

Sevierville Police Department
300 Gary Wade Boulevard
Sevierville, TN 37862



Mailing Address Line 1
Mailing Address Line 2
Mailing Address Line 3
Mailing Address Line 4
Mailing Address Line 5

SEVIERVILLE POLICE DEPARTMENT

"Dedicated To Our Citizens"

COMMUNITY RESOURCES HANDBOOK



*A Crime Prevention &
Community Programs Guide*

2007 - 2008 Edition


**SEVIERVILLE POLICE
DEPARTMENT**

300 Gary Wade Blvd.
Sevierville, TN 37862

Phone: 865-453-5507
Fax: 865-453-6680

A Message from the Chief of Police:

January 2007

To the Citizens of Sevierville:

The Sevierville Police Department's motto is simply, "Dedicated To Our Citizens." These words are found on all our patrol cars and in each of our hearts. To be a Sevierville Police Officer is to commit yourself to the betterment of our community, and its promise for future generations, through partnerships.

Partnerships are the foundation of successful public safety and crime prevention initiatives. The information contained in this booklet promotes our partnership with you by providing resources and ideas that will help reduce crime in our community. There are numerous local programs available to assist you or your neighbors in times of need.

The men and women of this Department are here to serve you. We know that we are but an extension of our community and rely upon you to also commit yourself to protecting our values and neighborhoods. Please let us know how we are doing or how we can improve our support of you, our partners.

Sincerely,

Don R. Myers
Chief of Police



Nationally Accredited
Law Enforcement Agency

Phone Directory

Utilities

Bell South	453-9015
Comcast Cable	637-5411
KUB	524-2911
SCUD	453-3272
Sevier County Electric	774-6303
Sevierville Sewer Dept	453-3886
Sevierville Street Dept.	429-1495
Sevierville Water Dept	453-5522

Medical

Ambulance	453-3248
Baptist Hospital	632-5111
Children's Hospital	541-8169
Drug ID	800-437-8443
Fort Sanders (Sevier)	453-7111
Fort Sanders (Knox)	541-1285
Park West	694-5740
Poison Control	800-222-1222
Sevier County Health D	453-1032
UT Hospital	544-8000

Crisis Support

TN Dept. of Children's Services	429-7012
Adult Protective Services	594-5685
American Red Cross	584-2999
Child HELP U.S.A.	800-422-4453
Family Crisis Center (24 Hours)	637-8000
Sevier County Food Ministries	428-5182
Sevier County Humane Society	453-7000
Alcohol Abuse hotline	800-252-6465
Drug Abuse Hotline	800-662-4357
Goodwill Industries	453-0007

Other

TN Road Conditions	1-800-858-6349
TN Do Not Call List	1-877-872-7032
National Do Not Call List	1-888-382-1222
Opt Out of Credit Cards	1-888-567-8688



Phone Directory

Police Departments

Sevier County Sheriff	453-4668
Sevierville Police	453-5506
Pigeon Forge Police	453-9063
Pitman Center Police	436-5499
Gatlinburg Police	436-5181



Local Government

Attorney General	429-7021
Chancery Court	453-4654
Child Support	429-5270
Circuit Court	453-5536
Circuit Criminal	774-3731
Drivers Testing	429-7016
Drug Task Force	428-3765
Election Commission	453-6985
Fair Grounds	453-0770
Gatlinburg Chamber	436-4178
General Session Court	453-6116
Health Department	453-1032
Hospital	453-7111
Humane Society	453-7000
Library System	453-3532
National Park Service	436-1230
P F City Hall	453-9061
PF Chamber of Com.	453-5700
Public Library	453-353
Register of Deeds	453-2758
Road Superintendent	453-3452
School Superintendent	453-4671
Sevierville City Hall	453-5504
Sevierville Chamber	453-6411
Sevierville Civic Center	908-4256
Sevierville Community	453-5441
Social Security	545-4354
Vehicle Registration	453-5502
Veterans	453-8073
Warrants	429-5671

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This handbook is a publication of the Sevierville Police Department's Special Projects Team. The information found within was compiled from several different sources and believed to be correct at the time of publication. Please address all inquiries to:

Bob Stahlke
Public Information Officer
Sevierville Police Department
300 Gary Wade Boulevard
Sevierville, TN 37862

Contacting Your Police Department:

EMERGENCY	911
24-Hour Non-Emergency	(865) 453-5506
Police Dispatch / Operator	(865) 453-5507
Police Records Department	(865) 453-7310
Criminal Investigation Division (CID)	(865) 453-1986
City Court Clerk	(865) 453-7310
General Fax	(865) 453-6680

Our mailing address is : Sevierville Police Department
300 Gary Wade Boulevard
Sevierville, TN 37862

Visit us online: www.seviervilletn.org/police.htm

You may e-mail inquiries to:

Don Myers, Chief of Police	donm@seviervilletn.org
Terry Bryan, Patrol Division	tbryan@seviervilletn.org
Steve Rose, Operational Support Division	rose@seviervilletn.org
Bob Stahlke, Public Information Officer	bstahlke@seviervilletn.org

Compliments, Concerns, Complaints?

The Sevierville Police Department is interested in what you have to say. We pride ourselves on our professionalism and hold ourselves to the highest standards. If you would like to comment on the Department or an individual officer, please visit our website or stop by. All concerns are addressed and all complaints are investigated.

Please include your return address and a daytime phone number with all correspondence.

Web Directory

City of Sevierville - www.seviervilletn.org

Provides information regarding every city department and related services.

Sevier County - www.seviercountytn.org

Provides information regarding every county department and related services.

State of Tennessee - www.state.tn.us

Comprehensive source of information and guide to departments and services.

Tennessee Bureau of Investigation (TBI) - www.state.tn.us

Information about the Sex Offender Registry, Meth Watch, and other Law Enforcement initiatives.

National Sheriff's Association - www.sheriffs.org

Originators of the National Neighborhood Watch Program.

USA On Watch - www.usaonwatch.org

Information is provided to assist citizens in organizing local Neighborhood Watch programs, recognizing the importance of neighborhood unity & community action.

National Crime Prevention Council - www.ncpc.org

Learn about Crime Prevention through environmental design, the latest community policing strategies, training, and citizen crime prevention.

Privacy Rights Clearinghouse - www.privacyrights.org/identity.html

A list of identity theft resources, including a guide for victims, a theft survival kit, and legislative solutions.

Bureau of Consumer Protection - www.ftc.gov/ftc/consumer.htm

Addresses issues of consumer fraud and failures on the market that cost substantial amounts to consumers.

SCAMWATCH - www.scamwatch.com

Delivers Internet fraud protection services. Read alerts and lists of scam-free sites.

National Fraud Information Center - www.fraud.org

Learn about fraud, including Internet, telemarketing, & business. Offers tips on fighting crimes against the elderly.

Federal Trade Commission (Identity Theft) - www.consumer.gov/idtheft

Provides information regarding Identity Theft as well as guidelines for clearing up fraudulent activity.

Credit Bureaus - Information on obtaining your credit report

Equifax - www.equifax.com

Transunion Corporation - www.tuc.com

Experian - www.experian.com

Office of Homeland Security - www.whitehouse.gov/homeland

Coordinating national strategy to strengthen protections against terrorist threats or attacks in the United States.

Tennessee Emergency Management Agency - www.tnema.org

Coordinating Tennessee's disaster preparedness and response resources.

Cyberkids - www.cyberkids.com

Provides information about cyber safety for children.



Disaster Preparedness

At Work

An emergency can happen at any time. You and your co-workers should know what to do in an emergency happens during the work day.

- **Learn about your company's emergency plan.** Ensure that a plan is developed if one is not already in place.

- **Practice your company's emergency plan**, including evacuations. Evacuation plans need to be legible and posted prominently on each floor. Know the exit routes and for your building. Know at least two exit routes from each room, if possible. Be able to escape in the dark by knowing how many desks and/or cubicles are between you and the two nearest exits.



- **Have a designated post-evacuation meeting location** to take a head count and identify missing workers. Every employee should be aware of this location.
- **Make special emergency plans for co-workers who are disabled or may require assistance during an emergency.**
- **Know the location of fire extinguishers and medical kits.**
- **Make a list of important phone numbers.** Keep a list at your desk. Do not rely on electronic lists, direct-dial phone numbers, or company organizers that may not work during an emergency.
- **Put together an office phone tree.** In the event of a disaster, your office may need to get information to employees quickly. Develop a list of everyone's home phone numbers with instructions on who will call whom.
- **Gather personal emergency supplies in a desk drawer**, including a flashlight, walking shoes, a water bottle and non-perishable food.
- **Report damaged or malfunctioning safety systems.**
- **Never lock fire exits or block doorways, halls or stairways.** Keep fire doors closed to slow the spread of smoke and fire.
- **In the event of an emergency in a building with many floors do the following:**



- ✓ Leave the area quickly. In the event of fire, crawl under the smoke to breath cleaner air. Test doors for heat before opening them. Never use an elevator when evacuating a burning building. Always go to the nearest fire and smoke free stairwell.
- ✓ If you are trapped in a building, stay calm and take steps to protect yourself. If possible, go to a room with an outside window & call for help.
- ✓ Provide any assistance you can to children, the elderly, the injured, co-workers with disabilities, and others that require special assistance.
- ✓ Stay where rescuers can see you. Wave a cloth to attract attention.
- ✓ Open windows if possible, but be ready to shut them if smoke rushes in. Stuff clothing, towels or newspaper around the cracks in doors to prevent smoke from entering your refuge.

About The Sevierville Police Department

Mission Statement

To lead a cooperative effort to make the City of Sevierville a safe and secure community; To endeavor to prevent crime, promote safety, and achieve the highest quality of life; To maintain the greatest level of integrity and fairness; To provide the most efficient and highest quality of service.

The Sevierville Police Department was formed in 1901 and today serves a rapidly growing community of over 15,000 permanent residents and more than 13,000,000 visitors annually. The Department patrols a 22 square mile area containing 180 miles of roadways, several nationally known attractions, and a large retail center.

