

MULTI-UNIT RESIDENTIAL SECURITY SURVEY AND ASSESSMENT

Survey Number:

Date of Survey:

Prepared For:

Address:

Name of
Reviewing
Officer:

Preparing
Entity:

The following survey has been compiled in accordance with commonly accepted multi-residence security standards. Each section contains explanatory reference material that has been made available to the public courtesy of the San Diego Police Department's community relations and crime prevention program.

The inclusion of this material is not a suggestion of deficiency on the reviewed property but is instead a general review of best practices.

The reviewing officer has included property-specific comments and suggestions at the end of the report.

SECTION 1: BUILDING DOORS AND GATES

Doors or gates that a person would use to enter the building and leave it in an emergency must be readily openable with one motion from the egress side without the use of a key or special knowledge or effort. These egress doors or gates must open with push bars or lever arms and have EXIT signs.

The reviewing officer will check all items that either meet guidelines or are not applicable.

1.1 Access to any exterior lobby doors is limited to residents and their visitors.

Lobbies typically exist in buildings in which unit doors open to interior hallways. Its doors should be the only ones used by residents and visitors to enter and leave the building. They should be locked on the outside at all times except when a receptionist or security guard is on duty to control entry.

At other times residents should use access cards or fobs to open these doors. Cards or fobs are preferred over keys and keypads for the following reasons: a record can be kept of their use; they can be used on other gates and doors in the building; they can be deactivated when reported lost or stolen, or when the resident leaves; they cannot be duplicated and given to unauthorized persons; and their use can be restricted by day of the week, hours of the day, location in the building, and duration.

An automated entry system should be installed outside the lobby doors to enable visitors, including delivery and service people, to call residents to be “buzzed in” or met to be let in when the doors are locked.

1.2 Single entry doors are properly framed so as to prevent outside access. Door release sensors do not pick up activity originating from outside and are connected to a backup power source.

A door that is opened on the inside by a push bar and has a gap between it and its frame can be opened with an L- shaped bar that is inserted next to the bar, turned 90 degrees, and pulled to depress the bar. This can be prevented by attaching a strip of metal or some other material to the door to cover the gap. It is better if there is no gap between the door and its frame.

A door that is opened on the inside by a press bar, i.e., one that rotates down when pushed, and has a gap underneath it can be opened with a lever-opening tool like the Keedex K-22. This tool has a curved wire that is inserted under the door and raised to hook over the bar on the inside of the door. The wire is then pulled to rotate the bar down and open the door. The easiest way to prevent this is to attach a threshold strip to the floor under the door and use a door with a brush door-sweep on the bottom. This would close the gap and prevent the tool from being inserted.

A door that is opened on the inside by a lever arm and has a gap underneath it can also be opened with a lever-opening tool like the Keedex K-22. Its wire would be inserted under the door and raised to hook over the lever arm on the inside of the door. The wire is then pulled to rotate the lever arm down and open the door. As stated above, use of a threshold strip and brush door-sweep would close the gap and prevent the tool from being inserted. A door with a beveled latch should have a latch guard that extends at least 12 inches, including above and below the latch. This will prevent a person from sliding something between the door and its frame to push in the latch.

A door that is locked magnetically and does not have a bar that unlocks it from the inside must

open automatically when a person approaches the door from inside to leave the building. The sensor that detects this motion or heat needs to be aimed far enough back from the door so a person outside cannot slip something between the door and its frame to create motion or a heat signature and thereby open the door. Or a strip of metal or other material can be attached to the outside of the door to close the gap and prevent a person from inserting anything between the door and its frame. Another way to prevent this is to replace the sensor with a button that would be pushed to open the door from the inside. Doors with magnetic locks will need backup power to keep them locked and enable the button to work during a power outage.

1.3 Double entry doors are framed so as to prevent outside access. Door release sensors do not pick up activity originating from the outside and are connected to a backup power source.

Doors that are opened on the inside by a push bar and have a gap between them can be opened with an L- or T- shaped bar that is inserted next to the bars, turned 90 degrees, and pulled to depress one or both bars. This can be prevented by attaching a strip of metal or some other material to one door to cover the gap. It is better if the doors have no gap or a post between them.

