

~~Residential Burglary~~

*A practical
guide to
deter criminals
away from
your home
and property.*

HELP STAMP OUT RESIDENTIAL BURGLARY



MIAMI-DADE POLICE
Committed to Excellence

Table of Contents

	Page
Outside Your Home	2
Closing Your Doors to Burglary	
<i>Hinge Doors</i>	3
<i>Sliding Glass Doors</i>	6
<i>Jalousie Doors</i>	7
<i>Double Doors</i>	7
<i>Garage Doors</i>	8
Locking Out Trouble	9
Securing Your Windows	
<i>Double Hung Windows</i>	14
<i>Awning Type Windows</i>	15
<i>Sliding Glass Windows</i>	15
<i>Casement Windows</i>	16
<i>Jalousie Windows</i>	16
Padlock and Hasps	17
Operation Identification	18
Home Security Checklist	21
Burglar Alarm Systems	22
Alarm Purchasing Guidelines	24
Homeowner Vacation Tips	26
Securing Your Apartment	27
Securing Your Mobile Home	29
The Citizens' Crime Watch of Miami-Dade County Concept	31
How to Describe a Person	33
How to Describe a Vehicle	34
Terminology When Reporting Crimes	35
How to Report a Crime	36
Emergency Telephone Numbers	38
Miami-Dade Police Stations	39

Outside Your Home



The exterior of your home should not offer 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 there is a risk of detection. Here's how you can discourage a burglar.

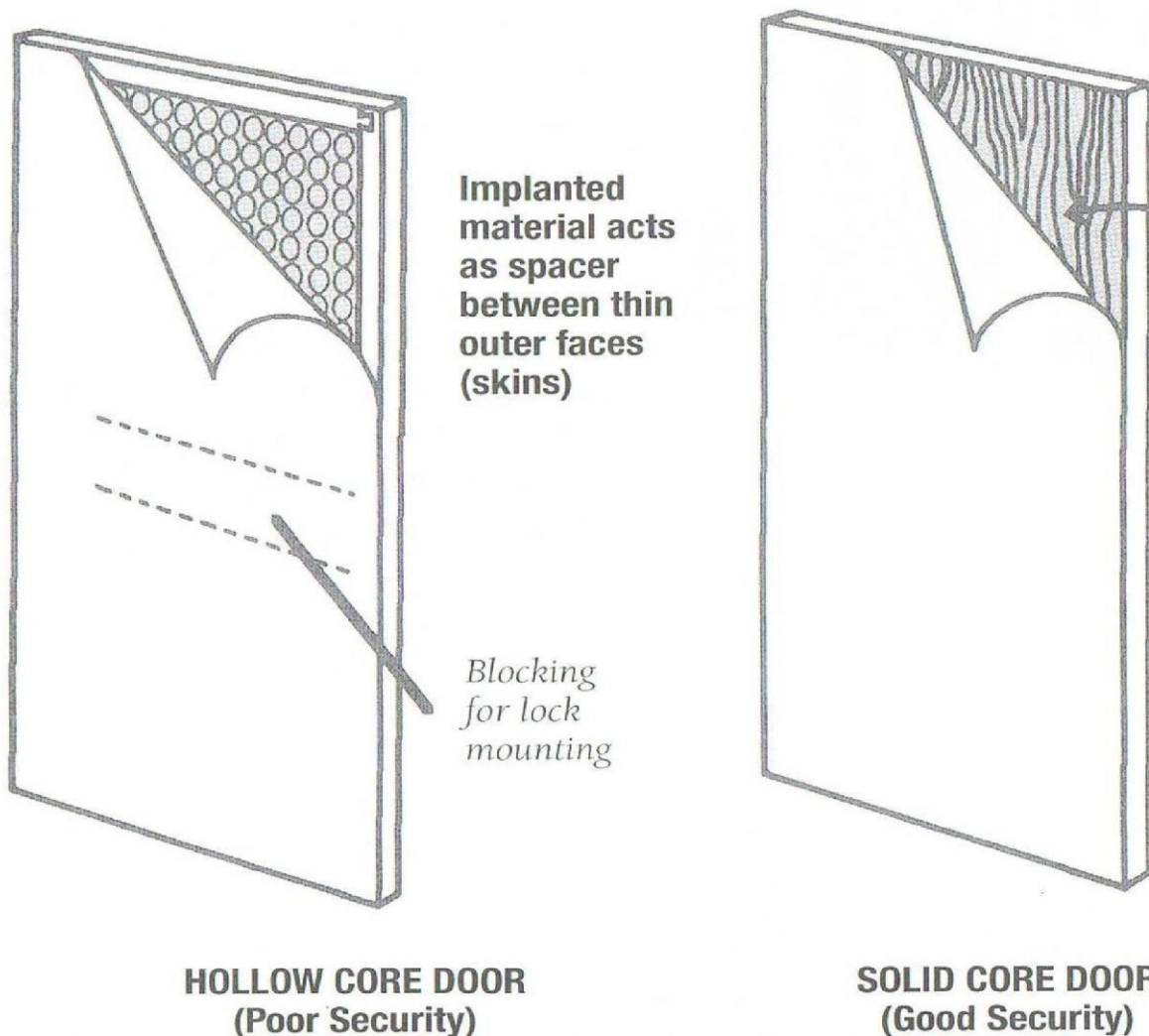
- Keep shrubs trimmed away from windows and doors so you don't provide a convenient hiding place for a burglar.
- Maintain adequate exterior lighting, especially on vulnerable access points to your home. (Some power companies offer a bright security lamp and post at a nominal monthly charge.)
- Don't 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 lawn mowers, bicycles or tools in the yard or in an open or unlocked garage or shed. Your tools could be used to break into your home.
- Keep garage door closed and locked at all times. Many garage doors openers are provided with a locking mechanism. The door leading from the garage to the house is a favorite access point for a burglar. Keep it locked also.
- Display house number conspicuously and have it well illuminated. This will aid the police, medical or other emergency vehicles in finding your home quickly if summoned. Urge your neighbors to do the same—you may be calling for them or vice versa.

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

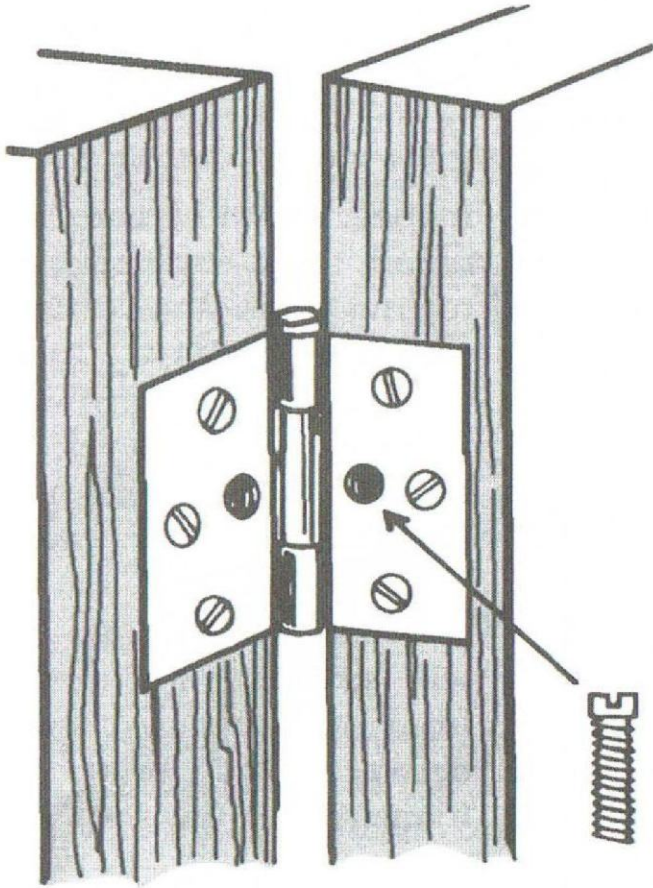
Closing Your Doors to Burglary

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 steel clad doors be used. Avoid light gauge aluminum. 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.

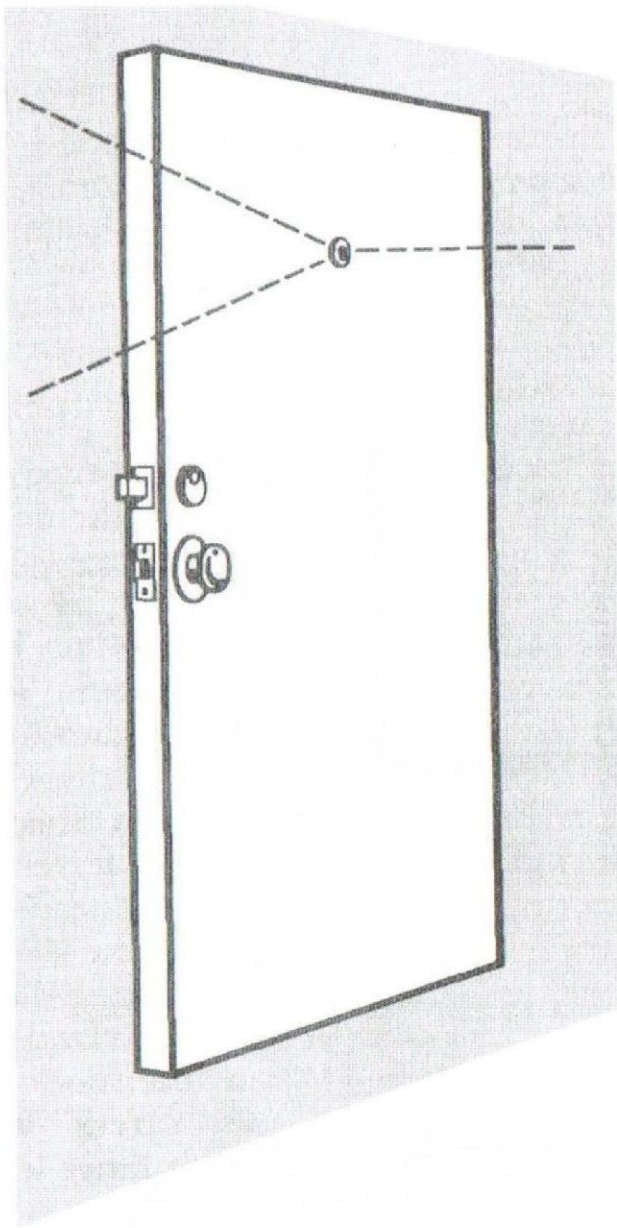


Lock all doors even when gone momentarily—down the street, to the store, visiting neighbors, etc.



