



Government Security

Creating a Safe and Secure Workplace for all Pima County Employees

Issue Number 5, May 2011

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Purpose

The purpose of this newsletter is to provide the employees of Pima County Government with specialized information regarding the safety and security of their work environment and/or around their home.

You will find within this newsletter, information regarding burglaries and safeguarding your home. These tips will hopefully keep you safe and lessen your chance of becoming a victim. If there is anything you want to discuss, or would like to see in future newsletters, feel free to give me a telephone call.

21 Things Your Burglar Won't Tell You!

1. *Of course I look familiar. I was just here last week cleaning your carpets, painting your house, or delivering your new refrigerator.*
2. *Hey, thanks for letting me use the bathroom when I was working in your yard last week. While I was in there, I unlatched the back window to make my return a little easier.*
3. *Those small screws in your door frame make it real easy for me to kick in your front door or side door.*
4. *Yes, I really do look for newspapers piled up in the driveway. And I might leave a pizza flyer in your front door to see how long it takes you to remove it.*
5. *When you are out of town you should always make your home looked lived in (lights on, cars in the driveway, etc.) or I can make myself at home.*
6. *If decorative glass is part of your front entrance, don't let your alarm company install the control pad where I can see if it's set. That makes it to easy!*

21 Things Your Burglar Won't Tell You - Continued!

7. *A good security company alarms the window over the sink. And the windows on the second floor, which often access the master bedroom and your jewelry. It's not a bad idea to put motion detectors up there too.*
8. *It's raining, you're fumbling with your umbrella, and you forgot to lock your door- understandable. But understand this: I don't take the day off because of bad weather.*
9. *I always knock first. If you answer, I'll ask for directions somewhere or offer to clean your gutters. (Don't take me up on it.)*
10. *Do you really think I won't look in your sock drawer? I always check dresser drawers, the bedside table, and the medicine cabinets.*
11. *Here is a helpful hint: I almost never go into the kids' rooms.*
12. *You're right: I won't have enough time to break into the safe where you keep your valuables. But if it is not bolted down, I'll take it with me.*
13. *A loud TV or radio can be a better deterrent than your best alarm system. If you're reluctant to leave your TV on while you're out of town, you can buy a \$35 device that works on a timer and simulates the flickering glow of a real television.*
14. *Sometimes I carry a clipboard. Sometimes I dress like a lawn guy and carry a rake. I do my best to never, ever look like a crook.*
15. *The two things I hate most: loud dogs and noisy neighbors.*
16. *I'll break a window to get in, even if it makes a little noise. If your neighbor hears one loud sound, he'll stop what he's doing and wait to hear it again. If he doesn't hear it again, he'll just go back to what he was doing. It's human nature.*
17. *I'm not complaining, but why would you pay all that money for a fancy alarm system and leave your house without setting it.*
18. *I love looking in your windows. I'm looking for signs you're not home, and for flat screen TVs or gaming systems I'd like. I'll drive or walk through your neighborhood at night, before you close the blinds, just to pick my targets.*
19. *Avoid announcing your vacation on your face book page. It's easier than you think to look up your address.*
20. *To you, leaving that window open just a crack during the day is a way to let in a little fresh air. To me, it's an invitation.*
21. *If you don't answer when I knock, I'll try the door. Occasionally, I'll hit the jackpot and walk right in!*

Article obtained from a Modern Survival Blog.

If you would like to have a Crime Prevention Seminar at your workplace, please feel free to give me a call and I can discuss a seminar with you and tailor it to your needs and desires. Together, we can create the perfect Crime Prevention Seminar for you and your employees. These seminars are free of charge.

Also, if there are any topics you would like to see in the next edition of the Pima County Government Security Services Newsletter, give me a call (724-2703) or drop me an email at james.ogden@sheriff.pima.gov.

Important Pima County Telephone Numbers

- *Securitas Security Control Office: 724-8345 (Located at Entrance to A/B Level)*
- *Securitas Security Captain Jessica Palato: 724-8758 Office/940-2084 Cell*
- *Pima County Sheriff's Sergeant James G. Ogden: 724-2703 Office/465-4182 Cell*



Remember . . .

Stay Safe Pima County

14. Have you instructed employers, co-workers and employees to avoid giving anyone information of any kind about you without your knowledge and permission?
15. Are you especially cautious about bringing sensitive or valuable business information or work home with you?



