors cover a given area or trap zone within the residence. Since area intrusion detectors are not useful when pets are left in the home, consider using mechanical sensors on some of the interior doors.

## Recommended System

An ideal system includes:

1. Central Station Monitoring including local alarm (outside siren).
2. Sensors on perimeter doors and vulnerable windows.
3. Sensors protecting the interior.
4. Stationary or remote "panic buttons".
5. Fire sensors.

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## Questions to ask an alarm system company salesperson

1. Is the firm established, with a history of performance and service?
2. Does the alarm company have insurance to cover the cost of any damage to your property caused by the company during installation of the system?
3. Is the company and installer properly licensed and bonded? Is anything subcontracted (installation, service or monitoring)?
4. Is the alarm company a member of the Washington Burglary and Fire Alarm Association (800-248-9272)?
5. Is the system equipped with a battery backup? Is the battery rechargeable?
6. Does the company offer a written guarantee? What is guaranteed and for how long? Are parts and labor covered?

For more information about alarm systems, contact your local police or sheriff's office.

## 3. Block Watch

Cooperative community effort is still society's most effective tool in accomplishing objectives too large for the individual. An isolated individual may have little control over his environment, but in cooperation with others, can accomplish much.

You and your neighbors can prevent crime within your community and make it a safer, more secure place to live. Even though today's lifestyles sometimes make it difficult to be as neighborly as we'd like, being a good neighbor is one of the best ways to prevent crime. Neighbors can be your best protection when you band together to look out for each other's interests.

## What is Block Watch?

Block Watch is a program of neighbors watching other neighbors' property. At all times when you are at home, be alert to what's going on in your neighborhood. A police officer patrolling your community may not recognize a stranger in your yard, but your neighbors would.

## How Does It Work?

The program works through cooperation - NEIGHBORS WATCHING OUT FOR NEIGHBORS. Neighbors know who you are, and what type of car you own. They may be the first to notice a burglar at your window or door. Each neighbor can effectively watch those homes to each side, the front and the back of his own home.

The Block Watch Program is not intended to form citizen crime watch patrols or vigilante groups. You are only asked to report the situation to the police and let them handle it. It is not a good idea to confront any suspicious person(s) or attempt arrest yourself; your safety could be in jeopardy.

## Activities to Watch For:

- Scream from anywhere
- Anyone removing valuables from homes or vehicles
- Sound of broken windows or shattered wood
- Persons going door to door
- Strange vehicles parked at your neighbor's house
- Vehicle passing by numerous times, suspiciously parked or constantly travelling back alleys
- Anyone being forced into a car
- Beam from flashlight or light in neighbor's home
- Persons loitering around neighborhood

## If you see something suspicious...

Write down the description of any suspicious persons. Get the make, model, color and license numbers of strange vehicles. Call the police and other members of your Block Watch group immediately. Don't assume someone else has called... **CALL THE POLICE IMMEDIATELY!!**

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## How to Report a Crime

Law enforcement needs your help reporting crimes. Be alert wherever you are and learn to recognize crime. When you see or hear something that might indicate a criminal act is being committed, don't hesitate to call the police.

When you are reporting a crime, stay calm and state the problem. Give the address where the emergency is occurring. Remember to give the full address and the nearest cross street.

It is important to be able to describe the offender to police after the offense has occurred. Police need to know the suspect's race, sex, age, height, weight, build, complexion, hair color, eye color, clothing and miscellaneous identifying marks such as tattoos, scars, etc.

Let the police dispatcher control the conversation. Answer all questions to ensure the best response. If you wish to remain anonymous, give your name to the operator, then request anonymity and tell the operator that if the police need more information, they can call you later.

To ensure complete anonymity, call the Crime Stoppers Program in your community (see Chapter Four - Community Policing programs).

