

Residential Security Manual



Residential Security and Insurance Reduction Survey

**YOU CAN DETER RESIDENTIAL BURGLARY BY MAKING ENTRY MORE DIFFICULT.
PROTECT YOUR HOME BY FOLLOWING THE BASIC STEPS ENCLOSED.**

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RESIDENTIAL SECURITY

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**POLICE DEPARTMENT
DALLAS, TEXAS**

Dear Resident:

In an attempt to make burglary more difficult, your police department has prepared this Security Manual in order to inform you of measures you can take to keep you from becoming the next victim.

This manual contains information about door and window locks, security measures, a check list and our Operation Identification Program.

Anything you can do to make forced entry of your residence more difficult is a step in the right direction. Good security will not only create problems for a potential burglar but can help protect and possibly save your life. -

Residential burglary is a problem the Police cannot fight alone. We are asking—very directly—for your help.

Mitchell Gatson, #5762
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Northeast Division
Neighborhood Police Unit
214-671-0160
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SECTION 1

LOCKING...

Minimum security means the prevention of entry by a burglar through any door or window except by means of destructive force. Most burglars will not break a window to enter.

Additional security means the prevention of exit by an intruder through any door except by means of destructive force. This reduces the possibility of theft of large possessions after the intruder has gained entrance through a window and is expecting an easy exit through a door.

There is no way to make any home completely safe from forced entry. However, good locks and secure windows can slow the criminal down or discourage him altogether.

Start your security check with the front door and work clockwise around the outside of the home. Include all doors and windows, backyard, fence, shrubs, gates, and garage.

DOORS

Shrubbery should never block the view of your doors or windows. An intruder may hide behind the shrubbery while trying to gain entrance to your home.

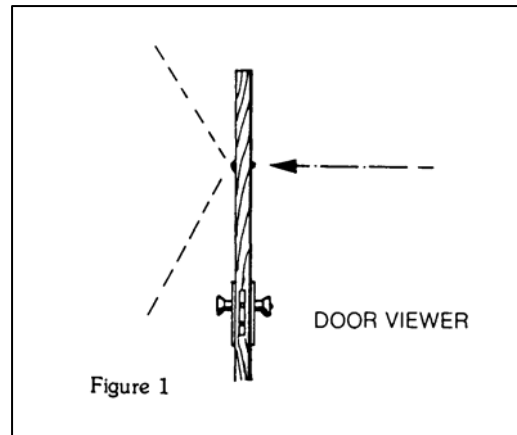
Nameplates on door or mailbox should have last name only. Do not indicate your sex or marital status.

House numbers should be clearly visible from the street.

This will help the police find your house quickly in case of an emergency.

A wide angle viewer in the door lets you know your visitor. (A minimum 190 degree view is recommended.)

(Figure 1)



Exterior doors should be of solid core construction. Hollow core doors are *not* acceptable. Exterior doors should be at least 1¾ inches thick. A thinner door may give at the lock if kicked. Wood panel doors should be checked to make sure joints haven't become unglued and panels are not split or rotten.

STRIKE PLATES

Metal strike plates should be installed with wood screws of minimum 3" length.

LOCKS

Do not use spring bolt (Key-in-Knob) locks for exterior Surface mounted spring bolt cylinder rim locks are not acceptable either.

Do not rely on chain latches as locks. They may give a false sense of security. They are easily kicked or pried loose.

Install **double cylinder deadbolt** (Figure 2) — 1” deadbolt and double cylinders with hardened cylinder guards. This lock must be used if glass is within 40” of the locking device. A single cylinder deadbolt may be used if there is no glass within 40” of the locking hardware. **If the double cylinder deadbolt is locked when the house is occupied, a key should be left in the inside keyhole as a means of fast exit in case of fire. Always remove the key when leaving home.**

Add a Dead-Latch (Figure 3) to your existing knob-lock set to keep a burglar from slipping your door open with a credit card. The dead-latching device may be purchased separately and will interchange with the spring latch without replacing the entire lockset.

Install **Flush Bolts** (Figure 4) at the top and bottom of the inactive door of a pair of doors. Flush bolts offer additional security since the intruder cannot get at these devices to tamper with them if the doors are locked.

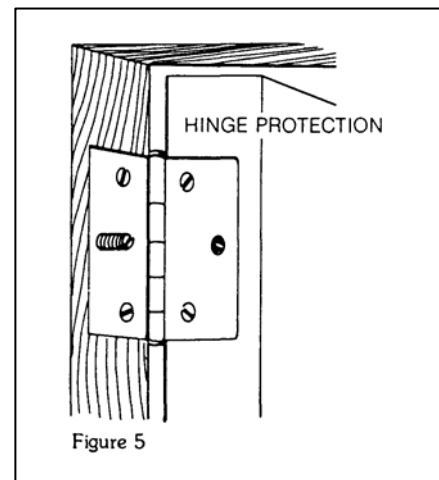
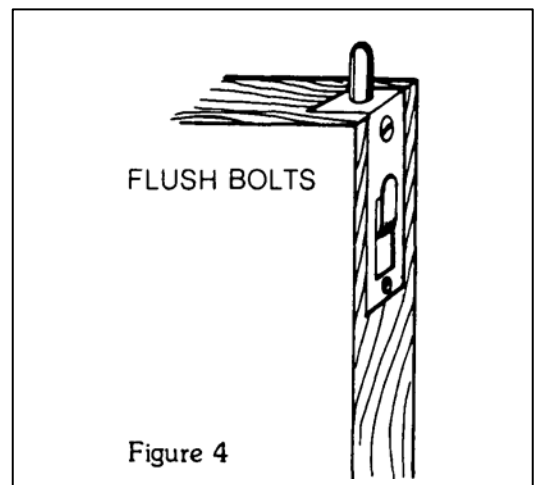
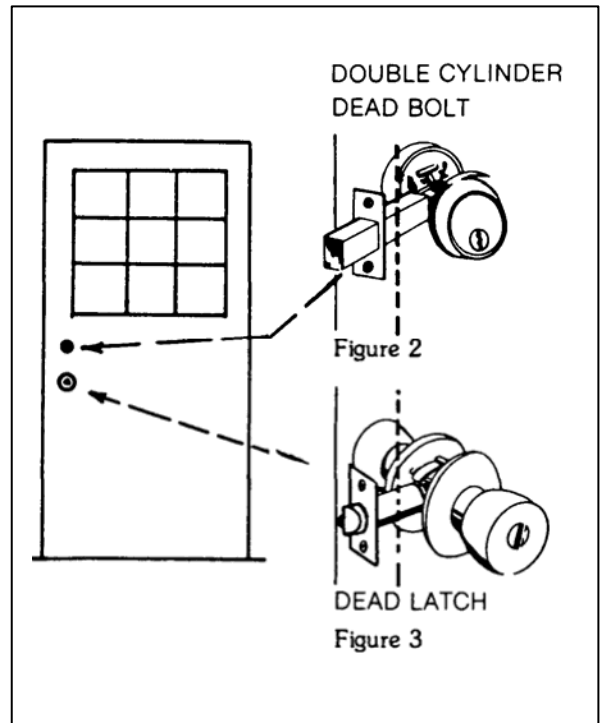
Hinged Protection (Figure 5)

