

# homesecurity

an introduction to domestic surveying



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# introduction

One of the most feared crimes is burglary. The threat of being a victim of crime in the home<sup>(1)</sup> is bad enough, but to be subjected to crime a second or even more times increases the fear of the victim and other householders<sup>(2)</sup> in the area. The quiet enjoyment of the community is damaged.



Most householders have, at some time, felt the fear of crime, with the elderly and vulnerable most at risk. It makes sense to tackle crime in an effective way by reducing and preventing crime before it happens. Traditionally the police have been seen as the experts, but your organisation and every householder, by working together with the police, can do their bit to reduce and prevent crime in their homes and reduce the fear of crime.



The aim of this guide is to help you to carry out surveys of domestic properties and give basic crime reduction advice.

<sup>(1)</sup> in this booklet home refers to any private living space (detached, semi-detached, terraces, flats, bedsits, sheltered accommodation etc, etc.)

<sup>(2)</sup> householder is any person living in the home to be surveyed

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## why survey?

Rarely do people have any idea how a burglar operates or thinks and they have little knowledge about basic crime reduction measures that can help prevent a burglary. Most domestic burglaries are committed by 'opportunists'. Criminals pick a house that looks unoccupied, has little or no obvious security and where they think they won't be seen.

Do not underestimate the influence you can have when advising householders about the sort of measures that can be taken to combat the ‘opportunist’. If enough householders in an area take the necessary steps after acting on the advice in this booklet then the opportunist criminal will be forced to look elsewhere.

Day-to-day burglaries will reduce and the well-being of the neighbourhood will increase. Householders do not have to make their homes into fortresses but they can take the basic steps to prevent opportunists from selecting their homes and make it difficult for them to operate. Using this guide will help avoid a first or any subsequent burglaries and make householders feel more secure.



By reading this guide and learning about surveying and home security you will be able to apply, and give advice on, up-to-date and effective crime reduction methods.

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## ten principles

In order to make a home more secure and to effectively prevent crime, you need a set of ‘tools’ that will help put the appropriate measures in place. There are ten basic principles to consider when giving your advice. (For explanations of each of these ‘Ten Principles’ see page 29.)

The most effective way to make a home more secure is to use the most appropriate method, or methods, from the Ten Principles. Often a simple solution will be more effective than a complex one, and it will be easier to implement (or to explain to the householder). Many of the methods can be used with no cost at all and mainly rely on common sense. The techniques that might incur a small cost, for example installing window locks or upgrading existing locks, should be looked upon as an investment - the initial outlay will increase peace of mind and far outweighs the potential cost (financial and emotional) of a theft.

The Ten Principles are:

- 1 Target\* hardening  
“Making targets more resistant to attack or more difficult to remove or damage”
- 2 Target\* removal  
“Permanent or temporary removal of vulnerable persons or property”  

\* The Target is what the potential criminal would want to steal or damage
- 3 Remove the means to commit crime  
“Making sure that material capable of being used to help an offender commit a crime is not accessible”
- 4 Reduce the payoff  
“Reducing the gain for the criminal if a crime is committed”
- 5 Access control  
“Restricting access to sites, buildings or parts of sites and buildings”
- 6 Visibility/Surveillance  
“Making sure that offenders would be visible if they carried out a crime”
- 7 Environmental design  
“Changing the environment of a building, a site, an estate or a town to reduce opportunities for committing crime”
- 8 Rule setting  
“The introduction of legislation, by-laws and codes of conduct, which set out what is acceptable behaviour”

9 Increase the chance of being caught

“Anything that slows down offenders or increases their risk of being caught”

10 Deflecting offenders

“Diverting the offenders and potential offenders from committing crime”.

Explanations of the 10 Principles are on page 22

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## appropriate advice

Most of the advice you will give a householder follows at least one of the Ten Principles. When you give the householder advice, or apply the methods to your own home, it is important that anything you suggest, or implement, is;

Appropriate  
Realistic  
Cost effective

“Don’t take a sledgehammer to  
crack a nut”

**Appropriate to the risk** - If the risk is small, a simple solution will be appropriate - the higher the risk the more that will need to be done.

**Realistic** - Make sure that whatever you suggest or implement tackles the problem, or any foreseen problem.

**Cost effective** - The cost of whatever you suggest or implement should be in proportion to the risk and affordable for the householder.

## your responsibility

When you give advice you have a duty of care to the householder. The advice you give should:

- cover any **L**egislation which might apply
- meet any **I**nsurance requirements
- avoid **M**isleading or ambiguous advice
- never **E**ndorse any products.
- You should **R**ecord and keep details of surveys.

You should let the householder know that:

“The advice given is based on information supplied by the householder and current crime trends in the area. You 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. The advice is given without the intention of creating a contract and you take no legal responsibility for any advice given.”

Legislation that should be considered includes:

- The Occupiers Liability Act 1984
- Building Regulations
- Health & Safety
- Crime And Disorder Act 1998

If you work for an organisation check with your legal department, otherwise copies of all relevant legislation can be found in your local or main library

