



Office of
Crime Prevention

**BURGLARY
COCOONING
ADVICE**



Safety and Security

CRIME PREVENTION TIPS FOR
YOU AND YOUR PROPERTY

CONTENTS

Introduction	3	Safety on public transport	21
1 Home Security	4	Protect your money and yourself at ATMs	21
Home security appraisal	5	Keep your mobile phone and handbag safe	23
Other tips to help secure your home	5	Keep your identity safe	24
Gardens, fences, garages and meter boxes	6	5 Cyber Safety	25
Safes and property marking	7	Keep your computer secure	25
Security lighting	8	Keeping the whole family safe on the internet	26
Locks and alarms	9	6 Community Information	27
2 Holiday Security	13	Neighbourhood Watch	27
How to protect your home while you are on holidays	13	Crimestoppers	27
Holiday security checklist	15	Eyes on the Street	28
3 Motor Vehicle Security	16	7 Reporting	29
Ways to reduce the chance of your car being stolen	16	What to do if your house has been broken into	29
Your vehicle and personal security	16	What to do if your car is stolen	29
4 Personal Security	18	How to report assaults	29
General safety tips to avoid being attacked	18	Reporting Guide	30
You have the right to defend yourself	18	8 Emergency and Important Phone Numbers	32
Be careful in public places	19		
How to stay safe when travelling in taxis	20		



INTRODUCTION

Together we can reduce crime.

WORKING TOGETHER TO PREVENT CRIME

There are a number of things you can do to make your neighbourhood a safer and more secure place, without a lot of effort.

This booklet contains practical advice and strategies that can help you actively reduce the incidence of crime and make your life safer and more relaxed.

Just by introducing a few common sense practices into your daily routine, you can give yourself, your family, friends and neighbours much greater peace of mind.

You, your neighbours, the community and the police together can help to prevent and reduce crime. It only takes a little effort to make a criminal's life more difficult.

All the information and advice in this booklet is practical, affordable, and based on sound common sense principles. Read the booklet carefully and make use of these preventative measures wherever possible in your daily life.

If you would like more information on local services and crime prevention programs please contact your local government or your local police station.

1 HOME SECURITY

- Making your home less attractive to burglars
- Securing your premises

How to reduce the chances of your home being burgled

You can dramatically reduce the chances of your home being burgled, with some common sense and the installation of simple effective security measures such as deadlocks, window locks and security grills.

Home security appraisal: YES or NO

With every 'yes' you tick your home becomes more burglar proof

Are all doors and windows equipped with adequate locks, including garage and shed doors? **Y** **N**

Are gates kept locked when not in use? **Y** **N**

Are shrubs trimmed to eliminate hiding places? **Y** **N**

Do you have security sensor lights on the exterior of your home? **Y** **N**

Is there a peephole in your main door? **Y** **N**

Do you have auto timing switches for lights/TV/radio? **Y** **N**

Do you have a safe for your valuables? **Y** **N**

Are valuables engraved or marked for identification? **Y** **N**

Have serial numbers been recorded? **Y** **N**

Have you removed any keys hidden outside? **Y** **N**

Do you have a security alarm? **Y** **N**

Do you have a dog? **Y** **N**

Is your pet door properly secured when not in use? **Y** **N**

Are you a member of Neighbourhood Watch? **Y** **N**

Is your street number clearly visible from the street? **Y** **N**

Other tips to help secure your home

When leaving your home, ask yourself “Does it look like the house is empty?” Consider following these tips:

- At night, leave inside lights on which would normally be on if you were at home.
- Consider using electronic timing devices that turn the TV, radio or lights on and off at selected times.
- Keep doors and windows locked at all times and activate alarm systems when leaving your home.
- Consider installing movement-activated external lighting.
- Install key operated locks for doors with glass panels.
- Make windows more secure by fitting locks, safety film, security screens or external roller shutters.





