

# Burglary Prevention Toolkit

**Crime  
Prevention  
Advice  
from West  
Yorkshire  
Police**



Office of the  
**Police & Crime  
Commissioner**  
West Yorkshire



**WEST YORKSHIRE  
POLICE**



## **Dear Homeowner**

A criminal is simply looking for the opportunity to commit crime, or they are suddenly hit by a tempting situation. If we simply remove that opportunity and temptation, and make it difficult for someone, then the chance of a crime occurring could be greatly reduced.

Our aim is to prevent and detect crime. Please read the enclosed information which provides advice on how you can improve your home security without the need to spend large amounts of money.

## **Neighbourhood Watch: Safer and Stronger Communities**

Neighbourhood Watch is the largest voluntary crime prevention group in the country. It is based on the idea of communities coming together to reduce crime and increase community cohesion.

## **Benefits of Neighbourhood Watch**

People join Neighbourhood Watch for many different reasons, whether it is to improve safety around their home or to become part of a group and meet new people. It is widely regarded that being part of Neighbourhood Watch can:

- Reduce/prevent local crime and disorder
- Reduce fear of crime
- Create safer neighbourhoods
- Build community spirit and cohesion
- Assist in the detection and apprehension of criminals through members providing information to the police

For further information visit [www.ourwatch.org.uk/](http://www.ourwatch.org.uk/)

## Your Home

The crime prevention advice below is about perimeter security, the shell of the building and possible targets within the home. It is recommended that where advice is given about security products, they should comply with the appropriate standards. If you have any queries regarding standards, please contact your local Crime Prevention Officer (contact details on rear cover).



### Perimeter

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

- Make sure neighbours can see your property by cutting back hedges, trees and bushes. The more houses you can see from your front door, the more people can see your house. This increased surveillance is valuable when it comes to your security.
- Fencing/hedging to the rear of a property should be a minimum of 1.8 metres (taller fences may require planning permission), however any fencing or hedging to the front of a property should be no higher than 1 metre in height to allow surveillance from neighbouring properties.
- Ladders and garden tools should be locked away where possible. This is to reduce the chances of an offender using them to gain access to the property.
- Consider defensive planting. Prickly plants can be used to create a physical barrier for an offender to overcome. Offenders know that a piece of ripped clothing, or a small amount of blood can assist a Police investigation. Examples of suitable plants include – Berberis Stenophylla (Barberry), Berberis Julianae (Barberry), Pyracantha Orange Glow (Firethorn).

### Lighting

Keep your property well lit during the hours of darkness as this may increase the chances of an offender being seen.

- Make sure existing lighting is maintained and in working order.
- If installing new lighting, West Yorkshire Police and Secured by Design (SBD) recommend low energy lights known as "dusk to dawn" lighting.
- Outdoor security lighting should always be installed out of easy reach.

## Intruder Alarms

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

There are a number of different types of alarm systems available:

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

**Smart system** – When the alarm is activated, it operates an internal and/or external siren to attract attention to the property. It also sends a notification to the user's smartphone to make the user aware of the activation.

**Remotely monitored system** – When the alarm is activated, it sends a signal to a central monitoring station which will automatically call a keyholder of your choice, and if required, the Police.

If you decide on a Police response to your alarm, please check the National Police Chief's Council's (NPCC) Security Systems Policy for the full requirements.

## Surveillance

CCTV can be used to enhance the physical security of your home. Careful consideration should be given to the type of system that you install. The presence of CCTV should also be supported by suitable signage, as the signage can act as a deterrent. The codes of practice in relation to CCTV are available on **[www.ico.org.uk](http://www.ico.org.uk)**



Video doorbells are another item that you may consider installing when looking at the surveillance options that are available for a property.

## Doors

If your front and rear doors are not secure, neither is your home. A high percentage of burglars gain entry through a door. Quality locks and bolts are only as strong as the door and frame in which they are fitted. Wooden doors should be solid and at least 44mm (1<sup>3</sup>/<sub>4</sub>" ) thick. Check that the frame is well fixed, and if weak or rotten, consideration should be given to replacing it. Glass panels on or around the door can be replaced with laminated glass, or alternatively, a laminate film may be installed over the current glazing that is in place.

If you are to replace your door, it is recommended that you replace the full "door set" with one that is certified to British Standard PAS 24:2016. The door set is purchased as a complete kit, and this ensures that the door, frame, locks and fittings have been tested to the recommended standard.

Most external wooden doors are fitted with 5 lever mortise locks. It is recommended that the 5 lever mortise locks should meet the British Standard BS3621, and these can be further complimented with mortise bolts to the top and bottom of the door.

Most UPVC doors are fitted with Euro-cylinder locks. The Euro-cylinder locks should either conform to TS007 (3 star rating) or Sold Secure Diamond Standard (SS312). Locks that meet these standards have been through a testing process to ensure they reach the best levels of security currently available.

Patio doors should have the sliding section on the interior, and have anti-lift blocks installed. Multi-lock systems are recommended, or mortise security bolts with removable keys can be installed at the top and bottom of the door.