- If door hinges are exposed on the exterior of the door, nonremovable 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 of the door frame side. Allow screw or nail to protrude 1/2 inch. When the door is closed, the screw will engage the other hinge leaf.

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 1/2 inch.



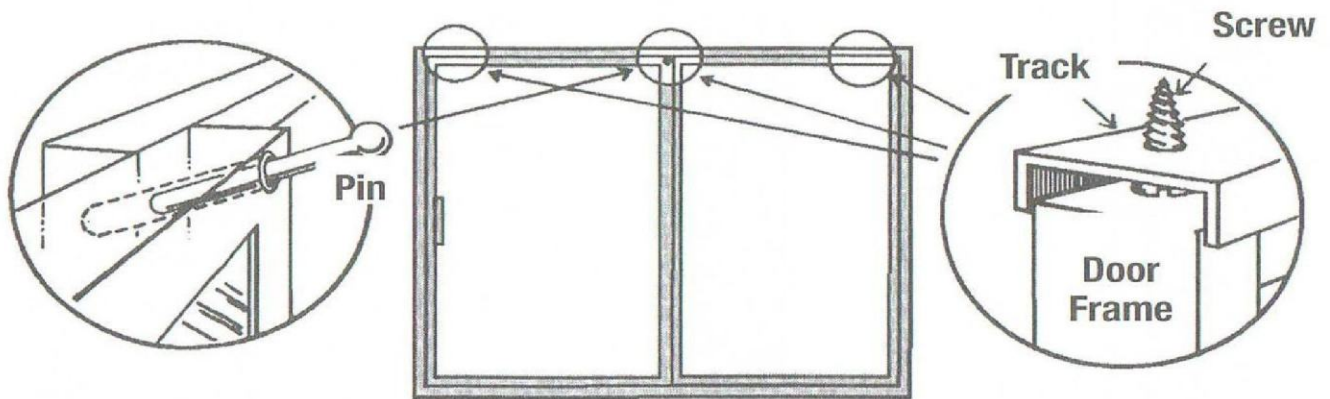
Inspect door frame and repair any splitting or rotting. Wooden frames should be at least 2 inches thick. If a hollow steel frame is used, the residual airspace behind the frame should be filled with a crush-resistant material such as cement grout. This will prevent an intruder from wedging a crowbar between the door and frame to free the door.

You can strengthen the frame by removing some of the short screws in the door hinges and replacing them with longer screws (at least 2 inches). Also use longer screws in the lock strike.

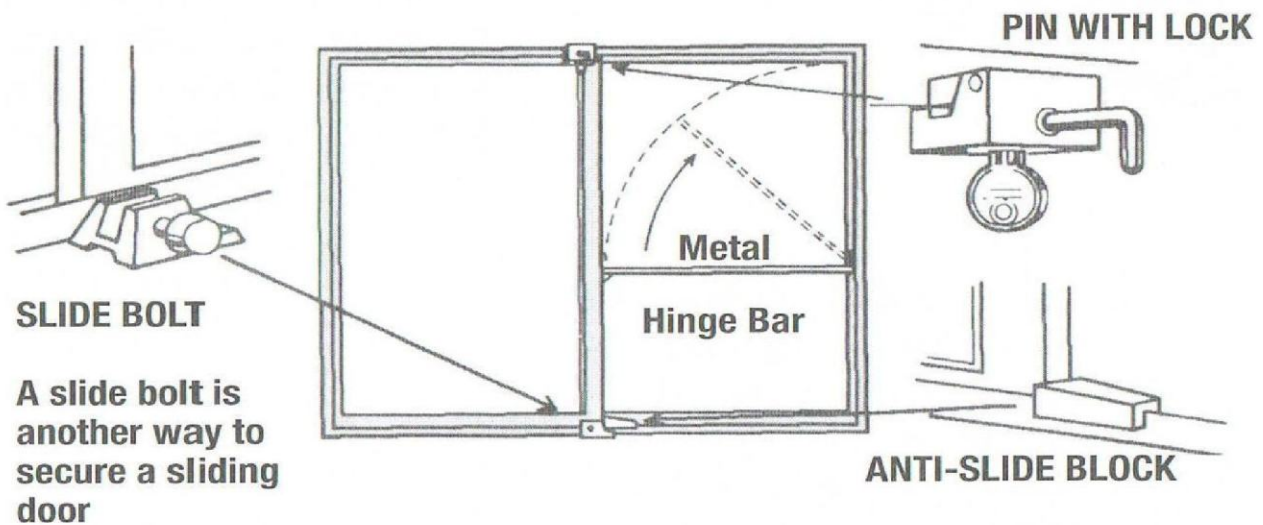
- ❑ A solid wood core front door should have a wide angle viewer (180° minimum) installed in it for easy viewing of visitors without opening the door. It is inexpensive and easy to install. Do not rely on a chain latch.
It is not a security device.

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.

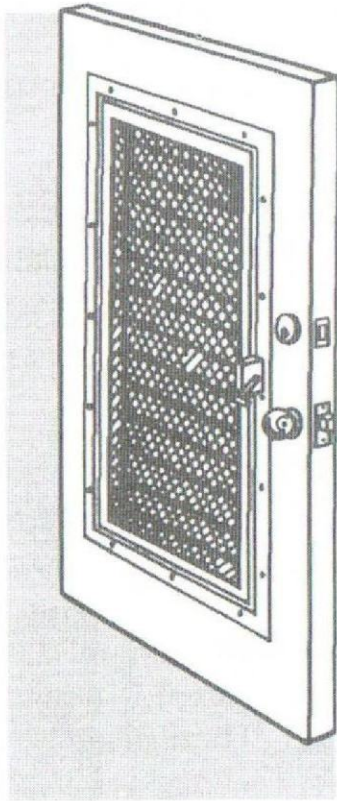


- ❑ To prevent removal of doors, install 1 1/4 inch pan head (large head) sheet metal screws in upper track at both ends and the middle so frame just clears the head of the screws. To secure a door in position, you can also drill a hole at a downward angle in the overlapping frames of the door at the 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.



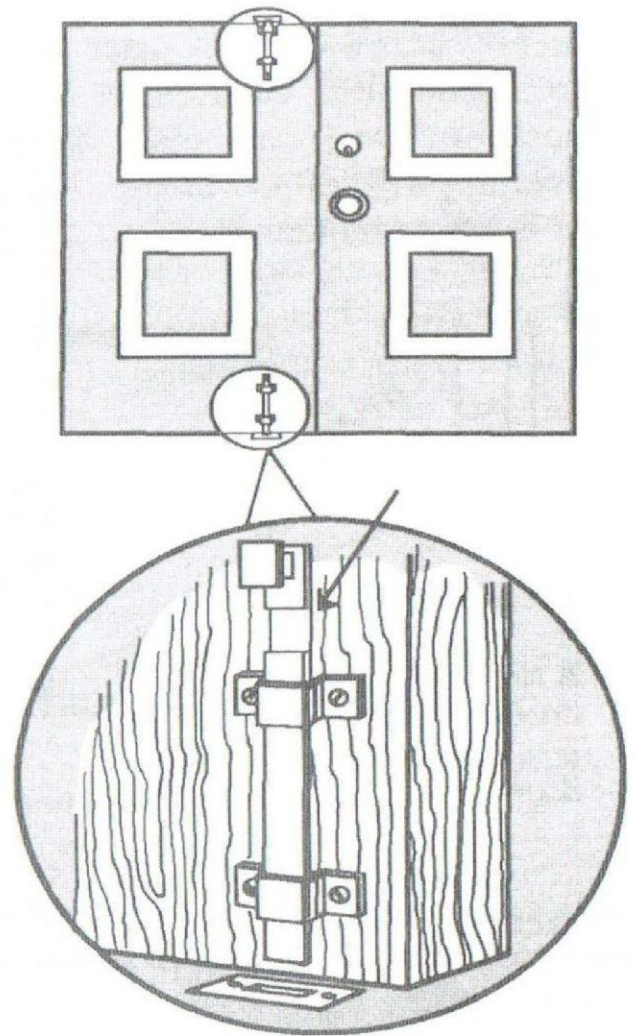
Jalousie Doors

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, 1/2 inch diameter x 12 inches long, on both top and bottom of door. These surface bolts must be constructed of heavy metal and be true deadbolts (once in place, stays in place).

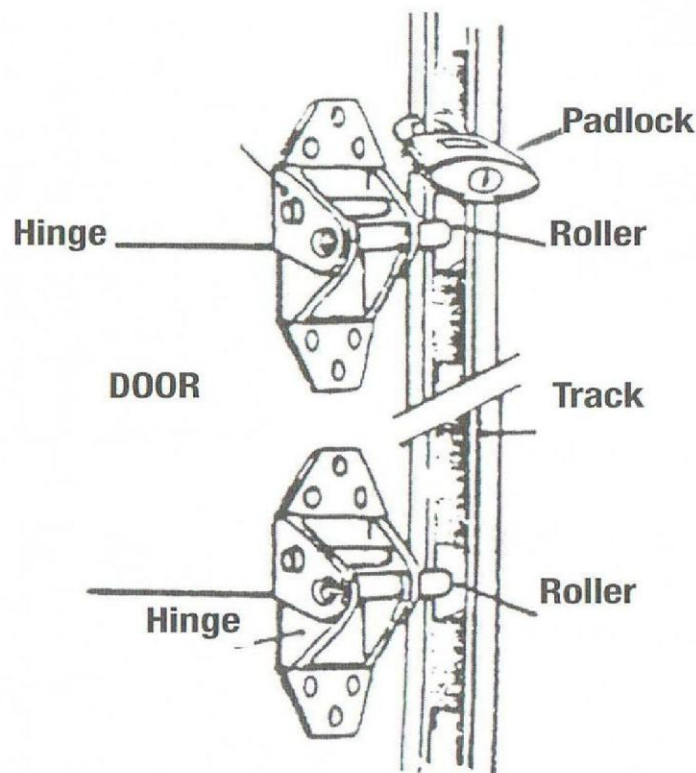
Lock the front door when working in the back yard and vice versa!



