

# *Huntsville Police Burglary Prevention Manual*

## ***THE BURGLARY THREAT***

When your home is burglarized, you lose more than just the **FLAT SCREENS, PLAYSTATIONS, LAPTOPS** or **JEWELRY** that you worked so hard to obtain. You also lose your peace of mind – and in some cases, you might jeopardize the safety and welfare of yourself and your family.

Residential burglary is a chronic nationwide problem that is growing into an epidemic. There is a new breed of offenders. They are younger and a lot more of them.

**CITY OF HUNTSVILLE**

***7 Burglaries a day!***

## **ANY EMERGENCY CALL “911”**

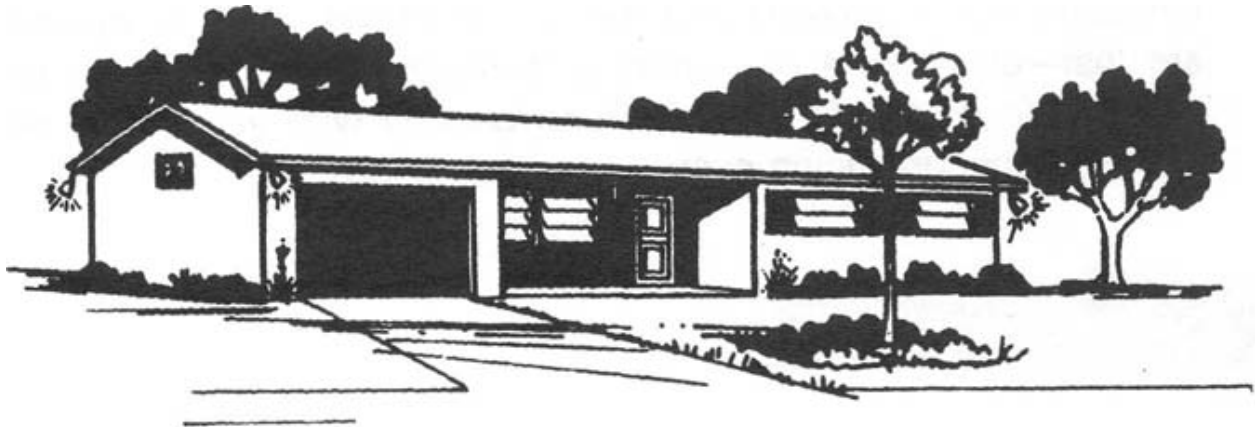
For its victims, it is as costly as well as a potentially dangerous crime which can lead to other crimes.

Fortunately, however, you can prevent burglary because in most cases it is a **crime of opportunity** – committed by young amateurs who are able to gain easy access to your home. You can eliminate the “opportunity” by making your home as difficult as possible for a burglar to enter and by making it less inviting to the potential criminal.

### **NUMBER ONE PREVENTIVE TIP!**

**Personally** get to know your neighbors. Neighbors, friends and relatives watching out for each other are **priceless!** Many avenues to become connected with your neighborhood start or get involved with **Community Watch, Home Association** and/or a **crime prevention awareness news letter**. Begin a home beautification group, book club or recipe swap. Block parties and potluck dinners will help to involve kids. Request HPD’s Community Relation Officers (CROs) to perform a Crime Prevention Through Environmental Design (CPTED) evaluation and comply.

### **OUTSIDE YOUR HOME**



The exterior of your home should be free from offering concealment to a burglar. A house with doors and windows in full view is a psychological deterrent because an **intruder is forced to work in the open** where they risks easy detection. Here's how you can discourage a burglar:

- Surveillance cameras covering access points.  
Keep **shrubs trimmed** away from windows and doors so you don't provide a convenient hiding place for a burglar.
- Maintain adequate exterior lighting, especially on **vulnerable access points** to your home with **motion sensor** lighting covering the perimeter.
- Don't leave **ladders** around the exterior of your house where they **can be used** by a burglar to gain entrance.
- Don't leave valuables such as lawnmowers, bicycles or tools in your yard or in an open or unlocked garage or shed. **Your own tools** could be **used to break** into your home. Do not leave garage door **openers in your vehicle**.
- Keep garage door closed and locked at all times. The **door leading from the garage to the house** is a favorite access point for a burglar.
- Leave your **dogs** roaming your fenced area, usually the back yard.
- Display your **house number** conspicuously and have it well illuminated. This will aid the police, medical or other emergency vehicles in finding your home quickly.
- Always **lock** your car and never leave valuables, not even in the **trunk!**
- ***DO NOT DISPLAY YOUR LAST NAME ON MAILBOX DUE TO ACCESS OF PHONE NUMBER WITHIN YELLOWPAGES AND INTERNET SITES!!!!***