GARDENS / FENCES / GARAGES / METER BOXES

- Keep trees and shrubs trimmed to minimise hiding places available to a burglar.
- Put away tools, gardening equipment and ladders. Burglars may use these to gain access.
- Remember to lock garden sheds and garages.
- Install low or see-through fences at the front of homes to deter burglars as they minimise hiding places.
- Fit an approved meter box with a viewing window. Contact your electrical supplier for further information.

SAFES / PROPERTY MARKING

- If you have a safe it is preferable to place it in the wall or securely bolted to the floor.
- Install the safe in an area with limited access to prevent swinging of implements such as sledge hammers.
- Mark valuable property with your driver's licence number and prefixed by letters of state, e.g WA 1234567.
- Photograph and record serial numbers of all valuable property and keep this information in a safe place.
- When engraving your property, engrave it on an area that cannot be easily removed, for example, engrave bicycles just in front of the pedal crank housing, underneath.
- New technology is also available for marking property and we recommend that you contact your local police for further information.



SECURITY LIGHTING

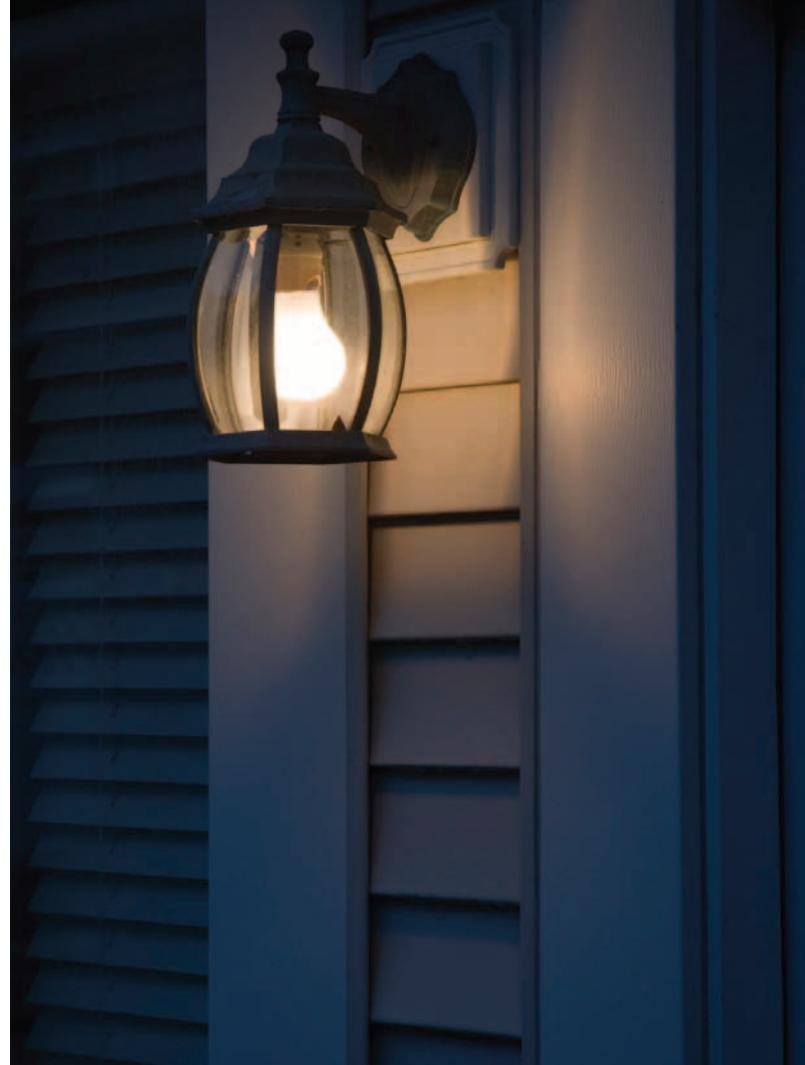
Security lighting to help prevent crime

Burglars do not like to be seen. Keep your home well lit with security lights or garden and porch lights. This is one of the simplest steps you can take to protect your home.

Which type of lighting is best for you?

There are many types of security lighting products on the market and what is right for you will depend on many factors such as your budget or size of your house.

Movement activated lights are often an ideal, cost-effective solution. Mount both the light and the sensor out of reach so intruders cannot easily damage them.



