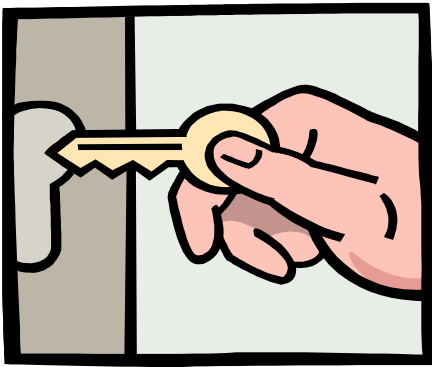


not engraved and attach a detailed description to the back of the picture.

- Record your personal property by listing and describing each item, brand name, serial and model numbers.
- By recording, engraving and photographing your property, law enforcement agencies can more easily identify and return your valuables if recovered. This will also help with your insurance claims.
- Store the documents in a fire-resistant safe or in a safety deposit box at your bank.
- Keep your list current by adding or deleting your valuables and property.



Neighborhood Security

- Take a walk around your block. Is the lighting adequate, especially in passages between buildings? Is shrubbery properly trimmed so it does not provide a burglar cover from visibility or as an aid for climbing. Discuss block concerns with your neighbors.
- Encourage the management and residents of your building to organize a neighborhood watch.

More Safe Practices

- Destroy unwanted personal documents with a cross cutting paper shredder (credit card bills, bank statements, property deeds, cancelled checks, etc.).
- Use private passwords on computer programs that contain personal information such as financial management software. Store backup disks in a

locked cabinet or home safe.

- Conversations using wireless phones are never private. Take precaution by not disclosing any personal information that includes account numbers and social security or drivers license numbers.
- Close drapes and window covers when leaving your home. Avoid placing valuables in front of windows for others to see.
- **Report any suspicious activity to the police immediately at 415/553-0123. For emergencies and life threatening situations, call 9-1-1. Cellular phone users in San Francisco can call 415/553-8090 to directly connect to the local 9-1-1 dispatch** . Be prepared to provide the most complete description possible.
- By working together as a team, residents, building management, maintenance staff, and police can develop and implement constructive solutions to prevent and reduce crime in and around your building and neighborhood.

Call 553-1984 to:

- Learn more about SAFE
- Schedule a Home Assessment
- Start a Neighborhood Watch

This information is available in alternative format upon request.
Call SAFE at 415/553-1984.

Jun-01

APARTMENT & CONDOMINIUM SECURITY GUIDE



850 BRYANT ST., ROOM 135
SAN FRANCISCO, CA 94103
(415) 553-1984


In an apartment building or condominium, the residence and management make up a community that can work together as a team to positively influence the buildings security and upkeep. All members of this community are responsible for the property and should enter and leave the building with awareness. Remember, most intruders are opportunists and frequently follow people and cars into the building. Intruders also take advantage of doors that are not properly maintained and show wear and tear.

The most frequent crimes in apartments and condos occur in the garage, especially theft of cars or of the car's contents. Other shared spaces that warrant extra precautions are the stairwells, laundry room and storage areas as they provide places for intruders to hide.

While reading this brochure, think about how your current habits affect your apartment building or condominium. You may contact SAFE for an assessment of your building or property. Our staff can also help you start a building/community watch group. These groups help residents (and management) communicate and act upon safety issues in an organized manner.

9-1-1 for emergency and life threatening situations

415/553-0123 for Non-Emergencies

 **415/626-4357 for Hearing Impaired**

415/553-8090 for cellular phone users
(This number connects to SF 9-1-1)

Safe Practices

Front entrance security depends on:

- Safe practices by tenants
- Good doors & locks
- Good visibility of exterior doors, walkways and the driveway from the outside

- Know whom you are admitting into your building.

When a visitor "buzzes" you, before you grant entry, confirm who it is by intercom.

- Do not permit a stranger to follow you through the door. Visitors need to obtain access from the tenant that they intend to visit or the property manager.

- Never leave building doors unlocked and unattended.

- Do not hide spare keys. Careless storage and lending of spare keys lead to burglary. If you need to have a spare key available, leave it with a trusted neighbor.

Existing Security Hardware

- Talk with your property manager or call SAFE (553-1984) to schedule a free residential security assessment.

Shared Areas Inside Your Building

- Stay alert in areas such as the garage, laundry room, elevator, stairwells and hallways. These areas should be well lighted and painted white or a light color to allow you to see who is there.

- Minimize or eliminate possible hiding spaces that are accessible but not visible.

- Security cameras are cost effective tools for preventing crime and identifying the criminal. Use them to record and view activity in the entryway, garage, and other shared areas.

- While in the elevator stand close to the control panel. If accosted, press the buttons of all the floors.

- When entering or leaving the garage, watch the door until it is completely shut to guard against intruders.

- Mail theft leads to identity theft. Ensure that your mailbox is secure. List only your first initial and last name rather than your full name.

Outside Your Building

- Notice any security device that shows signs of tampering or break down. Report it promptly to the property manager for repair or replacement.

- Timers on exterior lights and motion sensitive lights are most effective and energy efficient.

- Plants and shrubs must be thinned to eliminate hiding places.

- Prune trees to prevent upper level and roof access.

- Remember, a property that is well maintained is less likely to be targeted by a burglar.

Inside Your Unit

- Assess the security of your living space.

Doors & Windows

Doors should:

- Be made of solid wood or metal.
- Have a single cylinder deadbolt lock with 1" bolt.
- Have a front door viewer or peak hole with a 180° range.
- Have a clearly displayed unit number.

Windows:

- Replace cracked glass. Replace all damaged or missing locks.
- Ground level windows should be burglary resistant. Windows can be purchased with reinforcement wire, laminate, or tempered glass. To reinforce existing windows, polycarbonate plastic or metal grates can be installed over the glass.
- A window above ground level is not considered secure in spite of its height. If used for ventilation, lock it in position, no more than 3 inches open. Keep all windows closed and locked when you are away.

- Old thin frames are difficult to add locks to. Consider replacing any such window if it is easily accessible from the ground. The quality of new windows is much improved, often including double paned glass, and two locks per window.

Personal Property

- Engrave valuables with your CA drivers license or CA identification number. If you are worried about property value depreciation or damage to delicate items, skip the engraving. Photograph those items