Protect the door from being lifted from its hinges:

Step 1 — Remove two screws, opposite each other, from both leaves of the hinges.

Step 2 — Insert a screw or concrete nail into jamb leaf protruding ½ inch.

Step 3 — Drill out the opposite screw hole in door. Do this in the top and bottom hinge. When closed, the pins may be removed, the door will remain firmly in place.



Sliding Doors (Figure 6)

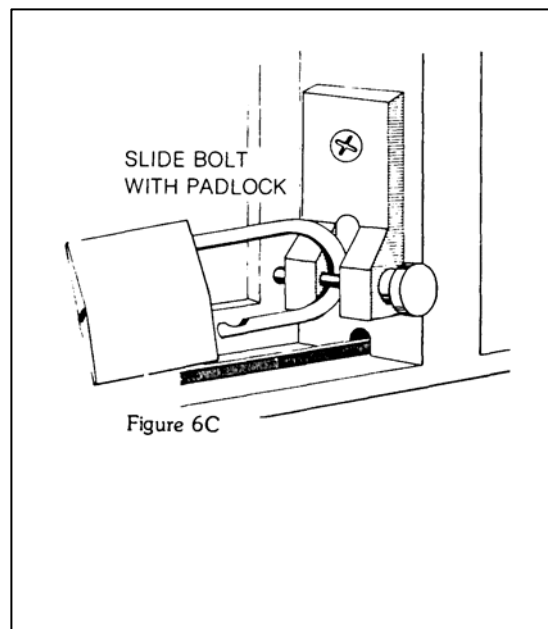
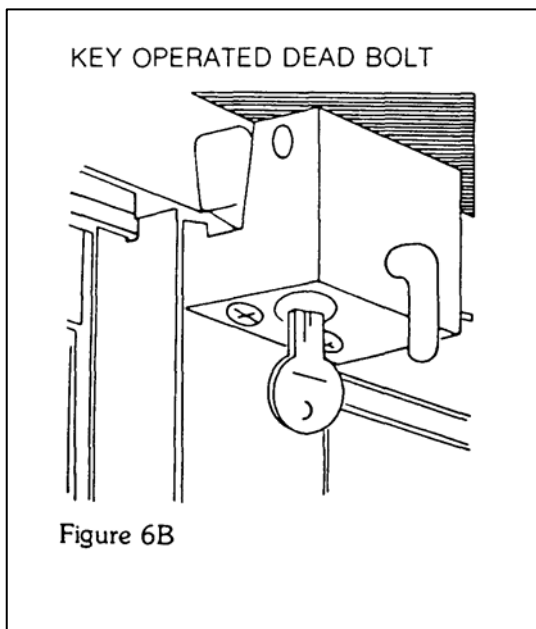
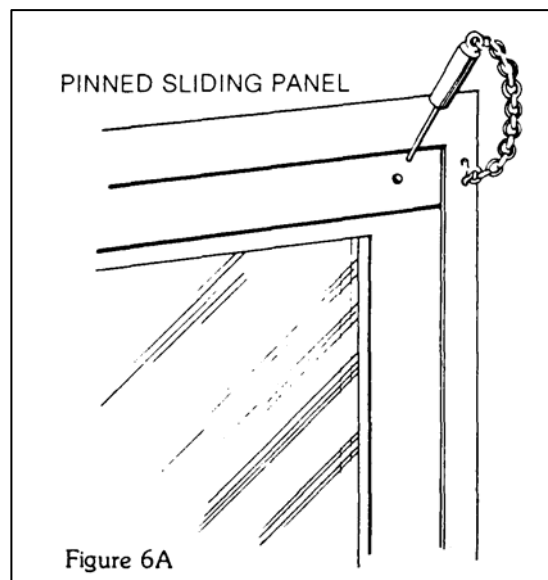
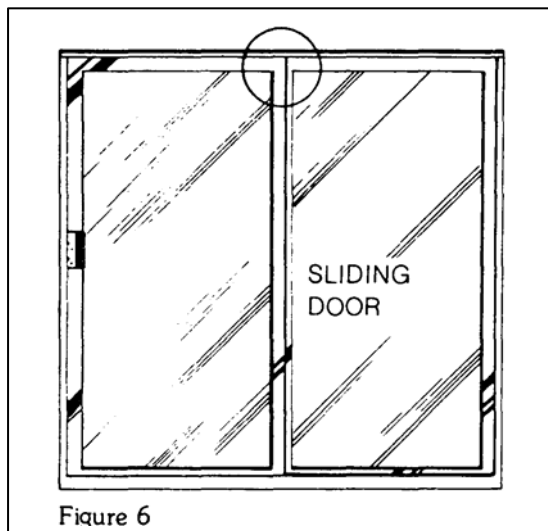
Secure sliding doors to keep them from sliding or being pried up and out of the track by:
Drilling a downward sloping hole through the top channel into the top portion of the sliding door frame. Inserting a pin as illustrated. (Figure 6A) This may be used as a minimum security method when no one is home.

Installing a key-operated deadbolt. (Figure 6B)

Installing a slidebolt for minimum security. To offer additional security when your home is unoccupied, a padlock keyed to your front door may be added. (Figure 6C).

Sticks and bars may be placed in the track of the door to prevent it from moving, however, burglars can easily remove these. They offer no protection from the intruder making an easy exit with your household goods.

Installation of an auxiliary locking device on a sliding door is recommended.