**Never leave notes that can inform a burglar that your house is unoccupied.**

## **CLOSING YOUR DOORS TO BURGLARY**

**HOLLOW CORE DOOR**

**(Poor security)**

**SOLID CORE DOOR**

**(Good security)**

**Lock** all doors even when gone momentarily-  
down the street, to the store, visiting neighbors, etc.

**&**

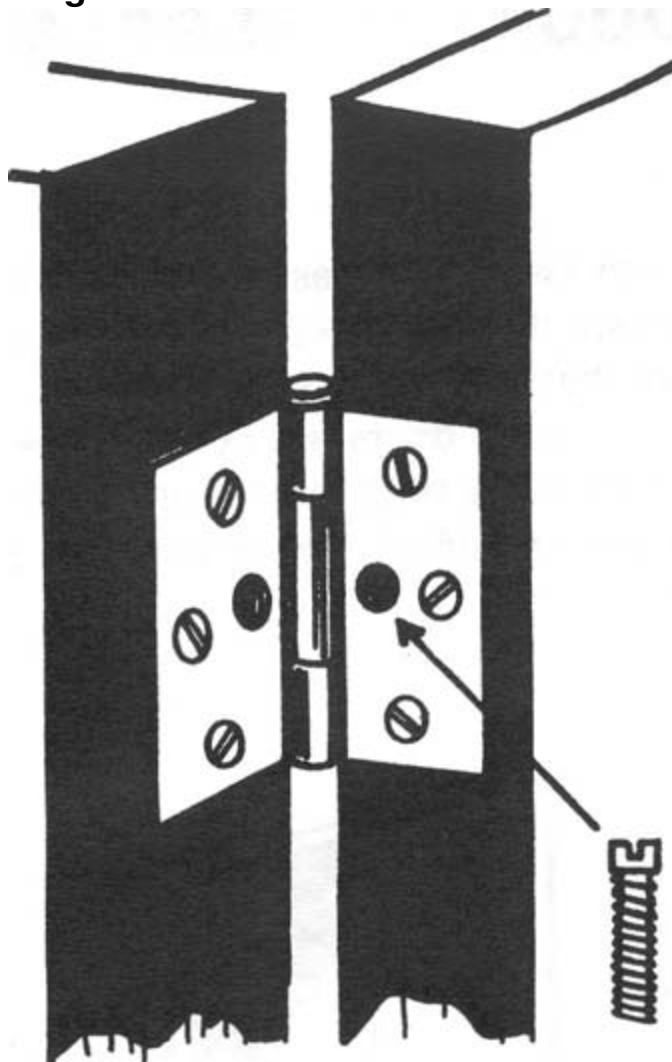
**Don't hide keys** under a mat, over the doorsill-or anywhere  
**outside!**

# Consider a "Keyless Entry Plus Starter Kill Switch" for vehicles

These items can range from basic "DIY" kits; can pay for premium services like "cellular systems" with functions listed below:

Text2Car offers you a choice of 6 Models ... for more then just 4-wheeled vehicles											
Each model provides varied features & benefits, depending upon your personal needs & present equipment											
Model #	GPS Vehicle Locate	Unlock Doors	w/ existing Remote Engine Starter	Close or Open Sunroof or Conv. Top	Open Trunk/ Rear Hatch	Immobilizer Or Other Auxiliary Module	Vehicle Theft Alarm w/ existing	SOS Emergency or Auxiliary Alerts	Scheduled Commands i.e. 4.45 pm Mon-Fri "Start Car"	Includes Engine Remote Starter	Includes Anti-Theft Alarm System
T2C-100		Choose Up To 3 Control Functions					Choose Up To 3 Notification Functions (2 examples above)		✓		
T2C-100S									✓	✓	
T2C-100G	✓								✓		
T2C-100GS	✓								✓	✓	
T2C-200GSA	✓								✓	✓	✓
T2C-MCYCLE	✓	Fully sealed for motorcycle, snowmobile, Bobcat or other outdoor vehicles. Rugged & weatherproof				Up to 2 Notification Functions	Internal motion sensor & back-up battery		✓		
NOTES:	All commands and notifications can be performed either by cell phone text message or on-line A low-priced annual Text2Car airtime package required, providing unlimited commands to the vehicle										