## What Else Can You Do?

... Exchange work and vacation schedules with a neighbor(s) you trust so you can keep an eye on each other's homes. If you know that your neighbor is away and you see an obvious invitation to a burglar, correct it. Close the open garage door and remove the accumulation of newspapers from the doorstep. **MAKE THE EFFORT! BECOME ACQUAINTED WITH YOUR NEIGHBORS.**

## How to Develop the Program:

To develop a Block Watch program in your neighborhood, contact your local police/sheriff's department. They will assist in developing a community plan. For the program to be totally effective, each resident must take an active role in both security improvement and observation.

## 4. Operation Identification

Going hand-in-hand with security measures is the “Operation Identification” program. Operation Identification is a crime prevention program specifically designed to discourage theft and provide a means of easy identification of stolen and lost property by marking your valuables.

Have you ever wondered what happens to property that is seized or recovered by the police? In many cases it is destroyed or auctioned simply because it can’t be traced to the proper owners. In cases of property that is seized by police from suspected burglars, criminal charges cannot be made if the property is not positively identified as belonging to someone else.

Proper identification makes it easier for the police to return personal property. How would you feel if you had an irreplaceable heirloom stolen from you? Even though your insurance might cover it, you’d probably rather have the item itself returned to you. Engraving your Washington State driver’s license number, preceded by the initials WA.D.L, on valuables identifies them as uniquely yours. If you do not have a driver’s license, engrave your Washington State Identification card, preceded by the initials WA.I.D. on your valuables.

The program is a strong deterrent to thieves. Although it does not guarantee your valuables will not be stolen, it has been shown to reduce the incidence of stolen property. Marked articles are difficult to dispose of because they are more easily traced.

### How do you join Operation Identification?

Just get in touch with your local police/sheriff’s department and you can borrow an electric engraver at no charge. For deterrent purposes, the identification number should be clearly visible, without marring the appearance of the item. A second hidden number may also be applied.

You will also be supplied with inventory forms to record your marked property. Keep one copy for yourself in a safe place and a second copy can be sent to your insurance company. Operation Identification is just one more step you can take to protect your valuables.

# Burglary Prevention Check List

## Outside Perimeter:

Yes No

- Are doors fitted with dead-bolt locks?
- Are your doors of solid construction?
- Do your doors fit their frames snugly?
- Are strike plates properly secured?
- Do you have key locks on inside doors within 'arms reach' of windows?
- Are door hinges vulnerable?
- Do you lock your porch and garage?
- Do you lock your doors when away from home for short periods?
- Do you lock the doors out of your view when working in the yard?
- Do you avoid leaving keys hidden near access doors?
- Do you leave notes on the door to indicate your absence?
- Are your windows fitted with locks and do you lock them?
- Are sliding doors and windows secured with a track pin or Charlie Bar?
- Do you keep tools or ladders on the side of your house or in your backyard that could let a burglar gain access into an area you thought was secured?
- Do you store lawn mowers, snow blowers, and gas barbeques out of sight when not in use?
- Do you light the outside of your home to discourage prowling or loitering?
- When you move to a new residence do you hire a reliable locksmith change the locks?
- Do you change your locks immediately if your keys are lost or stolen?
- Have you locked your gate to prevent unwanted people from accessing the backyard?

## Inside Security:

Yes No

- Do you avoid leaving valuables, coin collections or large amounts of cash at home?
- Do you have a safe that is bolted to the floor or fire proof?
- Do you leave lights on and a radio playing when out for short periods? Have you marked your valuables or recorded serial numbers for identification?

## Vacation Security:

Yes No

- Do you notify a neighbor of your travel plans and ask if they will report any suspicious activity?
- Do you leave window shades in the normal positions?
- Do you cancel all deliveries?
- Do you make arrangements for your yard to be kept up and any mail or brochures to be picked up?
- If you own a second car, do you park it in the driveway?
- Do you use a light timer on interior and exterior lights?
- Do you double check all doors and windows to be sure they are properly secured before leaving?
- If you have a gate, have you put a zip tie or lock on it to prevent unwanted people from gaining access to your backyard?

