



VICTORIA POLICE

## Residential Apartment Security Assessment for the Resident(s)

Victoria Police has a vital interest in ensuring the safety of members of the community and their property. By using recommendations contained within this document, any person who does so acknowledges that:

- It is not possible to make areas evaluated absolutely safe for the community and their property.
- Recommendations are based upon information provided to, and observations made at the time the document was prepared.

Victoria Police believes that by using the recommendations contained within this document, criminal activity will be reduced and the safety of members of the community and their property will be increased. However, it does not guarantee that all risks have been identified or that the area evaluated will be free from criminal activity if its recommendations are followed.

### STARTING THE SELF ASSESSMENT

Victoria Police recommends that the property be assessed during the day and at night time. Police also recommend using a camera to take photographs of the issue(s) identified whilst conducting the assessment. Please note if taking night time photographs pertaining to lighting levels – do not use the 'flash' on the camera.

If conducting the self assessment with another person(s) not all persons need to complete a self assessment form, a person can be tasked to take photographs whilst another records the groups observations and notes and the other(s) are observers along with the photographer and note taker. **Whilst completing this assessment remember your own personal safety and that of the other(s).**

<b>Date</b>		<b>Time</b>
<b>Name</b>		
<b>Address</b>		
<b>Postcode</b>	<b>Tel No</b>	
<p>Complete each question in the Residential Apartment Security Assessment. <u>If you answer 'No' to any of the questions, we suggest you review the suggested treatments in this Document (Page 7).</u> You can also contact your Crime Prevention Officer (<a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>) for more information or assistance.</p>		

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
<b>General</b>					
1.	Do you know your building manager/caretaker?				
2.	Is the manager/caretaker on site all the time?				
3.	What days/Times are they on-site? (answer in comment section)				
4.	Do you know your Owners Corporation committee members?				
5.	Do you know your neighbour(s)?				
6.	Do you know what the method and line of communication is in the event of a security incident?				
7.	Do you have security on-site?				
8.	If there is security but they are not on-site. Do you know the process or how to contact them?				
9.	Do you know what the roles and responsibilities of the building manager, security and/or owners corporation committee?				
10.	Do the occupants of your building discuss safety and security at any formal meetings?				
11.	Is the name of the building (if applicable) clearly visible from the street?				
12.	Is the street number clearly visible from the street?				
13.	Is the street number clearly visible at night (illuminated)?				
14.	Does your building have access control (keyed/swipe access/intercom) on the front entrance?				
15.	Is there warning signage (security/CCTV etc.) displayed around the perimeter of the building and at the entry exit points?				

	Question	Yes	No	N/A	Comment
16.	Are there any hiding or concealment places near the entrance into the building?				
17.	Do people tailgate (follow others without using their own access control items i.e. keys etc.) other residents/visitors into the building?				
18.	Does your building have CCTV?				
19.	Does the CCTV cover the front entrance?				
20.	Does the CCTV keep visitors under constant supervision in communal areas?				
21.	Do you always close (secure) communal doors Or do they close securely behind you?				
22.	Do you have keyed or swipe access to all communal areas?				
23.	Are warning signs (security company, building under surveillance, alarm, Staff only etc.) displayed?				
24.	Are warning signs appropriate and applicable (Does the infrastructure/systems exist)?				
<b>Fences and Gates</b>					
25.	Are perimeter fences in good condition (signs of climbing/lack of maintenance, loose, bent or cut wiring)?				
26.	Are fences constructed of the appropriate materials?				
27.	Do the fences achieve what they were constructed for?				
28.	Can the gate(s) be secured. If so are they operating as was intended?				
29.	If so, do the gate(s) secure in a timely manner (before you leave the space)?				
30.	Are there any trees, bins or other infrastructure which could be used to access the secure area of the building?				
31.	Are balconies able to be accessed externally?				
<b>Landscaping</b>					
32.	Could a person be seen hiding in your open, public or communal space?				
33.	Is there a clear view through the open, public or communal space?				
34.	Are the shrubs/hedges above 1 metre tall?				
35.	Are there trees with foliage under 2 metres tall?				
<b>Security Lighting</b>					
36.	Is there security lighting installed?				
37.	Is there sensor lighting also installed?				
38.	Does the security lighting work				

