



**OTTAWA POLICE SERVICE
SERVICE DE POLICE D'OTTAWA**

*Working together for a safer community
La sécurité de notre communauté, un travail d'équipe*



Home Security Inspection Program

Checklist

09-2003

HOME SECURITY INSPECTION PROGRAM — CHECKLIST

| AREA | DESCRIPTION | YES | NO | N/A |
|------|-------------|-----|----|-----|
|------|-------------|-----|----|-----|

OUTSIDE

| | | | | |
|-------------------------|--------------------|--------------------------|--------------------------|--------------------------|
| A HEDGE / BUSHES | Higher than 4 feet | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------|--------------------|--------------------------|--------------------------|--------------------------|

| | | | | |
|----------------|--|--------------------------|--------------------------|--------------------------|
| B TREES | Trees / evergreens higher than 4 feet | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | i) If yes, are bottom 4 feet of branches trimmed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---------------------------|---|--------------------------|--------------------------|--------------------------|
| C MOTION DETECTORS | Motion detection lights (exterior lighting) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | i) Front | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ii) Side (s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | iii) Back | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|------------------|--|--------------------------|--------------------------|--------------------------|
| D FENCING | Higher than 4 feet | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | i) Solid | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ii) Chain Link | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | iii) Landscaping around fence ie: bushes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | iv) Gate (s) locked | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | v) Area (s) of concealment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|-------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------|
| E HIDDEN AREA(S) | Any hiding places ie: behind shed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------|

| | | | | |
|------------------|--|--------------------------|--------------------------|--------------------------|
| F OBJECTS | Any objects / devices accessible which could be used to access second floor windows or balcony ie: ladder, picnic table etc | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------|--|--------------------------|--------------------------|--------------------------|

| | | | | |
|----------------|---|--------------------------|--------------------------|--------------------------|
| G ITEMS | Any items of attraction ie: BBQ, bicycles lawnmower etc . . . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|----------------|---|--------------------------|--------------------------|--------------------------|

| | | | | |
|----------------|-------------------|--------------------------|--------------------------|--------------------------|
| H LOCKS | Good lock on shed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|----------------|-------------------|--------------------------|--------------------------|--------------------------|

| | | | | |
|------------------|----------------------|--------------------------|--------------------------|--------------------------|
| I PARKING | Parking area visible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------|----------------------|--------------------------|--------------------------|--------------------------|

| | |
|----------------|-------------------|
| J NOTES | <hr/> <hr/> <hr/> |
|----------------|-------------------|

| AREA | DESCRIPTION | YES | NO | N/A |
|------|-------------|-----|----|-----|
|------|-------------|-----|----|-----|

GARAGE

| | | | | |
|-------------------|-------------------|--------------------------|--------------------------|--------------------------|
| A ATTACHED | Attached to house | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------|-------------------|--------------------------|--------------------------|--------------------------|

| | | | | |
|---------------|---|--------------------------|--------------------------|--------------------------|
| B DOOR | Normal doors lockable with single / double cylinder lock. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---------------|---|--------------------------|--------------------------|--------------------------|

| | | | | |
|-----------------|------------|--------------------------|--------------------------|--------------------------|
| C WINDOW | i) Covered | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ii) Barred | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|----------------------------------|---|--------------------------|--------------------------|--------------------------|
| D AUTO GARAGE DOOR OPENER | i) Power disconnected during periods of absence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|----------------------------------|---|--------------------------|--------------------------|--------------------------|

| | | | |
|---|--------------------------|--------------------------|--------------------------|
| ii) Secure doors at rollers during periods of absence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| iii) Is the remote door opener left in view in the vehicle, ie clipped to sun visor. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

| | |
|----------------|-------------------------------------|
| E NOTES | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
|----------------|-------------------------------------|

| AREA | DESCRIPTION | YES | NO | N/A |
|------|-------------|-----|----|-----|
|------|-------------|-----|----|-----|

BASEMENT

| | | | | |
|---------------------------|---|--------------------------|--------------------------|--------------------------|
| A <i>WINDOWS</i> | <ul style="list-style-type: none"> i) Double hung ii) Casement iii) Crank Type iv) Barred or permanently closed with nails or screws. v) If windows are barred, is one window accessible for emergency exit ie: fire | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|-------------------------------|---|--------------------------|--------------------------|--------------------------|
| B <i>PATIO DOORS</i> | <ul style="list-style-type: none"> i) Can it be lifted out of the track (Screws in upper track) ii) Is secured with a "Charlie Bar" etc (screws into the frame) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|-------------------------------|---|--------------------------|--------------------------|--------------------------|
| C <i>NORMAL DOOR</i> | <ul style="list-style-type: none"> i) To outside / garage ii) Solid with single / double cylinder lock iii) Key accessible for emergency exit iv) Metal re-enforced plate in frame / lock area v) Pinned at hinges vi) 3" screws in hinges and striker plates (to secure directly to the stud) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | |
|-------------------------|-------------------------|
| D <i>NOTES</i> | <hr/> <hr/> <hr/> <hr/> |
|-------------------------|-------------------------|

