

Home Security Tip Book



Protection. Service. Enforcement. Education



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CRIME PREVENTION BEGINS AT HOME



WINDSOR HEIGHTS POLICE DEPARTMENT

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HOME SECURITY SURVEY

A Home Security Survey is a critical on-sight examination of a property to determine what the present security status is, identify any deficiencies or excesses of security, determine what level of protection is needed, and make recommendations to improve the overall security of the premises.

This booklet is designed to help you understand how to improve the security of your home. All of the suggestions are relatively simple and do not cost a great deal to implement. While there are no fool-proof methods for preventing crimes to your home, the tips in this booklet can make your home more crime resistant.

There are many good security devices that are not mentioned here. This booklet is meant to be used as a guide and a reminder only, and some items mentioned will not apply to you.

Remember – lock your doors and windows. Don't become a crime statistic, and *please share this book with your neighbor.*

NEIGHBORHOOD

Be neighborly, meet and talk with your neighbors regarding your concern about burglary. Tell them what you are doing to protect your home. Ask them to report any suspicious persons or activities around your home to law enforcement.

A Neighborhood Watch is the most effective means to substantially reduce residential burglaries and other crimes in the community. By participation in a Neighborhood Watch program you will be working in cooperation with law enforcement.

Necessary Precautions

Many of these recommendations call for minor modifications to be made to windows, doors, or other fixtures. When you implement these recommendations, caution must be exercised to prevent personal injury or unintended damage.

If you feel that you lack the skills or tools necessary to make these modifications, please contact a qualified professional or a friend who has the expertise needed to perform these tasks safely.

Eye protection should always be worn when performing the recommended modifications. All other appropriate safety measures must be observed as dictated by the tools being used and the manufacturer's instructions.

Whenever you drill into a surface, be certain that there are no electrical wires, pipes, or other fixtures beneath the surface that may be damaged by the drill bit.

When drilling near a window, great care should be taken to avoid drilling into the glass.

If you are renting your residence, obtain permission from the owner/manager before making any modifications to the property.

Check with the door or window manufacturer or reseller to make sure you don't void energy efficiency ratings or warranties.

DOOR SYSTEMS

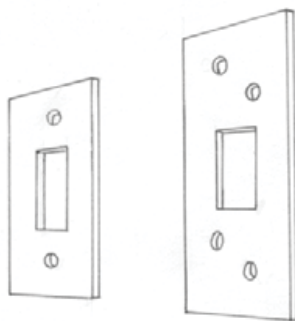
Hinged Doors

Reinforce the Door Frame

One method of doing this is to replace one screw in each of the hinge plates with a 2½-inch screw. This will reach past the door frame into the 2x4 studs or actual wall behind the door frame.

Security Strike Plate

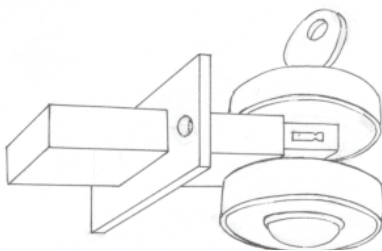
The strike plate is the metal piece on the door frame that the deadbolt “throw” goes into. Strike plates should be 4 or more inches in length and be mounted with two or more case-hardened screws at least 3 inches long.



Single Cylinder Deadbolt

This lock has a keyway on the outside and a turn knob on the inside. This locking mechanism is recommended on all exterior doors including the pedestrian walk through door between garage and home. If there is glass within 40 inches of the door lock, it should be covered with a security grille to prevent reaching through the glass area to unlock it.

The throw bolt should extend at least 1 inch from the edge of the door, and it should have a hardened steel pin inside the throw bolt. The lock should be installed with at least two 1/4- inch case-hardened steel fasteners, and should have a tapered or rotating guard around the key section so that it cannot be compromised with a pair of pliers.