## Apartment Security:

Yes No

- Do you refer unknown persons seeking entrance to the manager?
- Do you report suspicious activities to the manager or police?
- Do you advise the manager of any travel plans and request your apartment be checked?
- Have you asked for your mail to be picked up and held until you return?

## Additional thoughts.....

You may feel additional home security is an unnecessary financial burden. As a police department, we want to promote prevention and take away a criminals opportunity to victimize you or your family. By putting away ladders, locking your gate and ensuring your outside lights are working, you can create a safe environment while not breaking your budget.

If you have further questions, please feel free to contact the Lacey Police Department's Crime Prevention Unit.



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## Section Two

# Personal Safety

Most crimes are crimes of opportunity. The key to staying safe from assault or robbery is to avoid places or activities that provide a criminal the opportunity to commit a crime.

The best way to avoid domestic assault is to take steps to limit the attacker's opportunity to get away with the crime.

The least expensive measure you can take to protect yourself against crime is to incorporate habits into your daily routine that make you and your family less vulnerable. Adopting a “security conscious lifestyle” can be beneficial for you and your family. Talking about past experiences and what you’ve learned from them is also helpful.

You do not have to live your life being paranoid, but being prepared for unpleasant situations can be a prevention strategy. Be alert and know that you need to trust your instincts. If you feel uncomfortable in a place or situation, *leave!*

Listed below are some things we have seen at the law enforcement level that can help be security conscious.

## The Personal Safety Check List

### In The Home

Yes No

- Do you keep your front door locked at all times?
- Do you have an eye viewer/peephole so that you can see who is outside without having to open the door?
- Do you always verify a person’s identification before opening your door?
- If a stranger was at your door and they asked to use your phone, would you let them into your home? Would you have them wait outside and you make the call yourself?
- Do you refuse to reveal personal information to anyone on the phone or at your door?
- Do you allow solicitors into your home without asking for their business license?
- Do you have a working telephone at your house to call for help if needed?

### Telephone Answering

Yes No

- Do you teach family members not to give personal or family information to strangers over the phone?
- On your answering machine do you have your name, the names of other family members?
- Do you leave messages on your phone stating you’re out of town?

## On The Go

Yes No

- Do you plan in advance to use the safest route to your destination?
- Do you choose busy, well-lit streets?
- Do you wear clothing that can be easily seen in the dark?
- Do you avoid isolated bus stops?
- Do you pay attention to your surroundings?
- Do you stay out of reach if someone in a vehicle stops to ask directions? Are you wary of approaching strangers?
- If you feel you're being followed, do you have a cellular phone to call for help?
- Do you avoid carrying large sums of money in your purse or wallet?
- Do you avoid leaving valuables unattended, even for a moment?
- Do you avoid displaying large amounts of cash in public?
- Do you avoid having multiple credit cards on you at one time?

## In Your Car

Yes No

- Do you always lock your car doors while driving?
- Do you keep windows rolled up whenever possible?
- Do you avoid picking up hitchhikers?
- Do you keep your car in good running order to avoid breakdowns?
- Do you look for well-lit areas to park your car?
- Do you always lock your car when it is parked? Do you look around the car before you get out, especially at night or in deserted areas?
- When returning to your car, do you have your keys in hand? Do you look in the back seat before getting into the car?

## Reviewing your responses....

The Crime Prevention Unit believes that personal safety along with home safety can make you less likely to be victimized.

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## What If It Happens To You?

When faced with danger, trust yourself. Stay as calm as possible. Think rationally, without panicking. Evaluate your options. There is no right way to respond to a confrontation. Every situation is different. The response depends upon the circumstances: location of the attack, your personal resources, characteristics of the assailant and the presence of weapons.

There are many strategies that are effective, but you must rely on your own judgment to choose the best one:

- No resistance
- Stalling for time
- Negotiating
- Distraction and then fleeing
- Verbal assertiveness
- Screaming to attract attention
- Physical resistance

Always make a conscious effort to get an accurate description of your attacker and call the police immediately.

