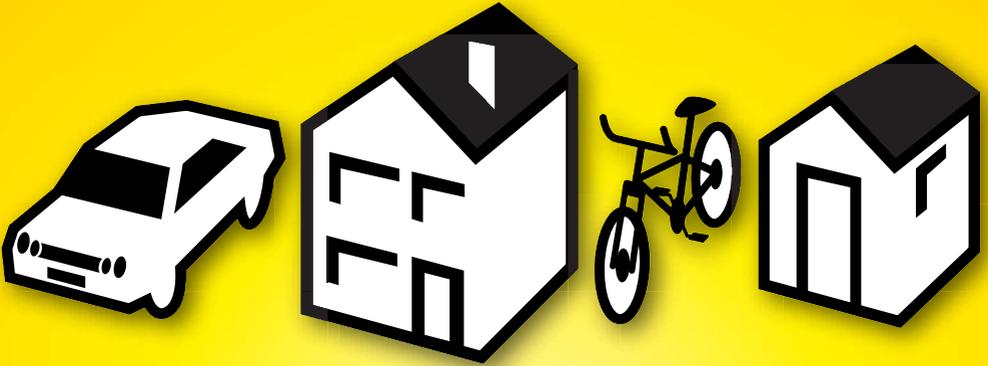


Burglary Prevention Toolkit



Crime Prevention Advice from West Yorkshire Police

A burglary has occurred on:
(Street and crime reference number)

Between:
(Insert time and date)

**If you have any information please contact 101 or Crimestoppers
anonymously on 0800 555 111**

Team

Email

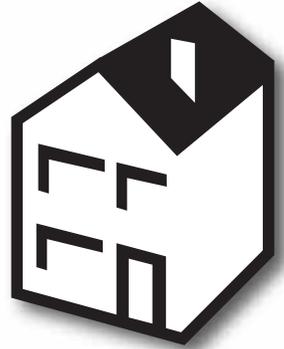
Contact No.

Officer



Your Home

The crime prevention advice below is about perimeter security, the shell of the building and possible targets within the home. It is recommended that where advice is given about security products that they comply with British or the equivalent European Standards.



Perimeter

The first thing to think about is the space around your home and the garden. Don't allow your garden to present opportunities for the criminal.

- Make sure neighbours can see your property by cutting back hedges, trees and bushes.
- Keep fencing below 6ft in height to allow uninterrupted surveillance. Trellis topping also makes climbing difficult.
- Secure garden furniture to the ground and take photographs of it.
- Ladders and garden tools should be locked away, as they can be used by offenders to gain access to your home.
- Consider defensive planting. The use of prickly plants creates a physical and psychological barrier and have proven to be a successful deterrent. Criminals know that a small item of ripped clothing or blood can help the Police identify them. Consider using the following plants:
 - Berberis Stenophylla (Barberry)
 - Berberis Julianae (Barberry)
 - Ilex Aquifolium 'Ferox Argentea' (Hedgehog Holly)
 - Mahonia Media 'Winter Sun'
 - Pyracantha Orange Glow (Firethorn)
 - Chaenomeles X Superba 'Crimson and Gold' (Japonica)

Lighting

Keep your property well lit during the hours of darkness:

- Make sure that existing lighting is maintained in working order.
- If installing new lighting, West Yorkshire Police and the Home Office recommend low wattage lights known as 'dusk to dawn' lighting.
- Fit outdoor lights out of easy reach - at a height of at least 2.5 metres (8 feet)

Intruder Alarms

Intruder alarms can be used to improve physical security measures in your home. They should be used as a deterrent and a means of summoning help if physical security is breached. Your system should meet European Standard EN50131 - 1

There are two main types of alarm systems:

Audible only - When the alarm is activated it operates an internal and/or external siren to attract attention to the property.

Remotely Monitored System - When the alarm is activated it sends a signal to a central monitoring station which will automatically call a keyholder of your choice, and if you require it, the police.