Doors that are opened on the inside by a press bar, i.e., one that rotates down when pushed, and have a gap underneath them can be opened with a lever-opening tool like the Keedex K-22. This tool has a curved wire that is inserted under the door and raised to hook over the bar on the inside of the door. The wire is then pulled to rotate the bar down and open the door. The easiest way to prevent this is to attach a threshold strip to the floor under the door and use a door with a brush door-sweep on the bottom. This would close the gap and prevent the tool from being inserted.

Doors that are locked magnetically and do not have a bar that unlocks them from the inside must open automatically when a person approaches the door from inside to leave the building. The sensor that detects this motion or heat needs to be aimed far enough back from the door so a person outside cannot slip something between the doors to create motion or a heat signature and thereby open the doors. Or a strip of metal or other material can be attached to the outside of one door to close the gap and prevent a person from inserting anything between the doors. Another way to prevent this is to replace the sensor with a button that would be pushed to open the door from the inside. Doors with magnetic locks will need backup power to keep them locked and enable the button to work during a power outage.

1.4 Glass doors meet UL standards.

Glass doors usually contain safety glass, which shatters easily when hit with a sharp object. Thus, a burglar can easily smash a hole in the glass to enter the business and carry things out. This can be prevented by using a burglar-resistant material in them that meets Underwriters Laboratories (UL) 972 standards. These materials look like safety glass but will not shatter easily, even after repeated blows.

The following materials can be used:

Laminated glass is made with a vinyl or plastic inter-layer sandwiched between two layers of glass. This type of glass adds additional strength to your windows. To gain entry a burglar would have to strike the glass repeatedly in the same spot in order to make a small opening. Most burglars are reluctant to create this type of noise for fear of being detected.

Tempered glass is made by placing a piece of regular glass in an oven, bringing it almost to the melting point, and then chilling it rapidly. This causes a skin to form around the glass.

Fully tempered glass is four to five times stronger than regular glass.

Wired glass adds the benefit of a visible deterrent. Extra effort will be needed to break the glass and then cut through the wire located within the glass in order to gain entry.

Plastic acrylics are more than ten times stronger than glass of the same thickness and are commonly called Plexiglas.

Polycarbonate sheets are superior to acrylics and are advertised as 250 times more impact resistant than safety glass, and 20 more times than other transparent plastic.

Glass with a security film attached to the inside can also be burglar-resistant. It requires repeated blows to break through, which takes time and makes noise.

1.5 Gates discourage unauthorized access from outside.

Some buildings have gates instead of doors. They should be kept locked all the time. Residents would use their access cards or fobs to open them. Visitors would use a telephone-entry system to call to be "buzzed in" or met to be let in.

Wrought-iron gates that are opened on the inside by a lever arm or knob should have shields on them and the adjacent fencing to prevent a person from reaching in to open them. These shields can be solid plastic or metal, or open-metal mesh. Gates with lever-arm locks should also have a cylindrical shield around the arm to prevent a person from opening the gate by inserting a thin wire with a hook at one end through, over, or under the gate to rotate the arm and thus open the gate. Gates with locks that have beveled latches should also have a latch guard to prevent a person from inserting a thin piece of metal or anything else between the frame and the gate to push in the latch. The guard should be centered on the latch and extend at least 12 inches above and below it.

Wrought-iron or chain-link gates that are opened on the inside by a push or press bar should have a solid metal or plastic shield on the inside of the gate that extends at least two feet above and below the bar. The shield should be designed to prevent a person from opening the gate from the outside with a coat-hanger wire that is shaped into a U, inserted through the gate above and below the bar, and pulled against the bar to open the gate. The shield will also prevent a person from reaching in and depressing the bar. Another shield should be installed around the bar. It will prevent the use of the wire and anything else to depress the bar. The gate should also have a latch guard if it has a beveled latch.

All gates should also have springs that close them securely after a person goes through.

1.6 Doors and gates are alarmed and marked with signage.

Many buildings have problems with unauthorized entries because doors/gates (1) don't close and lock securely when a person enters or leaves the building or (2) they get propped open to allow people to enter the building. To prevent the first, all doors/gates should be well maintained and have strong springs that close and lock them securely when a person enters or leaves the building. While propping doors/gates open cannot be prevented, it can be deterred. Cameras can be installed inside the doors/gates so people who prop them open can be identified. And a rule that prohibits propping should be included in all leases with a warning that violations can lead to eviction. These measures should help deter propping. Propping for delivery or service people who need to make repeated trips into the building would be permitted. The property manager or the person on the property responsible for security should be informed when this occurs.