Garages

Always keep garage doors closed and locked. Intruders may seek entrance through the garage, burglarize the garage or even use tools stored in your garage to break into your home. Keep tools in a locked location.

The single lock on the garage door is not enough to keep intruders from prying up the opposite side and crawling in.

Secure your garage door by:

Adding another bolt and padlock to the opposite side. Installing a pair of cane bolts (Figure 7) to the inside. (These operate only from the inside).

Add a top center hasp, as illustrated. (Figure 8) Any person of average height can operate this device. Cover garage windows, so a burglar cannot see whether or not the garage is empty.

Display your house number on your garage door or backyard fence. This will help police locate your house quickly when responding to a call.

Secure attic openings in attached carports or garages by installing a case hardened hasp and padlock.

Hasps (Figure 9)

These must be of hardened steel and installed with carriage bolts through the door or gate. Use large washers on the inside. After the nuts are secured, deface the threads of the bolt ends with a hammer to keep the nuts from being removed.

Padlocks (Figure 10)

Do not economize on a padlock that will not give you the protection you need. The most common assault on a padlock is with a large bolt cutter or pry bar. The following description is the minimum standard for an exterior padlock:

Hardened steel, $\frac{1}{8}$ inch shackle. (Naturally, heavier shackles offer additional security.)

Double locking mechanism-heel and toe.

Five-pin tumbler.

A key retaining feature, whenever possible. This prevents your removing the key until you have locked the padlock.

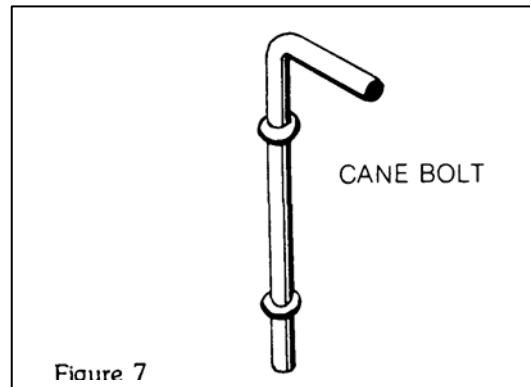


Figure 7

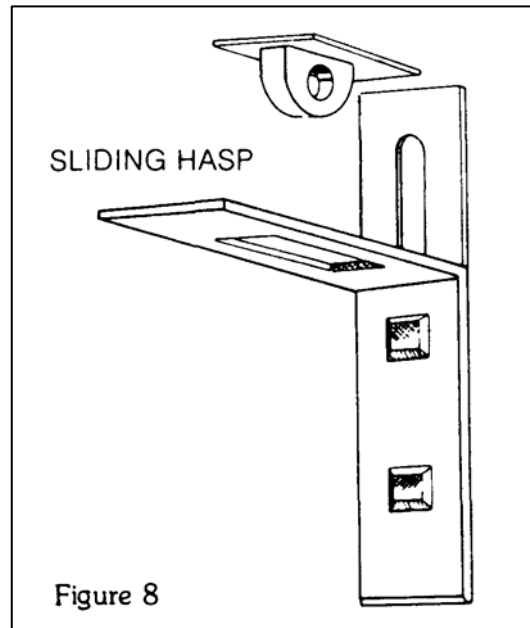


Figure 8

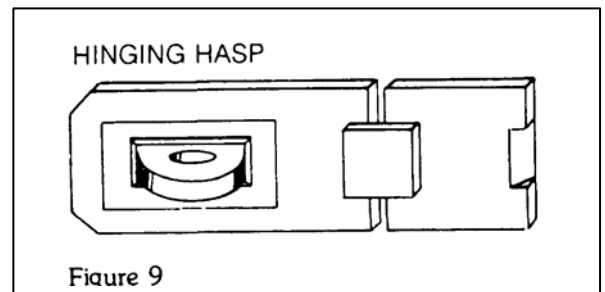


Figure 9

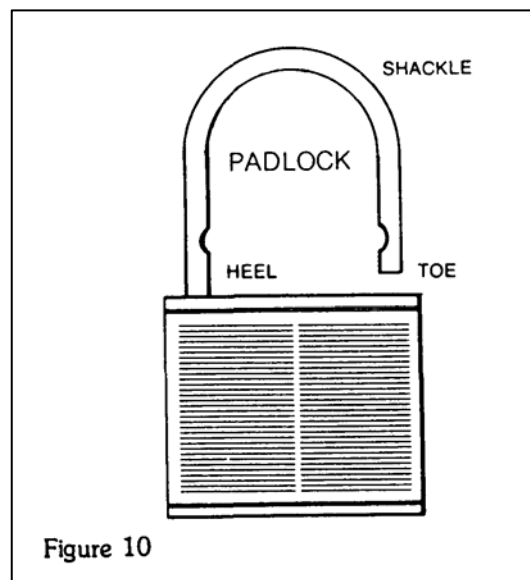


Figure 10

NOTE: Never leave your padlock unlocked. This is an invitation to have the padlock removed so that a key can be made, and the lock returned to its position. Later the burglar returns when no one is home and enters at his leisure, using his key.

Record and then remove the “key code numbers” from all padlocks. This number, normally located on the bottom of padlocks, enables a burglar to obtain a key to your padlock.

Windows

Windows naturally impose a great security problem. Entries are being made by breaking the glass rather than forcing the window and causing the alarm to be activated.

Windows most vulnerable to attack are those situated on the first floor. Windows located on the top floor of a building can be reached from the roof. One way to protect windows is by using unbreakable, transparent polycarbonate materials which look like glass but are very difficult to break, however, this material is quite expensive. A second way to protect windows is to install burglar bars. Another consideration is to install storm windows that not only offer burglar protection but also conserve energy.

Primary interest in securing windows is to eliminate entry by prying open. Most burglars avoid breaking glass due to fear of attracting attention.

WARNING: A bedroom window on the ground and second floors must be left available as a fire exit. The bedroom window may often be the quickest and safest means of escape if fire occurs at night.