	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
	correctly & effectively?				
39.	Are the lighting lense covers clean & omitting the intended light levels they were designed for?				
40.	Are all entry and exit points adequately lit?				
41.	Do you have light timers?				
<b>Mailboxes</b>					
42.	Is the design and construction (front and/or rear) of the mailbox secure so that unauthorised people can not access or remove mail from it?				
43.	Are the mailboxes located in a secure area of the building for the residents?				
44.	Is there restricted access to the mailbox area (swipe card, fob, lock) etc?				
45.	Are the mailboxes fitted with appropriate lock sets?				
46.	If the mailboxes are external are there other security measures in place for safety of users and identification of offenders?				
47.	Is the mailbox area under CCTV coverage?				
<b>Garage &amp; Storage Areas</b>					
48.	Is there a hiding or concealment place(s) around the entry into the garage?				
49.	Are there access control measures to enter the garage (keyed/swipe access/intercom)?				
50.	Do you remain at the entrance until the carpark/garage door has closed completely?				
	Do other residents/contractors or visitors tailgate in through the garage entrance either on foot or in vehicles?				
	Do you have immovable anchorage points to lock your motorcycle(s) to?				
	Do you leave personal property visible within your motor vehicle(s)?				
51.	Does your storage infrastructure/cage have an additional lock set and/or an alarm system fitted?				
52.	Is the storage infrastructure/cage made of a solid construction and is it locked?				
	Are your tools and other personal items locked away?				
<b>Bicycles</b>					
53.	Do you have a bicycle in the building and is it locked to				

	Question	Yes	No	N/A	Comment
	appropriate & immovable infrastructure?				
54.	Is the bicycle locked with a good quality lock ('D' locks generally provide higher level of security)?				
55.	Have you recorded the make, model, colour and serial number of the bicycle in case it's lost or stolen?				
56.	Is the bicycle engraved with your personal identification number e.g. Australian Drivers licence number with state initial at the beginning?				
57.	Are tools, gardening equipment, ladders, etc. locked away when not in use?				
58.	Are there access control measures to enter the building from the garage (keyed/swipe access/intercom)?				
<b>Doors</b>					
59.	Are external doors of solid construction?				
60.	Are door frames of solid construction?				
61.	Are quality lock sets fitted?				
62.	Is a peep hole (door viewer) installed?				
63.	Are locks in good working order?				
64.	Is a security/screen door installed?				
65.	Are sliding doors fitted with suitable lock sets?				
66.	Is the balcony door(s) of a solid construction?				
67.	Is the balcony door frame of a solid construction and is it secure?				
68.	Are security/screen door keys removed from the lock?				
<b>Windows</b>					
69.	Are windows solidly constructed?				
70.	Are window lock sets fitted?				
71.	Are unused windows permanently closed and secured?				
72.	Are windows able to be locked in a partially open position?				
73.	Have you asked your Owners Corporation Committee whether you are permitted to do this?				
<b>Property Identification</b>					
74.	Have you recorded details of your household items?				
75.	Is your property engraved for				

Question		Yes	No	N/A	Comment
	easy identification?				
76.	Is your property photographed for easy identification?				
77.	Do you have insurance?				
78.	Is your property list and photographs adequately secured?				
<b>Telephone</b>					
79.	Are your telephones pre-programmed with emergency contact numbers?				
<b>Safes</b>					
80.	Do you have a safe installed?				
81.	Is the safe secured so that it cannot be removed?				
82.	Is the safe out of view?				
83.	Are locations of keys known by other people?				
84.	Are safe keys adequately secured?				
85.	Is your jewellery secured?				
<b>Intruder Alarm Systems</b>					
86.	Is an intruder alarm system installed?				
87.	Is the intruder alarm system monitored and/or audible?				
88.	Is the intruder alarm system operating?				
89.	Is the intruder alarm system used?				
90.	Is the intruder alarm system tested regularly?				

## Suggested Apartment Residential Security Measures

### General

- The building manager / caretaker contact details, hours on site etc. should be displayed in an appropriate & prominent position and/or provided in an information/welcome pack for residents.
- Owners' corporation details including contact numbers etc. should be displayed in an appropriate & prominent position and/or provided in an information/welcome pack for residents.
- Neighbours - Be aware of each other's general habits. This can help you prevent crime by being alert to anything out of the ordinary & acting upon it as per details supplied in the information/welcome pack for residents.
- The building security (if there is one) contact details, hours on site etc. should be displayed in an appropriate & prominent position and/or provided in an information/welcome pack for residents.
- The roles and responsibilities of the Owners Corporation Committee, building manager / caretaker, cleaner and other persons employed at the building should be displayed in an appropriate & prominent position and/or provided in an information/welcome pack for residents.
- Dates and times of meetings should be mailed to all owners and displayed in an appropriate & prominent position and/or provided in an information/welcome pack for residents.
- The street number must be prominently displayed at the front of your building to comply with local laws specific to local councils pursuant to Local Government Act 1989.
- The number should be a minimum height of 120 mm and be visible at night.
- The number could also be painted on the street kerb outside your building to assist emergency services and visitors to locate your home.
- Consult with the Owners Corporation Committee regarding their security incident protocol.

