



CITY OF GARDENA



PERSONAL

SAFETY

For Gardena Residents

Gardena Police Department
1718 W. 162nd Street
Gardena, CA 90247

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In support of community-oriented policing, the City of Gardena has compiled this safety information booklet. By taking a few simple precautions, you can reduce the risk to yourself and also discourage criminals.

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■ Personal Safety Measures

Home Safety

- Install a peephole in your front door so you can see callers without opening the door. Do not rely on chains.
- Ask for proper identification from delivery men or strangers. Don't be afraid of asking -- if they are legitimate they won't mind.
- Keep windows and doors secured with adequate locks at all times. For ventilation, secure windows open no more than five inches.
- Close your curtains or blinds at night to prevent strangers from seeing you are alone.
- Women who live alone should list only their last name and first initial in phone directories and on mailboxes.
- Be alert to protect your neighbors and yourself. Never mention to a stranger that a neighbor lives, or is at home, alone.
- When a stranger asks to use the telephone, do not permit him to enter. Offer to summon emergency assistance or make the call for him.
- DO NOT HIDE SPARE KEYS. Give your keys to trusted neighbors. There is NO safe place to hide an extra key.
- If you come home and find a door or window open or signs of forced entry, don't go in. Go to the nearest phone and call the police.
- Have good lighting at all entrances.

Telephone Safety

- Do not give information about yourself to strangers over the phone or admit that you are alone.
- If you have an answering machine, the message should be recorded by a male and should not give out any personal information or say "I'm not home."
- Hang up immediately on obscene callers.
- Keep all emergency numbers near the phone.

Office Security

- Never leave your purse or billfold in plain view or in the pocket of a jacket hanging on a door.
- Don't leave cash or valuables at the office.
- Mark your personal property with your California driver's license number.
- If you work late, try to find a co-worker or security guard to walk out with you.

Elevator Security

- Check the elevator before entering. Wait for the next elevator if you are suspicious of any occupant.
- When riding in an elevator, stand near the control panel. If accosted, press the alarm.

Outdoor Safety

- Be aware of your surroundings and the people around you -- especially if you are alone or it is dark.
- Avoid dark streets.
- Do not walk alone, especially at night.
- Walk at a steady pace with a self-assured stride.
- Walk close to the curb. Avoid doorways, bushes and alleys where someone could hide.
- Walk on the side of the street facing traffic.
- Do not take shortcuts or walk in alleys.
- Do not respond to conversation from strangers on the street -- continue walking.
- Avoid dark streets.
- If a driver asks directions, don't get too close to the car.
- If an occupant or a vehicle persists in bothering you, cross the street and walk or run in the opposite direction.
- If you are followed, get away fast. Change direction and/or walk in a crowded area.
- If in danger, scream and run, yell "fire" or break a window to attract attention.
- Hold your purse tightly, close to your body. Keep your wallet in a front or buttoned hip pocket or side coat pocket. When walking in a parking lot, carry your purse on the side that is closest to parked vehicles.
- Carry as little cash as possible.
- Do not hitchhike.
- Have your key ready in your hand so you can open the door to your home or car immediately.
- Use intuition. If you feel insecure, ask a store manager or security guard to escort you to your car. Most will.

Safety While Waiting for a Bus

- Try to avoid isolated bus stops.
- Stand away from the curb until the bus arrives.
- Do not open your purse or wallet while boarding the bus -- have your pass or money ready in your hand.
- Do not invite trouble -- keep gold chains out of sight, don't flash your jewelry, and turn your rings around so the stones don't show.

Safety On Board Buses

- During off hours, ride as near to the driver as possible.
- Stay alert and be aware of the people around you.
- If someone bothers you, change seats and/or tell the driver.
- Carry your wallet inside your coat or in a front pocket. A comb placed horizontally in the fold of your wallet will alert you if someone tries to remove it from your pocket.
- Keep your handbag in front of you and hold it close to your body with both hands.
- Check your purse or wallet if someone is jostling, crowding or pushing you.

Car Safety

- Always keep windows rolled up and doors locked after entering or leaving your car.
- Always have your car keys in your hand so you can get into your car immediately.
- Always check the back seat before entering your car.
- Never leave your keys in your car, even if you will only be gone a moment.
- Never leave your purse in sight; hide it under your seat or in the glove compartment.
- When parking, look for any suspicious persons loitering before leaving your car.
- Always park in well-lighted areas.
- If you are being followed by another car, NEVER DRIVE HOME. Honk your horn in short bursts to attract attention and drive to a gas station, police, or fire department.
- Always keep your car in good running condition with at least half a tank of gas.
- If your car breaks down, pull over to the right as far as possible, raise the hood, and wait *inside* for help. Do not get out of the car or unroll the window until the police arrive.
- Do not pick up hitchhikers.

Report Crimes

When you report all the facts about a crime, it helps the police assign officers in the places where crimes are occurring or where they are most likely to occur. Failure to report the crime allows the criminal to continue operating without interference. In many cases, it is information provided by victims and witnesses that leads to the arrest of a criminal. So, tell the Police as much as you can. The Gardena Police Department needs the eyes and ears of every resident.

■ Rape Prevention Measures

Learn to use good sense and your natural weapons to ward off would-be rapists.