## Child Safety

### Helpful Rules to Keep Young People Safe

Most parents want to educate their children about sexual abuse, but they don't know how. These guidelines will help parents teach their children how to keep safe. Remember, you can't tell a child too much. Knowledge doesn't stimulate inappropriate behavior—ignorance does.

Parents who talk openly with their children will be “ask able” parents, and children will feel free to bring their worries and concerns to them in the future.

# 11 Steps to Safety

1. An unattended child is a child at risk. Arrange with your child an alternative place to wait if you are delayed, especially in the darker winter evenings. Suggest a well-lit store or inside an arena or school.
2. Have children walk in pairs or groups.
3. Children should always travel the same way home.
4. Don't allow your young child to go to a public washroom unattended.
5. Check your babysitters' credentials thoroughly. In your absence, they are guardians of a priceless treasure.
6. Tell your child it is not rude to ignore an adult who is asking directions on the street. Another adult could be asked for more accurate directions.
7. Tackle the subject of sexual abuse prevention with the same honest, matter-of-fact manner you would attach to road safety. Remember, the only time a child will ask you about sexual abuse is after it has happened.
8. Discuss with your child the difference between fact and fiction so they understand the nature of taking an oath. (This may be necessary for a court appearance.)
9. If you suspect that an abuse has taken place:
  - DO encourage the child to talk about it.
  - DO establish in the child's mind that he/she is not to blame.
  - DO NOT correct the child's story; listen to the original words, even those which are babyish or family words.
  - DO NOT suggest or modify what the child is trying to say. Your ideas might confuse the truth.
  - DO NOT SHOW horror or anger; however if caught by surprise and unable to control your emotions, be clear that your anger is meant for the offender, not the child.
10. When you are aware of an incident of sexual abuse, call the police or the child welfare authorities immediately. Ensure that a social worker, a police officer and someone supportive to the child is present when the evidence is given.
11. Wise children should know:
  - their own address & telephone number.
  - where to go in an emergency.
  - never talk to strangers.
  - never get into a stranger's car.
  - never accept candy and gifts from strangers.
  - always play in safe places.

# The Child Safety Check List

Yes No

- Does your child know what to do if lost?
- Have you ever discussed peer pressure with your child?
- Have you ever discussed with your child what abnormal behavior is?
- Have you discussed with your children what should be done if they find themselves at a questionable party?
- Have you ever taken a walking tour of your neighborhood?
- Have you physically checked out the facilities your child attends such as day care or school, sports facilities or other play areas?
- Does your child know when to reject adult authority?
- Have you ever discussed emergency procedures with your child?
- Does your child carry personal identification and medical information?
- Do you know if your child is a follower?
- Do you know if your child is a wanderer?
- Can you account for your child's whereabouts hourly?
- Have you discussed with your child who might be the best people to approach if he or she needs help?
- Have you ever done any public transportation training with your child?
- In the presence of your child, do you display a positive attitude towards police and the law?
- Is your home a gathering place for kids?
  - A) Have you thought of why?
  - B) Do you know whose house is a gathering place for kids?
- Do you know the telephone numbers and addresses of your child's friends? Have you met the parents of your child's friends?
- Do you feel you:
  - A) Listen to your child?
  - B) Spend enough time with your child?
- Does your child know how and where to reach you at any time?

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## Section Three

# Personal Property Protection

Law enforcement agencies report there is an alarming growth in the number of thefts of personal property, particularly automobiles. Although many citizens are insured against theft of personal property, ultimately all of us pay for such crimes in the form of higher insurance rates and increased taxes for more law enforcement personnel. Therefore, it is important to do all you can to prevent such crimes.

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# Auto Theft Prevention

Auto theft is a widespread crime that affects the whole community. Higher insurance rates, property damage and injuries and loss of life from accidents are the results. The thieves' motives are joyriding, transportation or profit (either selling the vehicle or stripping the parts). You can reduce the risk of theft of your unattended car, its parts or contents, by observing certain precautions.