The Department's 55 sworn officers and 19 non-sworn support personnel are organized into two divisions:

- A Patrol Division comprised of four shifts. Last year our officers handled over 38,000 calls for service. The Patrol Division also contains the Department's K9 and SWAT Special Operations Units.
- An Operational Support Division comprised of the Criminal Investigations, Communications and Records Units. Criminal Investigations is responsible for follow-up investigations of all crimes that occur in the City. Communications receives and assigns all service calls. Records gathers, enters, distributes, and archives data and reports.

CALEA Accreditation

The Sevierville Police Department became nationally Accredited in 1999, the 11th agency in Tennessee to reach this demanding goal. The Department was re-accredited in 2002 and 2005. Accreditation is a voluntary self-motivated approach for organizations to achieve and maintain high standards of service.

The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), began in 1979 as a idea conceived by the IACP. CALEA Accreditation recognizes an agency as conforming to a set of high standards. Benefits include:

- Demonstrated commitment of the law enforcement agency to professionalism.
- Assurance to the community that its law enforcement agency is committed to a high quality of service.
- An in-depth review of every aspect of an agency's organization.

For more information about the Sevierville Police Department's Accreditation commitment, please contact Accreditation Manager Bob Stahlke at (865) 453-5507, or write to CALEA at:

Commission on Accreditation for Law Enforcement Agencies, Inc.
10306 Eaton Place, Suite 320, Fairfax, Virginia, 22030-2201



Frequently Asked Questions:

When do I use 911?

911 is an emergency line. As such, these lines are always answered first. 911 should be reserved for emergencies to keep the lines available. Dispatchers will send police, fire and/or ambulance personnel depending on the nature of the call. The address, unit number and phone number from where you are calling shows up immediately on the dispatchers screen. Non-emergency use of 911 may constitute a crime. Use 911 to report:

- Incidents where there is an imminent risk of serious injury or loss of life.
- Crimes in progress.
- Traffic accidents with injuries.
- Other serious incidents.

**DIAL 911 FOR
EMERGENCIES**

When do I call the non-emergency number?

This number should be used to report incidents that have already occurred where a report is needed for documentation, etc. Use this number when there is no immediate danger present and suspects are long gone, such as:

- Suspicious activity where suspects have vacated.
- Crime that has already occurred requiring police report.
- Traffic accidents with no injuries or traffic hazards.
- Other matters requiring Police attention.

Who should I call for information regarding other city services?

For information about city services, such as trash collection or street repairs, or to contact other city departments, please call the Sevierville City Hall at (865) 453-5504.

How do I contact an officer?

You can contact an officer by calling (865) 453-5507 and requesting the officer by name, or if you feel it necessary, requesting a supervisor to return your call. You may need to leave a voicemail if the officer or supervisor is unavailable.

How do I report a crime anonymously?

When reporting a crime or suspicious activity you must tell the dispatcher that you wish to remain anonymous. Ask that the officer not come to your door, but to call you if they require further information. Call (865) 453-XXXX to leave anonymous tips.

Why does it take so long for an officer to respond?

Officers are dispatched based on a priority system. Calls requiring immediate attention, such as crimes in progress, threats to life, or serious accidents will be handled before less critical calls, such as those where the suspect is no longer on scene or reports of minor accidents. We respond to all calls and our average response time is less than ten minutes.

What can I do about solicitors in my neighborhood?

Unless exempted (charitable purposes) all solicitors must obtain a permit from City Hall. You have the right to request to see that permit. If they do not have it, close the door immediately and call the non-emergency number to report the suspicious activity. Never allow these solicitors into your home.

Disaster Preparedness

Preparing in your community:

- Being prepared means knowing what to do if an emergency occurs in your community when you are away from home.
- Be alert - Get to know your neighbors through Neighborhood Watch.
- Be aware of unusual or abandoned packages or vehicles and report suspicious activity immediately.
- Keep your list of emergency phone numbers by the phone.
- Find out about community emergency plans - What plans, if any, does your child's school have in place?
- Make sure schools have updated emergency contact information.
- Make plans to meet up with your family members following an emergency situation. Maintain out of area contacts that each member of the family knows to contact for family updates.
- Plan for what you will need if you are forced to be away from home for an extended period of time. Keep those supplies in your car's trunk & seasonally update them.
- Be prepared to help others - Take CPR and first aid classes.
- If you live in an apartment building, know the evacuation plan.
- Agree on a place nearby that everyone will meet.

Preparing your Children

Preparing your family means training your children to know what to do in case of an emergency. Reinforce what you teach them with periodic drills. Children learn through repetition. This may seem like basic information, however knowing where your children are is even more important during an emergency. Remember, your family may become separated.



- **Teach your children to stay in touch.** Make it a house rule to contact a parent or other trusted adult immediately when they get home from school or other activities.
- **Make sure your children know how to reach you at home.**
- **Make sure your children know their complete phone number and address, including nearby cross streets and landmarks.**
- **Work with neighbors to determine safe places for children to go in case of emergency.** Train your children to go to these places.
- **Explain 911 to your children,** and teach them how and when to dial.
- **Teach your children and teens how to stay safe in case of an emergency.** Tell them to seek help immediately from a teacher, law enforcement officer or other security personnel if they hear classmates threatening to hurt themselves or others.

Disaster Preparedness

Disaster can strike at anytime. Earthquakes, fires, floods, tornados, storms, blizzards, power outages and terrorism require you to prepare your home, family, and self for the unexpected. Being prepared involves learning as much as you can and making plans to act.

Some proactive steps you can take are:

Make a list of important local numbers, including the Police non-emergency dispatch number, parents work number and an out of area contact that everyone knows to contact if the family is separated.

Make a neighborhood directory and plan. Include emergency contact information and plans for children and seniors who may be home alone during emergency situations. Identify neighbors who need additional assistance such as young children, seniors, and those with disabilities. Develop a plan to assist those individuals in an emergency.

Organize an emergency preparedness kit. Check batteries, change stored water, and rotate the food supplies every six months.

Emergency kits should include:

- A 7-day supply of water (one gallon per person per day).
- Food that will not spoil and requires no cooking.
- A first aid kit and medicines (consult with your pharmacist about storing medications & keep copies of all prescriptions).
- Emergency tools such as a battery-powered radio, blankets, cell phones, flashlight & extra batteries, matches & candles.
- Personal items such as toilet paper and garbage bags.
- Remember to stock needed supplies for children and animals as well.



EMERGENCY SUPPLIES KIT

Develop a home evacuation plan and practice it with your family and neighbors.

- Know what to do if instructed to evacuate your home or community.
- Every member of the family should know exactly how to get out of the home in case of fire or other emergency.
- Find at least two ways out of each room in your home.
- If you live in an apartment building, know the evacuation plan.
- Agree on a nearby family meeting place.

**For more information on Homeland Security and Disaster Preparedness, contact the Homeland Security Officer at:
(865) 453-5506, ext. 3371**

FAQs Continued...

What is considered suspicious activity?

If it looks like a duck... Listen to your instincts, they are probably correct. Please report suspicious and unusual activity, such as:

- Multiple subjects approaching a house, while a look-out stays at the street.
- Subjects checking for ways to enter a home such as trying doors windows and gates.
- Subjects looking into parked cars and/or attempting to open car doors.
- Vehicles moving slowly without lights or an apparent destination.
- Unfamiliar persons who seem to have no purpose wandering about.

How do we abate drug activity or problem homes in our neighborhood?

The first and most important thing is to report any suspicious activity to the Police Department. Use 911 if there is a crime in progress, or the non-emergency number for other activity. This begins the documentation process and allows law enforcement the opportunity to deal with the problem. Secondly, keep good logs of suspicious or problem activity. Some things that are often associated with drug activity are:

- Business being conducted from vehicles.
- Heavy traffic (foot and vehicles) to and from the location.
- Visitors at unusual hours, often staying only brief periods of time.
- Chemical smells coming from the residence.



How do I make a police report?

Contact the police dispatcher and request assistance. Please provide as much information to the dispatcher as possible to ensure that the incident is properly handled. An officer will respond and document the crime or activity. You need to have your identification and any other information regarding the crime available. You may be asked to give a statement.

What if I'm involved in a traffic accident?

We hope you are never involved in an accident, but if so, first stop immediately and determine if anyone is injured. Tennessee Law requires that you report the accident and aid injured persons. Call 911 if the accident involves injury or is still a roadway hazard. If the accident is minor in nature, pull off the roadway to a safe location and call the non-emergency number, (865) 453-5507.

In addition, please gather your driver's license, vehicle registration and insurance card for the officer's use. It is also a good idea to write down the license plate number of other vehicle involved and the names of other drivers or witnesses. The officer will respond to and document the accident, including gathering written statements from those involved.

Following his investigation and information gathering, the officer will clear the roadway of vehicles and debris, assist you with selecting a towing service, and provide you with an Accident Information Card. This card has the information you'll need to provide to your insurance agent, including the report number. If you need a copy of the report, it can be picked up in two business days at the Records window in the Police Department lobby. Copies may also be faxed or mailed — a small fee applies.

FAQs Continued...

What's the deal with car insurance?

You must have proof of financial responsibility to operate a motor vehicle in Tennessee. For most people this means having an automotive insurance policy. Failure to have proof of financial responsibility is a violation of state law and can result in a citation and subsequent driver's license suspension. You must show proof following an accident or when stopped for a traffic offense. In addition, if you are involved in a reportable accident, you must submit an Owner-Driver report to the state within 20 days. Please contact the Records Division for more information about the Owner-Driver Report.

Besides being the law, having automobile insurance is a good idea. It helps protect your assets and repair damages. With the average cost of a new vehicle now approaching \$30,000, it is easy to imagine the financial consequences of an at-fault collision.

What do I do if I'm stopped by the Police?

