



NEW BERLIN POLICE DEPARTMENT

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Personal Safety is taking steps to protect yourself from crime. It involves knowing how to avoid crime and what to do if you become a victim of crime. Crime Prevention is your best protection against crime. Many crimes can be prevented if you trust your instincts and avoid dangerous situations. The purpose of planning for Personal Safety is to reduce your risk through preventive action.

In order for a crime to occur, three elements must be present:

- **Desire**
- **Ability**
- **Opportunity**

These elements can be depicted as a "crime triangle." By removing the opportunity for a criminal to commit a crime, we make it much more difficult for a criminal to operate in our community. The main objective of crime prevention is to reduce the opportunity for crime. Take away the opportunity to be harmed by being attentive, aware, and alert.

Awareness Levels:

- **White: Total Unawareness**
Most assaults happen at this level.
Victim is taken by surprise.
- **Yellow: Relaxed Awareness**
Totally aware of your surroundings
- **Orange: Specific Awareness**
Something has changed in your environment.
You are specifically aware of the change.
You must maintain your total awareness.
- **Red: Action State – State of Commitment**
You have already made a prior decision on what to do if something occurs.
Now is the time to execute your prior decisions.
- **Black: State of Panic – Out of Control**
- **Blue: You are a Winner!**

Be Prepared

- Eliminate the element of surprise: "I knew this could happen. I know what to do and I can do it!"

- Visualize: Think of things that could possibly happen, how you could get out of that situation, and picture yourself winning – **always**.

Plan, Prepare and Practice

- What condition of awareness or state of mind are you usually in?
- What condition of awareness should you be in? **YELLOW**
- What's your **Plan**? Have a plan and an alternate plan.
- How do you **Prepare**? To prepare yourself, scan your environment. If you look unprepared, you could increase the chances of your becoming a target of crime.
- **Practice, Practice, Practice!!!**

Be Confident

- Do not be discouraged by what you cannot do. (Focus on what you can do).
- You can radiate self-confidence and power with your stance, voice and look.
- Walk with confidence. (Don't be an easy target).
- By strong and confident actions, one may decrease the chance of becoming a victim of violence. This sends a signal to would-be assailants that you can take care of yourself.

PERSONAL SAFETY WHILE OUT WALKING:

- Always be alert and aware of your surroundings. Trust your instincts.
- Stay in groups. Walking with at least one other person will reduce the chance of attack by 67%. Walking with two or more people can reduce it up to 90%. The higher the concentration of people in the area you are traveling in, the less chance you have of being attacked.
- Avoid isolated areas and dangerous situations (near doorways and shrubbery). Stick to well-traveled, well-lit streets.
- Don't walk or jog early in the morning or late at night when streets are deserted. Vary your routine if you walk at night regularly.
- Walk with your dog for protection.
- Don't wear shoes or clothing that restrict your movements.
- If someone looks suspicious, head in the opposite direction or cross the street and walk away quickly.
- If you are being followed, let your pursuer know that you know it. Turn to look at the person. It shows that you won't be taken by surprise. Then, go straight for help.
- Go into a store, an open restaurant, or other public place. Use your cell phone or get to a phone to call for help.

IF YOU'RE SHOPPING:

- Don't let your guard down.
- Be careful with purses or wallets. Carry only what you need. Carry a purse close to your body and a wallet in a front or inside pocket. Don't set them down. Carry anything that would identify you (Driver's License, Social Security Number, checks, etc.) in an inside clothing pocket rather than inside a purse. Don't display your cash or other inviting targets (cell phone, pager, expensive jewelry or clothing, etc.).
- When visiting stores or restaurants, avoid putting your purse or wallet in a shopping cart, on the floor, or hung over the back of a chair. Keep your purse in front of you on your lap or between your feet.

- Minimize shopping at night or alone.
- Try not to overload yourself with packages or other items. Keep your hands as free as possible.
- Have your keys in hand, ready to unlock and enter your car without delay. Avoid standing by your car looking for your keys.
- When walking to your vehicle after shopping, leave the store with other shoppers. Walk with authority, making eye contact with others. Be alert to any activity near your car. Be alert to people loitering in your parking area.
- When returning to your vehicle, look inside and out before opening the door. If you think someone has tampered with your car, don't enter.
- Once in your vehicle, lock it immediately, then leave. Don't sit in a parked car eating or reading. You could be a ready target.