Defense against Rape

- Get your mind set in advance that if something happens you will stay in control of yourself long enough to take a fast offense to free yourself to get away, even if it means hurting the attacker.
- If you are accosted, strike out immediately at the assailant's most vulnerable spots: eyes, nose, throat, groin, knees, and/or toes. Gouge and hit, and do it hard.
- Use your natural weapons: fingernails, fists, feet and teeth.
- Don't wait for the assailant to recover from your initial offense. Strike fast and get away fast.
- Be wary of using guns, knives or tear gas canisters since the assailant may have his own weapons, or take yours away and turn them on you.

Avoiding Rape

- Be aware, be calm, and be suspicious.
- Never hitchhike or pick up hitchhikers.
- Avoid dark streets, high and dense bushes, and out-of-the-way places.
- Walk near the curb.
- If you see something or someone suspicious when you're walking, turn away from them and go quickly to the nearest group of people, or at least to a lighted area.
- Avoid being alone in apartment laundry rooms or Laundromats.
- Don't have both arms full of books or packages when you're out. Keep one arm free and have keys ready as you approach your locked home, office or car door.
- Leave lights on inside and out when you're away from your house during evening hours, and have a few lights on timers even when you are home.
- When you are home, keep doors and accessible windows locked and secured.
- Have a one-way viewer on your door so you can see out, and don't open your door to strangers.
- Use common sense. Avoid unnecessary risks, especially when you are alone.

■ Safety Measures for Children

Parents should teach their children the following information to keep them safe and secure when they are away from parental care.

Parents Should Teach Children

- To stay away from strangers.
- To inform them if a stranger offers them candy, presents or rides, touches them or makes them uncomfortable.
- To inform them if someone known to the family makes physical advances towards them.
- To walk across the street -- do not run.
- To not cross a street against a red light.
- To cross the street at a corner, not in the middle of the street.
- To not play or run in the street.
- To stay out of alleys.
- To stay away from empty buildings, empty boxes, abandoned refrigerators and other potentially dangerous places.

Safety Tips

- If children go to a park or a store, they should go with friends, not by themselves; and they should always ask for permission first.
- If children are home alone and someone comes to the door, they should call out that their mother or father is in the shower or taking a nap.
- Children should not open the door to strangers.
- Children should know they can call the Gardena Police Department if their parents aren't home and something or someone harms or scares them.
- Let your children know they can talk over any problem with you -- no matter what --and then be there, with an open mind, when they turn to you.

Parent Responsibilities

- Provide supervision for your children when they invite friends to your home, particularly for teenagers' parties.
- Teach youngsters respect for laws and law enforcement agencies and that police officers are friends whose job it is to protect children and adults from harm.

■ Drug Awareness

For Young People

- Be aware that you can say no.
- Never use drugs just because someone else uses them.
- If you turn to drugs, they'll control every important aspect of your life.
- Even friends can turn out to be pushers, urging you to try drugs just so you'll come to them for more.
- Many drugs are improperly prepared and can cause long-term physical damage, including brain damage -- damage that can stay with you even if you never use the drugs again.
- Drugs can, and do, kill.
- Even if you don't agree with the laws, the fact is that drug use is illegal and can give you a criminal record that will stay with you through the years ahead.
- There are no "safe" drugs when used without medical supervision.
- The best way of all to avoid drug abuse is to avoid drugs.
- Respect yourself and don't start.
- If you're tempted or in trouble, call the nearest Drug Hot Line for help. The telephone number is (800) 888-9383, or contact the Gardena Police Department at 310-217-9670.

For Parents

- You are your children's best role model -- or worst. If you smoke pot, take pills unnecessarily or drink alcohol excessively, you are sending a message to your youngsters that you approve of drug use -- no matter what you say to them in words.
- Know the dangers of drug abuse and the results, and talk to your youngsters about it.
- Avoid closing the door to an open dialogue. Be straight with them so they can be straight with you.
- Be aware of symptoms of drug abuse (sudden personality changes, dilated eyes, depression, agitation, listlessness, poor appetite and weight loss, secretiveness, etc.).
- Be alert to these symptoms in your children's friends as well as your children and confront them if you spot them.

■ Safety Measures for Baby Sitters

Caring for young children is one of the biggest responsibilities you'll ever have. You must protect yourself as well as the children.

Getting the Job

Know your employer. Baby sit only for people you or your parents know, or for whom you have a personal reference. Answering newspaper advertisements may not be safe. Be sure to find out from your employers what time they expect to be back. Be sure they know how much you charge and when you must be home.

On the Job

- Before your employers leave, fill out the information requested on the form in this brochure. Do this for every job you take. Keep the form and a pencil and paper near the telephone.
- Have your employers do a safety check with you throughout their home. Find out if their home has emergency exits, a smoke alarm or a fire extinguisher.
- Know how to work the door and window locks in the home and use them. Leave at least one outside light on.
- If the telephone rings while you are baby sitting, don't tell the caller that you're alone. Say you are visiting and the residents can't come to the telephone, but you will give them a message. If the caller persists or gets rude, just hang up.
- Don't open the door to strangers and don't tell anyone who comes to the door that you are there alone. Again, say you're visiting and will deliver a message.
- During the day you might have the children out in the yard. If you're in the backyard, make sure the front door is locked. If you are in the front yard, make sure the back door is locked.
- If you take the children to a park or anywhere else, make sure you have the house key with you when you leave. Double check to be certain all doors and windows are locked before leaving.
- Have the children go to the bathroom before you leave to help avoid using public restrooms.
- When you are out with the children, don't talk to strangers. If you suspect you are being followed at any time, go to a nearby store or gas station and call the police.
- When you get back to the children's home, if anything seems unusual -- a broken window, an open door, a strange car parked outside -- don't go in. Go to a neighbor's and call the police. For that matter, if at any time while you're baby sitting, you are uneasy or suspicious about anything, don't hesitate to call the police.