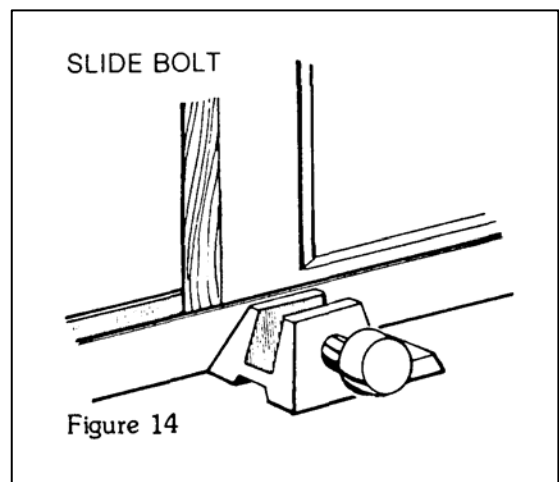
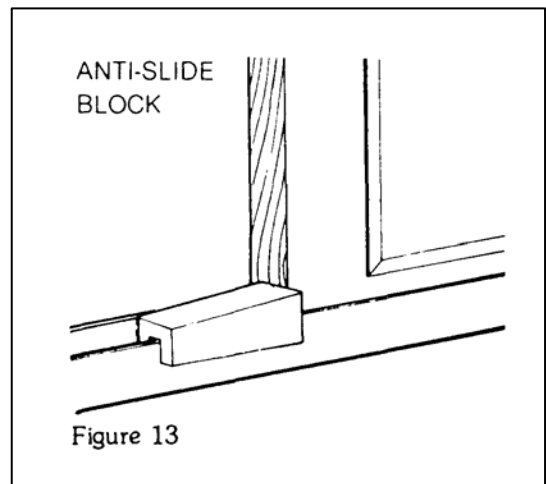
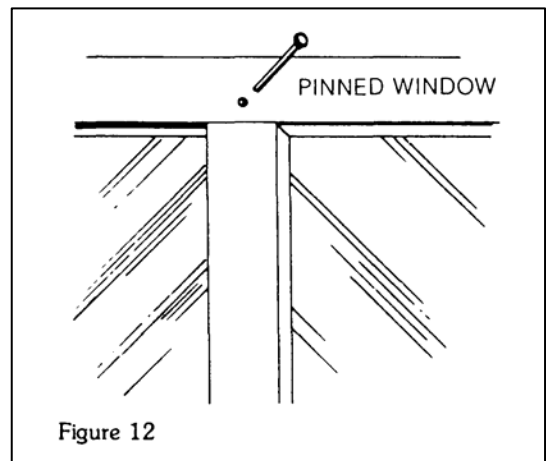
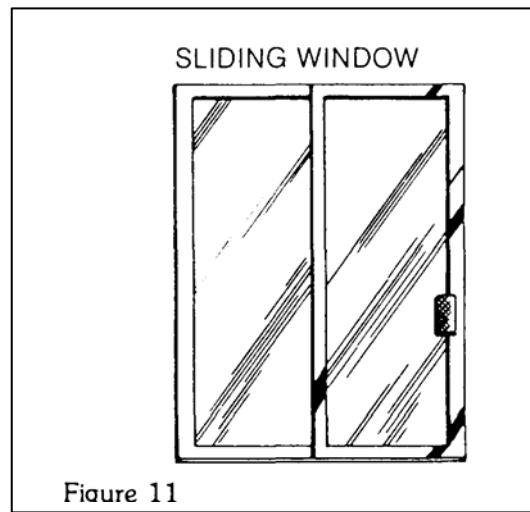
Sliding Windows (Figure 11)

Prevent the window from sliding or being lifted out of the track. Here are some of the devices available for securing windows:

Window pins (Figure 12)

Anti-slide block (Figure 13)

Slide bolt (Figure 14)



Casement Windows (Figure 15)

Make sure the latch works properly and that the “operator” has no excess play.

Replace worn hardware. For added security simply remove the operation crank from all windows and keep one in a safe place in each room for “your” use.

Double Hung Windows

(Figure 16)

Crescent latches may be jimmied open. If the window is not used, screw it shut (except for bedrooms).

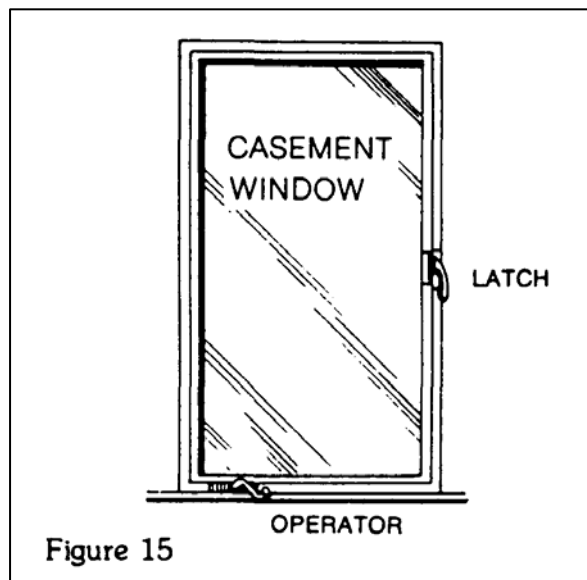


Figure 15

(Figure 16A) For a window in use, drill a downward sloping hole into the top of the bottom window through and into the bottom of the top window and insert a pin or nail. (Figure 1 6B)