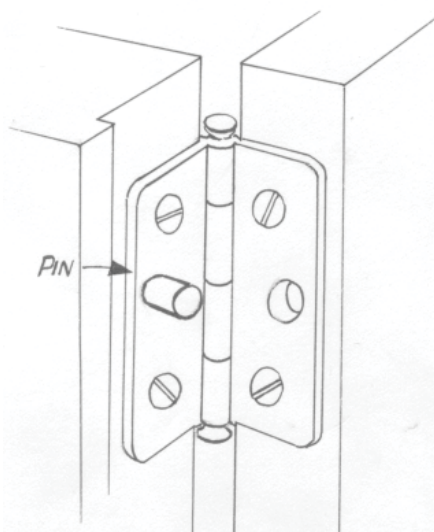


Double Cylinder Deadbolt

This lock is keyed in both the inside and outside, requiring a key to unlock it. It is the same as the single cylinder deadbolt, except the keyway is on both sides of the door.

Pin Hinges

These are recommended for exterior doors that open out. A hinged door that opens out has the hinge pins on the outside, making it possible to remove the pins and open the door from the hinge side. To prevent this, remove one of the screws of the hinge (on the door frame side) and drive a nail into the hole, leaving the nail exposed $\frac{1}{2}$ inch. Then cut off the head of the nail. Remove the matching screw from the other half of the hinge. The nail should now fit into this second hole when the door is closed, connecting the two parts of the hinge and securing the door from being opened by removing a hinge pin from the outside.

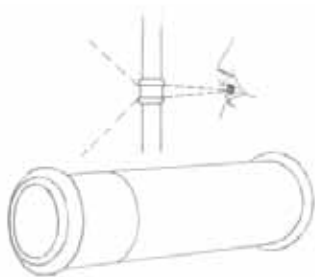


Double Door

Entrances that have two swinging doors that close in the middle should have flush bolts installed on one of the doors. These bolts extend up into the frame at the top and down into the floor at the bottom, providing a base to lock the other door to.

Install a 180-Degree Viewer

A door viewer or “peep hole” should be installed in all exterior doors where there is no visibility from inside to see who is at the door.



Hollow Core Door

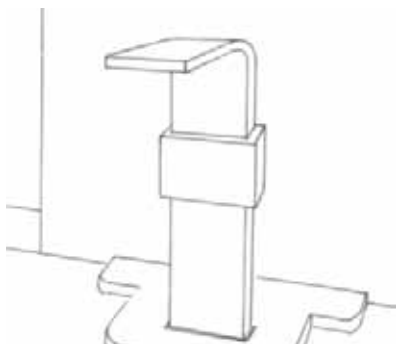
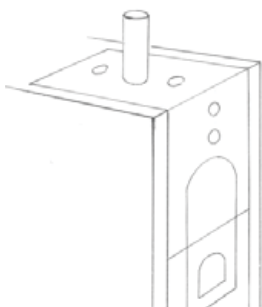
Any exterior door that is hollow core construction, or that is in weakened condition due to age or weathering, should be replaced.

Grille Over Window in Door

Doors that are half wood/half window should be replaced or have a security grille installed over the glass part. Install this grille on the inside of the door or use tamper resistant fasteners such as round-headed thru-bolts if installing the grille on the outside.

An alternative to replacing the door would be to install a security wrought iron door on that entrance.

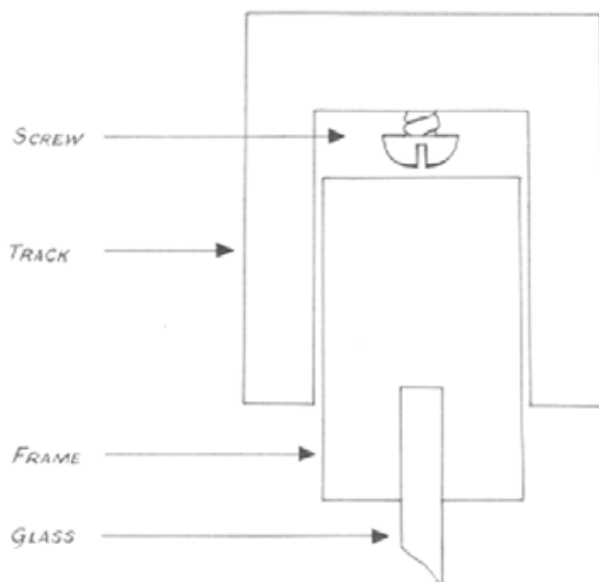
Flush bolts installed at the top of a door and at the bottom into the floor.