In an Emergency

- If you suspect a fire, get the children and yourself out. Go to a neighbor's and call the fire department. If you were able to take the safety check list with you, call your employer and let them know where you and the children are.
- In any kind of emergency, stay calm. The most important thing to remember is that young children won't panic if you don't.

When the Job is Over

- When your employers return home, report on what happened, especially if you consider anything unusual.
- Call home to let someone know you are on your way.
- Be sure you have an escort home. This should be one of the conditions under which you accept *any* baby-sitting job.
- If for some reason your employers won't drive or walk you home or seem intoxicated, ask someone at your home to come and get you.

■ Baby Sitting Safety Check List

Address and phone: _____

Where parents will be: _____

Emergency neighbor contact: _____

Child(ren)'s doctor: _____

Allergies: _____

Medications: _____

Night light? _____

Special instructions or routines to follow:

Emergency phone numbers

Emergency: Dial 911

Gardena Police Department at 310-217-9670

Fire Department: _____

Poison Control Center: _____

Make photocopies of this list so it can be used for each baby-sitting job.

■ Safety Measures for Seniors

Crime prevention is everyone's responsibility, not just a job for law enforcement. Seniors can learn how to protect themselves from crime by following these simple, common sense suggestions. Share these tips with your neighbors and friends, too, and make it tough for criminals to work in your neighborhood.

Home Safety

- Always keep your doors and windows locked. Install dead bolts on all your doors.
- Keep your home well lit, inside and out, and keep your curtains closed at night.
- Install a peephole in your front door so you can see callers without opening the door.
- Ask for proper identification from delivery men or strangers. Don't be afraid of asking -- if they are legitimate, they won't mind.
- If a stranger asks to use your telephone, offer to place the call for him yourself. Never let a stranger into your home.
- Do not leave notes on your door when you are gone, and do not hide your keys under the mat or in other conspicuous places.
- Never give out information over the phone indicating you are alone or that you won't be home at a certain time.
- When you are gone for more than a day, make sure your home looks and sounds occupied -- use an automatic timer to turn on lights and a radio or television.
- Request home patrol services from the Gardena Police Department at 310-217-9670 if you will be away from home for an extended period.
- Get involved and stay involved with the Neighborhood Watch program.

Car Safety

- Keep your gas tank full and your engine properly maintained to avoid breakdowns.
- Always lock your car doors, even when you're inside, and keep all windows rolled up.
- Lock packages and other valuables in the trunk. Do not leave them on the back seat or on the floor of the car where potential thieves can see them.
- When you return to your car, always check the front and back seat before you get in.
- Never pick up hitchhikers.
- If your car breaks down, pull over to the right as far as possible, raise the hood, and wait *inside* for help. Do not get out of the car or unroll the window until the police arrive.

Safety Outdoors

- Carry your purse very close to you -- don't dangle it from your arm. Also, never leave your purse in a shopping cart.
- Don't carry more cash than is necessary. Many grocery stores now accept checks, credit cards and automatic teller cards instead of cash.
- Avoid walking alone at night. Try to have a friend accompany you in high-risk areas even during the daytime.
- Stay alert and know what is going on around you. Awareness is a good defense.
- Report the presence of any suspicious person to the Gardena Police Department at 310-217-9670.
- Do not carry weapons -- they may be used against you.
- Take a self-defense class
- Have your paychecks or government checks sent directly to your bank account -many banks have senior citizens discounts.
- Never withdraw money from your bank accounts for anyone except YOURSELF. Be wary of con artists and get-rich schemes that probably are too good to be true.

If You are a Victim at Home

- If you arrive at home and suspect a stranger may be inside, DON'T GO IN. Leave quietly and call 911 to report the crime.
- If you are attacked on the street, make as much noise as possible by calling for help or blowing a whistle. Do not pursue your attacker. Call 911 as soon as possible.
- If you have been swindled or conned, report the crime to the Gardena Police Department at 310-217-9670. Con artists count on their victim's reluctance to admit they've been duped, but if you delay, you help them get away. Remember, if you never report the crime, they are free to cheat others again and you have no chance of ever getting your money back.

■ **Elder Abuse**

Unfortunately, many of America's senior citizens are being physically, psychologically or financially exploited -- some by strangers, some by acquaintances, and some even by their own family members. Gerontologists consider this type of exploitation to be elder abuse.

Elder abuse crosses all social, economic and ethnic lines -- any elderly person could become a victim. It is important to become aware of the possibility of elder abuse and to be able to recognize signs that might suggest its occurrence. This awareness will enable us to help neighbors, friends or family members who may be in trouble.

Types of Abuse

Abuse of the elderly usually falls into the following categories:

- Physical abuse
- Psychological/emotional abuse
- Financial abuse
- Physical neglect

Physical Abuse

Joan is an 84 year-old widow who was living with her grandniece. Her home environment was clean and in a nice rural setting. However, the landlord often noticed bruises on Joan's face and arms. Suspecting abuse, he immediately notified County Adult Protective Services (APS). After assessing the situation, the APS investigator found that Joan had been beaten and slapped by her grandniece. APS removed Joan from the grandniece's care and placed her with a new caretaker.