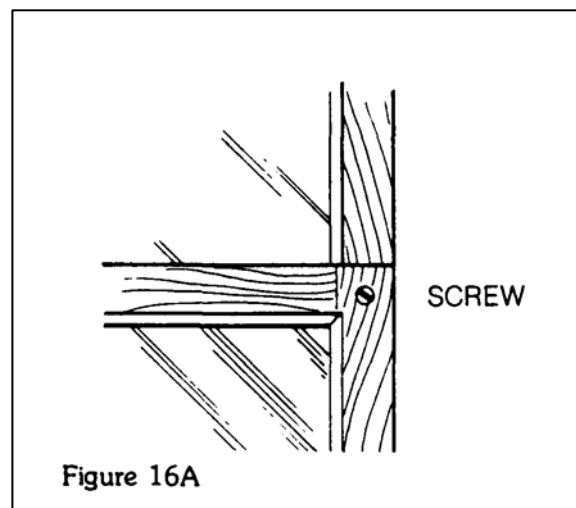


Figure 16A

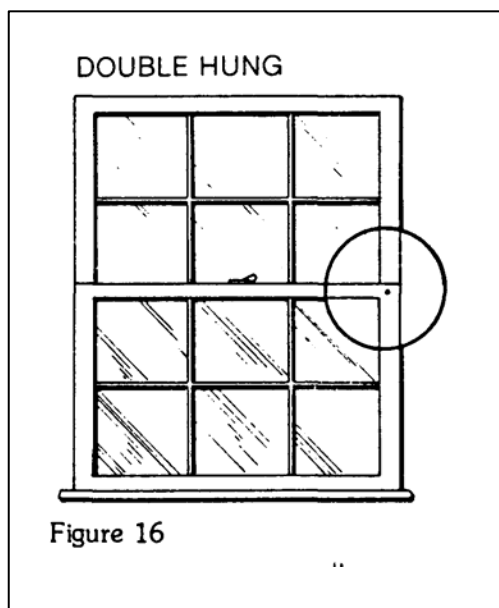


Figure 16

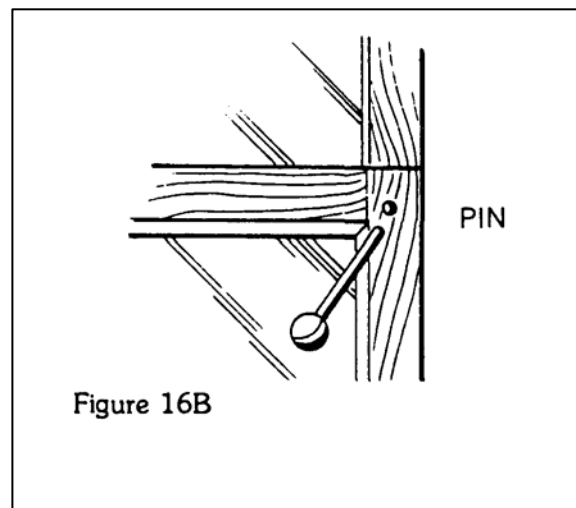


Figure 16B

Louver or Jalousie Windows

These windows are impossible to secure. Remove and replace with solid glass or another type of ventilating window. with a grate or grille (Figure 18) (except bedrooms).

NOTE: Do not leave the house with windows in a ventilating position. This is an invitation to attempt to pry them open.

Lighting

Good exterior lighting is important especially when the yard area is obscured by shrubbery. Locate outside lights under the eaves where it would be difficult for an intruder to reach them. An inexpensive timer or photoelectric cell will automatically turn lights on at dusk and off at dawn.

Fences

The best security fence is a chain link fence with a minimum height of six feet. The fencing material should be at least No. 9 gauge. A privacy (solid) fence is not recommended. This style of fence affords a burglar a hiding place.

Use exterior lighting regularly. Turning lights on only when you are away signals your absence to criminals.

Secondary Barrier — Security Closet

If you have valuable items such as silverware, guns, jewels, and cameras, consider a secondary barrier. Install a 1" deadbolt on a solid core door. Store your valuables behind this barrier. Be sure to pin the hinges. (See page 21) Keep the burglar away from this vital target with an alarm. Keep coin and stamp collections in a safe deposit box at the bank.

Alarms

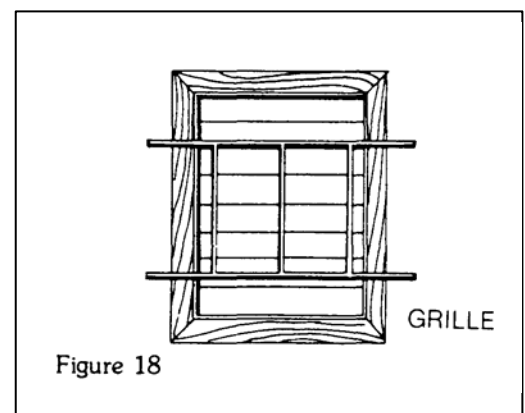
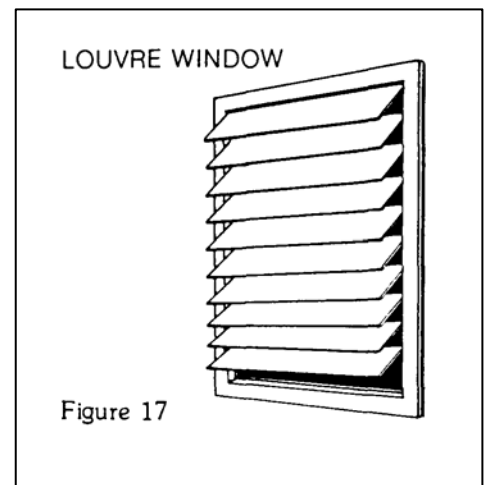
Use a reputable alarm company. (Check with the Better Business Bureau and ask for references.)

Space detection methods are excellent. Physical contact methods are fair, but tend to send false alarms.

Don't depend on an alarm to protect you — be sure to use the proper locking devices. An alarm doesn't physically keep a burglar out of your home.

An alarm system should include:
A battery failsafe back-up. Smoke sensing
Or protect capability.

Read-out ability to check working of system.
Horn sounding device installed in attic through vent. In addition to sounding the alarm your system should transmit a signal to the alarm company — this will insure notification of the police.



Section 2

Security Requirements

For Homes & Apartments

Based on Chapter 41 of the Dallas Building Code

Effective January 1, 1988

Every home and apartment unit can be considered a potential crime target. The requirement for security provisions in the Dallas Building Code can help in limiting the opportunity for crime. Police studies have shown that crime is significantly reduced when the provisions of this security code are implemented. The Dallas City Council has adopted into law these security requirements as part of the Dallas Building Code. Their implementation will result in a safer city for all of us to live in.

Security Requirements Doors

Front entry doors must provide a view of the area immediately outside the door without opening the door. A 180 degree view-part will meet this requirement.

Breakable glass is not allowed within 40 inches of a door looking device.

However, on required exit doors glazing with 40 inches of the locking device is acceptable if the glass is laminated, patterned, wired, obscured or protected by approved bars.

And, on other than required exit doors, glazing may be within 40 inches of a locking device that is key operated from both the inside and the outside (i. e. a double cylinder).

