

Catholic Mutual Canada . . . "CARES"

Parish Security

Crimes against Parish property are usually crimes of opportunity. The reduction of opportunities for crime will help prevent loss. PROTECT YOUR PARISH PREMISES – HERE'S HOW:

Lights

“Interior and exterior lighting is essential for parish security. High intensity lighting eliminates shadows.”

1. There should be a night light inside the building.
2. All entry points should be well lit.
3. All alleys and the rear of the church should be well lit.

Locks

“Good locks will deter many potential break-in efforts.”

1. Install a one-inch single cylinder dead bolt lock which has a thumb turn on the inside and key actuation from the outside on all exterior doors. **A double cylinder dead bolt lock which has key actuation on both the inside and outside on any exit door is not permitted for use in accordance with the Ontario Fire Code.** An exit door is a door that either leads directly from the building to the exterior or a door that leads from a floor area into an exit stairway.
2. Key control is important. An inventory of individuals who have keys should be undertaken.
3. Make sure that all padlocks are solidly mounted and never left open, even on an open door. This practice will prevent key duplication.
4. All locks should be changed when a key is lost.
5. All roof openings, air ducts, skylights, hatchways, air conditioners, and basement openings should be secured.
6. Don't lock a burglar inside when you leave. Before leaving the premises at least two individuals should inspect the vestry, sacristy, basement areas, closets, bathrooms, and other hiding places in the church.

Doors

“Hollow doors offer hollow protection.”

1. The lining on all exterior doors should be metal since metal resists drilling and sawing. Otherwise, exterior doors should be of solid core construction.
2. There should be bars placed on the inside of rear doors to prevent easy entry.
3. Glass and metal doors should have a cylinder guard and armored strike protection.
4. Double doors should be equipped with multiple-point, maximum security long bolts.
5. All door frames should be checked for looseness, rotting, or expansion capabilities.
6. Non-removable hinge pins should be installed on doors where the hinge is exposed to the outside.
7. All doors should be routinely checked to determine if they are locked at the conclusion of all celebrations, or after any function in the church.

Windows

“Windows should offer light, ventilation, and visibility...NOT EASY ACCESS.”

1. All ground floor windows and other accessible windows should be barred or fitted with security screens.
2. Entry-resistant plexiglass should be used where applicable.
3. All window frames should be checked for looseness or rotting.
4. All windows should be clear of obstruction, to allow for clear visibility into the building.

Alarms

“A security alarm system provides the best protection.”

1. A central station monitored alarm system is recommended, the system should be regularly checked for any system failures.
2. It should be clearly indicated that your parish is alarm-equipped.
3. All staff should be properly trained in the alarm procedure. By so doing, this will minimize false alarms.
4. The distribution of the alarm code should be restricted.

Safes

1. Minimize cash-on-hand with frequent, irregular bank deposits.
2. A money safe offers better protection than a fire-resistant record safe.
3. The safe should be anchored to the floor.
4. When changing employees, the combination to the safe should also be changed.
5. After business hours, leave empty cash drawers open. Prevent unnecessary damage by taking this precaution.

Outdoors

“A clean, well-lit exterior will deter criminal activity.”

1. Do not provide hiding places. Keep all weeds, shrubbery, and debris away from windows and doors. Avoid any high displays or obstruction near the windows. Lock up all ladders and potential break-in tools.

In the event of a burglary, follow the procedures below.

1. Telephone police immediately.
2. Leave the crime scene undisturbed until police arrive.
3. Be prepared to provide information about missing items.
5. Discuss losses only with authorities.
6. Contact Catholic Mutual Canada

Operation Identification

Operation Identification is a process to mark valuable equipment such as computers, audio/visual equipment, etc. These items are marked with your identification number or reference, as well as the location name and address.

The marking of the items involves three basic phases:

1. Marking the appropriate valuable property with an electric engraver (good quality, heavy-duty) or a black light pen.
2. Mounting stickers (decals) on your doors and windows that states that the property has been marked for ready identification.
3. Completing an Operation Identification information card that is kept on file for reference in the parish office, and off site at a secure location.

Marking your property can accomplish the following:

1. It acts as a deterrent. Thieves do not like to steal items that have been marked. There is much less risk for them to steal items from individuals who have not marked their property.
2. Marked property is also a risk for the fence or person that receives or buys the stolen property. This fact lowers the re-sale value of the item since the fence will either lower his price or may decide that he/she won't even buy the item.
3. Engraving property allows the owner to place a more permanent mark on items. Some property doesn't even have an identification number on it. The black light pen leaves an invisible mark on the item that will show up under a black light.
4. It immediately identifies the property as being stolen property. Your property is the same type, model, etc. The only distinguishing features may be identification numbers or damage. (This also aids or enhances apprehension, prosecution, and conviction of the offender.)

5. It greatly increases the chance that your property may be recovered and returned to you and/or your insurance company.

Finally, contact your local law enforcement agency or the Catholic Mutual Canada Loss Prevention Department 866.233.3332 or 416.324.1003 for further crime prevention tips and other measures that you may wish to implement to improve the security of your facility.