The majority of stolen cars were left unlocked, often with the keys in the ignition. Whether you leave your car for a moment or for several hours, always lock it and take the keys with you. NEVER leave your vehicle with the engine running. Don't make it easy for a thief!

## ✓ Be Careful Of Your Keys

Keep car keys and house keys on separate rings. Never have an identification tag on your car key ring—thieves may use it to locate your car. Never hide an extra car key under the hood.

## ✓ Secure Valuables and Parcels

Never leave check books, credit cards or other such articles unattended in your car. Lock valuables in the trunk.

## ✓ Park In Well-Lit and Busy Areas

This is important for both your personal safety and the protection of your car and its contents.

## ✓ Secure Your Registration

Do not keep your vehicle registration or driver's license inside your car. Carry it with you.

## ✓ Mark Your Property

Criminals have found it profitable to steal equipment and accessories. Engraving tools are available to mark equipment and accessories such as batteries, stereos, CB radios and hub caps.

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## Discourage Thieves

Some thieves specialize in lifting the door-locking buttons of a vehicle with a coat hanger. Consider purchasing smooth, non-flared locking buttons for your car doors.

Hood locks are available for vehicles with hoods that can be opened from the outside. Alarm systems can be installed on your vehicle. Alarms can be wired to go off if any door, hood or trunk is opened and to detect any movement of the car.

Fuel and electrical cutoff devices can be installed to shut off fuel to a vehicle engine shortly after starting if the vehicle is stolen. Hidden switches can be wired to prevent starting a car with a stolen key or to help deter easy jump starting.

## IF YOU ARE THE VICTIM...

### Report the theft to the police immediately

If your car or accessories are stolen, the police will need specific information to identify the car, parts, and accessories:

- ✓ Color, year, make and model
- ✓ License number
- ✓ Vehicle identification number (serial number)
- ✓ Tire size, brand and serial number
- ✓ Special equipment — CB radios, tape player, etc. — description, make and serial numbers.
- ✓ Dents, scratches or other accidental damage that make your car different from any other car of the same make and model.

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# **Bicycle Theft Prevention**

Bicycles are once again becoming a popular mode of transportation. Along with an increased demand for bikes comes higher prices. So whether you buy a bike for transportation or recreation, you should protect your investment. Each year thousands of dollars worth of bicycles are stolen. A large number of these are never returned to the owners.

Every precaution should be taken when leaving your bike unattended. Use a good chain and lock to secure your bike to a pole, tree or fence. At home, lock your bike in the yard, even if it is stored in a garage or shed. NEVER park your bike, even for a few minutes, without chaining and locking it. That's all the opportunity a thief needs.

Mark your bicycle through the Operation Identification Program. You may want to consider marking various parts of the bicycle in the event that the bicycle is stripped. Keep a record of the full description and the serial number. This information will assist in recovering and returning the bike if it is stolen.

# **Vandalism**

Vandalism is the senseless and often malicious destruction of property. Destruction and damage to both public and private property runs into millions of dollars in Washington State. We all pay for vandalism through loss of property, personal and physical discomfort, possible danger to life, increased taxes to cover damage to public property and increased insurance costs. Vandalism can take place anywhere that an opportunity exists at any time.

Vandals, like burglars, prefer to commit crimes where they are unlikely to be seen. One of the most effective programs a community group can undertake to avoid vandalism is the Block Watch program.

Seventy-five percent of vandals are between the ages of 7 - 18. Therefore a great responsibility lies with parents. The most effective education comes from the home. Teach your children to respect public and private property. Young people should learn to have a sense of pride in their community. If you are a victim of vandalism, report it immediately and take steps to remove evidence of the damage to avoid additional problems.

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## Section Four

# Community Policing

Community policing has been around for years. It is only recently that police and sheriff's departments around the state have begun to embrace the idea of involving citizens directly in police work in order to attack the root causes of crime.

