



SOUTH AUSTRALIA POLICE
KEEPING SA SAFE

PREVENTING CRIME

HOME SECURITY



Government
of South Australia

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Dear Householder,

South Australia Police (SAPOL) is committed to working in partnership with the community to prevent crime and reduce the fear of crime to ensure that South Australia is a safe place to live, visit and do business.

As a crime prevention initiative and a means of minimising the risk of an intruder entering your home, we are pleased to provide you with this Home Security book. This book has been developed to provide you with practical tips to improve your home security.

In the interest of preventing crime against residential premises, we urge you to read this book and share the information with your neighbours and friends. Take the time to complete the home security assessment and where possible, apply the recommendations.

We hope that you find the enclosed information useful in making changes to improve your home security and help you feel safer in your home.

For further assistance please contact your local police station or visit www.police.sa.gov.au





For a safer
South Australia
everyone must accept
responsibility for
crime prevention

HOME SECURITY

- Ensure appropriate keyed locks are fitted to all doors and windows.
- Even when you are outside, be sure to lock all doors and windows.
- Install a quality security screen door to the front and rear doors.
- Keep trees and bushes in front of doors and windows trimmed to avoid being used as hiding places.
- Install and activate an alarm system.
- Don't leave valuables in obvious places. Thieves often target jewellery in jewellery boxes on bedroom dressers and other valuables in bedside drawers and cupboards.
- Consider installing a safe.
- Break down packaging of expensive items and place it in your bin. Don't leave it next to your bin on the street.
- Store keys out of sight and in a safe place.
- Lock your meter box to prevent thieves interfering with your power supply (contact your local electricity provider for more information).
- Consider installing external sensor lighting.

GARAGES AND SHEDS

- Lock garages and sheds when not in use with quality locks, padlocks and chains.
- Lock all garden tools and ladders away so they can not be used to break into your home.
- Record model and serial numbers of all your tools, particularly electrical items.
- Photograph your tools and identify any markings or distinguishing features.

GOING ON HOLIDAY?

- Lock all doors, windows and gates before leaving and take spare keys with you.
- Use automatic timers to turn on lights and radios. Tune to talkback programs, as it gives an impression of people being at home.
- Leave your curtains and blinds partially open. People will not be able to see straight in and you will create doubt about whether someone is home.
- Cancel all your regular deliveries.
- Hang some old clothes on your clothes line.
- Turn your phone and doorbell volume to low.
- Never leave a holiday message on your answering machine.
- Ask a friend or trusted neighbour to:
 - park their car in your driveway and collect your mail or organise for Australia Post to hold your mail
 - put out and bring in your rubbish bins on collection day
 - listen for your alarm and leave emergency contact details and a spare set of keys with them with instructions on what to do if your alarm is activated.

PROTECT YOUR VALUABLES

MARK VALUABLE PROPERTY

- Use an engraver, ultra-violet (UV) pen or microdot technology to mark property.
- UV pens are best used for items that cannot be engraved, e.g. ceramics, antiques, etc.
- Mark your valuables with your driver's licence number, prefixed by the letter 'S' for South Australia, e.g. S123456.
- Photograph jewellery with a ruler beside it to give an indication of the actual size.
- Record all details on the Property Record in this booklet and keep it in a safe place.

PROTECT YOUR VEHICLE

- Lock your vehicle doors and close windows.
- Install and activate an alarm or immobiliser.
- Remove all valuables from your vehicle. If you can't, conceal them in the boot prior to arriving at your destination.
- Park off the road and if possible in a locked garage.
- When at home keep your keys in a safe location.
- Do not leave spare keys hidden in or around your vehicle.

