

Home Security Handbook



GREENDALE POLICE DEPARTMENT
5911 West Grange Avenue, Greendale, WI 53129
(414) 423-2121
www.greendale.org



INTRODUCTION

When was the last time you heard about a house being burglarized? Maybe you've already been a victim yourself. Not a good feeling, is it?

You don't have to be a victim of burglary. Even though it's one of the most frequently committed crimes, it is preventable. Most home burglaries are done by opportunists who spot an open window, a faulty lock, or a house that looks like

no one's around or will be gone for a while. Most burglaries are "no force entries" because burglars walk through an unlocked door or climb in an open window.



You can reduce the chance of this happening to you. Inside this booklet is information on how you can safeguard your property. Many of the suggestions will cost you very little, but they will contribute immensely to your peace of mind. They will also safeguard your property.

Remember – lock your doors and windows when you leave your home. If you have an alarm, USE IT. Don't become a crime statistic, and please share this information with your friends and neighbors.

HOME SECURITY SURVEY

No house is completely burglar-proof when professional burglars target your home. But they would be the first to admit you can discourage burglars if you beef up your home security. To start, you need to identify the weak areas and fix them.



The following checklist will assist you in systematically surveying your home. Every "no" you mark shows a weak area which may allow a burglar access to your home. If you have a weak area, this booklet should provide you with tips on how to correct them and improve your protection.

Remember, this survey will only identify your weak areas. You have not improved your home security until these are corrected. Complying with these suggestions will not, of course, make your home burglar-proof, but it will certainly improve your protection.

If you would like professional advice and assistance in a thorough home security survey, feel free to contact the [Greendale Police Department \(423-2121\)](#).

To keep your guard up, take a critical look at your home security every three to four months. Do not become lax – ***crime prevention is a continuous process.***

DOOR AND ENTRY AREAS (including garage side doors)

1. Do you plan so you don't need to "hide" keys under a doormat or similar place? Yes No
2. Do you know everyone who has a key to your house? Are keys still possessed by a previous owner? Yes No
3. Are entryways unobstructed by shrubbery and other décor to permit maximum visibility? Yes No
4. Are trees and shrubs trimmed to eliminate hiding places? Yes No
5. Are lights installed around the perimeter of your house? Yes No
6. Do the front, rear and side porch lights have a minimum 60-watt bulb? Yes No
7. Are the exterior doors of solid construction? Yes No
8. Do entry doors have a 190-degree wide angle viewer? Yes No
9. Do exterior doors have cylinder-type dead bolt locks with at least a one-inch throw and beveled cylinder guard? Yes No
10. Do the doors without cylinder locks have a heavy bolt or some similar secure device that can be operated only from inside? Yes No
11. Can all of the doors (basement, porch, French, balcony) be securely locked? Yes No
12. Do your basement doors have locks that allow you to isolate that part of your house? Yes No
13. Are ALL your locks in good repair? Yes No
14. Are the door strike plates (the jamb plate that receives the bolt) installed with at least 3-inch screws? Yes No

15. Do all out-swinging doors have locking or non-removable hinge pins? Yes No
16. Do sliding doors have an auxiliary lock that locks both the door panels together? Or do you have a lock that locks the active side to the frame? Yes No
17. Is the garage door secured with a padlock, hasp or other good auxiliary lock? Do you use it? Yes No
18. Do you lock your garage door at night? Yes No
19. Do you lock your garage door when away from home? Yes No
20. Do you lock the garage door leading into the house? Yes No
21. Do you lock car doors and remove the keys when parked in the garage? Yes No

WINDOWS

22. Do all windows have auxiliary locks or are they pinned? Yes No
23. Have you replaced or secured louvered windows? Yes No
24. Are window locks properly and securely mounted? Yes No
25. Do you keep windows locked when they are shut? Yes No
26. Do you have good/secure locks on garage windows? Yes No
27. Do you have garage windows covered with curtains/blinds? Yes No
28. Are you as careful of keeping basement and second floor windows secured as you are of first floor windows? Yes No

WHEN YOU'RE ON A TRIP

29. Do you arrange for friends/neighbors to pick up mail, newspapers and other deliveries? Yes No
30. Do you notify a neighbor to watch your home? Yes No
31. Do you notify local police (vacation check)? Yes No

32. Do you arrange for lawn maintenance? Yes No
33. Do you use timing devices for lights, radios and television? Yes No
34. Do you arrange for a neighbor to put out your garbage can and put it back? Yes No

THE NEXT STEP

Now that you have identified the weak points in your home security, you can take the next step – learning about securing your home. The next section describes what you need to secure your home - what's a good lock, a good door and secure windows.