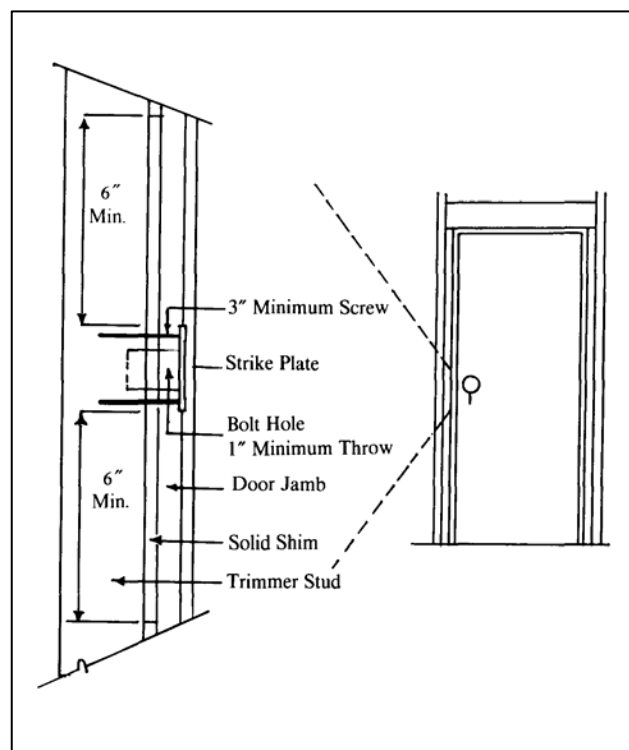
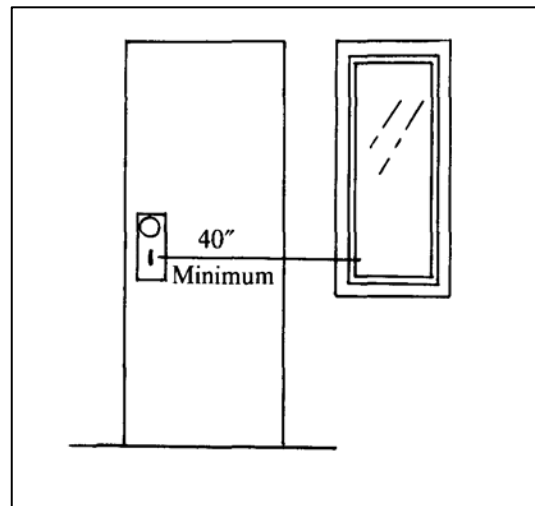
Swinging Doors

Swinging wood doors shall be at least 1 3/4 inch thick solid core.

Any open space between trimmers and wood doorjamb must be solid-shimmed by a piece extending 6 inches above and below the strike plate.

Swinging exit doors must have dead bolts, easily open able without a key from inside with a minimum bolt throw of 1 inch through a metal strike plate. Strike plates must be attached to locks using 2 inch long screws.

Exposed exterior door hinges must be equipped with non-removable hinge pins or mechanical interlock.

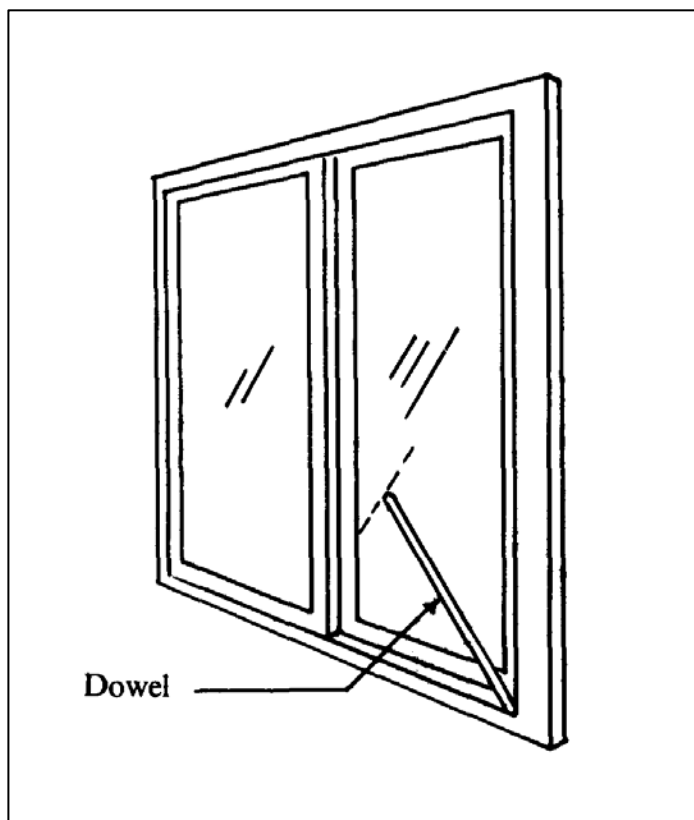
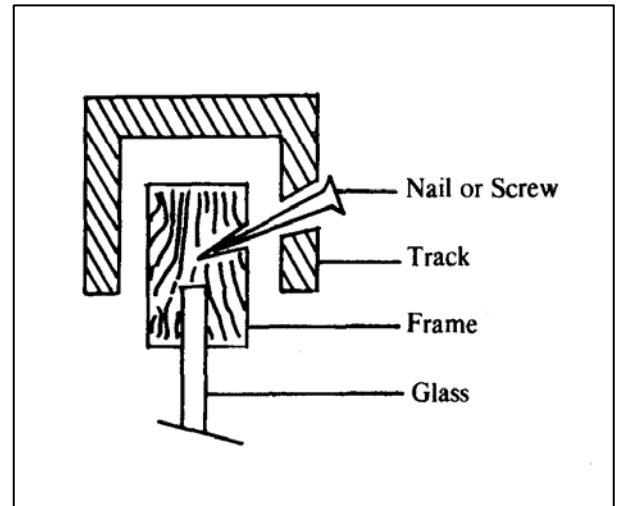


Windows and Sliding Doors

Open-able windows and sliding doors must be secured by a primary lock and a secondary locking device consisting of screws, dowels, pinning devices, or key operated locks (designed to prevent opening by lifting or prying) or approved bars, grilles or grates.

SAFETY NOTE: Emergency escape windows in bedrooms must have all locks, including any bars or grates, easily open-able from the inside without any key or special knowledge or effort.

For more information on the requirements for security provisions, please read Chapter 41 of the Dallas Building Code, or contact the Dallas Police Department, Northeast Division, NPO Unit at 214-671-0160



SECURITY PROVISIONS

Chapter 41

The requirements of this chapter are effective January 1, 1988.)

Ordinance 19450

PURPOSE

Sec. 4101. The purpose of this chapter is to establish minimum standards to make dwelling units resistant to unlawful entry.

