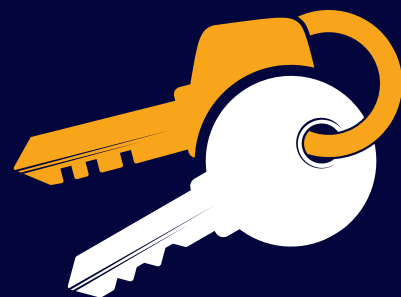
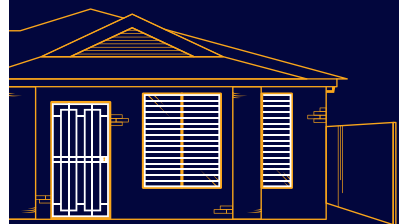




# PROTECT YOUR HOME



A MESSAGE FROM NSW POLICE FORCE



# PROTECT YOUR HOME

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This brochure is intended to provide you with the latest information regarding crime prevention measures designed to protect your home. This information can assist in conducting your own home security assessment and provide knowledge to better protect your home and family from break and enter related crimes.

**Crime Prevention Command**

## REPORT THE CRIME 131 444

**NSW POLICE ASSISTANCE LINE**

Residents near neighbouring state borders may be required to call their local Police Station.

# SECURE YOUR HOME



It's likely you've spent a lot of time, money and effort creating an enjoyable and safe home. It only makes sense you want to prevent thieves from gaining access to it and stealing your precious belongings. While you or someone you know will likely experience a break and enter (break-ins) during your life, most break-ins are easily preventable. Introducing a few simple and inexpensive changes to your home can significantly reduce the chances of these types of crimes occurring.

Break, enter and stealing incidents can have a serious impact on families and individuals in different ways. People can often feel violated and have difficulty overcoming the experience. By implementing these recommendations and adequately securing your home, you can reduce the likelihood of this crime occurring.

If you become the victim of a crime, including a burglary/ break and enter or stealing offence, contact the Police and report the crime. GATHER descriptive information on items/ vehicles that were stolen, identification numbers and where you last saw the items. When speaking to Police be HELPFUL answering all questions as accurately as possible and listen to instructions. There may be EVIDENCE present, such as damaged locks, or items that could have fingerprints or DNA. Avoid touching the area as best you can until Police arrive and assess the crime scene.



# YOUR SECURITY

Home security starts with common sense. Many break-ins occur because people don't lock their doors. If you're leaving your home, even for a short time make sure all your doors and windows are locked.

## DOORS & WINDOWS SIMPLE TIPS

It's easy to say 'lock your doors and windows', but there are many other things to consider when securing home.

- Do not leave keys in locks.
- Make sure your doors are solid and lock properly.
- Upgrade standard locks to deadlocks.
- Install a front door peep-hole.
- Sliding doors should have floor or ceiling key locks.
- Install garage door bolts.
- Internal garage doors should be locked or deadlocked.
- Use window locks.
- Consider shatter proof glass or protective film.
- Ensure doors and windows are mounted with non-removable screws.
- Consider installing metal security grilles or shutters. Ensure they are properly installed by professionals to adhere to building and fire safety codes.
- Remember - No window is too small to leave unlocked.

**Like windows, people come in all shapes and sizes, so never assume someone won't fit through your window.**



# ALARMS AND CCTV

It's particularly important to increase your security following a break in as thieves may return to the 'scene of the crime' after the victims have had enough time to replace the stolen items with new items.

## ALARM SYSTEMS

An intruder alarm system is a useful tool to enhance the security of your home. Ensure the system is manufactured and installed to the Australian Standards for Domestic Applications. The system should provide maximum coverage of the home and garage.

Ensure your alarm is visible from the street, makes a loud noise and be linked to a security service that monitors and responds when your alarm is activated.

## CLOSED CIRCUIT TELEVISION (CCTV)

Modern CCTV cameras and recording equipment are a cost effective preventative measure and powerful investigative tool.

Recording equipment may be wired permanently or temporarily positioned using wireless devices.

Recording equipment must have clear image resolution (HD) and be able to track moving targets.

Place camera's to capture vantage points outside and inside your home.

