

Residential Security Assessment

Date	Time
Name	
Address	
Postcode:	Telephone No:
Complete each question in the Residential Security Assessment. If you answer 'No' to any of the questions, we suggest you review the suggested treatments in this Document. You can also contact your Crime Prevention Officer for more information or assistance.	

Question	Yes	No	N/A	Comment
Street Number				
1. Is the street number clearly visible from the street?				
2. Is the street number clearly visible at night?				
Warning Signs				
3. Are warning signs displayed?				
4. Are warning signs appropriate?				
Fences and Gates				
5. Are perimeter fences in good condition?				
6. Are fences constructed of the appropriate materials?				
7. Can all gates be secured?				
Landscaping				
8. Can people see your home clearly from the street?				
9. Could a person be seen hiding in your yard?				
Security Lighting				
10. Is there security lighting installed?				
11. Does the security lighting work?				
12. Are entry and exit points adequately lit?				
13. Do you have light timers?				

	Question	Yes	No	N/A	Comment
Letterbox and Power board					
14	Is the letterbox fitted with an appropriate lock set?				
15	Is the power board enclosed within a cabinet?				
16	Is the cabinet fitted with an approved lock set?				
Garage and Garden Shed					
17	Can the garage be locked?				
18	Does the garage door have an additional lock set?				
19	Is the garden shed anchored to the ground?				
20	Is the garden shed locked?				
21	Are tools, gardening equipment, ladders, etc. locked away when not in use?				
22	Are windows within the garage fitted with window lock sets?				
Doors					
23	Are all external doors of solid wood construction?				
24	Are door frames of solid wood construction?				
25	Are quality lock sets fitted?				
26	Is a peep hole (door viewer) installed?				
27	Are locks in good working order?				
28	Are keys removed from locks when no person is at home?				
29	Is a solid triple locking security or screen door installed?				
30	Are security / screen door keys removed from the lock?				
31	Are sliding doors fitted with suitable lock sets?				
32	Can you restrict people from getting under your home?				
Windows					
33	Are all windows solidly constructed?				
34	Are window lock sets fitted?				
35	Are unused windows permanently closed & secured?				
36	Are windows able to be locked in a partially open position?				

	Question	Yes	No	N/A	Comment
37	Are skylights suitably secured?				
Property Identification					
38	Have you recorded details of your household items?				
39	Is your property engraved for easy identification?				
40	Is your property photographed for easy identification?				
41	Do you have property insurance?				
42	Are your property list & photographs adequately secured and updated?				
Telephone					
43	Can telephone lines be easily tampered with?				
44	Are your telephones pre-programmed with emergency services contact numbers?				
Safes					
45	Do you have a safe installed?				
46	Is the safe securely anchored?				
47	Is the safe out of view?				
48	Are locations of keys known?				
49	Are keys out of view when your home is not occupied?				
50	Are safe keys adequately secured?				
51	Is your jewellery secured?				
Intruder Alarm Systems					
52	Is an intruder alarm system installed?				
53	Is the intruder alarm system monitored?				
54	Is the intruder alarm system operating?				
55	Is the intruder alarm system used?				
56	Does the intruder alarm system cover the garage?				
57	Is the intruder alarm system tested regularly?				

Suggested Residential Security Measures

Street Number

- The street number must be prominently displayed at the front of your home to comply with local laws specific to local councils pursuant to Local Government Act 1989.
- The number should be a minimum height of 120 mm and be visible at night.
- The number could also be painted on the street kerb outside your home to assist emergency services & visitors to locate your home.

Warning Signs

- Warning signs should be displayed around the perimeter of your home and property to warn intruders of what security treatments have been implemented to reduce opportunities for crime.
- Be careful of using warning signs that suggest a security treatment that does not exist.
- Thieves look for other cues to confirm if security treatments do exist.
- *Warning. Trespassers will be prosecuted.*
- *Warning. This property is under electronic surveillance,*

Fences & Gates

- Fences can be used to define the property boundaries and restrict access to the property.
- Fences and gates should be constructed to reflect the individual's needs and requirements.
- Front fences should be of open-style construction to increase visibility onto the property.
- Consider the use of self-closing gates and lock sets.
- Fences and gates should be regularly maintained to maximise their effectiveness and ensure their good working order.

Landscaping

- Trees & 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.

Security Lighting

- Security lighting should be installed around the perimeter of the property to provide more effective illumination during the hours of darkness.
- Security lighting should be checked and maintained in good working order.
- Additional security lighting should be installed, particularly over entry/exit points.