When deterrence doesn't work, other measures and procedures are needed to deal with the

problem. But first, the property manager or the person on the property who's responsible for its security needs to know a door/gate is not locked. This is possible with an alarm system that will call the cell phone of the manager or person on the property responsible for its security when a door/gate is open for longer than several seconds, i.e., the time it would normally take someone to go in or out. He or she would go and lock it. If a camera is installed its imagery would be reviewed and the cause of the alarm investigated.

This procedure works well when someone is in the building to receive and respond to an alarm. When no one is there when an alarm occurs, another procedure is needed. One that has worked in some buildings is an audible alarm that sounds when a door/gate is unlocked for more than several seconds. It would keep sounding until someone in the building gets tired of hearing it and goes to lock the door/gate. For this to work the residents will need to be educated in this procedure and convinced that their security is more important than the occasional disturbance caused by the alarm.

Doors/gates that are only emergency exits should have signs saying FOR EMERGENCY USE ONLY. Building newsletters should explain why this is necessary for security. Their use in non-emergencies can be deterred by cameras that record people using them, audible alarms that sound when a door is opened, and delayed-egress door hardware. (The latter would be overridden if there is a fire or smoke alarm, or a loss of power in the building.) In apartment buildings a rule that prohibits the use of emergency exits for other than emergencies should be included in all leases with a warning that violations can lead to eviction.

1.7 Emergency responder access protocol in place.

Provisions should be made for access by emergency response officials who are responding to a call for service or conducting an investigation.

If the entry system has backup power, which would be needed in the event of a power failure to keep it operational, emergency access can be provided with a numerical keypad or a telephone-entry system. An entry code should be provided for use at the building door or gate, elevators, and a perimeter gate if the building is fenced. It would be stored at the police department and transmitted in dispatch messages to officers who need to enter the building.

If the entry system does not have backup power, officers will need a key to open the doors or gates.

Once officers enter the building they will need to go straight to the location of the problem. To make this possible a map showing the locations of all units and a YOU ARE HERE reference point should be posted in the lobby where the officers will be sure to see it. The map should also show all elevators, stairways, entrances and exits, common areas, and other rooms.

SECTION 2: UNIT DOORS AND WINDOWS

2.1 Single doors are properly constructed.

Single-swing wooden doors are either of solid or hollow core construction. All unit doors should be solid, at least 1-3/4 inches thick, and have a deadbolt lock.

2.2 Deadbolt locks installed.

Doorknob locks offer no security. Burglars can easily defeat them. All exterior doors and interior doors to garages should have an additional high-quality deadbolt lock.

Deadbolt locks are of two basic types, single-and double-cylinder. The former has a thumb turn on the inside. The latter requires a key to lock or unlock the door from either side. It is not permitted in the Fire Code. Deadbolts should have the following characteristics:

- Throw of at least 1 inch

- Free-spinning and tapered or angled outer edge of the cylinder guard to make it difficult for a burglar to twist off the lock.

- Solid brass, bronze, or steel exterior

- Steel rods or bolts at least 1/4-inch in diameter connecting the exterior of the lock to the inside part

- 5-pin tumbler system locking mechanism and changeable locking cores

- Resistant to "bumping"

For rental units landlords should install and maintain an operable deadbolt lock on each main swinging entry door, and install and maintain operable window security or locking devices for windows that are designed to be opened. Note that doors that open with lever arms cannot be opened with a lever-opening tool if they have separate deadbolts.

2.3 Door hardware utilized.

Peepholes with a wide-angle (180 deg) viewer should be installed in exterior doors to allow persons at the door to be identified without them knowing they are being observed.

Hinges should be located on the interior side. Doors with exterior hinges can be a problem if their pins can easily be removed. Then the door can be opened from the outside. Pins can be secured in various ways, depending on the construction of the door and frame. One way to secure pins in solid wood doors and frames is as follows:

- Drill a 1/2-inch deep hole in the side of the door just above the hinge.

- Insert a 1-inch screw or nail in the hole and leave 1/2 inch protruding.

- Close the door until the screw or nail contacts the frame.

- Drill a 1/2-inch deep hole in the frame at this point. The screw or nail will fit into this hole when the door is closed to secure the door.