Psychological/Emotional Abuse

Alex is a 77 year-old man who had his house cleaned twice a week by a neighborhood volunteer. When a next door neighbor did not see Alex come out of the house for several weeks, she suspected something was wrong so she notified the county sheriff's department. Sheriff's investigators discovered that the volunteer cleaning person had often isolated Alex in a room and verbally abused him. The matter was referred to APS, who helped Alex find a new cleaning person.

Financial Abuse

Eighty-one year-old Mitsuko is a recent widow and was residing alone in her home. A friend suggested she allow a college student to move in with her as a boarder to help pay for expenses. Soon after, the student allowed two of his friends to move in without offering to pay Mitsuko any additional rent. Next door neighbors, who regularly kept an eye on Mitsuko, became worried when they noticed groups of young people coming and going from the house at all hours. They phoned the city police department to report the matter. Police investigators found that the students had threatened Mitsuko and had used her automated bank teller card to withdraw large sums of money. The students were arrested and Mitsuko is once again living alone.

Physical Neglect

Eighty-two year-old Eva is paralyzed. Her eldest son was legally granted conservatorship of her estate, and they lived together in a four-bedroom home. When a younger son came to visit, he contacted APS to report that his mother was living in an environment that he believed was unfit. An APS investigator visited Eva's home and discovered she had been locked up and forced to live in one room that was filthy and unkempt. The representative also found that she had frequently been denied proper food and medication. After this initial visit, Eva was moved to a skilled nursing facility, and her younger son was placed in charge of her financial affairs.

Your Involvement

Fortunately, the majority of older persons do not experience this type of treatment. Nevertheless, elder abuse is a frightening and real issue. Knowing what to look for and who to contact if you suspect abuse will help you do your part to correct the situation. By being alert to situations that could lead to abuse of an elderly person, you may be able to prevent a serious injury or even save a life.

If you live with and/or care for an elderly person, you know that the responsibility can be overwhelming at times. One way to cope is to be sure to take time away from your responsibilities on a regular basis. This will help alleviate stress and the potential for abuse and give you a chance to put everything into perspective.

Reporting

California law mandates elder care custodians, medical and nonmedical practitioners or employees of elder protective agencies to report suspected abuse. Following is a list of agencies you can contact if you are uncertain about reporting suspected abuse:

- Gardena Police Department at 310-217-9670
- The Elder Abuse Hotline: (800) 992-1660
- Los Angeles County Agency on Aging: (213) 738-2645
- Community Legal Services: (310) 864-9935
- Adult Protective Services: (213) 351-5401
- Gardena Senior Center: (310) 217-9574
- The State Department of Social Services
- A county probation department
- A county welfare department
- A nursing home ombudsman

Remember, one alert person can make a difference.

■ Fraud Detection Measures

Fraud Detection

- Be suspicious of any offer that seems too good to be true.
- Check offers and schemes with available sources like the Better Business Bureau, Office of Consumer Affairs, the Gardena Police Department, your bank manager, state licensing bureaus, etc.
- Don't let anyone pressure you. Take your time and think. Sleep on it. Talk it over with your friends and family.
- Get offers in writing; read them before signing and have your attorney review them.
- Pay by check, not cash.
- If you are a victim of fraud, call the Gardena Police Department at 310-217-9670.

Beware of Confidence Games

Be able to spot some of the classic confidence games:

- The Pigeon Drop, where someone pretends to have found money and involves having you put up cash.
- The Bank Examiner fraud, where you're asked to withdraw cash to help catch a bank employee who is supposedly stealing.
- Door-to-Door Sales frauds, including hearing aid sales.
- Williamson Gang which offers to oil your driveway, fix your roof, paint, etc.
- Charity frauds where the person collecting the money is keeping it.
- Health and Self-Improvement frauds, where a medical miracle is offered.
- Loan Finders' Fee frauds, where a low interest loan is promised in return for a sizable advance cash fee.
- Money and Investment frauds, where the opportunity to buy or sell gold, silver, commodities or other assets is offered with incredible profits, including a chance to "pyramid" your money.
- Mail frauds, missing heir and contest winner frauds.
- Be suspicious of any unusual offers in person, by mail, in ads, or door-to-door. Check them out very carefully.

Protecting Credit Cards

- Do not carry credit cards you will not be using.
- If you are carrying credit cards, keep them with you. Do not leave them in your car.
- Cut unwanted credit cards in half, discarding each part in separate trash collections.
- Check your credit card statements monthly for unknown or unauthorized purchases.
- Report stolen or missing cards immediately.

Guard Against Bad Checks

- If you receive a check from a stranger or someone barely known, ask for identification and write down the check writer's driver's license number. Verify that the date is current, the amount is correct, and the signature matches the one on the driver's license.
- Avoid checks that don't have an imprinted name, address, telephone number, and bank account number.
- Legitimate checks start with the number "12" on the bottom.
- Do not leave your own blank checks or deposit slips lying around.

■ **Home Security Measures**

Facts about Burglary

- More than six million residential burglaries occur every year in this country. That's one every ten seconds.
- Nearly half are committed without force, through unlocked doors and windows.

Home Burglary Prevention

- Always lock your doors and windows, even when leaving home "just for a minute."
- Never leave your garage door open or unlocked when the garage is unattended.
- Never leave a house key available under a doormat, in a flower pot, or on the ledge of a door. These are the first places a burglar will look.
- Exterior doors should have deadbolt locks with a one-inch strong metal bar extending into the door frame.
- Sliding doors and windows should all have ventilation locks as well as auxiliary locks to bolster security.
- Be sure to include good locks for garage, cellar, patio or other doors that lead out through storage areas or a spare room.
- For more information on locks, contact the Gardena Police Department at 310-217-9670.
- Install a wide angle lens viewer in the front door. Never open the door without knowing who is there.
- Keep shrubbery low and not too dense around doors and windows.
- Consider alarm systems or trained security dogs for additional protection.
- Whenever you move to a new home, have the locks changed.
- Keep house keys separate from car keys, and never give your house key to a stranger.