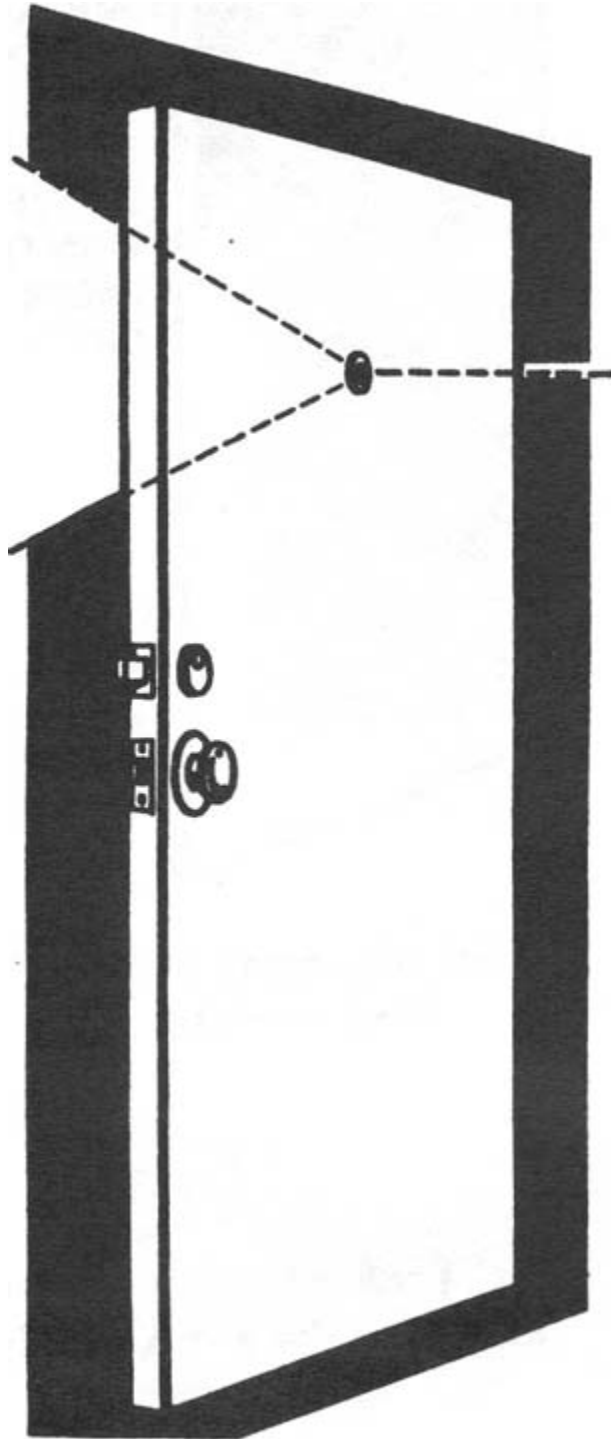
## Hinge Doors



- The most common door type used in homes and apartments is the hinge door. It is important that all exterior doors be of solid wood core construction or that metal clad doors be used. Hollow core or composition board doors are not effective deterrents because they can be easily battered or bored. It is defeating the purpose of a good deadbolt lock to mount it on a hollow or foam core door. Drill a hole in the center of the hinge and insert a headless screw or nail in the door frame side, allowing it to protrude approximately one half inch.

A solid wood core front door should have a wide angle viewer (180°) installed in it for easy viewing of visitors without opening the door. It is inexpensive and easy to install. Do not rely on a chain latch. **It is not a security device.**

If door hinges are exposed on the exterior of the door, non-- removable hinge pins should be used. To prevent removal of a door that has removable hinge pins, you can employ a headless screw or nail. Drill two holes opposite each other in the center of both leaves of the hinge. Insert headless screw or nail into the leaf on the door frame side. Allow screw or nail to protrude ½". When the door is closed, the screw will engage the other hinge leaf.

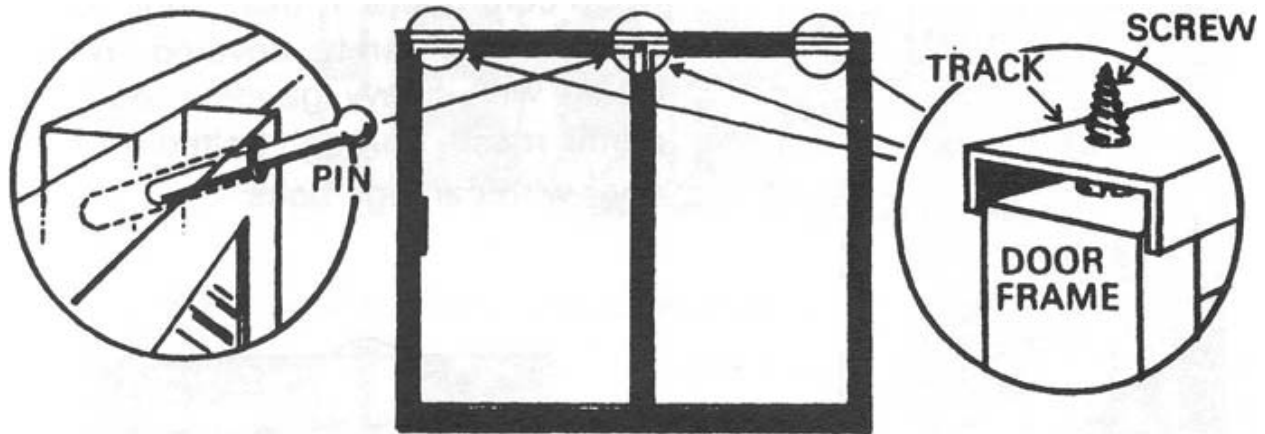


A solid wood core front door should have a wide angle viewer (180°) installed in it for easy viewing of visitors without opening the door. It is inexpensive and easy to install. **You can install a second peep-hole lower or the use of mirrors will cover blind spots.** Do not rely on a chain latch.

**It is not a security device.**

## Sliding Glass Doors

Sliding glass doors are particularly easy targets for the burglar and are frequent points of entry. The locks they come equipped with can usually be quickly pried open. The doors can also be easily removed from their tracks unless they are properly secured.



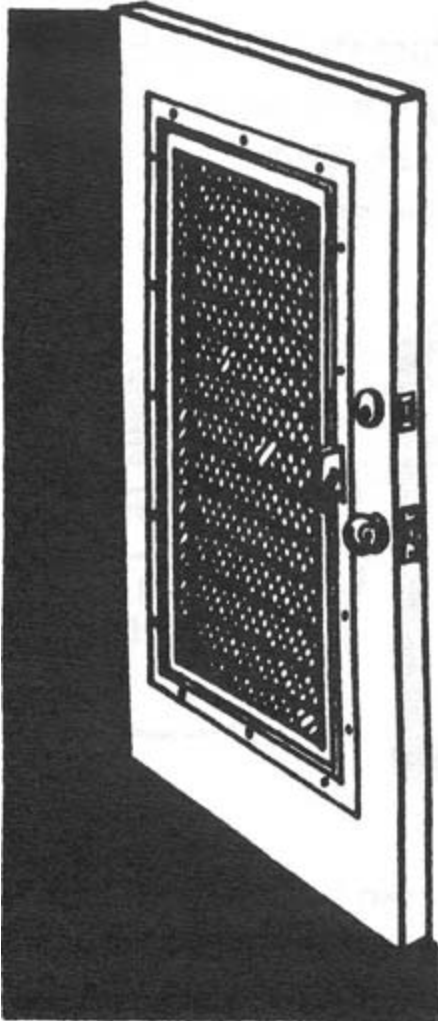
To prevent removal of doors, install 1 1/4" pan head (large head) sheet metal screws in upper track at both ends and the middle so frame just clears the head of the screws. To secure a door in position, you can also drill a hole at a downward angle in the overlapping frames of the door at the top center. Then insert a steel pin or a heavy nail. There are different types of sliding glass door auxiliary locks that can be used but key operated locks usually offer the best security-especially those using a deadbolt or pin mechanism.