PROTECTING AGAINST ENTRY

Many of the locks and other items described in this section are inexpensive and can be installed yourself. Some, however, may require a professional to install.

KEY CONTROL

True security begins with key control. When you move into a home or apartment or lose your keys, always have the locks re-keyed. You don't have to replace the lock itself, as re-keying of locks will render the previous keys useless. Any licensed locksmith can change the tumblers in your exterior door locks quickly and inexpensively.

NOTICE
Key Control
in Effect at
All Times

DO NOT leave an "emergency" key under a door mat, on top of the door frame or any other hiding spot. Burglars know to look for these keys.

Never attach a name, address or license tag to your keys or your children's. If lost or stolen, you may have an unwelcome visitor.

Keep car keys and house keys separate. Never leave your house keys with an attendant or valet when at a restaurant, car wash, parking lot, etc.

EXTERIOR LIGHTING

Exterior lighting is extremely important in residential security. Each exterior doorway should be lighted from dusk to dawn so a burglar can't hide to break in. Yards and windows should be lighted. Night blind spots can be eliminated by use of ornamental porch and yard lamp posts.

Yard and entrance lights can be equipped with sensors to turn the light on at dusk and off at dawn or when motion is detected. Motion detectors seem to work better because when the light turns on there is a change in environment. Motion detectors can also be equipped with a bell or other warning device.

Make sure to check the sensors or motion detectors periodically to make sure they are performing properly.



LANDSCAPING

Keep doorways, windows and porches clear when planting bushes, shrubs and flowers. Plantings can provide you with privacy but they also provide a place for someone to hide.

Prune large trees. A burglar can climb the tree limbs to gain access to the second story. A well maintained lawn/yard shows the homeowner is there and cares about their property. Plan your landscaping with privacy and security in mind - planting thorny bushes/shrubs near windows, porches and fences may discourage burglars.

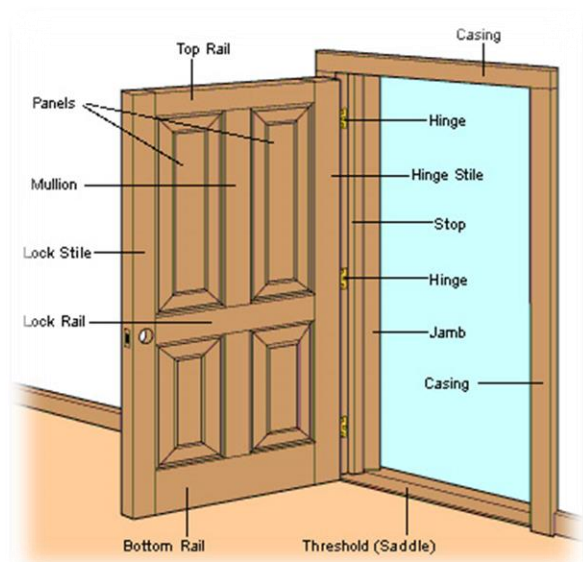
Locked gates and well-maintained fences can make break-ins more difficult and prevent the removal of large items.

Walks and driveways should be easily seen so no landscaping offers concealment for intruders.

DOORS

Hinge Doors

The hinge door is the most common type used in houses and apartments. They are used for front entry, porch, garage and basement doors leading into the home. **ALL** exterior hinge doors should be of solid-core construction 1-3/4 inch thick. The door frame should be of solid construction and have a proper strike plate. Hollow core or composition board doors can be easily battered or broken through.



Outside Hinges: Doors with hinges on the outside will give a burglar easy access to your home. The burglar only has to remove the hinge pins and lift the door from the frame. This can be corrected in three ways:

- Remove the door and remount the hinges on the inside of the frame so that the door swings inward; or
- Install a set of hinges with non-removable pins; or
- Install a locking pin below the existing hinge plate -
 - Drill holes below the hinge plate in both the door and jamb.
 - Insert a “headless” screw, bolt or nail into the door jamb below the hinge plate. Leave at least 1/2 inch of screw/nail extended from the frame.
 - As the door closes, the pin in the jamb will penetrate the hole in the door and the door will be held in place even if the hinge pins are removed.

Dead Bolt Locks: The best defense for a good solid core door is a dead bolt lock with a 1-inch throw bolt.

