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(when filled in)

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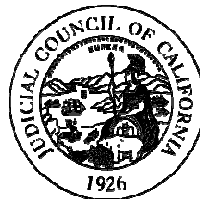
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# Home Security Assessment Checklist

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DATE



ADMINISTRATIVE OFFICE  
OF THE COURTS

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OFFICE OF EMERGENCY  
RESPONSE AND SECURITY

## **PREFACE**

The Home Security Assessment Checklist is designed to assist justices, judges, and other court officials in determining their level of security at home. The Checklist is a working document which can be used alone or in conjunction with a physical security survey by local law enforcement or Office of Emergency Response and Security (OERS) staff. The completed document should be considered confidential and secured at all times.

Individuals may not be able to complete every section. In some cases, certain sections may not apply; these should be marked as not applicable. Additionally, some areas may require in-depth technical knowledge and should be answered only if enough information is available to do so.

Although highly desirable, subjects marked “yes” on this checklist do not guarantee safety. Subjects marked “no” suggest that modifications should be considered.

To be most effective, security measures and procedures need to be discussed with all members of the household.

If you have any questions, please feel free to call OERS at 415-865-8991.

## HOME SECURITY ASSESSMENT CHECKLIST

### FACILITY INFORMATION

Home Address:

Date Completed:

### Assessment Contact

Name and Title:

Phone:

E-mail:

### Security Team Completing the Assessment

Member Name	Title and Office	Phone
1.		
2.		
3.		
4.		

### Type of Assessment

Initial Assessment  Follow-up Assessment   
Self Assessment  AOC Assessment

Brief description of the city or community where the home is located (e.g., population, main businesses, urban, suburban, rural, community highlights, etc.):

Home construction date:

### Front Entrance

	YES	NO
1. Is the door itself constructed of metal or solid wood?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the doorframe strong and tight enough to prevent forcing or spreading?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the door hinges protected from removal from the outside?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are windows in or near the door more than 40 inches from the locks?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the door secured by a double-cylinder deadbolt lock with a minimum one-inch throw?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the door kept locked at all times?	<input type="checkbox"/>	<input type="checkbox"/>

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- |   |                          |                          |
|---|--------------------------|--------------------------|
| 7. Are strikes and strike plates properly installed with three-inch screws?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does the door have an adequate viewer or intercom device?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does the door or the area surrounding it have glass panels, which can be used to view visitors if a viewer or intercom is missing? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are all visitors visually identified before unlocking and opening the door?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is any mail slot, delivery port or pet entrance located so locks cannot be reached from the exterior?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is there a screen or storm door with an adequate lock?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is the exterior or front entrance lit with at least a 40-watt light?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are landscaping and entryways designed and maintained to prohibit concealment of the front door?                                  | <input type="checkbox"/> | <input type="checkbox"/> |

**Side or Rear Entrance**

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Is the door itself constructed of metal or solid wood?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the doorframe strong and tight enough to prevent forcing or spreading?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are the door hinges protected from removal from the outside?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are windows in or near the door more than 40 inches from the locks?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the door secured by a double-cylinder deadbolt lock with a minimum one-inch throw?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the door kept locked at all times?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are strikes and strike plates properly installed with three-inch screws?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is any mail slot, delivery port or pet entrance located so locks cannot be reached from the exterior?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is the exterior or entrance lit by at least a 40-watt bulb?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is the doorway concealed from the street or neighbors' view (for example, by a porch, fence, or landscaping)?          | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is there a screen or storm door with an adequate lock?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. If the door is a sliding glass door, is the sliding panel secured to prevent someone from lifting it out of the track? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is a security bar or key-operated lock used on the sliding glass door?   | <input type="checkbox"/> | <input type="checkbox"/> |

**Entrances from Garage and Basement**

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Does the garage door have an automatic opener, so that drivers can enter and exit vehicles inside a closed garage? | <input type="checkbox"/> | <input type="checkbox"/> |

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 2. Are all entrances to living quarters from garage and basement of metal or solid wood construction?    | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does door from garage to living quarters have locks adequate for exterior entrance?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does door from basement to living quarters have an adequate lock operated from living quarter's side? | <input type="checkbox"/> | <input type="checkbox"/> |