- A metal bar that attaches to the side frame and fits across the middle of the sliding door, running parallel to the floor, can be used to prevent opening of the door.

**Lock the front door when working in the back yard  
and vice versa!**

**DOOR CHIMES ON ALL EXTERIOR DOORS  
TO NOTIFY YOU WHEN SOMEONE  
ENTERS!**

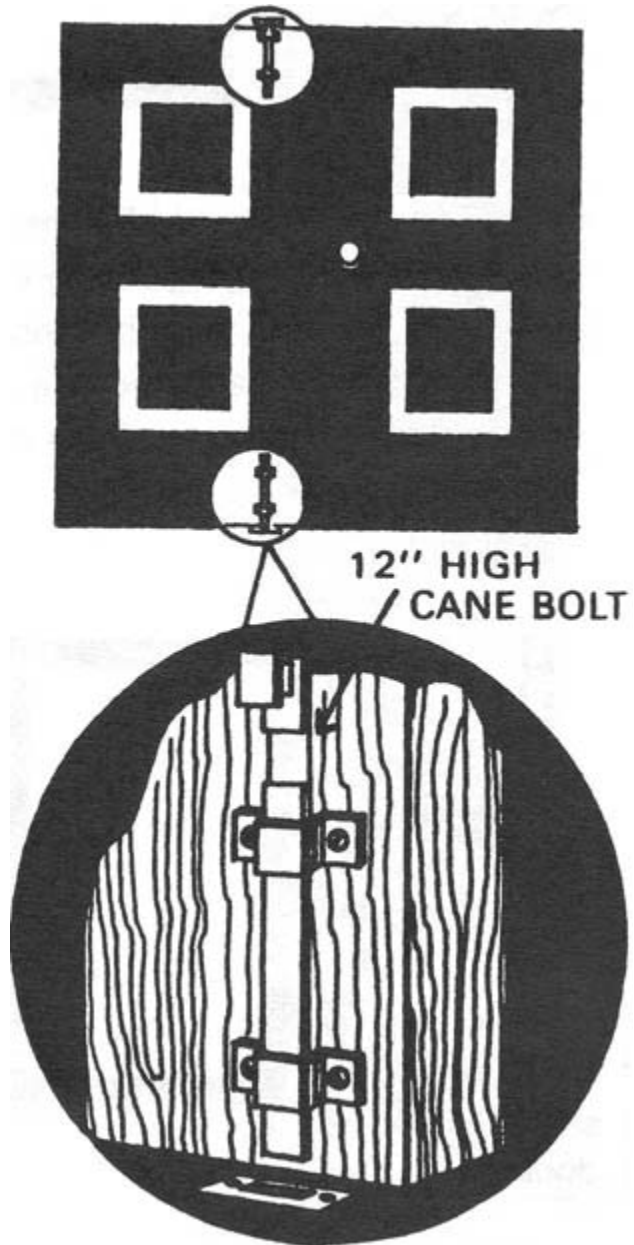
## Jalousie Doors



Jalousie doors are a poor security risk because a burglar can easily gain entry through them. The best solution is to replace them with solid wood core doors. If this is not feasible, the door can be covered on the inside with heavy gauge expanded metal mesh, through-bolted to the door with carriage bolts.



## Double Doors



The inactive door can be adequately secured by installing cane bolts,  $\frac{1}{2}$ " diameter x 12" long, on both top and bottom of door.

## Garage Doors

- A good padlock. Used where both ends of the shackle engage, should secure your garage door.
- If the garage door rolls on tracks, a hole should be drilled in the track so ~that the padlock can be utilized as a brace. Steel pins can also be used.
- Electronic garage door openers with automatic locking devices offer good security.
- The door leading from a garage to the house should be a solid wood core door and should have a good quality deadbolt lock on it. This door is another favored access point for burglars because it offers concealment and access to your tools.

**Keep your garage door and any doors leading from the garage to the house closed and locked-whether you are home or not.**

## **When moving into a new dwelling, have tumblers in all exterior locks changed.**

This can be done inexpensively by a licensed locksmith or, new technology, which allows DIY products:

### **Most residential locks vulnerable to “lock bumping”**

July 14, 2007

by peterhgregory

The vast majority of residential door locks are susceptible to a technique known as lock bumping that can be used to quickly and easily unlock residential door locks. The mysterious disappearances of belongings from peoples’ homes is sometimes explained by this, since lock bumping gets a thief inside a home with no signs of a forced entry.

### **Bump keys**

Lock bumping is achieved using a specially cut key called a “bump key”.