This lock can be used on any hinge door where a strike plate can be securely fastened to the door frame. When installing the strike plate (the jamb fastening that receives the bolt in the locking position), it should be secured with four to six 3-inch wood screws. The screws should penetrate through the frame to the house framing. If not, then longer screws should be used.



Dead bolt locks come in double key cylinder and inside thumb operated styles. If there are no windows near the door, a thumb operated style can be used. Both single and double key dead bolt locks should meet the following criteria to be a good security device:

- The bolt must extend at least 1 inch and contain a hardened steel insert.
- The dead bolt should contain a cylinder guard to prohibit the twisting of the lock with a wrench or pliers. It must be solid metal, not hollow cast or stamped metal.
- The keyway should be a five-pin tumbler system to make it more difficult to pick.
- The connecting screws holding the lock together must be on the inside band made of case hardened steel. No screw heads should be exposed to the outside.
- The connecting screws must be at least 1/4-inch in diameter and go into solid metal stock, not screw posts.

NOTE: Many communities prohibit the use of a double key cylinder dead bolt lock because it can be dangerous if the door is to be used as an escape route in an emergency such as a fire. Consult your local law enforcement, fire department or locksmith regarding their use. If used, a key should be left in the lock whenever the house is occupied.

Key-in-the-Knob Locks: These locks on an outside door are an invitation to even the most inexperienced burglar. These locks can be forced open by breaking off the knob, and frequently they can be opened by prying or slipping something (like a credit card) between the jamb and bolt. Do not rely on these locks alone. Install a dead bolt to supplement them.

Locks for Double Doors: Many homes with double doors use half-barrel slide bolts on the inactive (stationary) door. These are weak and should not be relied on. Additional locking devices should be added. Flush bolts installed at the top and bottom of the inactive door should be installed. These add additional security and the would-be burglar cannot access them from outside. These bolts need at least a 1-inch throw and need to penetrate well into the top framing and bottom threshold. The strike plate should be installed with at least 3-inch wood screws.

Locks for Dutch Doors: Dutch doors can be secured with a deadbolt between the upper and lower door panels.

Security for Doors with Glass

If an exterior door has a glass window or if there is glass within 40 inches of the lock, you may want to install security screening, window guards or burglar-rated glazing.

Use non-removable screws to mount screens, bars or window guards.

Sliding Glass Doors: Sliding glass doors present a major security problem if they do not have the proper locks and if special steps are not taken to prevent removal of the door.

A sliding glass door is lifted into place when installed. It therefore must be lifted from the track to be removed. To prevent removal, install #8 or #10 sheet metal screws into the top of the door frame on each end and in the middle. Adjust these screws until the door just clears them when door is in use. If done properly, this will take up the slack and keep the door from being lifted from the track.

NOTE: Dowels alone placed in the door track will not prevent a burglar from removing the door sections.



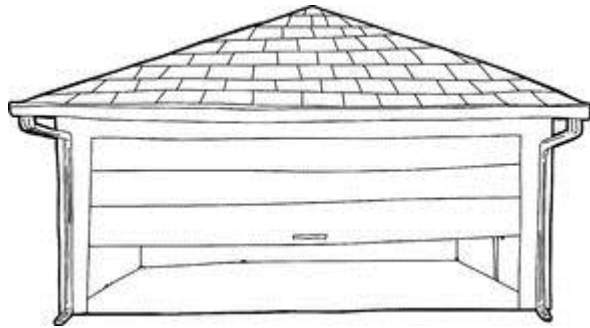
The best lock for sliding glass doors is operated by a key from the inside. The lock bolt should engage the strike sufficiently so it will not be disengaged by any amount of movement. When the existing inside pull needs to be changed in order to accommodate a new deadbolt lock, it is recommended an inside cylinder pull be used as a replacement. A single lock is not recommended due to the softness of aluminum frames.

A supplemental lock should be installed at the top or bottom made from steel and inserted in the sliding door at a slightly downward angle to secure the two doors together.

GARAGE DOORS

Garage doors should always be closed and locked whenever you are away from home.

Most garages offer burglars a wide selection of tools to use in breaking into your home. Garages provide ladders for accessing second story windows and also a convenient, hidden route for entry into your home through a connecting door. They offer a place to work unnoticed and can muffle sounds made during entry.



Remember: A securely locked garage will prevent burglars from the opportunity to steal automobiles, tools, bicycles, lawn mowers, and other property.