OTHER PRECAUTIONS

1. Have you considered getting a small dog with a loud bark to guard the house when you're away?
2. Have you considered installing a burglar and fire alarm system?
3. If you have decided to buy or lease an alarm system have you talked to your local police crime prevention officer and gotten at least three estimates from alarm companies?
4. Do you really understand what type of alarm system you require and how it works, its limitations, how it will be monitored, etc?
5. If, because of your employment position in life, you and your family members face a high risk of kidnapping or personal violence, have you consulted a security specialist to develop a protection program?

Remember, this Home Security Test is designed to point out possible weaknesses in your personal protection program and give you some idea for correcting them. The Home Security Test does not, and is not intended to, address every possible crime threat. It is intended only to give you a place to start; to show you some of the more common security problems and solutions. It's up to you to take the information in this Home Security Test and build on it until you develop a personal protection program that fits the special needs of your home, family and lifestyle. If you have any questions about crime prevention and personal security or need help with a specific security issue, feel free to give me a call or contact your local law enforcement agency in your jurisdiction.

(Home Security Test Fifth Edition Gradneer 1995.)



**PUT A
SPOTLIGHT ON
CRIME!**



6. Have you equipped an interior closet with reinforced interior walls, solid door, deadbolt lock and non-removable hinge pins for use in storing valuables?
7. Do you limit cash on hand to small amounts?
8. Do you have smoke detectors installed and fire extinguishers available?
9. Do you carry sufficient insurance to carry the loss of valuables?



PROPERTY IDENTIFICATION

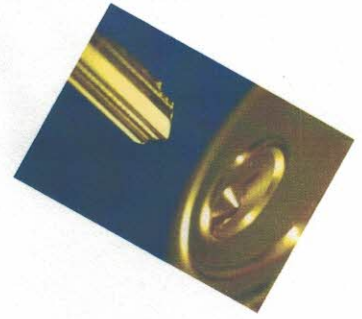
1. Where possible, have you engraved your driver's license number on valuable property?
2. Have you avoided using secret, coded or hidden identification as the only method of marking valuable property?
3. Have you avoided using identification marks which cannot be easily traced by police?
4. Have you made inventory of your property, recorded descriptions and serial numbers and filed the information away in a safe, fireproof place?
5. Have you made a photographic record of the entire contents of your home with emphasis on items that cannot be easily marked such as jewelry and art works?



PERSONAL PROTECTION

1. Do you have an unlisted telephone number?
2. If you live alone, do you avoid advertising the fact?
3. Do you require positive identification before you permit strangers to enter your home?
4. If you are in doubt about a person's identification, do you verify it by contacting the organization they represent before admitting them?
5. Do you supervise strangers who are legitimately in your home?
6. Have you instructed children to avoid talking to strangers about your home, lifestyle, personal business, etc.?
7. Have children been instructed to never go anywhere with a stranger or allow a stranger into the house when your away?
8. Do you or your children avoid giving out personal information or family schedules over the telephone?
9. If suspicious about callers or strangers at your door, do you call the police to report?
10. Do you use a door viewer before you answer the door?
11. Do you verify the honesty and dependability of domestic help and baby-sitters?
12. Have you removed all identifying information (name, address, etc.) from your key ring?
13. Do you avoid giving your house keys to along with your car keys when the car is parked or being serviced?

7. Is the bolt on all deadbolt locks made of case-hardened steel?
8. Are all outside cylinder locks designed to prevent twisting or prying?
9. Are all keys accounted for?
10. Are locks changed when a key is lost?
11. When you move into a new home, do you automatically change the locks?
12. Do you avoid giving keys to service people?
13. Are garage and out building doors kept closed and locked when not in use?
14. Are garage doors equipped with an automatic opener or secured with a hasp and padlock at each end?
15. Are padlocks locked in place when not in use?
16. Are padlocks equipped with case hardened steel?
17. Have you eliminated or secured all pet doors?
18. Have you eliminated all outside "hidden keys"?
19. Have you removed the key codes from the bottom of all padlocks?



SLIDING GLASS DOORS

1. Have all sliding glass doors been equipped with a secondary lock to prevent them from being pried open or lifted out of the track?
2. Is safety glass installed in all sliding glass doors?



WINDOWS

1. Do double hung windows have a secondary locking device?
2. Have louvered windows been replaced or have the panes been glued in place permanently?
3. Are all secondary story windows protected in the same manner as the ground floor windows?
4. Have you removed the cranks from casement windows?
5. Have all unused windows been sealed shut permanently?
6. Have you considered using burglar resistant glazing in windows which are particularly vulnerable?