### Warning Signs

- Warning signs should be displayed around the perimeter of the property to warn intruders of what security treatments have been implemented to reduce opportunities for crime.
- Be careful of using warning signs that suggest a security treatment that does not exist.
- Thieves look for other cues to confirm if security treatments do exist.
- Warning. Trespassers will be prosecuted.
- Warning. This property is under electronic surveillance.
- Warning. This property is protected by an alarm system

### Fences and Gates

- Fences can be used to define the property boundaries and restrict access to the property.
- Fences and gates should be constructed to reflect the individual's needs and requirements.

- Front fences should be of open-style construction to increase visibility onto the property.
- Consider the use of self-closing gates and lock sets.
- Self-closing gates should close in a timely manner – before the person using same has left the vicinity or is out of sight of the closing gate, so that no person unlawfully enters behind the legitimate user.
- Fences and gates should be regularly maintained to maximise their effectiveness and ensure their good working order.

### **Landscaping**

- Trees and shrubs should be trimmed to reduce hiding places and increase visibility to and from the street.
- There should be a line of sight through external spaces to see if there's anybody else also using the space.
- Overhanging branches should be trimmed to prevent people using them to access other parts of the property, eg. Using a tree to get to an upper level.
- Climbing trees and lattice type infrastructure on walls of the fences/buildings may enable illegitimate users to climb same to access buildings and or balconies etc.

### **Security Lighting**

- Security lighting should be installed around the perimeter of the property to provide more effective illumination during the hours of darkness.
- The continuous security lighting should be supported by sensor lighting to indicate movement in a space to heighten user(s) awareness to other(s) in a space.
- All security lighting should be checked and maintained in good working order inc. that light covers are emitting the light that they were intended when installed.
- Additional security lighting should be installed, particularly over entry/exit points.
- Consider using light timers to turn lights on/off when not at home.
- Timer globes are also available.

### **Mailbox and Power Board**

- The mailbox area should be located in a restricted space inside the building for occupants to use.
- The design of the mailbox(s) should be of a solid construction and of a design where mail can be removed from same through gaps and spaces
- The mailbox(s) should be fitted with a suitable lock set to restrict access to mail.
- The power board should be housed within a cabinet to restrict tampering with the power supply.
- The cabinet should be secured with a lock set approved by your electricity authority.

### **Garage and Storage**

- The garage should be locked (key/swipe card/fob etc.) to restrict access to the garage and storage facilities and the rest of the building to prevent thefts from vehicles, storages, apartments, offices and community spaces.
- The area around the garage entrance should be clear so that there are no hiding or concealment places whilst occupants access the garage.

- Legitimate users of the garage should remain inside the garage entry until the entrance is again closed with the locking mechanism engaged, so that illegitimate users are unable gain entry either by vehicle or on foot.
- Garage / Carpark entrances (inc. gates and surrounding infrastructure) should be of a solid construction and of a design that does not enable manipulation to gain unlawful entry.
- Do not locate key safes in garage/carpark areas which if breached will allow access to infrastructure or other areas of the property.
- Storage infrastructure should be consistent through out the building, the infrastructure should be of a solid construction and of a design that does not enable manipulation to gain unlawful entry and thefts.
- The storage infrastructure doors should be secured with additional lock sets in the form of hasp and staple and padlocks. But if the storage is located in the garage/carpark area where occupants do not loiter around consideration should be given to them having a monitored and audible alarm system installed upon them.
- Valuables should not be stored in garage/carpark storage facilities without supporting safety & security infrastructure (audible alarm/silent alarm, CCTV etc.).
- Bicycles left in garages / carparks should be secured to building bicycle infrastructure or if able to in secured storage infrastructure
- Bicycles secured to the building infrastructure should be secured with a good quality lock ('D' Locks generally provide a higher level of security).
- Bicycles should be engraved with the first letter of the Australian state that your licence is in i.e. V, then your drivers licence number. Basic details of your bicycle including Make, Model, Colour and serial number should be recorded and kept with a photograph in a safe place in case it's lost or stolen and details are needed to report it to police.
- Garden tools, equipment and ladders should be locked away when not in use to prevent them being used to gain access to the building, apartment etc.

