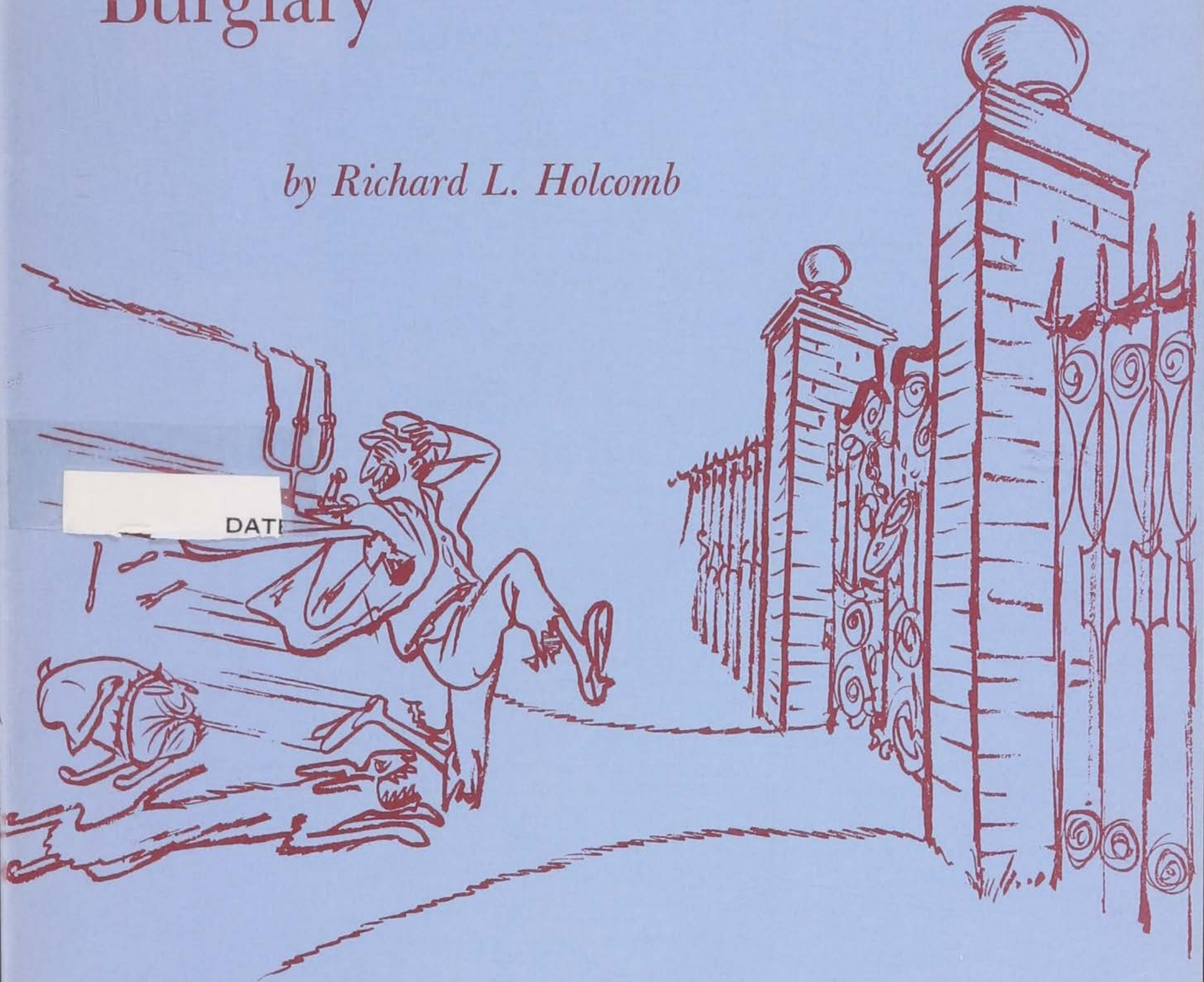


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Protection Against Burglary

by Richard L. Holcomb



Institute of Public Affairs
of the State University of Iowa

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Iowa City : 1973

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Foreword

SOCIETY'S continuing fight against crime can be considered as divided into three phases: 1. law enforcement, including apprehension and punishment of offenders; 2. crime prevention, including efforts to understand and correct the social and psychological causes of crime and efforts to rehabilitate convicted offenders, and 3. crime control, which includes a wide variety of protective measures and precautions taken by law enforcement officers and individual citizens to reduce the number of crimes and the losses to criminals.

This is the second book written by Richard L. Holcomb and published by the Institute of Public Affairs that attempts to meet needs of this third aspect of the fight against crime. Professor Holcomb is Chief of the Bureau of Police Science of the State University of Iowa's Institute of Public Affairs. His first book in this series, *Armed Robbery*, was designed to point out to potential victims the things they might do to thwart hold-up men and to reduce their losses in the event they should be held up. The present volume attempts to achieve the same purposes regarding the crime of burglary.

Both of these books were prepared with two objectives in view: 1. to help individual citizens and business firms protect themselves against criminals and 2. to help law enforcement officers enlist public support and cooperation in their efforts to prevent crime and to apprehend and convict criminals.

After a brief introduction, this book is divided into two sections: preventing burglaries of business places and preventing burglaries of homes. At the back of the book are two check lists; by surveying your place of business and your home with these check lists you can find out what burglary protection devices and practices you need to adopt and follow in order to make your property more secure.

As Professor Holcomb points out in this book, there are many things that the citizen can do to discourage criminals, protect his property and reduce his loss should he be the victim of a criminal attack. But despite everything the individual citizen can do, the organized law enforcement agencies are still society's first defense against crime. Therefore, in his own self interest as well as in a sense of civic duty, every citizen ought to assist and

cooperate with the police and do everything he can to improve the efficiency and effectiveness of his local law enforcement agencies.

At present there is an average of one peace officer for every 1,000 persons in this country. But law enforcement work must go on 24 hours a day, meaning that only one-third of the total force is on duty at one time. Also policemen must have vacations and they become sick or injured, the same as other workers. So at any given time each officer on duty must protect an average of more than 3,000 persons. In addition the duties and functions that policemen are called on to perform have broadened and increased tremendously in recent years as modern living has become more complex.

Burglary is only one of the many crimes with which the police must cope. And there is a burglary committed every two minutes somewhere in this country. Clearly the police cannot cope with these criminals without the active support and assistance of alert, informed citizens. The police depend on you. Their job is to protect you, and many of them have lost their lives in doing it. But they can't do their job without your help. We hope that by studying this book and putting into effect what you learn from it you can help protect yourself and your property and help your police make your community a happier, safer place in which to live.

The cartoon illustrations are by Robert W. Gadbois.

ROBERT F. RAY, *Director*
Institute of Public Affairs
State University of Iowa

Iowa City
June, 1953

Introduction

BURGLARY is a crime of stealth. The successful burglar is never seen. His arrest comes only after careful and often long investigation. The attack on burglary as a crime must be twofold: preventing burglaries before they occur and apprehending the burglars after a crime has been committed. The potential victims play a key part both in preventing burglary and in apprehending the criminal. This describes how to safeguard your home or your business and what to do if a burglary occurs. The law enforcement agencies cannot work successfully without your help. It is both in your interest and in the public interest to give the police your full cooperation.

The laws regarding burglary vary from state to state. An act that may be classified as a burglary in one state may not be so classified in another. However, all laws are in general agreement that the act of burglary includes breaking and entering to commit a crime. Many state laws then go on to specify degrees of burglary. For the purposes of this publication the broadest possible definition of burglary is used. This discussion includes not only breaking and entering but also lawful entry to a building and later breaking out. So you may discover that this publication discusses as burglaries some events that would amount to only larceny in your state.

No one can tell exactly how many burglaries are committed in this country every year. We do know that the number is very large and we also know that many burglaries are unreported. We know also that many offenses that are technically burglaries are reported as larcenies. On the basis of reported statistics it may be estimated that there is one burglary about every two minutes. And we do know that the total annual loss is great, well into the millions of dollars.

In spite of the huge loss that burglaries involve, there are many people who say, "Why worry about burglars; I am insured." This argument is entirely false. Even the most comprehensive insurance will not protect you from many hazards associated with a burglary.

In the first place, even if the insurance company pays your entire money loss you will have been subjected to a great deal of inconvenience. You will have to spend a lot of time making a report to the police



There is a burglary in the U.S. every two minutes

and discussing your loss with the insurance adjusters. Probably no form of insurance will compensate you if burglars steal or destroy your personal or business records, and this happens frequently. Burglars may not only take checks but also insurance policies, leases or other valuable papers that they find in your

safe. A burglar's haste may cause you much anguish and much time in getting your affairs back in order.

Second, in many types of businesses it is extremely poor public relations to have a burglary. Much of your business is built upon public confidence and public trust. If the public believes that your business is so poorly managed that a burglar can successfully victimize you, you lose a little of this public confidence and trust. This is always a real loss. While you, as the victim, may get a little public sympathy, this may be offset by the feeling that you are not managing your affairs as well as you might or you would not have been burglarized. And, of course, the business firm or district that is the scene of frequent burglaries incurs a great deal of bad publicity and loss of public confidence.

Further, there is an element of personal danger in every burglary. This is particularly true of burglaries of homes. While most burglars want to escape detection, experience has shown that some burglars go armed and will not hesitate to shoot and shoot immediately if they are disturbed. You may walk into your business place late at night or awaken suddenly in your bed at home and discover a burglar. The mere fact that he has been discovered may cause him to shoot. No insurance, of course, can then protect you or compensate you for the loss of your life.

Many places of business seem to operate as an open invitation to burglars. These business firms keep valuable stock so poorly protected that even the most unskilled burglar could easily break in. Even though no one is injured and even though the loss is fully covered by insurance, it is entirely against public policy to encourage burglaries. Every successful burglary that is committed—even when the criminal is caught and punished—encourages other criminals to commit other burglaries, thinking that they are luckier or smarter and won't get caught.

One burglary cost that is often overlooked is the time lost by employees in discussing the crime. It is not unusual to see half a dozen employees standing around watching the police or talking the thing over for hours after a burglary. This loss, particularly at present hourly rates, can add up to more than the loss to the thief.

Finally, the reasoning that you are insured so have nothing to worry about is entirely fallacious in that the insurance rates you pay are based upon the hazard. If, through carelessness, you help to make it easy for burglars, your insurance rates will go up. While the rates won't rise immediately they will most certainly reflect this carelessness eventually, if other persons share your theory. The insurance companies figure the hazard carefully and then set their rates ac-

cordingly. If there are few burglaries, the rates are low; if there are many burglaries the rates go up. You are going to pay for your carelessness even though indirectly.

A second argument that is often brought up in any discussion of burglaries revolves around the statement



Employees talking about a burglary also costs you money

that, "It isn't going to do any good to put locks on my place of business because if a burglar really wants to he will get in anyway." This statement is true but only to a limited degree. A skilled burglar can get through any door and into any sort of safe. However, we must remember that not all burglars are skilled. A great many burglaries are committed by juveniles or casual criminals who take advantage of a situation that looks easy. You cannot stop all burglaries by taking proper precautions but you can stop a large percentage of them.

Every obstacle you put in the way of even the most skillful burglar will slow him down. While he can get through the best lock made, this is going to take him more time than it would to get through a poor one. Similarly, while he can break into the best safe or vault yet constructed this again is going to take him more time. Few burglars will take really hazardous and time consuming chances if they can avoid them. They prefer to pick on a place that is not so well guarded. In any case, the longer it takes

a burglar to break in, the better are the chances of catching him. Every minute he is in the vicinity of the crime increases the chances of the police patrol coming by. Experienced burglars know this and avoid difficult situations.

The statement that a burglar can get in any place is not entirely true. He can get in any place protected only by physical protective devices. However, if the proper guard or watch service is used the chances of a burglar operating successfully are greatly reduced. For example, one of the largest mail order firms in the country has a number of warehouses containing an inventory of saleable merchandise worth millions of dollars. They have a well organized watch service and they have never had a burglary in any of their warehouses. Their protection system is based on a combination of both mechanical devices and on a watch service. This combination is extremely effective in reducing burglary losses to a minimum.

TYPES OF BURGLARS

Before we talk about how to prevent burglaries in both homes and business places I think it would be



Many burglaries are committed by juveniles

well to discuss the various types of burglars. These criminals can be classified according to their ways of operating and the methods they use. If we know something about the sort of persons we are dealing with, we can more intelligently set up a defense against them.

Of course, any discussion of the various types of burglars will have many exceptions to any general rule. One of the difficult problems of dealing with

criminals is that they do not very often operate in a reasonable or even consistent manner. If they did operate in a logical and reasonable manner they probably wouldn't be criminals. They are guided a great deal by their superstitious hunches, and past lucky experiences. Much that they do depends upon circumstances.

Formerly a large proportion of burglaries were carried out by professional burglars who were a select group of skilled individuals. They not only specialized in burglary but also specialized in the type of burglaries they would commit. For example, a safe burglar wouldn't think of breaking into a clothing store and carrying off valuable stock! Literally he'd rather be found dead (if he had to be found at all) than practice another's specialty.

Also in the past, the criminal operated just in his own city or, if he moved from town to town, he went by train. His field of activity was somewhat limited. He had to plan. He couldn't depend on chance alone in making his escape. This planning made him more difficult to catch. He would go in ahead of time, look the place over, figure out what he was going to do, then figure out how he was going to get out.

Casual Burglars

The picture has changed a great deal, due largely to the advent of the automobile. Many modern criminals ride around in automobiles looking for an easy touch. It may be a holdup of an isolated filling station; it may be shop-lifting from a crowded store; it may be writing bad checks, or, if the opportunity presents itself, it may be a burglary.

These fellows are looking for the easiest possible places to hit, the places with the least hazard to them.

As a burglar this type of criminal is strictly an amateur. He may or may not be successful in his break-in. However, he represents a hazard in that he can do a lot of damage even though he may not reach his objective. If he finds an electric cash register that has had the current turned off he may do a couple hundred dollars' worth of damage to it trying to get at \$20 inside. He may knock the combination off an expensive safe and still be unable to open it. You may not lose money or merchandise to him but you will suffer a real loss in the damage he does.

Juveniles

Police officers know that a great many juveniles have become delinquent only because the opportunity for delinquency or crime has been presented to them. A gang of boys may be nosing around an alley just looking for something to do. Perhaps they see that the back door of a place of business is very poorly locked

and that it can be kicked open. They may proceed to burglarize this place and another and another and in a short time become full-fledged criminals. There is always the possibility that they would never have committed a criminal act if they had not been provided that first opportunity. No criminal ever started out as a vicious, incorrigible offender; hardened criminals all have long histories of minor criminal acts. For this reason, everyone has a moral obligation to keep temptation out of the way of persons who may be on the borderline between honesty and dishonesty.

Professionals

It would be impossible to set up classifications that would include all professional burglars. However, because it will give a better understanding of the protection problems involved, a discussion of some of the types of burglars who specialize on burglaries of business places is in order.

Some burglars stick entirely to business places. They may work only retail stores and they may go so far as to specialize in certain kinds of stores. Again, they may work factories, warehouses or similar buildings. Some burglars may burglarize only filling stations or small businesses in outlying areas; others may work only in the central business section of a city. However, as pointed out above, the largest percentage of burglars will hit the place that looks easiest and they may not follow a set routine.

There are burglars who work on a large scale; using trucks, they steal merchandise—often in large quantities. They pick their target, plan carefully and then some night steal a truck-load of merchandise. This is not too common a practice since it takes considerable organization both to get a gang together to pull the burglary and then to dispose of all the merchandise stolen.

A good proportion of burglars will steal anything they can get their hands on; however, there is another group that will steal only money and will take nothing else. As a matter of fact, one such burglar told me that even when he saw something that he wanted in a place of business he was burglarizing, he would not steal it but rather would come back later and buy it with the money he had stolen. His reasoning was good; he didn't want any article found on him that could be identified as coming from a particular place of business. When he did buy something of any consequence he made it a point always to get a receipt. Money usually can't be traced and this burglar knew it.

Safe Burglars

Burglars that steal only money are almost invariably



Some burglars will steal anything

safe burglars. Safe burglars represent all degrees of skill from those who use strong arm methods of breaking open the safe with sledge hammers and heavy chisels to men who employ a high degree of ability and are actually skilled safe mechanics. Between these two extremes are the safe crackers who remove the safe from the place of business and take it to an isolated spot where they can tear it open at their convenience. Also there are the safe breakers who specialize in the use of explosives. Since using explosives requires considerable skill and because there is so much danger involved, there are many fewer safe breakers who are good with explosives than there used to be. However, a man who is good with nitro-glycerin can open a safe in a surprisingly short time and make very little disturbance.

The safe burglar who is actually a safe mechanic belongs to the elite of his profession. A good safe mechanic knows as much about safes as any legitimate safe repair man. As a matter of fact he may be more highly skilled because he has to work under such adverse conditions as being in the dark or at a point where he must make very little noise. His approach to a safe varies with the make of the safe, its location and what he has learned about the habits of the person owning the safe. His methods of attack will be discussed in more detail when the general problem of safe security is treated.

There are many many other types of burglars; this discussion covers only some of the most common types. A confirmed burglar spending time in jail or in prison

tries to work out a foolproof method of operating. Although they have worked out many clever variations, burglars nearly always end up by getting caught. It is always interesting to talk to a clever burglar. He will tell you about some unusual ways of operating, some methods that appear to be foolproof. But you must remember that whenever a policeman is talking to a burglar he has the burglar in custody. This immediately refutes the argument that the burglar is as clever as he appears to be.

WHO ARE THE VICTIMS?

What types of places do burglars hit? The answer is simple: a burglar will break into any place where he can steal anything of value. Whether or not there actually is anything of value is beside the point; if he thinks he can get something the burglar is likely to break in. However, there are certain conditions under which the burglary hazard is particularly high. Certain types of businesses—for example, jewelry stores, camera stores, stores selling television and radio equipment, liquor stores and drugstores—are more apt to be burglarized than others. In general, burglars look for items that are in good demand and are easy to sell, items that are small, light in weight, easy to carry. The hazard changes with changing economic conditions. As certain goods or materials become scarce they may become the object of burglary. During and immediately following World War II woolen goods were stolen more frequently than they had been in the past because of their unusual value. Similarly metals in scarce supply may become the object of burglary.



Much time in prison is spent working out new criminal methods

Preventing Burglaries of Business Places

WHILE the following discussion is primarily concerned with preventing burglaries of business places, the general principles also apply to preventing burglaries of homes.

There are certain general points that should be observed both in preventing burglary and in minimizing the loss in the event of burglary. The observance of many of these rules will help to prevent not only burglaries but also holdups, larcenies or other criminal attacks.

One basic principle to follow in lowering loss to criminals is to keep only a minimum amount of cash on hand. Many businessmen keep cash on hand far in excess of their actual requirements. You should determine how much cash you need to conduct your business properly and keep only that amount on hand. Bank frequently and do not let a surplus build up. There are many instances of businessmen who let unusual amounts of cash accumulate. For example, they may keep their sales tax receipts in the form of cash for considerable periods. Frequently such cash is kept in unsafe places. As a result a burglary may be committed by someone who has noted this accumulation of money or who has been tipped off by one of his friends. Maybe you can do more of your business by check. Checks are not only a more efficient way of accounting for your funds but also a much safer method. In any case, it is obvious that the less money you keep around your place of business the smaller your loss will be in the event of a burglary. As a matter of fact if you have a reputation for keeping only a minimum amount of money you may never be burglarized.

The same principles that apply to handling surplus amounts of cash also apply to valuable merchandise. Unless you are buying ahead as an investment or for protection against rising prices, do not stock a surplus of valuable merchandise. If the supply is normal and if you can get merchandise in a reasonable time, keep down your inventory. The same principle holds true

in the purchase of stamps or other supplies that may become the target for burglars.

Everyone is in business to make money. The businessman concentrates his interest on the details of his business. As a result, he very often overlooks even normal security measures that would prevent many crimes. While I certainly would not recommend that a businessman spend all of his time or even a good share of his time on the protection of his business against criminal activities, I am certain that a survey of the present conditions of security and a series of follow-ups to make sure that improvements in security measures are kept in force would pay good dividends. It is easy enough to learn the basic principles of security. Once you have learned them, it is not difficult to apply them to your business particularly if yours is a smaller business. In a large business organization security is logically a separate and distinct branch of the business and it is often necessary to consult or to employ persons who are experts in this field.

A basic security principle is: always use caution. You should question the possible danger points of all practices in handling your assets. You never know who may victimize you or when it may occur. The police files are full of cases involving persons who have been employed for long periods of time in trusted positions with all sorts of business houses. Very few of these people worked themselves into positions of trust only so they could rob their employers. Very few of them contemplated a crime at the start of their employment. But as their service with the company grew longer certain new factors entered the picture. There may have been new personal or family pressures placed upon them or they simply may have observed opportunities to steal that they had never noted before. There are as many reasons for a person going wrong as there are persons who have gone wrong. Therefore the only safe rule to follow is to use caution with everyone. Set up checks and controls for handling all of your assets. This advice applies not

only in the prevention of burglary but in considering security measures against every other sort of crime of which you may be the victim.

Never make a display of your assets. While in some businesses it may be necessary to have a great deal of very valuable merchandise on public display, it is also a good practice to display this merchandise in such a manner that the security precautions are apparent although not necessarily obtrusive. For example, if you operate a camera store it is necessary to display only one of each model of the most expensive cameras. In the event that you have a stock of 25 or 30 of one model it is just as well to keep your additional stock away from public view. Here is a readily saleable item. A burglar can get from 30 to 40 percent of the retail price of a really good camera even on a forced sale. Incidentally, this does not apply to most mer-



Surplus cash may be too much temptation for a burglar
chandise. The average burglar gets only 5 to 10 or perhaps 15 percent of the retail price from the merchandise that he steals.

Do not make a show of counting your money. Keep it out of sight as much as possible. Do not make a

practice of totaling the day's money receipts by spreading them on the counter next to the cash register. Such a practice not only provides good bait for a holdup man but also encourages burglaries of your business place. Similarly, do not let large sums of money accumulate in your cash register. Put the money in your safe from time to time during the day and then bank at frequent intervals.

KEEP THE PLACE WELL LIGHTED

Before starting to write this publication I talked at length with several highly skilled burglars now serving time in a state penitentiary. I asked each of them, "What would you do, if you had a place of business, to prevent its being burglarized?" The answer that I received almost at once and without exception was, "Keep the place well lighted." These burglars did not worry too much about safes. One of them knew how to blow open all but the best constructed safes with a minimum of time and noise. Another was a skilled safe mechanic who prided himself on being able to enter any safe made if he were allowed to work on it for any reasonable length of time. They told me some things about getting into safes, getting around burglar alarms and even in defeating the black light protective devices. Nevertheless, they all agreed that they would steer clear of a place that was adequately lighted at night, more so than they would avoid any other hazard.

Exterior Lighting

The basic principles of lighting for burglary prevention are simple. The first one is: light up the dark areas around the outside of the building. If your building is one of a block of buildings, probably the front of the building is well lighted by the street lighting but the back of your building may be dark. Either you should install a light at the rear of your building or, better still, join with the other merchants in your block in urging the city to install adequate lights the full length of the alley so that a police officer or anyone else entering the alley could easily see any intruders.

Even if both the front and back of your building are adequately lighted, it may be that the side of the building or some other vulnerable spot does not have good lighting. The way to find out is to look it over yourself. Go down to your place of business at night and assume that you are a burglar looking for a good way into your building. Look around and see if there is some dark place where you could stand concealed while you worked your way through a window, door, ventilator, coal hole, sidewalk entrance, cellar door,

fire door, fire escape or any of the other possible entrances to the building.

If your building is in an isolated location it may be necessary to light up all four sides of the building. If the building is small it may be possible to do this with only two small lights placed on poles at opposite corners of the building. In any case, it doesn't take



Burglars fear light

much light to illuminate an isolated building adequately. These lights should be permanent fixtures, well installed and maintained regularly. The police will notice the lights and will appreciate them. However, if you allow long periods to occur before you replace a light bulb the police may become lax in protecting your building. If you install lights that are difficult to reach, you should purchase bulbs designed to burn for particularly long periods. Bulbs of this sort are the same kind that are used in beacon lights on radio antennas. Do not overlook the possibility that you may be able to combine burglary protection with advertising. It may be that your place of business is so located that a well lighted sign on the outside of your building would attract public attention, and at the same time, be so placed as to discourage burglars.