Learn how to review, download and copy footage into a viewable format.





# SECURE YOUR VALUABLES

Most homeowners and renters spend thousands of dollars fitting their home with appliances and furnishings. All these items are investments which are worth protecting. The NSW Police Force have unique insights into what thieves' target, and who is most at risk.

The most common items stolen are jewelry and portable devices, like phones, tablets, gaming consoles and computers. It's not uncommon for thieves to steal large items, like TV's, artwork, appliances or musical instruments.

Properly securing your home is important, however the most important thing to do with your valuables is to keep a detailed property inventory.



# PROPERTY INVENTORY

Creating an inventory involves keeping a detailed list of all your valuables, with photographs.

Keep records of identifiers such as:

- Manufacturer/ model name / number
- Serial number
- Colour or brief description

Marking your valuables with your name and/or driver's license number is also a great deterrent to thieves and allows a good identifier for Police if the items are recovered. It is not always feasible to engrave an item. For items that cannot be engraved, try looking into alternative security measures.

Marking your valuables with an ultra-violet pen or microscopic identifying dots can be beneficial. These procedures will not damage the item and are only visible using an ultra-violet light.

EXAMPLE: HOW TO FILL OUT THE PROPERTY INVENTORY

ITEM	DESCRIPTION	MAKE / MODEL	SERIAL NUMBER	VALUE
Television	65inch, 4K, black trim, scratch on bottom left of screen. license# engraved next to rear ports	Brand Name XF33A	SY456123987	\$3200
Mobile Phone	Black with some signs of wear on the screen. Case is clear with a Penguin motif on the back	Brand Name SportsGo	SG789321654	\$1800 (on plan)
Engagement Ring	2.1ct, Emerald cut, yellow diamond. Ring is 4ct rounded gold. Size 6	Business Name where purchased Docket/Receipt Number & Date	GIA Certificate #321987654	\$17,000

# PROPERTY INVENTORY FORM

PROPERTY INVENTORY				
ITEM	DESCRIPTION	MAKE / MODEL	SERIAL NUMBER	VALUE



# PROPERTY INVENTORY

Items you should catalogue and photograph;

- Televisions, audio/visual equipment and automated home assistants
- Computers and mobile devices
- Gaming consoles & equipment
- Cameras and camera equipment
- Musical instruments
- Gardening equipment and power tools
- Bicycles
- Jewellery & watches
- Antiques
- Artwork
- Collections; coins, stamps etc.

For smart phone and other mobile devices, install a security app that allows you to track your device via GPS. Ensure your device automatically locks when you're not using it and have a pin code, finger print or voice command to unlock it.

People often store their valuables and safes in bedrooms or walk in wardrobes. Keep them where nobody else would think to look.

# SECURE YOUR HOUSE

Break and enters sometimes happen while people are outside doing yard work and they've left their front, back or garage door unlocked or open. Leaving your garage door open, while you're home can tempt opportunistic thieves that are passing by.

Some important security tips for your home;

- Make your house number clearly visible from the street. Having clearly visible street numbers allow emergency services to find your home faster in the event of an emergency.
- Displaying security warning signs around the perimeter of your home and property advising of security measures can deter potential intruders.
- Make sure your fences and gates are sturdy with key locks.
- Ensure that landscaping is free from potential hiding places. Wherever practical, keep trees and shrubs trimmed, improving visibility of your home and reducing a thief's opportunity to break in unseen.
- Security sensor lighting can be installed around the perimeter of your property. This can include over entry ways, along your driveway and the back of the house. This may reduce any possible hiding places for thieves.
- Consider using light timers to turn the security lights on / off when not at home.
- Install wired or wireless CCTV cameras.
- Lock your garage/garden shed when you are away from home. Garages / garden sheds are targets for thieves. They should be fitted with solid doors and deadlocks. Most home alarms can have their monitoring parameters extended to protect your garage too.
- Tools, gardening equipment, ladders, etc. locked away when not in use. Garden tools, equipment and ladders should be locked away when not in use to prevent thieves from using them to gain access to your home.