Sliding Doors

Take up Slack

Install panhead screws in the upper track of the movable panel of all sliding doors. The purpose is to prevent the sliding door from being lifted off the track and removed from the frame when it is in the closed position. These screws have rounded heads and should be installed about 2 feet apart. They should be screwed in so that the door can just barely slide by while preventing it from being lifted up and out of the track.



Use Charlie Bar or Stick

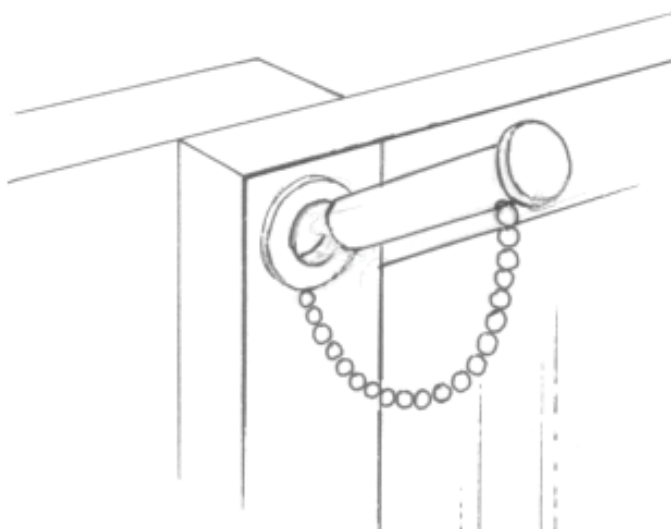
A Charlie bar is a commercially available device that mounts to the frame opposite the sliding door and swings down behind the door to stop it from sliding.

A stick or dowel inserted snugly into the bottom track can be used in much the same way.

This recommendation will only work on doors that slide on the inside track.

Pin Doors

With the door in the closed position, drill a small-diameter hole from the inside center frame into the outside frame, but not through the outside frame. Insert a nail or other sturdy pin. To be most effective the hole should be made at a slight downward angle to prevent the pin from falling out if someone tries to lift the door up and out of the frame. Caution: when drilling holes in the frame great care should be taken to avoid drilling into or striking the glass. Tempered glass will frequently shatter on contact with the drill bit. Also check with the door manufacturer or reseller to make sure you don't void energy efficiency rating or warranty.



Auxiliary Latch or Lock

Add another lock or latch to supplement an existing one. This is recommended when the existing lock or latch provides inadequate protection.

Adjust Rollers

Some modern sliding doors can be adjusted in order to prevent lifting or removing the door when it is in the closed position.

GARAGE DOORS

Add Auxiliary Lock

Add another lock or latch to supplement the existing one.
This may include a padlock on garage doors.

Pin Track

On garage doors that roll up or slide overhead on a track, drill a hole in the track that the door moves in, while the door is in the closed position, and install a pin or padlock into the hole to prevent the door from moving along the track. If a pin is selected, it should be sturdy enough to withstand considerable pressure.

Electronic Door Opener

Garage doors that open by remote control can often be opened by someone else possessing a remote control. These controls can be changed to different frequencies by turning small dials inside until your frequency is found and your garage door opens. Use a pin in the track to stop the door from moving when you are gone or add an auxiliary lock. Consider unplugging your garage door opener if you are gone for a long period of time such as a vacation.

Note: garage door companies have created “rolling code” technology for better security. With this technology the remote doesn’t rely on only one frequency. A new code is generated every time you press the remote.

