

## Alarms

Before you invest in an alarm system, weigh the cost against your need.

- ✦ How valuable is your merchandise?
- ✦ How great is your risk?

After installing an alarm, let burglars know by putting warning signs in windows and entrances.

Every alarm system should include:

- ✦ Fail-safe battery backup
- ✦ Fire sensing capability
- ✦ Feedback device to check the system.

## Guards

Join neighboring businesses to hire a uniformed guard from a reputable security company. Check references. The security staff should be familiar with your employees, your store hours and your shoplifting and internal theft devices.

## Remember

Locks and alarms cannot prevent a burglary unless they are in use. Establish a routine for "closing up shop", locking doors and windows, and setting up alarms.

## If a burglar breaks in

Your best protection against an intruder is visibility: well-lit open spaces, low counters, and large, uncluttered display windows—these precautions keep the burglar in the spotlight.

Put your safe and cash register up front so that the burglar's activity will be visible from the outside. Empty your cash drawers and leave them open so a burglar will not be tempted to break them open. Anchor safes in concrete, and make sure they have combination locks. Put locks on all interior doors and hook them into your alarm system. (Always check fire regulations before installing such locks.)

## If you suspect a burglary

- ✦ Don't enter; burglar may be inside
- ✦ Do not open for business; employees and customers may unwittingly alter valuable evidence.
- ✦ Call the police immediately.

***For further information on this program and other crime prevention material, write or call:***

**Fort Wayne Police Department  
Crime Prevention Unit  
1 E. Main Street, Suite 108  
Fort Wayne, IN 46802  
(260) 427-5999**



# Fort Wayne Police Department



# Burglary Prevention



Fort Wayne Police Department  
1 E. Main Street, Suite 108  
Fort Wayne, IN 46802  
[www.fwpd.org](http://www.fwpd.org)

Non-emergency: (260)427-1222

Emergency: CALL 911

## Barriers to Burglary

Burglary is a crime of opportunity. Make the burglar's work risky and difficult, and you stand a good chance of stopping them before they get in.

### Your first line of defense

To a burglar visibility means vulnerability. They hide behind fences and shrubbery. The key is to keep trespassers out while keeping your property visible. Use picket or chain link fences. Keep hedges trimmed to limit hiding places. Consider updating landscaping near windows with thorny shrubbery. Make sure your address is easily seen in case of emergency.



### Documentation

- ✦ Keep a complete up-to-date inventory of your merchandise and property: Office machinery, personal belongings, etc.
- ✦ Document serial numbers of property. Document IMEI number on cellular devices.
- ✦ Take photographs of any jewelry (from multiple angles).
- ✦ Store documentation in safe location, away from home or business. Best to store on thumb drive and not on computer/laptop.

### On the outside looking in

- ✦ Burglars try the doors and windows first. If burglars have difficulty there, chances are they will move on to another property.
- ✦ Be sure to breakdown any packaging left for trash pick-up. You do not want to advertise what you have purchased to the criminals.
- ✦ Do not leave valuables in your car.

## Doors

- ✦ **Locks:** the strongest are deadbolt locks with long screws in the strike plates. Make sure the bolt is long enough to go all the way into the strike plate.
- ✦ **Hinges:** Doors that swing out have hinges on the outside. A burglar can easily remove the hinge pins and lift the door out. To foil this, remove the headless screw on one side. When the door is closed, the end of the pin will fit into the opposite hole. Thus, even if the pins are removed, the door will remain bolted to the frame.

## Windows

Keep drapes closed when not at home. Protect windows by putting grates, grillwork or bars over them, or cover glass on the inside with a clear polycarbonate sheet. The sheet should extend 1-1/2 inch beyond the perimeter of the glass and be bolted to the door. Space the bolts approximately every 3 inches. Unbreakable safety glass is also available, but is more expensive.



## Other entrances

Skylights, ventilation ducts, and fire escapes tempt burglars because these openings usually are not visible from the street. Protect skylights and ducts with metal grates and iron bars. The first stair of a fire escape should be too high for the average adult to reach from the ground.

The door or window leading to the escape

should be equipped with emergency exit features: window guards should be removable or hinged to allow for an emergency exit. Keys to locked windows or doors should be nearby.

## Routines

Develop a daily routine of locking up your home. Always check garage doors are closed before dark

### Combat "Porch Pirates"

- ✦ Arrange for a neighbor who may be home during the day to pick up a delivered package.
- ✦ Have packages delivered to your work instead of home.

## Key Control

Because any lock gives way to a key, practice good key control.

- ✦ Label keys with a code, indicating if back door, receiving door, display case, etc.
- ✦ Engrave "Do not Duplicate" on all keys.
- ✦ Restrict key-access to your most trusted employees; maintain a log to record removal and return.

## Lighting

Lighting is a great crime deterrent. Update or repair outside lighting if needed. Light up all dark areas, especially around doors and windows. If your business is in a poorly lit commercial area, join with other merchants to petition local government for more lights or pool funds and underwrite the cost yourselves.