Well, welcome to the club! Most of us have been there, and we understand that it can be a stressful experience. First, bear in mind that the officer is addressing your driving behavior, not you personally. Traffic stops are one of the most dangerous things police officers do and you can expect the officer to be cautious and business-like. We try to be friendly, too! Please follow these tips:

- Acknowledge the officer's presence by slowing and signaling .
- Find a safe location and pull off the roadway as soon as practical. Please leave room for the officer. Look for a well-lit location at night.
- Put your vehicle in park, turn on the interior light, roll down your window, and place your hands on the steering wheel.
- Remain in your vehicle. Do not exit unless instructed to do so. This is for the safety of both you and the officer.
- Do not attempt to gather your identification or vehicle paperwork until asked.
- Inform the officer of any emergencies or concerns, as well as any weapons in the vehicle. **Do not reach for the weapon or display it.**
- If you feel the officer is mistaken, please do not argue. It is better to handle such issues in Court.
- You must sign the citation. This is not an admission of guilt, but a promise to comply with the summons.



I received a citation. What's next?

First, don't let it completely ruin your day. Citations are one of the ways that police address problem driving behaviors and promote public safety. While it can be a financial setback, the citation is far less expensive than a traffic accident.

You will notice that there is a Court appearance date and time located at the bottom of the ticket. The City of Sevierville holds Municipal Court on the first three Tuesdays of each month, at 2:00 pm, at the Sevierville Civic Center on Gary Wade Boulevard. You must appear in Court or otherwise satisfy the citation prior to your court date to avoid a suspension of your driver's license. Please follow the directions on the back of the pink copy you received. If there is a problem with your scheduled date, or if you just can't pay the ticket right now, please notify the court clerk for assistance or rescheduling.

Vehicle Security Continued...

What Steps Can I Take To Prevent Becoming a Victim?

- **Remove visible items from your vehicle.** If you leave items visible in your car, you are a target. Be aware that someone may be watching as you put a wallet, purse, or cell phone under your seat. Take these with you.
- **Lock Up!** Lock your vehicle and take your keys, even for quick errands. Lock the trunk, hatchback or tailgate to block access into the car. Close all windows, vents, and sunroofs.
- **Park Safely.** At home, park in your garage if you have one. Lock your car and all garage doors. Park in a well-lighted area. Check to see that your vehicle is visible from pedestrian and vehicular traffic.
- **Install an Alarm.** Buy an alarm and use it! Many people believe that alarms no longer make a difference, however they do remain an effective deterrent to a burglar. Criminals will choose the easiest target. If they have two cars to choose from – one with an alarm and one without – they will burglarize the one without.
- **Install lighting controls.** Install motion sensor or photocell lights on the exterior of your garage if you park in your driveway or on the street. Motion sensors will trigger your light to come on when it senses activity in the immediate area. Photocell lights automatically turn on at dusk and off at dawn .
- **Remove Stereo Faceplates.** Stereo systems are a popular item for thieves. If possible, remove your faceplate and carry it with you. Keep a record of your audio component serial numbers.



Employers often have policies which prevent employees from bringing their purses or bags into the workplace. If so, discuss the matter with your employer and request an area be dedicated for personal property storage.

After parking, take a moment to look around your car and assess your surroundings for vulnerabilities.

Vehicle Security

The Sevierville Police Department investigates numerous car break-ins each year. Often these crimes of opportunity could have been prevented by sound security practices. Besides the loss of their personal property, victims also have to contend with costly damages to their vehicle.



We offer the following information to help you reduce your risk:

How Does Complacency Affect Crime?

The three elements needed to commit a crime are desire, ability, and opportunity. Complacency creates opportunity and ability. By removing a thief's opportunity or ability, you prevent the crime.

What Items Are Most Commonly Stolen from Vehicles?

Purses	Medications	Gym Bags
Wallets	Computers	Cash
Briefcases	Cell Phones	Jewelry
Packages & Mail	CD Players	Vehicle Parts

How Can a Vehicle Break-in Lead to a Home Burglary?

If a garage door opener or house key is inside the vehicle, a thief can then gain easy access to your home. He only needs to locate your address, which is easily found on your registration or loose mail. Some guidelines:

- ✓ Black out the address on your registration and photocopy it. Keep the copy, not the original, in your car.
- ✓ Do not leave outgoing or incoming mail in your car.
- ✓ Avoid leaving your garage door opener in your car or lock it up inside the glovebox.
- ✓ Never leave your house keys in the car.

When shopping, store packages and bags inside your trunk. Thieves often target mall parking lots.

FAQs Continued...

This is my first ticket. How can I keep my driving record clean?

Well, sorry to hear that your streak is over. Perhaps it won't just be the first, but also the last! We appreciate your clean driving record and want you to know about a statewide program for most first-time traffic offenders called Pre-Trial Diversion. Defendants who choose this program are required to pay court costs of \$50.00 and are placed on a six-month probationary period. The citation is dismissed if no other citations are received by the defendant within this period. Due to Tennessee Department of Safety Regulations, Commercial Driver's License (CDL) holders are not eligible for Pre-Trial Diversion.

If ineligible for Pre-Trial Diversion, a defendant may be able to attend a defensive driving course to prevent a citation from being placed on his/her driving record. The defendant is required to pay court cost of \$50.00, attend an approved driving school, and provide a certificate of completion within two months of the court date.

For more information regarding Municipal Court please contact the Sevierville City Court Clerk at (865) 453-7310.

I have a civil problem (property disputes, vehicle re-possession landlord - tenant problems,) — who should I call?

If you only have a question regarding these or similar problems and there is no dispute or confrontation you should contact an attorney for the best answer. If you need the police to settle or prevent a problem call (865) 453-5506.

What do I do about the stray animals?

The Sevierville Police Department has a full-time animal control officer who can usually assist with most domestic animal problems. We most often catch dogs and cats, and have also caught other more exotic animals. Call or come by the department and talk with the animal control officer about any problems you are having, including neighborhood nuisance animals.

What happens to those animals that are caught by the department?

All domestic animals are taken to the Sevier County Animal Shelter for adoption. If you would like information on adopting a stray, please call the Humane Society at 453-7000.

What about squirrels, skunks, and opossums and like animals?

The Sevierville Police Department does not control wild animals. If left alone most wild animals will move along. If you are having a constant problem with wild animals check to see if there may be food left out or some other reason that the animals are returning. If the animals cause continuing problems, the Tennessee Wildlife Resources Agency may be contacted to handle the situation. Oh...and please DON'T feed the bears!

Wow! That's a bunch of information. What else do I need to know about the Sevierville Police Department?

Well, there's a lot more to talk about. Please review the information contained in this booklet and visit some of the websites we recommend. We hope you will benefit from the information and that it will empower you as part of our partnership.

SPD Community Programs:

The Sevierville Police Department manages or participates in numerous community programs. These initiatives exemplify our belief that we here to serve our citizens. Some of these programs are unique to our community, many are nationally recognized. If you would like more information on participating in or supporting these pro-active crime-prevention efforts, please contact us.

Child Safety Programs:

School Resource Officer Program

The School Resource Officer (SRO) is a certified police officer assigned to a school working in support of the school system. The SRO advises teachers and staff on crime and other problems. Although they may help with classes from time to time, their primary duty is providing for the safety of students and security of the campus. The SRO is there to break down barriers, gain students' respect, be a role model, listen and help with problems.

Currently, SPD has officers assigned to Sevier County High School, Sevierville Intermediate School, and Sevierville Middle School. The Sevier County Sheriff's Department maintains an SRO at Sevierville Primary School and the Parkway Academy.

Contact Sergeant Ken Garner, SRO Supervisor, at (865) 453-7310, ext. 3371.

Child Safety Seat Inspections

The Sevierville Police Department is committed to protecting children. We know that the child restraint laws can be confusing. We will be glad to answer any questions you might have to help insure that your children are properly restrained. Our technicians will inspect your child seat and then help you install it correctly to insure the greatest possible protection for your children. Our technicians have received 32-hours of NHTSA training on child safety seat inspections.

SPD technicians conduct monthly checkpoints and monitor for recalls or unsafe situations. They have found that 9 out of 10 car seats are installed incorrectly. The Sevierville Police Department's goal is to never work a child traffic crash fatality, but we cannot reach this goal without your help.



Contact Sergeant Rebecca Cowan at (865) 453-7310, ext. 3001.

Child Fingerprinting

The Sevierville Police Department conducts several fingerprinting events each year. The fingerprint packet is provided at no charge and includes the child's fingerprint, photograph, description, medical information, and a DNA sample. We encourage all parents to have this done and update the information annually.

Contact Officer Laura Brooks at (865) 453-7310, ext. 3007.

Identity Theft Continued...

- Legal Help:** You may want to consult an attorney to determine what legal action to take against creditors and/or credit bureaus if they are not cooperative in removing fraudulent entries from your credit report or if negligence is a factor. Call the local Bar Association to find an attorney who specializes in consumer law and the Fair Credit Reporting Act.
- Victim Statements:** If the imposter is apprehended by law enforcement and stands trial, write a victim impact letter to the judge handling the case. Contact the victim-witness assistance program in your area for further information on how to make your voice heard in the legal proceedings. (Read Fact Sheet 111 on victim impact statements at www.idtheftcenter.org under "Victim Resources").
- Don't Give In!** Do not pay any bill or portion of a bill that is a result of fraud. Do not cover any checks that were written or cashed fraudulently. Do not file for bankruptcy. Your credit rating should not be permanently affected. No legal action should be taken against you. If any merchant, financial company or collection agency suggests otherwise, restate your willingness to cooperate, but don't allow yourself to be coerced into paying fraudulent bills. Report such attempts to government regulators immediately.

The Bottom Line: Modern technology, the information age, and the internet have ushered in a era of amazing convenience and information sharing. Unfortunately, criminals have learned to exploit it to their advantage. Victims of Identity Theft can expect to spend hundreds of hours and thousands of dollars restoring their good name and credit history. Prevention is the best solution, but the rapidly growing crime of Identity Theft quickly exploits weak points and adapts to & overcomes countermeasures.



You must remain determined and vigilant in guarding your personal information.

Please call the Police Department if you have been the victim of Identity Theft.

Identity Theft Continued...

4. **Stolen Checks:** If you have had checks stolen or bank accounts set up fraudulently, report it to the check verification companies. Put stop payments on any outstanding checks that you are unsure of. Cancel your checking and savings accounts and obtain new account numbers. Give the bank a secret password for your account (not your mother's maiden name).