Sectional Roll-Up Doors

For overhead sectional roll-up doors, drill a hole of proper size in the track directly above one of the guide rollers when the door is closed. Then install a padlock. Many doors have pre-drilled track with a provision for this security measure. Another option is to install eyebolts on the inside top of the door and in the top frame. When closed, a padlock can secure the bolts and prevent opening of the door.

Electric Garage Door Openers

An electric garage door opener should have steel gears and a chain drive. Periodically check the adjustment to prevent the bottom of the door from being lifted. This stops someone from crawling under the door.

Cane bolts can be installed on the inside of the door. They can only be locked or unlocked from inside. Sliding hasps can also be used on the inside of the door.

When you move into a new home, reset the opener code and the remote control units.

It is a good idea to remove your garage door opener from vehicles that will be parked outside, preventing a would-be thief from gaining access to your garage with the opener.

Most newer vehicles have garage door opener codes programmed into the vehicle. Remember to cancel this code prior to trading in your vehicle or taking it in for service.

Lifting Doors

Hardened steel hasps and padlocks are recommended to secure both sides of a lifting garage door. This is to prevent the opposite side from being lifted allowing someone to crawl under the door.

Installing the Hasp: The hasp must be of hardened steel and installed with carriage bolts through the door. Use large washers on the inside. Once installed, the protruding threads should be peened over to prevent removal of the nuts securing the bolts. When in use, the mounting screws on the stationary portion must have the heads covered. The screws should be of sufficient length to properly secure it to the door framing.

Selecting a Padlock: Use a good quality padlock to secure your garage and shed doors. There are many styles to choose from and some may even be keyed to your house key. Do not be tempted to buy cheap padlocks since they most likely will not provide the security you need. Most combination padlocks are poor because of the weak bodies which may be defeated with hammer blows. Most padlocks are assaulted by bolt cutters and pry bars. Some padlocks have a built in shackle guard which makes them more difficult to get at with a bolt cutter.

The following description of the minimum standard for an exterior padlock can be taken to a hardware store or locksmith:

- Case hardened steel, 7/16-inch shackle (short and heavy shackles offer additional security). Stainless steel shackles offer the ultimate in padlock security.
- Double locking mechanism - heel and toe.
- Five pin tumbler.
- A key retaining feature whenever possible. This prevents the key from being removed until the padlock is locked.

Some padlocks have a key code number printed on them. **This should be filed off.** If not, a burglar could take the number to a locksmith with the brand and obtain a new key. Never leave a padlock unlocked. They could remove the lock, have a key made and return it. Later when nobody is home, the burglar can return and open the lock allowing easy entry.

Other Garage Doors

The weakest link in an attached garage is usually the side (rear) door. Doors with windows, thin veneer wood or no deadbolts would be considered a primary target for burglars. Make these doors as secure as your front entry door.

In most cases, it is easier to either replace the door or attach plywood to the inside to strengthen the existing door. Windows can be replaced with burglary resistant glazing.

WINDOWS

Sliding Windows

Sliding windows should be secured using the same methods as a sliding glass door (as described on page 9). Both the pan head top screws and bracing devices are effective if the slider window is on the inside. Auxiliary locks are also available for improved security.

Casement Windows (Crank type)

Casement windows are the easiest to secure. Make sure the latch works properly and the window crank does not have excessive play. Replace any worn hardware. Key locks are available if you desire. Windows that are not normally opened/closed can have the handles removed in case the glass is broken.



Double-Hung Sash-Type Windows

To secure these windows, drill a hole angled slightly downward through the top of the bottom sash into the bottom of the upper sash. Place an eye bolt or an 8 penny nail in the hole to prevent the window from being opened.

Auxiliary latches are also available. The most effective for a double-hung window is a key locking security sash lock. If possible, mount the lock with 2-inch wood screws.

Louvered Windows

It is best to replace louvered windows with another style. The panes can sometimes be pried from the framing or they can be snapped off. Metal grating or bars may be used as long as it is secured with large bolts preventing the grating or bars from being torn from their mount. If using bars, space them close enough to prevent someone from slipping between them.

For the interim period of waiting for the replacement windows or installation of window bars, you might want to secure the windows:

- Remove each individual pane of glass and sand the frame and glass where they meet; and,
- Apply a two-part epoxy resin to the sanded areas and reinstall the panes.

Basement Windows

Basement windows are one of the most common entry points for burglars.



Special attention should be paid to windows hidden by landscaping as they provide a place for a burglar to work unnoticed.