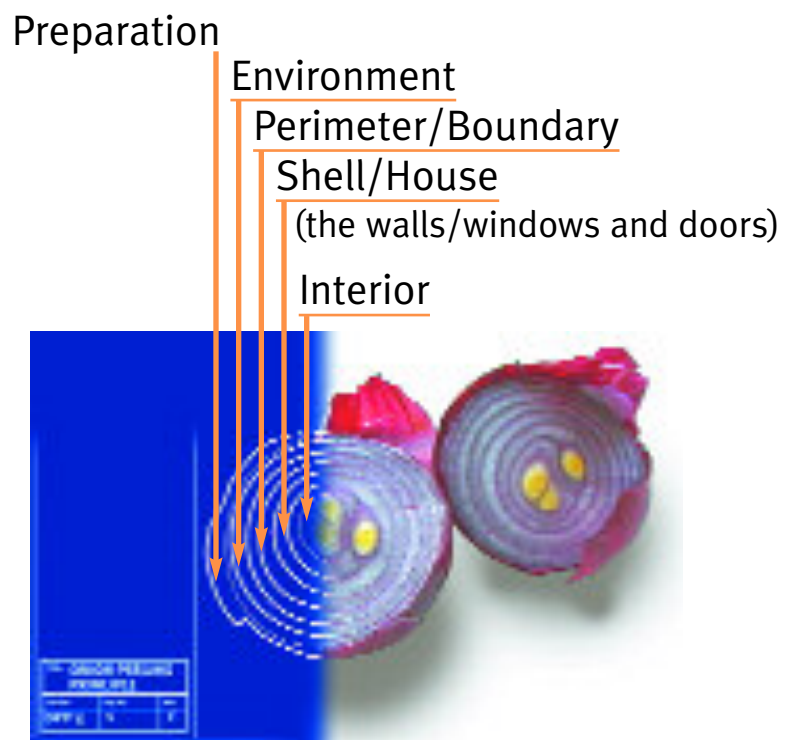
Advise householders that they have a responsibility to ensure the safety of any visitors to their home (including burglars). Any work done to the home must also comply with building regulations. If this is necessary whoever is doing the work should check with the Planning Department of the local council. It is also worth mentioning that for rented properties the landlord (or agent) should be consulted before undertaking any work. It is also possible that the landlord could be willing to fund or help towards the cost of any security measures.

## onion peeling principle

The technique employed in all security surveying, however large or small, is called the 'Onion Peeling Principle'. This simply means starting at the outside and working inwards to the risk target (what the potential offender might want to damage or steal).

In practice this involves some preparation before visiting the home. When at the home you then apply the Ten Principles to each layer starting from the environment (outside the perimeter/ boundary) and working in to the centre of the area that is to be protected (the interior).

This process applies to every type of home from the detached house with gardens through to a bedsit in a shared house. It also includes garages and sheds. Obviously, in some homes the layers can be condensed, for example in a bedsit the boundary would be the fabric of the shared house and the shell would be the door/windows of the room. You should bear in mind that a target can be in any of the layers. Anything might be a target including valuables contained in the property such as jewellery or electrical equipment, motor vehicles or cycles that can be kept on the street, in a drive or in a garage, the lawn mower or tools in the shed.



At each layer the aim is to delay the offender, protect (or if possible remove) any potential targets, make it more difficult for the potential offender to attack the property and give the maximum amount of surveillance. The potential offender may be deterred.



## preparing to survey

By doing a little research about the neighbourhood before you give the householder advice, your approach will seem more professional.

*You might look for information in the local papers, or speak to the local council or Police Crime Reduction/Prevention Officer.*



Preparation gives householders confidence that carrying out your advice will benefit them. It will give them more peace of mind, increase the security of their home and reduce their chance of becoming victims of crime.



Some points to consider, or to find out from the householder, are:

- What types of home are there?
- What type of people live in the area?
- Has there been any recent crime in the area?
- Do you know if this particular home, or one nearby, has been burgled?
- Is there a Neighbourhood/Home Watch, or other residents' group in the area?

All these points influence the advice you offer and how you offer it.

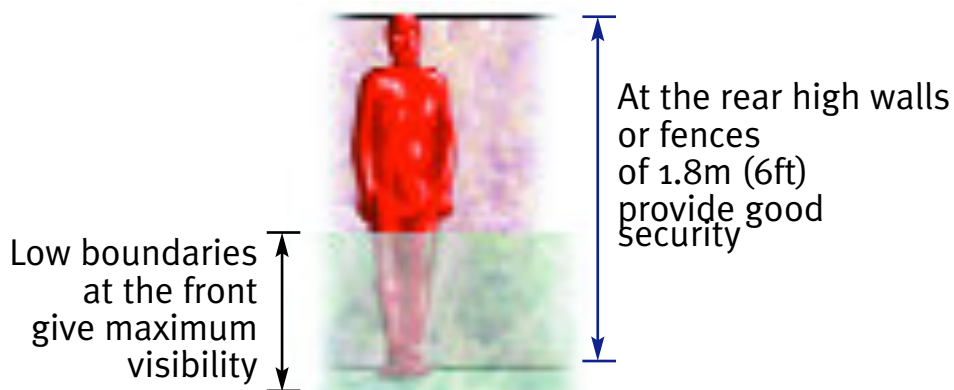


*Note: The overall impression of the home will influence whether it is targeted by a potential offender. As a general rule, if it looks like there is someone in the home the potential offender is likely to go elsewhere. A home in a dilapidated state will seem easier to break into - a simple solution might include tidying up a garden or repainting doors/window frames.*

## the boundary / perimeter

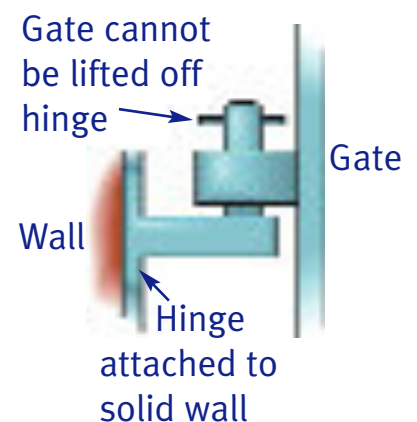
When you arrive at the house take a good look at the outside of the property before you enter and meet the householder. Consider what you have learned from your preparation and how it might apply to this particular home.

Start at the outside and, with the occupier, walk round the whole of the perimeter. Check fences, gates, shrubbery and hedges. Look for possible hiding areas, or easy ways of gaining entry. Check for good visibility from surrounding houses and roadways. Low boundaries at the front give maximum visibility, but high walls or fences of 1.8m (6ft) provide good security at the rear.



To maintain this private secured area, side entrances should be secured with lockable gates.