CheckRite:	(800) 766-2748	NPC:	(800) 526-5380
Chexsystems:	(800) 428-9623	SCAN:	(800) 262 7771
Equifax:	(800) 437-5120	Tele-Check:	(800) 710-9898

5. **ATM Cards:** If your ATM card has been stolen or compromised, get a new card, account number and PIN (Personal Identification Number). Do not use your old PIN. When creating a PIN, don't use common numbers like the last four digits of your Social Security number or your birth date.
6. **Fraudulent change of address:** Notify the local Postal Inspector if you suspect an identity thief has filed a change of your address with the post office or has used the mail to commit credit or bank fraud. Find out where fraudulent credit cards were sent. Notify the local Postmaster for that address to forward all mail in your name to your own address.
7. **Social Security number misuse:** Call the Social Security Administration to report fraudulent use of your Social Security number. As a last resort, you might want to change your number. The SSA will only change it if you fit their fraud victim criteria. Also order a copy of your Earnings and Benefits Statement and check it for accuracy.
8. **Passports:** If you have a passport, notify the passport office in writing to be on the lookout for anyone ordering a new passport fraudulently.
9. **Drivers License number misuse:** You may need to change your driver's license number if someone is using yours as identification on bad checks. Call the Tennessee Department of Safety to see if another license was issued in your name. Put a fraud alert on you license and request a new number. Fill out the a Police report to begin the fraud investigation process.
10. **Law Enforcement:** Report the crime to the law enforcement agency with jurisdiction in your case. Give them as much documented evidence as possible. Get a copy of your police report. Keep the phone number of your fraud investigator handy and give it to creditors and others who require verifications of your case. Credit card companies and banks may require you to show the report in order to verify the crime.
11. **False Civil and Criminal Judgments:** Sometimes victims of identity theft are wrongfully accused of crimes committed by the imposter. If a civil judgment has been entered in your name for actions taken by your impostor, contact the court where the judgment was entered and report that you are a victim of Identity Theft. If you are wrongfully prosecuted for criminal charges, contact the state Attorney General and the FBI. Ask how to clear your name.

Community Programs Continued...

W.H.A.L.E. (We Have A Little Emergency)

This program provides a means for emergency workers to assist your child should a parent become incapacitated in a traffic accident. A W.H.A.L.E sticker goes on the back of your child's car or booster seat and provides needed information in an emergency, such as your child's name, medical needs, and emergency guardian contact information.

Contact Sergeant Rebecca Cowan at (865) 453-7310, ext. 3001.

Stranger Danger

A Police Officer visits Sevierville Primary School once a year to teach kids about the danger of speaking with strangers. We encourage the kids and parents to have a secret code word. Children are empowered and taught how to act when a stranger approaches them. We talk about the cons and traps used to fool kids.

Contact Officer Laura Brooks at (865) 453-7310, ext. 3007.

Children's Bike Safety

The Sevierville Police Department offers bicycle safety instruction at several events throughout the year. These classes include bicycle safety, laws and proper helmet use. Bicycles can also be registered to aid in recovery if stolen.



Contact Officer Laura Brooks at (865) 453-7310, ext. 3007.

DUI Education Golf Cart

The Sevierville Police Department utilizes a specially outfitted golf cart to educate students ages 13-18 on the effects of alcohol on driving skills. Students are given the opportunity to negotiate a driving course while wearing special goggles that simulate impairment. The students can see in a safe environment how drinking and driving is dangerous for them and everyone on the road. This program can be brought to schools, civic groups, churches and special events.

Contact Officer Matt Ayers at (865) 453-7310, ext. 3011.

Kid's Police Camp

Police Camp provides the opportunity for youths, 11-14 years of age, to learn basic police skills in a safe, fun and structured environment. Activities and classes are conducted primarily at the Sevierville Police Department with several local field trips. Camp Staff is comprised of Police Officers that are trained and experienced law enforcement instructors and experts in their individual fields. All Camp activities are closely supervised and controlled by staff. Activities include self-defense, firearms safety, radio procedures, fingerprinting and many others.

Police Camp is held during Summer Recess. Please register early, as the program fills quickly.

Contact Officer Laura Brooks at (865) 453-7310, ext. 3007.

Community Programs Continued...

Gun Safety - Project Childsafe

The Sevierville Police Department promotes gun safety by educating children on the dangers of unattended firearms. The department also distributes gunlocks to ensure that guns are safely stored.



Contact Officer Laura Brooks at (865) 453-7310, ext. 3007.

Child Safety Day

The Sevierville Police Department hosts a Child Safety Day each year. This free event includes Fingerprinting, Car Seat Safety, WHALE, Stranger Danger, Bike Safety, DUI Golf Cart and much more. The event is a way of providing safety information to parent and kids in a positive way. The Sevierville Fire Department and other area Emergency Services participate in the event.

Contact Sergeant Rebecca Cowan at (865) 453-7310.

Senior Programs

Senior Outreach Sevier (S.O.S.)

S.O.S. is a program developed through a partnership between the Sevierville Police Department and the Fort Sanders Sevier Senior Center. The program uses volunteers to evaluate senior's individual needs and connect them with resource options. Volunteers will go out in two-person groups to visit seniors in the area. They are trained to do a home security checks, and can also deliver library books, food, or other items as needed to increase the quality life for seniors in our area. Volunteers must successfully complete a background check and a ten-week training program.

Anyone interested in volunteering for or receiving S.O.S. visits, please call (865) 453-8080, or contact Sergeant Rebecca Cowan at (865) 453-7310, ext. 3001.

MEDRAY (Emergency Medical Relay System)

The MEDRAY program provides emergency caregivers with essential information in the event the patient is incapacitated. Specific, accurate and complete health information is important in an emergency. Often, emergency personnel arriving at a scene are confronted with chaotic circumstances, unconscious or otherwise incapacitated victims. Emergency workers may not be aware of pre-existing illnesses, allergies or medical problems. This lack of information could cause unnecessary delay in proper and effective treatment. The Sevierville Police Department, with the cooperation of the Sevier County Ambulance Service and the Sevierville Fire Department, has created the MEDRAY program for you and your loved ones.

MEDRAY packets are completed by enrollees and a small sticker is placed on their door to alert caregivers. Packets are available at the Sevierville Police Department.

Contact Sergeant Rebecca Cowan at (865) 453-7310, ext. 3001.

Identity Theft

If you are a victim, or are "at risk", of becoming a victim:

Unfortunately, at this time victims themselves are burdened with resolving the problem. You must act quickly and assertively to limit the damage.

When dealing with authorities and financial institutions, keep a log of all conversations, including dates, names and phone numbers. Note time spent and expenses incurred in order to seek restitution in a later judgment or conviction against the thief. Confirm all conversations in writing. Send correspondence by certified mail, return receipt requested. Keep copies of all letters & documents.

Once you discover you are a victim of Identity Theft, notify the following:

- Credit Bureaus:** Immediately call the fraud units of the three credit reporting companies to report the theft of your credit cards or numbers. Ask that your account be flagged. Also, add a victim's statement to your report, up to 100 words. ("My ID has been stolen/used to apply for credit fraudulently. Contact me at [phone number] to verify all applications"). Be sure to ask how long the fraud alert is posted on your account, and how you can extend it if necessary. Be aware that these measures may not entirely stop new fraudulent accounts from being opened by the imposter. Ask the credit bureaus in writing to provide you with free copies every few months so you can monitor your credit report. Ask the credit bureaus for names and phone numbers of credit grantors with whom fraudulent accounts have been opened. Ask the credit bureaus to remove inquiries that have been generated due to the fraudulent access. You may also ask the credit bureaus to notify those who have received your credit report in the last six months in order to alert them to the disputed and erroneous information (two years for employers).
 - **Experian:** (888) 397-3742
 - **Equifax:** (800) 525-6285
 - **Trans Union:** (800) 680-7289



- Creditors:** Contact all creditors immediately with who your name has been used fraudulently — by phone and in writing. Get replacement cards with new account numbers for your own accounts that have been used fraudulently. Ask that old accounts be processed as "account closed at consumer's request." (This is better than "card lost or stolen," because when this statement is reported to credit bureaus, it can be interpreted as blaming you for the loss.) Carefully monitor your mail and credit card bills for evidence of new fraudulent activity. Report it immediately to credit grantors.

- Creditors requirements to verify fraud:** You may be asked by banks and credit grantors to fill out and notarize fraud affidavits, which could become costly. The law does not require that a notarized affidavit be provided to creditors. A written statement and supporting documentation should be enough (unless the creditor offers to pay for the notary).

Identity Theft Continued...

Mail Theft

- DO NOT** leave outgoing mail in an unlocked mailbox.
- Deposit mail in a blue collection box or inside at your local post office.
- Promptly pick up your "incoming" mail once delivered.
- Get together with neighbors and the Postal Service and arrange for the installation of locked group mailboxes for neighborhood delivery. These group mailboxes are known as Neighborhood Delivery & Collection Box Units (NDCBU). With an NDCBU mailbox, each address has an individual locked unit for delivery and collection. (Note: a minimum of seven neighbors are needed to sign a petition).



- Purchase a locked mailbox. Make sure the mail slot is large enough and safe enough for the letter carrier to insert your mail. (Note: The mail carrier cannot pick up mail from this type of box).
- Have your mail delivered to a Post Office Box.
- Promptly report non-receipt of expected credit cards, checks and other valuable mail to the senders.
- Immediately notify the post office and mailers of address changes.
- READ IT, then SHRED IT!** Promptly destroy anything with your name, address or other identifying information on it before discarding, especially credit card and home loan applications. What you consider junk mail is a gold mine to a thief. They often use those discarded applications to open fraudulent credit accounts in names of unsuspecting victims.



How to "OPT-OUT" of Junk Mail	
<p>Call the three Credit Bureaus "OPT-OUT" Numbers:</p> <ul style="list-style-type: none"> Equifax: 800-556-4711 Experian: 800-353-0809 Trans Union: 800-680-7293 	<p>To limit the sharing of your personal financial information, write to your bank, credit card issuers, and insurance and securities companies. Tell them that you "opt-out" of sharing your personal information with outside companies, as you are permitted to do under the federal Financial Modernization Act.</p>

To "OPT-OUT" of pre-approved credit card offers, call 1-888-5-OPTOUT

Community Programs Continued...