Windows should be replaced with Plexiglas or polycarbonate. Decorative security bars can also be installed.

Garage Windows

If you use garage windows for ventilation, install the same security measures as those used in your house. Hang curtains or mini-blinds to prevent someone from looking inside to see if you are home or casing for valuables.

Window Guards or Grilles

For extremely valuable windows you may want to consider installing heavy metal (steel/iron) grilles.

Before installing, consult your local fire department about emergency release requirements.

Grilles should be attached with one-way screws or secured on the inside. Bars and grating are not recommended for sleeping rooms because they could create an emergency exit hazard. If they are installed, they must have an inside mechanism allowing them to be opened.



ALARMS

Alarm systems can contribute to your home's security; however, **DO NOT** depend solely on an alarm system to protect you. Use proper locking devices and start or join a Neighborhood Watch program.



There are many types of alarm systems on the market. Check first with your local law enforcement to determine if there is an alarm ordinance in your area. **Appendix B at the end of this handbook contains the alarm ordinance for the Village of Greendale.**

Entire alarm systems may be purchased or leased from professional state licensed alarm companies. They are also available from electrical and hardware stores along with home improvement centers. Alarm systems installed by professional well-established companies may save you money in service calls and local fines for false alarms. Consult with the Better Business Bureau to help you decide on a local reputable alarm company. You may also contact the state licensing agency to verify if the company is licensed and whether there have been any complaints or actions taken against a company.

Get at least 3 estimates before deciding on an alarm company or what system best suits your needs.

Any alarm system should include:

- A fail safe battery back-up,
- Fire sensing capability (ionization sensors are best),
- Readout ability to check the working of the system (test your alarm periodically if your system has that capability),
- Horn sounding device (external siren recommended).

Most residential alarms emit a loud noise from a bell, siren or tone generator. An audible alarm on doors and windows can be an effective deterrent to an amateur burglar. Make sure your family knows and understands how your alarm system operates and sounds. Notify your neighbors you have installed an alarm system and make sure they are aware of the alarm's sound. Also make sure the alarm is loud enough to be heard inside their homes. Family and neighbors should be advised to call your law enforcement agency (423-2121) when they hear the alarm.

If you live in a rural area or if your neighbors are gone during the day, you may wish to have the alarm connected to a central reporting station. This type of system is activated when your alarm goes off. An alarm responder will call your home to verify if it is a false alarm or not by requesting anyone answering the phone provide a security code you choose. If no answer or no proper code is provided, they in turn contact the law enforcement agency.

SAFE PRACTICES

DON'T TIP OFF BURGLARS BY TELEPHONE

Burglars will attempt to find out if someone is home by calling. If you get several suspicious “wrong number” calls or “nobody at the other end” calls, be very cautious and consider notifying the Greendale Police Department, 423-2121.

Warn family members, especially children, not to give out information via telephone - especially about who is home, who is out or how long anyone is expected to be out.

If using an answering machine or voicemail services, do not indicate on your greeting that you are not home or how long you plan to be away. A better message would be that you screen calls and sometimes you may or may not be home.



If your name is in the phonebook, do not place your full name on the mailbox, door or apartment building roster. Use your last name or your first 2 initials and last name. Displaying your full name only makes it easier for a burglar to locate your phone number in the phonebook.

MAKE IT LOOK AS IF YOU ARE HOME

Maintaining an appearance of occupancy, even when you are not home, is essential to deterring a burglar.

Timers can automatically turn on/off lighting, televisions, radios, etc., creating a deception of occupancy when you are not there. Timers should be used when on vacation, out for the evening or even during the day if you are at work.



One type of timer is a 24-hour dial that allows you to set on/off times to coincide with normal usage in your home. These timers simply plug into an outlet and the device plugs into the timer.

For the most realistic deception, several timers should be used to simulate occupancy. A television and lamp could be on from dusk until 10pm; then another timer could be set to turn on a bedroom lamp for a set amount of time to indicate someone is going to bed.

During the day, leave drapes and shades in their normal position just as they would be when you are home. Do not leave easily stolen valuables in sight close to windows.

DON'T ADVERTISE YOUR VACATION PLANS

Inform one or two people of your vacation plans – a trusted neighbor who can keep an eye on things while you are gone. Have the neighbor pick up your paper and other deliveries. **DO NOT** inform any delivery people who will be on vacation.

If you will be gone for an extended time, arrange to have your lawn taken care of and your garbage can set out and brought back in.