# HOME SECURITY CHECKLIST

- ☐ Clearly visible street numbers.
- ☐ Trees and shrubs can't be used as hiding places.
- ☐ Security lights cover main areas around house.
- ☐ Fences are sturdy.
- ☐ Gates have keylocks.
- ☐ Garden sheds have keylocks.
- ☐ Tools, gardening equipment, ladders locked away.
- ☐ External doors have deadlocks.
- ☐ Windows have keylocks.
- ☐ Internal door between garage and house has a deadlock.
- ☐ Keys aren't left in locks.
- ☐ Light timers are set when out at night.
- ☐ Alarm sensors are directed where valuables are stored.
- ☐ Property Inventory is up to date.
- ☐ Property is engraved or marked.
- ☐ Devices and computer systems are backed up.



# SECURE YOUR UNIT

Break and enters into units often occurs because the balcony door was unlocked or open. Some criminals can scale the sides of buildings like climbing a ladder, moving from balcony to balcony.

Keeping this in mind it's always important to keep your balcony doors locked, preferably with a key activated floor bolt. They can also access the balcony via other means including; scaling fences, walls, trees, garbage bins or parked vehicles.

Here's a quick unit security checklist;

- ☐ Communal area is locked
- ☐ Lift needs swipe access
- ☐ Front door has a peep hole
- ☐ Front door has a deadlock
- ☐ Front door bell camera/video or CCTV
- ☐ Sliding door has a floor lock
- ☐ Windows have key locks
- ☐ Balcony not easily accessible
- ☐ Balcony has a sensor light
- ☐ Garage doors and storage cages have locks and floor bolts
- ☐ No visible property in your garage, storage cage or vehicle
- ☐ Your allocated parking spaces do not match your unit number
- ☐ Motorcycle parking has an immovable anchorage point



# WHAT TO AVOID

- Leaving doors and windows open when you leave the house despite how long you will be absent for.
- Leaving side gates and garden sheds unlocked.
- Hiding keys anywhere outside your home because thieves look in all these places to gain easy access.
- Placing personal details such as your name, address and telephone number on your keys.
- Leaving large amounts of cash inside your home.
- Leaving cars unlocked in the driveway.
- Leaving notes on the door stating that you are away or when you'll return.
- Giving personal information to a caller you do not know.
- Letting callers know that you are home alone or not going to be at home at a particular time.



# PROTECT YOURSELF ONLINE

**Criminals can obtain personal details and those of your family online, which can lead to identity theft. Identity theft is when a cybercriminal gains access to your personal information online to steal money or engage in other types of criminal activity.**

Cybercriminals will try to trick you into giving away your personal information or trick you into giving them access to your computer or device. They can also impersonate government agencies or well-known organisations. If you receive a phone call, text message or email from someone claiming to be from an organisation, call them back or email them using the contact information on their official website. Here are some simple steps to help protect against these types of crimes.

## **Protect your password**

- DON'T use the same password for all your devices or systems, otherwise if someone accesses one system, they can access all of them.
- DON'T use names or words easily linked to you. These types of passwords can be guessed using online research, such as through social media. eg birthdays, pets names, family members.
- CHANGE your password regularly, make them complex and the maximum length. Try to include capital letters, numbers and special characters to make them unique.
- DON'T GIVE YOUR PASSWORD TO ANYONE.