## Doors

- External doors and frames should be of solid construction with either internal hinges or if external - tamper proof hinges.
- These doors should be fitted with quality deadlock sets, which comply with the Australia/New Zealand Standards and Fire Regulations (*Australian Building Code*) to enable occupants to escape in emergency situations such as fires.
- Security/screen doors can be used to provide additional protection.
- Security/screen doors should be designed and installed to the Australian Standards.
- Consider having a peephole (door viewer) installed in the door to monitor people at the door.
- Locks should be checked and maintained on a regular basis to ensure they are in good working order.
- Doors should be fitted with self closing mechanisms to ensure security \*\*Ensure that doors close in a timely manner before occupant leaves area – avoids illegitimate users to enter unlawfully\*\*
- Balcony door(s) should have security doors/screens which should be locked if using to allow air flow into the apartment.
- Keys should be removed from locks to prevent thieves entering.
- Consideration should be given to the installation of patio bolts on sliding doors.

## Windows

- External windows and frames should be of solid construction.
- Window frames should be anchored to the building to prevent easy removal.
- It is recommended that all windows should be fitted with quality key-operated lock sets and kept locked when not in use.
- Thieves may break glass to unlock windows. Don't leave keys in the locks.
- Some styles of windows can be locked in a partially open position. Further advice on this item can be obtained from your insurance company or a locksmith.
- If you have skylights to your home, keep them suitably secured.
- Further information on lock sets can be obtained from Standards Australia, <http://www.standards.org.au/Pages/default.aspx>.
- Glass within doors and windows may also be reinforced to restrict unauthorised access via these areas i.e. security film / window tint.
- The existing glass may be replaced with laminated glass, again to reduce attacks and restrict access.
- Metal security grilles or shutters may be installed to restrict access and reduce attacks.
- **(Note: Caution should be used if you are installing metal security grilles or screens so as not to trap occupants in an emergency such as a fire).**

## Property Identification

- Record descriptions/model/serial numbers of property for easy identification.
- Back up property lists from computer in case the computer is lost or stolen.
- Engrave or etch your property with a traceable number, eg. V – for Victoria and your drivers licence number for identification.
- When you sell your property, place a neat line through your engraving to show that it is no longer valid.
- It is also a good idea to give the person a receipt to prove the sale of the item.
- Take a photograph and record the details of unique items to aid in their recovery if stolen.
- Consideration should be given to ensuring that you have adequate insurance for the replacement of property.
- Your property list, photographs and other documentation should be adequately secured, eg. safe, safety deposit box.
- For items that cannot be engraved, it is suggested that you mark them with an ultra-violet pen. This marking is only visible under an ultra-violet (black) light.

## Telephones

- Pre-program the speed dial function on your phone with the emergency number 000.
- Place a sticker on your telephone with the emergency number and local police number.

## **Safes**

- For added security for valuables such as jewellery, cash and documents, consider installing a safe.
- The safe should be well concealed, fixed to the floor or embedded in foundations. This can save your personal possessions from being stolen.
- The safe should not be left open for convenience. The key to the safe should be stored out of sight in a separate room.
- The safe should be manufactured and installed to the Australian and New Zealand Standards.

## **Key and Valuables Control**

- Spare keys should not be hidden outside the home but left with a trusted friend or neighbours.
- Keys should not be left in locks or in view but should be kept in a safe location, as thieves may use them to gain entry to your home or steal your car.
- Try to limit the amount of cash left at home, as it is often targeted by thieves and is often not covered by your insurance.
- Many people still leave their expensive jewellery in plain sight. Secure jewellery away in a safe place or a safe.

## **Intruder Alarm Systems**

- An intruder alarm system can be used to enhance the physical security of your home.
- Research has shown that monitored intruder alarm systems are more effective in that they alert your security company of intrusions.
- The intruder alarm system should be manufactured and installed to the Australian and New Zealand Standards for Domestic Applications.
- The system should be designed to provide maximum coverage of the home and garage.
- Remember to regularly check the battery and test the system.

## **Conclusion**

Victoria Police hopes that by using the recommendations contained within this document, criminal activity will be reduced and using the recommendations contained within this document will increase the safety of members of the community and their property. However, it does not guarantee that all risks have been identified, or that the area assessed will be free from criminal activity if its recommendations are followed. As the recipient of this report you are encouraged to obtain your own independent advice as to the safety and security of your premises and the Police Force can give no guarantee in relation to the same.