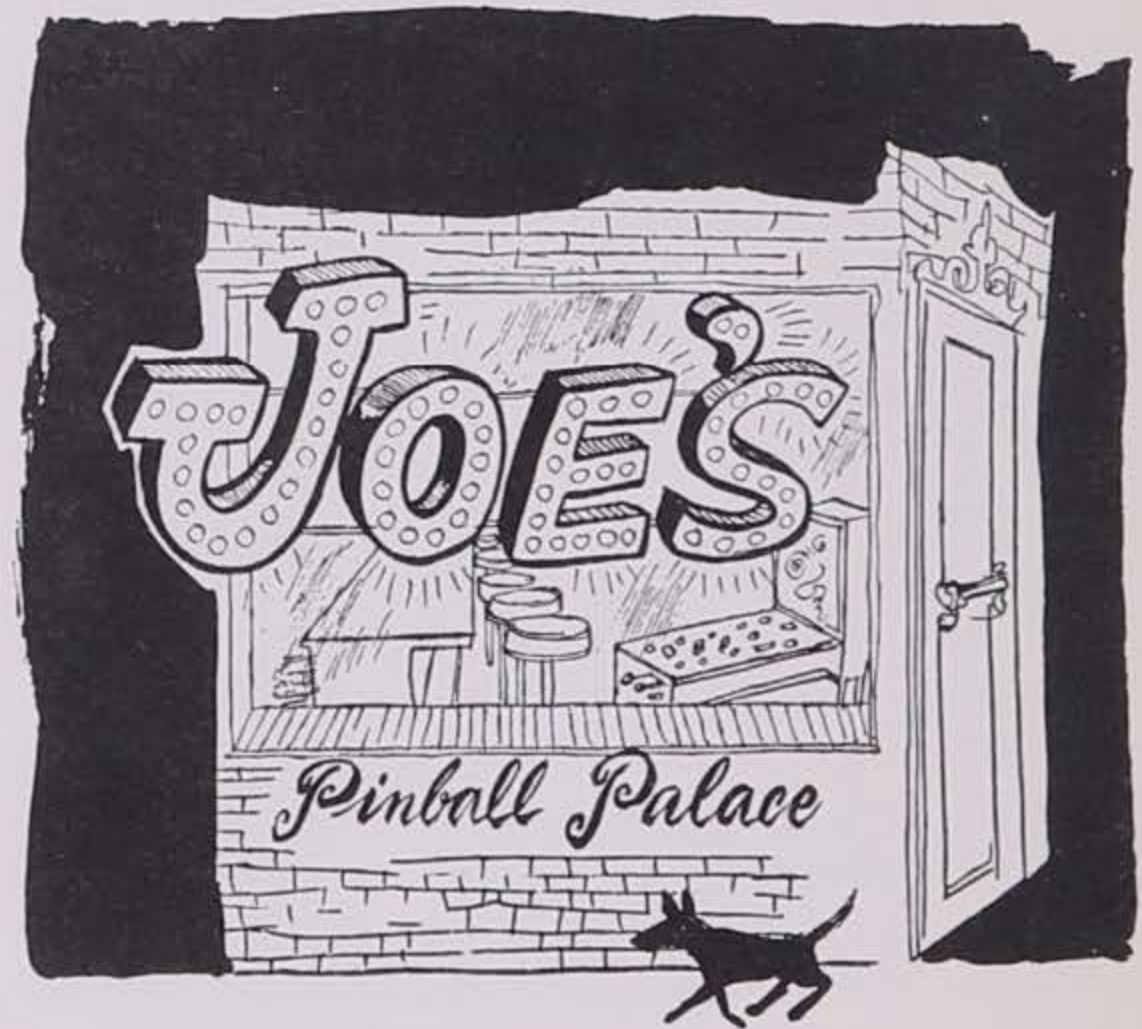
Interior Lighting

Night lighting the interior of the building is also

important. The present trend in store design is toward the so called "open front." That is, store fronts are designed so that it is possible to stand on the sidewalk and observe a good share of the interior of the store. This design is excellent for certain types of business and it has done much to discourage the operation of burglars particularly if the interior of the store is adequately lighted. Adequate lighting of the store is also good advertising for your business. Indeed, the whole interior of your store may serve as a display window during the hours that you are not open.

Your safe should be placed so that it can be easily observed from outside the store. It would be preferable if the safe could be seen from the front of the store and the best arrangement would be one in which it could be seen easily from the sidewalk and also from the street. No burglar is going to work on your safe where he might be seen by officers in a cruising patrol car.

While it may be more convenient to have your safe in a private office, this is generally the worst possible location if you want to prevent burglaries. With a little



A lighted sign may also be good burglary protection

planning you can probably put your safe where it can be easily observed from the street and at the same time cause you no inconvenience. You may want to place your safe behind a panel or screen so that it is not too obvious during regular business hours. Such a panel can be devised so that you can move it to one side at night, leaving the safe exposed to view.

Another possibility is to have two safes; one for cash, placed in a position where it can be seen easily by the police patrol, and a second safe in the office for your records. While this means the purchase of two

safes, your records probably do not need to be kept in a burglarproof safe. They can be kept in a fire-proof safe or file. Usually a safe that provides adequate fire protection is much less expensive than one that provides both fire and burglar protection.

If you do place your safe where it can be seen from the street, be certain that you never leave anything in front of the safe to block the view. For example, if the police learn that from time to time you leave a magazine display rack in front of your safe they may be less observant in checking your store. But if they know that you always provide them an unobstructed view of your safe they will probably act quickly if one night they find that a merchandising display has been moved so as to cut off their view of the safe.

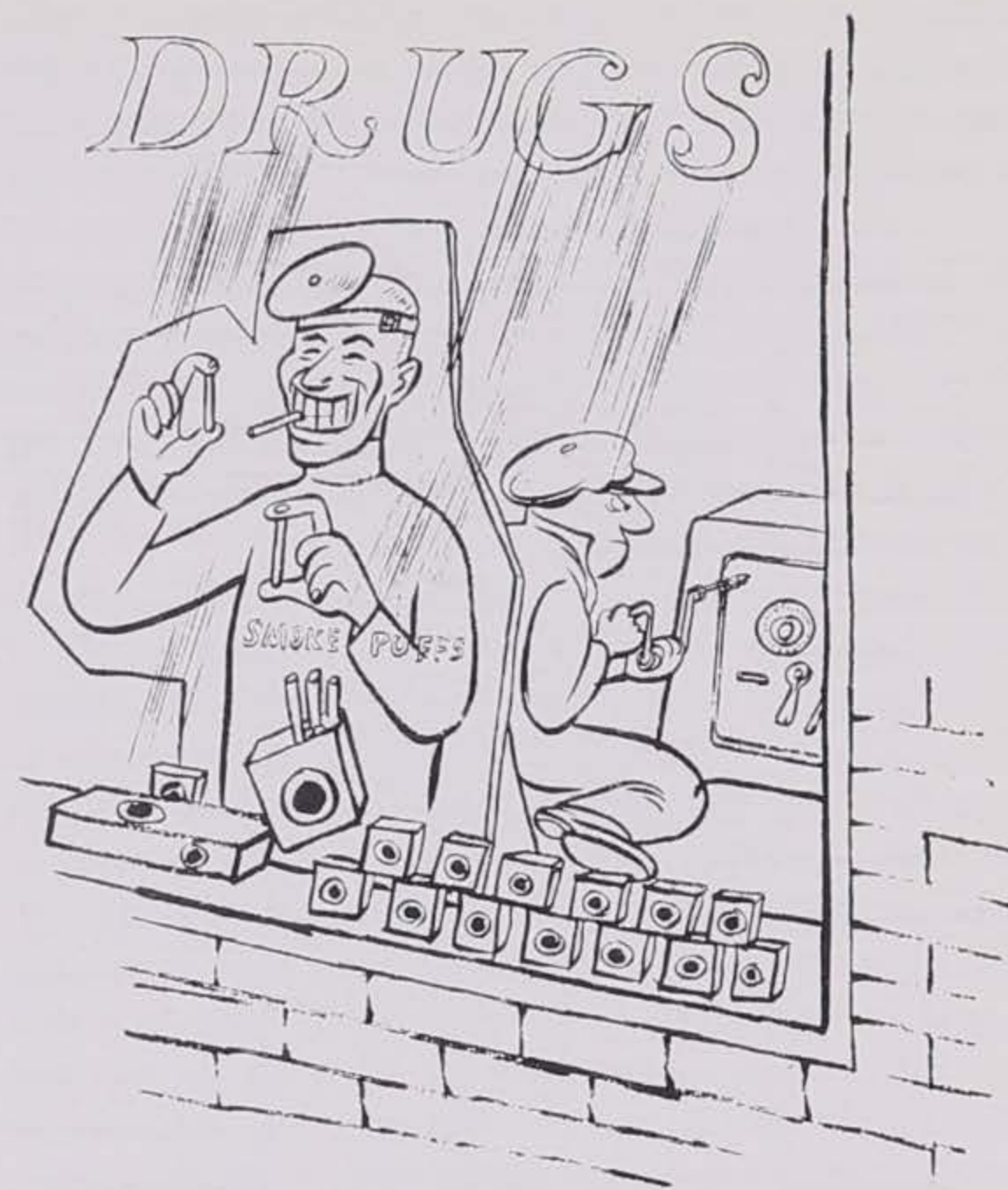
If yours is the type of business where it is not convenient or desirable to display the interior of your place of business, you need only a small light over the safe. A 15 watt bulb is usually large enough. This bulb need not be protected or shielded in any way. It should be placed so that it illuminates not only the safe but the surrounding area. You do not need to worry about a burglar tampering with this light because the police will act as quickly if they notice that the light is not burning as they would if they saw a burglar at work.

In addition, if you have unusually valuable stocks of merchandise they should also be lighted. They should not be spot-lighted conspicuously, but lights should be placed so that any intruder in that area would be seen. One way to do this is to put a light at the far end of an aisle containing valuable merchandise. This light would silhouette any person in the intervening area and make it much more difficult for a burglar to work.

The same rule for placing lights on the exterior of your store will hold for placing them in the interior. Go to your place of business some night and experiment a little. See how well you can light up the interior of your store with a minimum number of lights. Use a little ingenuity and care in determining their positions. Probably you will find that although you may need lights totaling several thousand watts while your place of business is open, just two or three 15 watt light bulbs will illuminate the interior adequately at night so that it would be extremely difficult for an intruder to work unobserved.

THE AREA SURROUNDING YOUR BUILDING

In many types of businesses the area surrounding the place of business presents no serious problems. For example, if your building is between two other buildings extending from the street to the alley with no space between buildings, there is no problem. How-



Don't set up displays that will screen a burglar

ever, if your building is isolated from other buildings or if it is so constructed or located in relation to other buildings that it is difficult for the ordinary police patrol to observe all possible points where a burglar might attempt an entrance, certain protective devices should be employed to achieve maximum security. The nature and extent to which these devices are employed will depend upon your particular problem. For example, a warehouse with few windows may need no additional protection devices if the windows are properly secured even though the building is isolated.

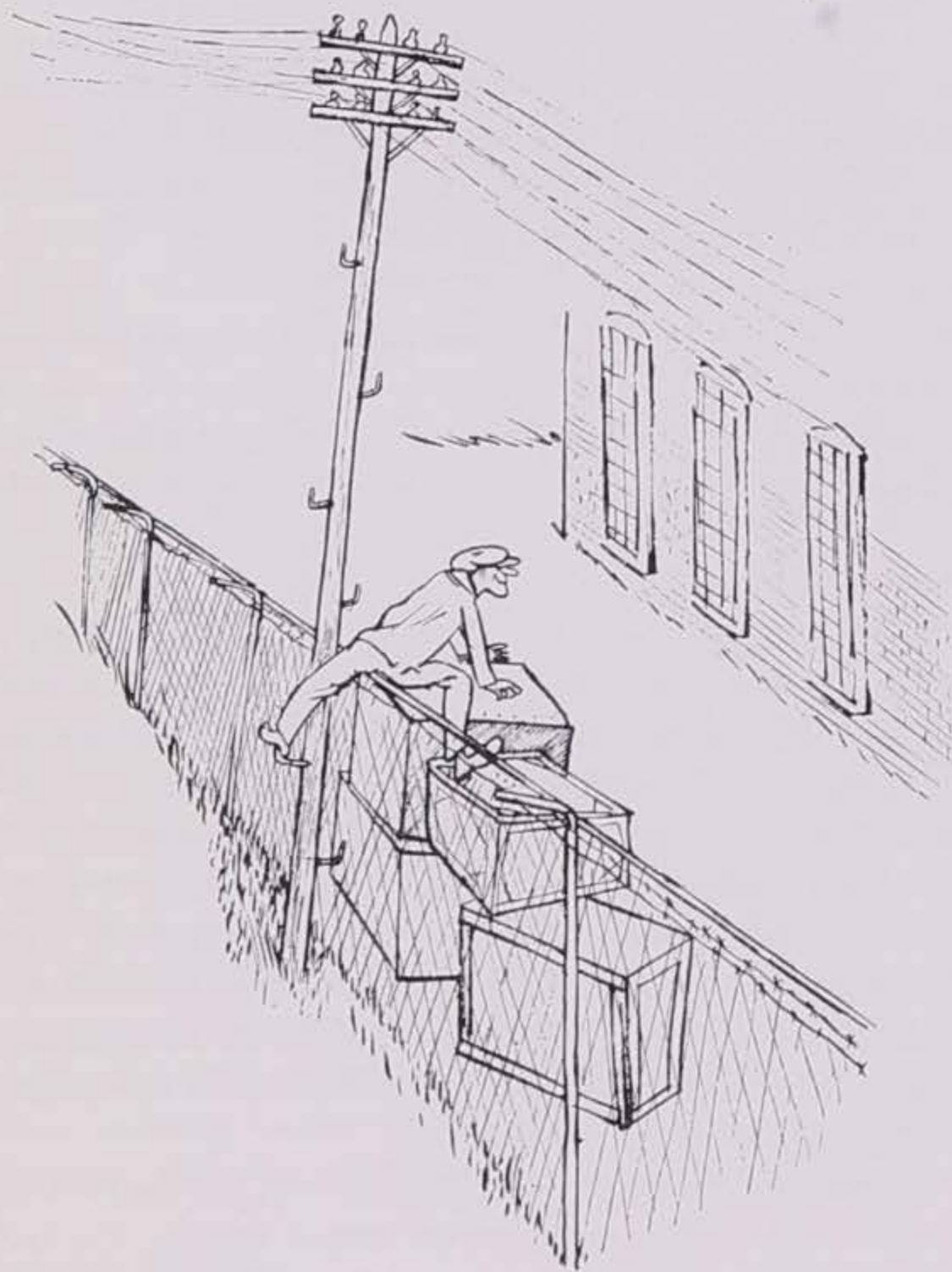
Fences

On the other hand, if you have an isolated factory or warehouse with a large number of windows and if you handle the sort of materials that are subject to burglary, you may want to put a fence around the entire plant. To be of any real value this fence must be of the industrial type and at least six feet high. It should be topped with the standard barbed wire and should have only the number of gates that are absolutely necessary. These gates should be of standard industrial construction and be locked from the inside with good heavy padlocks.

Insofar as possible, the fence should be located so as to allow a clear view of its entire length. Do not allow brush and weeds to grow up against the fence. Do not stack materials against the fence; instead,

stack them at least three feet away so that a watchman can patrol inside the fence area. It is preferable that materials be stacked even further from the fence so that they cannot assist anyone in climbing over the fence. The fence and the area between the fence and the building should be adequately lighted. Of course, depending upon the type of construction and whether or not your place of business is located on a street with a fair amount of traffic during all hours of the night, it may not be necessary to have a fence all the way around your plant.

If your building is located between or adjacent to other buildings you may find that a short length of fence properly placed will be exceptionally useful. For example, if there is a vacant lot on one side of your building it might be advisable to fence in this lot. This would serve as protection both to you and to your adjoining neighbor. If you do not own the adjoining property or if you believe the cost of fencing would be excessive you should certainly see to it that this lot is always kept clear of all trash, debris and weeds. The ordinances of almost every community require the owners of vacant property to do this. However, if the city does not cooperate with you by ordering that vacant property be kept clean, the cost of maintaining it is not great and it would be money



Don't help a burglar over your fence

well spent to keep it clean yourself. It would probably make your premises more attractive and certainly would greatly reduce the burglary hazard.

Where there are alleyways not ordinarily used for traffic between your building and the adjoining buildings, gates should be placed across these alleyways and they should be locked at night. If your building does not extend all the way to the alley it may be advisable to fence off the area in back of the building. If you do fence in an area like this, it must be



Don't give criminals a place to hide

made unusually secure. A six-foot fence would not be suitable; the fence should be at least eight feet high. A policeman could not see over a six-foot fence but a burglar might easily crawl over it. Therefore you should either make the fence strong enough and high enough to keep out burglars or leave the area open to view and well lighted so that the police can easily see what is going on.

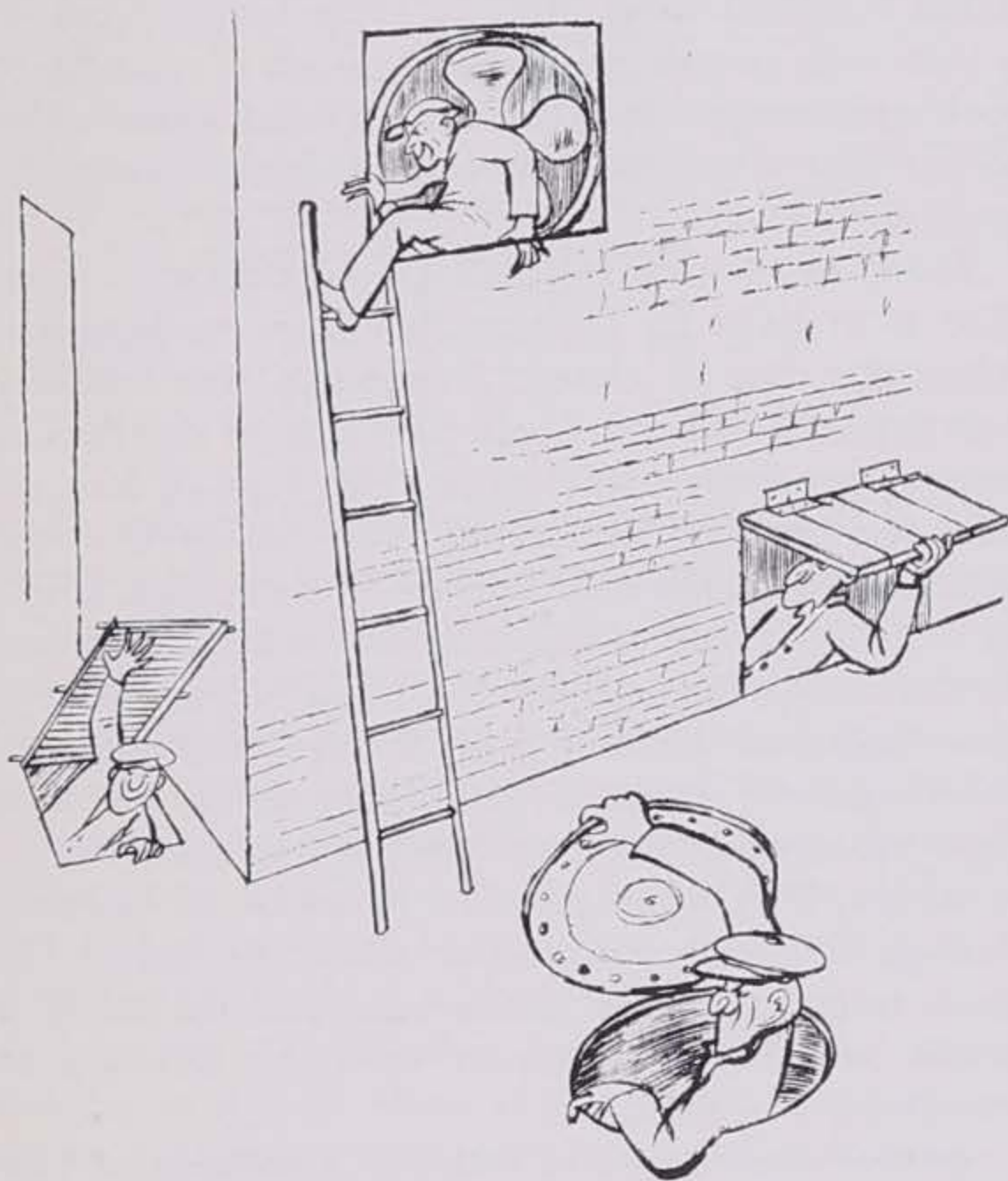
In addition to these precautions it is well to look for any unusual situations. For example, you may have a small yard in the rear of your building enclosed with a solid brick, stone or wooden wall or fence. Such an enclosure is a serious security risk unless the wall is topped with several strands of barbed wire for it would be possible for a burglar to climb the wall and work unobserved. If such a wall or solid fence is topped by barbed wire the wire should extend at least three feet above the top of the wall (depending on the type of construction) so that it would be difficult for a burglar to climb over once he had reached the top of the wall.

THE BUILDING ITSELF

There are numerous ways in which a burglar can gain entrance to the building itself. The most usual way, of course, is through a window or a door. However, a burglar may go through the service entrances to the building. These include coal holes or similar manholes that may give access to the building, sidewalk openings, sidewalk grates, elevator doors, elevator penthouses, skylights, ventilator shafts and openings for ventilator fans or air conditioning systems. In addition, burglars have gone through the walls of buildings, through the roof or through basement walls. Each of these points of attack will be discussed separately.

Doors

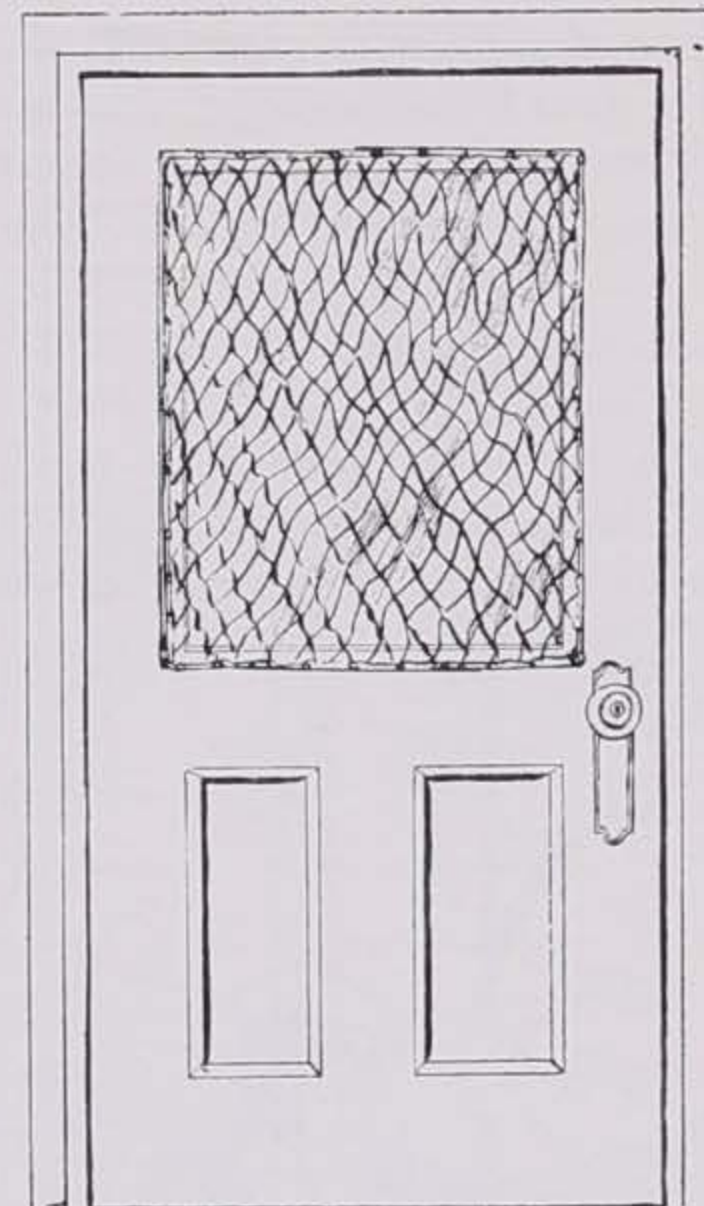
The security devices that a door requires depend upon its location. If the door opens on a busy street where it is easily observed by passersby it need not be as secure as a door located in an outside basement entrance at the rear of the building. The points of



Doors and windows aren't the only entrances burglars can use

attack on a door are the lock, the hinges, glass panels or wood panels in the door. A burglar will pick the weakest one of these points and go to work on it. Very often a good substantial lock may be installed at considerable expense but the fact that the hinge

pins are accessible from the outside may not be noticed. With many types of hinges it is possible to use a pair of pliers or a screwdriver and pull the pins out in a matter of a few seconds. Then the door will



Heavy screen provides good protection

open as easily as though there were no lock at all. In most types of construction the hinges are located on the inside of the door. If they are not, the hinges should be the type that resist any attempts either to remove the hinge or to pull the pins from the hinge. The hinges should be heavy enough to withstand an attack with a chisel or a cutting device.