Telephone Safety

- Burglars often try to find out if anyone is home by phoning. If you get several suspicious "wrong number" calls or "nobody-at-the-other-end" calls, contact the Gardena Police Department.
- Warn family members, especially children, not to give out information by phone, especially about who is home, who is out, and how long everyone is expected to be out.
- If you use an answering machine, do not indicate on the recording that you will be gone for a specific time. A more appropriate message is that you are unavailable at this time and you will return the call as soon as possible.
- Do not place your full name on the mailbox, door or apartment building; use your first initial and last name only. Your name on display only makes it easier for the burglar to look your number up in the directory.

Security Closet for Valuables

- If you have a lot of valuables you must keep at home, set up a security closet for them with a solid core door, single cylinder dead bolt lock, and pinned door hinges.
- If your house is for sale, put valuables out of sight when the house is being shown.
- Don't leave gardening tools out and accessible, since many burglars use them to break into the house.
- Garden gloves may be used to avoid leaving fingerprints.
- Don't leave ladders stored in a side yard or the backyard. Burglars can use the ladder to gain access to a second-story window.

When You Go Out

- Lock all doors and windows.
- Use timers so that lights, radio and television go on and off throughout the house to indicate someone is home.
- For longer trips be sure to stop mail and newspaper delivery or have a neighbor collect them daily. Also, request a vacation security check of your home by contacting the Gardena Police Department at 310-217-9670.
- In short, make your home appear lived in.
- Remember, if you come home and see a broken window or door, don't go in. Confronting a burglar can be dangerous. Phone the Gardena Police Department at 310-217-9670.

Be a Good Neighbor

- Police officers can't be everywhere at once, but you and your neighbors can. You are the ones who really know what is going on in the neighborhood.
- Put that neighborhood know-how to work. It's simple: just use your eyes and ears, and then your telephone. If you spot something suspicious, call the Gardena Police Department at 310-323-7911.
- Don't try to stop a criminal yourself -- it can be dangerous.
- Neighbors working together in cooperation with law enforcement make one of the best crime fighting teams around.
- For more information about Neighborhood Watch programs, call (310) 217-6145.

■ **Approved Locks Improve Home Security**

Start with the Right Door

- All exterior hinge doors should be solid core construction, 1 3/4" thick, with a solid frame and a proper strike plate.
- Hinges must be mounted on the inside of the frame so the door swings inward.
- The hinges should be installed with non-removable hinge pins and locking pin. (To install a locking pin, remove the center screws from the two hinge plates, top and bottom, and insert a headless screw or bolt or nail into the door jamb through the hole in the hinge plate, leaving 1/2" protruding. Then drill a 3/4" hole in the opening in the opposite hinge plate on the door.) With this pin in the jamb, the closed door will remain closed even if the hinge pins are removed.

Deadbolts

- Exterior doors should all have a deadbolt lock with at least a one-inch throw.
- If there are no glass panes or windows within 40" of the deadbolt lock, then the type that closes with a thumb turn on the inside is sufficient. However, if breaking glass means the thumb turn can be reached, then you will need to have a double-cylinder deadbolt lock which is keyed inside as well as outside.
- Caution: a double-key deadbolt can be a fire hazard, so be sure a key is quickly accessible to anyone who is inside the house with the deadbolt locked. For security reasons, do not leave the key in the inside lock even when you are home, but have it in a place where it can be reached even in a panic situation.

Installation Tips

- To install a deadbolt lock, attach the strike plate to the door with 3" brass wood screws penetrating through the frame to a structural member. The bolt insert should be hardened steel; the cylinder guard must be solid metal; the keyway should be at least a five-pin tumbler system; connecting screws holding the lock must be on the inside; no screw heads should be exposed; screws must be case-hardened steel and must be at least 1/4" installed in solid metal stock.

Glass Doors

- For sliding glass doors, use 1 1/4" pan head sheet metal screws inserted in the top of the door frame at both ends and the middle to prevent the sliding glass from being lifted out of the track. The screws should be adjusted so the door barely clears them when it is opened and closed.

Securing Garages

- Garages, especially one attached to the house, should be secured with the same key.
- Lock and cover any windows also.
- If you have a garage door that is opened manually, lock it with a heavy-duty padlock of hardened steel, with at least a 9/32" shackle, a heel and toe double-locking mechanism, and a five-pin or greater tumbler. It should be impossible to remove the key until you lock the padlock. Keep the padlock locked, even when the garage is open. If you have an electric garage door opener, be sure it is multi-frequency. Also, test the door from time to time to be sure it cannot be lifted up from the bottom.

Double Doors

Double doors should have flush bolts installed at the top and bottom of the inactive door and should have at least a one-inch throw protruding well into the top frame and threshold. The strike plates should be secured with wood screws at least 3" long. For French doors, put deadbolt locks on both the lower and upper doors for best security. These can be keyed alike just as all deadbolt locks in your home, and all key-in-the-knob locks on the doors can be keyed to open with just one key. Doors with glass are more susceptible and can be secured better by using security screening, decorative grilles, or burglary-rated glazing. For screens or grilles, use non-removable screws.