External Lighting

Use outside lighting around your home that is activated by movement sensors. These are designed to come on when someone walks outside your home after dark. The lights will also come on when you are outside your home and you will be able to see your way safely.

LOCKS AND ALARMS

Opportunistic offenders often gain entry through unlocked doors and windows.

Locks and alarms are both important, and serve different purposes. Whilst an alarm system will alert you if an offender has tried to enter your house, your door and window locks help keep them out.

Install good quality locks to all doors and windows. Check locks are working correctly and secure locks at all times even when at home. Deadlocks are a good choice of lock for doors as they prevent the theft of large objects. Have the locks keyed the same for ease of use. Also keep a spare key in your purse or wallet or give one to a friend or family member that lives close by rather than hidden outside your home.

Windows

Window locks are available for all types of windows. Consider:

- Fitting key operated locks on all windows.
- Fitting security screens on all opening windows.



Doors

When choosing a door, consider the following:

- Choose solid core construction for all external wooden doors.
- Fit all wooden doors with a double cylinder deadlock.
- Fit all sliding glass doors with a patio bolt lock.

Security screen doors

Security screens are designed for personal protection, not for protection of your property.
Security screen doors:

- Can be bypassed, but it takes time and makes noise.
- Are designed to buy time for you to ensure your safety if someone tries to get in.
- Allow you to identify visitors prior to unlocking your screen door.
- Allow you time to telephone for help.
- You can choose a dark screen door that allows you to see out but visitors cannot see in.

Choosing an alarm

Intruders are less likely to break into a home with an alarm system, and there is one to suit every home. It is essential the alarm system is installed correctly and operating for maximum effectiveness.

It is important to have a reputable, police licensed company install your alarm system and it is best practice to get an alarm system that complies with the Australian Standard 2201.

Which alarm is best for you?

For each person, the answer will be different. It depends on your home, your possessions and factors such as your lifestyle, children and even pets.

Shop around. Licensed security companies can show you the available options for your situation and needs.



Alarm technology

Most alarms have battery backup in case the power supply is cut, as well as a panic button so you can set off the alarm if you suspect there is an intruder in your home.

Alarms use remote sensors, usually connected by concealed wiring to a control panel. Sensors may include:

- Door and window switches
- Sensors triggered by movement
- Glass breakage sensors
- Shock sensors
- Smoke detectors

Who to trust when choosing an alarm system

We recommend you obtain quotes from at least three licensed security companies and always ask to see their security licence and identification. Seek advice from your local police or other independent sources.

Have you considered a monitored alarm system?

The advantage of a monitored alarm is that it uses a telephone line to alert a monitoring station of an activation. This means your home is under “security watch” around the clock whether you are home or not.

The monitoring station will make arrangements to check the premises if your alarm is activated.

Alternatively the telephone line technology can also be used to phone a land or mobile phone number. If your alarm activates it will automatically call you.

2 HOLIDAY SECURITY

How to protect your home while you are on holidays

In all the excitement and rush to organise your holiday, security is easily forgotten.

Many burglaries occur when home owners are away on holidays. A house left empty for some time may be a target for potential intruders.

By taking some simple precautions and giving your home a “lived in” look before you go on holidays, you can substantially reduce the risk of burglary.

Some simple steps to protecting your home

- Ensure all doors and windows are securely locked, preferably with deadlocks and keyed window locks.
- Let your neighbours know you will be away and ask them to watch out for visitors and collect all your mail.
- Cancel all deliveries such as newspapers.
- Consider installing automatic timing devices for lights and electrical appliances such as radios and televisions.
- Give your house keys to a trusted friend or neighbour rather than hiding them outside your home.
- Be sure to notify the keyholder when you return. This is especially important if you return home early.
- Give your neighbour or friend your contact address and telephone number.
- If you live in a Neighbourhood Watch area, tell the co-ordinator that you will be away, and for how long.



