



SECURITY TASK FORCE BEST PRACTICES FOR SECURITY

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1.0 PURPOSE

To assist residents in becoming more aware and secure in the community.*

**This checklist is for informational purposes only and is not a complete list of steps that residents and homeowners should consider to protect their security. Residents and homeowners are ultimately responsible for assuring their own security.*

2.0 SCOPE**3.0 DEFINITIONS****4.0 RESPONSIBILITIES**

Security Task Force, HOA 2 General Manager, Board of Directors.

5.0 PROCEDURES**5.1 Home**

- 5.1.1 Keep your doors locked.
- 5.1.2 Install an alarm system or put a fake security sign in your front yard. Fake security signs are available from various sources on the internet.
- 5.1.3 Put up a fake security camera, available at most local home stores.
- 5.1.4 Place a wood dowel in the bottom track of your patio door to prevent it from being opened. See <http://homeguides.sfgate.com/keep-people-breaking-house-through-sliding-glass-doors-44006.html>.
- 5.1.5 Screw a wood strip into the top of your patio door track to prevent the patio door from being lifted out. See <http://homeguides.sfgate.com/keep-people-breaking-house-through-sliding-glass-doors-44006.html>.
- 5.1.6 Always lock the door leading from the garage to your home.
- 5.1.7 Keep your garage door closed or keep it lowered so that items in your garage are not visible from the street.
- 5.1.8 Use motion sensor lights to illuminate anyone approaching the rear of your home.*
- 5.1.9 Install inexpensive (generally under \$25) glass breakage/motion sensors.*
- 5.1.10 Before opening your door, be sure you know who is there.**
- 5.1.11 Do not keep an extra key under your doormat or near the front door. Instead, give it to a trusted neighbor.
- 5.1.12 Put a lock on your gates.

* Note that sensor lights must conform to ALC requirements.

** Remember that door-to-door solicitation is prohibited in SaddleBrooke except for solicitation by political candidates and organizations during campaign season. Call the Patrol if someone comes to your door in violation of these rules.

5.2 Additional Steps When Away

- 5.2.1 Stop newspapers and have your mail either held by the U.S. Postal Service or forwarded to your away location.
- 5.2.2 Have your neighbors remove items from your mail box tubes (instead of covering the tube).
- 5.2.3 Hire someone to check your home or complete the form for the Patrol to do this.
- 5.2.4 Maintain a lived-in look with your home, such as keeping some patio furniture in your back yard or keeping a light on inside your home with a variable timer.
- 5.2.5 Put dowels in your sliding windows.
- 5.2.6 Let neighbors know when you are departing and what dates you will be away and make them aware

of who will be at your home (house checkers, contractors, friends etc.).

5.3 Mail and Packages

- 5.3.1 If sending mail, there is no need to put up the mailbox flag as the U.S. Postal Service has agreed to pick up outgoing mail from the mailbox when the flag is down.
- 5.3.2 For critical outgoing mail, use the mail box located near the bank in the SaddleBrooke Marketplace.
- 5.3.3 Consider using Informed Delivery® from the U.S. Postal Service. See <https://informeddelivery.usps.com/box/pages/intro/start.action>.
- 5.3.4 Sign up to receive notice of planned and actual delivery of packages from UPS (see https://wwwapps.ups.com/mcdp?loc=en_US) and FedEx (see <https://www.fedex.com/apps/fdmenrollment/>).
- 5.3.5 If you receive any request for funds or solicitation to buy something you didn't request, throw it away.
- 5.3.6 Never respond to any mail that you didn't request.

5.4 Your Vehicle

- 5.4.1 Always lock your vehicle when parked outside of your garage.
- 5.4.2 Never leave anything of value in your vehicle that is visible from outside of the vehicle. Instead, put it in your trunk.
- 5.4.3 Never leave keys in your vehicle, even if the vehicle is in your garage.

5.5 Your Phone

- 5.5.1 If you do not know who is calling, HANG UP OR DON'T ANSWER THE PHONE.
- 5.5.2 If the caller is requesting money, HANG UP.
- 5.5.3 Never give any personal information over phone to anyone calling
- 5.5.4 Never answer surveys, as the callers are often fishing for personal information.
- 5.5.5 Remember that phone calls purporting to be from the IRS or law enforcement about jury duty or unpaid tickets are scams. Those authorities do not make phone calls.
- 5.5.6 Remember that calls about your family member being in prison, the hospital, etc. are typically scams. Confirm the information by looking up the telephone number and calling the prison or hospital directly. Never send money to anyone.
- 5.5.7 Unwanted calls may be reported to the Federal Communications Commission online at https://consumercomplaints.fcc.gov/hc/en-us/requests/new?ticket_form_id=39744.

5.6 Your Computer

- 5.6.1 If you don't recognize the sender of an email, DELETE IT.
- 5.6.2 NEVER give out your password.
- 5.6.3 NEVER give out any personal information to any who asks unless it is someone you trust.
- 5.6.4 Do not respond to emails about accounts about to be canceled or similar threats. Do not open links or call phone numbers listed in an email. Instead, obtain the number from a reliable service and call the company using that number.
- 5.6.5 If you receive an email indicating that there is a problem with your computer, ignore it.
- 5.6.6 If you receive a pop-up message on your computer or email indicating that there is a problem with your computer, ignore it.
- 5.6.7 If you receive a pop-up message on your computer indicating that software needs to be updated, open the software directly from your computer and ask it to check for updates.

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- 5.6.8 Spam may be reported to the Federal Trade Commission by forwarding the e-mail to spam@uce.gov.

6.0 REFERENCE

7.0 ATTACHMENTS

ATTACHMENT