Garage Doors

- ❑ A good, case hardened padlock, on which both ends of the shackle engage, should secure your garage door. (See chapter on Padlocks and Hasps for illustration.)
- ❑ 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.

GARAGE DOORS OVERHEAD TRACK OPERATED



Overhead Counter-Balanced

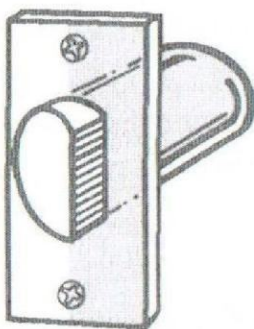
Keep your garage door and any doors leading from the garage to the house closed and locked—whether you are at home or not.

Locking Out Trouble

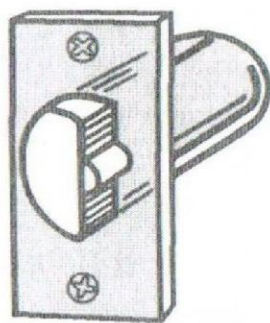
Sound locking devices cannot make a residence completely impregnable, but they can deter a burglar. They can force him into a situation in which he must break glass in order to enter—something he would probably like to avoid.

The amount of money spent on security hardware should be proportional to what is being protected. But by the same token, purchasing security hardware which meets the minimal technical requirements listed below could also protect your family from bodily injury. Since prices for security hardware vary depending on the area, the manufacturer and differences in cosmetic features, the buyer should “shop around.”

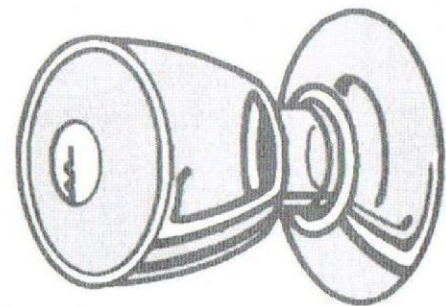
- ❑ A chain latch on your door offers **no security at all**. Chain latches can be readily ripped off the door with minimum pressure. The best way to check a caller's identity is to use a wide angle viewer or peephole.
- ❑ A common type of lock in many homes and apartments is the key-in knob or spring latch type. This particular lock is easily defeated by amateur burglar with a credit card or screwdriver inserted between the latch and the strike plate. This lock offers no security and should be supplemented by a single or double cylinder deadbolt lock or rim type or surface mounted lock. The dead latch is similar to the spring latch but has a small bar or plunger which will not permit opening with a shimming device. This is a poor security device since the plunger is very short and weak and should be supplemented by a quality deadbolt lock.



Spring Latch Lock



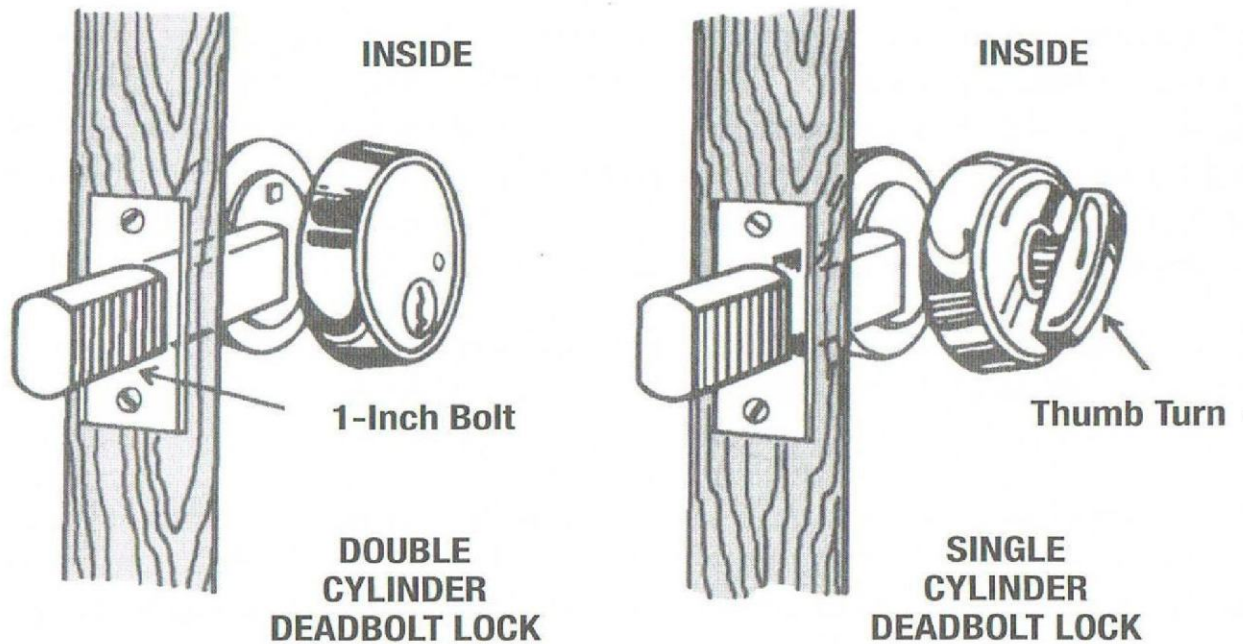
Dead Latch Lock



Key-In Knob

(These locks do not offer adequate security.)

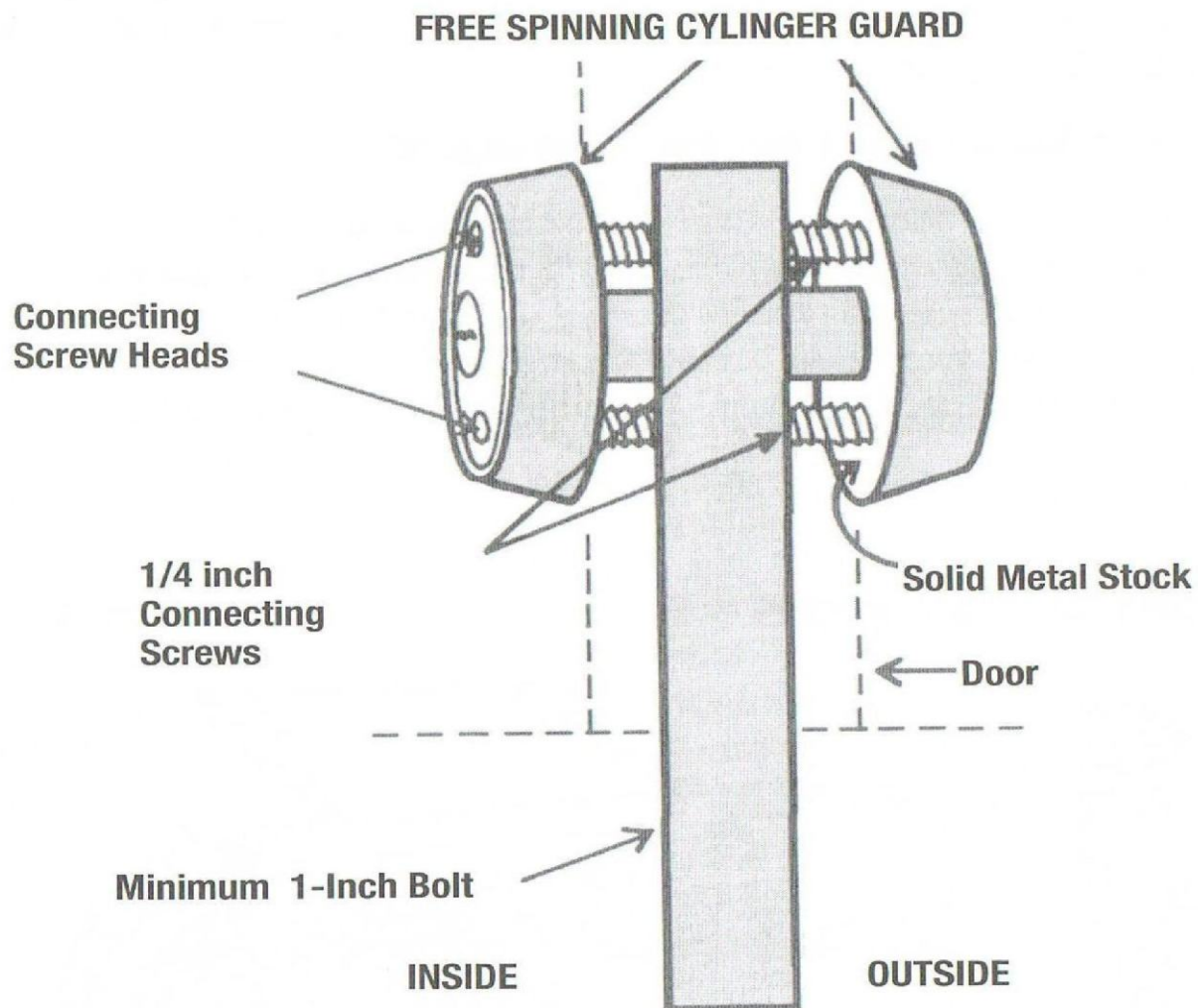
- A single cylinder deadbolt should be mounted on a solid wood core when there is not breakable glass within 40 inches of the interior locking mechanism. The single cylinder deadbolt lock has a thumb turn piece on the inside.