*a typical bump key*

While bump keys open pin-and-tumbler locks that have been in use for over 80 years, the use of bump keys is a recent phenomena, becoming popular within the past two or three years.

Earlier this year I was in an [Infragard](#) meeting that included a demonstration of bump keys. It is scary how easy they are to operate; with a minute of practice I was able to easily open residential locks. This is knowledge that I do not wish to have, but I feel uneasy knowing that common criminals are also learning about this.

Entire sets of bump keys that fit over 90% of residences are easily purchased from online sources, many of which are willing to sell to people who are *not* locksmiths. How-to videos are also readily available.



### **Laws still catching up**

It is not universally illegal to own bump keys. Criminals may be able to escape prosecution on breaking-and-entering on the “I had a key” defense. When U.S. laws do catch up with this new phenomenon, many thousands of illegal bump key sets will be “out there” and homes will probably be vulnerable for decades to come.

### **Insurance and law enforcement**

The use of bump keys as a means of entering a house is not universally known, which could lead to difficulties when dealing with insurance companies and law enforcement.

If someone robs your house and gained entry using a bump key, you may have trouble making an insurance claim. Insurance companies will suspect insurance fraud if you are trying to make a mysterious disappearance claim where there is no sign of breaking and entering.

Similarly, filing a police report for a bump-key related burglary may be problematic, as the police may wish to see evidence of forced entry.

### **Countermeasures**

Bump key countermeasures (things you can do to reduce the risk of bump-key enabled burglaries):

- Electronic locks
- Pets (which make noise when visitors approach)
- Security systems
- Bump-resistant locksets from [Kaba](#) (UK), [Medeco](#), and [Schlage Primus](#)



If everyone were to run out and purchase bump-proof locksets or other countermeasures, home burglaries will not stop. Instead, burglars will return to other means for breaking into residences. But, I do not feel that people will be running down to their local home improvement stores and locksmiths for new locksets. Not in 2007 anyway.

## [The Un-bumpable and Self Re-Keying Deadbolt from KwikSet](#)



For those of you looking for a piece of mind when it comes to home security: the KwikSet's SmartKey deadbolt uses a new [un-bumpable](#) technology called a "side locking bar" instead of a traditional pins and tumblers system...

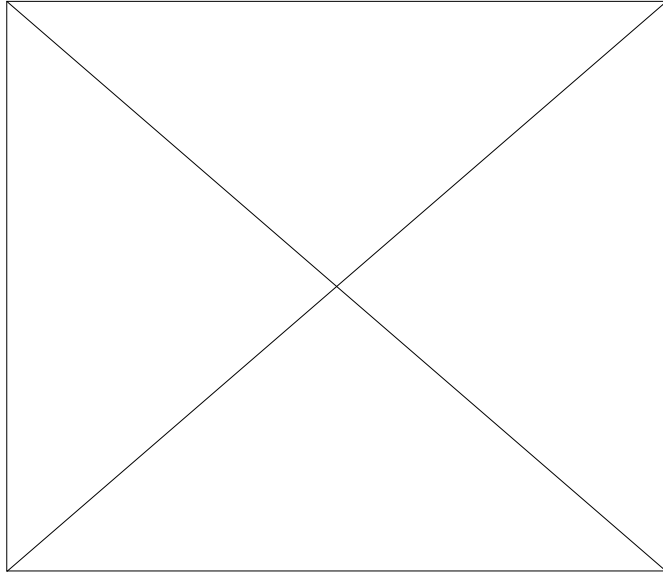


**The only lock you can re-key yourself in just**

**seconds.**

SmartKey offers a high security deadbolt in a completely new design. SmartKey's patented side locking bar technology replaces the traditional pin-and-tumbler design. This new design includes BumpGuard™ for improved security against lock bumping, an attack technique that can defeat conventional pin and tumbler locks.

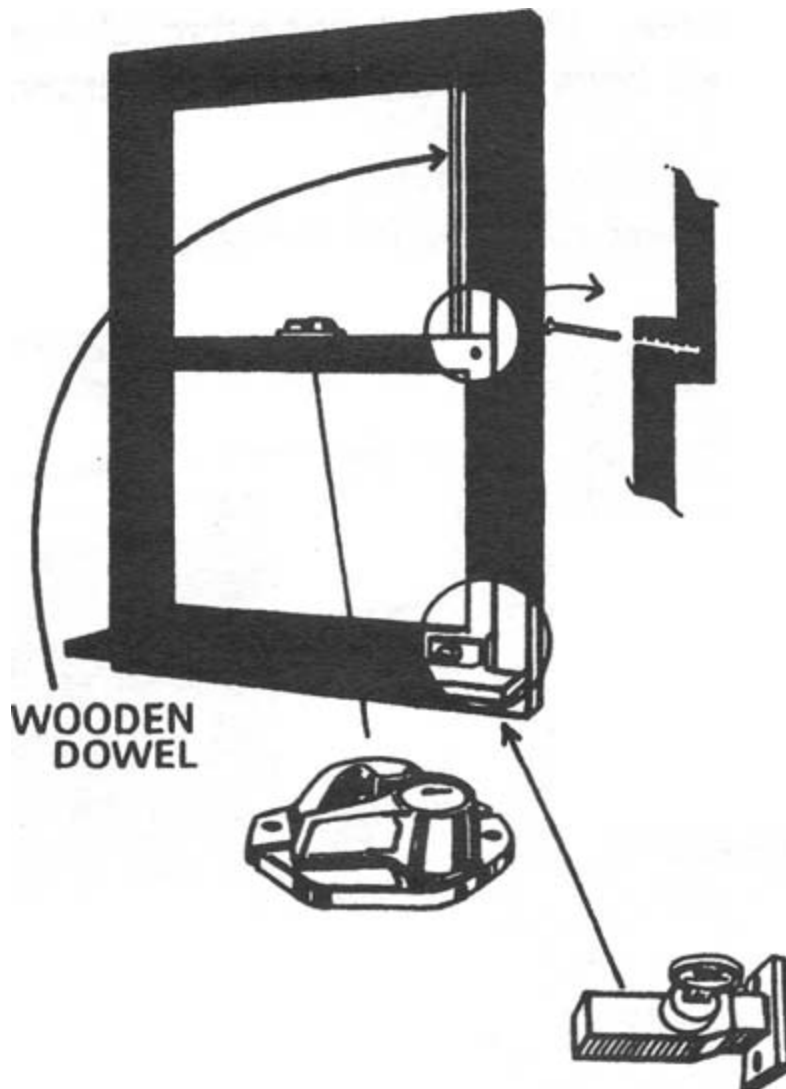
Weiser's SmartKey is a technological innovation that provides superior security. It also provides you the flexibility of re-keying your own locks quickly and easily without removing them from your door. Re-key your SmartKey locks as frequently as you wish while maintaining the highest level of security.