SCOPE

Sec. 4102. The provisions of this chapter shall apply to openings into dwelling units within apartment houses of Group R, Division 1 Occupancies, to openings into dwelling units of Group R, Division 3 Occupancies, to openings between attached garages and the dwelling units, and to openings into enclosed attached garages.

EXCEPTIONS:

1. An opening in an exterior wall when all portions of the opening are more than 12 feet vertically or 6 feet horizontally from an accessible surface of any adjoining yard, court, passageway, public way, walk, breezeway, patio, planter, porch or similar areas.
2. An opening in an exterior wall when all portions of the opening are more than 12 feet vertically or 6 feet horizontally from the surface of any adjoining roof, balcony, landing, stair tread, platform or similar structure or when any portion of such surface is itself more than 12 feet above an accessible surface.
3. An opening where the smaller dimension is 6 inches or less, provided that the closest edge of the opening is at least 40 inches from the locking device of a door.
4. An opening protected by required fire door assemblies having a fire-endurance rating of not less than 45 minutes.

OBSTRUCTING EXITS

Sec. 4103. (a) **General.** Security methods shall not create a hazard to life by obstructing any means of egress or any opening which is classified as an emergency exiting facility. Security provisions contained in this chapter shall not supersede or waive the safety provisions relative to latching or locking devices on exit doors or egress windows required by any other provision of this code.

(b) **Emergency Escape or Rescue Windows.** Bars, grilles, grates or similar security or secondary locking devices may be installed on emergency escape or rescue windows or doors required by Section 1204, provided:

1. Such devices are equipped with approved release mechanisms which are open-able from the inside without the use of a key or special knowledge or effort; and
2. The building is equipped with smoke detectors installed in accordance with Section 1210.

Sec. 4104. Reserved.

ENTRY VISION

Sec. 4105. (a) Vision Required. All main or front entry doors to dwelling units shall be arranged so that the occupant has a view of the area immediately outside the door without opening the door. Except as provided in Section 3305 (h), the view may be provided by a door viewer having a field of view of not less than 180 degrees or through a window or view port.

(b) **Glazing Separation.** Breakable glass should not be installed within 40 inches of a door-locking device.

EXCEPTIONS: 1. For required exit doors and emergency or rescue doors, glazing may be installed within

40 inches of the locking device if the glass is laminated, patterned, wired, obscured or protected by approved

bars, grilles or grates.

2. For other doors, glazing may be installed within 40 inches of a locking device that is key operated from both the inside and the outside.

SWINGING DOORS

Sec. 4106. (a) General. Swinging doors regulated by this chapter shall comply with the following:

1. Wood doors shall be solid and not less than 1 inch thick.

2. Double doors shall have the inactive leaf secured by header and threshold bolts which penetrate metal strike plates. The bolts shall be flush-mounted in the door edge whenever breakable glass is located within 40 inches of the bolts.

3. Dutch doors shall have concealed flush-bolt locking devices to interlock the upper and lower halves.

(b) **Strike Plate Installation.** In wood-frame construction, any open space between trimmers and wood door jambs shall be solid shimmed by a single piece extending not less than six inches above and below the strike plate.

Strike plates shall be attached to wood with not less than two No. 8 by 2-inch screws. Strike plates when attached to metal shall be attached with not less than two No. 8 machine screws.

(c) **Hinges.** Hinges which are exposed to the exterior shall be equipped with nonremovable hinge pins or a mechanical interlock to preclude removal of the door from the exterior by removing the hinge pins.

(d) **Locking Hardware.** Single swinging doors and the active leaf of double doors shall be equipped with an approved exterior key-operated dead bolt which shall lock with a minimum bolt throw of one inch through a metal strike plate. When mounted on an exit door or a required emergency escape or rescue door, the dead bolt lock shall be open able from the inside without the use of a key or any special knowledge or effort. See Chapter 33 for other exit door requirements.

WINDOWS AND SLIDING DOORS

Sec. 4107. When regulated by this chapter, open able windows and sliding door assemblies shall be secured by a primary lock or sash operator and by either (1) a secondary locking device consisting of screws, dowels, pinning devices or key-operated locks designed to prevent opening by lifting or prying, or (2) be protected by approved bars, grilles or grates. Jalousie or louvered windows do not comply with this section unless protected with approved bars, grilles,

or grates. Installation of secondary locking devices or bars, grilles or grates on required emergency escape windows or doors shall comply with Section 4103.

GARAGE DOORS

Sec. 4108. Vehicle access doors in enclosed attached garages shall be equipped with key-operated locking devices.

ALTERNATE MATERIALS OR METHODS

Sec. 4109. The provisions of this chapter are not intended to prevent the use of any material, device, hardware or method not specifically prescribed in this chapter, when such alternate provides equivalent security and is approved by the building official.

SPECIFIC CODE REQUIREMENTS

3303 (a) Every dwelling requires at least one exit; and

1204 Every sleeping room requires at least one approved egress door or window.

3304 (c) The exit door must be open able from the inside without use of a key or special knowledge or effort.

1204 Burglar bars may be placed over the exit door or bedroom egress window(s) provided:

(1) the bars are equipped with smoke detectors per 1210.

SECTION 3

Home Security Check List

This checklist is designed to help make a security survey of the home. The security inspection should begin at the front door and work around the entire outside of the home. Include all doors, windows, locks, lights, landscaping, gates and garage.

Each question answered in the second column indicates a security weakness or hazard which requires attention. If professional advice and assistance in making a security inspection is desired, call the Crime Prevention Section of The Dallas Police Department.

Doors

1. Are all doors entering the living quarters from the outside, garage, and basement of metal or solid wood construction?
2. Are door frames strong enough and tight enough to prevent forcing or spreading?
3. Are door hinges protected from removal from the outside?
4. Are there windows in any door or within forty inches of the locks?
5. Are all door locks adequate and in good repair?
6. Are strikes and strike plates adequate and properly installed?
7. Can the locking mechanism be reached through a mail slot, delivery port or pet entrance?
8. Is there a screen or storm door with an adequate lock?
9. Are all outside entrances lighted with at least a forty watt light?
10. Can front entrance be clearly observed from street or public areas?
11. Does porch or landscaping offer concealment from street or public area?
12. If there is a sliding glass door(s), is the sliding panel secured from being lifted out of track?
13. Is a pin or key operated auxiliary lock used on sliding glass doors?