Strikes are the metal plates that are attached to the doorframe or jamb to receive the latch or bolt throw. They should be of heavy-duty construction and installed with at least 4 screws that are 3 to 4 inches long and anchored securely into a wall stud. Otherwise, they become a weak link in door security.

Threshold strips attached to the floor installed under doors that open from inside with a lever arm will prevent a lever-opening tool from being inserted in the gap between the door and the floor. A brush sweep on the bottom of the door would also help close the gap. Note that the Fire Code does

not permit one to be added to an existing door.

2.4 Steel door frames or steel reinforcement device in place.

Frames for wooden doors are usually made of soft wood. Where locks and hinges are fairly strong, a wood frame is relatively weak, which makes it easy for a burglar to kick in the door. A door in a steel frame can't be kicked in. Nor can a door in a wooden frame that has a steel reinforcing device mounted on the lock side of the frame providing it extends well above and below the strike plate.

2.5 Sliding-glass doors can be secured.

Exterior sliding-glass patio-type doors must be secured to prevent both horizontal and vertical movement.

Deadbolt locks provide the greatest security. Less effective secondary locking devices include the following: a pin in the upper track that extends downward through the inner door frame and into the outer door frame, a thumbscrew-type lock mounted on the top or bottom track, a wooden or metal dowel placed snugly in the lower track to prevent horizontal movement, and a metal strip or a few metal screws in the track above the door to prevent vertical movement.

2.6 Release mechanisms attached to grilles and bars.

Horizontal and vertical bars provide excellent security as long as the retaining bolts cannot be removed from the outside. However, bars on windows in sleeping rooms and emergency escape or rescue windows in basements must meet Fire Code requirements for release mechanisms to permit escape from the inside in case of a fire.

2.7 Air conditioners not easily removed.

These need to be installed securely so they cannot easily be removed from the outside.

SECTION 3: BUILDING ELEVATORS AND STAIRS

3.1 Elevator controls in place.

Access card or fob readers inside elevators can limit the floors residents can go to. These are usually the floors where their units are located, the lobby, their parking garage level, and floors with common facilities. Unless stairwell reentry is controlled, as discussed below, elevator controls do nothing to limit floor access.

3.2 Stairwell reentry and emergency egress policy in place.

Stairwell reentry is necessary in case of a fire or other emergency. If stairwell doors are normally locked on the stairwell side for security reasons, provisions must be made to release the locks when there is a fire or smoke alarm, or loss of power in the building. At other times floor residents would be able to unlock the doors to their floors and garage levels with their access cards or fobs. Alternatively, the doors would have to be unlocked all the time, which means that a person in the stairwell could enter any floor. The stairwell exit door to the ground level would always be unlocked for building egress in an emergency.

SECTION 4: PARAMETER FENCES AND GATES

4.1 Fences and walls are a substantial deterrence to unauthorized persons.

Well-built fences, walls, and gates are the first line of defense against criminals. Unless privacy and noise reduction are needed, open chain link or ornamental metal fences are preferred because they do not block visibility into the property and are less susceptible to graffiti. Chain link fencing should have its bottom secured with tension wire or galvanized pipe, or embedded in concrete to prevent it from being lifted up to enable a person to crawl in. The horizontal bars on ornamental metal fences should be located only at the top and bottom on the inside of the fence. Fences, walls, and gates should be at least six feet high. Nothing should be located next to them if it would help a person climb over them, e.g., a newspaper rack.

4.2 Vehicle gates minimize unauthorized entry opportunities.

These gates should also control pedestrian access. Sliding, swinging, or vertical-pivot lift gates that are at least 6-feet high should be installed on both entry and exit driveways.

Because these gates are relatively slow in closing, tailgating can be a problem. One way to prevent it is to install a simple barrier-arm gate in front of the main gate. This gate would close immediately after a vehicle goes through while the main gate is still open. Tailgating can also be prevented if residents would stop in the driveway after going through the gate when a vehicle is behind theirs. A sliding gate would close between the vehicles. The following vehicle would have to back up and allow a swinging gate to close. While this measure might work, cooperation of the residents is questionable. Another measure that might deter tailgating is to install a camera to record the license plates of all vehicles entering the property. Residents who tailgate could be warned that they will lose their parking privileges if they continue to tailgate. And non-residents who tailgate could be investigated if a crime occurs while they are on the property.