- Consider asking your neighbour to park a car in your driveway.
- Your answering machine message should simply say that you are unable to come to the phone.
- Employ a security service to patrol and check your home while you are away or advise your local government if they have a security patrol.
- Consider leaving a pair of old work boots by the front door to give the impression that someone is home.

Holiday Security Checklist: YES or NO

With every 'yes' you tick your home becomes more burglar proof. Have you:

Locked all external doors and windows?

Y N

Advised your chosen keyholder of your absence and contact details?

Y N

Locked all tools away?

Y N

Cancelled deliveries such as newspapers?

Y N

Had the mail held, redirected or arranged collection?

Y N

Disconnected power supply to electric garage doors?

Y N

Locked valuables in a safe or bank safety deposit box?

Y N

Turned down the ring volume on the telephone?

Y N

Arranged for someone to cut the lawn and water the garden?

Y N

Arranged for the care of pets?

Y N

Arranged for the payment of bills for utilities such as electricity and gas?

Y N

Engraved your valuables with your drivers licence number?

Y N

Advised your monitoring centre of your contact person and/or keyholder, if your house has a monitored alarm?

Y N

3 MOTOR VEHICLE SECURITY

Ways to reduce the chance of your car being stolen

There are proven strategies you can adopt to significantly reduce the chance of your car being stolen.

- It is compulsory to fit an approved immobiliser at the time of purchase of a vehicle.
- Park your car off the street, preferably in your yard or in a locked garage.
- If you need to park on the street at night, ensure you park in a well lit area.
- It is an offence to leave your keys in the ignition while your car is unattended.
- Close all windows and lock all doors before leaving your car.
- Remove any items from your car which may entice a thief.

- Remove cheque books, credit cards, driver's licence and registration papers from your glovebox.
- Keep a spare key in your wallet or purse rather than keeping them hidden in or on the car.

Your vehicle and personal security

Below are some tips to protect yourself while using your motor vehicle.

- Check the surrounding area before going to your car and check your back seat before getting in.
- Lock your doors after entering or leaving your car and drive with your doors locked.
- Have your keys ready before you get to the car.
- Consider storing your handbag/valuables in your car boot rather than on the passenger seat while driving.

- If your car breaks down, try to turn off the road and put on your hazard lights. When someone stops, remain locked in your car and speak to them through a small opening in the window. Ask them to call the police, an auto club or some assistance specified by you.
- Be careful when stopping for broken down cars, at accidents or in dark and isolated areas.
- When someone stops to help you, get their vehicle registration number and description of the driver and look for distinguishing features if possible.
- If you are ever followed, always report it to the police.
- Turn off your ignition if you are leaving your car unattended.



4 PERSONAL SECURITY

General safety tips to avoid being attacked

By using common sense and preventative measures you can lessen the likelihood of being attacked.

- Stay alert and aware of your surroundings at all times.
- Practice what you would do in a real life threatening situation with a friend or consider taking self-defence lessons.
- Tell your family, friends or colleagues your whereabouts and the time you expect to be returning. If you change your plans, let them know.

You have the right to defend yourself

If you are attacked, you have the right to defend yourself. However, the law does not allow the carrying of anything that could be described as a weapon. Carry a personal alarm or whistle in your hand ready for immediate use.

Be mindful of carrying anything which may be taken from you by the offender and used against you.

If you are attacked, it is impossible to say what you will do. Some people freeze, others act quickly to escape. If you are ever attacked, you will need to make a rapid decision about your attacker and decide what course of action you will take. Use physical violence against your attacker as a last resort. If you have been drinking alcohol your judgement may be impaired.



Be careful in public places

Below are some general safety tips to protect yourself in public places:

- Walk in well-lit and busy areas.
- Keep clear of walking close to overgrown bushes or trees.
- Walk against the flow of traffic, this prevents vehicles driving slowly alongside you.
- Walk with a friend or group wherever possible.
- If you regularly walk by yourself, consider varying your route.
- Have someone accompany you to your car.
- Plan ahead – how are you going to get home?
- Walk confidently at a steady pace.
- Remain alert and be aware of your surroundings.
- Turn down the volume on your iPod or earphones.