A door with a glass panel is very little protection because a burglar can break such a panel easily and quietly. One method used by burglars is to cover the glass with fly paper or adhesive tape. Thus very little noise is made when the glass is broken and fragments of glass are prevented from falling. Another favorite method is to cut out a section of the glass with a glass cutter. This makes even less noise and it allows the burglar to reach in and operate the lock. If it is necessary to have a glass panel in the door, the panel should be protected either with the heavy wire screening designed for this purpose or with suitable bars. The heavy wire screening is preferable since it prevents a burglar from reaching in and working the lock from the inside.

If bars or screening are used they must be installed so that they cannot be pulled loose with crowbars or similar tools. Many doors are constructed with light wood panels and it is possible to kick in one of these

panels quickly and easily. Therefore any door in an unprotected location should be of solid wood construction or, better still, it should be constructed of or reinforced with metal.

It might be well to insert one note of caution here. There is a type of glass with wire mesh embedded in it. This type of glass is not intended to be burglarproof but is merely fire-resistant. It can be broken from the frame with only little more trouble than ordinary plate glass.

Locks

Men have worked for centuries trying to develop locks that would defy the skill of burglars. With the present cylinder locks a fair degree of security has



Men have worked for centuries to develop burglar-proof locks

been achieved. While a cylinder lock can be picked it is more difficult to pick than older types of locks. However, because a lock has a cylinder does not mean that it is secure. There are many qualities and many types of cylinder locks. To have a secure lock it is necessary to choose not only the best possible quality but also to choose the proper type of lock for your location. Lock manufacturers have gone to great lengths to develop many types of locks for various applications. In

this discussion only two types of locks will be considered: the cylinder lock and the padlock that uses the cylinder type of mechanism. The type of spring lock that is used on a great many doors of homes and particularly on interior doors, is of no security value at all. Such locks will foil a young child but a great proportion of them can be opened with skeleton keys purchased at any five and ten cent store.

Burglars attack cylinder locks in several ways. The simplest method is to place a large screwdriver, a crowbar or a jimmy in the crack of the door and attempt to pry the lock loose. This method works if the lock is not of substantial construction and is not fastened to the door securely. However, with a good lock and a good door this method does not work.

Another method is to pass some thin tool through the crack between the doorstop and the doorjam. A knife blade, hacksaw blade, a piece of celluloid or some other instrument can be pushed through and if the proper type of lock is not used the bolt of the lock can be pushed back, thus allowing immediate entrance. This type of lock is very common and while it has a certain value, it is far from burglarproof. If a lock is to provide any security at all it must be of such construction that it can be "deadlocked." This means that when the bolt is extended it cannot be pushed back.

There are several methods of deadlocking a bolt. One is to have an auxiliary bolt that is depressed when the door is closed. Depressing this auxiliary bolt deadlocks the main bolt. This type of deadlock is suitable for many applications. This type of lock retains the night latch feature. This means that the door cannot be opened from the outside, that it will be deadlocked, but at the same time it can be opened by the use of the knob on the inside. If you have a good steel door and if it is not located near any windows where it would be possible to get at the lock from the inside, this is a satisfactory arrangement. However, if it were possible to make an opening through the door that would allow the burglar to reach in and work the inside handle of the knob, it would be possible for him to open this lock just as though he were inside.

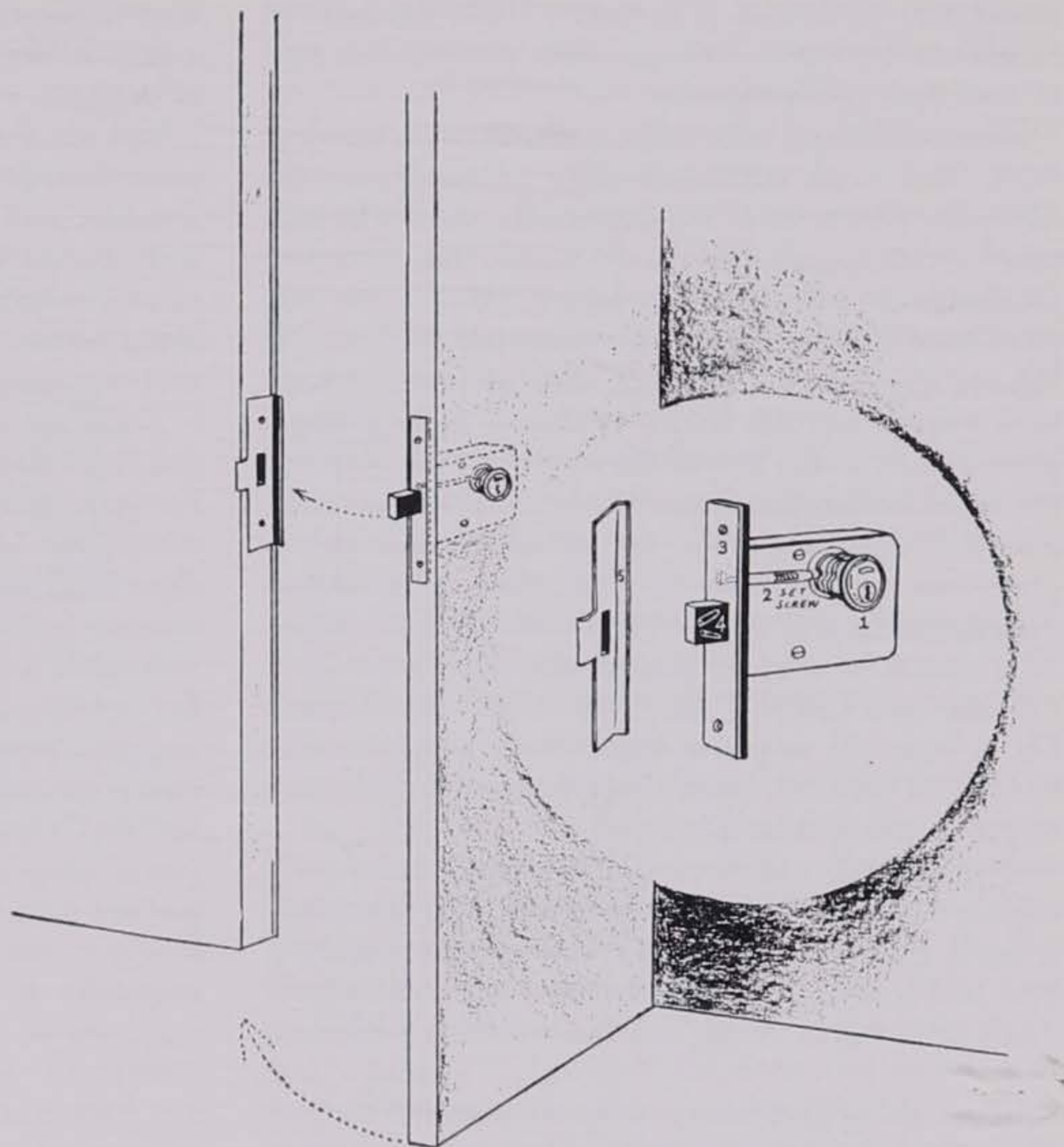
Another secure type of lock has a rectangular bolt that can be operated only by the use of a key from either side of the door. This is a very positive type of lock. It must be unlocked with a key and it must be locked with a key.

However, for the greatest degree of security there are several types of jimmy-proof locks on the market. They not only deadlock securely but resist sawing and any attempt to pry apart the door frame or the door. They are of unusually heavy construction, are well

Here Are the Points to Look for in a Good Lock

1. The **CYLINDER TYPE** is the safest. It is rugged, long lasting and difficult to pick.
2. The **SET SCREW** that holds the cylinder should be secure. Careless installation may allow the cylinder to be unscrewed from the body of the lock.
3. An **ARMORED FRONT** will protect this vital set screw.
4. All of the better manufacturers make a **SAW-PROOF** bolt. This one is made by inserting hard steel rods that turn when the saw hits them. You can get a double-throw bolt that will go out twice as far and will prevent the door from opening even if the frame is pried apart.
5. A **GUARDED STRIKE** will prevent tampering with the bolt.

In addition, this bolt **DEADLOCKS**. As a result, it cannot be forced back by inserting a thin blade through the crack of the door, even if the guarded strike would allow it. Note that the cylinder is shown on the **INSIDE** of the door. There is a second cylinder on the **OUTSIDE**. This lock can be opened only with a key and so prevents entry by breaking out glass or cutting a small hole through the door and reaching through to turn the lock from the inside.



made and give the maximum security to a door. This jimmy-proof type of lock also resists a burglar using a "spreader" or hydraulic jack. In this method of entry the jack or the spreader is placed against each side of the door frame at lock level and pressure is applied. In many types of construction the door frame will give enough to release the ordinary type of bolt. A jimmy-proof lock has either a double-throw bolt (a bolt that extends out twice the usual distance) or a system of interlocking with the strike.

There are several other features that you should look for in a lock. Many of the better locks are designed with what is known as a "protected strike." This is similar to a guarded front lock. The "strike" on a lock is the part of the lock attached to the door frame to receive the bolt. A guarded strike is designed to prevent a tool from being inserted between the frame and the door and used to push the bolt back. If a lock is deadlocked, this feature is not essential, but it is still the most secure practice, since with some types of bolts a saw may be inserted and the bolt cut. Several manufacturers make a bolt that

cannot be cut. One method is to insert ball bearings or hard steel rods in the bolt. When the saw strikes these bearings or rods they revolve freely so that the saw teeth cannot penetrate further. In other locks the bolt is made of tool-proof steel.

Since the purposes for installing panic locks make it undesirable to include the deadlock feature in their construction, it is necessary that panic locks be constructed with a protected strike. This makes it difficult to attack them successfully, yet at the same time retains the panic features. If a law or your policy requires that panic locks be installed on certain doors, it is good practice not to depend upon a lock any more than possible. It is easy to operate a panic lock from inside the building and it is equally easy for a thief to jam the bolt of this lock during business hours so that only the door closer will hold the door closed. Then he can return after business hours and get in easily. Ordinarily, burglaries are no problem during the times that you need the panic locks in operation since panic locks are not required except when the building is occupied. Therefore, you should supple-

ment your panic locks with other locks to be used during the time that the building is not occupied. One simple way to do this is to pass a chain through the handles of the panic lock and then padlock the ends of the chain firmly together.

Your lock should have what is known as an armored front. This is an additional plate fastened over the lock plate that is set in the edge of the door. The purpose of this second plate is to protect the set screw that holds the cylinder of the lock in place. Some burglars have discovered that by loosening or removing this set screw during the time that the place of business is open they can return later and, by applying a pipe wrench to the rim of the cylinder lock, unscrew the lock mechanism, reach through, open the lock and then open the door. An armored front puts a plate over this set screw for protection. All good lock manufacturers will supply locks with armored fronts. As a matter of security you should check your locks to make sure that this set screw is not only in place but is securely in place. Careless or poorly trained locksmiths may not insert this screw properly or may forget to insert it at all.

A good lock will have the following features: it can be deadlocked; it is jimmy-proof; it is saw-proof; it has a guarded strike; and it has an armored front. The best lock is not expensive and will not only be much safer than a cheap lock but will give longer service.

In certain applications a properly installed padlock is entirely satisfactory. However, there are certain precautions that must be followed here. The hasp must be of the best possible quality. It must be installed so that it cannot be removed with a screwdriver. One way to do this is to install it so that it covers the screwheads. The screws holding the hasp in place must be sufficiently large and sufficiently long to make this assembly secure so that it cannot be pried off. This of course is much simpler if the padlock is on the inside of the building. If a padlock is used it should always be locked in position. It is always a good practice to lock it back in place in the hasp after the door has been opened. When you hang it on the hasp without locking it, someone can take the padlock out and have a key made for it or even substitute a lock of his own so that he could go back later and get in.

In some locations a simple bolt-type lock is all that you need. This need not have any sort of locking device but can be either a low priced sliding bolt or even a two-by-four type of bolt. This sort of lock cannot be used if there is any possibility that a burglar can reach it from outside.

Do not overlook locks on large doors, such as garage

doors, loading doors or similar entrances. While many of these have some type of a lock, the original equipment is usually not burglarproof. It may be that you can make them secure by using a padlock with a hasp or a chain.

Be certain that your locks are mounted securely. In some installations a heavy kick or shove with the shoulder will tear the lock or the strike loose. The lock should be fastened with the heaviest possible screws or bolted in place. If the lock is bolted in place, make certain that the nuts are riveted on securely so that they cannot be removed.

There are many types of locks. A reliable locksmith can be of great assistance in selecting the proper types for your place of business and working up a good master key system if you have a number of locks. Remember, however, that there is a great deal of difference between a man who just makes keys and a locksmith. You can learn to make keys in a few hours but it takes a long time to learn to be a locksmith. It is a good practice to have a locksmith check and lubricate your locks regularly. In addition, you should have the keys changed from time to time. Some business places have a great many keys in the possession of persons who are no longer in their employ. These excess keys not only make the locks valueless, but consequently in the event of a theft serve to throw suspicion on present employees with a definite loss of morale. Do not believe that just because you get the key from an employee when he leaves you are secure; he may have had an extra key made, either as a matter of convenience or for the purpose of stealing from you after he left. It is a simple and an inexpensive job to change a lock and fit new keys. Along this same line, keep a record of persons having keys. Do not let them out to employees who do not actually need them. It may be well to use a master key system so that employees have keys that will unlock the doors in only that part of the building where their work is located.

Remember always that more ingenuity has been spent on the development of secure locks than any other part of the door but also remember that there are countless cases on record in which there have been expensive locks on doors and still burglars have gained entry by pulling the hinges, breaking through a panel of the door or breaking out the glass.

Windows

Windows, by their very nature, are always a good point of attack for a burglar. Since the ordinary glass window can be broken easily, windows should be protected by heavy wire net or bars. Properly installed bars or wire net give a high degree of protection. However, do not assume that bars or net make your

windows safe. Very often bars are set into the mortar between the bricks after the building has been constructed. It is then not too difficult to gain entrance by using a crowbar. Types of bar or net installations vary so widely that it is impossible to give any set rule except to state that all such installations should be examined carefully to make sure that they cannot be removed easily.

You should check over every window in your place of business to make certain that all of them are secure. Remember that just because a window is well



Bars should be fastened securely in place

above the ground does not mean that it is safe. It may be that a burglar could gain access to this window by climbing up on an adjoining building. If you do have a window in such a location, it should be unusually well protected, since a burglar working on the roof of a building is relatively safe from discovery. If you have any windows that are not needed for ventilation or light it would be well to close them up either temporarily or permanently. Modern construction, using air conditioning or forced ventilation systems, requires fewer windows. If you need a window only to admit light it is well to consider the installation of structural glass brick. Glass brick, properly installed, is difficult for a burglar to penetrate. At the same time its cost of maintenance is below that of a window. This is a good point to keep in mind if you are planning a new building.

It may be that in many locations in your plant you

can make the windows secure by stacking heavy materials in front of them. Industrial type windows made of small panes of glass in steel framework appear, at first glance, to be a safe type of construction. This is not true. While it might be impossible for a burglar to crawl through the space made by breaking out a pane of glass, it would be possible for him to reach in and unfasten the lock mechanism on the window. However, on some of these locks it is possible to secure the window with a padlock. This is a fairly resistant type of construction but is still not perfectly secure since the metal portion of the window is not designed to be burglarproof but only to hold the glass in place. Therefore, by breaking out two adjoining panes of glass it is a simple matter to cut or break out the intervening metal. As in the case of doors, do not depend upon "wireglass" for security.

Display windows in a store front constitute an entirely separate problem. By their very nature, it is undesirable to obstruct the view through these windows. However, there are several practices that tend to increase the security factor. There are several types of ornamental bars that may be placed in the windows after the usual business hours. These give a minimum obstruction to view. While this obstruction may have a harmful effect on your sales, it is offset by the fact that most people will realize that you must have something of value to sell or you wouldn't make an effort to protect it. I believe that these two factors soon would balance each other. Another practice is to remove valuable merchandise from the windows at the close of each day. This is the only safe way to give complete protection to such merchandise. While bars or burglar alarms will make it more difficult for a burglar to get at displayed merchandise, the exposed position makes these items readily accessible to a burglar who is willing to take a chance. Burglar alarms do offer a good general method of protection and they will be discussed separately.

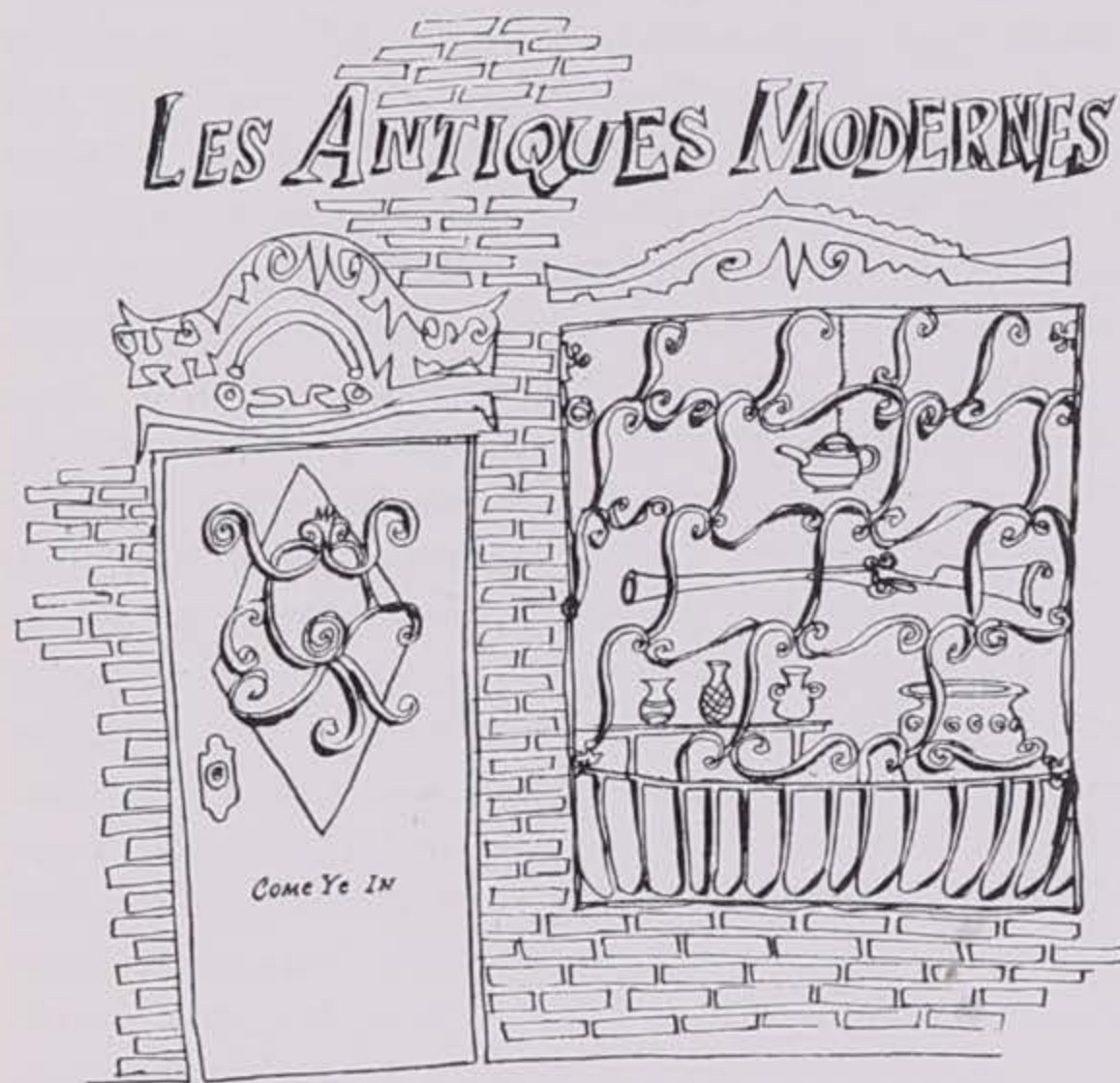
Miscellaneous Entrances

There are usually many openings into a business building other than doors and windows. Since a number of these openings are rarely used they are often not considered in making a building burglarproof. Nevertheless, burglars look for them and there are many cases where unlawful entrances have been made through each of the following entrances.

Manholes. A number of buildings are constructed with manholes at the front of the building or perhaps at the sides or at the rear. Most of these manholes serve as some sort of service entrances. One common use is for putting coal into the building. Very often there is no method of locking the manhole covers. At

the same time, it is easy to make them secure. One method is to attach a chain to the center of the manhole cover and padlock the other end of the chain to a hasp. There should be no play in this chain after it is locked nor should the chain be accessible from the outside. Properly installed this makes the manhole entirely safe.

Sidewalk Openings. Many places of business have steel doors or grates flush with the sidewalk at the



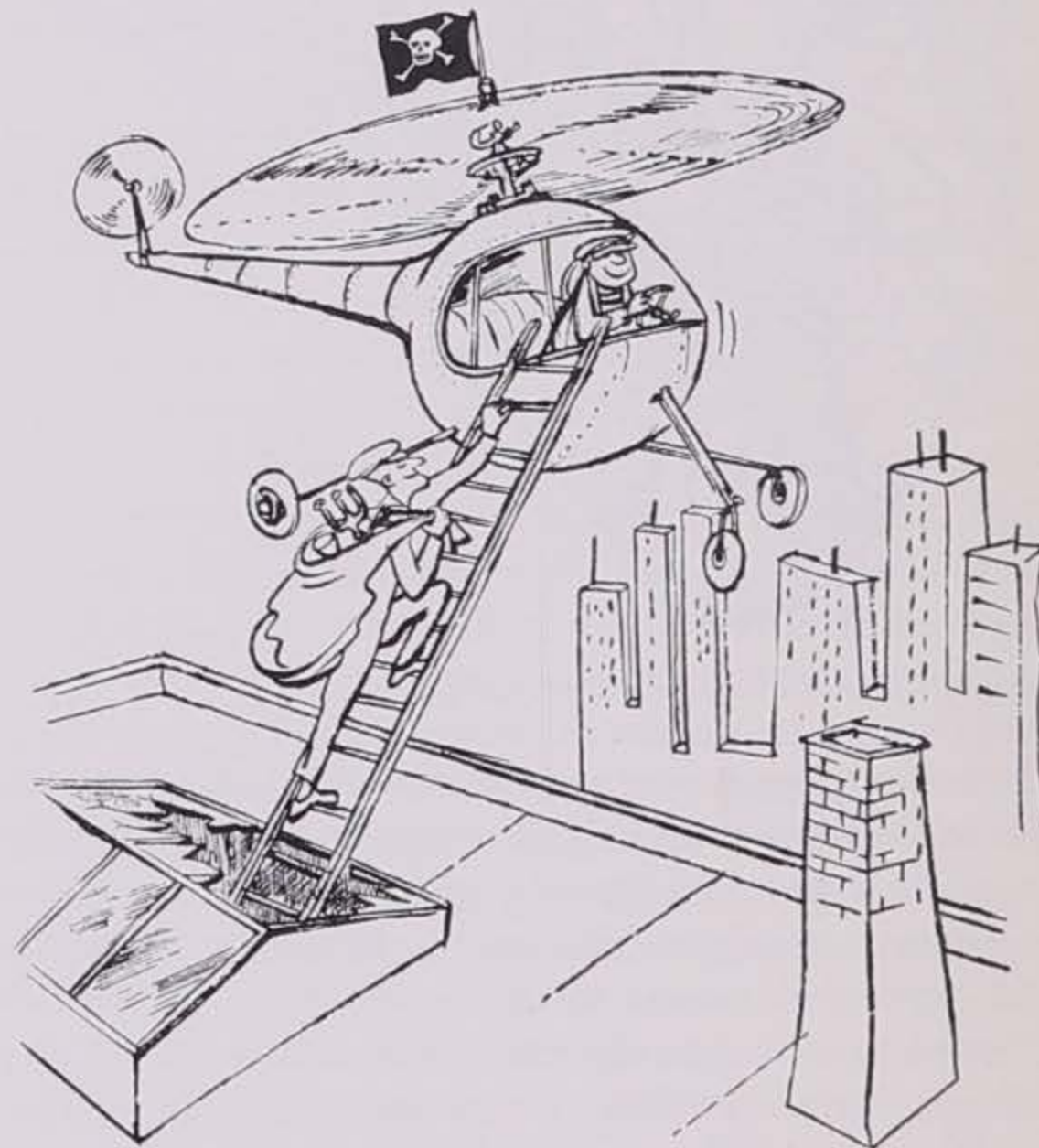
Ornamental bars help protect display windows

front of the building for ready access to the basement. These grates or doors are of substantial construction and properly placed locks make them almost entirely secure against burglary. However, each such door should be checked to see that it locks securely and that it would be impossible to pry the door out of the frame. Very often these openings have fallen into disuse and have rusted to such an extent that it would be easy to break loose the lock or the hinges with a crowbar. Also it may be that the frame is not properly set into the sidewalk and it would be possible to pry the whole structure up far enough for a man to enter.