IF YOU'RE USING AN ATM:

- Use an active location during daylight hours. If using an ATM at night, find one that has a secured, well-lighted enclosed lobby area. It's your best protection against robbery.
- Go with someone. There's safety in numbers.
- Be cautious. Look around for suspicious people. Wait until any loiterers leave or find another ATM.
- Don't waste time. Have your card ready, complete your transaction and leave as soon as possible. Don't flash cash around. Put it away.
- Make sure you're not being followed as you drive away. ATM robbers have been known to follow their victims and attack them as they get out of their cars.

PERSONAL SAFETY WHILE IN A CAR:

- Attempt to travel only on busy, well-lighted streets.
- Keep your motor vehicle in good working order and the gas tank at least half full.
- Drive with your doors locked and your windows rolled up. Always roll up your windows and lock your car, even if it is in front of your home.
- Never leave your keys in the car or the ignition. Put garage door openers out of site in vehicles parked outside your home.
- When stopped at traffic lights or in traffic, allow enough space between you and the vehicle in front of you so that you can drive away if necessary. Make sure that you can see the license plate on the back bumper of the car in front of you. Try not to get boxed in by traffic. Stay in the center lane whenever you can.
- If someone approaches your vehicle and attempts to enter, blow your horn to attract attention and drive away.
- Do not open your window if someone approaches your vehicle to ask for directions, the time, etc.
- Do not stop for a stranded motorist. Call the police for assistance.
- If you are driving somewhere unfamiliar, plan your route and check a map before you start out.
- Carry a cell phone for emergency assistance.
- Do not allow yourself to become distracted while driving. Resist using your cell phone and never text while driving.
- If you have a flat tire, drive on it until you reach a safe, well-lighted and well-traveled area.
- If your vehicle becomes disabled, use your cell phone, to call for assistance. If help is not immediately available, stay in the vehicle with the doors locked and the windows rolled up. If someone stops to assist you, ask them through the closed window to call the police. Don't roll down your window so they can get their hand inside.

Carjacking Incident

- If bumped from behind, stay inside your locked car. Motion for the other driver to follow, and drive to the nearest Police/Fire station or to a busy, well-lighted area. Notify the Police. In a “bump-and-run” or carjacking incident, a car is taken from the owner by force. When the motorist gets out to inspect the damage, they may be assaulted. The carjackers take the car keys and car, and the owner may be robbed or injured. The risk of a carjacking incident is highest at stop lights and stop signs. Cars can also be stolen from owners at gun- or knife-point in parking garages, fast food outlets, gas stations, and parking lots. Be alert in these potentially dangerous areas. Be alert for anyone who seems to be watching your car.
- Sometimes even the most effective safety measures can’t prevent an emergency. If a carjacker approaches you and threatens you with a gun or other weapon, give up your car. You can replace a car, but personal safety is priceless. Try to stay calm and get a good description of the carjacker. If you get out of your car, take your keys, and purse or wallet with you. If the carjacker demands your keys, toss your keys to an area that the carjacker can reach, but also to one that gives you enough time to get away. Report the crime immediately to the Police.

Parking Your Vehicle

- Always park in busy, well-lighted areas with good visibility and close to walkways, stores and people. Park as close as possible to an open business. Leave your doors locked until you have observed your surroundings, and are ready to exit your vehicle. Park on the ground level in multi-level garages. Using elevators or stairwells could put you at risk. Choose an open lot rather than an enclosed garage. The greater visibility of an open lot may protect you from assault. Remember where you parked.
- Never leave your car running unattended in your driveway or on the street, even if you lock your car door. The practice of warming up your car increases your chance of becoming a victim of an auto theft.
- Never leave packages or valuables in view in your vehicle. Take valuables with you, or lock them in the trunk before you leave the store or work. If you leave items in your vehicle and they’re visible, the chances that your vehicle will get broken into increase greatly. Don’t hide keys in your vehicle.
- Someone may be watching you when you put your valuables under a seat or in the trunk of your car. Never open a trunk, fill it full of valuables, close it, and then just walk away. Selecting another parking spot may break a thief’s observation of your car. If your vehicle is stolen or property taken from the vehicle, call the police immediately.
- Leave only the ignition key when you take your car for repairs. Make sure that no identifying information is attached.
- Don’t leave personal identification documents or credit cards in your vehicle. Beware of Identity Theft if items stolen contain personal information.

PERSONAL SAFETY AT HOME:

- Make sure all exterior doors and windows are locked and secure. Change your locks immediately if you lose your keys.
- Never automatically open your door. Use a peephole viewer with a wide angle lens that will allow you and your family to see who is standing outside your door before opening it. Use your porch light to help you see clearly outside.
- Never open the doors to speak to people you don’t know. If you did not call for repairs, or if there is no reason for a delivery, DO NOT LET THEM INTO YOUR HOME. Many home invasion robberies occur when a resident opens the front door to speak with them.