Windows

14. Do all windows have pinning devices in addition to the existing locks?
15. Do windows have screens or storm windows that lock from the inside?
16. Are exterior areas of windows free from concealing structure or landscaping?
17. Is exterior adequately lighted at all window areas?
18. Are trees and shrubbery kept trimmed back from upper floor windows?
19. yes____ no____

Basement Doors and Windows

20. Is there a door from the outside to the basement?
21. If so, is that door adequately secure for an exterior door?
22. Is outside basement entrance lighted by exterior light of at least forty watts?
23. Is outside basement door concealed from street or neighbors?
24. Are all basement windows adequately secured against entrance?

Garage Doors and Windows

25. Is automobile entrance door to garage equipped with adequate locking device?
26. Is garage door kept closed and locked at all times?
27. Are garage windows secured adequately?
28. Is outside utility entrance to garage as secure as any other ground floor entrance?
29. Are tools and ladders kept in garage?
30. Are all garage doors lighted on the outside by at least a forty watt light?

SECTION 4

REDUCTION IN HOMEOWNERS INSURANCE PREMIUMS

To qualify for a 5% reduction on your Homeowner Insurance Premium

Exterior doors are solid core doors that are 1 3/4 inches thick and are secured by dead-bolt locks. Dead-bolt locks must lock with a minimum bolt throw of one inch that penetrates a metal strike plate. If the door secured by the dead-bolt lock has breakable glass within 40 inches of the lock, the lock must be key-operated from both sides unless prohibited by life safety codes.

Metal doors are secured by dead-bolt locks as described below.

Double doors meet the specifications for exterior doors as listed above, have the inactive door secured by headers and threshold bolts that penetrate metal strike plates, and in case of glass located within 40 inches of header and threshold bolts, have the bolts flush-mounted in the edge of the door.

Sliding glass doors are secured by secondary locking devices to prevent lifting and prying.

Dutch doors have concealed flush-bolt locking devices to interlock upper and lower halves and are secure by a dead-bolt lock as described above.

Garage doors are equipped with key-operated locking devices.

Windows are secured by auxiliary locking devices. An auxiliary locking device required by this section must include screws, wooden dowels, pinning devices, and key-operated locks. In areas in which life safety codes permit, metal bars or grating, if mounted to prevent easy removal, may be substituted for auxiliary locking devices. Jalousie or louvered windows do not meet the specifications of this section unless they have metal grating mounted as provided for above.

*Once you have complied with the requirements listed above email: mitchell.gatson@dpd.ci.dallas.tx.us or the crime prevention specialist at 214-671-0160 to schedule an appointment.

SECTION 5

ALARMS

There are many types of alarms on the market. Secure the services of a reputable alarm company. They will advise you of the best system to protect your home. Space detection methods are excellent. Physical contact methods are fair, but tend to send false alarms.

DON'T DEPEND ONLY UPON AN ALARM TO PROTECT YOU. . .BE SURE TO USE THE PROPER LOCKING DEVICES. AN ALARM DOES NOT PHYSICALLY KEEP A BURGLAR OUT OF YOUR HOME OR BUSINESS.

Any alarm system should include:

1. A battery failsafe back-up.
2. Smoke sensing capability.
3. Read-out ability to check working of system.
4. The alarm system includes an interior and exterior siren
6. All exterior openings s contacted. Contacted means each opening should have a physical appliance contacting it. Opening includes but is not attached garage overhead door, any other exterior openings in the garage, all exterior doors and windows (upstairs included) and all other entrances into residence.
5. In addition to the alarm sounding at the residence, your system should transmit a signal to the alarm company; this will insure notification of the police. When shopping for an alarm, take this list with you.

WHILE ON VACATION BE SURE TO LOCK BEFORE YOU LEAVE AND LET A NEIGHBOR HAVE A KEY.

SECTION 6

Operation Identification Program



Operation Identification (Operation ID) is a nationally recognized burglary prevention program in which citizens make an inventory of their property and permanently mark their valuables with an identification number, preferably a Texas Driver's License or ID number. There are three important steps required to participate in the Operation ID program.

- 1) The most effective way to recover stolen property is through the property serial number.
- 2) You should record your property information, including description; make, model, and serial number on an inventory form (see the reverse of this sheet or go to www.dallaspolice.net).
- 3) Property is marked with an ultraviolet (UV) marker. large/heavy equipment it should be etched in a more visible manner
- 4) Operation ID decals are place on your doors and windows ONLY AFTER you have created an inventory and marked your property.

This program is designed to:

Discourage the activities of burglars and thieves by marking your possessions and placing decals on your windows.

Aid in the return of lost or stolen property to the owner.

Discourage burglars from fencing stolen property.

Assist in apprehending and convicting criminals caught with marked property.

Procedures

- 1) Prepare an inventory listing of all of your valuable property, including serial numbers if applicable. Photograph items that cannot be easily marked. Keep this information in a safe place.
- 2) UV markers may be borrowed free of charge from all Dallas Police Substations. You can purchase UV markers online. Call your substation before arriving on marker availability. A driver's license/ID will be required to borrow a marker.
- 3) If you are not sure how to use the UV marker, ask station personnel. Property should be marked on a permanent, non-removable part, in a place that can be seen without dismantling the object. Mark the letters "TXDL" and your Texas driver's license or ID number on the object.
- 4) For large/heavy equipment, it should be etched in a more visible manner utilizing an electric engraver.

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- 5) After property has been marked and an inventory list completed, return the marker promptly to the substation, show that you have completed the above and you will be issued a decal.
- 6) Place your operation ID decal in a prominent place on your front door or a window.
- 7) As you acquire new property be sure to mark it and update your inventory list.
Click on Link below for online inventory list.

http://www.dallaspolice.net/content/11/66/uploads/OperationIDFlyer05-18-11_English.pdf.

Additional Information

If you relinquish the property to another after marking it with your number, do not remove your number. The new owner should add their number next to yours.

An alternative to recording property information on a paper is to use the online resource of www.leadsonline.com. This website is an online investigative system used by law enforcement to recover stolen property and solve crimes. Leadsonline provides a free Citizen Property Inventory System. Citizens can use this system to record property information. You can log your property at - www.leadsonline.com – click the “*Reportit*” link.