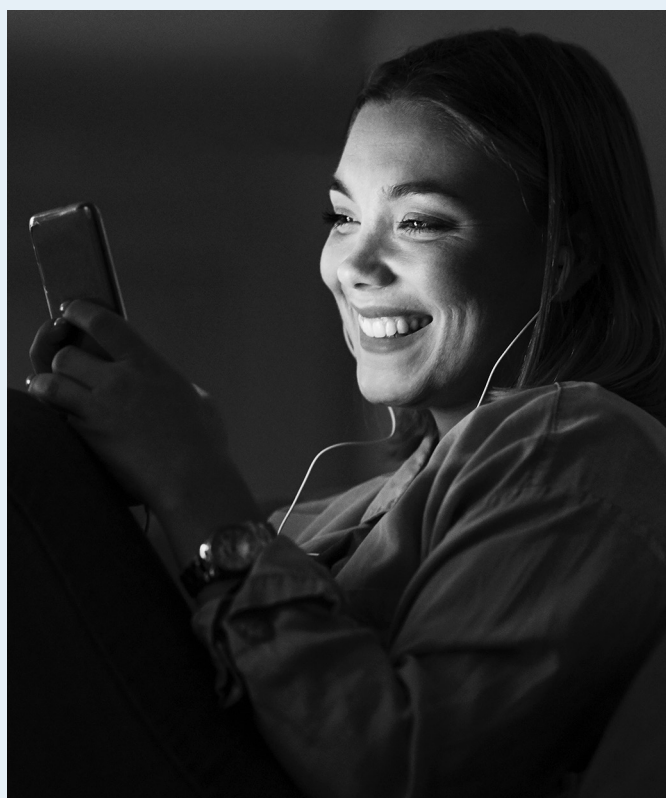
## **Protect your computer or mobile device**

- INSTALL reliable anti-virus protection for all your computers and mobile devices.
- DON'T let anybody you don't know, or trust access your devices.
- DON'T give anyone remote access to your devices.
- DON'T share your personal or financial information online.
- DON'T use unsecure WiFi hotspots, such as in cafes or hotels, to do banking or other uses that require you to input passwords or other personal information.
- **DON'T access email or text message links** from senders you don't know. Check email addresses carefully, as emails can be spoofed using a similar email address such as one letter different, a hyphen or a dot com rather than dot com dot au. If you're unsure contact them or follow links on their official website.
- **Limit what you share online.** Reconsider sharing information like your birthday, photos of a new house, or photos that identify personal information like addresses and schools.
- **Set social media privacy settings to 'private'.** Ensure you're only sharing your photos and posts with people you trust.
- Screenshot messages or transactions to keep a record or to use as evidence in case you fall victim to a scam.
- **Don't accept 'friend' requests or respond to messages from people you don't know.**

# PROTECT YOURSELF ONLINE

Online Marketplaces have become a popular place to buy, sell, share, swap and give away unwanted items. While most experiences on these sites are successful and hassle-free, online marketplaces are also popular among thieves and scammers. Here are a few tips to protect yourself from thieves and scammers of these sites:

- Inspect the item carefully in person to ensure it is as described in the ad and any issues are known upfront before you exchange any money.
- If you've only ever met someone online or are unsure of the legitimacy of a business, take some time to do a bit more research. Scammers will set up fake online stores to sell goods or services.
- Scammers post goods or services for sale in popular buy swap-sell groups or online classified sites to trick people into buying items that don't exist.
- For personal safety, if possible, arrange to meet in a busy public place and take a family member or friend with you.
- Never send money to anyone without ensuring you have the product or a form of buyer protection. When purchasing on online marketplaces, face to face transactions are the best way to minimise the risk of fraudulent activity.
- If sending money in an online transaction, always double check the bank details, scammers can hack into emails and change bank account details.
- Never purchase giftcards to pay for a product or service. Legitimate businesses will never insist for you to pay for something using giftcards.



- Always do research on a potential investment, scammers will spend a lot of time and money setting up convincing businesses and opportunities to scam people out of money. If you're unsure, seek independent financial and/or legal advice before making any investment or large purchasing decisions.

If you believe you have been the victim of Cybercrime or a cyber related offence, report it immediately to your local Police and report to ReportCyber at <https://www.cyber.gov.au/acsc/report>

For more information and to report scams visit <https://www.scamwatch.gov.au/>



# PLANNING A HOLIDAY



**Break and enter into a home can occur at any time. Thieves target empty homes during holiday periods especially if they suspect people have gone away, or even if the house appears empty.**

Here are a few security tips for when you leave your home for an extended period;

- Double check that you locked all windows, doors, garden sheds, gates, garages and any other areas of your home that can be secured.
- Ask a friend or neighbour to park in your driveway.
- Ask trusted friends or neighbours to clear your mailbox and check on your home occasionally while you are away; advise them of where you can be contacted.
- Make sure that the lawn does not become overgrown.
- Ensure nothing will be delivered and left unattended.
- Ensure a answering machine message doesn't state that you are away on holidays and be wary of what you post on social media sites.
- Pay essential services bills in advance: electricity, gas, water and/or telephone so that your supply continues while you're away.
- If valuable items are left in the home, ensure that your Property Inventory is up to date.
- Lock the electricity meter box to prevent thieves interfering with your power supply or security lighting (contact your local electricity provider for more information).
- When packing for a holiday, avoid packing your vehicle the night before as it will become an attractive target for a thief.