**Ground Floor Windows**

YES                      NO

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Do all of the windows have adequate, operational locks?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are the windows kept locked at night and when away from home?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do all of the windows have screens or storm windows that lock from the inside?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are any windows that open onto areas that create a risk of burglary have security screens or bars? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are the exterior areas of windows free from concealing structures and landscaping?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the exterior adequately lit at all window areas?  | <input type="checkbox"/> | <input type="checkbox"/> |

**Upper Floor Windows**

YES                      NO

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Are any of the upper floor windows that open onto the porch or garage roofs or the roofs of adjacent buildings have security screens or bars? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are trees and shrubbery kept trimmed back from the upper floor windows, to permit good visibility around the house?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are any ladders stored out of sight and in a location where they are not easily accessible?   | <input type="checkbox"/> | <input type="checkbox"/> |

**Basement Doors and Windows**

YES                      NO

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Is there a door from outside to the basement?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If so, is that door adequately secured for an exterior door?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the exterior basement entrance lit with at least a 40-watt light?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the exterior basement door visible from the street or neighbors' view (for example, by a porch, fence, or landscaping)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are all of the basement windows sufficiently secured against entrance?   | <input type="checkbox"/> | <input type="checkbox"/> |

**Garage Doors and Windows**

YES                      NO

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Is the automobile garage door entrance equipped with an adequate locking device? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 2. Is the garage door kept closed and locked at all times?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are the garage windows secured sufficiently for ground floor windows?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the exterior utility entrance to the garage as secure as required for ground floor entrances? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are tools, ladders, and other equipment stored in the garage?                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are all of the exterior garage doors lit with at least a 40-watt light?                          | <input type="checkbox"/> | <input type="checkbox"/> |

**Security Alarm System**

- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | YES                      | NO                       |
| 1. Is the home equipped with a security alarm system?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If the answer to question 1 is yes, then complete questions 2–4.</i>      |                          |                          |
| <i>If the answer is no, proceed to the next section of the document.</i>     |                          |                          |
| 2. Is the alarm in good working order?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the alarm used regularly?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the alarm cover all doors and windows?                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are signs or window stickers applied indicating the presence of an alarm? | <input type="checkbox"/> | <input type="checkbox"/> |

**Perimeter Security**

- |   |                          |                          |
|---|--------------------------|--------------------------|
|   | YES                      | NO                       |
| 1. Is any perimeter fencing located on the property?                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If so, is fencing located:   |                          |                          |
| Rear yard?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Sides of house?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Front yard?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the property have motion activated exterior lighting?           | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is landscaping maintained to prevent creating places of concealment? | <input type="checkbox"/> | <input type="checkbox"/> |

**WEAPONS**

The decision whether or not to own a firearm is both personal and important. If firearm(s) are located in the home, it is important that every authorized user of the weapon(s) be familiar with and proficient in its operation. A firearms training course is highly recommended for all users. It is extremely important that all firearms be stored in a manner that will prevent unauthorized access to or use of the weapon(s).

## **ADDITIONAL SECURITY MEASURES**

Standard security measures that can be taken with little cost or effort include restricting the number of keys to the home and changing locks if keys are ever lost or stolen. Never hide keys outside, and ensure that gates are locked and fences or walls are in good condition. Consider posting signs that may discourage intruders (for example, “member of neighborhood watch” or “house equipped with alarm system”). It is also a good practice to participate in neighborhood watch program. Be familiar with neighbors and know their vehicles. Pay attention to any suspicious vehicles and if appropriate, notify the police of the driver’s description and license plate number.

Robust security measures may include complete perimeter fencing, external surveillance cameras, motion activated lighting, and dogs. Interior “safe” rooms, equipped with exterior quality doors and locks may also be considered, and should be equipped with emergency items such as a cell phone, water, flashlight, and fire extinguisher.

Describe the additional security measures that are in place or may be considered.

## **ADDITIONAL SECURITY CONCERNS/ISSUES**

Describe any additional security concerns or issues, or expand on any responses.

## **RESOURCES**

Share additional resources with judicial officers and family members as appropriate.

- *Personal Security for Judicial Officers*—OERS brochure outlining tips for personal security at home and while traveling. This brochure also covers threats, inappropriate communications, and handling mail safely.
- *Travel Safely, Travel Securely*—OERS brochure providing tips and information for home security while one is away, as well as personal security while en route, in hotels and motels, while driving, and at your destination.
- *Privacy Protection Guidance*—OERS guidance document that shares information about how online data vendors obtain information such as home address and telephone number, as well as how that information can be removed.

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