

BURGLARY PREVENTION

The checklist provided here is designed to give you a rapid way of reviewing the security of your building.

- Double cylinder deadbolt locks on all outside doors?
- Panel doors metal lined to resist drilling?
- Rear and side doors reinforced by cross bar?
- Bars or grating on rear and side windows?
- Transoms securely latched?
- Safe anchored to floor?
- Blank checks and check writer in safe place?
- Padlocks locked in place during day?
- Hasps bolted to building and door?
- Adequate lights at night?



CRIME PREVENTION SECTION

34 $\frac{1}{2}$ East 12th Street
New York, N.Y. 10003
Telephone: (212) 614-6741

HOW IS YOUR SECURITY?

THE NEW YORK CITY POLICE DEPARTMENT is trying to put burglars out of business. A positive program of burglary prevention requires the active interest and participation of every businessman in the City of New York. The successful prevention of commercial burglaries will depend largely on the degree of cooperation extended by all persons concerned.

1. Reduce the time available for entry.

This is the Police Function:

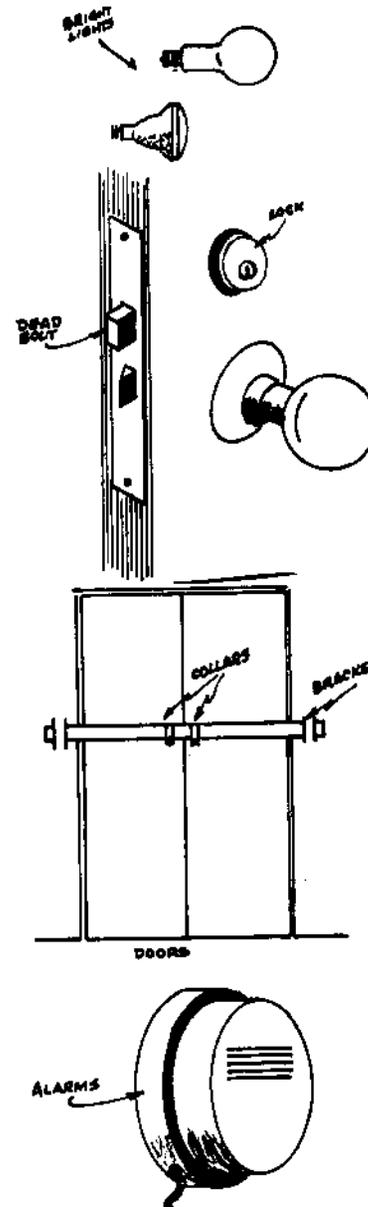
The Police Department provides a continuous blanket of routine patrol coverage. "Security Checks" and regular door-shaking bring the officer to the premises for periodic inspections during the night time.

2. Increase the time needed to gain entry.

This is the Businessman's Function:

The individual businessman's effort is the most important part of prevention. By installing adequate lights, locks, alarms and other devices, the physical security of the building will deter at best or delay at least the efforts of even the most determined burglar.

Your building is not secure unless it is totally protected. The strongest door will do no good if the burglar can quickly enter through an unlocked window. Anything short of total protection means inadequate protection.



Three out of four commercial burglaries are committed against buildings that have either no light, or inadequate lighting.

1. Night light over the safe.
2. Alleys and rear of store well lighted.
3. All entry points well lighted.
4. Night light inside the building.

The burglar-proof lock has not yet been designed but adequate locks are available and will deter even the most determined.