# PROTECT YOUR MOBILE HOME

For many people caravans and motor homes aren't just for holidays, they're a way of life. Here are a few crime prevention tips when living on the road;

## When you arrive at a caravan park

- Ask the manager about safety and security in the area.
- Get to know your neighbours and who belongs there.
- Secure your outdoor equipment with a chain and lock.
- Secure your vehicles with wheel and hitch clamps.

### DO

Photograph, video and keep an accurate description of all your vehicles and valuables (particularly your rego, VIN and serial numbers)

Mark your valuables with an identification number such as your driver's licence.

Keep all your doors and windows locked, even when you're nearby.

Take all your valuables with you when you leave the park or area.

### DO NOT

Leave bikes, eskies (particularly with alcohol), surfboards, wet suits, fishing gear or any other recreational equipment unattended outside.

Leave equipment in boats or on top of vehicles without locks.

Leave washing, shoes or wet swimmers and towels outside overnight.

Leave spare keys hidden outside the caravan when going out.

Leave things of value on display inside your vehicle or caravan. eg. GPS, phones, tablets, laptop computers, cameras, handbags/wallets and credit cards.

## Going out?

- Leave a light or radio on to try and give the appearance you're inside.
- Make sure you key lock all your doors, windows and roof hatches.
- If you can't take your valuables with you, secure them in a safe or ask the Park Office to store your valuables in the office safe for you.

# PROTECT YOUR RURAL HOME

- Regularly check the condition of fences and gates and monitor if repair is required.
- Mount gates securely and use heavy duty chains and padlocks for security.
- Post “No trespassing” and “Private Property” signs around the perimeter of the property.
- Construct storage facilities within sight of the house.
- Install heavy duty roller shutters or metal gates that can be locked shut.
- Build stockyards away from the road and in sight of the homestead.
- Lock machinery, tools and farm equipment in a secure shed.
- Lock shed doors, windows and chutes.
- Hire reputable contractors.
- Never leave keys in ignitions of vehicles or equipment.
- Lock and secure cab doors or install hasps with padlocks on the doors.
- Position vehicles and equipment where they can be seen from the homestead and out of sight from the main road.
- If a vehicle must be left out in the open in public view, prevent the ability to start, drive or tow vehicle.
- Ensure any toolboxes or equipment installed on the vehicle are secured and locked.
- Engrave or permanently mark all equipment in at least two places with a unique marking.
- Use a welder to permanently engrave large machinery items.
- Secure mobile equipment to strongly anchored objects, like trees, with heavy duty chains and case-hardened locks.
- Don't hide your house or gun safe keys while you're out, keep them with you.



# PROTECT YOUR PARCELS

With an increase in online shopping and deliveries, it's important to take proactive measures to deter parcel theft. Here are a few strategies to help keep your deliveries safe:

- Install home security devices such as sensor lights, cameras or a video doorbell.
- Install a parcel delivery drop box or locker near your front door, preferably out of view from the street. They are often tough, weather resistant and virtually tamper-proof, with multiple options to open, such as pin-code or remote.
- Use alternatives to home delivery. Use a 24/7 Parcel Locker or many retailers offer 'click and collect' services which provide a network of local delivery, pickup and return locations. These are often convenience stores, pharmacies, service stations and are often open outside of business hours for collection convenience.
- Request signature confirmation. If you know someone in your household will be home and willing to answer the door, you can add signature confirmation to your delivery. This means that the package can only be left with someone who signs for it rather than left at the front door.
- Request parcels are left in a secure location, such as behind a plant or under porch stairs. Somewhere hidden from the street.
- Ask a neighbour or friend to hold on to a parcel for you until you get home.