Notify the **Greendale Police Department at 423-2121** of emergency contact phone numbers in case of an emergency while you are away.



DON'T REWARD THE BURGLAR WHO DOES GET IN

If, despite all your precautions, a burglar does get in, do not give him/her a bonus of cash or easily carried jewelry. Never keep large sums of cash in your home. Keep valuable jewelry you don't often wear in a safe deposit box.

HOUSE NUMBERS



Make sure law enforcement, fire and EMS can find your house. Make sure your house numbers are clearly visible on a high contrast background. Each number should be at least 4 inches high. Illuminate the numbers at night. If you wish, you can paint the numbers on the driveway near the street if your driveway is paved. Have it repainted periodically because it can fade.

EMERGENCY TELEPHONE NUMBERS

Law enforcement, fire and EMS numbers should be listed on or programmed into each phone in your home.

If you discover a burglary has been committed, immediately leave the house undisturbed and call 423-2121 or 9-1-1 from a neighbor's phone.

If you interrupt a burglar in your home or see a prowler in or around your home, **DO NOT ENTER**. Call 9-1-1 immediately from a **safe location** such as a neighbor's house.

PROTECTING YOUR PROPERTY

OPERATION IDENTIFICATION - MARK AND RECORD YOUR PROPERTY

It has been shown you can reduce the risk of burglary by simply marking your possessions. Some communities have had up to a 25 percent decline in burglaries after instituting such programs, most often the program known as Operation Identification.

An inexpensive electric engraver or etching pencil, available on loan from the **Greendale Police Department**, can be used to engrave your property with specific identifiers. Engrave your valuables with this information:

WI _____ (insert your driver's license number here). The WI stands for Wisconsin and that, with your personal driver's license number, will identify the item as your property should it become stolen.

Inscribe furniture, appliances, televisions, stereo equipment, cameras, lawn equipment, tools, musical instruments, computers, etc. The inscription can be placed in an inconspicuous area without marring the appearance of the item.



Caution should be used on certain items such as firearms as the engraver will cause permanent damage to the metal. If placed on the stock of a shotgun/rifle, the stock could be replaced or refurnished making the engraving useless.

Some smaller items, such as jewelry cannot be effectively engraved. These items should be laid out and photographed. Larger items you choose not to engrave should be videotaped. You should also have your driver's license included next to the items to assist in proof of ownership.

Any extremely valuable jewelry or other items not engraved should be appraised. Place a description, photograph and listing of the items with the appraisal. You may even wish to video record each room in your home.

Once you mark your property, an inventory list should be created and saved in a safety deposit box, fireproof safe, etc. **A sample inventory form appears as Appendix A at the back of this handbook.** Make sure the list is somewhere inaccessible to a burglar.

Village of Greendale, Wisconsin

All items of value on these premises have been marked for positive identification for law enforcement agencies.



OPERATION IDENTIFICATION

For more information, contact the Greendale Police Department (414) 423-2121

Also, save the receipts along with model and serial number of any items and keep this with the inventory list. If you have a burglary, fire, storm damage, etc., the list will help you remember what you had and assist with any insurance claim.

In addition, most times after a theft or burglary, people have not kept the model and serial number identification for their belongings. This makes it almost impossible to locate the stolen items since there is no way to prove ownership without this information or owner applied markings.

Update the inventory list annually. Make sure newly purchased items are added to the inventory list.

It has been shown burglars tend to avoid both homes and communities where Operation Identification is used. After identifying your property, let would-be burglars and thieves know your property is marked. **You can obtain decals warning you are a participant in Operation Identification at the Greendale Police Department, 5911 West Grange Avenue.**

INSURE AGAINST THEFT

A homeowner's or renter's insurance policy provides basic economic protection against a burglary and other forms of theft. Policies are available for mobile home owners and condominium owners as well. If you do not already have insurance, it is recommended you obtain it without delay. (Some insurance companies provide premium discounts if you take certain home security precautions, i.e., deadbolt locks, participation in Operation Identification, etc.)



A typical homeowner's policy insures you against loss by burglary for up to 50 percent. For example, if your home is insured for \$100,000, you would have \$50,000 coverage for the contents of your home. Renter's insurance is the value stated in the policy.

Valuable items – collections, furs, quality cameras, expensive jewelry – should be protected by an endorsement (sometimes called a floater) on your policy. This adds coverage on items beyond the limits that apply to certain kinds of property.