Sidewalk Grates. In some types of construction light and ventilation is obtained for the basement through a grate at ground level. These grates are of strong construction since they are designed to support at least the weight of foot traffic. Because of their solid appearance, often very little thought is given to locking the windows below them. You may believe the grate constitutes sufficient protection. However, examination may show the grate is designed so it can be lifted out of place with no difficulty. For this reason the security of these grates should always be checked.

They can either be welded into place, or, if this is not desirable, they can be made secure with a chain and padlock.

Skylights. Skylights have been a method of entrance for burglars on many occasions. Because of their location, many persons fail to consider that they are an excellent way of entering the building. There is more hazard involved in entering through a skylight than entering directly through a window or a door. At the same time, however, a skylight may provide an easy entrance because skylights are usually located where they are relatively unprotected. These openings can be protected in the same way as an ordinary window, that is, with heavy net or with bars. The netting or the bars need not be installed on the outside of these openings since very often space is not a factor. They can be installed on the inside of the opening, thereby making it still more difficult for a burglar to attack and also protecting them from the weather. In any case, all skylights should be made secure because a burglar working on the roof is not easily seen and he



Some burglars get in through skylights

can work for a longer period of time without detection. You should also consider whether or not a particular skylight is still of value to you. If it is not it can very well be covered and sealed permanently.

Roof Hatches. Many older buildings have simple hatchways entering onto the roof. Access to these hatchways is usually by way of a ladder or a steep staircase. Very often there is no effective way of

locking such hatchways. Many buildings have hatchways that have long been in disuse. Perhaps another method of access to the roof was added later or perhaps the hatchway was built for some purpose for which it is no longer used. In any case such hatches provide an easy method of entrance to the building unless protected.

Doors to the Roof. A number of buildings have a full sized door giving direct access to the roof. Because of location and rare use such doors may not be securely locked. In any event it is well to check such doors because with exposure to the weather and little use they may have fallen into disrepair. Even if such a door could have been locked securely at one time, it may be that it is no longer in a safe condition. The general rules for making other doors secure apply to these doors as well.

Elevator Penthouses. In some structures it is possible to gain access to the building through an elevator penthouse. Such a penthouse may have a door opening onto the roof and another opening within the penthouse to the building proper. Also there may be a hatchway or skylight on top of the elevator penthouse that you probably should check. In some types of construction it is possible to get from the elevator penthouse directly into the elevator shaft. The same types of precautions that apply to similar openings in other locations also apply here.

Ventilator Shafts and Ventilation Fans. These shafts or fan openings may provide a good entrance to your place of business. Some ventilating shafts are large enough so that a burglar can enter through the shaft and come out one of the inside ventilation openings. In the case of a ventilation fan it may be possible to remove the fan or bend it enough so that he can crawl through. Often a similar hazard may be presented by an air conditioning system. In many buildings the air conditioning system has been added after the original structure was built. In doing this it may have been necessary to make several new openings into the building. Even in the case of an air conditioning system that was designed for a new building it is possible that the openings are large enough to provide entrance to the building. Because much of this equipment is placed on the roof it is generally thought that its location alone makes it secure. Nevertheless, there have been cases of burglars entering a building through the ventilating system. The type of protection needed depends upon your problem. However, it is suggested that the use of screens across a ventilating shaft be avoided since they may seriously interfere with the movement of air. Bars will cause less interference and will give at least as much security.

Transoms. Very often a door may be securely locked

and protected with bars or a screen while the transom above is unprotected. Many transom openings do not appear large enough to admit a burglar. However, it is surprising just how small a space a burglar needs to gain an entrance. There is an additional possibility. If the lock does not deadlock properly, the burglar may be able to reach over the transom and manipulate the lock so as to gain entrance.

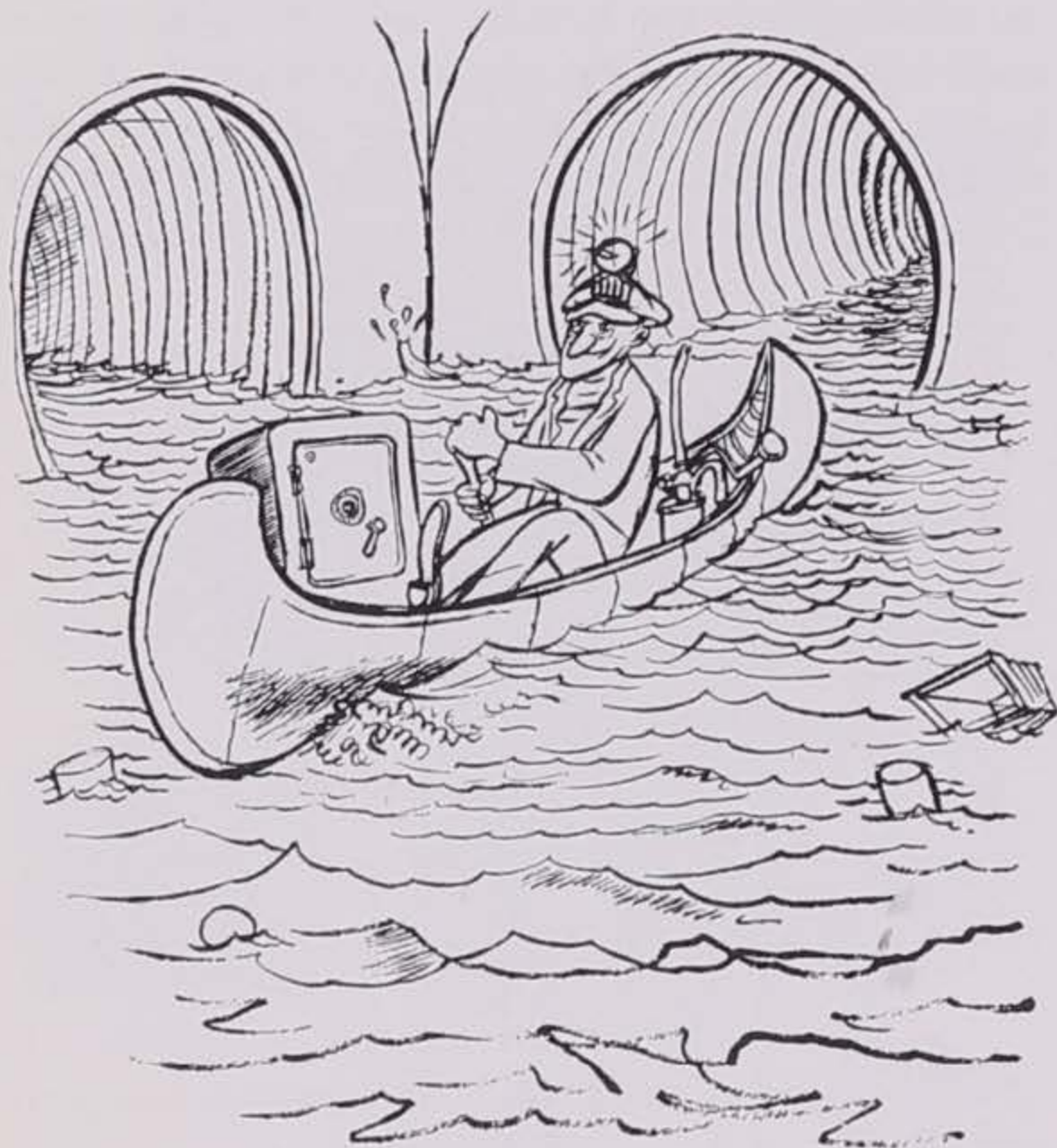
In any case the transom should be protected. If the window has a sturdy frame and if the glass area is small enough to prevent entrance through it, it may be that placing chains at each corner of the frame will solve the problem. These chains should be securely fastened and strong enough so that they cannot be



Burglars can get through small transoms

readily cut. This is particularly effective if the transom is of metal or solid wood construction. It may be that in certain locations you need the transom open for ventilation; in such a case the chains generally are effective since they will allow the transom to remain open and still provide a fair degree of security. For complete security the transom should be locked from within, preferably with a sturdy sliding-bolt lock or similar device. The ordinary window catch is not strong enough nor is the usual transom adjusting rod system secure enough. A burglar generally can pry this open. In certain locations and types of construction you may want to put heavy screening or bars across a transom. This is particularly true if it is in a location where a burglar could work for some time unobserved.

Sewers. Entrance to many buildings through the sewer system is not practical. However, this should never be ruled out as a possibility. In some areas with an unusually high water run-off, the sewer may be large enough to allow a person to move through it freely. This is true particularly if the storm and sanitary sewers are combined. In any case, this is a possibility that should be examined. You probably will



Burglars have even used the sewers

have no hazard because of your sewer construction but there have been instances where it has been possible for a burglar to gain entrance to a building through a sewer.

Service Tunnels. Your building may have a service tunnel opening into it. For example, it may be that the heating pipes from a central heating plant enter from a service tunnel that is large enough to admit a burglar. In some industrial installations, service tunnels connect the various buildings. Very often it is possible to gain access to these service tunnels from a building that is easy to break into or from a manhole and then enter a building that is otherwise well protected. Again, the required protective measures depend upon the particular situation.

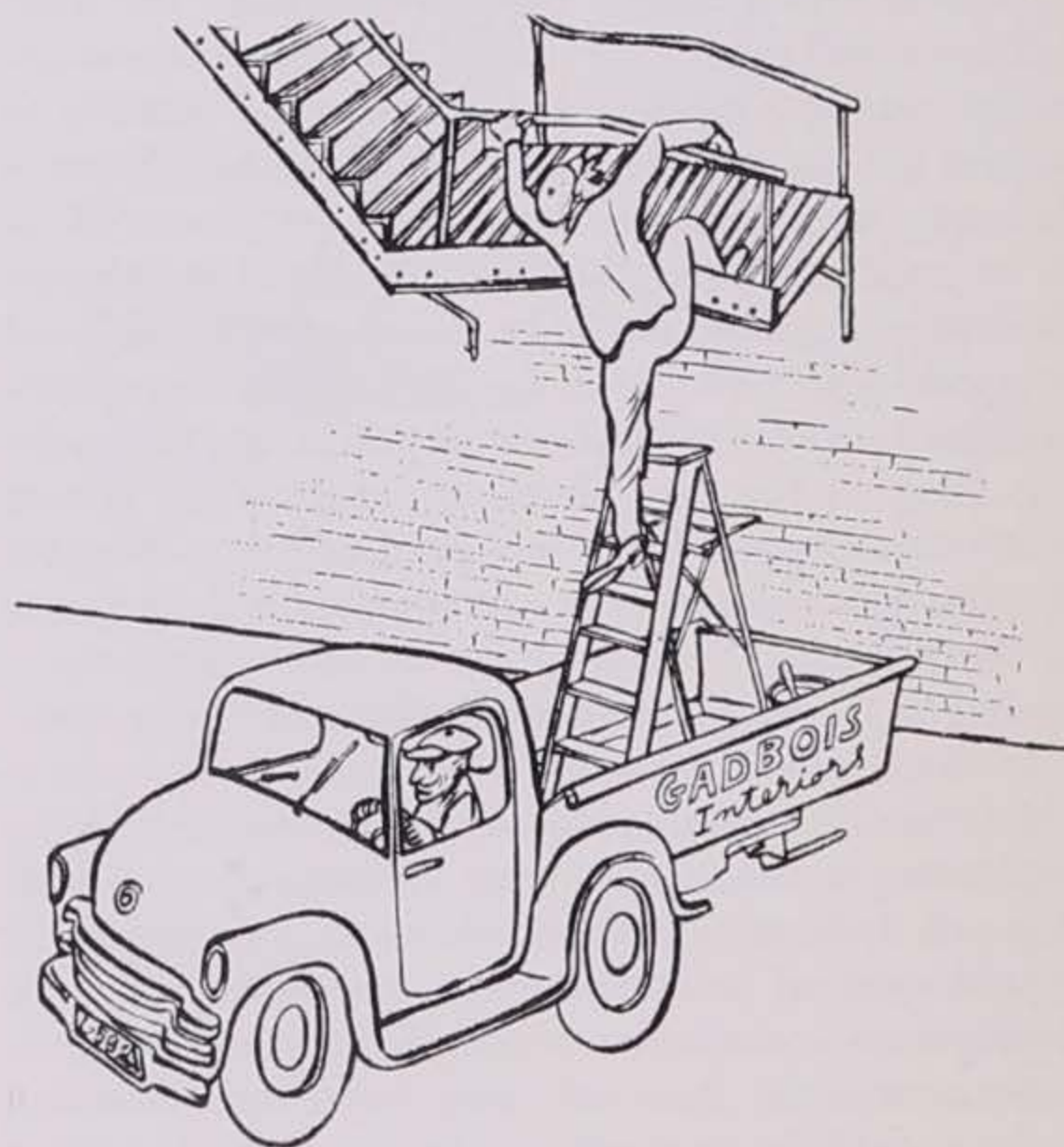
Fire Escapes. Burglars have often used fire escapes to gain entrance to a building. There are certain standard practices, and in many places laws or ordinances, governing the construction and installation of fire escapes. You should, of course, see that your building

complies fully with all laws and ordinances and with the safety principles involved. Compliance with these rules may make it easier for a burglar to gain access to the roof of your building or to windows or walls located above the ground level. Since proper fire escapes are essential, this is one hazard that you must accept and meet by strengthening the protective devices around openings that are accessible from the fire escapes.

However, it is generally possible to construct a fire escape so that access is difficult from the ground. Good practice does not require that a fire escape, in certain types of buildings, extend all the way to the ground. In other types of buildings the fire escape may have the lowest section of steps counterbalanced so that it remains in a raised position when not in use. In any case, you should follow what your local laws and your insurance company require, yet at the same time keep in mind the added burglary hazard. With almost any type of fire escape protection, about the only thing that you can do is to slow the burglar down by making it a little more difficult for him to gain access to the fire escape. This will be almost totally effective in the case of a juvenile or a casual burglar.

Some burglars drive an automobile or a truck under a fire escape, climb up from the top of the vehicle and then an accomplice drives away. When you are planning the prevention of burglaries, remember the added height advantage this trick may give a thief.

You should always keep in mind that in securing your business against burglary you should not make it



This may be an easy way to get in

into a fire hazard. While a burglarproof building is more difficult for the fire department to enter, firemen are usually sufficiently equipped and trained so that they can gain entrance in a relatively short time even though you are not present to unlock the building for them. The real danger lies in improperly closing possible exits for persons who might be trapped in the building by fire. However, the proper installation of panic locks on major exits makes the exits burglarproof and also allows an escape in case of fire.

If your building does not present the sort of problem that warrants panic locks, you should leave exits unlocked or on a night lock system during the times that the building is occupied. Then at night these entrances should be securely deadlocked if they no longer present a fire hazard but become a burglary hazard. Any decision regarding whether an exit should be burglarproof or treated as a fire exit should be resolved in favor of making the exit a good means of escape from fire since human life must, of course, be valued above any possible monetary loss.

Roofs and Walls. There are two other possible points of entrance to a building besides those listed above: the walls and the roof of the building. These are usually not considered important but actually many burglaries have been committed by gaining entrance through these points. While the walls and the roof appear to be solid structures, under certain circumstances their security value is not as great as it may appear. It is difficult to place burglar alarms to protect wall and roof areas, and often a burglar can work on certain sections of a wall or roof with little danger of attracting attention.

Many roofs are made of rather light wood construction. The roof may be covered with shingles or a relatively thin industrial type of roofing. It is not a difficult problem for a burglar to cut a hole through such a roof. In the case of a building in an isolated location a hole may be chopped through the roof. In other locations it may be possible to start the opening by drilling several small holes and then sawing through the roof. With a little planning a determined burglar can gain entrance to a section of your place of business through which he can descend with relative safety and without detection.

Walls are generally substantial enough so that a burglar would have difficulty entering through them. However, there are a number of possible weak points that you should not overlook.

One popular point of entry is through basement walls. It may be possible to get into an adjoining building that is vacant or not as well protected as yours. In older buildings particularly, it is possible to cut through a masonry wall without difficulty. In

modern structures, using poured and reinforced concrete, this would be difficult. In basement walls between buildings you may find that there are openings that have been only boarded up; in the past the build-



Almost anything is possible for a burglar

ings may have had a common tenancy. There may even be an unused door. In a basement, of course, a burglar can make a great deal more noise without fear of discovery than he would be able to make outside the building. Again, while the major part of your building may be of sound construction, the wall of a small adjoining building might be entered easily. For example, you may have a small structure used as a warehouse. The wall may be of sheet iron or even light wood construction, particularly if you do not heat this area. Entrance into such a structure is easy. Remember, it is the weak points that a burglar looks for. You may be 99 percent perfectly protected but the burglar may well find the remaining one percent that will allow him easy access.

PROTECTION WITHIN THE BUILDING

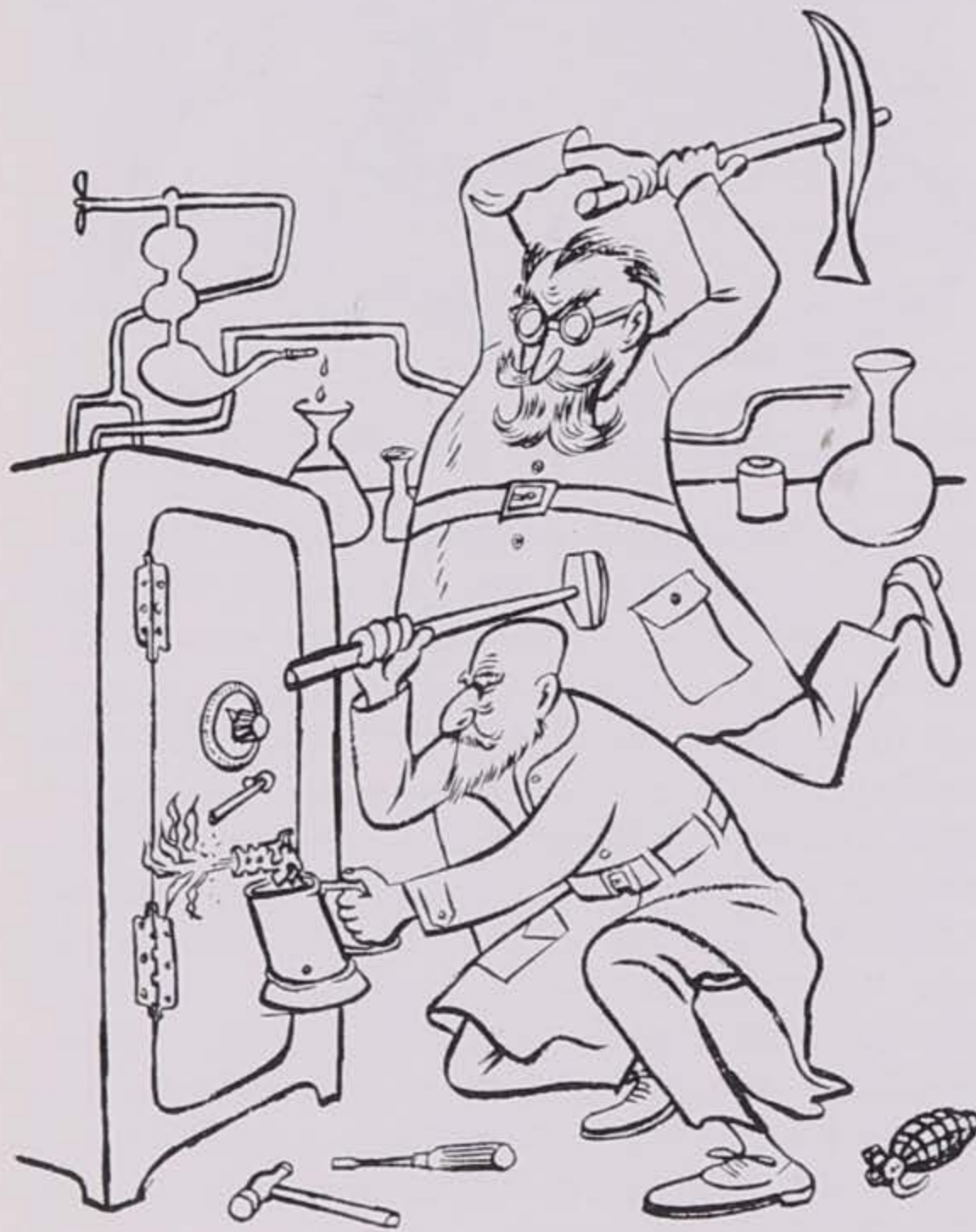
Safes and Vaults

The uses and locations of safes have already been discussed in general. However, since the contents of safes are so frequently the objectives of burglars, safes deserve more specific consideration. There are many good safes on the market. The history of the development of safes has been marked by improvements in security followed by improvements in burglary meth-

ods, followed by other improvements in security until we have finally developed safes that give maximum security at prices that can be afforded by most business firms.

This does not mean that safes are burglarproof. It is doubtful whether a safe will ever be constructed that is 100 percent burglarproof, but as previously mentioned, the more secure your protection the fewer attacks you will have and the less successful these attacks will be.

The Underwriters Laboratories test safes and give them ratings not only on the basis of their ability to resist fire but also on their ability to resist burglars. As a result, in purchasing a safe you have certain standards that have been derived by careful study of the construction and the mechanism of safes. These standards provide the most reliable guide that you



The Underwriters test safes

can follow in selecting a safe. It is usually a good idea to consult your insurance agent, who undoubtedly is familiar with safe construction standards.

Size alone means nothing in relation to the security of a safe. Even a heavy door on a safe does not mean that it is secure. The locking mechanism may be weak or the remaining sides of the safe may be covered with very lightweight metal only and be composed largely of fireproofing materials.

The choice you make in selecting a safe depends largely upon your problem. It is a much better practice to buy a good small safe than a cheap large one. In going over the contents of your safe you will probably find many records and papers that are not likely to be the subject of burglary and could be stored in a fireproof vault or a fireproof filing cabinet. There are a number of such devices on the market that are well designed and reasonably priced. In addition, there are combination safes that have a small safe providing maximum protection against both fire and burglars built inside a larger safe that offers fire protection only. Such a safe combines both fire and burglar protection for a relatively small amount of material and fire protection alone for a larger amount of material.