- Both single and double cylinder deadbolt locks should meet these basic criteria to be a good security device:
  1. The bolt must extend a minimum of **1"** and be case hardened or contain a hardened insert.
  2. The cylinder guard must be **tapered or spherical** in design to make it difficult to grip with pliers or a wrench. It must be made of solid metal-not a hollow casting or stamped metal-and preferably be able to turn freely.
  3. The connecting screws that hold the lock together must both be on the **inside**. There must be no exposed screw heads on the exterior of the door.
  4. Use **three inch screws** for your lock plates mounted into door jams.

**Do not allow children to open the door to strangers!**

## SECURING YOUR WINDOWS



The latches on many double hung windows can be **easily jimmied or pried** open. The thumb turn locks in the center of most double hung windows offer **very little** security. This type of window can be simply and inexpensively made secure, however.

- The window can be **pinned** by drilling a hole at a slight downward angle through the first sash and into but not through the second sash. The window can then be pinned with a strong nail. Additional holes may be drilled for pinning the window in a slightly open position for ventilation.
- Several **types of keyed locks** which offer effective protection are available for double hung windows. They are inexpensive and easy to install. But remember to master key all window locks for convenience and train children in their use.

- A stick or wood dowel can be securely wedged between the top and bottom portions of the window. The stick can be secured to the inside of the window frame with pieces of hook and loop material. In this way, the stick can be shortened to allow for window ventilation.

**Require identification from all repair and delivery personnel. If in doubt, check the authenticity of the identification by calling the company before letting the person in your home. Check I.D. through the peephole viewer.**

### **OPERATION IDENTIFICATION**

Operation Identification is the engraving of your valuables with your Alabama driver's license or Identification number to deter burglars and also to prove ownership should the article be stolen and recovered by the police. Permanently marked valuables are more difficult for the burglar to dispose of and many times he won't bother stealing these items

**Do not** mark valuables with your *Social Security number*. Federal regulations governing the identity of Social Security registrants make the numbers next to impossible to trace.

- Electric engravers or diamond tip pens are usually available from your *Huntsville Community Watch Association* or can be purchased inexpensively from a hardware store. You should mark your valuables AL followed by the 7 -digit alpha-numeric code number on your driver's license. If you are not a driver, any Alabama Driver's License Issuing Station will issue a Department of Motor Vehicles I.D. card. This I.D. card will have the same alpha-numeric code number for purposes of identification as a driver's license. This number can then be traced back to you in the event that marked stolen property is recovered by the police.

- Valuables that cannot be marked, such as antiques, silver, china, coins, etc should be photographed in detail with a complete description of the article on the back of the photograph.

- After you have marked your valuable property, display an Operation Identification sticker on all exterior doors to advertise the fact. This may act as a deterrent to a potential burglar. Stickers are available at Huntsville Community Watch Association.

- Make sure you have a record of all marked valuables and their serial number, make, model and the location of your marking
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**Always report suspicious persons or activities, in your neighborhood, to the police. The police would rather check but out reports of a suspicious car or person than spend days and weeks following up on a burglary that could have been prevented!**

**Remember, a burglar doesn't look like a burglar.**

## **HOME SECURITY CHECKLIST**

**Yes No**

1. Are all exterior lights motion censored and illuminate all entrances to your home?

2.

Is shrubbery kept trimmed back so a burglar can't hide near windows and doors?

3.

Are garage doors kept closed and locked at all times?

4.

Are exterior doors made of solid core construction (including door leading from garage to house)?

5.

Is there a peephole viewer (180°) on the front door?



6.

Are sliding glass doors secured with auxiliary locks or pinned, and are screws in the track to prevent removal of doors?

7.

Are exterior doors secured with a deadbolt lock (single or double cylinder) with a minimum 1" throw?

8.

Are windows secured with auxiliary keyed locks or pinned with a nail?

9.

Do you report suspicious persons or activity in the neighborhood to the police immediately?

10.

Are doors locked at all times?