Window Locks

- Secure double-hung sash windows with locks and install eyebolts in closed and vent positions. Drill a hole that angles slightly downward through a top corner of the bottom windows into the bottom of the top window on both sides, and place an eyebolt or nail in the hole to keep the window secure. Use 1 1/4" pan head sheet metal screws to secure sliding windows the same way sliding doors are secured.
- Keep crank-type casement window hardware in good working order, with no extra play in the crank. Louvre windows should be replaced with another type or should be covered with metal grating secured with large bolts.
- For window security, additional locking devices are available to add to the security measures noted above.

Landscaping

- Keep doorways, windows, and porches clear when planting bushes and flowers. Bushes that provide you with privacy also give a burglar a place to hide.
- Prune large trees. Low limbs can provide second-story access.
- A well-maintained lawn is a very effective clue that someone is at home and cares.
- Locked gates and well-maintained fences can increase the difficulty of entry and deter the removal of large items.
- Walks and driveways should be kept free from offering concealment to intruders.
- Thorny bushes such as roses can and should be planted under windows.
- Motion sensor lights are more effective than constant-burning lights.

■ **Operation Identification**

Operation identification, or Operation I.D., is a citizen's burglary prevention/property identification program for use in homes and businesses. Operation I.D. involves the marking of property with an identifying number as a means of discouraging burglary and theft. This number also helps law enforcement agencies identify your property should it be lost or stolen.

What identification number should I use?

Mark your valuables by inscribing your driver's license number and state identifier (CA for California). If you do not drive, mark your valuables by engraving your California identification card number, which can be obtained from the State Department of Motor Vehicles.

What property should I engrave?

All items that might be attractive to a thief, such as radios, televisions, camera equipment, stereos, small appliances, tools and sports equipment should be marked.

Small or very valuable items such as jewelry or antiques can either be engraved by a jeweler or photographed for identification purposes.

Where do I get an engraver?

You can purchase an engraver at hardware, department and variety stores. They are relatively inexpensive.

Where should I make the engraving?

One of the objectives of Operation I.D. is to warn burglars away. Do not try to hide the fact that an item has been engraved. Mark items as conspicuously as possible without defacing them. Make sure it is permanently affixed to the item and not on removable parts. For further protection, engrave some items a second time in a more obscure spot.

How do I use the engraver?

When using the engraver, hold the tool straight up and down. The engraving tool can be adjusted for surface differences. Practice using the engraving tool before you mark your property.

How do I keep an inventory of the engraved items?

Make a list of the engraved items, including the make, model, size, color and serial number as applicable. Record the exact spots where you have engraved the items. Also, keep a list of serial numbers of items you do not engrave, such as guns, antiques, etc.

You should keep this record at home for reference and additions. Also, keep a copy in a secure place such as a safe deposit box. DO NOT keep your inventory list where burglars can find it.

■ Vehicle Security Measures

You Can Help Prevent Car Theft!

Though professional car thieves have entered the field in increasing numbers, most cars are still taken by amateurs who can be stopped fairly easily. You can greatly increase your protection against this type of crime by taking the following sensible precautions.

Lock Up

- An unlocked car is an open invitation to a car thief. Lock up whenever you leave your car and take the keys with you.
- Lock the trunk and/or tailgate.
- Close all windows -- professional thieves have tools that help unlock cars through a minimum of open space.
- When you park the car, remove the cellular phone, CD player, or other valuable possessions from the car. Do not leave gift-wrapped packages or cameras lying on the seat of your car. Lock all valuables in your trunk or take them with you. If possible, also remove the telephone antenna and stow it in the trunk.

Park Carefully

- Avoid leaving an auto unattended in public parking lots for an extended period of time. A car is five times more likely to be stolen from an unattended lot than from the street or an attended lot.
- If possible, park your car in a lot where you don't have to leave your keys.
- Never attach a tag with your name and address to your key ring. If the keys are lost or stolen, the tag will lead the thief directly to your car -- and your home. If you have to leave your keys with a parking attendant, only leave the ignition key.
- At night, park in well-lighted areas with pedestrian traffic.
- Whenever possible, turn wheels sharply toward the curb when parking, making it extra difficult for thieves to tow your car.

Operation I.D.

- With an electric engraver, etch your California driver's license number preceded by the letters "CA" on cellular phones, CD players and other items.
- Record your vehicle identification number (located on a small metal plate on the dashboard of newer cars) and store it in a safe place.
- Keep a copy of your OLD vehicle registration card in wallet. It will help police get vehicle information if the car is stolen.

Use "Anti-Theft" Devices

- When buying a car, check the manufacturer's list of anti-theft options, such as interior hood and trunk releases, locking steering columns and others.
- Consider the purchase and installation of security devices, such as:
 - Interior hood lock and release.
Additional locking bars for steering wheel. Club devices are a great deterrent.
 - A second ignition switch or "kill switch" which prevents electrical current from reaching coil distributor.
 - A fuel switch which prevents fuel from reaching the carburetor.
 - A locking gas cap.
 - Locking devices for batteries, wheels, decks, etc.

Lo-Jack/Tele-Track Systems

- Lo-Jack/Tele-Track Systems are effective in recovering vehicles. However, they are costly and range from \$600 to \$1,500. Also, Lo-Jack is activated only after your car is reported stolen. This often gives the suspect a four- to eight-hour head start.