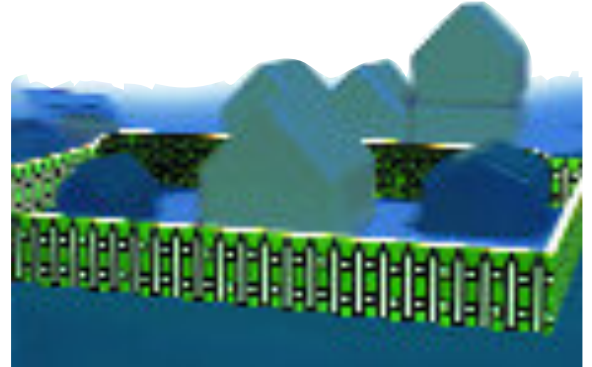
If possible, gates should be fixed with the hinges attached to the shell of the building. Their height should match that of the rear fence so that any burglar attempting to climb or force the gate will be seen from the road or nearby houses. Make sure the hinges are secure and that the gate cannot simply be lifted off them.





Good lighting is also essential to deter the burglar; it also gives security to any welcome visitors to the house. Constant light, such as street lighting should be provided at the front. Ideally, low level dusk to dawn lights (with photoelectric cells) should be used in the rear.

*It is useful to make some notes or a sketch of your survey. This will help you identify priorities for immediate action and give the householder a record of your advice.*



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## the shell/home

The shell of a building is the main fabric of the building - the walls, roof, external doors and windows. If entry points are weak with little or no security then the shell can be easily broken, and once inside the intruder is out of sight and out of mind.

...❖ **DELAY** ...❖

...❖ **VISIBILITY** ...❖

...❖ **DETER**

The basic idea is to introduce measures that will delay and deter offenders. The longer burglars are visible from outside, and the more noise made breaking in, the easier it is for them to be detected. More noise and more time are the burglar's enemies.

Start where you think the burglar will break in. Usually it is a ground floor rear window.

# Windows

Check the windows from the inside and outside.

## **Are they wood, metal or PVC(u)? Are the frames in good condition?**

Whether the window is wood or metal you will find an inexpensive window lock to fit each type. There are a variety of specialist locks to fit to PVC(u) windows (they are slightly more expensive but are designed specifically for this type of window). These should be fitted by a specialist or a member of the Master Locksmiths Association.



Many requests are now made for advice on security before the purchase of new PVC(u) windows. Occupiers can now have windows made to a British Security Standard (BS 7950). Make sure you inform the householder to fit any lock correctly and in a position where it will have the most effect and strength. A burglar with the right tools will break through a window lock eventually, but fitting one in the correct manner will force the burglar to take more time and make more noise. Many forced entries involve breaking the glass to make further entry. Fitting laminated glass to vulnerable windows makes it difficult to break and it will take longer to make a hole.

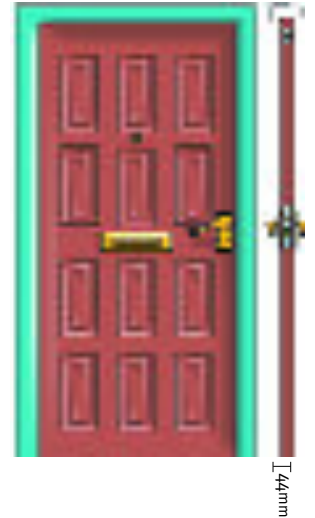
Do not suggest toughened glass; this is for safety which should not be confused with security. When you have checked the windows you feel will be the first attack point, go to the others that are accessible to the burglar, especially those upstairs with access from flat roofs and drain pipes. Consider anti-climb deterrents, such as anti-climb paint, to stop easy entry. Do not forget the garage windows. This is more important if the garage is attached to the house with an internal door leading to the inside of the house.

**Make sure that valuables aren't visible from outside**



## Doors

Next, look at door security. First focus on external doors. These include french windows, patio doors and internal garage doors. New doors are now available to a British Security Standard. Deal with the back or rear doors first. Before checking the locks, have a good look at the framework around the doors. It should be securely fixed and in good condition otherwise good doors or locks are useless. Also, check the condition of the door, including its thickness. If you recommend a mortice lock for a door that is too thin it will weaken it. Doors must be at least 44mm (1 3/4") thick for a mortice lock to be fitted. If the door is too thin then a rim dead lock should be fitted.



## Door Panels

Some lower door panels are fitted with thin timber material that offers little resistance if attacked. Consider replacement with a good quality external plywood panel, or bars fitted to the inside of the door panel and painted the same colour as the door. Three bars should be enough.

## Front Doors

The front door is usually the final exit point. Ideally it should be secured in two places. In most cases these doors have a rim night latch fitted to them and they do not deadlock. They are often situated next to glass so when the glass is broken a burglar can insert his hand and open the door. The lock is also fitted to the edge of the door and is only as good as the screws and the framework holding it on. A good kick or shoulder push will be sufficient to force this type of latch.

If the door is at least 44mm (1 3/4") thick, a five-lever mortice deadlock to British Standard 3621 can be added to the door. If the door is not thick enough to have a mortice deadlock, the night latch should be changed to a rim deadlock or a rim automatic deadlock. These are much stronger than the rim night latch and have a deadlocking facility to prevent opening from the outside by breaking the glass and releasing the catch.



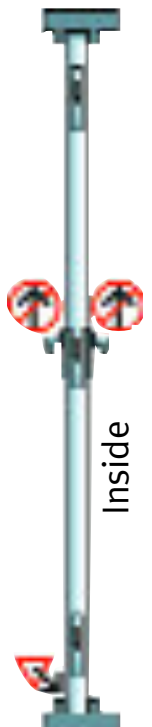
## Door Viewers & Chains

Do not forget door viewers, and chains for personal security. Letterbox cages are also useful for preventing interference to locks.