How to stay safe when travelling in taxis

Licensed taxis are safe and reasonably priced.

Here are a few tips to make your ride easier and hassle free:

- Book a taxi from inside the venue before you leave.
- Use a secure rank where available.
- If you have to wait outside, choose a well-lit area with other people present.
- Ask friends, the building security or management to escort you to your taxi.
- Tell someone your travel plans and let them know if your plans have changed.
- Remain at the taxi rank until your taxi arrives.
- Check the driver's photo identification before getting in to the taxi.
- Leave a message on your answering machine or ring a friend or family member with your destination, where you are leaving from and the taxi driver's identification number.
- Drivers have the right to ask for payment in advance, and if you pay with credit card or e-ticket, make sure you ask for a receipt.
- Drivers may refuse to transport you if you exhibit antisocial behaviour.

Safety on public transport

Below are some general safety tips for using public transport:

- When on crowded trains or buses hold bags against your chest and close the zips and clasps in visual range on your bag or backpack.
- Organise your transport from a train station so that it is there when you arrive.
- *Smartrider Add Value* machines should be used with the same safety precautions as an Automated Teller Machine (ATM).
- Turn down the volume on your iPod or earphones while travelling on public transport.
- Know your train station or bus stop number or location.
- Plan to arrive at the train station without having to wait long periods for the train – especially at night.
- When you are waiting for public transport, stand in well-lit areas and around other people.
- Look for security cameras and try to stay in clear view of them.
- Sit close to an exit.
- Report incidents as soon as possible.

Protect your money and yourself at ATMs

- Use ATMs in well-lit areas or seek out ATMs located inside buildings with security access.
- Consider using the EFTPOS service available at many shops and service stations.
- Be aware of people around you or watching you while you are using an ATM.
- Hide the keypad as you enter in your personal identification number (PIN).



- Develop a way of remembering your PIN rather than keeping a written copy.
- Hide your cash from the view of other people.
- Report concerns or problems, including the location of the ATM, to the bank.

Keep your mobile phone and handbag safe

Below are some mobile phone safety tips:

- Use a PIN and a security code on your mobile so if it is stolen it is difficult to use.
- Develop a way of remembering your PIN number rather than keeping a written copy.
- Keep your phone on you when it is not in use, rather than in a bag or purse.
- Take your phone out of your vehicle when leaving it unattended.

- Record your mobile phone's IMEI number once you purchase a new phone. This is located near the phone's battery.
- If your mobile phone is stolen, cancel your SIM card and mobile phone IMEI number immediately.
- Insert in your mobile phone book 'In Case of Emergency' (ICE) with your next of kin or a contact person's number.

Below are some handbag safety tips:

- Carry your handbag close to your body when you are out.
- Keep your bag closed, the straps firm and your purse or money out of view.
- Open your purse when others are unable to see you do it.
- Before unloading your car at home place your bag and valuables inside your house.

Keep your identity safe

Identity theft is a type of fraud that involves using a person's identity to gain benefits such as money or property.

- Shred or destroy anything that shows personal identity details before putting it in the bin, including bills, receipts and credit card statements.
- Secure your letterbox with a lock.
- Do not give information about your security or credit card details over the phone.
- Check your credit card statements for any unusual activity.
- If your wallet or purse is stolen, contact your bank and immediately cancel all cards and report the theft to the police.
- Beware of fraudulent emails. If you receive a suspicious email from a company asking for your personal information, contact the company and ask them if this is authentic.
- Avoid performing transactions on unsecure websites and do not use public computers to make transactions or to access personal information.

5 CYBER SAFETY

Keep your computer secure

If you have an unsecured wireless internet connection people can use your network without your knowledge. Unsecured connections may allow unauthorised people to download such things as illegal images or illegally download copyrighted music or movies. You may be wrongly identified as downloading that information and you may incur extra fees or face criminal charges.

- Use an encryption device for wireless internet connections.
- Use password protection for all internet connections and change this password regularly.
- Update your protection software regularly, including encryption, virus and password software.



- Use a firewall to stop unauthorised access to your computer, many firewall programs are available free of charge on the internet.
- Contact your internet service provider for technical support and security package options.