If the building is not fenced, simple swinging-arm gates can be installed on the vehicle entry and exit driveways to help prevent vehicle thefts.

SECTION 5: OTHER LOCATIONS IN COMPLEX

5.1 Laundry rooms lighted and locked after hours.

These should be well lighted and have windows so people can see who's in the room before entering. Their hours should be limited and the room locked at other times. For greater security the room should be locked all the time. Residents would then use their individual access means to open the door.

5.2 Storage lockers made of metal and with shielded or hidden locks.

These are often installed for use by residents and located in the garage. Their doors should be made of metal and be secured with shielded- or hidden-shackle padlocks. The former can be ordinary padlocks that are covered with a metal shield that prevents a person from cutting the shackle or the hasp with a bolt cutter. The shield would be open at the bottom for a key to be inserted to open the lock. The latter are padlocks with both shackle and hasp shielded.

5.3 Bicycle and motorcycle locking devices provide deterrence to theft.

Open parking areas should have racks or other unmovable objects that the bikes can be secured to.

Although no bicycle lock is impenetrable, the best ones are U-locks or chain locks. U-locks have a thick steel shackle that is attached to a crossbar with a keyed lock. Chain locks have tough links that are typically attached with a small disc lock, requiring a key to open. Because any bicycle lock can be defeated, expensive bikes should not be kept in a rack in an open area. Residents should be advised to keep them in their rooms.

A high tensile-strength chain and a matching security lock are good for motorcycles. The chain should be looped through the rear wheel or frame and tightened around the bike. It should not rest on the ground. Also, multiple locks should be used. A thief might be prepared for one but not more.

5.4 Access control in place for entry into common storage areas.

If access to a storage area is by key, shielded- or hidden-shackle padlocks should be used on the door or gate. Keys would only be given to residents who have things stored in the area. If access is by card or fob, only residents with things stored in the area would have their cards or fobs coded to give them access. This access system would also provide a record of card or fob use.

Where individual storage lockers or cages are located in a common storage area, they should also be secured with shielded- or hidden-shackle padlocks. And bicycles stored in these areas should be secured to unmovable bike racks. Again, because any bicycle lock can be defeated, expensive bikes should not be kept in a common storage area. Residents should be advised to keep them in their rooms.

Consider installing cameras to record people entering and leaving the storage areas. They would provide evidence of break-ins and thefts and might deter them if a sign is posted on the door or gate. If the cameras are not monitored all the time, signs should use words like CAMERAS ARE ON THE PREMISES, SURVEILLANCE IS IN PROGRESS, or ALL ACTIVITIES ARE RECORDED TO AID IN THE PROSECUTION OF CRIMES COMMITTED ON THE PREMISES.

5.5 Backup power sources available and circuit breakers secured.

Because appliances, lights, magnetic door locks, and security systems work on electric power it is important that measures be taken to prevent its disruption and provide a source of backup power in the event of a power failure. Exterior circuit breakers should be installed in sturdy cabinets or boxes that are secured with shielded- or hidden- shackle padlocks.

5.6 Telephone lines are security hardened.

Telephone lines should also be hardened so they cannot be easily cut. Exterior boxes that contain lines should be sturdy and secured with shielded- or hidden-shackle padlocks.

5.7 Miscellaneous structures are guarded with security devices.

All rooms or sheds used to store equipment, supplies, hot water heaters, etc. should be kept locked at all times. And ladders to building roofs should have locked security guards that cover several rungs to prevent climbing.

SECTION 6: LIGHTING

6.1 Nighttime exterior lighting eliminates most dark areas.

Uniform exterior lighting is important, particularly where there are dark areas on the property. Floodlights installed under eaves can illuminate these areas and expose a person next to the building. Timers or photoelectric cells can be used to turn lights on at dusk and off at dawn. And motion sensors can be used to turn lights on when any motion is detected. Streetlights or lights from adjoining properties should not be relied on for lighting the property at night. Areas that need especially good lighting are doorways, parking lots, driveways, pathways, stairways, laundry room entrances, and cluster mailboxes.

It is also important that burnt-out bulbs are replaced promptly, wire covers be installed over lights to protect them from vandals, and lights directed so they don't shine into the eyes of passing motorists or police patrols

6.2 Interior lighting is installed in common areas.

Good interior lighting is needed in the building's common areas, i.e., in hallways, stairwells, elevator lobbies, laundry rooms, parking garage, etc.