## Patio Doors

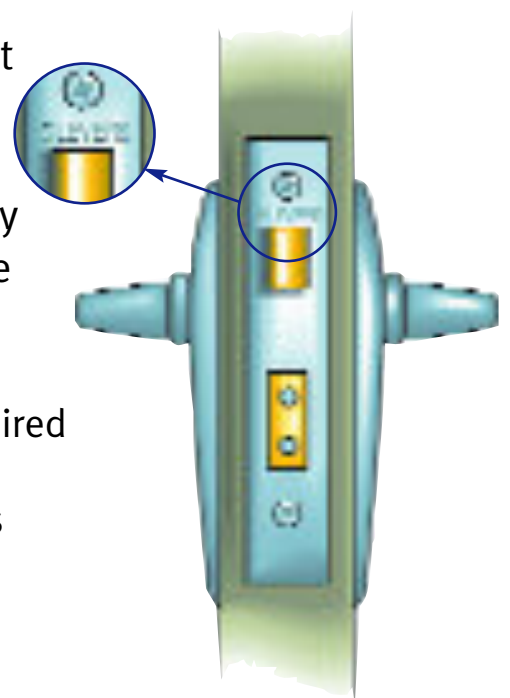
Patio doors usually have a good expanse of glass so, once opened, considerable amounts of property can be removed through them. Sometimes the hook lock fitted is quite poor. To secure sliding glass panels at least one, preferably two, patio door locks should be fitted to give support to the hook lock. Another method of entry used by burglars to break through these doors is to use a spade as a lever under the bottom rail of the sliding panel. This lifts the door from the bottom channel and pulls the whole door away. Most modern patio doors have an 'anti-lift' device fitted into the top channel of the door which prevents the door being lifted from the bottom channel if upward pressure is applied.

To check whether patio doors can be lifted, open the patio door and holding the handles lift the door upwards. If there is excessive movement then an anti-lift device needs to be fitted into the top channel.



## Locks

Turning to the locks, it will be discovered in most cases that three-lever mortice locks are fitted. These are not very secure locks because they only have the minimum of key 'differs'\*; probably only ten different keys for each lock made by the manufacturer.



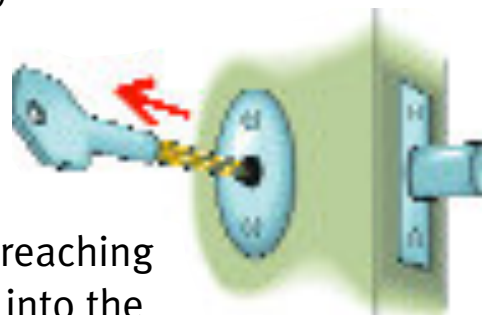
\* The term 'Differ' means the number of keys required before you get a repetition of the one for that particular lock. So the more differs, the more keys the burglar has to carry.

## Mortice Locks

You need to recommend that five-lever mortice dead locks or sash locks to British Standard 3621 (EN 12209) are fitted. This type of lock is much stronger and more secure, it has over 1000 key differs. The same recommendation applies to side doors and internal garage doors. If the door is at least 44mm (1 3/4") thick, so much the better. Ideally there should be three points of resistance to rear, side and internal garage doors. The five-lever mortice dead lock is fitted in the centre and you should further recommend that these doors have two mortice security bolts. Each should be fitted 150mm (6") from the top and bottom of the door.

## Mortice Bolts

These bolts operate from the inside face of the door and would offer very strong additional protection. French windows are particularly vulnerable. They can be secured by using mortice security bolts and a five-lever mortice lock. Mortice security bolts can only be operated with a key and are far stronger than sliding bolts fixed onto the inside face of the french windows which can easily be unlocked by breaking the glass and reaching through. A mortice security bolt is embedded into the doorframe and resists forcing and kicking. Even if the burglar breaks the glass, mortice bolts cannot be unbolted.



French windows need five locking points. These are a five lever mortice deadlock in the centre and four mortice security bolts, two on each opening leaf, one at the top and one at the bottom. These replace the sliding bolts usually fitted.

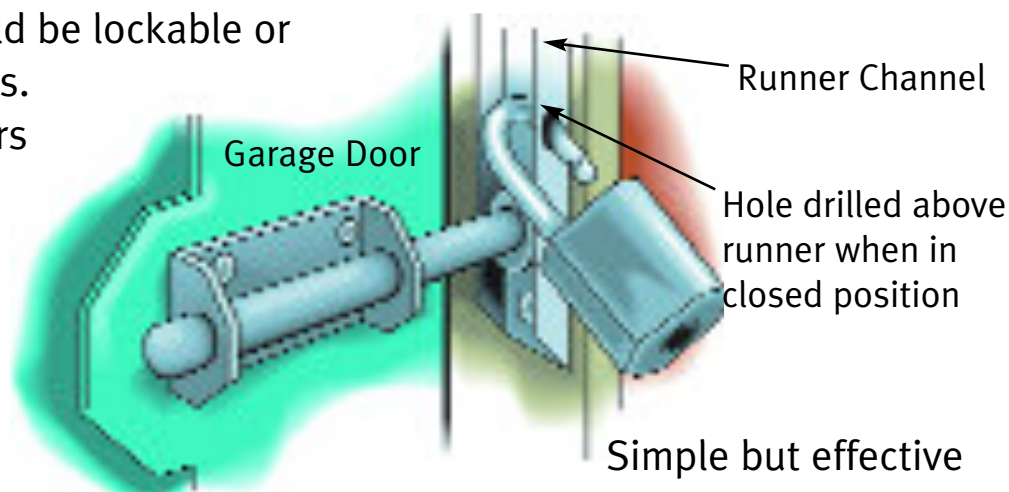
Some doors open outwards and their hinges are exposed and vulnerable to attack. Hinges can be protected by a simple device called a hinge bolt. Normally one hinge bolt per hinge is recommended. Hinge bolts prevent the door from opening or being pulled away if the hinges themselves are attacked and removed. Hinge bolts can also be considered for all outward opening external doors where hinges are exposed, and are vulnerable to attack.