If you decide on a police response to your alarm it must be installed and maintained by a company that conforms to the NPCC Police Response to Security Systems Policy. Currently only two such organisations are accepted by the police:

NACOSS (NSI) Inspectorate
Tel: 0191 2963242
Web: www.nsi.org.uk

The Security Systems and Alarm
Inspection Board (SSAIB)
Tel: 01628 637512
Web: www.ssaib.org

Doors

If your front and back doors are not secure, neither is your home. Two thirds of burglars gain entry through a door. Quality locks and bolts are only as strong as the door and the frame to which they are fitted. Wooden doors should be solid and at least 44mm (1¾") thick. Check that the frame is well fixed, and if weak or rotten replace it. Door frames can be strengthened with the use of metal strips screwed to the inside of the frame called 'London' or 'Birmingham' bars. Glass panels on or around doors are especially vulnerable, so it's worth replacing them with laminated glass.

If you replace a door it is better to buy a new "door set" available in different materials certified to British Standard PAS 24:2016 'Enhanced security performance requirements for doorsets and windows'. Bought as a complete kit, this shows that the door, frame, locks and fittings have been attack tested. Specify this standard if you are having replacement doors.

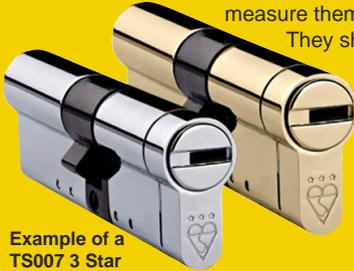
Fit 5 lever mortise deadlocks to British Standard BS3621 to all external wooden doors, which should be complemented with mortise bolts to the top and bottom of the door, including French doors.

UPVC door locks - The Eurocylinder should be a break secure cylinder conforming to TS007 (3 star rating) and Sold Secure Diamond Standard for lock cylinders (SS312). Door handles can also achieve a 2 star rating under the TS 007 testing process.

Patio doors should have the sliding section on the inside and have anti-lift blocks. Multi lock systems are recommended or install mortise security bolts with removable keys at the top and bottom of both doors.

Top 5 Tips

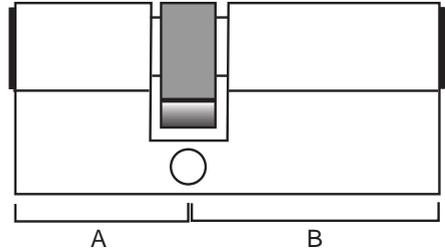
1. Look to upgrade your euro-cylinder locks if they have not achieved a 3 star rating under the TS 007 testing process or the Sold Secure Diamond Standard (SS312).
2. Enhanced security handles achieving a 2 star rating under TS 007 should also be considered.
3. Euro-cylinder locks can be changed by yourself, but you will need to measure them properly to ensure they are the right size for your door. They should not be fitted so they protrude from the door unit or handle.
4. If you are going to ask someone to upgrade your locks for you, consider using the Master Locksmiths Association. Obtain three quotes for the fitting of new locks to the standards referenced above and pick the one that best suits your circumstances.
5. Properly fitted SASH jammers, or alternative reinforcement, can provide additional security to doors.



Example of a
TS007 3 Star
Europrofile lock

How to replace your cylinder (In 5 minutes)

- Unscrew and remove the fixing screw, this is located halfway up the main lock strip on the inside edge of the door, in line with the bottom of the euro cylinder.
- Put the key in one side (use your right hand).
- Put pressure on the other key hole (with your left index finger)
- Turn the key one way and if the cylinder does not come straight out turn the key the other way, the cylinder should slide out.
- Measure the first part of the lock section A from the first section of the lock to the hole and then the same for section B again from the hole to the end of the lock. (35mm/45mm).
- Purchase the correct size for your door making the lock flush with the face of the handle cover.
- Put the new keys into the new cylinder, turn the key until the black cam is facing down then slide the cylinder in to position.
- Replace the fixing screw.
- Check the door lock operation to make sure of correct fitting.



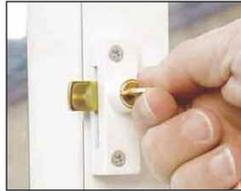
Windows

Windows are popular with burglars, either by breaking glass or just being left open. If you are replacing windows make sure they are certified to British Standard PAS 24:2016 'Enhanced security performance requirements for doorsets and windows'. Consider using laminated glass in ground floor and accessible windows such as those above a flat roof. **Laminated glass** holds together when shattered or when someone tries to break it. Ground floor, easy to reach windows, above a flat roof or near a drainpipe, should have locks **unless** used as a fire escape. In this case laminated glass still provides security. Glazing can also be protected by adding accredited adhesive window film.