How to Prevent Theft of Other Motor Vehicles

Thefts of snowmobiles, motorcycles, boats and trail bikes are also increasing. Many of the same precautions that apply to cars and bicycles also apply to recreational vehicles.

Lock It

- Lock up and take the keys with you.
- Make sure all easy-to-carry items such as motors, water skis and camping gear are locked up before leaving your vehicle.

Chain It

- Vehicles carried on trailers should be secured with a strong chain and padlock.
- When the trailer is not attached to your car, secure it with a heavy chain and lock it to a stationary object.
- Chain your motorcycle or snowmobile to a stationary object such as a lamppost or sewer grating. Even when your vehicle is in the garage, use a heavy chain and padlock that resists conventional steel hacksaw blades.

How to Prevent Bicycle Theft

- Always chain your bicycle when leaving it -- even for a short time. The chain should be case-hardened, at least 3/8" thick and covered with plastic or an inner tube to prevent scratching the bike's finish. Make sure you use a sturdy padlock. Always chain both the rear wheel and the frame to a stationary object in a conspicuous place. If you chain one wheel to the other, it can be thrown in a truck and unlocked later.

Store It

- Never leave your bicycle unlocked, even at home. Store it indoors or in a locked garage whenever you are not using it.

Register It

- Register the serial number, make, model and description of your bicycle with your local law enforcement agency. You are more likely to recover a stolen bike if it has been licensed. Operation I.D. can help here also.

■ Public Safety Contacts

Gardena Police Department

1718 W. 162nd Street

Gardena, California 90247

(310) 217-9670

Open 24 hours a day, seven days a week.

Emergency Police, Fire and Medical Services	911
Gardena Police Department.....	(310) 217-9670
Fire Department 162 nd St. Station	(310) 217-8351
Fire Department 135 th St. Station.....	(310) 217-7066
Graffiti Removal Hot Line	(310) 217-9650
Los Angeles County Animal Control.....	(310) 523-9566
Water/Sewer Non-Emergencies	(310) 217-9658

■ Home Security Action Survey

Instructions

Go through this list carefully and systematically. Every "No" check mark shows a weak point that may help a burglar. As you remove the "No" checks, you improve your protection. Use this handbook as a resource to solve problems.

Safe Practices

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Do you keep a list of all valuable property? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have a list of the serial numbers of your watches, cameras, computer equipment and similar items? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have a description of other valuable property that does not have a number? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you avoid unnecessary display or publicity of your valuables? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you keep excess cash and other valuables in a bank? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you plan ahead so that you do not need to "hide" a key under the doormat or similar vicinity? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you told your family what to do if they discover a burglar breaking in or already in the house? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you told your family to leave the house undisturbed and call the Gardena Police if they discover a burglary has been committed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are your trees and shrubs trimmed to eliminate hiding places? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do you have a security closet with a solid core door, pinned hinges and deadbolt lock? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Do you have emergency telephone numbers listed on your phone? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are lights installed around the perimeter of your house? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is your house number illuminated and easily visible from the street during all hours of the day? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Have you made it more difficult for the burglar by locking up your ladder, avoiding trellises and drain pipes that can be used as a ladder for access to the second floor or roof? | <input type="checkbox"/> | <input type="checkbox"/> |

When You Go On a Trip

- | | | |
|--|--------------------------|--------------------------|
| 15. Do you arrange for neighbors or friends to pick up papers, mail, packages? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Do you notify a neighbor? | <input type="checkbox"/> | <input type="checkbox"/> |

	Yes	No
17. Do you leave some curtains open so the house doesn't look deserted?	<input type="checkbox"/>	<input type="checkbox"/>
18. Do you arrange to keep your lawn maintained?	<input type="checkbox"/>	<input type="checkbox"/>
19. Do you have timing devices for your lamps?	<input type="checkbox"/>	<input type="checkbox"/>
 Doors and Entry Areas		
20. Are your exterior doors of solid core construction?	<input type="checkbox"/>	<input type="checkbox"/>
21. Do entry doors have a wide-angle viewer?	<input type="checkbox"/>	<input type="checkbox"/>
22. Are your door locks secure from being opened if a burglar breaks out glass?	<input type="checkbox"/>	<input type="checkbox"/>
23. Do exterior doors have cylinder-type deadbolt locks with at least a 1" throw and beveled cylinder guard?	<input type="checkbox"/>	<input type="checkbox"/>
24. Do the doors without cylinder locks have a heavy bolt or some similar device that can be operated only from the inside?	<input type="checkbox"/>	<input type="checkbox"/>
25. Can all your doors (porch, French, balcony) be securely locked?	<input type="checkbox"/>	<input type="checkbox"/>
26. Are your locks all in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
27. Are the door strike plates installed with 3" screws?	<input type="checkbox"/>	<input type="checkbox"/>
28. Do you know everyone who has a key to your house? (Or are there some still in possession of previous owners and friends?)	<input type="checkbox"/>	<input type="checkbox"/>
29. Do out swinging doors have the hinges pinned or have non-removable pins?	<input type="checkbox"/>	<input type="checkbox"/>
30. Are entry areas unobstructed by shrubbery and other decor to permit maximum visibility?	<input type="checkbox"/>	<input type="checkbox"/>
31. Does the porch light have a minimum 60-watt bulb?	<input type="checkbox"/>	<input type="checkbox"/>
32. Do sliding doors have an auxiliary lock that locks both the door panels together or active side to the frame?	<input type="checkbox"/>	<input type="checkbox"/>
33. Is the garage door secured with a padlock, hasp or a good auxiliary lock?	<input type="checkbox"/>	<input type="checkbox"/>
34. Do you lock your garage door at night?	<input type="checkbox"/>	<input type="checkbox"/>
35. Do you lock your garage door when you are away from home?	<input type="checkbox"/>	<input type="checkbox"/>
36. Do you lock your car and take the keys out even when it's in your garage?	<input type="checkbox"/>	<input type="checkbox"/>
37. Are all windows equipped with auxiliary key locks or pinned?	<input type="checkbox"/>	<input type="checkbox"/>
38. Have you replaced or secured louvered windows?	<input type="checkbox"/>	<input type="checkbox"/>
39. Are your window locks properly and securely mounted?	<input type="checkbox"/>	<input type="checkbox"/>
40. Do you keep your windows locked when they are shut?	<input type="checkbox"/>	<input type="checkbox"/>
41. Do you use locks that allow you to lock a window that is partly open?	<input type="checkbox"/>	<input type="checkbox"/>
42. In high hazard locations, do you use bars or ornamental grille?	<input type="checkbox"/>	<input type="checkbox"/>
43. Do you have good, secure locks on garage windows?	<input type="checkbox"/>	<input type="checkbox"/>
44. Do you have garage windows covered with curtains?	<input type="checkbox"/>	<input type="checkbox"/>
45. Are you as careful of second floor windows as you are of those on the first floor?	<input type="checkbox"/>	<input type="checkbox"/>