## Windows

As with doors, if you are considering replacing your windows, it is recommended that your new windows are certified to PAS 24:2016. Consideration may be given to the use of laminated glass or a laminate film on ground floor or accessible windows. Laminated glass/film is designed to hold the glazing together when shattered, or when someone tries to break it. All ground floor or accessible windows should also be fitted with a lock **unless** the window is used as a fire escape. Any windows that aren't used as a fire escape could also be fitted with additional window security such as sash jammers to enhance the level of security on offer. **As window's can be used as a means of escape in an emergency, it is also recommended that further advice is sought from West Yorkshire Fire and Rescue regarding window security.**

A wide range of windows locks are available to enhance window security. An example of some of these are displayed below.



Metlock



Metal lock



Sash Lock



Sash Jammer



Swing Lock



Stay Lock



Window Bolt



Transom Lock

## Keys

Always keep house and car keys in a safe place and out of view. Never leave your house or car keys in or near a door or window. Burglars have also been known to use a fishing rod or magnet on a stick to steal keys through a letterbox or cat flap. Although keys should be stored out of sight, it is important that you know where they are at all times should you need to leave the property in an emergency.

## Property Marking

Valuable items can be permanently marked with one of the following methods:

- Ultra violet (UV) marker pen (house number and postcode)
- DNA solution tested to standard LPS 1225
- Stamping/etching/engraving (house number and postcode)

It is also good practice to photograph any valuable items that you have around the house.

## Garden Sheds and Garages

Garages and garden sheds in particular can be vulnerable to attack, simply because of the construction of the building. In order to keep these buildings secure, please consider the recommendations below:

- Install padlocks that meet the British Standard BN12320, with a 3-4 security grading for domestic use
- Fit locks and bars to any windows, and consider placing some form of coverage on the windows to prevent someone being able to see the contents stored within (curtains etc)
- Use clutch screws or coach bolts on any hinges
- Lock ladders away inside shed or garage
- Consider installing an anchor post to the floor within the shed/garage so that valuable items can be secured to it
- Consider marking garden/power tools with your postcode/house number (see property marking section)

## Is anyone in?

Most burglaries take place when the house is empty during the evening, or in the hours of darkness. Automatic timer switches can be used to turn lights on and off at a time to suit you and it is recommended that these switches are used both upstairs and downstairs within a property. Other devices such as “simulated televisions” can be used to give the impression to passers-by that someone is in the home watching the television (see below image).



## Cycle Crime Prevention

West Yorkshire police have teamed up with Bike Register® the National Cycle Database. We will encourage owners to record details of their own bikes by following the information below.

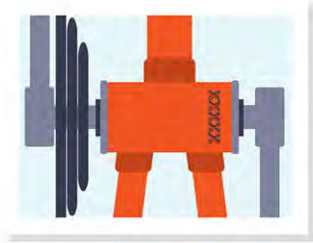
# SNAP IT.

Take a photo of the bike and any identifiable parts.



# FLIP IT.

Turn the bike upside down, most bikes have serial numbers under the crank.



# SAVE IT.

Record the number either on an app on your phone or write it down and keep it in a safe place.



# MARK IT.

Use a third party marking company like Bike Register® which adds the bike to a National Cycle Database.





# Crime Prevention Self-Assessment

## Perimeter

- Is the area around the house free from 'tools' that an offender could use - i.e. bricks, rubble, ladders, garden Equipment? **Y/N**
- Are sheds/garages/outbuildings locked at all times? **Y/N**
- Does the perimeter to the front of the house allow good surveillance - i.e. the hedge isn't of a height that provides a barrier to work behind? **Y/N**
- Is there any packaging from expensive items leant up against the bins - i.e. from laptops, tablets, phone, games consoles? **Y/N**

## Shell

- Are spare keys left in accessible place - i.e. under a plant pot, doormat or stone? **Y/N**
- Are ground floor and accessible windows closed and locked? **Y/N**
- If euro-cylinder locks are in situ do they meet TS 007 (3 star) or Sold Secure Diamond Standard (SS312)? **Y/N**
- If there is a burglar alarm is it always used? **Y/N**

## **Interior**

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

## **General**

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

# Notes

The information given in this booklet is free of charge without the intention of creating a contract. The Police do not take any legal responsibilities for the advice given. The booklet can only give a view on what measures might reduce the risk of crime, and there can be no guarantee that these will prevent crime. The security standards within this booklet are correct at the time of printing, however due to ongoing tests and updated standards, these may change at any time. If you are unsure in relation to security standards, please contact your local Crime Prevention Officers.



## Useful Contacts

### Officer contact details:

**101 (Non-emergency)    999 (emergency)**

<https://www.westyorkshire.police.uk/report-it>  
**(Online reporting - non-emergency)**

#### **Neighbourhood Watch**

[wyp.nhw@westyorkshire.police.uk](mailto:wyp.nhw@westyorkshire.police.uk)

#### **West Yorkshire Community Alert**

<https://www.wypcommunityalert.co.uk>

WY Community Alert is a messaging system brought to you by West Yorkshire Police and our Partners for our communities.

By registering with WY Community Alert, you can choose to receive news and appeals, local crime information and/or prevention advice direct to you by email, text or voice message.

Registering for alerts is completely free and once you have signed-up, you can choose how you want to receive the messages and what you want to receive messages about.