- A double cylinder deadbolt lock, which is key operated from both the interior and exterior, should be used when there is glass within 40 inches of the interior locking mechanism. (Caution: The use of a double cylinder deadbolt lock can be a fire escape hazard. If this type of lock is used while the home is occupied, either leave a key in the lock or hanging somewhere near the lock. Children should be trained in the use of this lock and know the exact location of the key. When the dwelling is unattended, the key should be hanging out of the reach of a burglar who may break the glass). It is further recommended that local building codes be checked prior to installing a double cylinder deadbolt Lock.

When moving into a new dwelling, have tumblers in all exterior locks changed. This can be done inexpensively by a licensed locksmith.

- Both single and double cylinder deadbolt locks should meet the following basic criteria to be a good security device:



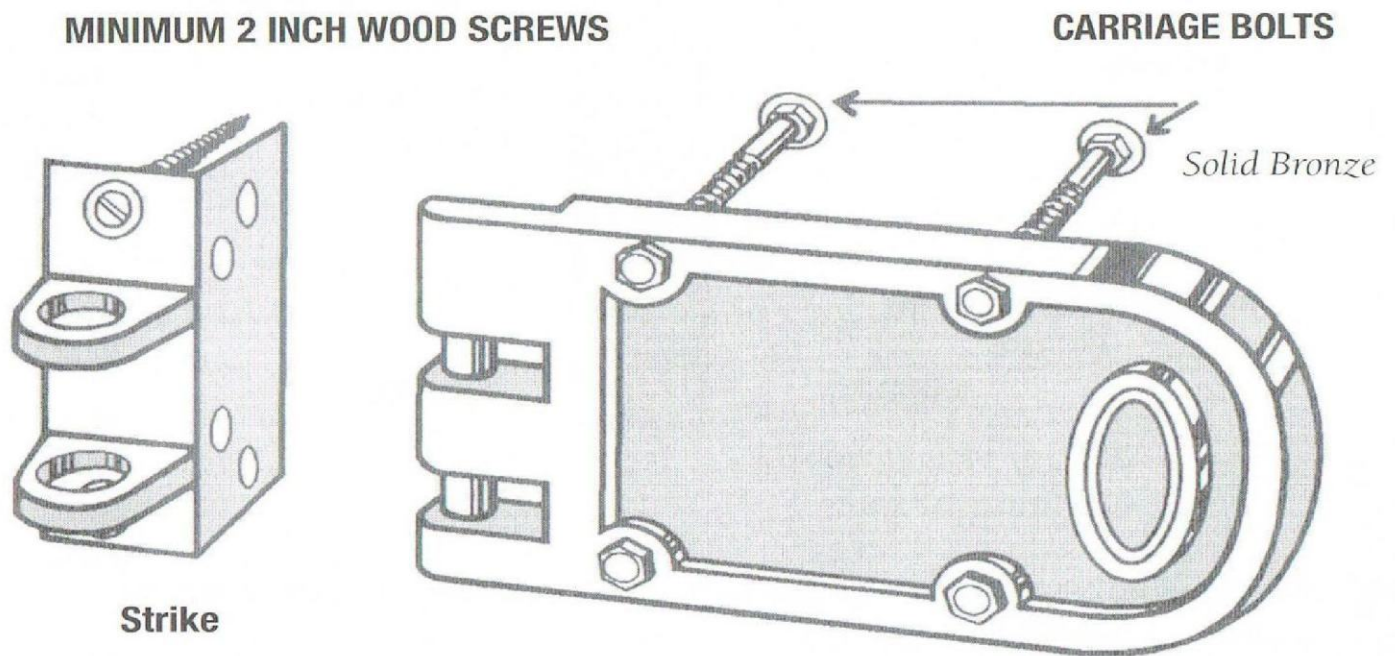
1. The bolt must extend a minimum of 1 inch and be case hardened or contain a hardened insert.
2. The cylinder guard is a metal collar mounted around the cylinder. It must be tapered or spherical in design to make it difficult to grip with pliers or a wrench. It must be designed to spin freely. The cylinder must be made of solid metal—not a hollow casting or stamped metal.
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. The connecting screws must be at least 1/4 inch in diameter and screw into solid metal stock—not screw posts.

When shopping for a deadbolt lock, you may wish to take the diagram and description on page 12 to a locksmith or hardware store to be sure the lock you buy meets all of the requirements.

Do not allow children to open the door to strangers!

- Rim type or surface locks use a vertical or horizontal deadbolt locking mechanism (see diagram). These locks are mounted on the interior surface of the door. A rim type lock is good security if it is the interlocking (jimmy resistant) type. With proper strike, an interlocking rim lock can be used on either in-swinging or out-swinging doors.



Rim Type or Surface Lock (Jimmy Resistant)

Proper installation of this lock is extremely important. The strike should be secured to the door jamb with minimum 2 inch wood screws. The lock must be through-bolted to the door with carriage bolts. **Do not use wood screws to mount the lock.**

As a second line of defense, you may want to consider a security closet for storage of valuables which are kept in the home. This closet should be equipped with a solid wood core door with hinges that have non-removable pins and a a good quality deadbolt lock.

Burglar-Resistant Safes

Burglary-resistant safes are also commonly known as money safes or chests. Burglar-resistant safes are designed to resist forcible entry. They are recommended for the storage of money, securities, and items with high intrinsic value.

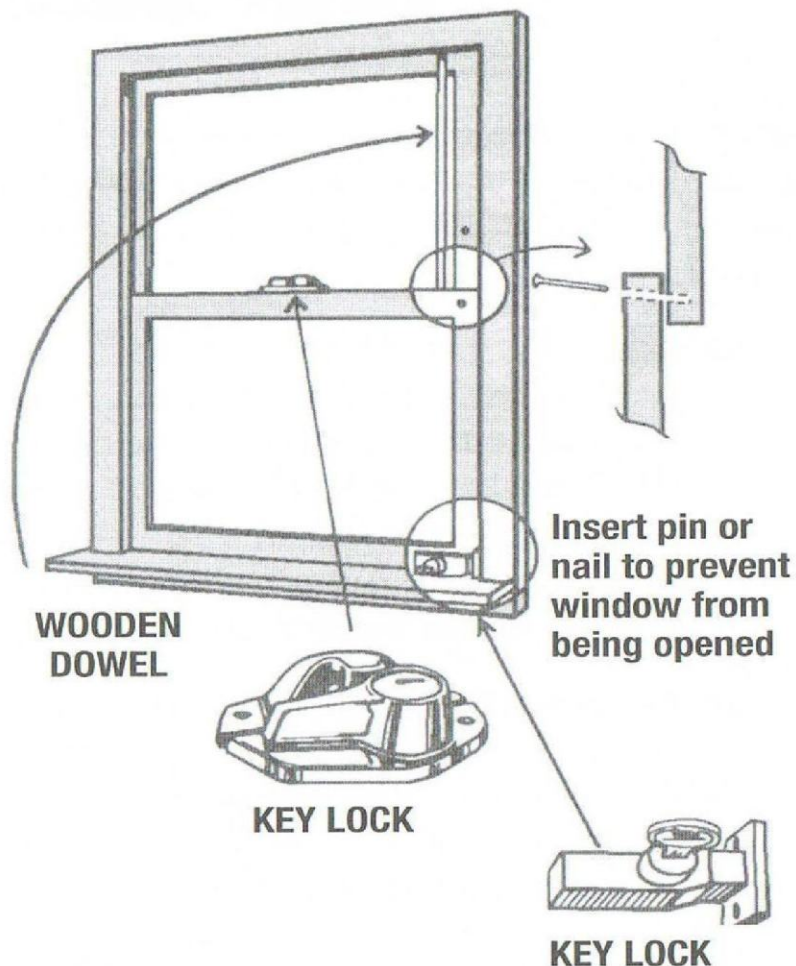
- Some (but not all) burglar-resistant safes are factory encased in a steel jacket filled with insulating materials and are also FIRE RESISTANT. Such safes will be identified with an Underwriters' Laboratories, Inc. (UL) burglar-resistant label and a separate fire rating. These insulated burglar-resistant safes are recommended for the storage of valuable papers, money, and other items with intrinsic high value such as jewelry, where the exposure will not exceed the risk.
- Factors influencing your choice of a burglar safe should include:
 1. Value of items to be stored.
 2. Prior burglary history.
 3. Size of safe needed.
 4. Location of safe.
- Safes bearing the UL mark have been constructed to meet or exceed the performance standards of the Underwriter's Laboratories.
- UL has tested samples and determined that the products meet the requirements for construction and performance under the specific categories tested.
- Finally, there are different kinds of safes constructed for special uses. If you are not certain that the intended use conforms to your fire hazard or degree of burglary protection, consult with the manufacturer's nearest representative.

Securing Your Windows

Double Hung Windows

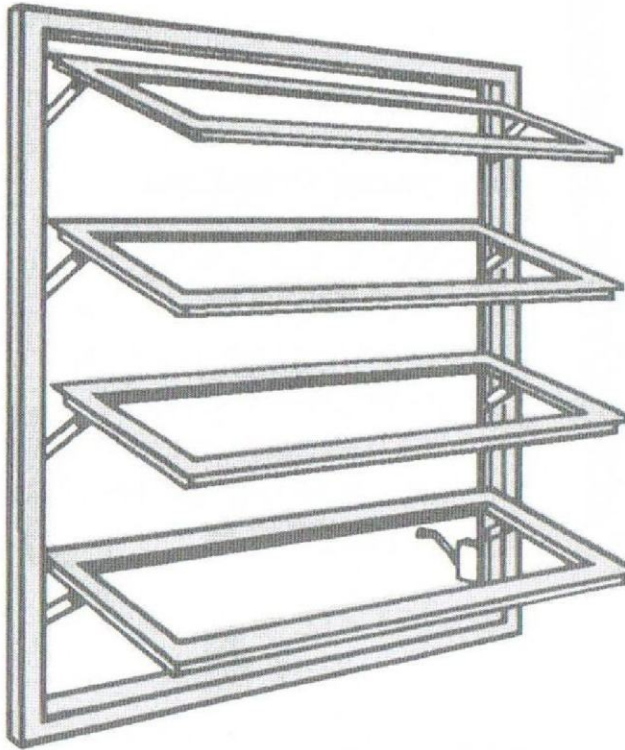
The latches on many double hung windows can be easily jimmied or pried open. This type of window can be simply and inexpensively made secure, however.