While almost all safes have a combination lock, there are some on the market that have only a cylinder type lock. The latter do not offer good security and should not be used on safes that are intended to be burglarproof.

The problem of the location of your safe has already been discussed in relation to lighting the interior of your place of business so that the location of the safe is readily seen by police on patrol or passersby. In addition, if the safe is light enough to be moved, it is a good practice to anchor it to the floor. A favorite technique of modern thieves is to remove the safe from the premises to a place where they can open it at their leisure. According to police records, many businessmen have even aided thieves to the extent of leaving the wheels on their safes so that they could be rolled out of their place of business in a very short time. One simple and relatively inexpensive practice is to set the safe in concrete. If this concrete is of the proper mixture and adequately reinforced it will be almost impossible to move the safe.

Some safes are protected by the use of tear gas. Much of this tear gas protection is poorly designed and is not effective. I have discussed the protection afforded by tear gas with safe burglars. They rate it very low. I believe that its ineffectiveness is due largely to the small amount of tear gas used. Since the tear gas is generally contained within the safe and is expelled only if the door is opened or the combination knocked off, only a limited amount escapes. In addition, some tear gas devices use a liquid form of gas. This is not a satisfactory form of tear gas since it is not possible to develop as large a concentration of gas with the liquid form as it is with the solid crystal form. I believe that tear gas devices, properly designed and properly installed, can be effective safety measures to repel all but the most skilled and desperate criminals. However, it is the opinion of actual safe bur-

glars that the tear gas devices now used are quite ineffective.

There have been some instances where sickening gas was used instead of tear gas. Sickening gas should



Some burglars haul the safe away and open it at their leisure

not be used in a safe because of the danger of a premature discharge of the gas. If sickening gas should be discharged from the safe during the time that employees or customers are in the place of business the results would be extremely unpleasant, and perhaps, in some cases, fatal.

The same rules that apply to safes also apply to vaults. Some vaults, however, have a further weakness in that only the door may have been purchased from the manufacturer. In many cases vaults are not installed by competent persons; as a result, we find that while the vault door may be reasonably secure and will certainly come up to the standards claimed for it, the walls of the vault, the ceiling or the floor may be totally insecure. There have been many cases where entrance has been gained to a vault by breaking through one of the walls; the burglars discovered that the wall was nothing more than hollow tile plastered on both sides. Such an arrangement is reasonably fire proof but of relatively little value against a determined criminal.

Use Your Safe

There are several general rules that should be followed in connection with your safe. One of these is to put your money in it. This may sound like a rather unnecessary rule but it is surprising how many businessmen have considerable sums of money they do not keep in the safe. They may be holding the money for some special purpose and through long habit neglect to put it in the safe. I have also had experience with cases in which, through neglect, the day's receipts were not placed in the safe.

After the money has been placed in the safe the safe should be locked properly. This may sound like



Keep your money in your safe

another unnecessary rule but it is surprising how many safes are not properly locked. The person locking the safe may only spin the dial and, if the mechanism has been improperly lubricated or works heavily, the dial may not spin far enough to lock the safe properly. Safe burglars have told me that the first thing they do when trying to open any safe is to put a slight pressure on the opening handle and then turn the dial to the left slowly. They have found that in a large number of cases the person locking the safe did not spin the dial properly and as soon as they drop back to the last number of the combination, the safe opens. A dial should be given at least two full turns to lock the safe

properly. One safe manufacturer even installs a spring mechanism to spin the dial. This additional mechanism, however, is not necessary if the proper precautions are used in closing the safe. As a matter of actual practice it would be a good idea to spin the dial at least two turns in both directions.

There are several other practices that will make your safe more secure. When opening the safe it is always a good practice to stand so that no one can observe you operate the combination. There have been cases where employees have trained themselves so that they can observe the combination from rather great distances. At least one safe manufacturer has placed a shield around the dial so that the combination is visible only to the person operating the mechanism. This development has been a long time in coming and should certainly be a part of every safe. Use extreme caution in writing down the combination. It probably sounds unreasonable, but there are cases on record in which safes have been opened because the owner wrote the combination near the safe, even on a wall near the safe.

Your safe should always be kept in good condition. It is a good practice to have a reliable locksmith go over the mechanism of your safe at regular intervals. This not only makes your safe more secure but also may save you money by preventing the mechanism from jamming. It is also a good practice to have the combination of the safe changed from time to time. There are a number of cases on record where previous employees robbed a place of business years later by using the combination they were given during the time of their employment. Even though you believe all of your employees can be trusted, you should never depend upon it. Records are full of thefts by trusted employees. In line with this reasoning, you should, of course, let only a very limited number of your employees have the combination to the safe. If you have more than one safe or if you have the type of vault that has a money chest within, it may be that only a few of your employees need to know the combination of the safe where the largest amounts of money are kept. In any event it would be a good practice to review the persons who have the combination to your safe and see how many of them actually require it.

When you have a safe that contains nothing of value to a thief, one that is used only for fire protection, it may be advisable to leave the safe unlocked and even post a notice on the safe stating that it is unlocked. There is no point in letting a burglar destroy a valuable safe when there is nothing of value inside. The same principle applies to cash registers. You should never leave money in a cash register, and you should always leave the cash register open after



Spin the dial at least twice around when you close the safe and don't let anyone observe you open it

business hours. Many burglars are both ignorant and impatient and they will pry a cash register open even though they could have opened it by properly manipulating the keys. This precaution is particularly true in the case of electric cash registers where the current may be turned off at some point that might be difficult for the burglar to find. He can do hundreds of dollars worth of damage to a good cash register in a fruitless attempt to open it.

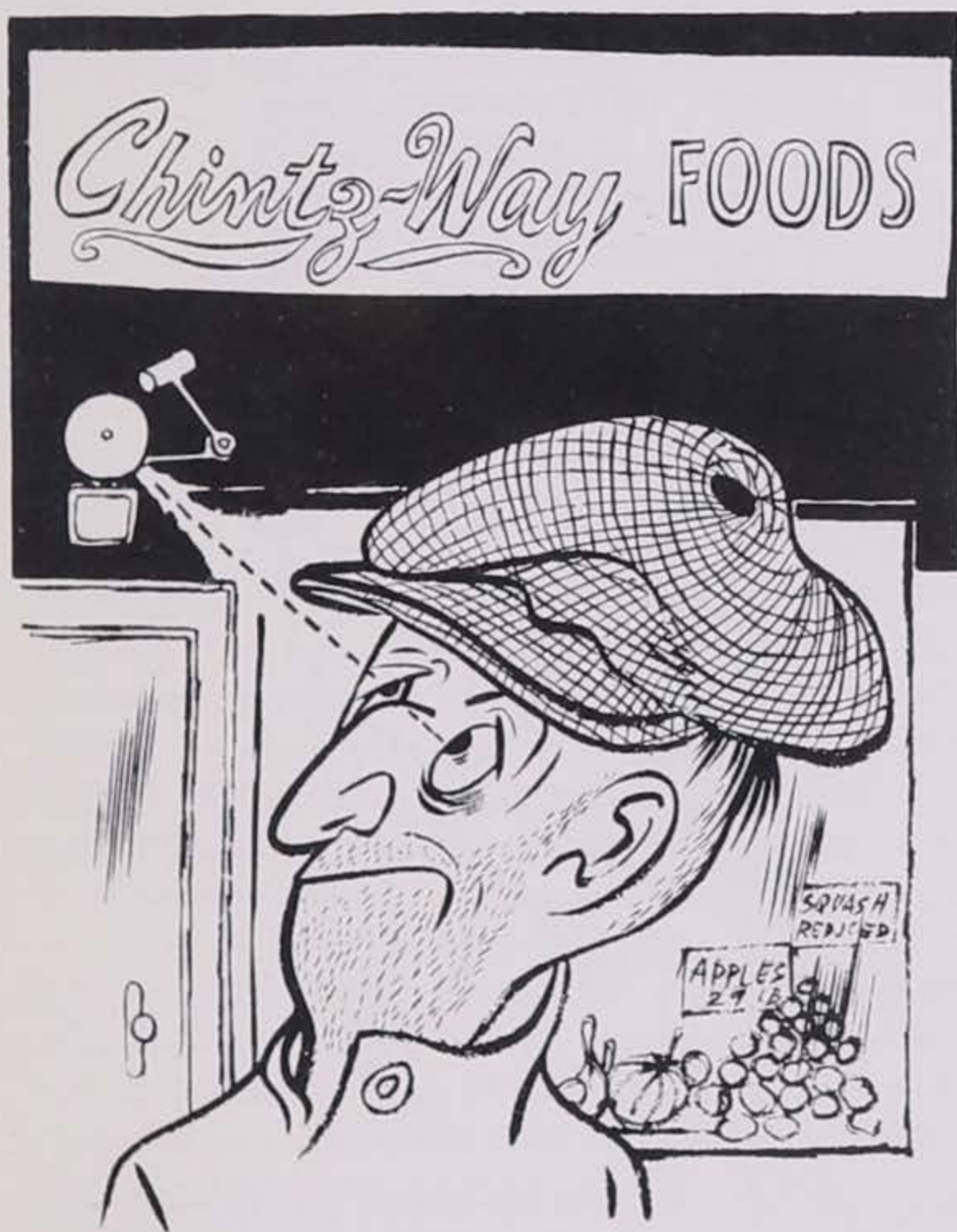
Burglar Alarms

Burglar alarms, if properly installed, are exceptionally effective. While some highly skilled burglars have been able to wire around burglar alarms successfully, there are relatively few criminals capable of doing this. The mere presence of a burglar alarm often will discourage a criminal from attempting an entry into your place of business. Alarms are particularly valuable if your building is in an isolated location or if you have merchandise of high value yet of such bulk that it is impossible to place it in a safe.

All of the effective burglar alarms operate electrically, either from the regular lighting current or from batteries or from a combination of these sources. The types and varieties are so great that a complete dis-

cussion would be impossible here; however, there are certain basic principles that should be emphasized.

A properly installed alarm system operates not only when doors or windows are opened but will also send out an alarm if glass is broken or the wall, ceiling or the floor cut through. This sort of an alarm is particularly valuable on show windows that are difficult to protect in any other manner. In addition, burglar alarms can be installed on doors within your place of business and on your safe or vault. One large mail order company has worked out a very effective method of protecting large amounts of cash at a minimum cost. They have retained their old style safes that could be opened by a skilled burglar in a relatively short time. However, these safes are well constructed and are fireproof. Each safe is placed in a large plywood box that is inter-lined with a sheet of metal. If an attempt is made to drill or cut through this plywood box, an



A burglar alarm is good protection

alarm is sent in as soon as the sheet of metal is touched. In addition, the door to the box is secured by a time lock using a regular combination. If this lock is moved in any manner before the time set has expired, an alarm is sent to the watchman in the building and to the police station. This feature of alerting the police is a good one to note, because a determined gang

after the large amounts of money involved might put the watchman out of operation. This burglar alarm system makes the safe as secure as almost any method that could be applied and the cost is reasonable.

In the past several years a number of effective alarms using light sources and photo-electric cells have been devised and are now on the market. Again, if good quality equipment is purchased and if it is properly installed, it may be very effective. This is especially true of some of the systems that operate with so-called "black light"—ultra-violet light that is almost impossible for the human eye to detect. The light source is focused on a photo-electric cell. As long as this light source is not interrupted the cell will hold a relay switch open. As soon as anyone walks or even passes a hand through this light source the relay is closed, sending in an alarm. This light source, in a good system, has a range up to 150 feet. It may be used either on the exterior or interior of the building. By the use of mirrors the light may be made to turn corners so that rather complex patterns can be worked out, making it extremely difficult for a burglar to escape detection.

Another type of electronic burglar alarm uses a tuned circuit. This has a very limited range but it is entirely effective and can be completely concealed. It is based on the principle of tuning an electronic circuit so that it is in a stable condition. If anyone steps into the field created by this radio circuit they throw the system out of balance and an alarm is sounded.

A new burglar alarm system makes use of supersonic sound. In this system a sound wave of a frequency so high that it cannot be heard by the human ear is generated in an area, for example, in a large room. This sound is detected with electronic equipment and the system is balanced. Any intruder will throw the sound off so that the system is no longer in balance and an alarm is then sounded. These systems are capable of handling fairly large areas. They are limited to use in enclosed spaces, but tests have shown that they have a high degree of reliability. The installation can be fully concealed and an entire room can be protected. Since this device will immediately detect any intruder, it possibly may replace many other types of alarms.

Many small merchants have worked up their own burglar alarms. These often consist of a system of trip cords. A piece of black fish line is fastened to hooks about four or five inches from the floor with one end tied to a switch. Anyone stepping on this line or tripping on it will pull the switch and sound the alarm. Complex patterns can be worked out by passing the line through screw eyes so that it is difficult to evade. This type of alarm, of course, will not trap a skilled

burglar or one using extreme caution, but it is certainly effective in trapping a great many burglars. It takes a little time to set up the system each night, but since the original cost is negligible it has many applications in small businesses.

There are certain mechanical alarms on the market that have only a limited value. The alarm they sound

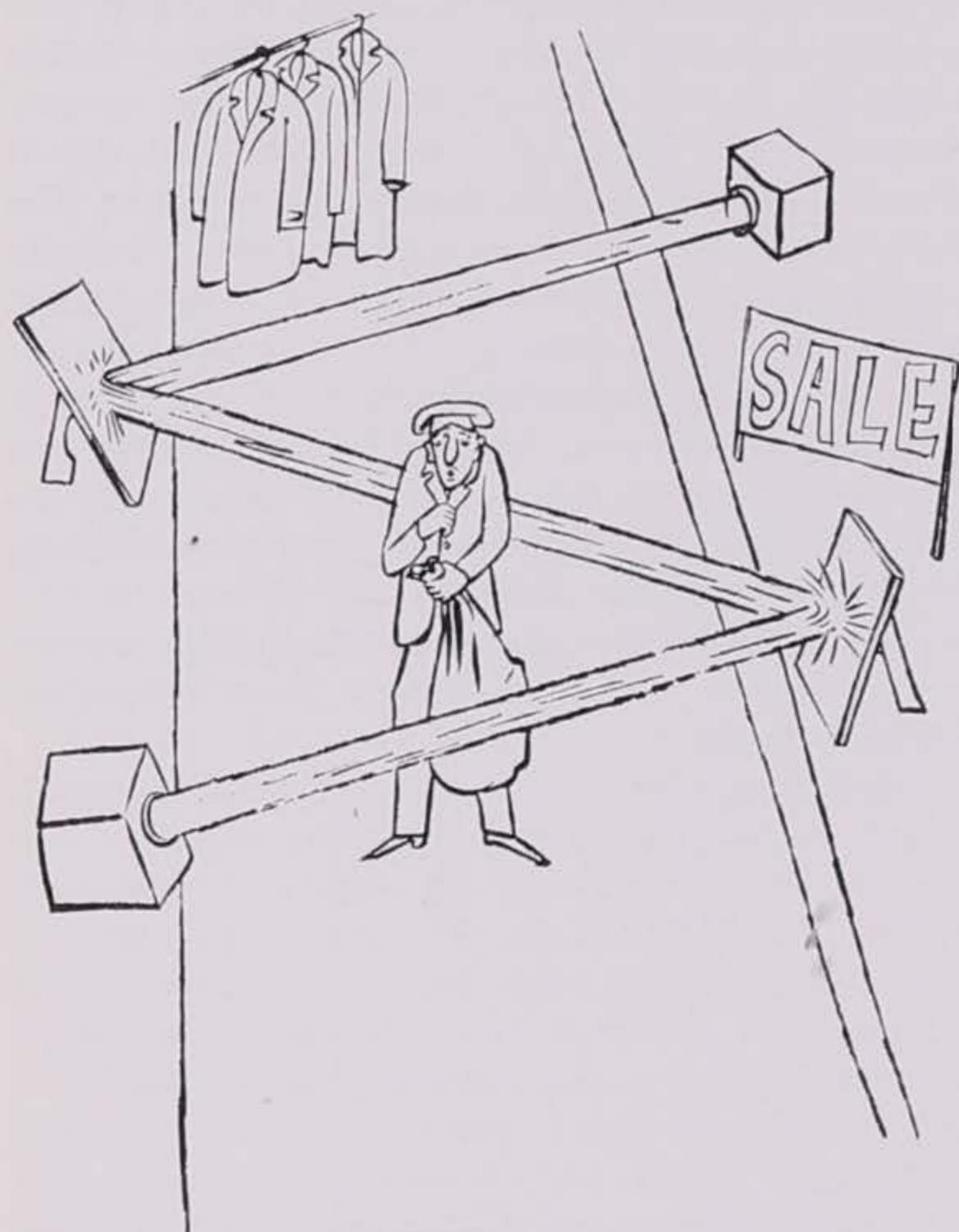


Photo-electric systems make good burglar alarms

is either very brief in length or not very loud. One of these is a bell operated by a spring. This can be installed only in one point. If a trigger on the mechanism is tripped the bell sounds. If you live so close to your place of business that you could hear this sort of alarm, it may be valuable to you. Its main advantage is its low cost. Another type of alarm is designed so that when the trigger is tripped it fires a blank cartridge.

Burglar alarms are designed so that they will sound an alarm on the exterior of the building or send an alarm to a central point. An alarm which is sounded on the exterior of the building is generally a gong. The use of a siren is not recommended since it may be confused with a siren on police or fire equipment. While this might serve as a warning to a burglar and thus frighten him away from the premises, it is less apt to attract the attention of the police officers in the area or of citizens who might phone in the alarm.

Alarm systems may be wired into a police station or into an alarm service office. There are a number of reliable alarm companies that maintain offices in larger cities. These firms not only send their own officers to investigate any alarm but they also notify the police. Their coverage is usually effective and adequate. Since they not only install and maintain the alarm service but also answer the calls, they offer a complete service.

An alarm service sending a signal to a central office can also be used for a holdup alarm by the addition of the proper switches, foot treadles or similar devices. In such cases it is not a good policy to have an alarm sounded on the exterior of the building, since this might be a hazard to the person that is being held up.

A burglar alarm system using radio is now being developed. This alarm system transmits on the police radio frequency and sends out a recorded message



Keep your alarm system up-to-date and in good repair telling the location of the point where the alarm originates. This sort of a system seems to be practical and it may be that these radio alarms will develop into general use.

It should go without saying that any alarm system must be kept in the best possible condition. Unfortunately many business men will install an alarm system and then pay very little attention to its maintenance. Two things may occur as a result: the alarm

system may fail to respond when there is a burglary or it may go off when there is no burglary because of changes in temperature, water leaks, high winds or similar disturbances. The police know that a storm following a long dry spell will often cause a number of burglar alarms to go off. These false alarms cause the police a great deal of inconvenience and also reduce the effectiveness of the alarms as protective devices.

The alarm system should be tested periodically. If service is obtained from one of the large alarm companies, they will make these tests themselves and keep your equipment in top shape. If you maintain your own equipment, you should test it regularly yourself. If the system is wired into a local police station, you should inform the police before making these tests. The police have no objection to a reasonable number of false alarms. However, when you fail to maintain your equipment properly and the number of false alarms becomes excessive, it is only natural that the police will not give the full cooperation they would to a person who takes good care of his equipment.

WATCHMEN

Properly selected, trained and supervised watchmen provide a highly effective protection against burglars. All too often, however, some elderly, possibly handicapped, person who is no longer useful in any other sort of work is made a watchman. While some of these people in certain situations may be entirely effective as watchmen, far too many of them are of little or no value. Many elderly men are competent watchmen, but all too often this job is relegated to someone who is unable to perform any sort of duty adequately. Besides reducing the effectiveness of your protective system, you are not doing such a person a favor by giving him a job as watchman. Sometime he may be in great personal danger because he is not fitted for his duties.

Care must be used in the selection of watchmen. Not only should they be in good physical condition and in full possession of their faculties but an investigation should be made of their background. It is obvious that you would not want to place a man with a criminal record in a position of trust. However, it is surprising how many watchmen have not been investigated at all. While a great many cities fingerprint persons who receive special officers' commissions or licenses as watchmen, not all cities do this. Even where this investigation is made you should remember that lack of a fingerprint record does not guarantee that a man is of good character.

Following selection, the man should receive training. All too often a watchman's training consists of learning the route he is to follow. There is much

more that he should know. The type of training given depends on the specific problems of your business but in any case watchmen should receive some training



Not all watchmen are competent and well trained

upon employment and many should receive periodic in-service training.

Watchmen should be supervised in the performance of their duties. While you do achieve a certain sort of supervision if you use a watch clock system or one of the electric watch box systems, this is only superficial supervision. The watch clock tells only that the man was in a certain place at a certain time. It does not tell you just how well he patrolled between the points on his route. Further, if you do not map out your watch routes properly, it is possible for a watchman to cheat on you by covering only a small portion of your building and still punch in at all the watch clock stations.

In your training program you should fully inform the watchmen concerning their duties; periodically some responsible supervisor should inspect them in the performance of these duties. It is a good practice occasionally to enter your premises unknown to the watchman and conceal yourself in a position where you can observe him work at least part of his route. Some watchmen only walk through a building; a

good watchman walks through the building and observes all the time that he is walking.

A watchman, of course, has many duties other than preventing burglaries. Probably the most important of these is protection against fire. In addition, a watchman can protect you against water damage caused by breaks in service, accidents or premature opening of sprinkler heads, from weather damage, windows left open, and other similar hazards. As a result, the watch route and the watch schedule should be planned to give greatest coverage to the high risk areas. While you may want your entire building patrolled there are certain areas, as for example paint storage, that you might want covered more frequently than others. While it is the general policy to have watchmen cover their areas at regular intervals this is not the best possible protection against burglary. It is possible to give adequate coverage and yet schedule patrols at somewhat irregular intervals so that a burglar cannot set his schedule by yours and after breaking in know that he will have exactly so many minutes to work before a watchman will come upon him. There is nothing that a criminal likes better than a watch schedule that allows him to know exactly when a watchman will be at a specific point.

A watchman should not be given so many additional unrelated duties that his primary function of protection is impaired. Since a watchman works when the business is normally closed, there are often duties that he might perform more conveniently than if some other employee did them during the daytime. However, it often happens that as soon as a watchman is given some additional duties they soon begin to multiply to the point where he is no longer a watchman but a handyman that works at night. While certain other limited duties may be performed, great care must be taken to see that they do not get out of hand. This tendency must be closely guarded against if you are to have an effective watch service.

Arming Watchmen

Whether or not your watchmen should carry guns depends upon your particular situation. While it is generally considered that a watchman should be armed, much depends upon the circumstances in each case. I have seen far too many totally ineffective watchmen who carried revolvers. They knew nothing about the use of the revolver and represented a hazard to themselves and to any innocent person who might come into the building. If your watchmen are armed, they should be armed with good quality revolvers designed for police use and should be trained thoroughly not only in how to shoot but when to shoot.

In certain situations it might be well to arm watch-

men with shotguns rather than revolvers. No person can shoot a revolver effectively in the dark. Although you can frighten someone with a revolver fired in the dark, hitting him is entirely a matter of chance. Shotguns, of course, are clumsy to carry. However, their effectiveness is very great and if you believe that, in



Don't treat your watchman like a night-shift handy man

a high hazard location, a watchman should be armed, I would certainly consider the use of a shotgun. The gun can be carried conveniently with a sling. Also, I think you should consider using shells with lighter shot than the buckshot usually used in riot guns. Undoubtedly the watchman would be firing at short range and a No. 4 shot can be at least as effective at short range as buckshot. The No. 4 shot would be much less dangerous following a ricochet or at longer ranges.

In any event it would be a good plan to discuss your protection problems with the local police and see what sort of weapons they believe your watchmen should carry.

Commercial Watch Services

There are a number of agencies that furnish uniformed watchmen. The quality of these watchmen varies from men who are totally incapable of acting as effective watchmen to alert, well trained men who give you the highest possible protection. If you be-

lieve that your best protection can be obtained from a commercial watchman service you should certainly investigate the quality of the service they offer. The fact that a watchman or detective agency has a name that has been associated with crime prevention and detection for many years does not always in itself guarantee that they actually offer an effective watch service. You should examine the type of service they furnish and then check from time to time to see that you are getting high quality service.