## Outer Buildings

The first place that many burglars look is in sheds, garages or outbuildings. Usually they are not as securely built as the home and are often located where visibility is poor which can make them an easier target. They often contain a ready source of tools for breaking into the main section of the house. Treat them like the shell of the house, try to make the burglar take more time and make more noise. If you are unable to adequately secure them with mortice locks, use padlocks or lockable bolts. Windows should, ideally, be secured by window locks. Windows can even be covered with external ply boards and firmly secured with mushroom headed bolts through the fabric of the walls.

Garage doors should be lockable or secured by padlocks.

Where integral doors are used for entry from the garage into the house, a simple method of security for up and over doors is to drill a hole in the



top channel above the wheels and insert a padlock into the hole. This prevents the wheel moving above the padlock so keeping the door closed during forced entry. Even better, drill a hole in each channel and use two



padlocks; this will give greater security. If there is no internal door from the garage to the house then the up and over doors can be secured by an outer bracket and floor eyelet welded or bolted to the bottom of the door and secured by a padlock inserted into the floor eyelet.

*Finally: advise people to secure tools and garden implements with locks, suggest they postcode property prominently and permanently. Remind them not to leave car keys in the garage with the car!*

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## internal security

Most houses these days have property inside which is attractive to the opportunist criminal: cash, jewellery, videos, portable colour televisions, personal computers, small electrical items etc. Some of these items can be hidden from view so, once inside, the criminal will have to make time to search. Find out from the householder which vulnerable items are kept in the house. Find out about items of monetary value, and sentimental value too. Check to see what steps, if any, have been taken to protect them.



Advise the occupier to prepare an inventory of all items of value. This is usually done for insurance purposes. The inventory should include descriptions of items and their value. Colour photographs of property are useful and are invaluable for police purposes in circulating stolen property descriptions. In fact whole display cabinets can be photographed. For individual items try to include a ruler in the photograph to give some indication of size.



Every item of property should be permanently property marked using the postcode. One cheap but effective method is the use of an ultra violet pen or marker. This can be used on wood, metal, pottery or canvas, but fades in time and can also be removed by constant polishing so marks need to be rewritten on a regular basis.

Another method of property marking is to use a diamond tipped marker or scribe. This is used on metal surfaces and the postcode is etched onto the surface permanently. For pottery and porcelain a ceramic marker should be used. This leaves a permanent mark on the item. Before etching or ceramic marking expensive items, expert advice should be sought to ensure that this will not reduce the value of the item or damage it. Large amounts of cash and expensive jewellery should not be kept in the house unless adequately protected. The occupier's insurance company should be consulted about these items and their protection. Requests for advice on small safes etc should be referred to the crime prevention officer for the area.

There should be signs at the front and rear of the home to warn any potential offenders that all property is marked and identifiable. Property marking reduces the offender's chances of selling the stolen object and it could also implicate the offender in the crime if he or she is found with the goods by the police. It is easy to see that if the police recover stolen goods the articles which have been property marked will be returned to their owners.



*Note: When there's someone at home safety is more important than security. Advise the householder to make a Fire Plan and install smoke detectors to give early warning of a fire.*

## intruder alarms

Opportunist burglars tend to avoid houses with an intruder alarm fitted. These are now more commonly known as security systems. If a home already has a security system you should check with the householder that it is serviced regularly and that it offers the protection they want. If the home doesn't have a security system you should consider whether it would be Appropriate, Realistic and Cost effective to have one installed.

If the householder has any concerns about an existing system, or they want to have one installed, they should seek expert advice from a reputable company. Look for installers in your area who are members of a recognised inspecting body (U.K.A.S. - United Kingdom Accreditation Service) as they fit to British Standards (BS 4737)(EN 50131). Advice can also be sought from the local crime prevention/reduction officer.



Insurance premiums may be reduced if a security system is installed. You should advise the householder to check with their insurance company to see if there are any requirements that need to be fulfilled in order to benefit from reduced premiums.

## security lighting

Security lighting for domestic properties can be inexpensive and effective. Advice ranges from leaving lights on around the home in the evenings when the house is unoccupied, to installing low level dusk-to-dawn outdoor security lighting.

Inside the home, light sensitive switches, time switches or programmed switches are a good method of ensuring the house is lit at the right times. If the home is going to be unoccupied for most evenings and needs to be lit throughout this period consider using lower wattage, compact fluorescent bulbs. These bulbs fit into the standard home lighting fitting. They cost more of course, but use very little electricity and have a much greater life span than ordinary light bulbs. They give the same amount of illumination as an ordinary bulb of greater wattage so nothing is lost in terms of brightness. As with intruder alarms, expert advice should be sought for the more expensive security lighting systems. The local police crime prevention/reduction officer might be able to answer any technical questions or direct you to someone who will.

Every house is different but the general advice contained in this guide holds true as a standard. It shows how easily a house can be secured against the opportunist criminal without forcing people behind bars and shutters.