- ❑ 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 type 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.
- ❑ The thumb turn locks in the center of most double hung windows offer very little security.
- ❑ A wooden dowel rod can be securely wedged between the top and bottom portion of the windows to secure bottom sash. It can be secured to the inside of the window frame with pieces of hook and loop material. In this way, the rod can be shortened to allow for window ventilation. **This will not secure the upper sash with double hung windows.**

Don't hide keys under a mat, over the door sill—or anywhere outside!



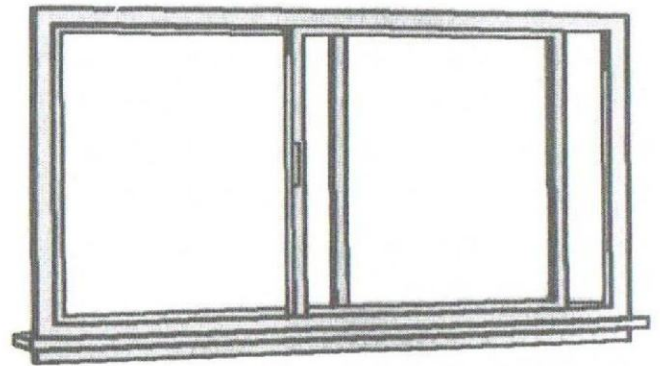
Awning type Windows

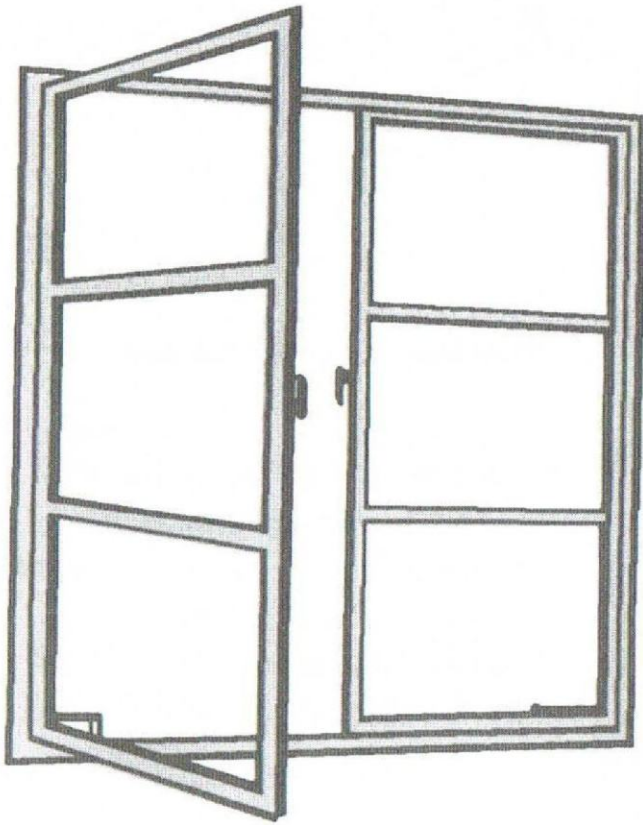
Awning type windows are difficult to secure. The removal of the inside operator handle adds some security, but keep the handle handy in case of emergency. Awning windows should be tightly closed to enhance security.

Sliding Glass windows

Sliding glass windows can be secured in the same manner as sliding glass doors. Pins through the frame, screws in the track or keyed locks can all be used. Many inexpensive auxiliary locks are available.

The recommendations made for securing sliding glass doors on page 7 also apply to sliding glass windows.





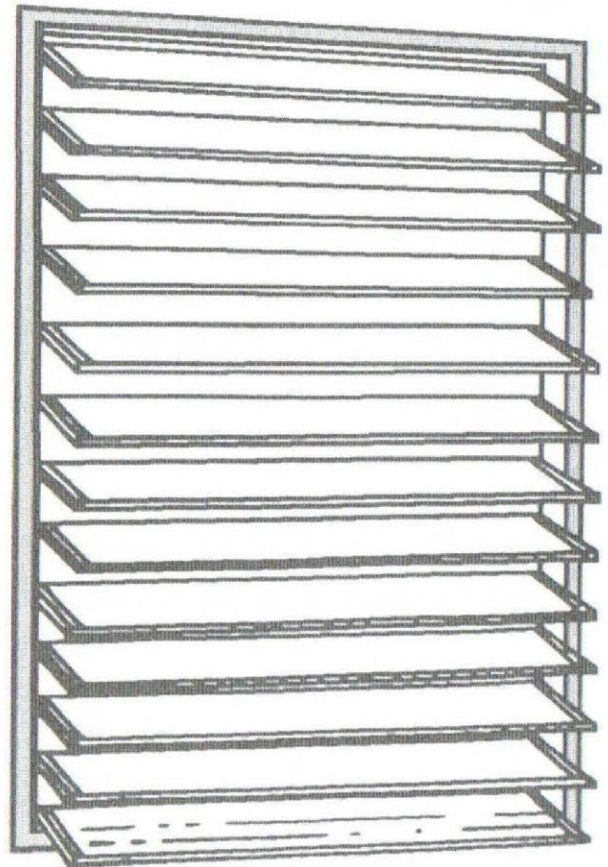
Casement Windows

Casement windows provide good security. Keyed locks are also available for this type of window for additional security. Make sure the latch works properly and the operator handle has no excess play.

Jalousie Windows

Jalousie windows are a very high security risk and should be replaced if at all possible. At a comparable cost to installing additional security devices, the windows can be replaced with another type which offers better security.

For some awning, casement, and jalousie windows the use of decorative metal screens, bars, or grillwork may be the best solution for added protection. If used, especially in sleeping areas, mechanisms designed for inside quick release should be provided for emergency use.

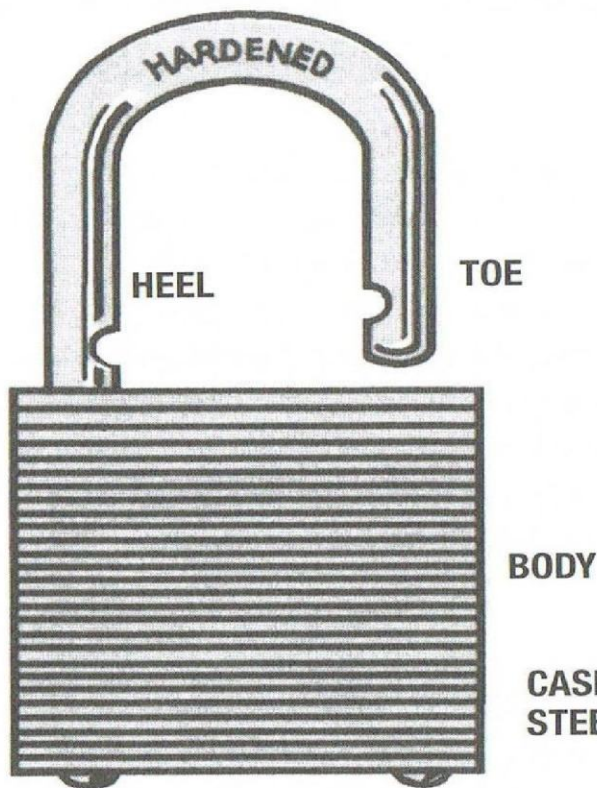


Padlocks and Hasps

Padlocks

Padlocks should be of case hardened steel construction with a minimum 9/32 inch shackle. The lock should have a double locking mechanism on both the heel and toe of the shackle. It should be of heavy body construction with a minimum five pin tumbler.

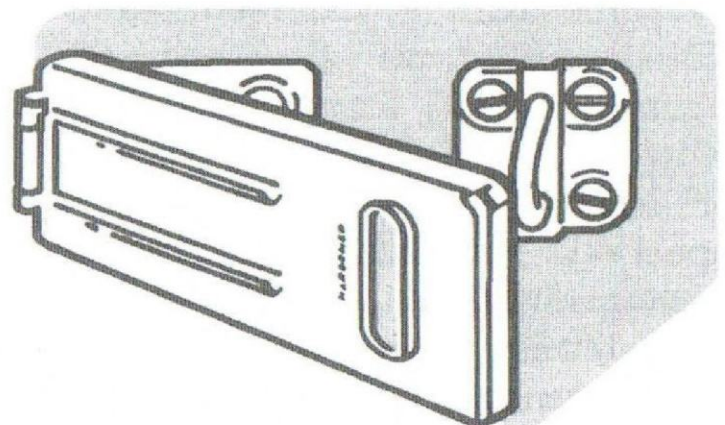
MINIMUM 9/32 INCH SHACKLE



The bottom end of the padlock may have a key number stamped on it. This number should be obliterated and recorded elsewhere to eliminate the possibility of unauthorized key duplication.

Hasps

The hasp should be as strong as the lock and have no screws or bolts visible when secured. Screws which hold the hasp in place should be as long as the material holding them will allow. If installed on metal, carriage bolts with large washer should be used to prevent prying of the hasp.



HARDENED HASP

Operation Identification

Operation Identification is the engraving of your valuables with your Florida driver license 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 they 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 local law enforcement agency or can be purchased inexpensively from a hardware store. You should make your valuables FL followed by the 12-digit alpha-numeric code number on your driver's license. If you are not a driver and are over 18 years of age, any Florida 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. These photographs should be kept in a safe place and used for identification purposes in the event of theft.

