

AUSTIN POLICE DEPARTMENT

VACATION CHECK-OFF LIST

1. Lock all doors, including the garage door. _____
2. Lock all windows, including basement and garage windows. _____
3. Cancel all deliveries such as newspaper, food services, etc. _____
4. Have mail and newspapers picked up by a neighbor if possible. _____
5. Have someone pick up handbills and throw-aways. _____
6. Never leave a note on the door that may indicate your absence. _____
7. Arrange to have the lawn cut or the snow shoveled. _____
8. Adjust blinds to make the house/apartment appear to be occupied. _____
9. Place a light or two on automatic timers. _____
10. Remove ladders from sight and secure them in locked places. _____
11. Don't hide keys under doormats or flowerpots or in similar places. _____
12. Secure items such as jewelry, furs, cameras, credit cards, and checkbooks _____
13. Arrange for a house-sitter, someone to live in your house while you are away, if possible. _____
14. Arrange for a neighbor to keep an eye on your property and to report anything suspicious to police. _____
15. Let a neighbor know where you can be reached in case of an emergency. _____
16. Arrange with a neighbor to leave his or her car parked in your driveway or in front of your house or apartment. _____
17. Leave a radio on just inside your doorway. _____
18. Lower the tone on your telephone. _____
19. Ask neighbors not to tell strangers such as salespersons and repair persons of your absence. _____

20. Do not advertise your absence in the local social notices. _____
21. Notify your local law-enforcement agency of your absence. _____

BURGLARY PREVENTION CHECKLIST FOR HOMES

This checklist was designed to help you make a security survey of your own home.

The first purpose of home security inspection is to identify features in your home or daily routines of your family that might make your home an easy target for a burglar.

The security inspection should begin at your front door, and include an inspection of all your doors and windows, locks, lights and landscaping. Each question on the checklist that you answer with an "X" or checkmark in the second column indicates a security weakness or hazard that requires your attention.

DOORS

	Yes	No
1. Are all outside doors in the house of metal or solid wood construction?	_____	_____
2. Are all exterior doors equipped with single cylinder deadbolt locks?	_____	_____
1. Are door frames strong enough and tight enough to prevent forcing or spreading?	_____	_____
5. Are all door locks adequate and in good repair?	_____	_____
6. Are all exterior doors equipped with heavy-duty strike plates with a minimum of 3" screws to secure it?	_____	_____
7. Has the hole in the doorjamb, surrounded by the strike plate, been drilled at least 1" deep?	_____	_____
8. Can the locking mechanism be reached through a mail slot, delivery port or pet entrance at doorway?	_____	_____
9. Is there a screen or storm door with an adequate lock?	_____	_____
10. Are all entrances lighted with at least a 40-watt light?	_____	_____
11. Are outside lights controlled by timers or photo-electric cells, for automatic operation?	_____	_____
12. Can front entrance be observed from street or public area?	_____	_____
13. Do you know everyone who has a key to your residence?	_____	_____
14. Have you had your locks re-keyed?	_____	_____
15. Does porch or landscaping offer concealment from view from street or public	_____	_____

area?.

16. If there is a sliding glass door, is the sliding panel secured from being lifted out of track? _____

17. Is "charley-bar" or key operated auxiliary lock used on sliding glass doors? _____

BASEMENTS

18. Are all entrances to living quarters from garage, porch, balcony and basement of metal or solid wood construction? _____

19. Does door from basement to living quarters have an adequate lock operated from living quarters side? _____

20. Is there a door from outside to the basement? _____

21. If so, is that door adequately secure for an exterior door? _____

22. Is outside basement entrance lighted by exterior light of at least 40 watts? _____

23. Is outside basement door concealed from street or neighbors? _____

24. Are all basement windows adequately secured against entrance? _____

WINDOWS

25. Do all windows have adequate locks in operating condition? _____

26. Do windows have screens or storm windows that lock from inside? _____

27. Do the windows opening to hazardous areas or offering increased risk of burglary have additional security? _____

28. Do windows that open to hazardous areas have security screens, grills or bars that open from the inside? _____

OTHER SECURITY CONSIDERATIONS:

Safe practices

Do you plan so that you do not need to "hide" a key under the doormat?

Do you keep as much cash as possible, other valuables and a home inventory in a bank?

Have you engraved all of your property with your driver's license number and included the state?

Do you have a list of the serial numbers of your watches, cameras, typewriters, TV's, stereos, and all items that have serial numbers?

Do you have a description of other valuable property that does not have a number?

Do you avoid unnecessary display or publicity of your valuables?

Have you told your family what to do if they discover a burglar breaking in or already in the house?

Have you told your family to leave the house undisturbed and call the police if they discover a burglary has been committed?

This checklist was designed to help you go through your home and check to see that you are not inviting a burglary by having an "open house." The checklist covers the common areas of weakness in residential security.

To keep your guard, take a critical look at your home security every three to four months. Don't become lax – CRIME PREVENTION IS A CONTINUOUS PROCESS.

Secondary Barrier – Security Closet

If you have valuable items such as silverware or jewels, consider a secondary barrier. Install a solid core wood door with a 1" deadbolt on a closet. Store your valuables in that area. Also, be sure to pin the hinges. If you use your master bedroom closet it can become a momentary hiding place to flee in the event of an intruder. It would be even more effective if a cordless telephone were inside the closet to allow calling 911 and alerting the police to the intruder. Keep coin and stamp collections in a safe deposit box.