All types of window have locks available to enhance security.



Metlock



Metal lock



Sash Jammer



Sash lock



Swing lock



Stay lock



Window bolt



Transom lock

Keys

Always keep house and car keys in a safe place and out of view. Never leave your house or car keys in or near a door or window. Burglars have been known to use a fishing rod or magnet on a stick to steal them through the letterbox or cat flap. It is vital that you know where your keys are in case of an emergency, so always make sure they are accessible to you.

Garden Sheds and Garages

Garages and garden sheds in particular are vulnerable to attack simply because of the construction of the building, so to keep your property secure please consider the recommendations below:

- Fit strong padlocks and hardware to shed and garage doors. Make sure padlocks conform to British Standard BS EN12320.
- Fit locks or bars to windows.
- Lock ladders inside your garage or shed.
- Consider lockable steel boxes or anchor posts fitted to the floor to secure tools and equipment.
- Garden tools and machinery should be permanently marked with your postcode.
- Garden machinery, motorcycles and bicycles should be secured inside the shed or garage using high tensile steel rope and high security closed shackle padlocks to British Standard BS EN12320 using ground anchors.



Is anybody in?

Most burglaries take place when the house is empty during the evening or in the hours of darkness. Use automatic timer switches to turn lights on when it gets dark, these can also be used to turn on other appliances such as radios. You can also purchase a 'fake/simulated' TV unit to make it look like the house is occupied.

Surveillance

CCTV can be used to enhance the physical security of your home. Careful consideration should be given to the type of system you install. The presence of CCTV should be supported by suitable signage. Make sure that all component parts are to British Standard BS EN 50132-7:2012. The codes of practice in relation to CCTV are available on www.ico.gov.uk

CONFIDENTIAL

The information given in this booklet is free of charge without the intention of creating a contract. Neither do the Home Office or Police take any legal responsibilities for the advice given. This booklet can only give a view on what measures might reduce the risk of crime and there can be no guarantee that the measures will prevent crime.

Crime Prevention Survey

Perimeter

- Is the area around the house free from 'tools' that an offender could use - e.g. bricks, rubble, ladders, garden equipment?
- Are sheds/garages/outbuildings locked at all times?
- Does the perimeter to the front of the house allow good surveillance - e.g. the hedge isn't of a height that provides a barrier to work behind?
- Is there packaging from expensive items visible by the bins - e.g. from laptops, tablets, phones, games consoles?

Shell

- Are spare keys left in accessible places - e.g. under a plant pot, doormat or stone?
- Are groundfloor and accessible windows closed and locked?
- If euro-cylinder locks are in situ do they meet TS007 (3 Star) or Sold Secure Diamond Standard (SS312)?
- If there is a burglar alarm, is it always used?

Interior

- Are doors kept locked with the keys removed, kept out of sight/reach, but to hand in case of emergency?
- Does the occupier use timer switches and/or a fake TV unit when leaving the house unoccupied?
- Are charger/power cables for laptops/iPads kept out of view?
- Are attractive items such as jewellery, car keys, laptops, iPads, cash and phones kept out of sight?

General

- Are vehicles at the premises secured when not in use?
- Are items completely removed from vehicles when they are not in use - e.g. laptops, tools, shopping bags, boxes, sat-navs, cash?
- If the premises has a garage is it used to secure the vehicle(s) in, as opposed to a storage place?
- Has the occupier completed a written and photographic record of any items of value (financial or sentimental)?

NHW

- Are you aware of your local Neighbourhood Watch Scheme? for more information visit www.westyorkshire.police.uk/nhw or contact **101** and ask to be put through to your local Neighbourhood Watch Officer or Neighbourhood Policing Team for help and advice.

Bradford District Crime Prevention Officers

Bradford District has three Crime Prevention Officers. If you require any further advice or would like a home visit please contact your Local Crime Prevention Officer listed below:

Shipley and Keighley NPTs

Gary Smith - Mobile **07786 337644** or email gary.smith@westyorkshire.pnn.police.uk

City & Bradford West NPTs

Martin Jordan - Mobile **07595 009782** or email martin.jordan@westyorkshire.pnn.police.uk

Bradford East & Bradford South NPTs

Jim Wilson - Mobile **07921 882937** or email james.wilson@westyorkshire.pnn.police.uk