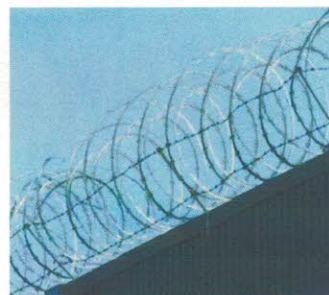
INTERIOR PROTECTION

1. Do you store small valuables in a safe deposit box at a bank?
2. If valuables must be kept at home, are they stored in a safe or security closet?
3. If a home safe is used, does it weigh more than 750lbs?
4. If not, is it anchored in place so it cannot be carried off?
5. Do you know the difference between a money safe and a fire safe?

5. Have children been told not to discuss family business with strangers?
6. Do you try and make your home look occupied, even when you're away?
7. Do you stop all deliveries when you're away?
- ⑧ Do you always leave a radio or TV on when you're away?
- ⑨ Do you leave lights on and use timers when you're away?
10. Do you avoid leaving notes for friends, services, etc. on your front door when you are away?
11. Do you avoid displaying valuable items in plain sight?
12. Do neighbors routinely look out for each other and report suspicious activity to police?
13. Have you become involved in Neighborhood Watch?
14. When approached by solicitors, either in person or by telephone, do you verify that the charity or group they represent is legitimate before you contribute?

BUILDING EXTERIOR AND YARD

1. Are all vulnerable points well lit at night?
2. Is shrubbery trimmed away from all doors and windows?
3. Is the yard neat and well cared for?
4. If a fence would increase your protection, do you have one?
5. Are all gates in good repair and properly locked?
6. Are driveways, walkways and entrances brightly lit?
7. Is shrubbery besides driveways, walkways and entrances trimmed to prevent attackers from hiding in wait?
8. Is all security lighting protected by vandal proof housings?
9. If appropriate, do you use "thorny" shrubs and plants to deter access to your yard and vulnerable entry points?
10. Have you trimmed all trees that could provide access to an upper window or roof?



DOORS

1. Are all doors of solid core construction?
- ② Are all doors equipped with good locks?
3. Are all doors protected so that the locks cannot be reached and operated by breaking out glass panes or lightweight panels?
- ④ Do exposed hinges have non-removable pins?
- ⑤ Is a good quality deadbolt lock with at least a 1" throw used on all exterior doors?
6. Is the lock designed or the door frame constructed to prevent opening the door by spreading the frame?



HOME SECURITY

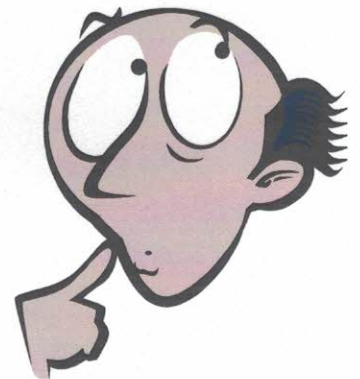
No home can be totally immune to the threat of crime. But, prior planning and common sense precautions can significantly reduce the risk. Use this following test to survey your home. Every "NO" answer indicates a weakness that could help a criminal. As you eliminate the "NO" answers, you reduce the risk that you will become a victim of a crime.

Go through the test carefully and systematically. Look over the situation at night as well as in the daytime. Remember, this test points out weaknesses in your personal security program. You cannot be adequately protected until these are corrected.

Of course, there is no such thing as total security. Taking this test and following its suggestions can't guarantee that you won't become a crime victim. It will however, greatly reduce your odds of becoming a victim by helping you take the reasonable precautions needed to deter all but the most determined criminals.

DID YOU KNOW?

1. Most crimes happen because someone gave a criminal an opportunity to act.
2. Little planning goes into most burglaries.
3. No neighborhood (rich or poor) is safe from crime.
4. Professional burglars are very rare.
5. Most burglars are neighborhood juveniles.
6. Most burglars are never caught.
7. Most stolen property is rarely recovered.
8. Most home burglaries occur during the daytime.
9. Most burglars enter through unlocked doors or windows.
10. It takes less than two minutes for the average burglar to get into your home.
11. If you can delay his entry for just three minutes, most burglars will give up and leave.
12. If you shoot a burglar you may be arrested and/or sued.
13. A cooperative program such as Neighborhood Watch is a strong deterrent to crime.
14. Most burglars will not enter an occupied home.



YOU'RE LIFESTYLE

1. Do you consider security an important factor in family life?
2. Is your family constantly aware of the risk of crime?
3. Have you held a family meeting to discuss crime and the things that can be done to prevent it?
4. Do you avoid telling strangers your daily routines?