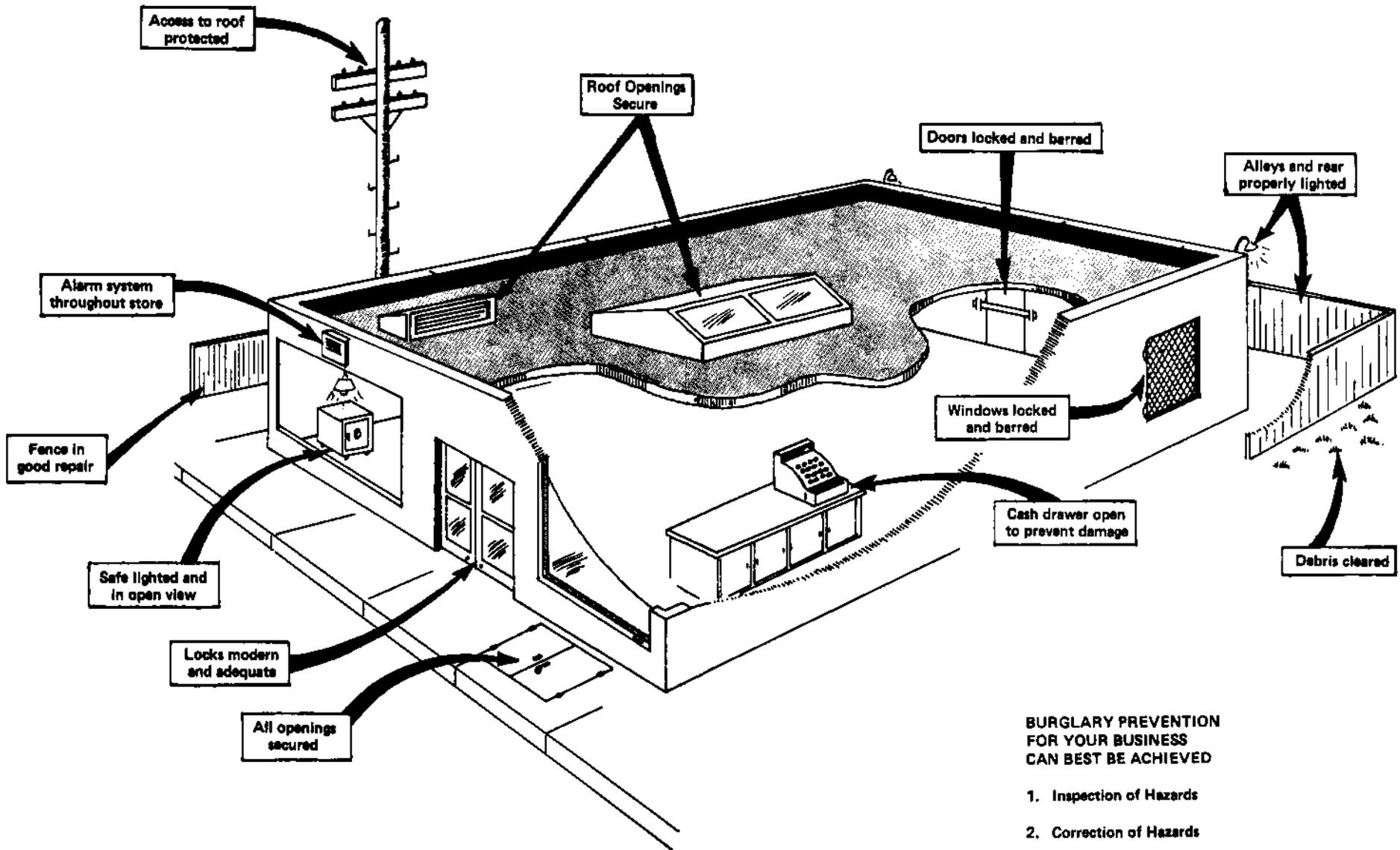
1. Modern, cylinder-type, dead-bolt locks are preferable and should replace hasps and padlocks where possible.
2. Proper installation should prevent prying, twisting or cutting.
3. Lock bolts should be protected against being pushed back with a thin instrument.
4. Control of keys is important.
5. Hinge pins should be installed to prevent removal. Hasps should be bolted to door and building.
6. High grade steel hasps will resist prying, twisting or cutting.
7. Padlocks should be locked in place at all times to prevent key duplicating.

Strength and Security can be had without sacrificing locks.

1. Panels and glass should be protected against being kicked or knocked out.
2. Bars on the inside prevent breaking in the entire door.
3. Metal lining on exterior wooden doors will resist drilling or sawing.
4. Double doors should be flush-locked with long bolt.

An Adequate Alarm System gives constant protection.

1. Modern alarm installations are relatively inexpensive.
2. Periodic tests will insure that the alarm is in proper working order at all times.



**BURGLARY PREVENTION
FOR YOUR BUSINESS
CAN BEST BE ACHIEVED**

1. Inspection of Hazards
2. Correction of Hazards

Miscellaneous

Total Protection requires more than light, locks and alarm.