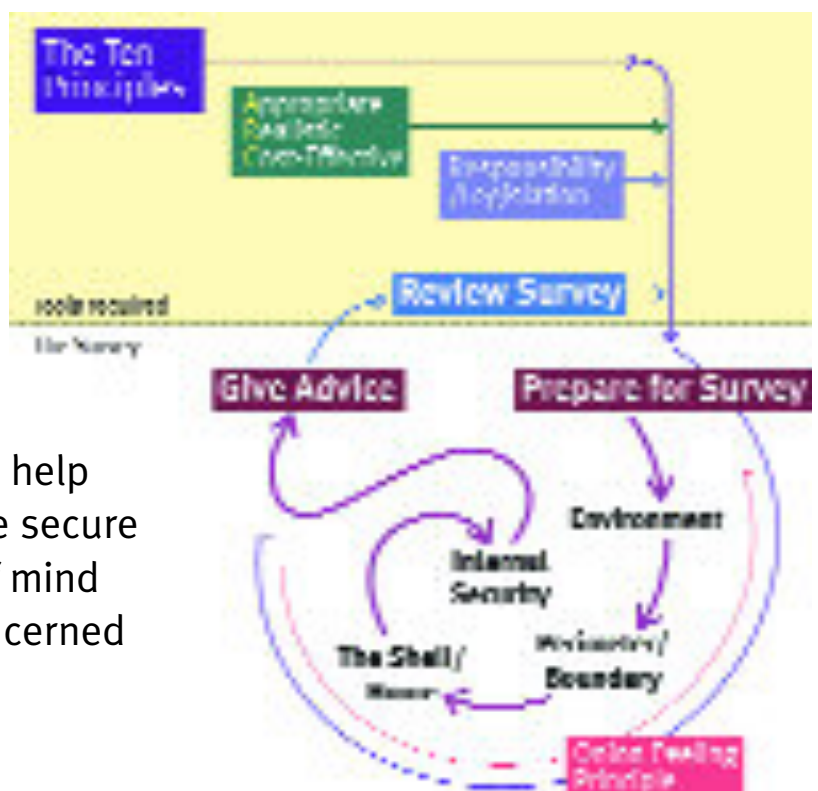
## survey review

It is very important, if you can, to return to every home you survey. This will show you if your advice has been successful and made the householder feel more secure.

Every time you complete a domestic survey it should be thought of as part of a learning process. Your review will also provide a valuable source of information for the preparation of any other security surveys you do. It might also give you more knowledge of how best to give advice, which sort of advice is acted upon and which is disregarded by the householder.

Each survey and review you conduct will give you more confidence. This will be evident to householders and will also help you feel more confident that the advice you give will help increase the security of their homes.

If you visit one home in a street try to speak to other people in the street or neighbourhood. This may save you time in the future and give you additional information about the neighbourhood. It might also help other householders feel more secure and give them more peace of mind knowing that someone is concerned about their security.



*You will learn lessons from each follow up and it will be of use in preparing for other surveys*

## ten principles

You should apply the Ten Principles in your preparation and throughout the survey, which is carried out following the Onion Peeling Principle.

When you complete your follow up you should again apply the Ten Principles and Onion Peeling Principle. You will find out how successful your advice has been and you could use this time to find out if offences have occurred in the neighbourhood. This will better equip you for any future surveys and improve the advice you give.

By using the Ten Principles as the foundation of your Domestic Security Surveys you will be building on the experience and knowledge of professionals and ensuring that each survey you carry out is as effective as possible. When you apply the Ten Principles in your survey you should also ensure that the advice you give is Appropriate, Realistic and Cost effective (see page 6), that you have considered any relevant legislation and that householders are aware of their responsibilities.

The following explanations of each of these principles is not definitive. As you practice using them you will find additional examples and alternative methods to implement each one.

## **1 Target hardening**

“Making targets more resistant to attack or more difficult to remove or damage”

This can mean fitting or upgrading window and door locks, installing an alarm system, putting in stronger doors or more secure windows or improving the fencing around a home. Keeping a home well maintained is vital in making it more secure.

## **2 Target removal**

“Permanent or temporary removal of vulnerable persons or property”

Quite simply this means making sure that property a thief might be interested in isn't visible from outside the home. This could mean moving televisions, hi-fi systems or computers away from windows visible from the street.

## **3 Remove the means to commit crime**

“Making sure that material capable of being used to help an offender commit a crime is not accessible”

In terms of domestic security this will mainly mean removing or locking up garden tools, ladders, dustbins or anything else which might help an offender climb, or break, into a home.



#### **4 Reduce the payoff**

“Reducing the gain for the criminal if a crime is committed”

Obviously the first thing to consider is property marking items with the house number and postcode in order to make them easy to identify and therefore less valuable to an offender. If marked items are stolen it will also increase the chance of them being returned. There should be signs at the front and rear of the home to warn any potential offenders that all property is marked and identifiable. It is also important that the householder has correct insurance cover for the property within the home.

#### **5 Access control**

“Restricting access to sites, buildings or parts of sites and buildings”

This is more applicable to commercial properties but it could also apply, for example, to a block of flats, student accommodation or a house of multiple occupation (eg bedsits). The installation of entry phones or other entry systems would be the simplest way to control access, but it could also mean encouraging residents to close doors and refuse entry to any suspicious person.

#### **6 Visibility/Surveillance**

“Making sure that offenders would be visible if they carried out a crime”

This principle has three elements: natural, formal and informal surveillance. Like all the other principles there is a wide range of applicable methods.



**Natural surveillance** means making the home more visible to other residents in the community. This method is normally informal in the way it is carried out and might include pruning or removing shrubbery, trees, large bushes etc. It could be installing or improving the lighting outside the home.

**Formal surveillance** is using technology and people employed or tasked with security to deter and identify offenders or potential offenders. In domestic security this method would mainly involve small-scale closed circuit television (CCTV) systems, caretakers or security staff.

**Informal surveillance** involves the whole community where people can be encouraged to be vigilant. Procedures should be put in place to tell residents what to do if they see anything suspicious. It might involve encouraging residents to make more use of the facilities in the area so that there are more people around.

## 7 **Environmental design**

“Changing the environment of a building, a site, an estate or a town to reduce opportunities for committing crime”

The emphasis of environmental design is to put a range of preventive measures in place at the planning stage but it also applies to existing environments. Implementing a range of principles on a community-wide scale will make the whole neighbourhood more secure. For example, putting seating near houses encourages people to sit and socialise increasing the informal surveillance. Keeping planting to a minimum or using low shrubs increases natural surveillance.

