

APARTMENT SAFETY GUIDELINES

LOCK APARTMENT DOORS AT ALL TIMES!

Easy access to residences through unlocked or propped doors is a primary mode of entry in burglaries. The lock on your door is your first line of defense. Burglars look for the path of least resistance, preferring open/unlocked doors to having to force entry and possibly draw attention through the noise created.

KEEP THE COMMON APARTMENT BUILDING DOOR TO THE LOCKED AT ALL TIMES!

Do not allow non-keyholders to enter the building unless escorted by a resident. Do not prop the security door open under any circumstance. In security buildings, do not buzz people into the building unless you, yourself, are expecting them. If laundry rooms are security locked, follow the above procedures.

SECURE APARTMENT WINDOWS AT ALL TIMES!

Ground level windows, per city ordinance, must have window locks. Use them!

Windows should be opened to a 4" height so as to be able to ventilate ones apartment yet impede a person from gaining entry. Screens provide protection from bugs, not intruders.

UPPER STORY APARTMENTS CAN BE TARGETED!

Elevation does hamper outside access to an apartment. However, if your apartment has a balcony, is accessible via a vertical planting (tree), adjacent rooftop, structure, fire escape or other means (picnic tables, down spouts, dumpsters, etc.) you must secure the doors and windows at all times.

YOUR PROPERTY CAN BE AN ATTRACTIVE TARGET!

Have you recorded the serial numbers of your electronics? Do you have a photograph of your property? Do you limit and secure the cash in your apartment? Are you protecting your personal information to avoid identity theft? Did you invest in renters insurance?

CARS ARE EASY TARGETS FOR THEFT OR VANDALISM!

Do you lock your vehicle doors? Do you keep your valuables hidden? Can your stereo be removed from the dash easily? Do you park in well-lit areas? Do you have insurance on your vehicle? Do you have after-market add-ons that can be easily removed (rims, bed liners, etc.)?

BE ENVIRONMENTALLY AWARE!

- report burned out light bulbs or other safety problems to management
- report loud or otherwise disruptive tenants to management / police

- report suspicious people to management / police
- report suspicious activity to management / police
- report suspected drug activity to management / police
- do not enter your apartment if you believe it has been violated
- do not share your apartment key with anyone
- do not open your apartment door unless you know who is on the other side
- keep your answering machine message generic: "you have reached 555-1212. No one can answer your call right now so please leave a message."

THE MADISON POLICE DEPARTMENT IS COMMITTED TO YOUR PERSONAL SAFETY AND THE PROTECTION OF YOUR PROPERTY.

PLEASE HELP US TO HELP YOU!