1. Keep a record of serial numbers of all merchandise and equipment.
2. Policy numbers and serial numbers of large denominations of bills should be recorded.
3. Before locking up each night, check to see that no one is hiding in the building.
4. Leave the cash register drawer open at night to prevent unnecessary damage.
5. All checks should be logged and marked "For Deposit in Account of _____" as soon as they are received.
6. Blank checks and check protector should be kept in safe.



In the event of a burglary, the chances of apprehending the burglar are greatly increased if the scene is left completely intact. Each burglary scene is carefully searched by members of the New York City Police Department who are highly trained and qualified evidence technicians who know what to look for and where to find it. Microscopic evidence is vital and must be protected.

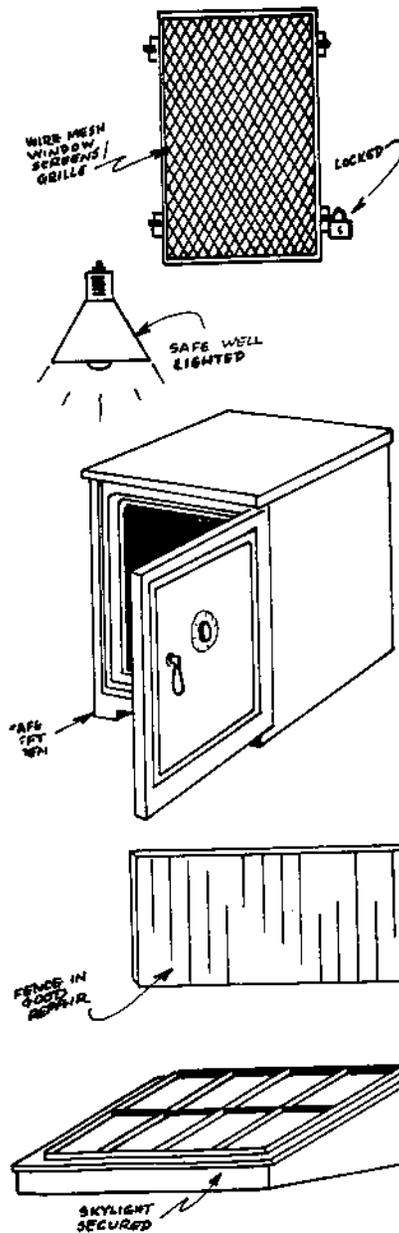
THE FOLLOWING STEPS ARE RECOMMENDED IN THE EVENT OF A BURGLARY:

1. Telephone the police immediately (Dial 911).
2. Instruct all employees and co-workers to leave the scene completely undisturbed and intact. If possible, avoid all movement in the area of the entry and the theft.
3. Be prepared to assist the officers by providing information as to the items missing.

For further information or assistance in regard to the Security of your Premises, feel free to contact the New York City Police Department, CRIME PREVENTION SECTION. We invite and encourage your active participation in this program. We solicit your interest in the Police Service which you are receiving.

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Your Windows should offer light, ventilation and visibility but NOT easy access.

1. Glass bricks are highly effective on windows not needed for ventilation.
2. Properly installed grates give maximum security.
3. Locks must be designed and located so they cannot be reached and opened by breaking the glass.
4. Heavy merchandise piled in front of unused windows will give some protection.
5. Cleaning windowsills periodically will assure that fingerprints are more likely to be left by a burglar.

Hiding the Safe will only serve to give the burglar better working conditions.

1. The safe should be easily visible from the outside.
2. Safes should be anchored to the structure to prevent being carried away.
3. Cash should be kept at a minimum by frequent banking.
4. Never leave the combination written where it can be found.
5. When you change employees, change the combination of your safe.

The Outward Appearance and Security of the building will often determine whether or not it will be attacked. A clean, well-lighted building is seldom burglarized. EVERY opening represents a hazard—inspect and correct wherever possible.

1. Fences should be strong, in good repair, and kept free of debris and boxes.
2. Weeds around the outside of the building or fence provide a good hiding place.
3. Lumber, pallets, etc., stored near buildings provide ready access to upper windows and roof.
4. Ladders should be kept locked up.
5. Blind alleys offer protection for the burglar.
6. Sidewalk openings and their frames should be secured and properly locked.
7. Skylights and ventilators on the roof are easy access points unless protected.
8. Fire escapes and exits should be designed for quick exit but for difficult entry.