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# The Role of Citizens

In order to effectively reduce crime in any given community, citizens must play an active role. You can do your part as a citizen crime fighter by:

1. Adopting the crime prevention principles contained in this handbook and using them daily,
2. Acting as the “eyes and ears” of law enforcement and calling police when you suspect a crime has occurred or is about to occur.
3. Alerting and working with your law enforcement agency on your neighborhood concerns and supporting community efforts to jointly solve problems.

The back cover of this handbook contains a telephone number to report criminal activity. According to federal authorities, less than 40 percent of all crimes committed in the U.S. are reported. If you don't call, law enforcement can't respond.

# The Role of Law Enforcement

Community policing refers to a philosophy that takes many different forms depending on how it is implemented.

The community policing philosophy focuses on citizen involvement as an integral part of the solution to crime problems. Police departments all across the state are adopting this philosophy in one form or another and are beginning to work closely with individuals, block watch organizations and other community groups to attack the root causes of crime.

To find out about community policing efforts in your area, contact your local police or sheriff's department.

# Community Policing Programs

## Crime Stoppers

The Crime Stoppers Program is one of the most successful examples of community policing in the state. This program allows citizens with information about a crime to anonymously call and provide police with information. If the information leads to a charge and arrest, the local Crime Stoppers Program will pay up to \$1,000 to that citizen. Below are Crime Stoppers regional programs and the telephone numbers to call to report information.

Seattle/King County	206-343-2020
Tacoma/Pierce County	206-591-5959
Thurston County	360-493-2222
Tri-Cities	509-586-8477
Yakima County	800-248-9980
Bremerton	206-478-5277

## The Stop Fraud Network

The Stop Fraud Network is a fraud prevention program designed to teach senior citizens how to protect themselves from con artists. Sponsored by the Washington State Attorney General's Office, this program also encourages senior citizens to call a toll-free fraud hotline if they become aware of fraudulent activity. This enables law enforcement to identify fraud and act quickly.

This program exemplifies community policing. It is a coalition effort involving fifteen statewide organizations from the private, public and non-profit sectors and widespread citizen involvement. It has received national attention because of the innovative, private-public strategies that were employed to manage and fund the program.

For more information about the Stop Fraud Network, call the National Fraud Information Center at 800-876-7060.

## References

Lacey Police Department	360 459-4333
Olympia Police Department	360 753-8300
Tumwater Police Department	360 754-4200
Yelm Police Department	360 458-5701
Rainier Police Department	360 446-2245
Tenino Police Department	360 264-2626
Thurston County Sheriff's Office	360 786-5500
Crime Prevention	360 456-7789
Crime Stoppers	360 493-2222
WA Attorney General's Office	800 622-0033
Your Local Police/Sheriff's Dept.	Consult your local phone directory

Crime Stoppers of Olympia/Thurston County <http://crimebusters.org/>  
Washington State Crime Prevention Association <http://wscp.innw.com/>

## A Message From the Lacey Anti-Crime Unit

Crime Prevention is a collaborative effort between the citizens of Lacey and the Lacey Police Department (LPD). The Department is dedicated to ensuring the safety and security of its residents.

Burglary, auto theft, vehicle prowling, and vandalism are the most prevalent neighborhood crimes. They are the easiest crimes to commit and the easiest to prevent, but some of the most difficult crimes to solve.

Starting a Block Watch Program is a step toward helping to ensure your own safety. Block Watch communities have proven to be a deterrent to criminal activity. Criminals want to be able to victimize without being caught and strong communities force them to seek other areas.

The LPD can provide information and training on starting a Block Watch in your community. The Department also provides training to citizens in a number of areas such as personal safety, identity theft, gun safety, home security, disaster preparedness and domestic terrorism.

Please contact the Anti-Crime Officer for assistance, guidance or training in any area that you feel will make your community the best it can be. I look forward to working with you.

Sincerely,

THE LACEY POLICE DEPARTMENT'S ANTI-CRIME UNIT

Your **Do-It-Yourself**  
**Crime Prevention Handbook**

provides the tools you need  
to avoid becoming a crime victim.

This booklet contains  
prevention checklists on  
home security, personal safety  
and child safety.



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