Tel-A-Tend

The Tel-A-Tend program is a computerized monitoring system that provides daily monitoring, reminders to take medicine, and raises an alarm if the person called does not answer or respond properly. Being home alone can be anxious for seniors and children alike. Older adults may not have anyone nearby to check on them or to ensure their safety and well-being. Accidents and illness may prevent them from contacting anyone for help. For "latch key" children, safety and security are also a concern. Tel-A-Tend makes regular phone calls to subscribers to check on their welfare and/or to give them important information.

The Tel-A-Tend system is programmed to call subscribers daily at prearranged times. If Tel-A-Tend does not receive an answer, or if the proper response is not given, it calls a secondary phone number (relative, friend, or neighbor). If there is no answer at the secondary number, Tel-A-Tend will notify the Police Dispatcher to send an Officer to conduct a welfare check.

Contact Sergeant Rebecca Cowan at (865) 453-7310, ext. 3001.

Other Programs

Citizen's Police Academy

The Citizen Police Academy provides the opportunity for citizens to learn basic police skills in a safe, organized and structured environment. Curriculum for the program consists of 30 hours of classroom, practical and field training. Areas addressed include: Patrol Methods, Vehicle Stops, Self-Defense Techniques, Traffic Accident Investigation, D.U.I. Interdiction, Crisis Intervention, Less Lethal Weapons, and an Introduction to Police Firearms, just to name a few.

Applicants for the Citizen Police Academy must:

- Be 18 years of age or older
- Have no criminal history (*minor traffic violations are OK*)
- Be physically able to meet training requirements
- Attend all scheduled Citizen Police Academy classes
- Ride-along with an officer during an 8-hour patrol shift
- Sign all required waivers and agreements



Contact Captain Terry Bryan at (865) 453-7310, ext. 3107.

Neighborhood Watch

The Sevierville Police Department participates in the nation-wide Neighborhood Watch Program. Once established, a Neighborhood Watch helps every citizen take an active roll in the safety of his or her community. Our officers are ready to help you establish a program in your neighborhood.

Additional information about this program is contained in this booklet.

Contact Officer Matt Ayers at (865) 453-7310, ext. 3011.

Community Programs Continued...

RAD (Rape Aggression Defense)

The RAD program is designed to teach women self-defense options. Certified RAD instructors teach this nine-hour class over three evenings. Instructors cover crime prevention techniques and self-defense options that are effective even if the attacker is much bigger. The class stresses the importance of mind set and awareness. The class is also offered through the Sevier County High School. All ages and ability levels are welcome.



Contact Sergeant Rebecca Cowan at (865) 453-7310, ext. 3001.

Domestic Violence Prevention

The Sevierville Police Department is dedicated to preventing Domestic Violence. An Officer conducts follow-up investigations and victim outreach on all reports of Domestic Violence. The Department is also a drop off location for old cell phones, which are given to Safe-Space, the local Domestic Violence shelter, providing a means for victims to obtain help.

Contact Sergeant Rebecca Cowan at (865) 453-7310, ext. 3001.

Shoplifting & Robbery Prevention Classes

Taught by request, these classes cover applicable law, shoplifting methods, prevention techniques, crime reporting and prosecution. The class also covers techniques to keep employees safe when approaching or detaining suspects. Attendees receive an informative booklet for future reference or to share. The Robbery Prevention class covers what to do during a robbery and prevention techniques. Safe employee practices are discussed.



Contact Officer Matt Ayers at (865) 453-7310, ext. 3011.

Mall Watch & Business Watch

Mall Watch is like Neighborhood Watch for Five Oaks and Governor's Crossing retailers. Business Watch includes Pharmacies, Gas Stations, Hotels and Department Stores. Participating businesses report crime and suspicious activity to the Sevierville Police Department. We then share to information with you and provide updates via fax. Updates include information about crimes such as bad checks, counterfeit money, stolen credit cards and shoplifters. You will also receive safety information on current problems in your area.

Contact Sergeant Rebecca Cowan at (865) 453-7310, ext. 3001.

Homeland Security and Disaster Preparedness

Our modern world has presented us with new and troubling challenges. The Sevierville Police Department is an active partner with the Sevier County and State of Tennessee Emergency Management Agencies. An officer can be scheduled to give an informative presentation to your organization.

Contact Sergeant Ken Garner at (865) 453-7310, ext. 3371.

Identity Theft - Protecting Yourself

What is Identity Theft?

Tennessee Code Annotated, Section 39-14-150, states:

A person commits the offense of identity theft who knowingly obtains, possesses, buys, or uses, the personal identifying information of another with the intent to commit any unlawful act including, but not limited to, obtaining or attempting to obtain credit, goods, services or medical information in the name of such other person; and Without the consent of such other person; or Without the lawful authority to obtain, possess, buy or use that identifying information.

What is considered personal information?

Name	Address
Telephone numbers	Place of employment
Driver's License Number	Employee ID number
Mother's Maiden name	Account & Routing numbers

*** SOCIAL SECURITY NUMBER ***

Jurisdiction: No one agency has overall primary jurisdiction for the investigation of Identity Theft. One of the difficulties to investigating Identity Theft is that in many cases it becomes a multi-jurisdictional case. Involved agencies can include: the jurisdiction where the victim resides and the jurisdiction(s) where the crime or crimes actually occurred.

Who is at Risk?

- Victims of mail theft.
- Victims of residential or vehicle burglaries.
- Anyone who has lost or had stolen their purse, wallet, or any other item that contains personal information.



Tips for Preventing Identity Theft

- **DON'T** carry your Social Security card in your purse or wallet. It's an invitation for a thief to get access to your personal information.
- Instruct the Post Office to not process address change requests unless you personally deliver the request.
- Don't give out personal information over the phone or through the mail unless you initiated the contact.
- Ask how your personal information will be used by businesses.
- Check credit card statements carefully each month for unauthorized charges and report any discrepancies immediately.

Operation ID Continued...

Marking Your Property:

- Mark all of your valuable possessions with an engraver, an inscriber pen, an infrared indelible security marker, or other marking pen.
- Practice using the engraver on scrap material before marking your property. It can be more difficult than it looks!
- The electric engraver can be used on metal, wood, or hard plastic. Your personal ID number should be marked on all removable parts in two places: one visible and one hidden.

Some items cannot be engraved and have no model and/or serial number, such as antiques, furs, jewelry, musical instruments, fine art, and silver. It is suggested that such items be marked with infrared indelible markers and photographed/video taped for size and identification purposes. When photographing or video taping property make sure that you place an item in the picture, such as a ruler or dollar bill, to establish scale.

Inventory Forms

Property forms are also available from the Sevierville Police Department. It is important that you keep records of all items you engrave in case of loss. You can photocopy the form and use as many as you need.



Which Items Should You Engrave?

You should mark and record anything of value that a burglar (or two) could conceivably carry away. Use this checklist as a guide:

- | | |
|---------------|------------------------|
| ✓ Bicycles | ✓ Appliances |
| ✓ Binoculars | ✓ Stereo Systems |
| ✓ Cameras | ✓ Televisions |
| ✓ Computers | ✓ Hand Tools |
| ✓ VCRs / DVDs | ✓ Camcorders |
| ✓ Video Games | ✓ Business Machines |
| ✓ Electronics | ✓ Recreation Equipment |

Operation ID can help you get back stolen property.

Community Programs Continued...

Stop Underage Drinking

This class for restaurants covers how to recognize fake IDs and what to do when presented with one. The class informs management and staff about the criminal and civil consequences of providing alcohol to underage patrons. Also covered are techniques for “cutting someone off” and laws prohibiting alcohol sales to intoxicated persons. This class has been updated to train staff on the new law that requires a person to show a state ID any time they purchase alcohol regardless of their age.

Contact Sergeant Rebecca Cowan at (865) 453-7310, ext. 3001.

K-9 Division

The Sevierville Police Department's K-9 Division consists of three K-9 and Handler Teams. K-9's are trained in attack, tracking, and drug detection.



Contact Lieutenant Eddie Helton at (865) 453-7310, ext. 3121.

Bicycle Patrol

The bike patrol unit assists with traffic and crime prevention during special events. The bicycle allows the officer to efficiently patrol areas and respond quickly in heavy traffic or crowds.

Contact Officer Matthew Ayers at (865) 453-7310, ext. 3011.

Personal and Home Security, Identity Theft

The Sevierville Police Department distributes numerous informational brochures and booklets relating to Personal and Home Security, as well as the rapidly growing crime of identity theft. Officers will assist you in evaluating your security measures and can conduct an inspection of your home. In addition, a presentation to your organization or group can be scheduled.

Contact Officer Matthew Ayers at (865) 453-7310, ext. 3011.

Speaking Engagements and Training Sessions

If you would like a representative from the Sevierville Police Department to speak to your group, please contact us. We are available for presentations on a wide range of topics or about police work in general. Our officers are informed and effective communicators who pride themselves on their role in your community.

Contact Captain Terry Bryan at (865) 453-7310, ext. 3107.

Reserve Officer Program

The Sevierville Police Department has a Reserve Officer Unit comprised of eight officers. These sworn officers assist with special events and are available to supplement patrol operations. Reserve officers must complete an extensive hiring process and attend 40 hours of training annually.

National Neighborhood Watch Program

What Is NEIGHBORHOOD WATCH?

Launched in 1972, Neighborhood Watch is one of the oldest and most effective crime prevention programs in the country, bringing citizens together with law enforcement to deter crime and make communities safer. Sponsored by the National Sheriff's Association (NSA), Neighborhood Watch was developed in response to requests from sheriffs and police chiefs looking for a crime prevention program that would involve citizens and address a rise in residential burglaries.

Neighborhood Watch counts on citizens to organize themselves and work with law enforcement to keep a trained eye and ear on their communities, while demonstrating their presence at all times of day and night. Neighborhood Watch works because it reduces opportunities for crime to occur; it doesn't rely on altering or changing the criminal's behavior or motivation.