SECTION 7: LANDSCAPING

7.1 Hiding places have been minimized.

Well-trimmed landscaping deters criminals by denying hiding places and allowing good visibility on the property. Canopies of mature trees should be maintained at least 8 feet above the ground. Bushes should be trimmed to less than three feet except where privacy or environmental noise mitigation is a primary concern, or where higher plants would not block any windows, lighting, or provide hiding places. For example, higher bushes or trees with lower canopies could be planted next to a blank wall or the side of a home.

7.2 Defensive plants are in place.

Locate plants with prickly leaves or thorns like bougainvillea and natal plum below windows and along fences as barriers to control access.

7.3 Tree branches trimmed.

Trees should be trimmed so that limbs do not provide access to roofs and second-story windows, or a means of getting over fences and walls.

7.4 Water backflow preventers camouflaged or secured.

Domestic water backflow preventers are being stolen for their brass and copper fittings. These devices should be protected from theft. The following measures should be considered: (1) painting it to make the metal less valuable, (2) camouflaging it with fake rocks, (3) hiding it in a bush or hedge and painting it green, (4) enclosing it in a protective cage or box that is mounted securely to its base with tamper-proof locks, and (5) installing a locking- cable system with shielded-shackle locks and a concrete foundation.

7.5 Decorative rocks are unavailable for vandalism.

Loose rocks should be removed or cemented in place so they cannot be moved. Vandals can use them to break glass windows and doors.

SECTION 8: PREMISE IDENTIFICATION

8.1 Unit numbers and addresses are visible.

Good premises identification is needed to enable the police, fire, and other service providers to find the building and a particular unit quickly in an emergency. Address numbers must be on a contrasting background and located above the doorway or in a position where they are plainly visible and legible from either direction of approach from the street fronting the property. They should be at least 12 inches high on multiple-unit residential buildings and should be lighted so they can be seen at night. Numbers at least six inches high should be used to indicate a range of unit numbers in a building.

8.2 Roadside signage is available as necessary.

Where a building is set back from the street or road fronting the property and its address number is not clearly identifiable from the street, the number must also be posted on a monument sign at the street entrance serving the building.

SECTION 9: PARKING FACILITIES AND SIGNAGE

9.1 Best security practices are in place at any common garage areas.

Parking garages are known to be likely settings for crime. They should have good lighting, gated vehicle entrances and exits, glossy white or light-colored walls and ceilings, columns instead of walls as interior structural elements for good interior visibility, and open or visible interior elevator lobbies.

Even if the building is fenced and gated, overhead or sliding gates should be installed to control both vehicle and pedestrian access. Residents should use their access cards or fobs to open these gates to enter or leave the garage or structure. These access means are preferred over remote clickers that are usually left in vehicles. That makes it easier for a thief to get a vehicle out of a garage or structure when the exit gates have to be opened from the inside. Separate entry and exit gates that are one-vehicle wide are preferred because vehicles cannot exit and enter at the same time when a gate is open. Gates should also have an anti-tailgating feature that will start the gate closing as soon as a vehicle goes through. And there should be no gaps between the top of the gate and the garage ceiling that someone might crawl through.

Signs should be posted in the garages to remind residents not to leave anything of value in view inside their vehicles. This should help prevent vehicle break-ins, which are often a problem in garages.

9.2 Individual garages are mostly used for vehicles.

The best way for residents to prevent crimes involving their vehicles is to keep them in their garages. However, too often people use their garages for storage or other things and park their vehicles in the open or on the street where criminals have easy access to them. Building rules should prohibit residents from using a garage for anything other than a vehicle.

9.3 Garage door hardware and garage windows are security appropriate.

Electric garage door openers are generally effective in securing garage doors. A multi-frequency opener should be used to prevent the door from being opened by other radio signals.

Hardened steel hinges, hasps, and padlocks should be used to secure lifting garage doors. Additional security can be provided by installing cane bolts or sliding hasps on the inside of the door. The door should also be mounted so that the bottom cannot be lifted up to enable someone to crawl in.