# SENIOR SAFETY

As we grow older, several factors can impact on our confidence and quality of life. Taking a few extra precautions and being able to identify potential risks or dangers can go a long way to improve you feeling safe at home. This section has been created specifically to provide information, advice and tips for older adults in NSW.

**An older person is a person who is 65 years or over, 50 years or over if they are Aboriginal or Torres Strait Islander.**

The NSW Police Force now has Aged Crime Prevention Officers (ACPOs) in multiple locations across the state. The ACPOs are police officers who assist their Commands and Districts in preventing and responding to the abuse, neglect and exploitation of vulnerable people who may be ageing, with disability or homeless. If you would like to speak with your local police in relation to concerns in this area the ACPO or Crime Prevention Officer (CPO) are able to assist.

- » **Stay in good health.** One of the biggest risks for older adults who live alone is personal injury. If you slip and fall and there is nobody around to help, a simple concussion or cut on the foot could quickly become life-threatening. Things like exercise, a healthy diet, an active social life, and drinking plenty of water drastically cut down on the health risks that face older adults.
- » **Check-in often with friends and family members.** This allows the support system to help if something is awry and makes it easier for loved ones to spot potential dangers.
- » **Keep the home in good repair.** A well-maintained home can be attractive to people but are often less attractive to thieves. Dilapidated doors, windows or walls can make it easier for burglars to enter your home.
- » **Use a personal alert system.** A personal alert device makes it easy for older adults to access help when needed, even if they have fallen and cannot reach a phone, particularly if they live alone.
- » **Put together an emergency kit.** Everyone should have an emergency kit on hand to be used in the event of power outages, severe weather, or natural disasters, which should include survival supplies like dried food, blankets, bottled water, torches, matches, candles, and medical supplies.
- » **Make a list of emergency contacts and medications.** Emergency contacts are critical to ensure safety and proper care in the event of a crime, accident, or injury. Develop a list of emergency contacts and keep it by the phone. This list should include doctors, family members, and friends.
- » **Register yourself or a loved one with the NSW Police Force Next of Kin Program.** A flyer for the program is on the next page or for more information contact your local Police station.



NSW Police Force

## NEXT OF KIN PROGRAM

Developed by NSW Police Force

Next of Kin is the person you would like police to contact in case of an emergency.

### WHAT IS THE NEXT OF KIN PROGRAM?

The Next of Kin Program helps people living alone to have the contact details of their nominated person recorded at a local police station.

The contact details of the Next of Kin, as well as the nominated doctor, dentist and any medical alerts that would help in an emergency situation will be entered onto a register. Any information provided will be securely stored and only accessed by NSW Police.

This information may assist the police and emergency services to contact a relative or other nominated person if needed in an emergency situation.

### HOW DO I REGISTER?

Contact your local police station and ask to speak with the Crime Prevention Officer about the Next of Kin Program.

The Next of Kin Program is a **FREE** to join.

### Your local Crime Prevention Officer is:

Name

Police Station

Contact No.

NOK Registration No.

--- CUT HERE ---

## CONFIDENTIAL: Next of Kin Program

REGISTRATION NUMBER

PERSON

NEXT OF KIN #1 (This can be a family member, neighbour, friend, etc)

Surname

Name

Given Names

Date of Birth

Relationship (to you)

Date of Birth

Address

Address

Phone (H)

Phone (M)

Phone (H)

Phone (M)

Language Spoken

Language Spoken

NEXT OF KIN #2

Name

OTHER CONTACT DETAILS

Name of Doctor

Phone

Relationship (to you)

Name of Dentist

Phone

Address

Additional Information

Phone (H)

Phone (M)

Language Spoken

I give permission for the NSW Police Force to hold my details on the Next of Kin register and contact any persons listed on this form in the case of an emergency.

Signature

Date

PAB12859 10/17

NSW Police

Street Address:

City:

Phone:

Web site:

## IMPORTANT NUMBERS:



### Triple Zero (000)

For emergencies or life threatening situations.



### Police Assistance Line (131 444)

For non emergencies.



### Crime Stoppers (1800 333 000)

To provide crime information. It can be in confidence.

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NSW Police Force