Keeping the whole family safe on the internet

There are many ways that you can protect yourself and your children from the risks of being exposed to inappropriate material, harassment and exploitation.

Some tips include:

- Install a content filter to block access to inappropriate content. Contact your internet service provider for options.
- Make sure the computer is in an open area where children may be supervised.
- Educate your children on the dangers of giving out personal information over the internet and talking to strangers online.
- You can report any offensive or illegal content that you or your children are exposed to, to the police .

6 COMMUNITY INFORMATION

Neighbourhood Watch

Neighbourhood Watch is a series of programs aimed at making individuals aware of crime prevention initiatives and activities in and around the home, within rural communities and in schools.

It is about working together as a community to improve our personal safety and household security.

Becoming a Neighbourhood Watch member is a great way to become more involved in your suburb, local community or town and to help prevent crime in your community.



Crime Stoppers

Crime Stoppers is a telephone hotline that operates seven days a week for information about any criminal activity. A specially trained team of Police Officers staff the office and telephones. You need not give your name and you can be known only by a unique code number. This enables you to remain anonymous at all times.



Eyes on the Street

The 'Eyes on the Street' program enables agencies to report suspicious behaviours, activities or locations to Police. This enables the Police to better target and act on criminal behaviour in the community.

Agencies that may be involved include local shopping centre security, local government workers such as rangers and gardens and parks workers, security companies, bus drivers and postal workers.



7 REPORTING

Who do I report to?

What to do if your home has been broken into

If you believe your home has been broken into:

- Stay outside, as the offender may still be inside.
- Call the police from your mobile, a neighbour's phone or the nearest phone box.
- Touch or move as little as possible.
- If it is obvious that no one is in the house, start making a list of all stolen property. Have the list available for the police when they attend.
- Visit your neighbours, either side and opposite your home while waiting for the police to attend as they may have seen someone suspicious. Pass any information to police.
- Notify your insurance company immediately.

What to do if your car is stolen

You need to report the crime to the police immediately. Tell police the registration number, make, model and colour of the vehicle, and where the vehicle was stolen from. Notify your insurance company immediately.

How to report assaults

If you have been assaulted, call the police as soon as possible. If you have been physically or sexually assaulted, please do not wash, shower, change clothes or clean up in any way. You could destroy vital evidence that could lead to the apprehension and conviction of the person who violated you.

You will also be asked to give a clear account of exactly what happened, so do not take painkillers, sedatives or drink alcohol.

By taking action you are helping yourself and protecting others.



Reporting Guide

If you see something suspicious or witness a crime, the following details will assist police to apprehend the offender.

1. Describe what is happening.
2. Provide as much detailed description as possible about the offender or suspicious person. Use the chart on page 31 as a guide to helping you provide information to the Police.

Information	Description
Gender	
Appearance	
Height (cm)	
Hair colour	
Hair length	
Hair type	
Build	
Complexion	
Eye colour	
Facial hair	
Distinguishing features	
Clothing worn	

8 EMERGENCY & IMPORTANT PHONE NUMBERS

Contacting police

For connection to your local police station or for police attendance (in regional and metropolitan areas) **131 444**

For life threatening emergencies **000**

Crime Stoppers

You can report information about criminal activity by contacting the hotline **1800 333 000** or visit **www.wa.crimestoppers.com.au** to report on-line.

Graffiti

If your home or property has been vandalised with graffiti, or you see graffiti you can report it on the Graffiti Hotline **1800 44 22 55** or Goodbye Graffiti website: **www.goodbyegraffiti.wa.gov.au**

Neighbourhood Watch

For more information or to become a member contact Neighbourhood Watch on **(08) 9356 0558** or email **info@nhw.wa.gov.au**

Office of Crime Prevention
Level 5, 197 St Georges Terrace
PERTH, WESTERN AUSTRALIA 6000
Telephone: 08 9222 9733
Facsimile: 08 9222 8705
Email: crimeprevention@ocp.wa.gov.au
Website: www.crimeprevention.wa.gov.au