Insurance companies differ in provided coverage. Some policies have "Full Replacement" value for stolen property while others will pay for the loss based on replacement costs less depreciation. There also may be a deductible for your policy.

Any questions you may have regarding theft coverage should be directed to your insurance agent.

PROTECTING YOUR NEIGHBORHOOD

START OR JOIN NEIGHBORHOOD WATCH

This is a crime prevention program that uses people, in cooperation with law enforcement, to reduce crime in their neighborhoods.

Neighborhood Watch involves neighbors getting to know each other taking the time to watch out for each other and working together in a program of mutual assistance.

By cooperating with each other and law enforcement, people help fight crime in their neighborhoods the most effective way - before it begins!

Neighborhood watch can help you substantially reduce residential burglaries and other crimes.

By participating, you will learn:

- What are effective crime prevention techniques for houses, apartments and your neighborhood safety.
- How you can become a good neighbor by becoming law enforcement's "eyes and ears" and helping them do their job of investigating and arresting criminals.



OPERATION IDENTIFICATION

List all of your important valuables by description (make, model, color, size, etc.) and by serial number. Also note the location where you have engraved your personal identification mark. The most effective number is your state driver’s license number. Put the abbreviation of the state it was issued in before the number (WI Z123456789).

Description (make, model, color, size)	Serial Number	Where Marked

12.21. Private alarm systems.

[Amended by Ord. No. 738; 11-7-2006 by Ord. No. 834]

- (1) Purpose.
 - (a) The purpose of this section is to encourage alarm users to properly use and maintain the operational effectiveness of alarm systems in order to improve the reliability of alarm systems and reduce or eliminate false alarms.
 - (b) This section governs alarm systems intended to summon law enforcement and Fire Department response and requires registration, establishes fees, provides for penalties for violations, establishes a system of administration, and sets conditions for suspension of police response or revocation of registration.
- (2) Registration required; application; fee.
 - (a) **No alarm user shall operate, or cause to be operated, an alarm system at its alarm site without a valid alarm registration. A separate alarm registration is required for each alarm site.**
 - (b) The fee for an alarm registration or alarm registration renewal is set forth below and shall be paid by the alarm user. No refund of a registration or registration renewal fee will be made. The initial alarm registration fee must be submitted to the alarm administrator within **five days** after the alarm system installation or alarm system takeover.
 1. Registration fee: see Appendix A for fees.
 2. The Chief of Police or his designee shall be the alarm administrator and shall develop and administer the alarm registration form accordingly. The registration form will include such information as the applicant's name, complete address (including apartment/suite number), and telephone numbers of the person who will be the registration holder and be responsible for the proper maintenance and operation of the alarm system and payment of fees assessed under this article, etc.
 3. Each alarm site shall be classified as either residential (includes apartments, condos and mobile homes), commercial businesses or financial institutions.
 4. Each alarm system located at the alarm site shall also be classified to inform the Village about the purpose of the system (i.e., burglary, holdup, duress, panic, intrusion, fire or other) and classified as to whether such alarm is silent or audible.
 5. The registrant shall also provide the mailing address, if different from the address of the alarm site.
 6. The registrant shall also identify any dangerous or special conditions present at the alarm site.
 7. **The registrant shall also provide the names and telephone numbers of at least two individuals who are able to and have agreed to receive notification of the alarm system activation at any time and respond to the alarm site within 30 minutes and upon request can grant access to the alarm site if necessary.**
 - (c) All fees owed by an applicant must be paid before an alarm registration may be issued or renewed.