- Consider using light timers to turn lights on/off when not at home.
- Timer globes are also available.

Letterbox & Power Board

- The letterbox should be fitted with a suitable lock set 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 set approved by your electricity authority.

Garage & Garden Shed

- The garage should be locked to restrict access & theft.
- Roller, tilt and panel-lift doors can be secured with additional lock sets in the form of hasp & staple & padlocks.
- Garden sheds should be securely anchored to the ground to prevent lifting.
- The garden shed should also be fitted with a suitable lock set, again to restrict access & theft.
- Windows within garages and garden sheds should also be fitted with quality lock sets 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.

Doors

- External doors & frames should be of solid construction.
- These doors should be fitted with quality deadlock sets, which comply with the Australia/New Zealand Standards & Fire Regulations (*Australian Building Code*) to enable occupants to escape in emergency situations such as fires.
- Consider having a peephole (door viewer) installed in the door 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.
- Security/screen doors should be designed and installed to the Australian Standards.
- Consideration should be given to the installation of patio bolts on sliding doors.
- Under-house access point should be secured.

Windows

- External windows & frames should be of solid construction.
- Window frames should be anchored to the building to prevent easy removal.
- It is recommended that all windows should be fitted with quality key-operated lock sets 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.
- If you have skylights to your home, keep them suitably secured.
- Further information on lock sets can be obtained from Standards Australia, Phone 1300 654 646.
- Glass within doors & windows may also be reinforced to restrict unauthorized access via these areas.
- The existing glass may be reinforced internally with a shatter-resistant adhesive film to reduce attacks & restrict access.
- The existing glass may be replaced with laminated glass, again to reduce attacks & restrict access.
- Metal security grilles or shutters may be installed to restrict access & reduce attacks.
- ***(Note: Caution should be used if you are installing metal security grilles or screens so as not to trap occupants in an emergency such as a fire).***

Property Identification

- Record descriptions/model/serial numbers of property for easy identification.
- Back up property lists from computer in case the computer is lost or stolen.
- Engrave or etch your property with a traceable number, e.g. V – for Victoria and your drivers licence number for identification.
- When you sell your property, place a neat line through your engraving to show that it is no longer valid.
- It is also a good idea to give the person a receipt to prove the sale of the item.
- Take a photograph and record the details of unique items to aid in their recovery if stolen.
- Consideration should be given to ensuring that you have adequate insurance for the replacement of property.
- Your property list, photographs and other documentation should be adequately secured, e.g. safe, safety deposit box.
- For items that cannot be engraved, it is suggested that you mark them with an ultra-violet pen. This marking is only visible under an ultra-violet (black) light.

Telephones

- Pre-program the speed dial function on your phone with the emergency number 000.
- Place a sticker on your telephone with the emergency number and local police number.

Safes

- For added security for valuables such as jewellery, cash and documents, consider installing a safe.
- The safe should be well concealed, fixed to the floor or embedded in foundations. This can save your personal possessions from being stolen.

- The safe should not be left open for convenience. The key to the safe should be stored out of sight in a separate room.
- The safe should be manufactured and installed to the Australian & New Zealand Standards.

Key & Valuables Control

- Spare keys should not be hidden outside the home but left with trusted friends or neighbours.
- Keys should not be left in locks or in view but should be kept in a safe location, as thieves may use them to gain entry to your home or steal your car.
- Try to limit the amount of cash kept at home, as it is often targeted by thieves and is often not covered by your insurance.
- Many people still leave their expensive jewellery in plain sight. Secure jewellery away in a safe place or a safe.

Intruder Alarm Systems

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

Conclusion

Victoria Police hopes that by using the recommendations contained within this document, criminal activity will be reduced and using the recommendations contained within this document will increase the safety of members of the community and their property. However, it does not guarantee that all risks have been identified, or that the area assessed will be free from criminal activity if its recommendations are followed. As the recipient of this report you are encouraged to obtain your own independent advice as to the safety and security of your premises and the Police Force can give no guarantee in relation to the same.

www.neighbourhoodwatch.com.au

(Check the series of 'Virtual Tours' for more useful information)

www.police.vic.gov.au

Links to Victoria Police Residential Information kit & Other Business Kits –

http://intranet/files/documents/97574_OCT-2013---Residential-Crime-Prevention-Information-Kit.pdf

http://intranet/content.asp?Document_ID=10442

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