- ❑ 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. These photographs should be kept in a safe place and used for identification purposes in the event of theft.
- ❑ 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 from your local law enforcement agency.
- ❑ Make sure you have a record of all marked valuables and their serial number, make, model, and the location of your marking.

Report suspicious persons or activities in your neighborhood to the police. The police would rather check out 10 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.

OPERATION IDENTIFICATION RECORD

Valuable property should be marked with an electric engraver or any sharp etching tool with your Florida Drivers License number (FL DL _____). If you are not a driver, you can obtain an I.D. card and number from any Division of Drivers Licenses Issuing Station. Avoid marking on removable parts such as lids, doors, plates, etc.

Items which cannot be marked, antiques, china, coins, etc., should be photographed in color with the owner's identification. A complete description of the article should be written on the back of the photograph.

SUGGESTED ITEMS FOR MARKING: Bicycles, TV's, stereos, tape recorders, cameras, appliances, sporting goods, guns, typewriters, sewing machines, clocks and watches, power tools, lawn mowers, outboard motors, golf clubs, etc. Credit card numbers should also be recorded.

Property marked with your Drivers License Number FL DL _____

ARTICLE	MANUFACTURER AND MODEL	SERIAL NUMBER	LOCATION MARKED	PURCHASE PRICE

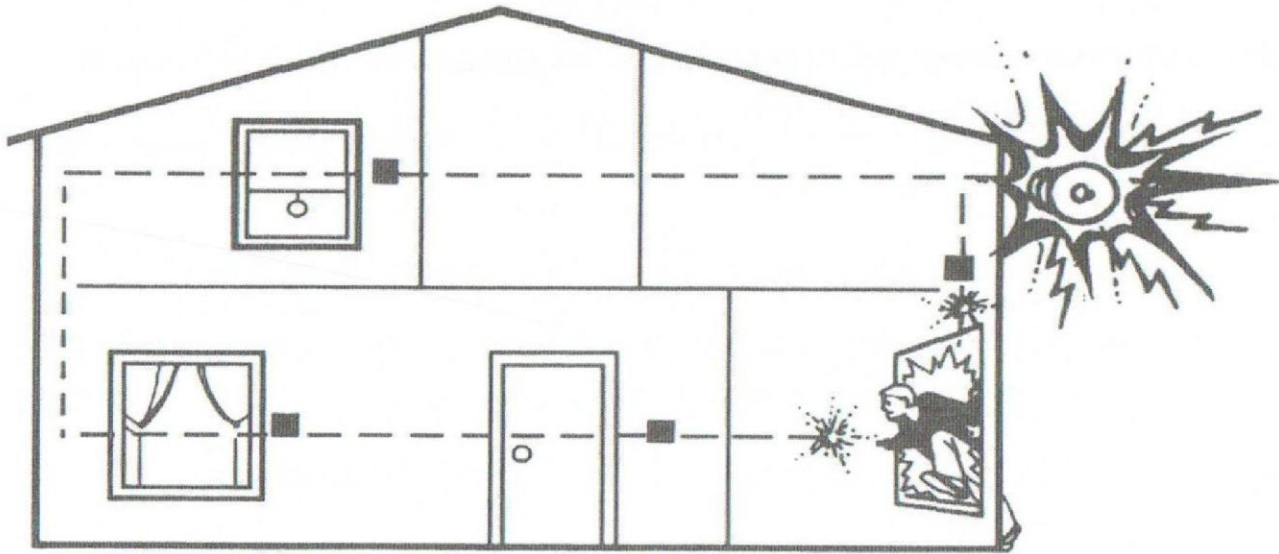
Home Security Checklist

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Do exterior lights illuminate all entrances to your home? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is shrubbery kept trimmed so a burglar can't hide near windows and doors? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Are garage doors kept closed and locked at all times? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are exterior doors made of solid core construction (including door leading from garage to house)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Is there a peephole viewer (180° minimum) on the front door? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Are sliding glass doors secured with auxiliary locks or are they pinned, and are there screws in the track to prevent removal of doors? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Are exterior doors secured with a deadbolt lock (single or double cylinder) with a minimum 1 inch throw? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Are windows secured with auxiliary keyed locks or pinned with a nail? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Do you report suspicious persons or activity in the neighborhood to the police immediately? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Are doors locked at all times? |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Are your valuables marked with your Florida driver license number and do you have a record of them with complete serial number, make, and model? |

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

Check to see who is at the door before opening it to strangers. 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 into your home. Check I.D. through the peephole viewer. A wide angle viewer is easy to install and inexpensive.

Burglar Alarm Systems



Some residential systems are designed to ring a bell and/or illuminate the area to scare off an intruder. These local systems send a signal from a sensory device directly to a light system or to a bell or siren located in your attic or on the outside of your home.

When a sensory device detects an intruder, the sounding device is activated and/or the house lights are turned on. It is hoped that the lights or sound will alert the homeowner (if at home), a neighbor, or a cruising police unit. Since the typical residential burglar is not a professional, a local system will usually scare him from the premises.

Many companies will install a combination system which includes a local alarm (bell and/or lights) and a central reporting alarm. An advantage of having the central reporting system is that it is being constantly monitored by an alarm company. If the alarm goes off, the alarm company notifies the police department.

It is a good idea to have at least one smoke detector built into your alarm system. Smoke is the primary killer in fires and a smoke detector placed in a hallway between bedrooms can save lives.

Added protection is provided by a back-up power supply in the event of a power failure and built-in ability to test the system regularly.

You get what you pay for. In this regard, be sure that the sensor devices (magnetic contacts, motion detectors, pressure mats, screens, etc.) to be installed are Underwriters Laboratories (U.L.) approved for burglary protection.

There are usually two costs involved when dealing with an alarm company: an installation charge and a monthly service charge. It is not recommended that you buy or lease a system from a company which does not offer a contract for continuing maintenance and service.

Once the alarm company representative has made an appraisal of your security needs, ask him for a written proposal and a copy of the contract you will have to sign. Take some time, look it over, think about it. Check the alarm company's reputation by calling the Miami-Dade County Consumer Protection Department. You should also consider two additional estimates from reputable companies and compare costs.

Never sign a contract which does not list all points of protection and does not itemize the equipment to be installed.

There are laws in some areas that prohibit anyone from having a device attached to their telephone that will automatically call the police or fire departments in an emergency situation. A system that calls a security company is legal and they in turn will notify the police.

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.

When going out for the evening, make your house appear to be occupied by lighting rooms and perhaps leaving a radio playing. A bathroom is a good room in which to leave a light lit.

Alarm Purchasing Guidelines

When shopping for a burglar 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 Miami-Dade County Consumer Protection Department to see if there have been any problems with the company.
4. What is the alarm background of 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 the system electrically 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)? This provision is required by law in many areas.
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 it is a local system (audible in the immediate area), does it ring loud enough to attract the attention of your neighbors?
14. If the system is for a commercial premise, will the company have someone respond to the location in order to assist the police by opening the building?
15. Does the system have a time delay, if appropriate, to activate and deactivate the alarm system without setting off the alert?

16. If the system is monitored by a central station, is it a tape recording or person? (In some areas, the call for assistance to the police cannot be made by a taped message).
17. Is the system Underwriters Laboratories, Inc. (U.L.) approved?

What Causes False Alarms?

Up to 76% of all false alarms—commercial and residential—are caused by user error.

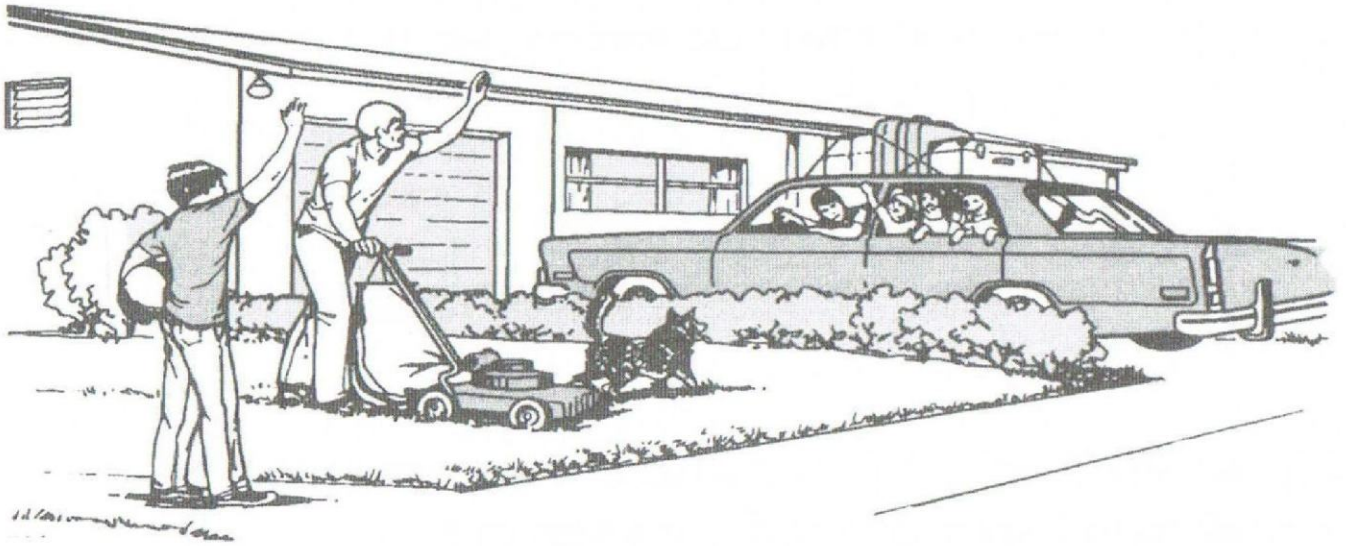
Always be prepared to identify yourself with your Personal Identification Code (PIC), if contacted by your Customer Monitoring Center.