PROTECT YOUR MOBILE PHONE

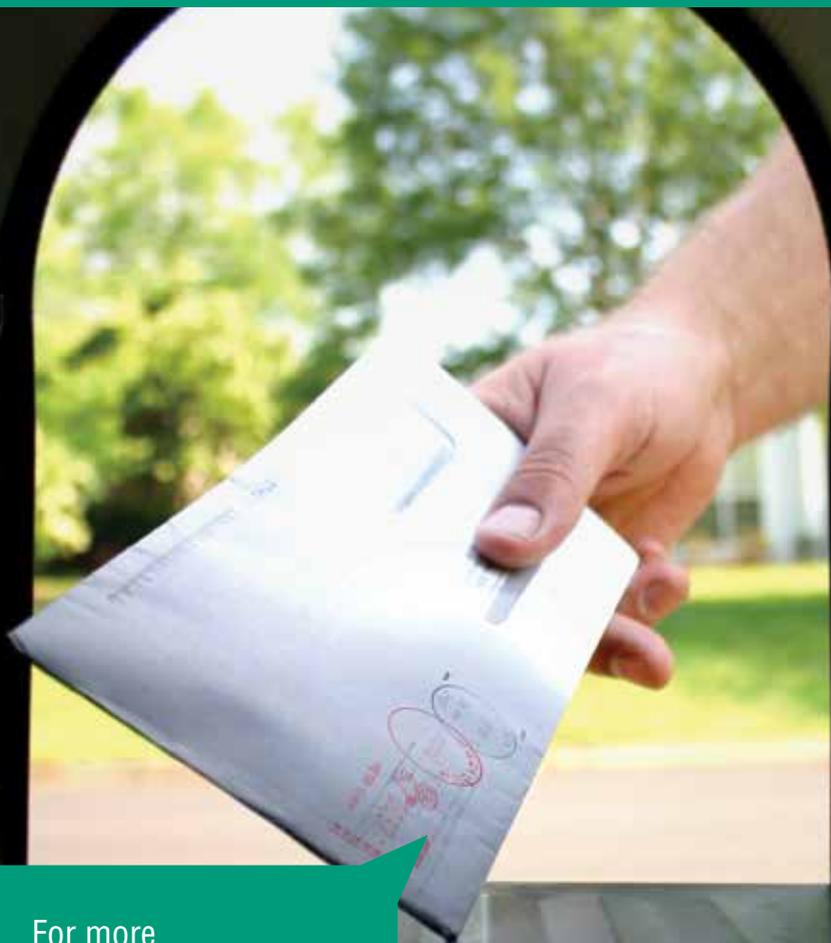
- Ensure your mobile phone has a Personal Identification Number (PIN) activated.
- Mark your mobile phone and battery with your driver's licence number prefixed by the letter 'S' for South Australia, e.g. S123456.
- If your phone is stolen, contact your network provider to disable the SIM card. Quote your IMEI (International Mobile Equipment Identity) number and they will disable the phone to make it useless to thieves. Then report the theft to police.
- Your IMEI number is unique to your phone. Press *#06# to display the number. Note the number down and keep the details in a safe place.
- Activate a 'Find my phone' app.

PROTECT YOUR COMPUTER

- Computers, laptops and other electronic equipment such as iPods and GPS devices etc should be kept in a safe place when not in use.
- Close blinds or curtains if your computer is near a window so it is not in clear view.
- Use a computer security device such as a 'cut resistant' steel cable to secure laptops to a fixed object.
- Program your computer with a password to restrict access.
- Back up data regularly and store it securely.
- If you must leave a computer in a vehicle, store it in the boot and use a cable lock to secure it.

Use a UV pen,
microdots or engraver
to mark your property





For more information see ID theft booklet 'Protecting Your Identity' at www.ag.gov.au or contact your local police station

IDENTITY THEFT

WHAT IS IDENTITY THEFT?

Identity theft is all about people stealing your good name then using it to obtain money, goods, services or other benefits.

Your identity can be stolen to open fictitious accounts in your name at banks or department stores. Thieves can access your bank accounts and credit cards or open new credit cards in your name and the result can be devastating for you and your family.

WHAT DO THIEVES ACTUALLY STEAL?

People who commit this crime steal either your mail or information containing your personal details. They seek bank and credit account statements, utility accounts, driver's licence details or other identifiers from your letterbox or rubbish bin.