Since its establishment, Neighborhood Watch has developed thousands of local residential crime prevention programs in which individual citizens work to make their own homes and families less inviting targets for crime, and cooperate with law enforcement to control crime. Additionally, Neighborhood Watch meetings can be a useful forum to discuss non-crime related neighborhood problems.

Throughout the years, Neighborhood Watch has grown from an "extra eyes and ears" approach to crime prevention to a much more proactive, community-oriented endeavor. Neighborhood Watch groups are now incorporating activities that not only address crime prevention issues, but which also restore pride and unity to a neighborhood.

Why Do We Need NEIGHBORHOOD WATCH?

It is a fact of life that relationships in many of today's communities have become less personal than they were years ago. Families are more transient, children have more activities that take them and their parents away from home, and there are more families with both parents working. The once-familiar sight of families visiting with each other on front porches while keeping a watchful eye on children and activities in the neighborhood is a rarity in most communities today. This trend away from personal contact in the neighborhood and the decrease in time families spend at home are two of the essential ingredients that make communities ripe for crimes of opportunity, such as burglary.

Burglary accounts for nearly one-third of the index crimes in the United States. Although it is generally considered a crime against property, it has a high potential for death or injury to the victim who comes into surprise contact with the burglar. Contrary to popular opinion, burglary is not restricted to urban areas; it also occurs in suburban and rural areas at an alarming rate. There are exceptions to the rising tide of crime, however, and studies reveal that these are often thriving Neighborhood Watch communities.

Through Neighborhood Watch Programs, determined citizens decrease their chances of becoming victims. Numerous convicted burglars have admitted that they are simply not prepared to take the added risk of working in Neighborhood Watch communities.



Operation ID

What Is It?

Operation Identification is a nation-wide effort of law enforcement agencies and the citizens and businesses they serve. The goal is to reduce property theft and aid in recovery of stolen property through an identification system.

Marking your possessions with an identifying number is an effective method of deterring theft. Thieves find it more difficult to dispose of stolen articles that can be traced through an owner's personal ID number. If caught with a marked item, the thief can be convicted. The marked items can also be returned to the owner.

Where can I get an Engraver?

The Sevierville Police Department can loan you an engraver. Please contact Officer Matthew Ayers at (865) 453-5507, for availability information.



When borrowing an engraver:

- Be considerate, complete your marking and return the engraver within the loan agreement time (1 week).
- Remember, there may be others waiting for you to return the engraver so they may borrow it.
- **Do Not** let children operate the engraver.

Selecting a Proper Identification Number:

Your driver license number with state abbreviation provides an instantly recognizable and traceable number to law enforcement agencies nation-wide. If you are a non-driver, please contact the Department of Safety to see if an ID number can be issued to you.

Example: "098765432 TN"

If you sell an item do not "scratch out" your ID number—simply draw one line through it. This way the item can still be identified down the road and it does not appear to law enforcement that an attempt was made to remove or alter the number.

NEVER USE YOUR SOCIAL SECURITY NUMBER AS AN IDENTIFYING NUMBER FOR ANY REASON.

Securing Your Home: Other Concerns

Key Control: True security also includes key control. When you move into a home or apartment always have the locks re-keyed. You do not have to replace the lock itself—re-keying of locks will render previous keys useless. This procedure should also be followed if you lose your keys.

Other important aspects of Key Control:

- Do not leave an “emergency” key under the door mat, on top of the door frame, or in any other common “hiding spot.”
- Never have a name or license tag attached to your house keys. If your keys are lost or stolen you could have an unwelcome visitor.
- Keep car keys and house keys separate. This way your house keys are never left in the possession of a stranger when you have your car parked at a restaurant or parking lot.
- Be careful who you give your house keys to. Keep track of all your keys! Ensure duplicate keys are accounted for.
- Don't label your keys. This helps burglars to identify what door or car the keys belong to.



Communications Systems Security: The rise in Identity Theft Crime (see pages 35-39) has exposed a new vulnerability in Home Security—Communications Systems. Homeowners should take steps to secure home networks, both wired and unwired and password protect all terminals. Anti-virus, anti-spyware, and other utility software should be installed and frequently updated.



Utilities: Beware of the potential for thieves to tap into your electricity, cable, phone, or water lines. These types of thefts can be difficult to detect and potentially cost you hundreds of dollars. Frequently inspect your home and property for unusual additions or signs of digging. Review your utility bills for unusual activity.

REQUEST A HOME SECURITY EVALUATION TODAY!

Neighborhood Watch Continued...

How Do I Start a NEIGHBORHOOD WATCH Group?

Forming a Neighborhood Watch Group is easy...

FIRST...

Visit www.USAOnWatch.org to gather information and download resource materials.

NEXT....

Form a small planning committee of neighbors to discuss needs, the level of interest, and possible problems. Decide on a date and place for an initial Neighborhood Watch meeting.

THEN...

Contact your local law enforcement agency. Request that a crime prevention officer come to a meeting of your group in the near future to discuss Neighborhood Watch and help assess your community's problems and needs. Inquire about crime statistics for your area, but bear in mind that crime is typically under-reported. Ask that the officer bring to your meeting a list of local and national contacts that will assist you in organizing and keeping your program going along with samples of Neighborhood Watch signs, decals, and literature.

FINALLY.....

Contact as many of your neighbors as possible, asking them:

- If they feel at risk of being burglarized or being the victim of other crimes.
- If they have taken any steps to protect their homes.
- If they would be willing to attend a meeting to organize a Watch program.

You may be surprised to learn how many of your neighbors are interested in starting a program. It's a big first step, but well worth taking.

What's is the Police Department's role in NEIGHBORHOOD WATCH?

The Sevierville Police Department has an officer available to assist you with the creation of a Neighborhood Watch Group. Our role is not to manage or administer individual groups, but to motivate & support active groups with information, problem resolution, resource allocation, and meeting appearances.

Once your group is established, an Officer will attend at least one of your meetings each year, as well provide information updates on current crime trends and crimes in your neighborhood. We provide two standardized Neighborhood Watch signs for posting in your neighborhood. Special appearances and training sessions can also be scheduled.

In addition, a crime prevention officer can conduct a security evaluation of individual homes, as well as your neighborhood in general.



Neighborhood Watch Continued...

OK, I'm Sold. What Tips Do You Have to Ensure Success?

- Work with your police department or sheriff's office. These agencies are critical to a Watch group's credibility and are the source of necessary information and training.
- Link up with your victims' services office to get your members trained in helping victims of crime.
- Hold regular meetings to help residents get to know each other and to decide upon strategies.
- Consider linking with an existing organization, such as a citizens' group, community development office, tenants' association, or housing authority. They may be able to provide an existing infrastructure you can use.
- Canvass door-to-door to recruit members.
- Ask people who seldom leave their homes to be "window watchers," looking out for children and reporting any unusual activities in the neighborhood.
- Translate crime and drug prevention materials into Spanish or other languages needed by non-English speakers in your community. If necessary, have a translator at meetings.
- Sponsor a crime and drug prevention fair at a church, shopping mall, or community center.
- Gather the facts about crime in your neighborhood. Check police reports, conduct victim surveys, and learn residents' perceptions about crimes. Often, residents' opinions are not supported by facts, and accurate information can reduce the fear of crime.
- Physical conditions like abandoned cars or overgrown vacant lots contribute to crime. Sponsor cleanups, encourage residents to beautify the area, and ask them to turn on outdoor lights at night.
- Work with small businesses to repair rundown buildings, clean up littered streets, and create jobs for young people.
- Start a block parent program to help children cope with emergencies while walking to and from school or playing in the area.
- Emphasize that participants are not vigilantes and should not assume the role of the police. Their duty is to ask neighbors to be alert, observant, and caring—and to report suspicious activity or crimes immediately to the police.

What Can We Do To Make Meetings Interesting?

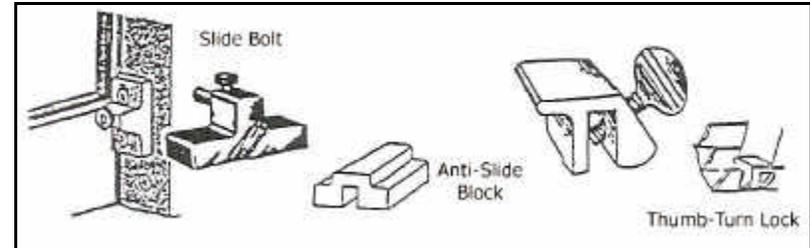
Your NEIGHBORHOOD WATCH group meetings should be utilized for programs to develop awareness of and proper response to suspected or actual criminal activity. Speakers from law enforcement as well as from a wide range of community organizations are valuable resources for this training. Having speakers at meetings and conducting training can increase member participation. Some topics to consider:

- Recognizing suspicious activity
- Describing and reporting events, vehicles and persons
- Home security measures & inspections
- Confrontations with intruders
- Identity theft & telephone fraud

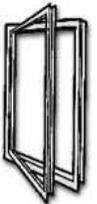


Securing Your Home: Windows

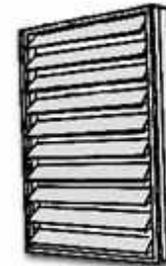
Sliding Windows: Sliding windows – either metal, wood or vinyl frame – should be protected in the same way as sliding glass doors. Screws installed in the track above the sliding window frame will prevent the window from being lifted out of the track.



Casement Windows: These windows open and close with a gear-operated handle and have a locking device to secure them to the center post. Some protection is afforded by removing the crank handle from the operating mechanism. Do not leave casement windows partially opened, as they can then be easily forced open. The latch should close properly with the window tight. With the latch closed, drill a small hole through the latch frame and handle. Insert a metal pin into the hole to lock the window.



Louvered Windows: This type has several strips of glass that are tilted open to allow ventilation. The glass is maneuvered with a rollout type handle or lever. Louvered windows are very easy to penetrate by breaking or removing one piece, then removing remaining glass one piece at a time. Louvered windows are a **high security risk** and the best option is to have them replaced. If you have louvered windows, use a waterproof adhesive to secure **each** individual slat into its track. Be careful to avoid accidentally gluing the window shut.



