



Padlocks

- The most common assaults on padlocks are made with bolt-cutters and pry bars. Quality padlocks should have the following:
 - Laminated or extruded cases;
 - Hardened steel shackle with a minimum diameter of 9/32 of an inch;
 - A double locking bolt providing "heel and toe" locking;
 - At least 5-pin tumblers in the cylinder;
 - A key-retaining feature that prevents removal of the key until the padlock is locked; and
 - The chain or hasp you use with the padlock should also be of high-quality hardened steel.

Alarms

There are two basic types of intruder detection alarms, i.e., ringing and silent. The basic purpose of an alarm device is to deter an intruder from entering your business or to alert law enforcement of an illegal entry and assist in the rapid apprehension of the suspect. Some of the many time-tested reliable alarm devices are as follows:

- Audio Detectors
- Motion Detectors
- Photoelectric Detectors
- Electromechanical
- Electronic Fences
- Radio Frequency
- Closed Circuit Television (CCTV)
- Electronic Doors and Gates



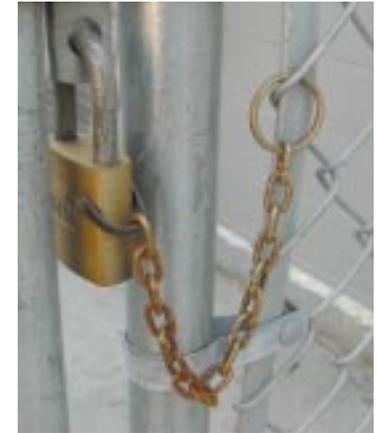
You may contact the Los Angeles Police Department by calling the following, toll free, at 1-877-ASK-LAPD (1-877-275-5273) or TTY 1-877-275-5273 for the hearing impaired. You may also obtain additional information on this subject, along with additional crime prevention tips, by visiting the Los Angeles Police Department's Web site at www.lapdonline.org and clicking on the "Crime Prevention Tips" icon.

Should you have information regarding a criminal investigation or activity, please contact your local police station or the LAPD crime hotline at 1-877-LAWFULL (1-877-529-3855).

Los Angeles Police Department
Community Relations Section
Crime Prevention Unit
150 North Los Angeles Street
Los Angeles, CA 90012
(213) 485-3134
www.lapdonline.org

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Burglary Prevention

www.lapdonline.org



Is your business safe from burglary? The following information is designed to help you fight burglary through a risk management approach. Risk management may be defined as identifying areas of criminal vulnerability, analyzing the resulting potential profit loss and implementing appropriate security measures at a reasonable cost to your business. For your business burglary prevention program to be effective, active participation, interest and concern is needed

Remember the following:

- Consider key control. Are office keys, master keys, safe keys and vehicle keys lying about? Do you know to whom your keys have been issued or entrusted? If management cannot answer these questions, your security risk factor is very high;
- Keep a record of all keys issued. Master keys and extra duplicates should be locked away for safekeeping. When a particular key is needed, everyone must sign for its use;
- Have all keys stamped with the words "Do Not Duplicate;"
- Familiarize your employees with your security systems and procedures. Efficient, alert, well-informed and understanding employees are necessary to help you protect your business;
- The address and name of your business should be visible from the street. Use large, reflectorized numbers. Mark your address with large, reflectorized numbers on the roof of your building for high visibility to police helicopter patrols;



- The entire perimeter of your property should be fenced. Depending on location, barbed-wire topping is recommended;
- When not in use, gates should be secured with good padlocks and chains;
- Electronic gates, alarms, closed circuit television, two-way communications and electric-eye gate openers assist in the detection and identification of intruders;
- Gates should have a predetermined opening and locking schedule with one employee responsible for that duty;
- Post warning signs encouraging customers and employees to always lock their unattended vehicles and to lock valuables in the trunk because valuables left in plain sight attract thieves;
- Deny burglars access to your roof by securing ladders, pallets, boxes, and crates away from your building;
- Deny burglars a place to hide by keeping grass and shrubs trimmed and debris cleared away from your property; and
- Alarms, trained guard dogs and regular security patrols will also help to secure property that must be stored outside.

Lighting

At night, properly placed lighting will deter burglars. The Los Angeles Police Department (LAPD) recommends Los Angeles Department of Water and Power (DWP) Outdoor Lighting to improve security for your business. More light usually means less crime. The DWP Outdoor Lighting can help you prevent crime and it is inexpensive and maintenance-free.

All you need is a wooden DWP utility pole with an appropriate voltage within 25 feet of your property line to mount the light. The DWP will help you select fixtures that are best for you and provide free installation. Light fixtures for your business cost approximately \$16.00 to \$21.00 a month, and provide up to 165 times as much light as a standard 60-watt bulb.

For more information regarding the DWP Outdoor Lighting program call 1-800-342-5397.

Doors

- All exterior doors should be constructed of steel or aluminum alloy or solid-core hardwood, with a minimum of 16-gauge steel on side and rear doors. Glass doors should have burglar-resistant glass installed;
- Double doors should be secured with heavy-duty, multiple point, 3" long flush bolts;
- The frame of the door must be as strong as the door;
- Exterior swinging doors should have a one-inch dead bolt with hardened steel insert and a free turning steel or brass tapered-cylinder guard;
- Double cylinder locks are recommended where glass is located within 40 inches of the locking mechanism.



Windows

- Sliding glass windows and single or double-hung sash windows should have locking pins, bolts, locks or swing latches installed to prevent opening from the building's exterior;
- Secure all windows. First floor windows should be protected with burglar resistant glass;
- To provide optimum window security install bars, grilles, grates or heavy-duty wire screening;
- Mylar window coverings are inexpensive deterrents;
- Skylights, ventilation openings, air-conditioning/heating ducts and crawl spaces are all potential entry points for burglars. Permanently secure these openings by installing metal grilles or grates. If these openings cannot be permanently secured, be sure they are protected by an alarm system;