TIPS TO PREVENT IDENTITY THEFT

- Lock your letterbox. A padlock is a simple but effective idea.
- Always empty your letterbox on a daily basis.
- Shred, rip up or destroy confidential personal documents (bank and credit card statements and utility accounts).
- Never put confidential or personal documents into a recycling bin.
- Be careful about giving personal information over the phone, via email or the internet. Always know who you are dealing with and where your information is going.

UNINVITED CALLERS

Most people who call at your home will be genuine, but sometimes someone may turn up unannounced, with the intention of getting into your home, deceiving you into giving them money, or having work done on your home.

Be wary of people who:

- offer cheap deals or ask for cash upfront
- offer to drive you to the bank to collect the money for payment
- pressure you into signing a contract or accepting the offer straight away.

If you are interested:

- ask for written information
- consider getting quotes from providers of your choice
- ask to view evidence of their trade qualification or licence.

You can get further information by contacting the Officer of Consumer and Business Services.

If a person is asking for a donation:

- check they have correct identification
- do not let them in your house while you get the money
- ask for a receipt if you do give money.

SAPOL HOME ASSIST PROGRAM

The SAPOL Home Assist Program is a Commonwealth Home Support Program (CHSP) that is funded by the Australian Government. The aim of the program is to improve home security and personal safety of eligible service users to allow them to remain safely in their homes. SAPOL works together with local Councils, health services and other agencies to support CHSP service users.

The South Australian Government supports SAPOL to deliver services to people living with a disability and their carers.

This program is only available for people who are CHSP eligible. To meet the criteria you must be:

- 65 years and over; or
- Aboriginal and Torres Strait Islander (50 years and over); or
- under 65 years living with a disability; or
- carers of people who meet the criteria.

WHAT SAPOL PROVIDES

- **Free security audits**

A police officer will come and visit you and conduct a free security audit of your home. You will be provided with a written document highlighting safety and security issues that could be improved. The police officer will provide you with the contact details for the Home Assist representative within your local council. You may receive assistance to implement police suggestions.

- **Free group presentations**

Police will deliver free educative presentations to groups of 15 people or more. The presentation topics include:

- **Home security and personal safety**
This presentation provides home security and safety tips
- **Safety for residents in an aged care facility**
This presentation provides security and safety advice for residents in aged care facilities
- **Safety in the client's home**
This presentation is aimed at carers and volunteers providing Home Assist services to clients in their home.

For information and to make a booking for a free security audit or a group presentation, please contact the SAPOL Home Assist Coordinator on 08 7322 3211.



Home assist aims to improve home safety enabling elderly and disabled people to remain safely in their homes



REPORTING A CRIME

EMERGENCIES

Call Triple Zero (000) when there is an emergency. For example any situation where life or injury is threatened, or any event that may cause danger to people or property.

NON-EMERGENCIES

Call 131 444 for non-urgent police assistance. For example reporting a crime that has already happened, reporting a missing person or making general police related enquiries.

Report information about criminals and their suspicious activities to Crime Stoppers on 1800 333 000 or at www.crimestopperssa.com.au. If you see something or hear something, say something. Rewards are available and you can remain anonymous.

VICTIM SUPPORT

VICTIM SUPPORT SERVICE

The Victim Support Service is a community based, not-for-profit organisation in South Australia. Qualified professional staff provide a comprehensive range of services for people who have suffered as a result of a criminal offence. This includes individual crime victims, their families, friends and the wider community. For more information go to www.victimsa.org.

VICTIM CONTACT OFFICERS

Victim Contact Officers are police officers who provide support, advice and information to victims of crime. If you require assistance, please telephone your nearest police station.

Call Triple Zero (000)
in an emergency or
131 444 for non-urgent
police assistance

SAPOL HOME SECURITY ASSESSMENT

Please answer each question in this Home Security Assessment. If you answer 'No' to any question, refer to the **Suggested Treatments** in this booklet to improve your home security.