Treat all windows as if they are on the first floor!

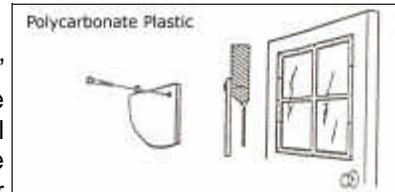
Securing Your Home: Window Glass

Doors with Windows:

The best protection is to avoid placing windows near any exterior door since the locking mechanisms on the door can be accessed by simply breaking the window glass. If you do have a window in or next to your door, we recommend that polycarbonate plastic or security glazing be applied.

Polycarbonate Plastic:

Cut a 1/8" polycarbonate sheet 3" larger in length and width than the window area and sand the edge. Drill 1/4" diameter holes 3/4" in from the edge of the plastic. Secure to the door or window using oval lead #10 finishing washers. Use bolts with rounded heads for outside installation. Tighten until snug.



Security Glazing:

Security glazing is the most cost-effective method for reducing the risk of window entry. Security glazing is done by applying a special coating of clear "security film" to one or both sides of your existing windows. The film is constructed of a strong scratch-resistant polyester. It can be installed without removing the glass from its frame, thereby making the process less expensive.

How does it work?

Security film uses strong pressure sensitive adhesives that actually form a molecular bond with the glass. Because of this process, the coating will hold the glass together even after it's been broken.



Film coated glass has its limitations. It will give in to a determined burglar who strikes it repeatedly without regard to time or noise. However, actual incidents have shown that most burglars cease to attack when they come up against the treated glass, recognizing that the additional time required gives law enforcement time to respond to the scene.

Security film needs to be installed by a professional.

Neighborhood Watch Continued...

How Do I Recognize Suspicious Activity?

BE ALERT. Anything that seems slightly "out of place" or is occurring at an unusual time of day could be criminal activity. DO NOT ATTEMPT TO APPREHEND A PERSON COMMITTING A CRIME OR PERSONALLY INVESTIGATE SUSPICIOUS ACTIVITY. Call the police or sheriff's department immediately, and do not worry about being embarrassed if your suspicions prove to be unfounded. Law enforcement officers would rather investigate than be called when it is too late.

The following incidents MAY indicate possible criminal activity and should be reported:

- Continuous automobile repair operations at a non-business location.
- Open or broken doors and windows at a closed business or unoccupied residence.
- Unusual noises, such as breaking glass, gunshots, screaming, or dogs barking continuously.
- A person exhibiting unusual mental or physical symptoms.

Time and accuracy are critical in reporting crime or suspicious events. Use your law enforcement agency's emergency number to report life-threatening incidents or a crime in progress, and use the non-emergency number for crimes that have already occurred. Your call could save a life, prevent an injury, or stop a crime. The information you provide will be kept confidential.

What's a Suspicious Person?

Obviously, not every stranger who comes into a neighborhood is a criminal. Legitimate door-to-door sales and repair people appear in residential areas frequently. Occasionally, however, criminals disguise themselves as these workers; therefore, it is important to be alert to the activities of all non-residents. Law enforcement officials should be called to investigate persons in the following circumstances:

- Going door to door in a residential area, especially if one or more goes to rear of residence or loiters in front of an unoccupied house or closed business.
- Forcing entrance or entering an unoccupied house.
- Running, especially if carrying something of value, at an unusual hour.
- Heavy traffic to and from a residence, particularly if it occurs on a daily basis.
- Loitering around or peering into cars, especially in parking lots or on streets.
- Loitering around schools, parks or secluded areas.
- Offering items for sale at a very low price.
- Loitering or driving through a neighborhood without apparent purpose.



Neighborhood Watch Continued...

What's a Suspicious Vehicle?

Vehicles in the following situations MAY be involved in crimes and should be reported:

- Slow moving, without lights, following aimless course in any location.
- Parked or occupied with one or more persons, especially at an unusual hour.
- Parked by a business or unoccupied residence, being loaded with valuables.
- Abandoned in your neighborhood.
- Containing weapons or tools such as pry-bars.
- Someone, especially a female or juvenile, being forced into a vehicle.
- Business-type transactions taking place in it, especially around schools or parks.
- Persons detaching mechanical parts or accessories from it.

What Can I Do To Secure My Home?

You must be aware of the potential risk of crime in your home in order to prevent it. First...Remember that the key factor in most crimes is OPPORTUNITY. IF THEY CAN'T GET AT IT, THEY CAN'T TAKE IT! Then...follow a regular plan of home security to deter the potential burglar or other intruder.

- Use a timer or photo electric cell that automatically turns a living room light on at dusk.
- Leave a radio on with the volume turned low when leaving home, even for short periods.
- Secure automatic garage door transmitter in glove compartment of your car.
- Secure all obvious (and not so obvious) points of entry to your home. Pretend you are the burglar...stand outside your home and plan how you would get in. Install locks on all doors and windows.
- Lock up all ladders, ropes, or tools that could help a burglar gain entry.
- Keep shrubbery trimmed near your doors and windows. They provide concealment for burglars.
- Brightly illuminate all entrances, preferably with vandal-proof fixtures.
- Keep your grass cut, your leaves raked, etc., to indicate a well cared for and occupied home.
- Empty your mailbox or arrange to have it emptied as soon as mail is delivered.
- Install new locks when moving into an apartment or previously owned home.
- Keep extra keys out of sight and in a safe place; never hide a key outside.
- Avoid displaying valuable items near windows with open drapes or shades.
- Never leave a note on the door explaining why you are not at home.
- Never leave doors or windows unlocked when leaving home.
- Start a "buddy system" with neighbors in order to watch each other's homes.
- Watch for "movers" or "repair people" at a house where no one is home.

Despite precautions, if intruders are determined to enter and burglarize your home, they can probably do so. However, burglars usually seek the easiest target and you can take make your house less vulnerable.



Securing Your Home: Door's & Locks

Sliding Glass Doors: Most factory-installed locking devices on patio doors are simply inadequate. They can be easily pried or the window can easily be lifted off its track and removed. To secure sliding glass doors, drill at least a ¼" diameter hole that angles down through the top channel & continues into the top portion of the sliding door frame when closed. By placing a solid metal pin or bolt into the hole the door will be held securely.



SUPPLEMENTAL PIN LOCK

If children cannot reach the pin or if a hole cannot be drilled through the frame into the door, another method can be used. In the center of the door at floor level where the metal frame overlaps, drill a ¼" diameter hole through the interior frame at a downward angle and into (but not through) the exterior. After the holes are drilled insert a metal pin or nail.

Screwing two or three # 8 or # 10 sheet metal screws into the track above the sliding door provides added security. Auxiliary patio door locks may be easily installed to prevent the door from being forced open or lifted out of its track.

CAUTION: When drilling holes exercise care so that drill pressure on the drill itself does not cause glass breakage.

Padlocks: When selecting padlocks to secure your garage door, storage shed, fence gate or toolbox, do not economize. Cheap locks are made from low-quality materials and are easily pried open or cut. Look for these features when purchasing a padlock:

- Double-locking shackle at the toe and heel.
- Hardened steel shackle, the larger the better.
- Five-pin tumbler lock and unique key.



A strong steel hasp should be used with the padlock and it should be securely bolted or screwed down.

Securing Your Home: Doors & Locks

Locks for Dutch Doors:

Dutch doors can be secured by adding a deadbolt lock to both the lower and upper door. Minimal security may be achieved by adding a flush bolt to the upper door, securing it to the lower door. The flush bolt throw should be at least one-inch and should protrude well into the lower section of the door.

Door Hinges:

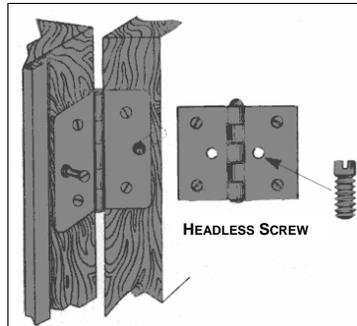
Doors which open to the outside expose hinge pins. The burglar can simply remove the hinge pins and lift the entire door from the frame. To correct this problem:

- Have the door hinges remounted on the inside of the frame so that the door swings inward.
- Install a set of security hinges with non-removable hinge pins.
- Install a locking pin in the existing hinge plate by following these instructions:



SECURITY HINGE

1. Remove both of the center screws from the top and bottom hinge plates.
2. Insert a “headless” screw, bolt, or nail into the doorjamb through the hole in the hinge plate. Leave 1/2” of the screw, bolt, or nail protruding.
3. Drill a hole 3/4” deep through the opening in the door’s hinge plate. Now, as the door closes, the pin in the jamb catches the hole in the door and the door will be held in position even if the hinge pins are removed.



HEADLESS SCREW

Garage Doors: Garage doors should always be closed and locked. Treat the entrance door from the garage to your house the same as any other exterior door. A burglar inside your garage can work on your house door undetected – often using your own tools to do so! Standard locks on garage doors are easily pried. Make certain that each side of the garage door is secured with sliding bolts to prevent prying open a crawl space. If you have an older garage door opener be aware that they can be vulnerable to electronic access via scanning.

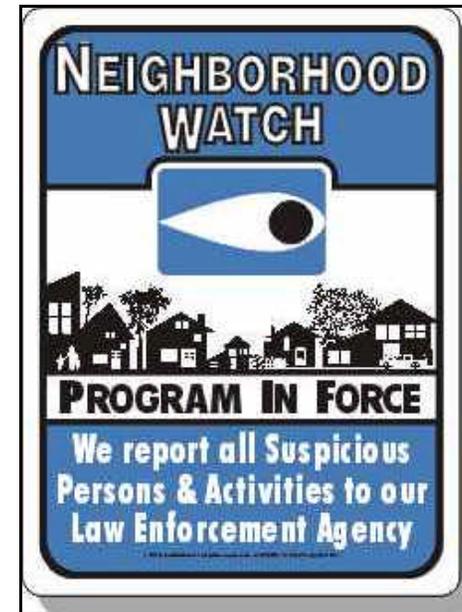
Neighborhood Watch Continued...