## **8 Rule setting**

“The introduction of legislation, by-laws and codes of conduct, which set out what is acceptable behaviour”

This is, again, more applicable to commercial properties and involves things like local by-laws (eg limiting consumption of alcohol in certain areas etc.) and signs prohibiting access. It is important that if there is a Neighbourhood Watch or Good Neighbour Scheme operating there are clear signs making people aware of it.

## **9 Increase the chance of being caught**

“Anything that slows down offenders or increases their risk of being caught”

Preventive methods are more effective if the offender risks being caught. The chance of detection is a good deterrent. The longer it takes to commit an offence the more vulnerable the offender feels. This covers a variety of aspects, some of which have already been covered in the other principles. Combining several preventive methods can create an effective deterrent; slowing down potential offenders, making them more visible, making sure that security systems are effective, alerting potential offenders to the fact that there are security systems being used and publicising successes in detecting offenders.

## **10 Deflecting offenders**

“Diverting the offenders and potential offenders from committing crime”

This can be accomplished using educational programmes, drug action teams, youth action teams, youth groups and organisations, schools programmes and providing training and work experience.

The most effective way to make a home more secure is to use the most appropriate method, or methods, from the Ten Principles. Often a simple solution will be more effective than a complex one, and it will be easier to implement (and to explain to the householder). You will notice that many of the methods can be implemented without cost and mainly rely on common sense. The small cost involved in some techniques (eg installing window locks or upgrading existing locks) should be looked upon as an investment - the initial outlay will increase peace of mind and is far outweighed by the potential cost (financial and emotional) of a theft.

It is important to find out about previous offences, if any, in the area before you visit to make sure that you suggest an appropriate method of enhancing domestic security.

# **glossary**

## **British Standards Institution**

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Incorporated by Royal Charter, BSI is the independent national body for the preparation of British Standards. In addition to the preparation and promotion of standards, BSI offers specialist services including the provision of information through the BSI library and a Standards database. Any person making use of a British Standard, who finds an inaccuracy or ambiguity can notify the BSI who will investigate the matter.

## **BS 'kitemark'**

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The British Standards Institution is the owner of a registered certification trademark. It is shown with the words 'approved to British Standards' and the number of the relevant standard. The presence of this mark on or in relation to a product is an assurance that the goods have been produced under a system of supervision, control and testing, designed to ensure compliance with a British Standard.

## **Ceramic marker**

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A special marker used to leave a permanent mark on items of pottery or porcelain. Inexpensive and easy to use.

## **Crime Prevention/Reduction Officers**

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Specialist members of police staff. Their skills include the development of inter-agency initiatives; reduction of crime through crime analysis; development of crime profiles; and the application of problem solving approaches - including technological solutions - to all facets of crime activity.

## **Deadlock**

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A lock in which the bolt can only be moved outwards and inwards by a key.

## **Diamond tipped marker or Scribe**

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A marker used to etch the postcode on metal surfaces. It usually comes supplied with a stencil for this purpose.

## **Differs**

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The number of keys required before you get a repetition of the one for a particular lock. So the more differs, the more keys the burglar has to carry.

## **Door chain**

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A simple and effective device allowing the door to be opened a few inches whilst a caller's identity is verified. It must be stressed that it is not an extra lock and should only be engaged when there is someone at the door.

## **Door viewer**

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An optical device designed to be installed at eye level, enabling the occupier to identify callers before opening the door. It allows a wide angle of vision and is usually quite simple to install, needing just one hole drilled in the door.

## **Five lever mortice/Sash deadlock**

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A lock in which the body of the lock is morticed, or fitted into a hole cut into the edge of the door. Its mechanism is operated by five levers. A minimum standard for locks is British Standard 3621. There are many locks in excess of this standard that do not carry the kite mark.

## **Formal surveillance**

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This term means surveillance by persons employed or tasked with keeping watch. It includes Police and security guards.

## **Hinge bolts**

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Fixed bolts fitted to the edge of the hinge side of a door. When the door closes they engage into holes morticed into the doorframe. An inexpensive but effective way of protecting outward opening doors with the hinges exposed. They prevent the door from being removed from the hinge side if the hinges are attacked. Usually one bolt per hinge is recommended.

## **Internal security**

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This term means protecting the target inside the dwelling. It covers such security aspects as property marking, safes, concealment of articles and intruder alarms.

### **Mortice security bolts**

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These are round bolts cut into the edge of the door. The bolts are operated by keys with a serrated edge. They are also suitable for doors that are too thin to hold a mortice lock and will in such cases supplement a rim deadlock. Mortice security bolts always operate from the inside face of doors. They should be fitted about 150mm (6") from the top and bottom of the door.

### **Natural surveillance**

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The design of a property or area which provides surveillance opportunities for the community going about its normal business.

### **Neighbourhood Watch**

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Also called Home Watch and Community Watch, it is a partnership between Police and public aimed at preventing crime in a residential area by informal surveillance, reporting suspicious incidents and developing social cohesion.

### **Opportunist criminal**

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A term to describe the criminal estimated to account for 80% of recorded crime. Two types of opportunist criminal are often identified. The first is not particularly intent on committing a crime, but when the circumstances present themselves will do so. The second actively seeks out opportunities. Both can be contrasted with 'professional' criminals who pursue a known target resolving to overcome whatever obstacles may be placed in their path. There is no clear distinction between these 'types' which simply serve as convenient shorthand when describing criminal activity. It is believed that the opportunist can be more easily deflected from his or her purpose.

### **Passive infra red detectors**

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These are sensors designed to detect rapid thermal or heat changes such as an intruder entering a room. Passive infra red detectors receive but do not transmit energy.

### **Patio door locks**

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Secure the sliding section to its frame. Various makes and types on the market suit all types of doors. Refer the householder to the manufacturer's leaflets and give general advice as to siting etc.

### **Perimeter protection (intruder alarms)**

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A term for any form of detection device that operates at the time of or before the entry of an intruder into a protected area i.e. a sensor located on the window frame of a home.