		YES	NO	COMMENTS
HOUSE NUMBER				
1	Is the house number clearly visible from the street?			
2	Is the house number easy to see at night?			
LANDSCAPING				
3	Can people see the home clearly from the street?			
4	Are trees and shrubs neatly trimmed?			
5	Could a person attempting to hide in your yard be easily detected?			
LETTERBOX AND POWER BOARD				
6	Is the letterbox fitted with a lock?			
7	Is the letterbox emptied daily?			
8	Is the power board secured with a lock approved by your electricity authority?			
LIGHTING				
9	Is there security lighting installed to the front and rear of the home?			
10	Is it properly adjusted and working effectively?			
11	Are entry and exit points adequately lit?			
12	Does the lighting provide adequate coverage to dark areas?			
13	Do you have light timers?			
FENCES AND GATES				
14	Are fences in good condition?			
15	Are fences constructed at an appropriate height?			
16	Are gates able to be secured?			

	YES	NO	COMMENTS
DOORS			
17			Are external doors of solid construction?
18			Are door frames of solid construction?
19			Are quality key-operated locks fitted?
20			Is a peep hole (door viewer) installed?
21			Are locks in good working order?
22			Are keys removed from locks when no-one is at home?
23			Is a security/screen door installed?
24			Are sliding doors fitted with suitable keyed locks?
WINDOWS			
25			Are windows solidly constructed?
26			Are windows fitted with key-operated locks?
27			Can the keys be removed from the locks?
28			Are unused windows permanently closed and secured?
29			Are windows able to be locked open at a width of no more than 10cm?
30			Are skylights suitably secured?
INTRUDER ALARM SYSTEMS			
31			Is an intruder alarm system installed?
32			Is the alarm tested regularly?
33			Is the alarm system monitored?
34			Is the alarm operating effectively?
35			Does the alarm system cover the garage?



Security lighting should be installed around the perimeter of your property

	YES	NO	COMMENTS
GARAGE AND GARDEN SHED			
36			Can the garden shed be locked?
37			Are windows within the garage secured?
38			Are tools, gardening equipment, ladders, etc. locked away when not in use?
TELEPHONE, SAFES, KEYS AND VALUABLES			
39			Are your telephones pre-programmed with emergency contact numbers?
40			Do you have a phone near your bed for emergencies?
41			Do you have a safe installed?
42			Is the safe out of view?
43			Is the safe securely anchored?
44			Are your keys and valuables adequately secured?
45			Are keys out of view when your home is not occupied?
PROPERTY IDENTIFICATION			
46			Have you recorded details of your valuable household items?
47			Is your property engraved for easy identification?
48			Is your property photographed for easy identification?
49			Do you have insurance?
50			Are your property list and photographs adequately secured?

SUGGESTED TREATMENTS

HOUSE NUMBER

- The house number should be prominently displayed at the front of your home.
- The number should be visible at night.
- The number could also be painted on the street kerb outside your home to assist emergency services and visitors to locate your home.

LANDSCAPING

- Trees and shrubs should be trimmed to reduce hiding places and increase visibility to and from the street.
- Overhanging branches should be trimmed to prevent people using them to access other parts of the property, e.g. using a tree to get to an upper level of the house.

LETTERBOX AND POWER BOARD

- Fit your letterbox with a lock to restrict access to mail.
- The power board should be housed within a cabinet to restrict tampering with the power supply.
- The cabinet should be secured with a lock approved by your electricity authority.

LIGHTING

- Security lighting should be installed around the perimeter of the property to provide more effective illumination during the hours of darkness, with additional security lighting installed over entry and exit points.

- Security lighting should be checked and maintained in good working order.
- Consider using timers for lights when not at home.

FENCES AND GATES

- Fences can be used to define the property boundaries and restrict access to the property.
- Fences and gates should be constructed to meet your needs and requirements.
- Front fences should be of open-style construction to increase visibility onto the property.
- Consider the use of locks and self-closing gates.
- Fences and gates should be regularly maintained to maximise their effectiveness and working order.