What's Operation Identification?

Operation Identification is the name given to a nationwide program of marking personal property indelibly with a unique identifying number to permit positive identification if the items are lost or stolen. Numbers can be engraved onto metal objects or marked with indelible markers on other materials. The numbers can then be entered on a nationwide computer. See page 33 for more information.

What Is a Personal Property Inventory?

A personal property inventory is just what it sounds like—a listing of all valuable property contained in your home. It is a good idea to take the time to write down the description, value, date acquired, and serial & model numbers of your valuables. We also strongly recommend taking photos of individual items, as well as rooms. Some people prefer to do a narrated video-taped tour of their home to document possessions. Not only is this tool helpful in recovering stolen property, it can be invaluable when making an insurance claim should you become the victim of a fire or natural disaster.



For more information on Neighborhood Watch,
contact Officer Matthew Ayers at:
(865) 453-7310, ext. 3011

Home Security Checklist

No house is absolutely burglarproof if targeted by professional burglars. But they would be the first to admit that you can discourage burglars if you beef up your home security. Identifying and fixing your weak areas is a big first step in securing your home. This checklist will assist you in systematically surveying your home. Correcting any deficiencies you identify will help reduce your risk of being a victim and provide peace of mind.



YES	NO	DOORS AND ENTRY AREAS
		Are your exterior doors of solid core construction?
		Do entry doors have a wide-angle optical viewer?
		Do exterior doors have cylinder-type deadbolt locks with at least a one-inch throw and beveled cylinder guard?
		Do the doors without cylinder locks have a heavy bolt or some similar secure device that can be operated only from inside?
		Can all of your doors (basement, porch, French, balcony) be securely locked?
		Are your locks all in good repair?
		Are the door strike plates (the jam fastening that receives the bolt in the locking position) installed with three-inch screws?
		Do you know everyone who has a key to your house? Or are keys still in possession of previous owners and friends?
		Do all out-swing doors have a hinge with a locking pin or non-removable pins?
		Are entry areas unobstructed by shrubbery and other décor to permit maximum visibility?
		Does the porch light have a minimum 60-watt bulb?
		Do sliding doors have an auxiliary lock that locks both the door panels together or active side to the frame?
		Is the garage door secured with slide bolts, hasp, or other good auxiliary lock? Do you use them?
		Is the interior door from your garage to your home treated as an exterior door in terms of security? (solid core, deadbolt...)
		Do you lock your garage door whenever you are not in the garage?
		Do you lock you car and take the keys out even when it is parked in your garage?
		Is your garage door opener stored out of sight in your vehicle?
		Do you remove all valuables from plain sight in your vehicle?

Securing Your Home: Doors & Locks

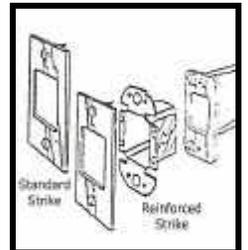
Exterior Doors: Residential doors often feature hollow-core construction, poor locks, and other weak points which will allow easy access to a residence. All exterior doors which lead into the residence (**especially from the garage**) should be metal-clad or of solid-core construction. A screen or storm door offers some additional protection, if it's kept locked.

Door Viewers (peepholes): Rather than opening your door to a stranger – even with a chain lock attached – utilize a door viewer with a 180 degree lens. This device will allow you to see outside your door without opening it.

Deadbolt Locks: A deadbolt lock provides good security for exterior doors. Deadbolts are only as good as the door and frame they are installed in. When buying & installing, make sure:



- The bolt extends at least 1” into the jam.
- The lock’s connecting screws are on the inside of the door.
- The strike plate is attached to the doorframe with screws that measure **at least 3”** in length. The screws should penetrate through the doorframe into the structural framing.
- The cylinder has a steel guard around the key section. The cylinder guard should be tapered or rotate around the key section.



Single-Cylinder Deadbolt:

A solid bolt is activated by a key from the outside and a thumb knob on the inside. The deadbolt can't be slipped or easily pried. We **do not** recommend double cylinder deadbolts.

Locks for Double Doors: Many homes with double doors use half-barrel slide bolts on the inactive door. These are weak and inadequate. Flush bolts installed at the top and bottom of the inactive door offer additional security since the intruder cannot get at these devices to tamper with them if the doors are locked. The bolts have at least 1” of throw and protrude well into the top frame and threshold. Secure strike plates with 3” brass wood screws.

Securing Your Home: Landscaping

Landscaping

Improperly planned landscaping can help create an environment that's conducive to crime. Landscaping design and safety requirements can differ greatly from site to site. Even so, there are several basics that speak to crime prevention and personal / property security. Line of sight visibility to and from parking lots, homes, walkways, businesses and common areas removes the security of concealment from the criminal and is paramount to creating a safe space. Here are some basic rules to follow:

Trees and shrubs should not:

- Be planted next to buildings where they can provide second story access.
- Be planted next to lighting sources where, over time, they can obscure the light output.
- Be planted next to entrances or alcoves where they can reduce visibility.



Trees and shrubs should :

- Be maintained at height levels which provide for proper line of sight visibility.
- Trees – canopy should be trimmed at 7'
- Shrubs – no higher than 36"



Concealment Areas: Landscaping can create concealment or entrapment sites. These are areas where individuals can hide or entrap a victim. Planting around hidden alcoves and corners is discouraged for this reason. If plants are present in these areas, particular attention should be paid to the height requirements outlined above.

Defense Plants: Landscaping can be used as a tool for crime prevention as well. Use defense plants (thorny plants or plants with needles) as barriers to vulnerable access points, such as below bedroom windows, or along fence lines to prevent access.

WARNING: Do not let trees and shrubs become overgrown where they impede walkways or lighting sources and create concealment or entrapment zones. Keep landscaping well-groomed and you'll be creating a safer environment.

Home Security Checklist Continued...

YES	NO	SAFE PRACTICES AND OPERATION I.D.
		Do you belong to a Neighborhood Watch Program?
		Do you keep a list of all valuable property?
		Do you have a list of the serial numbers of your electronic equipment ?
		Do you have a description of other valuable property that does not have a number?
		Have you taken photographs or videotaped your jewelry, antiques or collectibles?
		Do you avoid unnecessary display or publicity of your valuables?
		Do you keep excess cash and other valuables in a bank?
		Do you plan so that you do not need a "hide-a-key" on your property?
		Have you told your family what to do if they discover a burglar breaking in or already in the house?
		Have you told your family to leave the house undisturbed and call Police if they discover a burglary has been committed?
		Do you have emergency phone numbers listed by your telephone?
		Do you know the non-emergency dispatch number to the Police? (865) 453-5507
		Is your house number illuminated and easily visible from the street during all hours?
		Have you locked up your ladder and avoided trellises or drainpipes that could be used by a burglar to climb to the second floor or roof?

YES	NO	LIGHTING AND LANDSCAPING
		Are lights installed around the perimeter of your house?
		Is the front door well lit?
		Is the back door well lit?
		Are exterior lights controlled by photocell?
		Is public or residence lighting sufficient to illuminate all sides of the dwelling?
		Are your trees and shrubs trimmed to eliminate hiding places?
		Are shrubs and bushes trimmed to a maximum height of no more than 36 inches?
		Are large trees trimmed so the lower branches are more than 7 feet off the ground?
		Are ground plants under windows maintained at a height that is below the windowsill?

Home Security Checklist Continued...

YES	NO	WINDOWS
		Are all windows equipped with auxiliary locks or pinned?
		Have you replaced or secured louvered windows?
		Are your window locks properly and securely mounted?
		Do you keep your windows locked when they are shut?
		Do you have good, secure locks on garage windows?
		Do you have garage windows covered with curtains or blinds?
		Are you as careful of basement and second floor windows as you are those on the first floor?
		Do you have defense plants (large, thorny plants) planted below easily accessed windows?
		Have you removed items below windows that could be used to reach the window?
		Do you keep your drapes drawn at night so people can't see in your home?
		Can windows left open for ventilation be secured?

YES	NO	VACATIONS
		Did you stop all deliveries and arrange for a trusted neighbor or family member to pickup your mail, newspaper and packages?
		Did you ask a trusted neighbor to watch your residence while you are away?
		Did you leave your vacation address and telephone number with a trusted neighbor so you can be reached in case of emergency?
		Did you test your smoke and burglar alarms?
		Did you arrange for someone to mow your lawn, rake leaves and maintain the yard?
		Did you plug in timers to turn lights, radio or television on and off at appropriate times?
		Did you turn the bell or ringer on your telephone down low?
		Did you have your calls forwarded to a trusted friend or relative?
		Did you leave shades and blinds in a normal position?
		Did you close and lock garage doors and windows?
		Did you ask a neighbor to park in your driveway so it appears someone is home?
		Did you arrange for your garbage to be put out on trash day?
		Did you ask the Police for a vacation house check while you are away?

Securing Your Home: Lighting

Increase Your Home Security & Decrease Your Risks

Many of the measures described in this section are inexpensive and can be accomplished at home by you. Others may require professional assistance.

Addressing

Good addressing can mean the difference between life and death. If emergency crews can't find you they can't help you. All exterior addresses should meet the following standards: minimum 4 inch numbers, contrasting color to the background, located in a prominent location easily visible from passing vehicles, numbers should be illuminated for low light conditions.

Lighting

One of the most inexpensive and **effective** deterrents to crime is good lighting. Home lighting designs can vary greatly depending on what it is that you are trying to illuminate.



Area	Type of Lighting
Front Door (porch)	Photocell
Side Yard (with access points)	Motion Lighting
Car Ports	Motion Lighting
Exterior door into garage	Motion Lighting
Driveway	Motion Lighting
Rear Doors or Sliders	Motion Lighting
Addressing	Photocell or backlit

Motion Lighting: A sensor on the light fixture detects motion. The sensors can be angled depending on your needs and can be set to stay on for a predetermined amount of time. Make sure the sensor is set high enough to scan the upper body area of an adult or your lights will go off for every stray cat in the neighborhood.

Photocell: Comes on automatically at dusk and shuts off at dawn. This is great for areas you want to constantly illuminate without having to worry about timers.