| AREA | DESCRIPTION | YES | NO | N/A |
|------|-------------|-----|----|-----|
|------|-------------|-----|----|-----|

MAIN FLOOR

| | | | | |
|---------------------------|---|--------------------------|--------------------------|--------------------------|
| A <i>WINDOWS</i> | i) Horizontal slider, can they be lifted out | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ii) Vertical, secured with a nail screw or lock | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|------------------------------|---|--------------------------|--------------------------|--------------------------|
| B <i>FRONT DOOR</i> | i) Single / double cylinder lock | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ii) Key accessible for emergency exit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | iii) Metal re-enforced plate in frame / lock area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | iv) Pinned at the hinges | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | v) Glass in door or beside door (secured with bar / plastic) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | vi) 3" Robertson screws in hinges and striker plate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|-----------------------------|---|--------------------------|--------------------------|--------------------------|
| C <i>REAR DOOR</i> | i) Single / double cylinder lock | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ii) Key accessible for emergency exit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | iii) Metal re-enforced plate in frame / lock area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | iv) Pinned at the hinges | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | v) Glass in door or beside door (secured with bar / plastic) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | vi) 3" Robertson screws in hinges and striker plate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|------------------------------|--|--------------------------|--------------------------|--------------------------|
| D <i>PATIO DOOR</i> | i) Can it be lifted out of the track (Screws in upper track) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | ii) Is secured with a "Charlie Bar" etc (screws into the frame) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|--------------------------------|-----------------------------|--------------------------|--------------------------|--------------------------|
| E <i>FRENCH DOORS</i> | To outside, are they secure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------------|-----------------------------|--------------------------|--------------------------|--------------------------|

| | | | | |
|-------------------------|-------------------------------|--|--|--|
| F <i>NOTES</i> | <hr/> <hr/> <hr/> <hr/> <hr/> | | | |
|-------------------------|-------------------------------|--|--|--|

| AREA | DESCRIPTION | YES | NO | N/A |
|------|-------------|-----|----|-----|
|------|-------------|-----|----|-----|

GENERAL (Interior and exterior)

| | | | | |
|-----------------------|--|--------------------------|--------------------------|--------------------------|
| A ALARM SYSTEM | i) Installed ii) Monitored type iii) Local system iv) Is protection provided around the power and alarm lines v) Is the system registered. ** By-law requires the alarm system to be licensed (registered) with the Ottawa-Carleton Regional Police Service. NOTE: <i>If an alarm system is planned it is suggested that you obtain three estimates and compare the system features. Ask the alarm company if the telephone or cable line is cut.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B TIMERS | i) Do occupants use light or electronic timers ii) Are timers set at the same time each day iii) Random on / off times | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C FRONT DOORS | Do occupants close and lock their front door while they are in the back yard | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D ABSENCES | Do neighbours or family pick up mail, cut grass, clear snow during extended absences. (Insurance companies may require daily visits for insurance purposes. Consult your agent) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E EMERGENCY | Do people know where to contact you in case of emergency. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F BARS | If installing bars on windows use "one-way" screws or fill heads with liquid metal. Screws at least 3" and screwed to the sub-frame. May require a power tool to properly place screws all the way in | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| AREA | DESCRIPTION | YES | NO | N/A |
|--------------------|---|--------------------------|--------------------------|--------------------------|
| G VALUABLES | i) Use a safety deposit box for valuable certificates and papers etc... ii) If you have a safe, is it secured to a wall or floor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H PROGRAMS | Do you utilize OPERATION IDENTIFICATION, NEIGHBOURHOOD WATCH, and other Ottawa-Carleton Regional Police Services programs . . . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I OTHER | NOTE: <i>There is now a glass treatment on the market that can make a pane of glass virtually bullet-proof.</i> | | | |
| J NOTES | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | | | |

Thank you for your participation in the Home Security Inspection Program offered by the Ottawa Police Service. If you have any further questions or comments concerning this program or this Home Security Check, please feel free to contact:

Your Community Police Centre

Phone: 236-1222 ext.