***Are your valuables marked with your Alabama driver's license number and do you have a record to them with complete serial number and make and model?***

***If you were able to answer yes to all of the above precautions, you have greatly decreased the likelihood of your home being burglarized!!!***

## BURGLAR ALARM SYSTEMS

**Remember:** A good alarm system is an investment in your security and personal well being. The mere presence of an alarm is often a deterrent. Advertise the fact that your premises are alarmed by using warning decals.

### ALARM PURCHASING GUIDELINES

When shopping for a burglary alarm system, use this guideline to check out the system you are considering as well as the dealer:

1. Is the company a local business? If so, how long have they been in business in your area?
2. Is the company a member of any local business organization?
3. Check with the local Consumer Affairs Office or Better Business Bureau to see if there have been any problems with this company.
4. What is the alarm background or the company's installation personnel?
5. Does the company offer 24-hour service in case of false alarms?
6. Will the company work with you in getting reduced insurance premiums if you install one of their systems?
7. Is there a warranty or maintenance contract for the system?
8. Is it electrical or battery operated? If electrically operated, does it switch automatically to battery power without activating the alarm in the event of a power failure?
9. If the alarm system is activated, will it automatically shut off after a reasonable alert period (10-15 minutes)?
10. After the system is activated, will it automatically reset if attacked again?
11. If the control switch or box is exposed, will it activate the alert if attacked?
12. If it is a hardwire system (wires connecting sensor to control to alert), are the wires protected from attack and unnecessary wear by the elements?
13. If the phone lines are cut or tampered will the alarm activate?
14. If It IS a local system (audible in the immediate area), is it **loud enough** to attract the attention of your neighbors?
15. Does the system have time delay, if appropriate, to activate and deactivate the alarm system without setting off the alert?

## **\*\*\*WHEN\*\*AT\*\*WORK\*\*\***

- Surveillance cameras with security notification and personal monitoring
- Try to change hours of leaving and returning home
- Make friends with Neighbors, and have them remove door hangers, fliers, package notifications and other notes from your door
- Make your home look and feel “lived in”. Leave a radio or television on loud enough where the noise can be heard but not understood standing outside the front door (leave radios on a talk station).
- Pets (which make noise when visitors approach)
- Don't publicize work or leisure time away from home. *Burglars have FACEBOOK & TWITTER.*

## **HOME OWNER'S DEATH EXECUTOR OF THE ESTATE**

- Surveillance cameras with security notification and personal monitoring
- Arraign to have a house-sitter.
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- Pets (which make noise when visitors approach)
- Don't publicize. *Burglars have FACEBOOK & TWITTER.*

## **HOMEOWNER VACATION TIPS**

When going on vacation or out-of-town for any reason:

- Don't publicize vacations ahead of time. *Burglars have FACEBOOK & TWITTER.*
- Stop deliveries of mail and newspapers or ask a friend to pick them up while you are gone.
- Arrange to have the lawn mowed.
- Leave information on where you can be contacted in an emergency with a trusted neighbor and ask them to keep an eye on the house.

- Give your house a lived-in appearance. A residence that presents a lived-in appearance is a deterrent to burglars.
- Have a neighbor occasionally use your garbage can.
- Put automatic timers on several lights and a radio. Set them so they will turn on and off at random times in different rooms especially the bathroom.

### Don't leave lights on 24 hours a day

- Leave drapes in a normal position to maintain a lived-in appearance.
- Turn the bell on the telephone down to low. Burglars cannot hear if they call standing outside.
- Have a neighbor park in your driveway or in front of your house

**When going out for the evening make your house appear to be occupied by leaving lights on in different rooms and perhaps a radio playing. A bathroom is a good place to leave a light on.**

## SECURING YOUR APARTMENT

1. All exterior doors should be checked for adequate security.
2. When moving into a new apartment, have all locks rekeyed. Request "Bump-key" resistant dead-bolts from management!
3. Request "peepholes", mirrors and lighting to cover blind spots.
4. Properly secure all sliding glass doors and windows, regardless of what floor you live on.

5. Request notification for all inspections/repairs with “who” is entering your apartment.
6. Request HPD’s Community Relation Officers (CROs) to perform a Crime Prevention Through Environmental Design (CPTED) evaluation and comply.
7. Insist that shrubs be cut back and proper lighting so they don't offer concealment for a burglar.
8. Don't advertise that you are a woman living alone. Use your first initial only on the mailbox and for telephone listings.
9. If you are planning to be away for an extended period, inform the office of your plans and where you can be reached. Be sure to stop all deliveries.
10. Lock up even when at the pool, game room or neighbors for a few minutes.
11. Be cautious of door-to-door salesmen or someone who wants to give you something for free.
12. A safety deposit box (mounted in a closet) might be suggested for the property records (might have a fire or some other natural disaster.)
13. Consider renter’s insurance to cover the value of your property should your home be burglarized.
14. Make your home look and feel “lived in”. Leave a radio or television on loud enough where the noise can be heard but not understood standing outside the front door (leave radios on a talk station).
15. Make friends with Neighbors, and have them remove door hangers, fliers, package notifications and other notes from your door.
16. Get to know the apartment staff. If you see someone “working” on an apartment you do not recognize as being staff, check with the apartment office or call **256 722-7100**.
17. Always lock your car and never leave valuables, not even in the trunk!