Substitutes For Watch Service

It may be that in the type of business you operate you cannot afford the services of a watchman. There are some ways in which you can meet the need for watch service without hiring a watchman. For example, you can get a certain amount of protection at night by having your cleaning done then. This is a common practice and is ordinarily effective. It may be that you do certain kinds of processing that can be done at night without excessively raising the costs. This provides protection not only against burglary but also against the various other hazards mentioned previously.

POLICE PROTECTION

Your burglary experience and all other crime losses depend on how good a police department you have in your city. No matter how well your business is protected with locks, safes, alarms, watchmen and all other devices and services, the organized police force is still your first defense against crime.

If you have a good police department in your city, you should give it every possible support. It is good business, as well as good citizenship, to take a keen interest in your city's police force. There are forces constantly at work trying to undermine the police and if the police are to operate efficiently and effectively, they must have the support of the public.

There are many ways in which you can help the police do a better job. Visit police headquarters, the various departments and the station in your neighborhood. Meet the ranking officers; discuss their problems with them.

If the department is undermanned or poorly equipped, see what you can do to help. Talk with city officials and political leaders; discuss the problems with other members of your businessmen's organization, service club and other civic groups. Following this course of action will also be effective if you suspect that administrative inefficiency or other internal problems exist in your police department.

Everything you do to help improve your police department reduces the chances that you may be vic-

timized by criminals. Cooperation pays off in better protection for your business and your home. If the police know that you are seriously interested in their work, they will be more interested in your protection.

Know the Commanding Officers

In a small city you should know your chief of police, the chief of detectives and other commanding officers of your police department. In a large city you should make it a point to meet the captain commanding the police district patrolling the area around your place of business. You should also know the officers that command the various shifts in that police station. Any good policeman appreciates an honest, legitimate interest in the job he is doing and in return he will probably take more interest in your protection problems. Don't be afraid to meet these fellows and talk it over with them. If they are good policemen they will be very happy to have you do this. If they are poor policemen you ought to know about it and do your best to improve the efficiency of your department.

Remember this: if you have the sort of police department from which you can get police protection only by paying for it, that is by giving gifts to the commanding officers and the patrolmen in the district covering your business, you might as well not pay. You never get the protection that you believe you are buying.

Know the Patrolmen

It is a good thing to become well acquainted with the patrolmen on the beat in your neighborhood. These are the men who are actually out doing the work. If they realize that you take an interest in protecting your place of business, they also will become more interested in your protection problems. A number of businessmen have made certain plans with patrolmen that are of great assistance in spotting a burglar. For example, it is a good practice always to ring up a certain amount on the cash register if the register is visible from the exterior of your place of business. If a burglar opens the cash register, the chances are that he will not ring up this same amount and his presence can be detected. A similar stunt is to place a chair, display or some object in a key position in the store so that a burglar would be likely to move it if he enters. Seeing it out of place will tip off the policeman.

THINGS TO DO AT CLOSING TIME

When you close up for the day, there are certain things to do to help prevent a burglary loss. Two of these points were mentioned in ringing up a specific

amount on the cash register and placing a chair or some object in a key position. In addition, you should make certain that all of the doors or other possible entrances to the building are properly locked. You should check to make certain that all cash and other valuable assets have been placed in the safe and that the safe has been properly closed and the dial spun so that the combination is secure. You should make certain that the lights you plan to leave on overnight have been turned on. It is a good plan to wipe off your cash register, your safe and other key points so that if a burglary does occur it will be much easier for the police to get fingerprints. It is a good practice to inspect your place of business to make certain that no one has hidden himself with intentions of committing a theft and breaking out. This breaking out after a theft is a rather common method of operation of burglars. Some state laws do not designate this as burglary, but the same precautions that protect you against burglary also protect you against this type of breakout to a considerable extent. As a matter of



Some burglars hide, then break out after closing hours

caution you should note whether or not a breakout is covered by your insurance as well as a breakin.

WHAT TO DO IF A BURGLARY OCCURS

In spite of all precautions you may still be burglarized. It is not practical to construct most business places so that they are absolutely burglarproof. Even a bank with entirely secure vaults may suffer a very

large loss to burglars who break in and take only the business machines, the typewriters, adding machines, calculators and similar devices used by the bank.

Before Burglary Occurs

All skilled burglars look over their intended victims carefully before they commit the crime. The slang expression for this is "casing the joint." The prospective burglar tries to learn as much as possible about your place of business, the devices you have to prevent burglaries, your habits of operating, the hours you work, the watch service you may have, the police patrol in the area and all similar factors that are designed to prevent burglary. In doing this, there is a chance that you may see these people in operation. They may come into your place of business as customers and spend some time there. Some of them may simply hang around the outside and keep an eye on you. If they are skilled, they will try to do nothing to arouse your suspicion. However, even the most skilled burglars may slip up from time to time and the less skilled may easily arouse the suspicions of his intended victims if they are alert. If you believe that someone is looking over your place of business with the idea of committing any sort of a crime, the thing to do is to inform the police at once. This will be of great assistance to them in preventing crime.

You should always keep a record of the serial numbers of all merchandise that you carry and all equipment you have that is so numbered. If such items are stolen, the greatest chance of identification and recovery rests in being able to trace these numbers. If you have valuable equipment or merchandise that is not serially numbered, it is a good idea to put a secret mark of your own on it so that you can later identify it. A considerable amount of stolen merchandise is disposed of through pawnshops or second hand stores. Police departments check these stores frequently to look for stolen goods. Serial numbers, of course, make this job much simpler. It is a good idea to write a clear description of items of considerable value that are not serially numbered and cannot otherwise be marked.

In addition, you should keep a record of the serial numbers of all large denomination bills and of all sorts of negotiable papers that you may have on hand. Further, a complete record should be kept of even your non-negotiable papers for the criminal may not know whether these are of value. He may still have them on his person at the time of his apprehension and this may lead to his conviction.

After the Burglary

There are several things that you should do im-



Serial numbers will help you identify your property

mediately after a burglary to assist in the apprehension of the criminals and the recovery of your loss. The first is to avoid handling anything in your place of business until the police have arrived and given you permission. It is a common police experience to arrive at the scene of a burglary and find the fingerprints of the victim or of his employees all over the safe or the cash register that has been burglarized. This makes it very difficult, if not impossible, to get fingerprints of the criminals.

Leave everything just as you found it. There have been a number of cases where some conscientious employee has quickly cleaned up the mess that the burglars left. In doing so they have often destroyed vital evidence. Do not clean up glass, for example, that the burglar left in breaking through a window; do not even pick up the splinters of wood that he may have left in jimmying open a door. All of this may have some significance to the police. The delay will not be great and it will certainly assist the police materially if you leave things just exactly as you found them. The police will come as quickly as possible and work as fast as they can so that you can resume your normal business.

You can almost always enter your place of business safely and phone the police from there without disturbing anything. However, if it looks like you might disturb some evidence by using your own telephone it would be a good idea to go to an adjoining place of business to phone. All evidence left at a scene is

extremely important and, if it is to be used in court or if it is to be used successfully in apprehending the burglar, you must leave it entirely alone. This point cannot be over emphasized. These same rules apply to the exterior. Be careful that you do not destroy footprints or other evidence on the ground outside.

It will materially assist the police if you are able to furnish them with a list of everything that has been stolen. As mentioned above this list should include



Give the police time to investigate before you clean up

serial numbers, identifying marks, detailed descriptions and similar information that will aid in identifying the stolen merchandise. The list should include all things that were stolen, including those of little or no value since very often these less valuable items may be thrown or given away or otherwise discarded in such a manner that they leave a trail that leads to the criminal.

Just a word of caution: it is not wise to list items as stolen that actually were not taken or to list items at a greater value than they actually have. There have been cases in which, in an attempt to defraud their insurance company or to gain sympathy, some burglary victims have taken advantage of the burglary to list as "stolen" a great many items that they have not actually lost. The police and the insurance companies know that this sometimes happens. If you are not certain whether or not a specific item was stolen, do not list it as "stolen" but rather list it as "possibly stolen." This way you will be protected while at the same time the police will have proper information.

Preventing Burglaries of Homes

THE PROBLEM of preventing burglaries of homes is somewhat similar to that of protection of business places. Many of the same protection devices and methods are effective. If you want to do the best possible job of protecting your home, it is advisable to read also the section on business burglaries as some points are covered there in more detail.

Fewer professional criminals burglarize homes because there is usually not so much to steal. While there are some skilled professional burglars who specialize in stealing from the homes of the wealthy, the usual home burglar is less highly skilled than the usual business place burglar though he may be even more daring in his method of attack. There are more professional home burglars in the large cities because the property that they steal can be more easily disposed of there than in small towns. Similarly, it is easier to burglarize homes in a large city because a stranger in a neighborhood does not stand out. In heavily populated districts very few people know the other residents of the area and may not be familiar with more than a handful of the residents of even their own building.

Just as in the case of business burglars home burglars may operate singly or in groups. Further, as in the case of business burglaries, there are criminals who prowl around looking for opportunities to commit profitable burglaries with little danger of being caught. If they see a home that looks like it would be easy to burglarize, they may go in and commit a burglary with very little planning or forethought. Such criminals are strictly opportunists.

Like other criminals the home burglar has a tendency to follow a set pattern. If he has had success in breaking in through rear windows, he may continue to break in through rear windows even though there might be an easier place of entrance for him. Most criminals are guided by habits and superstitions in their methods of operation. However, it is unwise to count on them following any pattern because of the general unpredictability of much criminal behaviour.

In spite of this, knowledge of the more common methods used by burglars will help you protect your property against loss.

Daytime Burglaries

There are certain types of burglaries that occur most often in the daytime. A large group of thieves are known as "matinee" burglars, so named because they



Burglarizing homes is not always profitable

operate during the afternoon when many women are absent from their homes, attending the theater, club meetings or shopping. In any residential area a considerable portion of the population will be absent in the afternoon. This is less true of the morning hours when women usually are doing their housework.

Another type of daytime burglar is simply a prowler. He takes anything he can steal. He may pose as a peddler and actually may make a considerable income

legitimately. He will take advantage, however, of any opportunity for a criminal act. For example, if you make a purchase from him and then go into another part of your home to get your purse he may step in quickly and pick up anything of value and drop it into his sample case. He may take the opportunity to steal your door key and make an impression of it in



Some thieves pose as salesmen

wax or clay; he may loosen the set screw that holds your cylinder type lock in place or push the button releasing your night lock. If he finds no one at home he may attempt to break in or he may steal laundry from the clothesline or anything he finds lying around the yard or on the porch.

Another type of burglar sizes up the places that he is going to burglarize by pretending to be a salesman, a utility employee, a building inspector, a real estate man or any other person that you might let into your home. All he wants is a chance to look over the house to plan how he will get in later. He may come to your door to ask directions or inquire about locating someone living in your neighborhood. This sort of a call should always be regarded with suspicion particularly if you are unable to give him the address or other information he requests. Similarly, you should be suspicious of anyone who hangs around your neighborhood and appears to be looking over the area. These people, of course, try to make themselves as inconspicuous as possible, but very often they are not too successful in

this. In the event that you notice such a person in your neighborhood it is well to call the police. They appreciate this sort of call and you may prevent a burglary—the burglary of your own home or one of your neighbors.

Nighttime or Daytime Burglars

There are a few burglars who work either in the nighttime or the daytime. One such type is the "party" burglar. He takes advantage of the fact that during a party the guests' coats, hats and even purses may be left in one room of the house while the party is gathered in another room making so much noise that his entrance will not be noticed. These thieves may work during afternoon parties but especially during evening parties. They want to break into the house and get out again just as quickly and easily as they can. They will snatch only what is at hand and will spend little time in opening dresser drawers, closets or desks unless they are looking for something specific. These burglars read the papers and find out when and where the big parties are going to be. In some cases they may cruise around a neighborhood looking for a house where a party is in progress.

Another type of burglar who operates both in the daytime and at night will call the home of his intended victim from a nearby telephone. If no one answers he assumes the place is safe to enter. If someone does answer he will hang up or pretend that he has been given the wrong number.

Nighttime Burglars

There is a wide variety of nighttime burglars. Only one out of three burglaries occurs during the daytime; the large proportion occur at night because the chances of a burglar's being seen or heard are much less.

The so-called "hot" burglar prefers to break into homes where he knows for certain that his victims are at home. He usually works only when he believes that the people are asleep. He forces his entry only at points where he can work noiselessly and he works very fast. He takes only what is immediately available and leaves just as soon as possible. One kind of burglar actually prefers working in the same room where people are sleeping; this way he can keep his eye on them. He depends on being able to get out of the room before they become fully awake. This burglar, like every other experienced burglar, always plans his method of escape as soon as he enters. As a result, he can be outdoors before you are entirely awake. Such a burglar is obviously dangerous. While many of them will attempt to escape if the victim awakens, others may be armed with a knife or gun and offer

resistance. This is particularly true if they think they are trapped.

The "second story man" is the type of burglar who likes to operate in a part of the house that he believes is vacant. He specializes in working much like the "party" burglar except that he does not depend on a party to cover his activity. If your family is downstairs, he prefers to work on your second floor. He can gain



Some burglars like to be able to watch their victims

entrance in a variety of ways. You can still be the victim of a second story burglar even though you live in a ranch-style house. In many of these one story houses the bedroom section is set apart from the living area and the burglar can work with a fair degree of ease while you are listening to the radio, watching television or doing the dishes. This type of burglar prefers to have you doing something that makes noise, not only so you won't hear him but so he can keep track of where you are and what you are doing. He may choose to work during the time that a particularly popular radio or television program is on. He assumes that most members of the family will be listening to this program, giving him 10 or 15 minutes during which he can be fairly certain of working uninterrupted.

Another type of burglar specializes in standing on the sidewalk or in a shadow and throwing a rock

through one of your windows. If no light comes on in yours or in the adjoining home, he is pretty certain that he can work undisturbed. This is actually just a variation on the trick of phoning you or ringing your doorbell. If a rock should suddenly come through the window of your darkened home the thing to do is phone the police first and then turn on the lights only after waiting as long as you safely can. Just as soon as you turn on the lights the burglar will be scared away but by that time the chances are that the police will have a radio car in your neighborhood.

Some burglars specialize in working during vacations. Since burglars of this type can work for a comparatively long time without interruption, they usually steal more property than burglars who work at other times. These fellows observe the neighborhood and read the papers to find out when and for how long you will be gone.

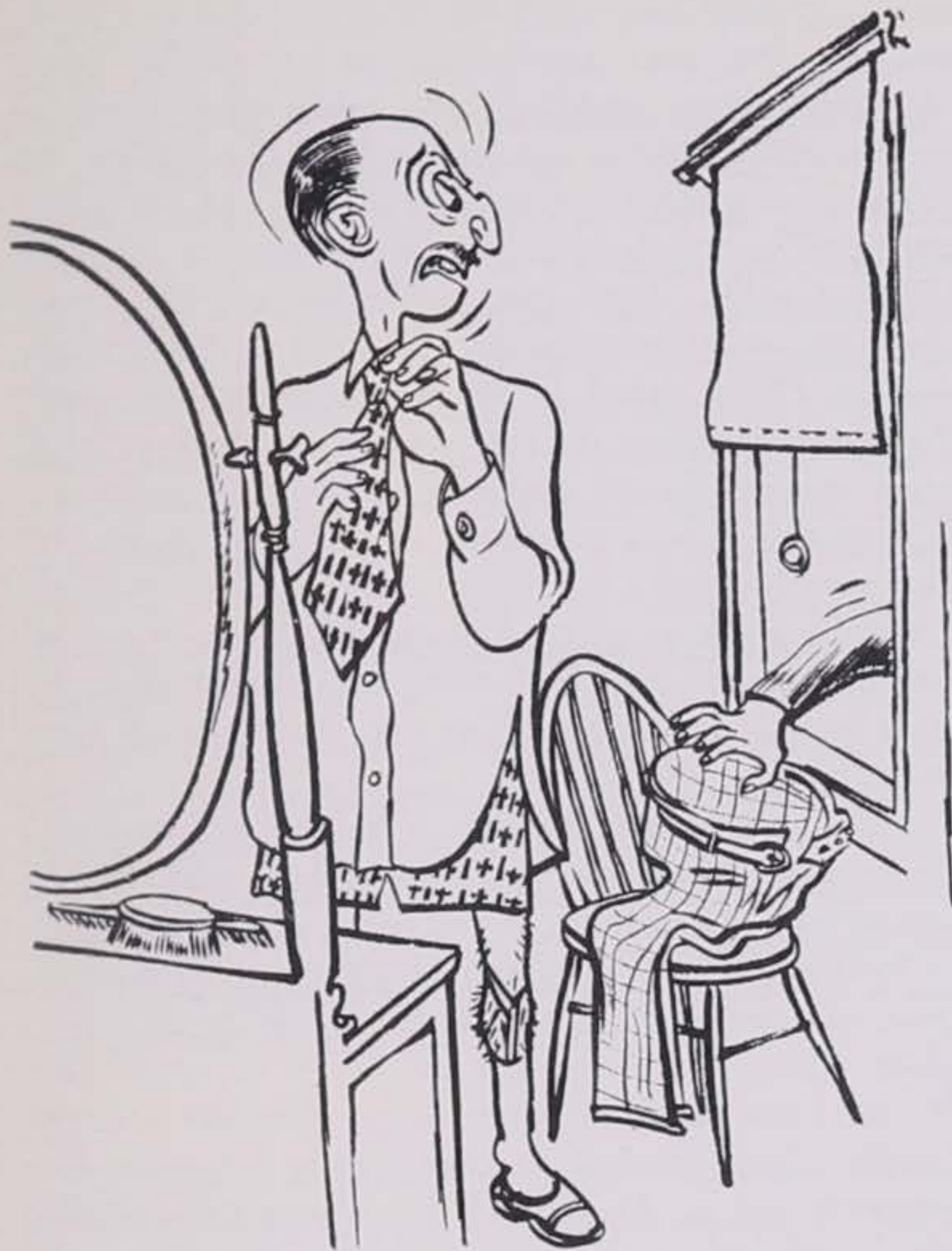
As in the case of business burglars, most home burglars specialize only in very easy breakins while a few follow the theory that the harder a place is to break into the more they are likely to get. Of course, the fellows who work on only the difficult places are in the minority. This takes more skill in planning than the usual prowler bothers to give to his job.

One favorite burglary method in many areas is to reach in through open windows and snatch whatever is at hand. Bedroom windows are very often the target. It is a common practice for men to lay their trousers over a chair or a hanger that may be accessible from the window. In many cases the burglar uses a fish pole or a similar rod to reach in and take the object he is after. They get clever at being able to pick up relatively small objects such as women's handbags or even billfolds. Often a burglar of this type can work quickly and with very little hazard to himself. In addition, in some types of apartment buildings or hotels he may be able to gain an entrance in this manner that he cannot in any other way.

One type of criminal specializes in following people home at night. This types often haunts bars, and when a patron who may have been drinking too much flashes a large bank roll, he immediately sees a good chance for a criminal act. Of course, many criminals of this type hold up the victim on his way home. The true burglar, however, does not like to put himself in the personal hazard that a robbery entails so he will follow his victim home and burglarize the house.

Apartment House Burglars

Apartment house burglars operate in many of the same ways that house burglars do. However, their methods of attack are limited since in many cases an apartment has only a front door and a back door with



A lot of people have been victims of the "snatch and run" burglar

very few or perhaps no windows through which a burglar can enter. In addition, every apartment has immediate neighbors so that a burglar is limited in the amount of noise he can make in gaining entry. Once he has gained entry, he can make about all the noise he needs to accomplish his purpose. Apartment house burglars do enjoy the advantage that in many apartment houses next door neighbors do not know each other except possibly by sight. In congested areas a stranger can come and go without becoming the center of attention that he would be in a residential neighborhood or in a small town.

Apartment house burglars are usually pretty clever men at getting through a door since this is their main point of entrance. They have worked out a number of methods of operation. One clever method requires an accomplice. One burglar goes up and breaks into a specific apartment after determining that it is unoccupied. His accomplice remains in the lobby and puts a dummy letter in the mailbox of that apartment. He then hangs around the lobby at a point where he can observe this mailbox and if anyone opens the box and takes out the letter, he buzzes the apartment as soon

as the person has left the lobby. This usually gives ample warning to his partner.

Hotel Burglars

Hotel burglars are usually a specialized group. They must be reasonably clever since every well run large hotel has at least one house officer. Both men and women work as hotel burglars. Few women work as business place or home burglars but it is not unusual to find them working in hotels. The usual method is for the burglar to walk down the hall, trying all the doors, looking for one that is unlocked. If they are discovered trying to enter a room, they resort to various pretenses to try to explain their presence. For example, the burglar may pretend to be intoxicated. The occupant of the room will realize that he was



Burglars have many poses

negligent in not locking his door and will be more concerned with getting the "drunk" out of the room than with worrying that this may be a burglary attempt. A variation of this, of course, is for the burglar to claim that he is on the wrong floor or that he has mistaken his room number. Another variation in hotel burglary is to register in a room and then keep the key when he checks out. In all but the very best man-

aged hotels he would be able to return to that room at a later date and unlock it with this key.

There are relatively few ways that a burglar can enter a hotel room. The usual break into a hotel room is through the door. The lock may be picked, the bolt forced, the bolt pushed back if it is not deadlocked, or the panel may be broken out of the door. In good hotel construction these methods of entry are difficult but in older or poorly constructed hotels, these methods of entrance are rapid. If you keep valuable property in your room you can further protect it by inserting a "plug" in your lock. Any good locksmith can tell you about this.

Every reputable hotel has a safe where you may check your valuables without charge. In addition, in the better hotels you will find that the lock to your room closet is so designed that it can be unlocked only by your room key. A locksmith can sell you an auxiliary lock that can be placed on this door to make it more secure. This will greatly reduce the risk of burglary. You should certainly, of course, lock your hotel door when you retire and lock it fully. Most hotel locks are well made and can be satisfactorily deadlocked from within the room.

You should consider the possibility of a "fishpole" burglar working through your transom or window if the window to your room can be reached from an adjoining room or from a hallway. In some hotels certain rooms also serve as exits to the fire escape. This sort of room is quite difficult to make burglarproof for it is easy for a burglar to gain access to the fire escape and thence directly into the room. If you have anything of value you should use extreme caution if you are assigned to such a room.

Not All Burglars Are Just Thieves

In any discussion of the various types of burglars it should be pointed out that a great many burglars not only steal but also commit assaults or other serious crimes. While there are true specialists in the field of burglary who commit only burglaries and even only specific types of burglaries, a great many of these men are criminals who will commit any sort of criminal act depending upon the opportunity presented them. As a result, in protecting your home against burglars you must consider that not only is your property in danger but also that your family is in danger.

PROTECTING YOUR HOME

A determined burglar never has much trouble in breaking into a home. It is easy to understand why. For one thing, the windows in a home are used for ventilation and light much more than in a place of business. This means that not only are the windows

open a greater percent of the time but also that there are more windows considering the size of the building. While store buildings and many other types of commercial buildings are usually built one against the other leaving only the front and the back of the building open to attack by a burglar, homes are open on all four sides. Again, in residential neighborhoods there are many fewer passers-by than in the business district. Police patrol is not as heavily concentrated. Further, since they do not have as much to protect, home owners do not spend the money on protection devices that a business owner does. For example, you find very few safes in homes; practically no home has a watchman or an alarm system; the windows are infrequently protected by netting and almost never by steel bars or shutters such as you find in some business places.

The fact that it is easy for a burglar to break into the average home does not mean that it will not pay you to take precautions. If you make your home harder to break into, a burglar looking the neighborhood over will recognize this and will try to break into a place where the owner has not taken so much care. If you have protected your home carefully and the burglar does attempt to break in it will take him longer to get in. As a result, the chances of catching him or frightening him away are greater. Of course,



You CAN make your home absolutely burglar-proof

while you can make your home absolutely burglar-proof, in so doing you would make it look very much like a place of business or perhaps a medieval castle. It isn't worthwhile to go to this much trouble. There are a number of things that you can do that won't cost you a great deal yet at the same time will not only make a burglary less likely but will also reduce the loss if you do have a burglary. The following discussion covers many of the points that will help you make your home more nearly burglarproof. It doesn't cover every possibility and it would be a good thing to read the section of this book on business place burglaries as much of the material presented there might well apply to some specific problem that you have in your home.