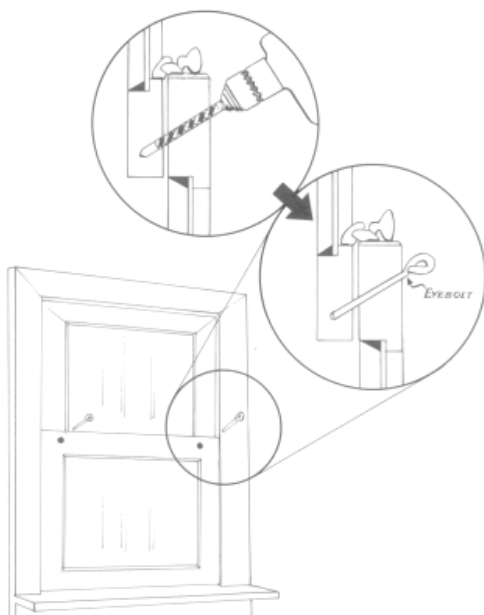
DOUBLE HUNG WINDOWS

Install Auxiliary Latch

Add an additional device to supplement the existing latch or lock such as a simple hook and eye commonly used on screen doors.

Secure Air Conditioning Unit from Inside

Many air conditioners simply sit in window frames supported on legs or by straps on the outside. Secure the unit from the inside by attaching a bar to the unit that extends past both sides of the window frame so that the unit cannot be removed from the outside.



Pin Windows

With the window in the closed position, drill a small-diameter hole through the inside frame into the outside frame, but not through the outside of the frame. The hole should be drilled at a slight downward angle to be most effective. Drill two holes for each window on each side of the window near the top. Insert a sturdy nail or pin in the holes.

Caution: when drilling great care should be taken to avoid drilling into the glass. Also check with the window manufacturer or reseller to make sure you don't void the energy efficiency rating or warranty.

Casement Windows

Adjust or Replace Latch

If the latch is bent and not securing the window, adjust it so that the window closes and locks securely. If the latch is broken or cannot be adjusted, it should be replaced. Sometimes it is just covered by many layers of paint and when cleaned and realigned it works again.

Pin Latching Mechanism

Remove the latch from the window and drill a hole through the latch housing and latch while the latch is in the closed position. Insert a sturdy pin or nail that is removable. Do not use a screw or bolt; they would not allow escape if necessary.



Install Clevis Pins

The standard latch on casement windows is relatively easy to defeat. Installing clevis pins provides an additional point of strength. At the top center of each movable window, drill a small-diameter hole through the window and the casement frame. This should be done from the outside with the window closed securely.

Caution: when drilling great care should be taken to avoid drilling into the glass.

Glass will frequently shatter on contact with the drill bit. Also check with the window manufacturer or reseller to make sure you don't void energy efficiency rating or the warranty.

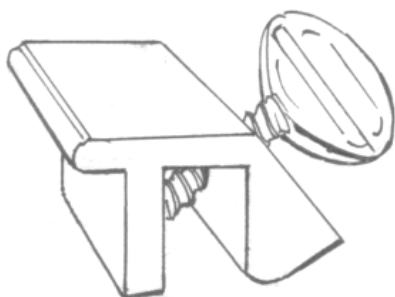
Remove Crank

Removing the crank/handle may discourage someone from breaking the window pane to gain access to the handle. It does not stop the window from being opened. Do not screw or bolt the window shut.

Sliding Windows

Install Auxiliary Latch

There are many varieties. Most clamp into the window frame behind the sliding window to stop the window from sliding past that point. Consider using the type that has a pointed screw. Greater security can be gained by drilling a small indentation in the window frame to give the latch screw a place to grab onto. Do not tighten the screw so tight that you cannot escape if necessary.



Overhead Screws or Lift Locks

These are recommended along with auxiliary latches or a Charlie bar. Install lift locks or two round head screws (panhead) vertically into the upper track above the movable window about 6 inches in from the edges of the window frame. Adjust the screws until the window will just clear the screws as it slides. The screws will prevent the window from being lifted up from the outside and removed from the track.

Adjust Rollers

Some newer sliding windows have adjustable rollers or expanders that can be set so that the window cannot be lifted out of the track. An auxiliary latch is still recommended for additional protection.

POINTS OF ACCESS

Secure Access to Attic

Any outside access doors to the attic or crawlspace should be secured with a hasp and padlock or covered by a security grille.

Secure Access to Basement

All basement doors and windows may be secured using the same methods listed under Door Systems and Window Systems. Access to crawlspaces under the house should be secured with a hasp and padlock or covered by a security grille.