### **Perimeter protection (security)**

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In relation to domestic surveys this means the private space belonging to the dwelling situated outside the shell of the premises. It includes the garden and any walls or fences, rear yards, driveways and side access. The perimeter is the first line of defence against the intruder.

### **Reducing the pay off**

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Means making the target less valuable in the hands of the thief. In consequence he or she may be deterred from stealing it. Property marking is an example.

### **Removal of the means to commit crime**

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Frequently crime is committed because of the availability of items to assist its commission. For example tools in a garden shed that can be used to force windows. By denying the criminal access to these items, opportunity for crime can be reduced.

### **Rim deadlock and rim automatic deadlock**

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There are several makes and types on the market. It is more secure than the rim night latch. In this lock the spring latch bolt can be converted into a deadbolt. The deadlocking facility prevents opening from the outside. It should be recommended for doors that are too thin to hold a mortice lock.

## **Rim night latch**

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A lock fitted to the inside face of the door with a spring operated latch bolt. The bolt operates automatically when the door is slammed. A key on the outside and a knob on the inside usually operate the bolt. A common and popular device which can be found on most front doors. It has very little security value when situated next to glass and can be overcome by a variety of methods:

1. Breaking the glass panel, reaching through and turning the knob.
2. Shoulder charging or kicking the door resulting in the receiver being forced away from the doorframe.
3. Inserting a plastic card or thin foil strip in between the frame and the bolt forcing the bolt back and away from the receiver.
4. Using a crowbar or similar instrument to force back the bolt and the receiver.

## **Shell protection**

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The shell of the building means the main fabric or structure of the dwelling, and includes the walls, roof, external doors and windows. The shell needs to be very secure and the weakest points are usually the doors and windows. The target is situated inside the shell so we must make it as difficult as possible for the shell to be breached. We call this target hardening.

## **Target**

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The target is what the potential criminal would want to steal or damage.

## **Target hardening**

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Means placing physical and/or electronic barriers between the criminal and their target. The greater the attraction of the target the greater the strength or resistance of the barriers required. It can include fitting door and window security and alarm systems. The term can encompass security for many targets other than buildings, such as boats and vehicles.



## **Target removal**

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Removing the target so that the criminal cannot commit the crime. Examples can include; moving valuable items so that people walking past the home cannot see them, locking a bicycle away in the garage or removing valuable items to a bank.

## **Trap protection (intruder alarms)**

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Any form of detection device that will not operate until an intruder actually enters the area protected by the device. For example - a passive infra red movement detector protecting one room in a home.

## **Ultra violet marker or pen**

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An inexpensive and easy way to mark property. The pen uses a marking agent that is invisible to the naked eye but which can be seen by using an ultra violet light source. It can wear off in time and needs checking at regular intervals.

## **Window locks**

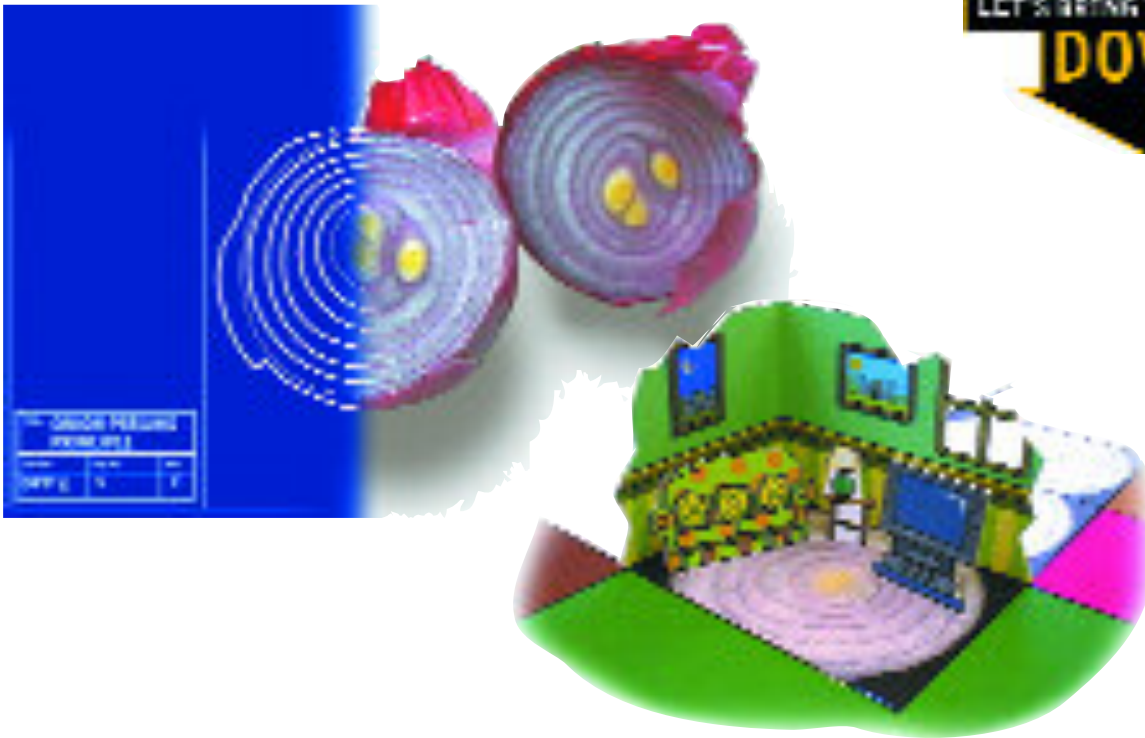
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Are designed to prevent windows from being opened other than by use of a key. Window locks are available for most types of windows and their cost varies with quality. Leaflets are available from all the major lock companies and a selection should be handed to the householder.

There is also a glossary on the Crime Reduction Website at:  
[www.crimereduction.gov.uk/learningzone/index.htm](http://www.crimereduction.gov.uk/learningzone/index.htm)



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