***When observing strangers “milling” around your apartment complex aimlessly, trying doorknobs or car doors, and looking through windows, call “911”.***

Often *burglars* will carry *empty backpacks* to hold their stolen property.

## **SECURING YOUR MOBILE HOME**

Because of their basic construction, some older mobile homes are more difficult to secure than a permanently founded structure. Recent federal regulations have brought construction of mobile homes closer to the standards for conventional housing.

- Special care should be used when securing all doors and Windows to the specifications already given in this booklet.
- Door hinges should be properly pinned since doors on mobile homes are generally not of solid core construction.
- Before installing an auxiliary dead bolt lock on your mobile home door, check first to see if the door needs reinforcing. When installing a lock on a properly reinforced door, you should also secure the metal framing around the strike plate by installing screws over and under the strike to make sure the metal frame cannot be tampered with.
- Jalousie doors on a mobile home present the same security problem as they do on standard homes. They should be replaced with solid wood core doors, or the inside of the door can be covered with heavy gauge expanded metal mesh, through-bolted to the door with carriage bolts
- Consider some kind of an intrusion detection alarm system. At least consider installing individual door alarms, which are relatively inexpensive, on each exterior door.
- Consider installing an early warning fire alarm system. This is particularly important in a mobile home.
- If you have a utility shed, reinforce the inside of its door with plywood running the whole length of the door. Then attach a case hardened steel hasp to the

door, through-bolted with carriage or stove bolts, and secure it with a good quality padlock.

- Consider establishing a neighborhood awareness program in your mobile home community. This is an excellent deterrent to burglary.

## **THE NEIGHBORHOOD AWARENESS CONCEPT**

Citizen participation is one of the most effective tools against crime because the job of stopping burglaries is impossible for the police to accomplish alone. Crime watchers are networks of neighbors trained by crime prevention officers in home and self-protection, suspect identification and how to serve effectively as additional eyes and ears for law enforcement agencies in their communities.

Neighborhood awareness or crime watcher groups provide a way for neighbors to help one another by keeping an eye on each other's homes and property. A telephone chain, e-mail or "Facebook" networking are easily set up to enable neighbors to keep one another informed of any criminal activity and to receive information from the police concerning descriptions of suspected criminals and other pertinent information. When a member of a network sees a suspicious person or vehicle, one that meets the description given through the telephone chain, or a crime in progress, they call the police "911" to report. You should **never** attempt to apprehend a suspect. This is the law enforcement officer's job. It is recommended, too, that members of a network have a handy listing of immediate neighbors' names, addresses and phone numbers and business phone numbers.

**Do not reveal your name, phone number, address or other personal information to unknown callers. Don't tell a stranger that your neighbor is not at home. Never give out information that you are alone or when you will be away.**

**Instruct children to do the same when answering the phone.**

## **SUSPECT IDENTIFICATION CHART**

Number of people \_\_\_\_\_

Sex

Male Female

**Race**                      **White Black Asian Hispanic**

**Age**                        **Teen 20's 30's 40's**

**Height**                    **Short Tall**

**Weight**                    **Skinny Heavy**

**Hair Color**                **Black Brown Blonde Red**

**Hair Style**                **Bald Short Long**

**Features**                    **Scars Tattoos Facial-hair**

**General Appearance**    **Dirty Clean**

**Clothes:**

- A. Hat**
- B. Shirt**
- C. Pants**
- D. Jacket**

**Glasses**

**Type of vehicle**

- 1. 2-Door**                      **4. Mini Van**
- 2. 4-Door**                     **5. SUV**
- 3. Pick-Up**                    **6. Station wagon**

**Color**

- 1. Solid.....**\_\_\_\_\_ / \_\_\_\_\_
- 2. Two tone...**\_\_\_\_\_ / \_\_\_\_\_

**Age**

- 1. New              Old**
- 2. 70's 80's 90's 2000's**

**Stand-Outs**

- 1. Clean              Dirty**
- 2. Damages Tinted windows Bumper sticker**
- 3. Acura Buick Cadillac Chrysler Chevy Dodge Ford GMC  
Honda Lexus KIA Mazda Mitsubishi Mercedes Nissan**

**Pontiac Saturn Suzuki Toyota Volkswagen**



***If you hear or suspect a burglar is in your home while you are there, avoid a confrontation. If a phone is nearby, call the police immediately.***

## **TERMINOLOGY WHEN REPORTING CRIMES**

- Burglary-breaking and entering a house or other structure
- Robbery-(armed) the taking of some item(s) while a person is being threatened with a weapon (gun, knife, club, etc.)
- Larceny-theft of property without forced entry
- Assault-an intentional, unlawful threat by word 'or act to do violence to a person, coupled with an apparent ability to do so
- Assault and Battery-physical' assault of a person without the use of a weapon

***If someone comes to the door asking to use the phone for an emergency, offer to make the call for them-but don't let them in your house.***

## **PROCEDURE FOR REPORTING TO POLICE**

When reporting a crime, give police this information:

1. Identify yourself-name, address, and phone number
2. Type of crime (burglary, assault, suspicious person or vehicle. etc.)
3. Crime "in progress" or "victim only"
4. Where? Be as specific as possible.
5. Description of suspect, whether armed, how many
6. Description of vehicle, tag number.
7. Direction of travel
8. If in progress stay on the phone

The more information you can give the police the better.

***If you come home to find you have been burglarized, do not enter your house or apartment. Immediately find a phone and call the police. Wait at a neighbor's home until they arrive.***