Block Off or Replace Pet Door

Any opening larger than 9 inches by 10 inches can be used to gain entrance into a home. You should block off pet doors by building a frame that allows you to slide a security plate into the opening when you will be gone or look for the new security pet doors that will allow only your pet to enter. These do not allow a person to enter because of a trap or maze system.

Secure Skylight

Skylights should be fastened securely to the roof with sheet screws if installed from the outside; screws should be non-removable.

Another option would be to install bars or a grille inside the house at, or just above, ceiling level.

EXTERIOR

Trim Shrubbery

Windows and doors should be clearly visible to neighbors and the street. Trees should be trimmed up 6 feet from the ground. Bushes should be trimmed down to 3 feet and below windowsill level so no one can hide behind them while tampering with the window or looking in.

Add Security Plants

Thorny plants such as pyracantha and acacia bushes or trees all provide natural security barriers when planted along your property lines and underneath windows. Additionally, they are low water users and require little maintenance once established.



Additional Lighting

You should have lights at your front, back, and garage areas. These should be left on all night. “Dusk to dawn” or photocell fixtures should be installed or attached to the light fixtures, so that your exterior lights come on automatically at dark and do not give clues about whether or not you are home.

Secure Tools & Other Property

Tools such as hammers, screwdrivers, pliers, or ladders that are left lying around or stored in the open may provide the means for a criminal to gain entry into your home. Bicycles, skateboards, etc. left lying around may entice someone onto your property to commit a petty theft. Once there, they may decide to commit a burglary.

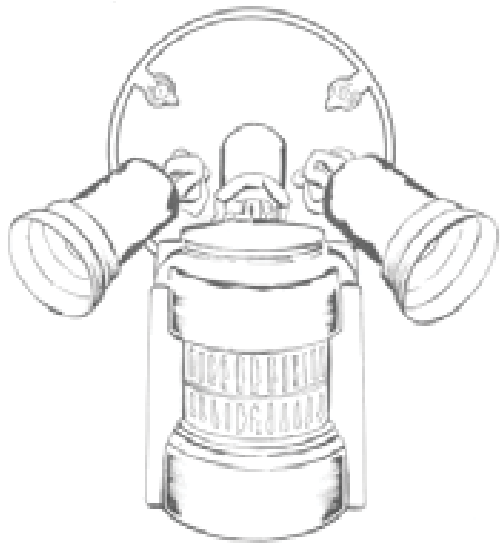
Motion Detectors

Consider motion detector lights for large yards or areas such as a side yard that are hidden from view but might provide a place for intruders to hide. Porch and garage area lights need only be 60-watt light bulbs. Lighting your home in this manner provides one of the cheapest, most effective crime deterrents available.

Lock Gates

An open gate is an invitation to the criminal. Although locking a gate does not prevent someone from jumping the gate or fence, it does make an intruder appear much more suspicious, and your neighbors will be more likely to call police to report such activity.

It is also much harder to carry large items over the fence, and it takes more time. Make sure the hardware is installed using thru-bolts with round heads that cannot be removed from the outside.



SECURITY & SAFETY

Smoke or Fire Alarm

When you upgrade the security of your home or property, make certain that you can get out quickly and safely in an emergency. Install and/or inspect all smoke/fire alarms and plan escape routes. Practice using all escape routes. Note: let your insurance company know when you install these devices; you may qualify for discounts.

Burglar Alarm

An alarm system can contribute to your home's security. However, do not depend only upon an alarm to protect you. Make sure you have the alarm installed or adjusted by a professional installer. False alarms may result in a response fee by municipal infraction.

Bank or Safe Deposit Box

If you have very valuable jewelry, stamps, etc. that you rarely use, keep them in a safe deposit box instead of at home to reduce the risk of them being stolen.

Insurance Rider

Many people are not aware that their homeowners insurance does not cover, or is limited in covering, jewelry, guns, computers, and other specialty items. Ask your insurance company about what items would not be covered or have limited coverage. Check into purchasing an insurance rider that will cover these items.

Security Cabinet or Safe

If you prefer to keep your valuables at home, consider installing a home safe or a security cabinet.

Security Closet

Any closet in your home that has a swing door on it can be converted to a security closet. It should have a solid core door, a good single cylinder deadbolt lock, and a security strike plate. If the door opens out, be sure to pin the hinges.