It would be a good idea to look over your home and see just what sort of problems a burglar would have if he attempted to break in. There's a check form at the end of this book that will help you survey your own home protection devices. A great deal of this discussion will be about doors and windows since that is the way burglars usually get into homes.

Doors

It should go without saying that every door should have a good substantial jimmy-proof and pick-proof lock. In looking over homes that have been burglarized you find that many of the locks are of the cheapest possible construction and wouldn't withstand the concentrated effort of a 10 year-old child let alone that of a skilled burglar. All of the good lock manufacturers make excellent locks at reasonable prices that you can't jimmy open and that only the most skilled burglar can pick. These locks are so well made that they will last a lifetime so your first investment is your last one. All the jimmy-proof locks are built so that they will also "deadlock." This means that the lock is so constructed it can be opened only by using the proper key. The criminal cannot open your door by pushing the bolt back into the lock with a thin-bladed knife nor can he open it by breaking out the glass in the door or an adjacent window or panel in the door and reaching around and opening the lock from the inside. While it is admittedly not so convenient to have to use the key to lock your door when you leave or to lock the door from the inside and then remove the key from the lock, it is still the only safe way of locking a door. On solidly built doors where even the panels are of thick substantial wood it may be that you do not need a lock that can be opened only from the inside with the key. Any good locksmith, hardware store or lumber yard will be glad to talk over your problems with you and recommend the type of lock that will give you the maximum security.

It is always a good idea to have a chain lock on any outside door. This allows the door to be opened a few inches so that you can talk to anyone outside or pass through small packages yet at the same time makes it impossible for the caller to push the door open. The chain lock is a good auxiliary lock so far as burglars are concerned. It will help to slow them down a little



Even a child can open many household locks

and since it is so valuable in preventing intrusions when you've opened the door yourself, you should always have one in place.

If you are designing a new home it would be well to consider the possibility of having as little glass in the door as possible. If a door with only a few small panes of glass near the top of the panel will fit just as well into your architectural plan, it will give you more privacy and considerably more security. It may be that some outside doors could be completely solid.

Most outside doors open inward. However there are cases where doors opening onto an outside porch or some other special location may open outward. This means that the pins in the door hinges are on the outside of the door. It is a very easy job to knock these pins out and lift the door right off its hinges. A burglar can do this in a minute or two and make little noise. If you have a door where the hinges are on the

outside of the door, be certain that they are the type where the hinge pins are fastened securely in place.

Be sure that ALL of your outside doors have good locks. It is not unusual to find a home where the front and the back doors both have good substantial jimmy-proof locks yet find a door onto an outside porch has only the cheapest possible lock. Again, French doors may be locked by the flimsiest sort of device. Look at your little-used doors and make certain that they are secure. Your porch doors, doors to terraces and the door into the garage may not be equipped with a lock that will stop a burglar for more than 30 seconds. Remember that the burglar will do a good job of looking your house over and he will certainly find the easiest place to break in. It does no good to lock three out of four doors securely because he will certainly find the fourth door and come through it.

Do not forget the doors that open directly into the basement or doors that open onto an outside porch or balcony. Both of these locations are favorite spots



An expert locksmith is the man to talk to about secure locks

for burglars to enter since very often they can work unobserved. You may have an outside basement entrance that you rarely use. As a result, the door may not even be locked, or the lock may be in very poor

condition. Similarly, very few upstairs doors have secure locks. It is a much easier matter than you would suppose for a burglar to climb up to a second floor of a house. So look around and see just how many doors you actually have in your house and just how secure they are.

It may be a good idea to lock certain doors in the interior of your house. Much will depend upon your design. In any case, do not create a fire hazard by locking some of the interior doors so that it would delay your escape in case your home caught on fire. However, it may not only be a good protection against burglary but a good protection against fire danger if you lock the door to your basement. It is relatively easy for a burglar to break into a basement and then come on up into the house. A good substantial basement door will keep him down there. Further, a great many fires start in the basement and come right up the stairway since it forms a sort of natural chimney. A sturdy wood door will retard a fire long enough so that you will have time to get out of the house and call the fire department.

Windows

There are many ways in which a burglar can get through a window. In most homes locks on the windows are usually so lightly constructed and so insecurely mounted that it is an easy matter for a burglar to pry the window open by pulling the lock loose. Also, window glass is an obvious weak point; it is easy to break out the glass and reach in and unlock the window. Glass can be broken out silently by covering the area with adhesive tape so that the fragments do not fall. Or the burglar can cut out a section of the glass just above the lock with a glass cutter. In wooden construction it is possible to lift out the entire window frame. The metal frame windows that are used in some modern construction are much safer than wooden frame windows but the glass is still a weak point. Some of these metal windows have a relatively secure locking device on which you can put an auxiliary padlock. This makes it extremely difficult for the burglar to get in. Of course, if he has a little time he can break out several sections of glass and then saw through the metal window frame.

There are a number of window locks on the market that are more secure than the type you ordinarily see. The best of these locks are so designed that it is possible to lock your window when it is part way open so you may have ventilation. This is a valuable feature since very few home owners want to go to the trouble of closing all their windows at night and then reopening them in the morning, especially during hot weather.

Your storm windows or screens should be hooked from the inside. While a burglar can cut a screen or break the glass in a storm window, he would much rather just lift the window out of the frame. Hooks on the inside will prevent this. It may be that in some



It is easier than you might think for a burglar to get in a second floor window

locations you will want bars or ornamental grills on the outside of a window. This is particularly true of apartments where the burglary hazard may be unusually high and where the window can be reached from an adjoining roof, porch or similar point. You can buy window grills that are rather attractive and entirely secure.

If you are planning a new house or if you are remodeling you should consider the use of glass bricks in certain locations. Very few burglars will try to penetrate a glass brick wall yet at the same time glass bricks have many of the advantages of conventional windows.

Don't count on your second floor windows being safe. It was previously pointed out that there are a number of burglars who specialize in second floor work and may be upstairs rummaging around while you are enjoying yourself at a party downstairs. Lock up your ladders. Look over your trellises. They may be ornamental but they also may provide a good way of entry to second floor windows or to a second floor

porch where a burglar could easily gain entry through a door or a window. Even large vines may be used by a burglar. Certainly they are used commonly enough in more romantic movies when the hero wants to gain access to the heroine's balcony. Rough stone work or ornamental brick work or similar construction materials or decorations may serve as excellent footholds for an active burglar. Actually, the climb from ground level to a second floor window may be only twelve or fourteen feet. The hazard to a skilled man in such a climb is almost non-existent. You shouldn't rely upon height alone for security.

Don't forget basement windows. A small burglar or juvenile can get through even a very small window. If your entire family sleeps on the second floor, a bur-



Glass bricks slow down burglars

glar can usually enter your basement undetected. Very often the location of basement windows is such that a burglar can break any lock on the window or pry the window open without being observed. For this reason you may want to put bars on your basement windows. A steel basement window properly locked from the inside can be reasonably secure. Do not depend upon wire mesh glass as being burglarproof. This glass is

only intended to be fireproof and can be broken out of a frame almost as readily as ordinary glass.

If you have an attached garage, be sure to check the garage windows. Not only do you have valuable things in the garage, but very often access from the garage to the house is not as difficult as a break in at some other point. Of course, if you have the door



Some burglars are expert climbers

from the garage into the house properly locked this point should be relatively secure. Even though your garage appears to be adequately locked, do not leave the keys in your car. Once a burglar has gained access to your garage usually it is easy for him to get out of it. He can have the door open and the car out before you know what has happened even though he must make considerable noise in doing so. Even though your car is insured, like every other loss you will certainly have to go through much inconvenience should it be stolen.

Fences

If even only part of your yard is fenced it may prevent some burglaries. Every burglar likes to have a clear path of escape from any place he is breaking into and he knows that a fence will slow him down. No burglar can run through a fence. Once inside, if he

runs at all, he will have to run for the gate, and his fastest escape route is strictly limited to that gate. A high, strong fence with a locked gate can be quite secure. In some parts of the country it is common to have almost the entire backyard or at least a good sized patio at the rear of the house fenced in with fence six or seven feet high. A good padlock and a strong hasp on the gates in this fence will keep out all but the most determined burglars. You should also investigate the possibility of concealing a few strands of barbed wire at the top of such a fence. Similarly, a sturdy hedge serves the same purpose. A barberry hedge or one of the similar heavy, thorny growths will keep out a great many intruders. If you have a good substantial hedge you might make it even stronger by running several strands of barbed wire through the center of the hedge. Incidentally, if you have a high hedge or fence but do not have secure gates you may actually be inviting a burglar because he will realize that he can get into the enclosed area and work in comparative privacy.

Burglar Alarms

While there are a number of excellent burglar alarms available for business places, I know of none that are suitable for private homes unless you want



Fences give burglars trouble

to spend a considerable amount of money. If you have many valuables in your home, a commercial alarm system is well worth the cost. A skillful amateur electrician can devise a satisfactory burglar alarm system. It takes considerable skill in wiring but it is possible to work up a system that would be entirely effective at reasonable cost. There have been certain small, inexpensive burglar alarms advertised from time

to time but most of these are of questionable value. One such device, for example, fires a blank cartridge. This is just a one-time proposition. If the blank cartridge does not arouse someone and if it does not frighten the burglar away, he is free to do much as he pleases. An experienced burglar will recognize what he has run into and if no one is disturbed, he will go ahead and work even more freely than he had planned to originally. There are certain mechanical bells that use a spring for power; these devices are also of questionable value.

Watchdogs

People usually think that a good watchdog must be a large, vicious animal. While the breed of dog that can bite off your arm might be effective in preventing a burglary, it is probably not the sort of dog you want around your home. It is generally agreed that the best watchdog is a small, alert dog that will bark whenever an intruder approaches or enters the house. With just a little training you can teach a dog to recognize your family and the neighbors but to bark and keep barking whenever an intruder comes around. Fox terriers, for example, make good watchdogs. A dog should be trained only to bark and never to attack. It is also a good stunt to teach your dog to eat only food that you or a member of the family gives him. This will keep the dog from being poisoned by a burglar. An alert watchdog will not only serve to scare a burglar away but will alarm your family and the neighbors whenever there is an intrusion.

DON'T INVITE THE BURGLAR IN

Why does a criminal pick a particular home to burglarize? He picks it either because it looks like it might be an easy job or because he is reasonably certain that he will make a good haul if he does burglarize it. The following section discusses some of the things that you can do to avoid tempting a burglar.

It is only natural that a burglar likes a vacant home, a place where he is relatively certain that he can work undisturbed for an hour or two. There are a number of rules that you can observe that will make your home less of a target when you leave it.

When You Go on a Trip

If you are going away for a visit or a vacation be certain to stop all deliveries to your home. Leave a note for the milkman, or better still call the dairy since a burglar might read a note you leave in a milk bottle. Tell your paper boy to quit delivering the paper and make certain that he quits when you want him to so that not even a single copy of the paper will lie on your porch for a week or so. The post office will stop

mail deliveries for you and you can pick up the accumulated mail when you return. Notify the laundry and the dry cleaners so that they will not leave deliveries on your front porch.

If you are going to be gone for only a few days and don't want to go to all this trouble, it's a good idea to have one of your neighbors pick up your deliveries. In any case it's a good thing to let the neighbors know when you are going to be gone so that if they notice anyone around the house or any lights in the house they can notify the police. In addition, it is a good plan to ask the neighbors to come over and pick up



A smart watch dog is good protection for your home

any handbills or circulars that might be left on your front porch.

Make arrangements to keep your lawn mowed if you are going on an extended trip. An unkept lawn is very often a good indication that the family is away. This suggestion will save you a lot of trouble when you get home anyway. Nobody likes to come home from a vacation and find the grass six inches high.

Don't pull all of your shades down tightly. This makes the house look deserted. It won't hurt to pull down some shades, particularly if you think the sun might fade your drapes, rugs or upholstery. However,

leaving most of your shades up discourages a burglar by making it look as though the house were occupied and also it increases the possibility of someone seeing him at work inside. If all the shades are down, once a burglar gets in he can work without being seen.

If you're going to be gone for a week or more, notify your local police department. Some departments have an excellent system of inspecting homes for residents on vacation. They not only check the home regularly but drop you a postal card at weekly intervals to let



This is just what a burglar looks for

you know that they have checked it. A good police department will appreciate it if you keep them informed. They know that your house will present a greater burglary hazard so they will want to give it some additional attention.

Out for the Evening

If you are going out just for the evening, it is always a good idea to leave a light on in your house. This helps to make it appear occupied. Burglars have learned that people leave a light on when they are not at home. So a burglar may try houses where he thinks no one is at home by ringing the doorbell. If no one answers he may go ahead and break in. However, if you leave on the light in the bathroom he will be less certain that the house is unoccupied if no one answers the doorbell.

It is a good idea to close your garage door whenever you leave home. This serves the double purpose of

protecting what is in the garage and also making it less obvious that you are away.

Unfortunately it is a very common habit for people



He can't be sure where you are if the bathroom light is on

to leave a house key concealed at some point near the front door. It may be under the mat, in the mailbox or even hanging on a nail beside the door. This is a most inviting set up for a burglar, particularly if there is an accompanying note stating that the key is under the mat or under the third pot of petunias from the left. There are only so many places you can hide a key on the front porch and a burglar knows all of them. He can find the key just about as fast as your Aunt Patricia can.

Certainly, whenever you go out, whether in the evening or in the daytime, make certain that your house is securely locked. Don't just slam your front door and depend on the night lock holding it. Use your key and deadlock the door.

Don't Tempt Burglars

Avoid displaying your assets. A lot of burglars read the newspapers looking for pictures or stories about people who have a lot of jewelry, furs or anything else that these criminals know they can sell readily. Such people are ideal prospective targets for bur-

glars. Even though you don't own the Hope diamond or a platinum mink coat you may qualify as an ideal target. As a matter of fact, articles in the medium price range can often be sold to "fences" more readily than more expensive things. Many clever burglars specialize in just hitting the places where they know that they can pick up a lot of very saleable property.

If you don't like banks, don't gossip about it. Many homes have been burglarized after a burglar has heard the neighborhood story that so and so has a wad of money hidden around his house because he got hurt in a bank crash way back when. You run a risk if you get that sort of reputation. Not only may a burglar break in and attempt to find your property when you are away but he may break in when you are at home and get pretty tough with you to make you tell where your savings are.

It may be good publicity for you to flash your jewelry, furs, valuable watches or even your bank roll around when you are at a party. But you may attract the attention of someone whom you would rather not meet. If they happen to see you come out of a bar dressed like Mrs. Astor's pet horse or if they see you pull out the well known "roll that would choke a cow" they are very likely to follow you home. They may whack you on the head before you get home or they may wait until after you go to sleep and come in and



Don't make a show of your wealth when thieves may be watching

help themselves. So don't make it easy for them; use a little caution.

HOLD DOWN YOUR LOSS

Here are some precautions you can take to keep down the loss in case you are ever burglarized. Keep the amount of cash you have around home at a minimum. A checking account is not only more convenient but it is safer. You actually need very little cash around the house. Burglars like to take cash because it is almost impossible to identify it. So keep your cash in the bank. While many people like to have a savings bank at home and do build up quite a surplus in it before they take it to the bank, this is not a very good idea. Look around the house and see just how much



He doesn't have to clean up the place after he's found what he wants

cash you have here and there; it might surprise you. Even though you hide your money among your socks in the bureau drawer where you have trouble finding it yourself you'd be surprised just how fast a burglar could find it. Remember he knows how to hunt better than you do and he doesn't have to clean up the place after he gets through searching. He will take the bureau drawers out and dump them on the bed and

just paw through things. This is a messy way to search but it is very effective.

If you have valuable jewelry, you ought to keep it in a safety deposit box at the bank. It's a good idea to have imitations made of your most valuable pieces for wear on ordinary occasions and wear your really expensive ornaments only on important occasions. Similarly, you may have a family silver service that is worth a lot of money, yet you keep it packed away in flannel down in back of the buffet. Think of the possibility of putting this service in a bank or in a bonded storage house. Similarly, during the summer you should store your furs with a reliable company. This not only prolongs the life of your furs but removes any possibility of burglary, particularly during the summer vacation period.

If you do keep valuables at home don't leave them lying around where they are easily seen. While a burglar can find them, it still may take him some time. If he has to hunt for them it may be that someone will scare him off before he actually finds them. You may want to look into the possibility of getting a small safe or locked box for your home. There are some very clever designs that have been developed just for home use. These are largely for fire protection of insurance policies and similar valuable papers but they will slow down any burglar and will definitely thwart the unskilled prowler who is just in to grab what he can and get out quickly.

You would do well to investigate the possibility of taking out burglary insurance. An insurance policy protects you against any actual monetary loss but, of course, it does not protect you from the inconvenience that a burglary will cause you. So, even if you do have insurance, it is a good idea to make your house just as burglarproof as possible. You will not only save yourself trouble but you will help reduce the overall burglary loss and the insurance rates that the companies must charge.

It is certainly a good practice to list all of your property and to show the serial numbers of your cameras, watches, guns, typewriters and similar things that are so numbered. With other things you should list a description showing size, color, trade mark or similar identifying information. Your fur coat, for example, may well be identified on each pelt with a permanent ink. Such a listing of your property will not only be of great aid in the event of a burglary but also will help you in the event of a fire. A great many people do not make full claim for a loss only because they do not remember all the property that has been destroyed or stolen. Taking an inventory is not particularly difficult and if you file a copy in a safe place you will be protected in the event of loss. The police would re-

cover a much higher percent of stolen merchandise if people would do this. You'd not only help yourself by getting your property back but you'd be doing a great public service since you might very well assist in the apprehension of the criminal.

WHAT TO DO IF A BURGLAR BREAKS IN

If you hear a burglar before he has actually broken in, the best thing to do is turn on the light and make some noise. You may want to raise the window and scream. In any case don't be a hero and try to catch the burglar. Frighten him away and then call the police at once. If you are in an isolated location it may be a good idea to put several floodlights on the exterior of your home with a switch so that you can operate them from a bedroom. Floodlights suddenly turned on will frighten away any burglar particularly if a



Noise will sometimes scare a burglar away

horn, low-priced siren or a bell is connected so that it is turned on with the lights. The cost is low and the lights alone can be very useful for outdoor picnics or for lighting up the area between the garage and the house.

It may be that if you hear a burglar breaking in and you are reasonably certain that he cannot get in

for a few minutes, you might go ahead and phone the police before you let him know that you hear him. In any case, though, remember that your own safety is the most important thing. Your property cannot have a greater value than your life.

If the burglar is already in the house but is downstairs or in some part of the house away from you, turn on the light and make a noise. He will probably want to get out just as fast as he can. Most burglars plan their exits so that they can leave the house in the shortest possible time. Again, let the police catch the burglar; don't you try to do it. The hazard is too great.

A GUN FOR YOUR PROTECTION

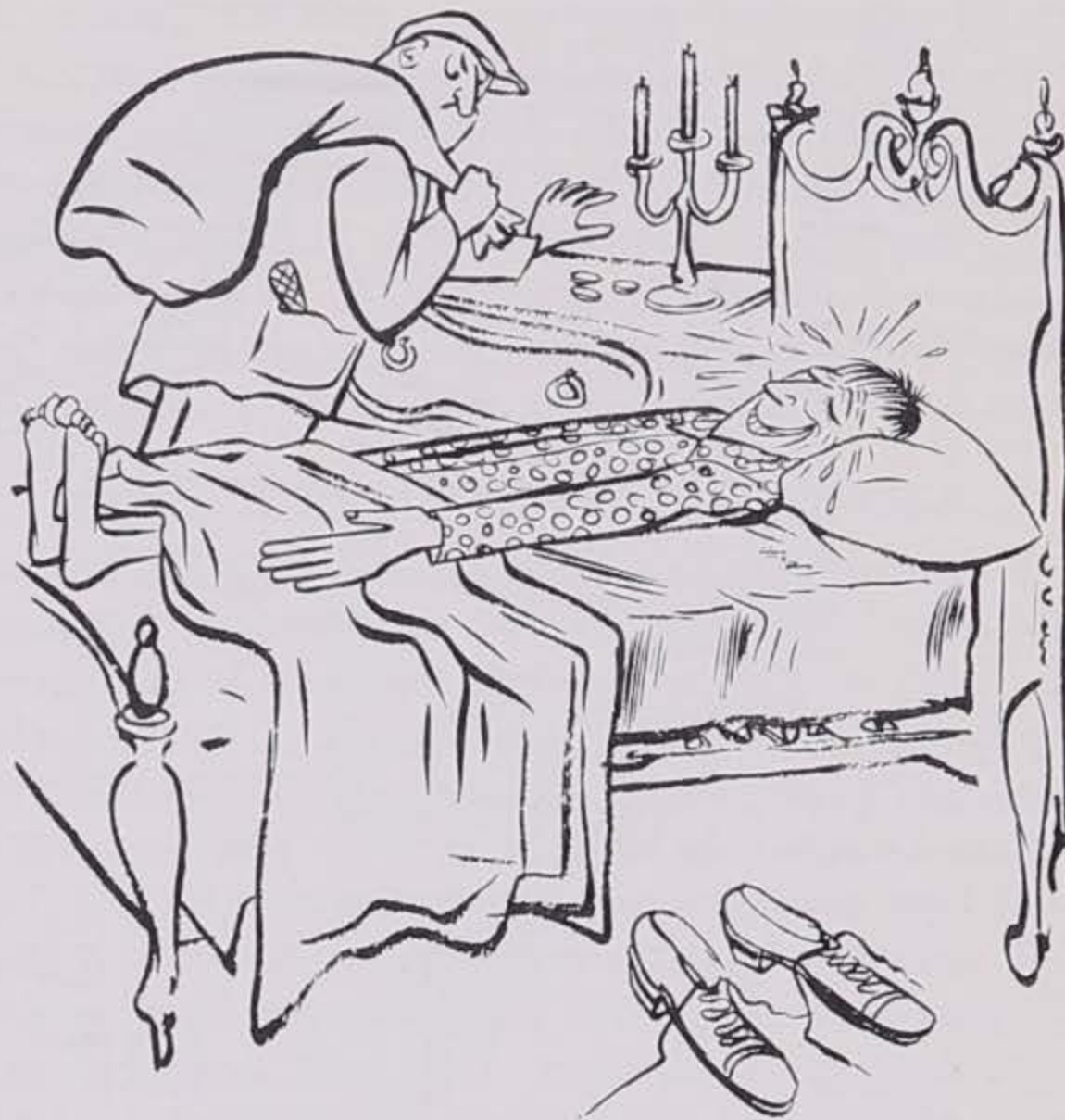
Unless you are exceptionally familiar with the use of guns it is certainly not a good policy to have one around for protection. The police see a great many revolvers that have been kept in dresser drawers, under pillows or on closet shelves because the owner thinks that they are some protection. Actually they are a great hazard. For every case where such a gun has protected someone I can cite 10 cases where a child or an adult playing with a gun has fired it accidentally and killed or seriously wounded a member of the family or a close friend. If you really know how to handle a gun and all of the safety precautions, you may use one successfully. The chances of your ever catching a burglar in a position where you can safely use the gun are so negligible that I would not recommend having one around the house for that purpose.

If you really want some sort of a weapon for pro-



Guns around the house can be more of a hazard than a help

tection the safest thing you can get is a tear-gas grenade or a tear gas gun that fires at least 12 gauge shells. The small tear gas guns that fire .38 caliber



If you discover a burglar in your bedroom don't disturb him; you may get hurt

shells or similar small size charges are of almost no value. The range is too limited. However, a tear gas grenade puts out a lot of gas and will certainly drive the prowler out of the house. It may drive you out of the house too, so take this into account in your calculations. In purchasing a tear gas grenade get the type that does not heat up. Most police grenades are made so that they heat up immediately to prevent anyone from throwing them back. They get so hot that they may start a fire and you don't want to toss one of these around your house. Don't get a tear gas grenade or cartridge that uses a liquid to produce the gas. These deteriorate far too rapidly and are not nearly as effective as the type that use a solid material. All tear gas does deteriorate and you should replace the grenade or the cartridges in line with the manufacturer's recommendations. Tear gas is perfectly harmless and you can fire directly at someone without producing any permanent ill effects as long as you do not hit him in the eye at short range.