Be sure to instruct anyone who may be using your system, such as children, babysitters, employees, cleaning people, neighbors, or real estate agents, in proper system operation and cancellation of false alarms. Make special arrangements for guests, repair technicians or other individuals who may have access to your premises.

False activation of sensors can include...

- electrical/electronic items which can quickly change temperature
- open, unlocked or loose fitting doors and windows
- drafts that move plants, chandeliers and curtains
- wandering pets, stray animals or large insects
- helium-filled balloons and party decorations

Homeowner Vacation Tips

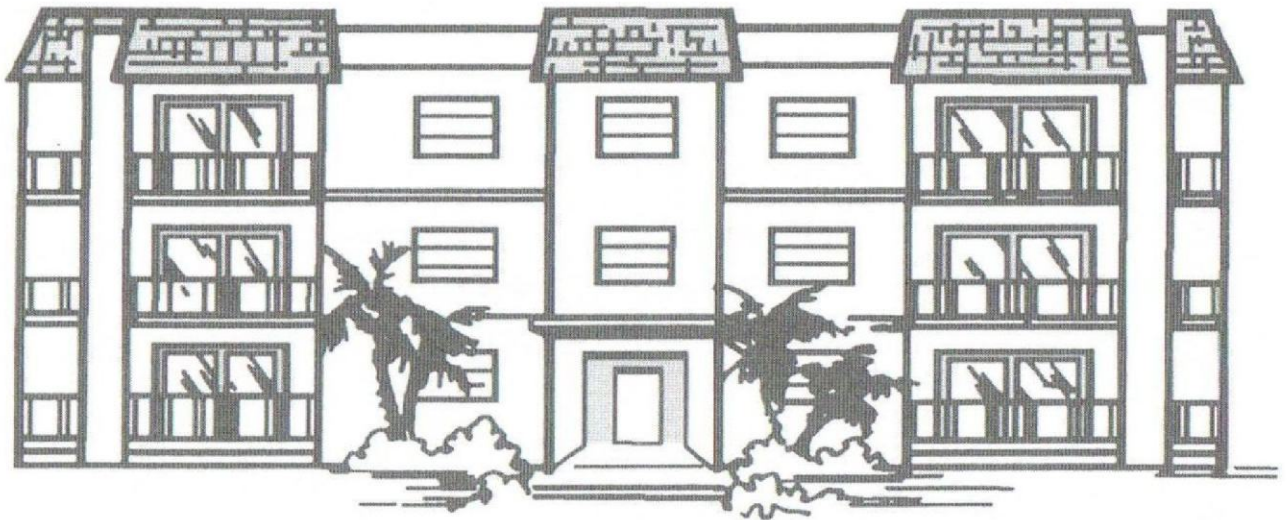


When going on vacation or out-of-town for any reason:

- Don't publicize vacations ahead of time. Burglars watch for newspaper accounts.
- Notify the police of your plans by requesting a watch order. They will keep an eye on your house when they are in the neighborhood.
- 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 ringer on the telephone down to low.
- Have a neighbor park in your driveway or in front of your house.

Securing Your Apartment

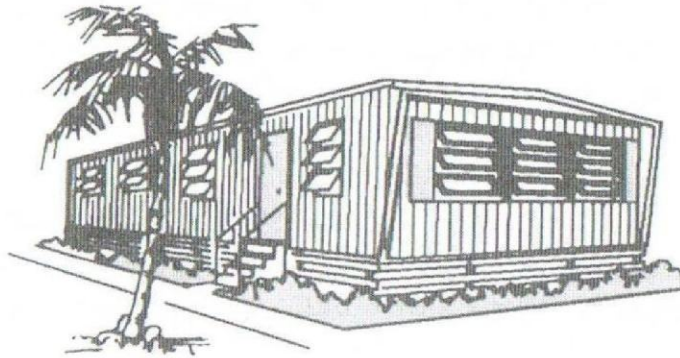
- All exterior doors should be checked for adequate security.
- When moving into a new apartment, have all locks rekeyed. This can be done by a licensed locksmith and is relatively inexpensive.
- Deadbolt locks should be installed on all exterior doors. The tenant usually absorbs the cost. If possible, do not master key these locks to management locks because master keying reduces the security of a lock. The manager of the building can be given a key in a sealed envelope to be used for emergencies only, not for things such as repairs, exterminators, etc.



- Properly secure all sliding glass doors and windows, regardless of what floor you live on.
- Get your neighbors together to demand adequate lighting in stairwells, parking lots, courtyards, laundry rooms, and the exterior of the building.
- Insist that shrubs be cut back so they don't offer concealment for a burglar.
- Don't advertise that you are a woman living alone. Use your first initial only on the mailbox and for telephone listings.

- 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.
- Lock up even when at the pool, game room, or neighbor's for a few minutes.
- Be cautious of door-to-door sales persons or someone who wants to give you something for free.
- Make sure your apartment number is not printed on your assigned parking space. Don't advertise when you are not at home.

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 standard 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. (See section on Hinge Doors in chapter on Closing Your Doors to Burglary.)
- ❑ Before installing an auxiliary deadbolt 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 gage expanded metal mesh, through-bolted to the door with carriage bolts.
- ❑ Consider some kind of intrusion detection alarm system. (See chapter on Burglar Alarm Systems). At least consider installing individual 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. (See chapter on Padlocks and Hasps.)
- ❑ Consider establishing a citizen crime watch program in your mobile home community. This is an excellent deterrent to burglary. (See chapter on Citizens' Crime Watch of Miami-Dade County.)

The Citizens' Crime Watch of Miami-Dade County Concept



Citizen participation is one of the most effective tools against crime because the job of stopping burglary, robbery or sexual assault 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.

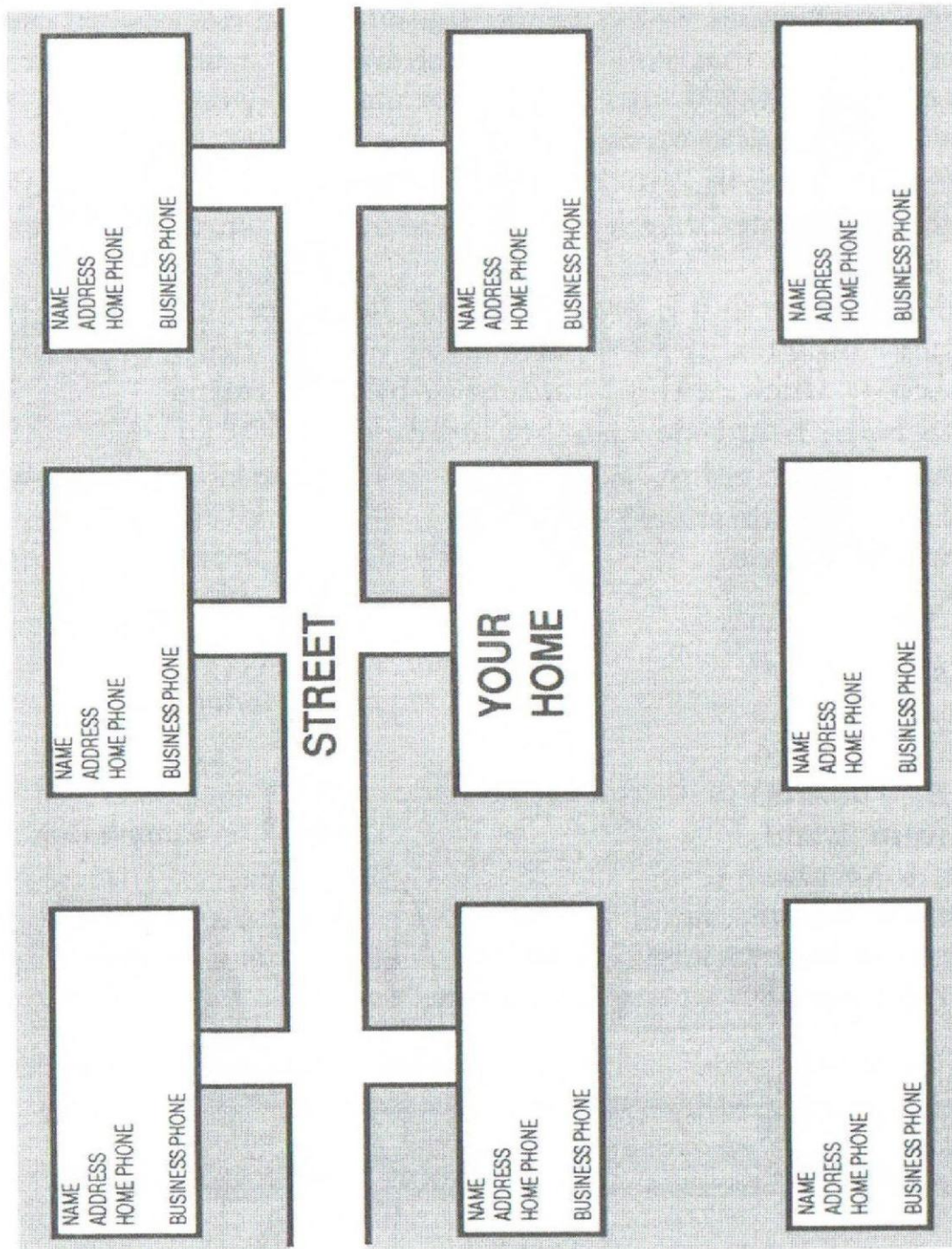
Crime watcher groups provide a way for neighbors to help one another by keeping an eye on each other's homes and property.

A telephone chain is 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 should call the police to report the information.

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.



For additional information concerning Citizens' Crime Watch of Miami-Dade County, call (305) 470-1670.