OPERATION IDENTIFICATION

Engrave Property

Marking your property may not prevent it from being stolen, but it does increase the chances of that property being returned to you if it is stolen. Mark your property in two places: one obvious and one hidden. Use your driver's license or state I.D. card number: L123456/IA/14 (license number/state/expiration year). Electric engraving tools can be purchased at hardware stores and large department stores in the "tools" section.

Photograph Valuables

Take individual color photos of items such as silver, coin collections, jewelry, etc. that cannot be marked or engraved. Sign and date the backs of the photographs to assist in proving ownership.



Videotape Valuables

Make a videotape of the interior of your home, layout, valuables, and anything of importance.

Update Inventory

Make a current list of property that is marked or photographed and list its value. Copy all serial numbers available to you onto this list. Keep the list updated regularly.

Spread Risks

Do not keep all of your valuables in one place. The first place a burglar looks when he enters your home is the master bedroom and the bureau drawers. Find several hiding places that would not be easily found by someone searching your home. Be creative.

Safety Deposit Box

You should keep photos, videos and inventory in an offsite location such as a safety deposit box.



Vacation Watch

Windsor Heights Police

The Windsor Heights Police Department wants to provide the best possible service; the Department has made it as convenient as possible to request vacation house checks on your home.

The Police Department cannot guarantee that we will be able to check your residence at specific times or maintain the security of your home while you are away. We will make every effort to visually check your home by driving by three times a day and walking the perimeter once a week.

We strongly suggest that you stop all mail and newspaper delivery prior to your departure unless someone is taking care of this for you. We also encourage you to notify your neighbors of your absence and enlist the help of a family member or friend to check the interior of your home regularly. Security house checks will not be performed on a residence that has been vacated or listed for sale.

Reminders:

- * Please submit the form at least 5 days before you leave. This allows our staff to distribute the information to the Officers.
- * Complete all fields in the form as completely as possible.
- * Always include emergency contact information.

PLEASE FILL OUT THE FORM ONLINE AT OUR WEBSITE:

WWW.WINDSORHEIGHTS.ORG

Click on the "Police Department" link then the "Vacation Check" link.



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Windsor Heights Police Department



HOME SECURITY SURVEY

INSTRUCTIONS: This survey is designed to be a do-it-yourself security assessment of your residence. Answer each question as best you can. Items where you have answered "No" are areas where you should focus your attention as they indicate areas needing improvement. This survey is for your personal use and once completed, it should be stored in a safe location.

NEIGHBORHOOD			
Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have you met and become acquainted with the neighbors who live on all sides of your residence?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do you belong to a Neighborhood Watch program?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are common areas such as community mailboxes, building entrances, and courtyards illuminated at night?
HOME EXTERIOR			
Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are your house number at least 4 inches tall (preferably 6 inches) and clearly visible from the street (both day and night)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If your home has a mailbox near the street, are the house numbers clearly visible on the mailbox?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If your home is located along an alley, are the house numbers clearly visible from the alley?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are shrubs, bushes, and other plant growth within 4 feet of a sidewalk, driveway, door, or gate maintained at a height of 2 feet or less?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are shrubs, bushes, and other plant growth 4 - 8 feet from a sidewalk, driveway, door, or gate maintained at a height of 4 feet or less?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are trees trimmed so that the lower branches are at least 6 feet above the ground?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are trees located so that they cannot be used to climb to an upper level of the home?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are spiny/thorny plants used as ground cover along fences and under windows of the home?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has decorative stone or rock that makes noise when someone walks on it been used as ground cover near the home?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has fencing, paving, landscaping, or some other means been used to identify when a person moves from public or common property to private property?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If there is a fence around the home or property, are the gates routinely locked?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do household members routinely secure items of value such as bicycles, lawn mowers, ladders, etc. when not in use?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are entryways, porches, and walkways to the residence illuminated at night?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are exterior lights controlled by photocells instead of manual switches?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If you have motion detecting light fixtures, are they properly placed and adjusted to reduce false activations?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If there are detached buildings on the property (garage, shed, barn, etc.), are the doors and windows kept locked?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are exterior telephone lines protected so they cannot be cut easily?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are exterior utility boxes (electrical, cable, telephone, etc.) padlocked to prevent unauthorized access?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are vehicles parked outside locked and are garage door opener remotes removed?
GARAGE			
Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the overhead garage door kept closed when not in use?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If you do not have a garage door opener, is the overhead garage door kept locked? Deadbolt added?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the pedestrian door between the garage and the home kept locked?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are keys removed from vehicles when they are parked inside the garage?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are keys stored in a garage secured in a lockbox mounted to the wall?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are windows into the garage covered or frosted to prevent visual inspection of valuables from the exterior?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If keypad entry is used, is the entry code changed frequently?
DOORS			
Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are exterior doors (including the pedestrian door between the garage and home) of solid core construction or metal encased?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do exterior doors fit tightly within the door jamb?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are door locks at least 40 inches away from glazing or are double cylinder deadbolt locks installed?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do exterior doors have wide angle (180°) viewers or windows installed?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are exterior door strike plates secured to the frame of the house using screws at least 3 inches in length?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If exterior doors swing outward and have exposed hinges, have the pins been welded or otherwise secured in place?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have screws been installed in the top track of sliding glass doors to prevent the door from being lifted off the track (screws should extend ½ - ¾ inch below the door frame)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have locking Charlie bars been installed in the center of sliding glass doors in lieu of wooden dowels in the bottom track?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are exterior doors kept locked, even when someone is home?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the door between the basement and upper levels of the house kept locked?