If the garages have sectional doors, they should have shields around their emergency release latches. This will prevent a burglar from opening the door manually after inserting a wire between the top of the door and the frame, hooking the latch, and pulling the wire to open the latch to disconnect the door from its opener. Also, the red handle on the release rope should be removed or replaced by something that cannot be hooked by a wire. Note that it is usually not possible for a burglar to create a gap for a wire on the top of one-piece up-and-over doors or roller doors.

Windows should be made of burglar-resistant glass or plastic that meets UL 972 standards so a burglar cannot easily break in to unlock the door. They should also provide one-way visibility from the inside so a burglar cannot see into the garage.

9.4 Garage-to-unit doors contain deadbolt lock.

Where there is a door from the garage to the unit interior, it should also have a deadbolt lock.

9.5 Carports do not obstruct views or create hiding places.

Carports should not be located under the building because vehicles and people in them are completely hidden from view. Parking under the building should be in individual garages, never in open carports. Also, carports should not be located next to the building because their roofs block views of vehicles and people in them from the upper floors of the building. Carports should be located along a perimeter wall or fence where their roofs would not block views of the vehicles from the building. And carport roofs should be supported by columns, not by walls. This allows better visibility of the vehicles under them, especially from the ground level.

9.6 Parking denoted as either resident or visitor parking.

All spaces should be numbered so the exact location of vehicle thefts and break-ins can be reported. This will help in improving security, e.g., by installing additional lighting and surveillance systems. However, unit numbers should not be used because an empty space might indicate an empty unit.

Visitor spaces should be clearly designated in the open or in an area of a garage that is outside the gated area where residents' vehicles are parked. Residents should not be allowed to park in visitor spaces.

9.7 Towing signs posted.

Signs on private property prohibiting public parking (or stating that parking is for residents and visitors only) and indicating that unauthorized vehicles will be removed at the owner's expense should cite applicable state or municipal code and contain the telephone number of the local traffic law enforcement agency. The sign should be displayed, in plain view, at all entrances to the property. It should be not less than 17 by 22 inches in size, with lettering not less than one inch in height

SECTION 10: PROPERTY CONDITION

10.1 No graffiti present on property.

Graffiti-resistant paint or anti-graffiti coatings should be used on the sides of the buildings and any other design features that could be vandalized. Additional protection can be obtained by planting vines, bushes, etc. along walls and the sides of the building. They cover areas that might otherwise be vandalized.

Graffiti should be removed as soon as possible after it is found. This will discourage further vandalism. The graffiti should be covered with matching paint so a "canvas" is not left for the vandals. While prompt graffiti removal helps to deter further vandalism, any graffiti on the property should be photographed before it is painted over or otherwise removed. Also, pick up (without leaving fingerprints) and save discarded paint cans, etc. The photographs and any other evidence should be given to the investigating law enforcement officers.

Hardware or paint stores should be consulted regarding the best products for removing various types of graffiti from specific surfaces without damaging the surface. Extreme care should be used in applying special graffiti removal products like MEK (Methyl Ethyl Ketone) or "Graffiti Remover" on glass or unpainted surfaces.

10.2 Junk removed on regular basis.

Keep property free of trash, junk, weeds, leaves, dismantled or inoperative vehicles, and other things that indicate neglect.

10.3 Property is in good repair.

Replace or repair broken windows, screens, lights, fences, and gate locks. Maintain the landscaping.

10.4 Alley areas free of security obstacles.

Crime often occurs in alleys because they lack natural surveillance. The chances of crime in alleys can be reduced by the following measures:

- Lighted at night

- Anti-graffiti paint or coatings on walls and garage doors

- No landscaping that obstructs clear lines of sight

- No alcoves that provide hiding places

- Signs prohibiting vehicle parking, trespassing, littering, etc.

- Free of trash, graffiti, etc.

10.5 Dumpsters are locked.

Dumpsters should have locked lids with open spaces through which material can be put in but not taken out. This is to prevent scavenging. NO SCAVENGING signs should also be posted on dumpsters and their enclosures.

10.6 Lock boxes are not used for key control.

In some condos the HOA allows residents to give out access cards, fobs, and unit keys to real-estate agents, maids, contractor employees, and other non-residents so they can enter the building and their units when they aren't at home. Once this is done neither the resident nor the HOA has any control over them. Keys can be duplicated and given to other unauthorized persons. Lock boxes can be stolen and access means removed. Because building locks are seldom changed, this security risk could last for many years. If lock boxes are not allowed residents will suffer some inconveniences but they will be more secure. They will just have to be home when real-estate agents bring clients to see their units, contractors come to work on their units, delivery people come with packages, etc.