- (3) Alarm registration duration and renewal. An alarm registration shall expire December 31 from the date of issuance and must be **renewed annually for businesses** and financial institutions by submitting an updated application and a registration renewal fee to the alarm administrator. Residential alarm systems do not need to be annually renewed unless there is a new property owner, who is then subject to a new registration fee. The alarm administrator shall notify each alarm user of the need for renewal 30 days prior to the expiration of the registration. It is the responsibility of the alarm user to submit an application prior to the registration expiration date. Failure to renew will be classified as a use of a nonregistered alarm system and fees and penalties will be assessed without waiver. A late fee as provided in Appendix A may be assessed if the renewal is more than 30 days late.
- (4) Duties of alarm user.
- (a) An alarm user shall:
1. Maintain the alarm site and alarm system in a manner that will minimize or eliminate false alarms.
 2. Make every reasonable effort to have a responder to the alarm system's location within 30 minutes when requested by the law enforcement agency in order to:
 - a. Deactivate the alarm system.
 - b. Provide access to the alarm site; and/or
 - c. Provide alternative security for the alarm site.
- (b) An alarm user shall not use automatic voice dialers.
- (c) The alarm administrator shall establish a procedure for the notification to the alarm user of the false alarm. The notice shall include the following information.
1. The date and time law enforcement officers responded to the false alarm.
 2. A statement urging the alarm user to ensure that the alarm system is properly operated, inspected, and serviced in order to avoid false alarms and resulting fees.
- (d) The alarm administrator will make a copy of this section and/or an ordinance summary sheet available to alarm users.
- (5) Fees.
- (a) An alarm user shall be subject to fees depending on the number of false alarms within a twelve-month period upon a schedule approved by the Village Board (see Appendix A). The Village Board of Trustees may revise and amend all fees from time to time by the passage of a resolution.
- (b) In addition, any person operating a nonregistered alarm system will be subject to a fine (see Appendix A) for each false alarm in addition to any other fees. The alarm administrator may waive the additional fees for a nonregistered system if the alarm user submits an application for alarm registration within 10 days after the notification of such violation.

- (6) Notification.
 - (a) The alarm administrator shall notify the alarm user in writing after each false alarm. The notification shall include the amount of the fee for false alarms.
 - (b) The alarm administrator may adjust the count of false alarms based on evidence that:
 - 1. A false alarm was caused by an act of God.
 - 2. A false alarm was caused by action of a telephone company.
 - 3. A false alarm was caused by a power outage lasting longer than four hours.
 - 4. The alarm dispatch request was not a false alarm.
 - 5. The law enforcement response was not completed in a timely fashion.
 - 6. In determining the number of false alarms, multiple alarms occurring in any twenty-four-hour period shall be counted each time as a false alarm.
- (7) Enforcement and penalties. Enforcement will be handled by the Police Department based on the penalty stipulation for false alarms. If the billing is not paid the assessment shall be placed on the alarm user's taxes. The alarm user may also have his or its permit suspended until paid.
- (8) Confidentiality. In the interest of public safety, all information contained in and gathered through the alarm registration applications shall be held in confidence by all employees or representatives of the municipality and by any third party administrator or employee of the third party administrator with access to such information.
- (9) Government immunity. Alarm registration is not intended to, nor will it, create a contract, duty, or obligation, either expressed or implied, of response. Any and all liability and consequential damage resulting from the failure to respond to a notification is hereby disclaimed and governmental immunity as provided by law is retained. By applying for an alarm registration, the alarm user acknowledges that law enforcement response may be influenced by factors such as the availability of police units, priority of calls, weather conditions, traffic conditions, emergency conditions, staffing levels and prior response history.
- (10) False fire alarms; fees for fire response.
 - (a) For the purpose of this Subsection (10), the term "false alarm" shall mean the activation of a fire alarm by other than a fire, smoke condition, proper use of a manual pull station or other situation which would activate a fire alarm.
 - (b) For a Fire Department response to a non-valid alarm as a result of negligence or improper maintenance of the alarm system, the Village shall charge and collect from the owner or occupant having the responsibility to monitor and/or maintain the system within or for the building fees as follows:
 - 1. For a response to a premises from which an invalid alarm has not occurred within a preceding six-month period, hereinafter referred to as the "first response," no fee shall be charged. The person having or maintaining such alarm system shall, within three working days after notice to do so, make a report to the Fire Department for a fire alarm setting forth the cause of such an alarm, the corrective action taken, whether the alarm has been inspected by an authorized serviceman, and such other information as the Fire Chief may reasonably require to determine the cause of such false alarm and corrective action necessary.
 - 2. For a second response to a premises within six months after a first response, no fee shall be charged, but a written report shall be required as for a first response and the Fire Chief shall be authorized and may cause to be inspected the alarm system at such premises, prescribe necessary action and give notice to the person having or maintaining such alarm system of the conditions and requirements of this section.

3. For a third response to a premises within six months after a second response, and for all succeeding responses within six months of the last response, a progression fee as provided in Appendix A shall be charged.
- (c) Outside monitoring. Fire alarms installed in any privately owned property, business, firm or corporation which are monitored by any entity are subject to the same false alarm penalties set forth in Subsection (10)(b) of this section.
 - (d) Where a required fire alarm system is out of service for more than four hours in a twenty-four-hour period, the Fire Department shall be notified and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm system has been returned to service.