■ Crime Prevention Action Survey

Instructions

Go through this list carefully and systematically. Every "No" check mark shows a weak point that may make you or your family more vulnerable to crime. Eliminate "No" check marks by reviewing this handbook and acting accordingly.

Personal Safety	Yes	No
1. Have you read the "Personal Safety Measures" section of this handbook and discussed them with family members?	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Safety		
2. Have you installed a car alarm?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have a locking gas cap?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you separated your car keys from your house keys?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you recorded your vehicle identification number and license plate number at a location separate from your car?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you lock your car whenever it is unattended?	<input type="checkbox"/>	<input type="checkbox"/>
Senior Awareness		
7. Have you joined Neighborhood Watch?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have smoke detectors in your home?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you read the "Safety Measures for Seniors" section of this handbook?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you taken the Home Security Action Survey in this book?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you avoid carrying large amounts of cash?	<input type="checkbox"/>	<input type="checkbox"/>
Protecting Children		
12. Have you discussed with your children:	<input type="checkbox"/>	<input type="checkbox"/>
a. The need to avoid strangers?	<input type="checkbox"/>	<input type="checkbox"/>
b. The need to report child abuse?	<input type="checkbox"/>	<input type="checkbox"/>
c. The need to avoid strange areas and situations?	<input type="checkbox"/>	<input type="checkbox"/>
d. The need to avoid going places alone?	<input type="checkbox"/>	<input type="checkbox"/>
e. How to answer doors if they are home alone?	<input type="checkbox"/>	<input type="checkbox"/>
f. How to make emergency calls?	<input type="checkbox"/>	<input type="checkbox"/>
g. How they should talk to you about their problems?	<input type="checkbox"/>	<input type="checkbox"/>
h. How to be safe on streets?	<input type="checkbox"/>	<input type="checkbox"/>
i. The rules of bicycle protection and safety?	<input type="checkbox"/>	<input type="checkbox"/>
j. The "Drug" and "Gang Awareness" sections of this handbook?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
13. Have you read and discussed the baby sitter section of this handbook with your baby sitter?	<input type="checkbox"/>	<input type="checkbox"/>
14. Have you registered all family bicycles with the Gardena Police Department?	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you provided each bicycle with proper locks and chains?	<input type="checkbox"/>	<input type="checkbox"/>
Drug Awareness		
16. Have you read the "Drug Awareness" section of the handbook and determined if drug use prevention assistance is needed in your family?	<input type="checkbox"/>	<input type="checkbox"/>
17. Do you know how to report your concerns of family or neighborhood drug use or selling?	<input type="checkbox"/>	<input type="checkbox"/>
Rape Awareness		
18. Have you read the "Rape Awareness" section of this handbook?	<input type="checkbox"/>	<input type="checkbox"/>
19. Do you know how to report an incident of rape?	<input type="checkbox"/>	<input type="checkbox"/>
20. Have you completed the Home Security Action Survey with "yes" answers to all questions regarding "doors" and "window" entry areas?	<input type="checkbox"/>	<input type="checkbox"/>
Fraud Detection		
21. Have you read and discussed with your family the "Fraud Detection" section of this handbook?	<input type="checkbox"/>	<input type="checkbox"/>
22. Have you secured in writing and read all agreements?	<input type="checkbox"/>	<input type="checkbox"/>
23. Have you recorded all credit card and checking/savings account numbers in secure locations?	<input type="checkbox"/>	<input type="checkbox"/>
24. Have you placed all blank checks in secure locations?	<input type="checkbox"/>	<input type="checkbox"/>
General Crime Prevention		
25. Have you engraved your driver's license number on all valuables?	<input type="checkbox"/>	<input type="checkbox"/>
26. Have you placed emergency phone numbers at all phones in your home?	<input type="checkbox"/>	<input type="checkbox"/>
27. Have you discussed with your family the ways to observe and report crime activity?	<input type="checkbox"/>	<input type="checkbox"/>
28. Have you completed the "Personal Property Description Log" in the handbook?	<input type="checkbox"/>	<input type="checkbox"/>

