

## REPORTING A CRIME

Dial 911 to report all “in-progress” crimes. Do not attempt to confront the person(s) committing the crime.



## WHEN YOU CALL 911...

Give as much detail as you can about the situation. ANSWER ALL of the questions posed by the communications officer.

REMAIN on the phone with the communications officer until he/she says it is ok to disconnect.

## 6 questions to ask yourself...

1. Do you leave the front door unlocked?
2. Do you leave the garage door open?
3. Do you ask for credentials when allowing a service person in your home?
4. Do you go on vacation and allow newspapers to stack up in your yard or box?
5. Do you have a key hidden in a secret place?
6. Do you have shrubs and or other large/dense plantings obscuring the view to your windows or doors?

If you answered “**yes**” to any of these questions, you are making it easier for a thief to target you.



Middleburg  
Police  
Department

## Burglary Prevention... protecting your home.



## Report suspicious activities.

Dial 911 for Emergencies  
or dial 540-687-6633  
To speak with a Middleburg  
Police Officer

Office location:  
14 South Madison Street  
Middleburg VA 20118  
[www.middleburgpolice.org](http://www.middleburgpolice.org)

## Checklist for Safety!

### ***Burglary Prevention Checklist For Doors and Entry Areas***

- Do you have a solid core or steel door?
- Do you have a peep hole with a wide view lens?
- Do you have deadbolt doors that cannot be opened by breaking glass and reaching in?
- Do your deadbolt locks have a one or more inch locking bolt with cylinder guards?
- Are all doors in your home functioning? Can they all be locked?
- Are all entry areas to your home unobstructed by shrubbery and other decor to prevent thieves from concealing their activities?
- Do sliding doors have an auxiliary lock that locks both the door panels together?
- Do you lock your car and remove the keys even while it is parked in the garage?

## Checklist for Safe Practices

### ***Things to do in order to protect yourself and your Property***

- Do you keep a list, serial numbers, pictures, and/or a video of your valuables?
- Do you avoid posting your address, pictures of your home, and or valuables on social media.
- Do you leave a key with a friend or relative as opposed to hiding it?
- Do you have motion lights and other lighting installed around your home?
- Do you have a family password for emergencies or child pick ups?
- Do you keep emergency numbers by or in your phones?
- Have you discussed with your family what to do if you find a burglar in your house?
- Do you have smoke detectors installed in your home?

## What to do if a burglar strikes

1. Don't enter the house, find a safe location and report by dialing 911
2. Do not confront him/her...observe from a distance and call 911. Report details accurately.
3. You think your neighbor is being burglarized...dial 911 and report it. Observe from a safe distance and report descriptions of vehicles and the suspects. Try to see the tag numbers of the vehicle and stay on the phone with the communications officer until they ask you to hang up.
4. Wait for law enforcement to arrive in a safe location.

***Remember...  
We would rather be called and NOT needed than to be needed and not called***