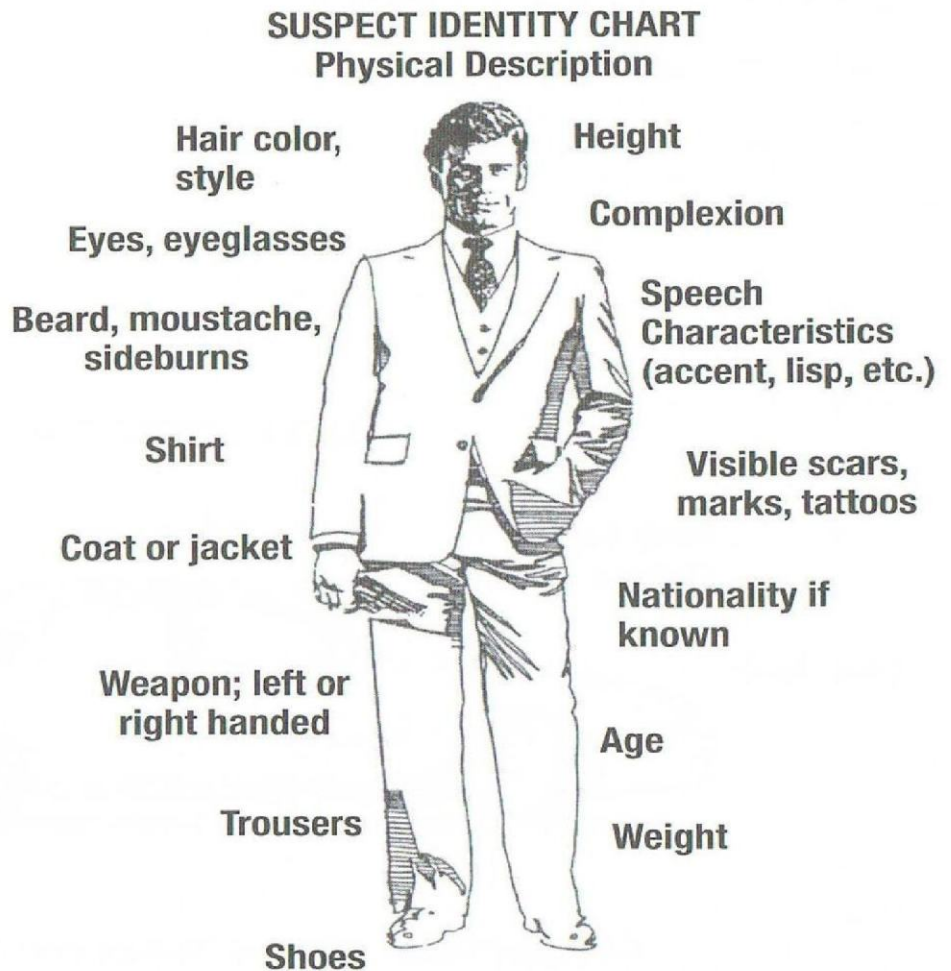
Do not reveal your name, phone number, address or other personal information to unknown callers. Don't tell a stranger that your neighbor is not at home. Never give out information that you are alone or when you will be away. Instruct children to do the same when answering the phone.

How to Describe a Person

Depending on the situation and considering your personal safety, take a good look at the suspect, so that you will be better able to describe the suspect later. Here are some of the things to look for and to report upon:

- Sex, race, complexion, age.
- Height (estimate in 2 inch blocks; for example 5'8" and 5'10").
- Weight (estimate in blocks of 10 pounds; for example 130 to 140 pounds).
- Build—large, medium, small, stocky, fat, slender or thin, plus any distinguishing features on parts of the body (tattoos, eyeglasses, etc.).
- Hair—color, thick or thin, balding or full, sideburns.
- Mustache or beard—describe including color.
- Clothing—type, color, style (start at top and work down: hat, coat, shirt, pants, shoes).
- Method of escape.

Example: Male, white, approximately 45 years old, between 5 foot 6 and 5 foot 8, 150-160 pounds, medium build, gray hair, and long sideburns. Wearing a blue baseball cap, no coat, white shirt, dark pants, and sneakers. Escaped at 1st Street and Meridian Avenue and headed toward the Flamingo Park area.



How To Describe A Vehicle

It is also important to be attentive to the details of vehicles. Try to make note of the following features and report them:

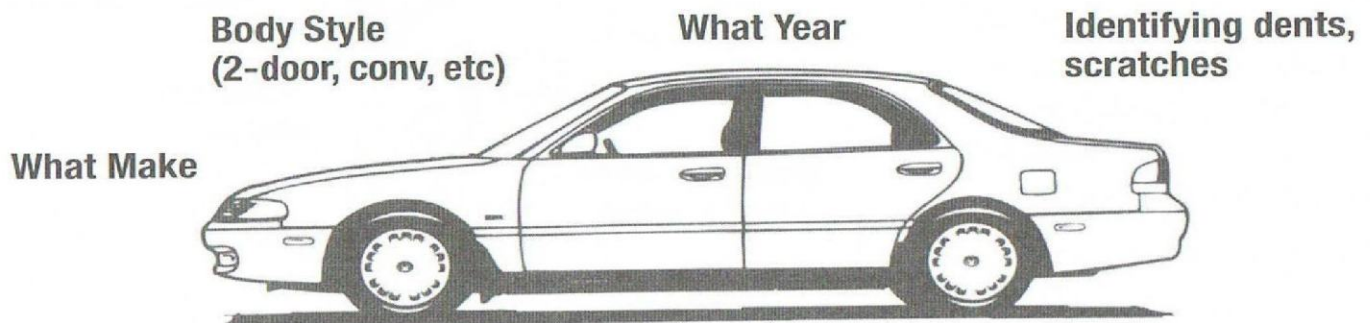
- Color, make and year
- Body type—sedan, two-door, convertible, station wagon
- License number (specify state)
- Other identification—exterior attachments, damage, bumper stickers, window decals, etc.

Example: A black, late model Plymouth, four-door sedan, Florida license number ABC 333, large dent on rear passenger door, and Florida Marlins decal on rear window.

The guidelines above are primarily for stationary vehicles, On occasion you may be to describe moving vehicles, perhaps escaping from the scene of an incident. Try to note the following:

- Color, make and year (as above)
- Direction of travel

VEHICLE DESCRIPTION



License number (state or background & color)

Terminology when Reporting Crimes



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

How to Report a Crime

To report a fire, a medical emergency or a crime in progress, call 9-1-1!

Before you call—gather all the facts that you can, then write them down so that you will not forget them. Take a second look, a minute gathering more complete information may be worth the delay. A tag number is great, if you can spot it, and a report that the vehicle had a ladder on top or a dented left fender is more useful than simply describing the vehicle as a “white van.” You want to be able to answer the usual who, what, where, when and how questions, or as many of these as you can.

When calling in a crime or emergency, take your time and speak clearly and concisely. There are six 9-1-1 centers in Miami-Dade County, and your call will be routed to the one serving the area from which you are calling.

Determining priority: When you call on the telephone to report an incident, the complaint officer will ask you whether you have a true emergency. If you are reporting a fire, a medical emergency or a crime in progress, the answer is “Yes.” If you are simply reporting a “suspicious person” or a vehicle that seems to be cruising in the area and does not look right, the answer is “no.” They will still handle your report, but will respond to the emergency calls first.

Stay on the line – the complaint officer will ask you a number of questions which are necessary prior to sending a police officer. Be patient and provide whatever information is requested.

To report a non-emergency – If you are in the unincorporated areas of Miami-Dade County call **305-4-POLICE**.
305-4-765423

If you are in a municipality, call that particular police agency, or if you are not sure, call **305-4-POLICE** and they will assist you.
305-4-765423

If you are reporting a suspicious vehicle or person, or a vehicle was broken into and the suspects fled the area, you are in fact dealing with a crime that may be committed in the future or a crime that has already been committed. These are not CRIMES IN PROGRESS, do not call '9-1-1'.

Call **305-4-POLICE** for these types of incidents.

305-4-765423

TRUST YOUR INSTINCTS: you **KNOW** when something doesn't look right. You may not know why, but somehow it is out of character and arouses your suspicion. **CALL IT IN!** The police would rather respond to nine false alarms than miss the tenth one, which is real.

MIAMI-DADE POLICE DEPARTMENT

Web site: www.mdspd.com

CRIME STOPPER OF MIAMI-DADE

1030 NW 11 Avenue

Miami, FL 33137

Administration Office Phone: 305-471-6160

"TIPS" Phone: 305-471-TIPS (8477)

Web site: www.crimestoppersmiami.com

CITIZEN'S CRIME WATCH OF MIAMI-DADE

1515 NW 79 Avenue

Miami, FL 33126

Phone: 305-470-1670

Web site: www.citizenscrimewatch.com

Please list victim/witness services
and other emergency telephone numbers:

MIAMI-DADE POLICE DEPARTMENT

The Fred Taylor Police Headquarters Building

9105 NW 25 Street

Doral, FL 33172

(305) 471-1780

NEIGHBORHOOD POLICE STATION

Northwest Station

5975 Miami Lakes Drive East

(305) 698-1500

Northside Station

2950 NW 83 Street

(305) 836-8601

Midwest Station

9101 NW 25 Street

(305) 471-2800

Airport Station

Miami International Airport

(305) 876-7373

Cutler Ridge Station

10800 SW 211 Street

(305) 378-4300

Kendall Station

7707 SW 117 Avenue

(305) 279-6929

Intracoastal Station

15665 Biscayne Boulevard

(305) 940-9980

Hammocks Station

10000 SW 142 Avenue

(305) 383-6800

COMMUNITY AFFAIRS BUREAU

9105 NW 25 Street, #1044

(305) 471-1716

DON'T MAKE YOURSELF A TARGET

For EMERGENCIES dial 9-1-1

For non-emergencies dial 305-4POLICE

(305-4-765423)



Report Any Crime, Any Time



FOR FURTHER INFORMATION CONTACT

**MIAMI-DADE
POLICE DEPARTMENT
COMMUNITY AFFAIRS BUREAU**

9105 N.W. 25th Street
Suite 1044
Doral, Florida 33172
(305) 471-1716