SECTION 11: ACCESS CONTROL SIGNAGE

11.1 No Trespassing, Loitering and Soliciting signs are posted.

NO TRESPASSING, NO LOITERING and NO SOLICITING signs should cite applicable state or municipal code.

SECTION 12: CAMERAS

12.1 Recording quality provides actionable footage and is kept for at least 30 days.

Cameras are usually used just to record persons and activities in their fields of view. They can be wired or wireless. They can record continually, when motion is detected, at specified times, or on an alarm. After a crime occurs the imagery can be reviewed for usable evidence. Any camera system that is installed should be designed to provide high-quality, color imagery of persons and activities on the premises in any lighting condition for use in investigating crimes. And it should have backup power for at least 12 hours in the event of a power failure. Camera imagery should enable clear and certain identification of any individual on the premises. Its recordings should be kept in a secure room for at least 30 days. The existence of these cameras helps to deter crime but not to stop a crime in progress.

12.2 Video analytics utilized.

Video analytics or intelligent video software is now available to analyze camera imagery for unusual or suspicious activity as it is occurring. The software will alert personnel who have monitors, but would not be watching them continually, that a parameter or alarm condition has occurred. The monitors could be located on the premises or at a security company office. In the latter case a secure, password-protected Internet link should be provided to transmit the imagery. And if Internet Protocol (IP) cameras are used, they should have built-in servers. The police would then be called if a crime is observed. Officers might even arrive in time to catch the perpetrators.

Alarm conditions can be set for day of the week and time of the day. They include the following:

Motion in and out of an area

Non-motion, e.g., unattended package or illegal parking

Items that have moved or are missing

Behavior, e.g., loitering, casing, or tailgating

Numbers of people, vehicles, or other objects in an area

Overcrowding, where numbers exceed a set threshold

For example, the software can be programmed to alert personnel with monitors when someone enters an area that is supposed to be unoccupied. A security officer could be sent to investigate. He or she would tell the person to leave if a building rule is being violated. 911 would be called if a crime is observed.

SECTION 13: RULES AND REGULATIONS

13.1 Rules and regulations are published and enforced.

The building's rules and regulations are published in apartment leases. They need to be enforced by the building management to preserve a high quality of life for the residents, especially with respect to noise, hours of permissible activities, and visitors. The rules and regulations should also be posted in the building's common areas.

13.2 Crime-Free lease addendum utilized.

This addendum is a civil contract between a landlord and tenant whereby the rental applicant agrees prior to tenancy to abide by the rules of the property and not to participate in or allow criminal activity to occur within their sphere of influence. They are a vital part of the crime-free multi-housing programs that attempt to keep illegal activity off rental property.

SECTION 14: CONTRACTORS

14.1 Licensed security contractor utilized for security of complex.

Security officers are traditionally provided by a licensed private security agency. These officers should also be licensed by the appropriate governing authority such as the state or municipality. This licensing likely includes a criminal history background check and mandated training.

14.2 Contractors are vetted and insured.

Contractor references must be checked and insurance verified. Insurance will cover damage caused by the contractor's employees. A surety bond will guarantee that the work will be performed as stated in the contract. For janitorial contractors the manager can require a janitorial services bond that will cover theft or other losses resulting from dishonest acts committed by an employee acting alone or in collusion with other persons. Some bonds require that the employee be prosecuted and convicted of the crime. Others require evidence of employee dishonesty. The conditions for coverage would be negotiated in drafting the bond.

Property ownership should require that the contractor conduct a background investigation on each employee that will work in the building including: (1) information an employee will have to provide, e.g., personal history, references, fingerprints, etc., (2) kinds of checks to be made, e.g., employee's name and SSN, criminal history, DMV record, credit record, civil action history, etc., and (3) criteria for passing each check, e.g., no criminal convictions or outstanding warrants, no bankruptcies, no civil judgments, etc. The contractor should also be prohibited from substituting a cleared employee with one that is not cleared, or subcontracting any of the services.

The opportunities for employee crime can be reduced by having the contract work done during the day when possible.

SECTION 15: NOTES

Notations from the reviewing officer.