- If someone comes to your door claiming to be from the gas or electric company and says they need to get in, or if a delivery person comes to your door and you did not order anything, ask for their name, identification, the name of their company, and who their supervisor is. Look up the number of the company in the phone book and call the company. DO NOT use any number that the man or woman may provide. When you discover that there is no such company or the company denies knowledge of the person or his/her actions, CALL THE POLICE.
- Don't allow anyone into your home to use your telephone or bathroom. Children should also be taught these procedures.
- If you get prank calls, hang up at once. Call your local phone company for advice. Never give information to wrong number callers. Ask, "What number are you calling?" Put only your first initial and last name in the phone book listing, on mailboxes and building directories.
- Watch someone going door-to-door in your neighborhood. Take notice whether one or more persons tries a door to see if it is locked, peers into windows, or enters a side or back yard. Any or all of these actions may indicate a possible burglar. Most suspicious is when one person enters a backyard of the house while the other remains in the front or in a car following a short distance away. Call the police immediately.
- Secure your valuables and keep them out of view. Keep checkbooks, credit cards and important documents in a secure place. Do not keep a large amount of cash in your home.
- If you come home and find a door or window open or signs of forced entry, DO NOT ENTER. Go to the nearest telephone and call the Police for assistance.
- If someone breaks in while you are home, don't confront them. Lock yourself in a safe room with a phone, if possible, and quietly call 9-1-1.

PERSONAL SAFETY AT WORK:

If the person entering your workplace is...

- Unwilling to leave the building,
- Threatening you or others,
- Angry, yelling, or verbally abusive,
- Appears to be under the influence of drugs or alcohol
- Try to respond in this way:
 1. Stay as calm as you can; it can keep tensions from escalating and may help to defuse the situations.
 2. Try to gain the cooperation of the individual causing the disturbance. Show empathy and concern.
 3. Place yourself behind a desk or chair near the exit to reduce your risk of physical assault.
 4. Take all threats of violence seriously – even casual remarks. Most violent acts have prior warning signals.
 5. Trust your intuition. If you think someone may be potentially violent, try to exit, retreat to a safe area and get help. For example, you can say, "Let me see if I can find someone who can help." Call 9-1-1 as soon as possible.
- Keep your purse, wallet, keys, and other valuable items with you at all times or locked in a drawer or closet.
- Check the identity of any strangers who are in your office. Ask them whom they are visiting and if you can help them find that person. Do not allow visitors to be alone in your office space.

- Be discreet. Don't advertise your plans after work or vacation plans and those of your co-workers to people visiting or calling your place of work.
- Always let someone know where you'll be – whether it's coming in late, working late, working in a certain part of the building, going to lunch, or a meeting.
- Get into the habit of traveling to and from work and parking areas with other people. Use the Buddy System. If you are working late, have someone escort you or have them watch to make sure that you made it safely to your car.
- Call 9-1-1 to report all crimes-in-progress to the police. Report all suspicious persons and activities to management immediately, and write down the information for future reference. Make police reports immediately on all thefts, break-ins, or other crimes that have occurred.

IF YOU ARE CONFRONTED BY SOMEONE:

- Don't panic.
- Estimate the risk of physical injury, and if possible, take control of the situation.
- Try to confuse the attacker, then run, if possible.
- Yell "Fire" to get the attention of nearby people.
- If someone tries to rob you, give up your property – don't give up your life.
- If you are robbed or assaulted, report the crime to the police. Try to describe the attacker accurately. Your actions can prevent someone else from becoming a victim.
- Avoid letting the attacker move you to another place. Don't get into an attacker's car even if they have or say they have a gun.

Remember, each situation is different and you will have to assess the position that you are in to the best of your ability.

IF YOU ARE A VICTIM:

- Go to a safe place and call the police. The sooner you make the report, the greater the chances the attacker will be caught.
- Do not destroy any clothing you were wearing at the time of the assault. Do not disturb anything in the area where the assault took place.
- Write down a description of the attacker and the circumstances of the assault. Police need all the information they can get about the assault.
- Press charges when the criminal is caught. This helps stop future crime.

EQUIPMENT FOR PERSONAL PROTECTION:

- **Cell Phone** – Carry to report emergencies.
- **Personal Alarms** – Carry if you choose, to draw attention to yourself.
- **Pepper Spray** – If you choose to carry pepper spray, you may do so legally in Wisconsin.
- **Weapon**- Open & Concealed Carry Laws

Remember

Being proactive is always better than reactive. You can prepare yourself for crisis by thinking and planning ahead. This can save you crucial time and increase your chances for success.