LOCKS			
Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are door locks in good repair?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are keys removed from double-cylinder deadbolts?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Was the residence re-keyed the last time an occupant moved in or out?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do occupants of the home avoid hiding keys outside the residence other than in a lockbox secured to the structure?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are deadbolt locks with a minimum 1 inch throw installed on exterior doors, including garage pedestrian doors?
WINDOWS			
Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have secondary locks been installed on windows capable of being opened?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do basement windows have security bars, grills, or other locking covers?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are window air conditioners anchored and protected to prevent removal from the outside?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	When you are away, are windows covered or frosted to prevent visual inspection of valuables from the exterior?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are windows kept closed and locked or locked open no more than 6 inches, even when someone is home?
ALARM SYSTEM			
Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Does the home have an intrusion alarm system?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the alarm system monitored by a professional monitoring service?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has everyone with a key to the residence been trained to properly arm and disarm the alarm system?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Does the alarm system have a battery back-up system in the event of power outage?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Does the alarm system have a cellular or radio back-up system in the event of telephone outage?
MISCELLANEOUS			
Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Does the home have a safe for storage of firearms and other valuables?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have valuable papers (birth certificates, titles, deeds, social security cards, checks, tax records, passports, etc.) been secured in a fire resistant safe or in a safe deposit box?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If you have a safe, is it bolted to the house to prevent removal?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do you have an accurate inventory of your valuables that includes make, model, and serial numbers?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have you engraved items of value with a unique number that would help identify your property should it be stolen and recovered?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is there a cellular phone in the house in case the telephone lines are cut or inoperative?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is there a corded phone in the house in case a power outage disables cordless phones?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are alternative entry points (skylights, crawl spaces, vents, etc.) secured and locked?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Have you removed identifying information from your key rings in case your key ring is stolen?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If there is a death in the family, are arrangements made for a house-sitter the day of the funeral?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are interior lights visible from the outside left on at night when the home is unoccupied?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are documents with personal information shredded before being placed in the trash?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is a radio or television left on and playing when the home is unoccupied?
VACATION CHECKLIST			
Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are home deliveries stopped and arrangements made for a trusted neighbor or family member to pick-up mail, newspapers, and packages?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are trusted neighbors asked to watch the residence when you are away?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are arrangements made to have the lawn mowed or snow removed when you are away?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are arrangements made to have garbage cans placed for pick-up and returned to the house on pick-up days?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do you contact your local law enforcement agency to advise them you will be away and how to contact you in an emergency?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do you provide emergency contact information to a trusted neighbor or family member?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the ringer on the telephone turned down or off when you are away?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the automatic garage door opener deactivated when you are away?



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