WHAT TO DO IF YOU FIND A BURGLAR IN YOUR ROOM

If a burglar does come into your room he will most likely come in when you are asleep or when he thinks you are asleep. The best thing for you to do is just go

right on letting him think that you are asleep. Most people take at least a second or two to wake up. This gives the burglar that much notice. He may run or he may think that he is cornered and try to fight it out. By all means don't jump up and grab him because if there is any chance that he is dangerous, he most certainly will be exceedingly dangerous then. Don't sacrifice your life just to save the \$50, \$100, or \$200 or even the \$500 he may find in your bedroom. He isn't going to be in that room long. He is going to get what he can in a short time and get out of there. So your best bet is just to play dead to the world.

WHAT TO DO AFTER THE BURGLARY

Every two or three minutes somewhere in the United States someone discovers that their home or business has been burglarized. In their eagerness to straighten up the mess left by the burglar many of these people start rearranging things, then at long last they call the police. This isn't the right thing to do. They may very well have destroyed any fingerprints that the burglar left and other possible evidence. If you wake up in the morning and find that your house has been broken into, don't touch anything. It is only a natural impulse, if you find your billfold lying spread open to pick it up to see if the money is gone. Don't do it. The burglar may have left prints on a billfold. Go to the telephone immediately and call the police. Don't disturb anything even outside of the house. If it's cold weather and he left a window open, leave it open until the police get there. They will know how to close it without disturbing any prints there are on it. Since the burglar wants to work without being observed perhaps the only chance the police will have of catching him is by the proper handling of the evidence at the scene. While a great many burglars wear gloves so that they don't leave prints, others aren't that cautious and even the most cautious burglar may very well leave clues that will be of great assistance to the police in tracking him down.

While you are waiting for the police to come, try to think of any suspicious persons that you may have

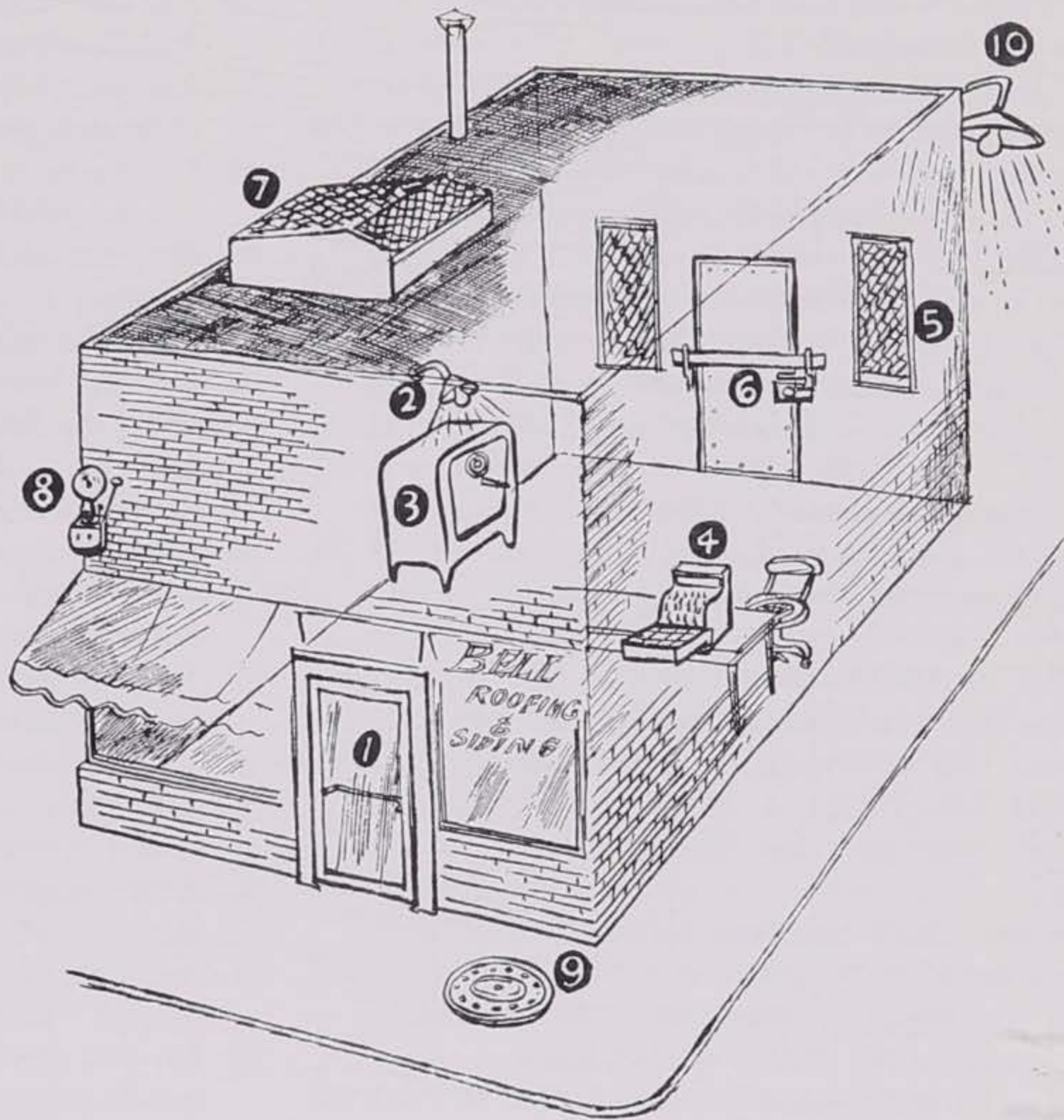


Few burglars look like criminals, but try to recall suspicious persons

seen around the neighborhood. Let the police know about any of your suspicions. It may be that your clues won't be of much assistance but all police cases are solved only by taking all available evidence and sifting it down. It is rare that the police break a case on a single clue. They must usually do it by long, tedious and hard work. Give them every bit of evidence and cooperation that you can.

Here Are the Points to Check in Your Place of Business

1. Is your front door safe? Is the lock secure? Is the frame solid? Can you deadlock the bolt?
2. Is there a night light? Is it located so as to help the police in spotting prowlers?
3. Is your safe safe? Is it fastened down securely? Is it burglarproof or just fireproof? Do you keep all of your money in it?
4. Do you empty your cash register each night? Do you leave registers open at night so that they will not be damaged by being forced open?
5. Are your windows properly protected? Do rear windows have bars, screens, shutters or alarms?
6. Are rear or side doors of solid construction? Do they have adequate bolts and locks? Are the bolts, locks and hinges securely attached?
7. Are skylights, ventilator shafts, roof hatches and similar openings secure?
8. Do you have an alarm system if you have a high value? Is your alarm in good condition? Can it be easily tampered with? Is it tested regularly?
9. Are your coal holes, sidewalk grates and similar openings properly protected?
10. Are the dark areas on the exterior properly lighted? Burglars fear light more than anything else.



Burglary Prevention Check List for Business Places

SURVEY your place of business with this check list. Every "no" check mark shows a weak point that may help a burglar. As you eliminate the "no" checks, you improve your protection.

Go through this list carefully and systematically. You may want to look over the situation at night, when most burglars work, as well as in the daytime.

Remember, this check list only POINTS OUT your weak points. You are not protected until these are corrected. Complying with those suggestions will not, of course, make your property burglarproof, but it will certainly improve your protection.

EXTERIOR	YES	NO		YES	NO
1. Are all of the points where a breakin might occur lighted by street lights, signs or your own "burglar" lights?
2. Have you protected blind alleys where a burglar might work unobserved?
			3. Are piles of stock, crates or merchandise placed so as not to give burglars hiding places?
			4. Are windows protected under loading docks or similar structures?

- | | YES | NO |
|--|-------|-------|
| 5. Have the weeds or trash adjoining your building been cleared away? | | |
| 6. If a fence would help your protection, do you have one? | | |
| 7. Is your fence high enough or protected with barbed wire? | | |
| 8. Is your fence in good repair? | | |
| 9. Is your fence fixed so that an intruder cannot crawl under it? | | |
| 10. Are boxes, materials, etc., that might help a burglar over the fence placed a safe distance from the fence? | | |
| 11. Are the gates solid and in good repair? | | |
| 12. Are the gates properly locked? | | |
| 13. Are the gate hinges secure? | | |
| 14. Have you eliminated unused gates? | | |
| 15. Have you eliminated danger from poles or similar points OUTSIDE the fence that would help a burglar over? | | |
| 16. Have you protected solid brick or wood fences that a burglar could climb and then be shielded from view? | | |
| 17. Do you check regularly to see that your gates are locked? | | |
| 18. Do you regularly clean out trash or weeds on the outside of your fence where a burglar might be concealed? | | |
| DOORS | | |
| 19. Have you secured all unused doors? | | |
| 20. Are door panels strong enough and securely fastened in place? | | |
| 21. Is the glass in back doors and similar locations protected by wire or bars? | | |
| 22. Are all of your doors designed so that the lock cannot be reached by breaking out glass or a light-weight panel? | | |
| 23. Are the hinges so designed or located that the pins cannot be pulled? | | |
| 24. Is the lock bolt so designed or protected that it cannot be pushed back with a thin instrument? | | |
| 25. Is the lock so designed or the door frame built so that the door cannot be forced by spreading the frame? | | |
| 26. Is the bolt protected or constructed so that it cannot be cut? | | |
| 27. Is the lock firmly mounted so that it cannot be pried off? | | |
| 28. Is the lock a cylinder type? | | |

- | | YES | NO |
|---|-------|-------|
| 29. Are your locks in good working order? | | |
| 30. Are the set screws holding the cylinders firmly in place? | | |
| 31. Are your keys in the possession only of trusted persons? | | |
| 32. Do you have your keys issued only to persons who actually need them? | | |
| 33. Do your doors with panic locks have auxiliary locking mechanisms for use when the building is not occupied? | | |
| 34. Do you lock your padlocks in place when the door is unlocked? | | |
| 35. Are the padlock hasps installed so that the screws cannot be removed? | | |
| 36. Are the hasps heavy enough? | | |
| 37. Are they of a grade of steel that is difficult to cut? | | |
| 38. Are they mounted so that they cannot be pried or twisted off? | | |

WINDOWS

- | | | |
|--|-------|-------|
| 39. Are easily accessible windows protected by heavy screens or bars? | | |
| 40. Are unused windows permanently closed? | | |
| 41. Are your bars or screens mounted securely? | | |
| 42. Do you use the trick of piling heavy merchandise in front of windows not needed for light or ventilation? | | |
| 43. In the case of windows not protected by bars or alarms, do you keep the windows locked or shuttered? | | |
| 44. Are the window locks so designed or located that they cannot be opened by just breaking the glass? | | |
| 45. Have you protected ALL of your seldom used windows, small windows or windows located in locations that you do not notice but that a burglar might? | | |
| 46. If you leave valuable merchandise in display windows, do you protect it with grills or similar devices? | | |
| 47. Do you remove valuable merchandise from unprotected display windows at night? | | |
| 48. Have you considered the use of glass brick in place of some windows? | | |

OTHER OPENINGS

- | | | |
|---|-------|-------|
| 49. Do you have a lock on manholes that give direct access to your building | | |
|---|-------|-------|

YES NO

or to a door that a burglar could open easily?

50. Have you permanently closed man-holes or similar openings that are no longer used?

51. Are your sidewalk doors or grates locked securely?

52. Are your sidewalk doors or grates securely in place so that the entire frame cannot be pried up?

53. Have you eliminated unnecessary skylights that are only a burglar hazard?

54. Are your accessible skylights protected with bars, net or burglar alarms?

55. Are your exposed roof hatches properly secured?

56. Are the doors to the roof or elevator penthouses strong, in good condition and securely locked?

57. Have you protected any ventilator shafts or fan openings through which a burglar might come?

58. If your transoms are large enough to admit even a small burglar, are they properly locked or protected with bars, screens or chains?

59. Have you eliminated the possibility of entrance through a sewer or a service tunnel?

60. Do your fire escapes comply with city and state fire regulations? (Remember that the protection of life is always more important than the protection of property.)

61. Are your fire exits and escapes so designed that a person can leave easily but would have difficulty in entering?

62. Do you check panic locks regularly to see that they are properly closed and in good working order?

WALLS

63. Are your walls actually as solid as they look; have you eliminated insecure openings in otherwise solid walls?

64. In checking walls, have you paid particular attention to points where a burglar can work unobserved?

65. Is your roof either secure or protected by an alarm system?

66. Have you eliminated weak points in

YES NO

your walls where entrance could be gained from an adjoining building?

SAFES

67. Is your safe designed for burglary protection as well as fire protection?

68. Is your safe approved by the Underwriters Laboratories?

69. If your safe weighs less than 750 pounds, is it fastened securely to the floor, the wall or set in concrete?

70. Is your safe located so the police can see it from outside?

71. Is your safe lighted at night?

72. If you have a vault, are the walls, as well as the door, secure?

73. Do you keep your money in your safe? (Some businessmen have sizeable amounts they don't.)

74. Do you keep your cash on hand at a minimum by banking regularly?

75. Do you spin the dial when you lock the safe?

76. Have you changed the combination if there are persons who have the combination, yet no longer need it?

77. Do you use care in working the combination so that you cannot be spied on?

78. Do you take the money out of your cash register at the close of business?

79. Do you leave your cash register open so a burglar will not damage it by forcing it open?

ALARMS

80. Have you investigated the use of a burglar alarm system?

81. If you have a system, is it fully approved by the Underwriters Laboratories?

82. Was it properly installed by competent workmen?

83. Is your burglar alarm system tested regularly?

84. Does the system cover your hazardous points fully?

85. When your building was remodeled, was the burglar alarm system remodeled, too?

WATCHMEN

86. Did you investigate your watchman when you hired him?

- | | YES | NO |
|--|-----|-----|
| 87. Has he received training? | ... | ... |
| 88. If he is armed, does he have a good gun and does he know when he can use it and how to use it? | ... | ... |
| 89. Is he supervised by use of a watchman's clock or some similar device? | ... | ... |
| 90. If you have only one or two men, do they report in at regular intervals to a point outside of your building? | ... | ... |
| 91. Does your watchman have plenty of time to perform his protection duties fully? (Or is he actually a maintenance man working at night?) | ... | ... |
| 92. If you employ a commercial watch service, do you check to see if they really do what they claim to? | ... | ... |

POLICE PROTECTION

- | | | |
|--|-----|-----|
| 93. Do you know the commanding officers in your police department? (In a large city, do you know the commanding officers in your police district?) | ... | ... |
|--|-----|-----|

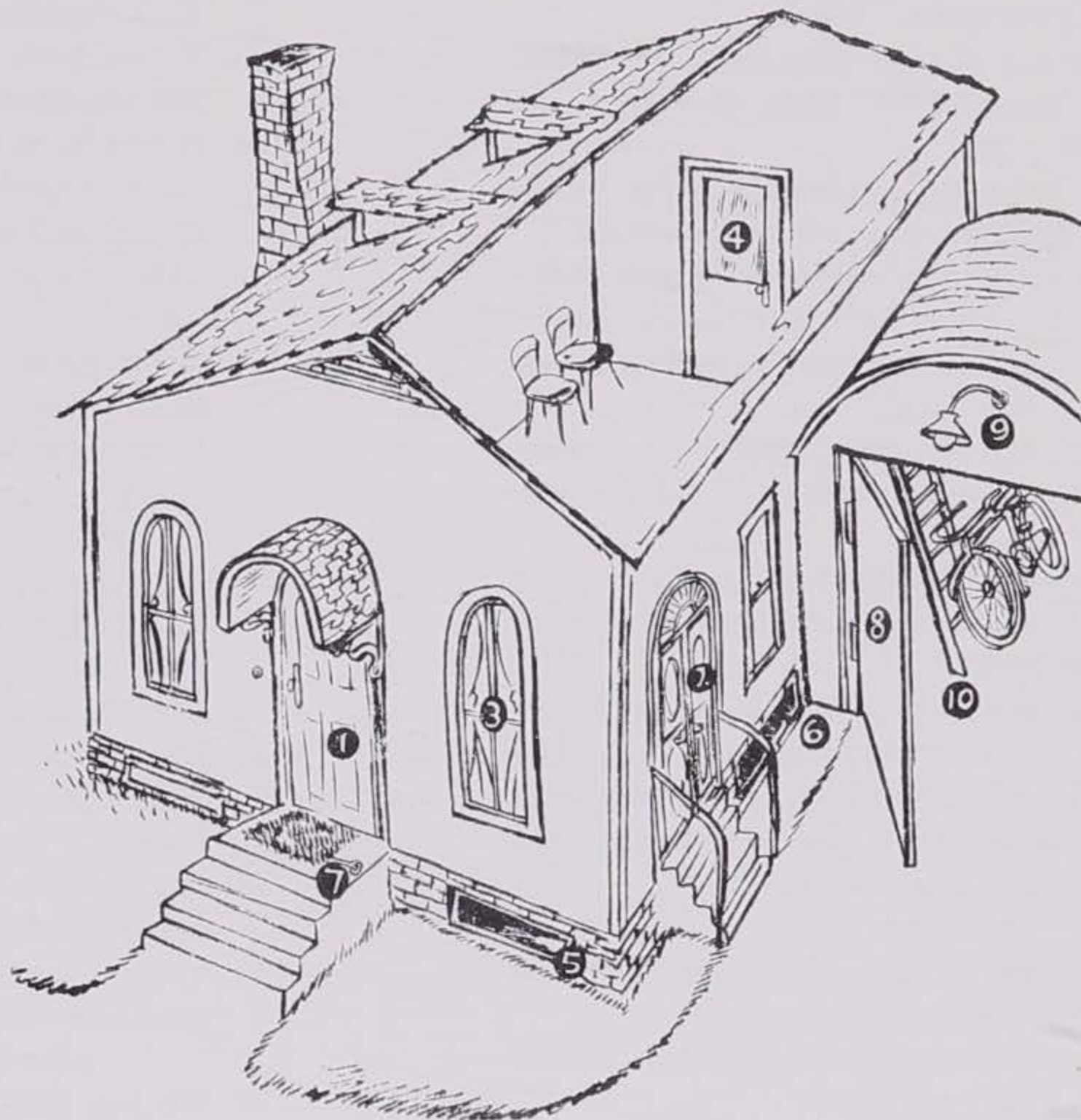
- | | YES | NO |
|---|-----|-----|
| 94. Do you know the police patrolmen who cover your area? | ... | ... |
| 95. Do you assist in civic projects to support and improve your police? | ... | ... |

MISCELLANEOUS

- | | | |
|---|-----|-----|
| 96. Do you lock up carefully at night, making certain the safe is properly closed, doors and windows locked, night lights on and that no one has hidden inside? | ... | ... |
| 97. Do you have the serial numbers or descriptions of valuable merchandise? | ... | ... |
| 98. Do you have the serial numbers or descriptions of your business equipment? | ... | ... |
| 99. Do you keep records on large denomination bills, valuable papers, etc. | ... | ... |
| 100. Have you instructed your employees to leave the scene unchanged following a burglary and to call the police? | ... | ... |

Here Are the Points to Check in Your Home

1. Do your doors have good locks, properly mounted? Is the frame solid? Can you deadlock the bolt? Do you have a chain lock?
2. Are ALL of your doors safe? Remember that a burglar likes french doors and similar light weight constructions.
3. Do you have good window locks? Do you use them?
4. How about your back door? Many houses have a fine lock on the front door and a cheap one on the back door. Can a burglar get through by just breaking out the glass?
5. Burglars will not overlook basement windows. Are yours in good repair or have you neglected them?
6. What about your coal chute and similar openings?
7. Do you leave the door keys outside? This is convenient for you but it is convenient for burglars too.
8. Do you keep a lot of things in your garage that burglars may want? Do you keep it locked up? Remember, the open door will also let him know you are not home.
9. Do you have a light on the outside of your house? This is a good way to frighten burglars.
10. Do you have your ladders locked away someplace or are they available for burglars? Remember, burglars find a good use for them.



Burglary Prevention Check List for Homes

SURVEY your home with this check list. Every "no" check mark shows a weak point that may help a burglar. As you eliminate the "no" checks, you improve your protection.

Go through this list carefully and systematically. You may want to look over the situation at night, when most burglars work, as well as in the daytime.

Remember, this check list only POINTS OUT your weak points. You are not protected until these are corrected. Complying with those suggestions will not, of course, make your property burglarproof, but it will certainly improve your protection.

It is suggested that you also go over your home using the Business Place check list as it may suggest additional points where you could improve your protection.

- | DOORS | YES | NO |
|---|-------|-------|
| 1. Are the locks on your most used outside doors of the cylinder type? | | |
| 2. Are they of either the "deadlocking" or "jimmyproof" type? | | |
| 3. Can any of your door locks be opened by breaking out glass or a panel of light wood? | | |
| 4. Do you use chain locks or other auxiliary locks on your most used doors? | | |
| 5. Do the doors without cylinder locks have a heavy bolt or some similar secure device that can be operated only from the inside? | | |
| 6. Can ALL of your doors (basement, porch, French, balcony) be securely locked? | | |
| 7. Do your basement doors have locks that allow you to isolate that part of your house? | | |
| 8. Are your locks all in good repair? | | |
| 9. Do you know everyone who has a key to your house? (Or are there some still in possession of previous owners and their servants and friends?) | | |

WINDOWS

- | | | |
|---|-------|-------|
| 10. Are your window locks properly and securely mounted? | | |
| 11. Do you keep your windows locked when they are shut? | | |
| 12. Do you use locks that allow you to lock a window that is partly open? | | |
| 13. In high hazard locations, do you use bars or ornamental grills? | | |
| 14. Are you as careful of basement and second floor windows as you are of those on the first floor? | | |
| 15. Have you made it more difficult for the burglar by locking up your ladder, avoiding trellises that can be used as a ladder or similar aids to climbing? | | |

GARAGE

- | | | |
|---|-------|-------|
| 16. Do you lock your garage at night? | | |
| 17. Do you lock your garage when you are away from home? | | |
| 18. Do you have good, secure locks on the garage doors and windows? | | |
| 19. Do you lock your car and TAKE THE KEYS OUT even when it is parked in your garage? | | |

MISCELLANEOUS DEVICES

- | | | |
|---|-------|-------|
| 20. If you have a fence or tight hedge, have you looked it over as a possible defense against burglars? | | |
| 21. If you have a burglar alarm, is it fully | | |

- | | YES | NO |
|--|-------|-------|
| approved by the Underwriters Laboratories? | | |
| 22. If you have a gun, do you know the laws regarding its use? | | |
| 23. If you have a gun, is it kept in perfect condition? | | |
| 24. If you have a gun, is it kept where it can be found only by persons who can legally and safely use it?
(The writer believes that a pistol is more of a hazard than a help because of the great danger of accidents; in almost every case, he strongly recommends against keeping one for protection.) | | |

WHEN YOU GO ON A TRIP

- | | | |
|--|-------|-------|
| 25. Do you stop ALL deliveries or arrange for neighbors to pick up papers, milk, mail, packages? | | |
| 26. Do you notify a neighbor? | | |
| 27. Do you notify your police if they provide extra protection for vacant homes? | | |
| 28. Do you leave some shades up so the house doesn't look deserted? | | |
| 29. Do you arrange to keep your lawn and garden in shape? | | |

SAFE PRACTICES

- | | | |
|--|-------|-------|
| 30. Do you plan so that you do not need to "hide" a key under the door mat? | | |
| 31. Do you keep as much cash as possible and other valuables in a bank (or bonded storage in the case of large items)? | | |
| 32. Do you keep a list of all valuable property? | | |
| 33. Do you have a list of the serial numbers of your watches, cameras, typewriters and similar items? | | |
| 34. Do you have a description of other valuable property that does not have a number? | | |
| 35. Do you avoid unnecessary display or publicity of your valuables? | | |
| 36. Have you told your family what to do if they discover a burglar breaking in or already in the house? | | |
| 37. Have you told your family to leave the house undisturbed and call the police if they discover a burglary has been committed? | | |
| 38. Do you know the phone number of the law enforcement agency that takes care of your home? | | |