DOORS

- External doors and frames should be of solid construction.
- These doors should be fitted with a quality deadlock, which complies with the Australia/New Zealand Standards and Fire Regulations (Australian Building Code) to enable occupants to escape in emergency situations such as fires.
- Consider having a peep hole (door viewer) installed to monitor people at the door.
- Locks should be checked and maintained on a regular basis to ensure they are in good working order.
- Keys should be removed from locks while you are absent to prevent thieves entering or leaving your home.

- Security/screen doors can be used to provide additional protection. The doors should be designed and installed to the Australian Standards.
- Consider installing patio bolts on sliding doors.

WINDOWS

- External windows and frames should be of solid construction and anchored to the building to prevent easy removal.
- It is recommended that all windows be fitted with quality key-operated locks and kept locked when not in use.
- Thieves may break glass to unlock windows. Don't leave keys in the locks.
- Some styles of windows can be locked in a partially open position. Further advice on this item can be obtained from your insurance company or a locksmith.
- Keep skylights to your home suitably secured.
- Glass within doors and windows may also be reinforced to restrict unauthorised access via these areas.
- The existing glass can be reinforced internally with a shatter-resistant adhesive film or replaced with laminated glass to reduce attacks and restrict access.
- Metal security grilles or shutters may be installed to restrict access and reduce attacks. (Note: caution should be exercised if you decide to install metal security grilles or screens. If they are not properly installed, they can trap occupants in an emergency such as a fire).

INTRUDER ALARM SYSTEMS

- An intruder alarm system can be used to enhance the physical security of your home.
- The system should be designed to provide maximum coverage of the home and garage.
- Remember to regularly check the battery and test the system.
- Research has shown that monitored intruder alarm systems are more effective as they alert your security company of intrusions.
- The intruder alarm system should be manufactured and installed to the Australian and New Zealand Standards for Domestic Applications.

GARAGE AND GARDEN SHED

- The garage and garden shed should be locked to restrict access and theft.
- Roller, tilt and panel-lift doors can be secured with additional locks in the form of hasp and staple or padlocks.
- Windows within garages and garden sheds should also be fitted with quality locks to restrict access.
- Garden tools, equipment and ladders should be locked away when not in use to prevent them being used to gain access to your home.

Implementing these suggested treatments will help reduce the possibility of a home break-in

TELEPHONE, SAFES, KEYS AND VALUABLES

- Pre-program the emergency number Triple Zero (000) into your phone speed dial function.
- For added security for valuables such as jewellery, cash and documents, consider installing a safe.
- The safe should be well concealed and fixed to the floor or embedded in foundations.
- The safe should not be left open for convenience. The key to the safe should be stored out of sight in a secure location.
- House keys, car keys and garage remote controls should be kept in a safe location, as thieves may use them to gain entry to your home or to steal your car.
- Limit the amount of cash kept at home, as it is often targeted by thieves and is often not covered by your insurance.
- Secure jewellery away in a safe place or a safe.

PROPERTY IDENTIFICATION

- Use an engraver, ultra-violet (UV) pen or micro dot technology to mark valuables.
- Mark your property with your driver's licence number, prefixed by the letter 'S' for South Australia, e.g. S123456.
- For items that cannot be engraved, e.g. ceramics, antiques, etc. mark with a UV pen.
- Photograph jewellery with a ruler beside it to give an indication of the actual size.
- Record all details on the Property Record in this booklet and keep it in a safe place.

CONCLUSION

By completing this assessment and implementing suggested treatments you are helping to reduce the opportunity of a home break-in. SAPOL encourages you to obtain your own independent advice as to the safety and security of your home. Should you require further information on the subjects listed in this assessment, please contact your local police station.



An intruder alarm system can be used to enhance the physical security of your home



The security assessment and suggested treatments have been reproduced with the permission of the NSW Police.

For further crime prevention assistance, please contact your local police station or visit www.police.sa.gov.au



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