



Alexandria City Marshal's Office

Wards 1, 2 & 8 of Rapides Parish  
515 Washington St, Alexandria, LA 71301  
Phone (318) 449-5170 / Fax (318) 449-5120  
<https://alexandriacitymarshal.com/>  
Facebook: AlexandriaCityMarshal



Jerome Hopewell, Marshal

# Home Security Inspection Checklist



A security inspection begins at the front door and goes on to include side and rear doors, windows, locks, lights, and landscaping. We appreciate the opportunity to be of assistance to you in the community's fight against crime. We encourage you to take steps to make your residence safer. We also urge you to become an active member of a Neighborhood Watch group.

For More information contact the Alexandria City Marshal's Office  
Support Services Division at 318-449-5187 or 318-449-5124



Alexandria City Marshal's Office ~ Rapides Parish Wards 1, 2 & 8 - Home Security Survey  
Jerome Hopewell, City Marshal

<b>FRONT ENTRANCE</b>			
1) ***Is the door itself made of metal, fiberglass, or solid wood construction and at least <u>1 3/8-inch</u> thick?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2) Is the doorframe strong enough and tight enough to prevent forcing or spreading?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3) Are door hinge pins protected from removal from the outside? (If not, installing set screws can help prevent their removal)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4) ***Is the door secured by a deadbolt lock with a minimum <u>1-inch</u> throw?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5) ***Are strikes and strike plates adequate and properly installed with <u>3-inch</u> screws?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6) ***If there are windows in the door itself, or within <u>40 inches</u> of the locks, is the door equipped with a double-cylinder deadbolt that is keyed from both sides?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7) If there are no windows in the door, is there a wide-angle viewer or voice intercom device?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
8) If the door has a mail slot, delivery port or pet entrance installed; is it far enough away from the locking mechanism to prevent someone from reaching through and unlocking the door?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
9) If there is a screen or storm door, is it equipped with an adequate lock? (Storm door is not required, but does provide added security if equipped with proper locks)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
10) Is the exterior or front entrance lighted with at least a <u>40-watt</u> light? (A porch light is sufficient; however, an added motion security light is always your best option)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
11) Are the address numbers posted where they can be easily viewed from the street? (This helps in case of an emergency; first responders don't have to "hunt" for your address)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
12) Is the landscaping cut back to prevent offering concealment for a burglar, from public view? (This can include both trees and shrubbery)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
13) Is the front entrance free from any other items that might offer concealment for a potential burglar? (This can include furniture, pottery, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Alexandria City Marshal's Office ~ Rapides Parish Wards 1, 2 & 8 - Home Security Survey  
Jerome Hopewell, City Marshal

<b>SIDE OR REAR ENTRANCE</b>			
14) ***Is the door itself made of metal, fiberglass, or solid wood construction and at least <u>1 3/8-inch</u> thick?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
15) Is the doorframe strong enough and tight enough to prevent forcing or spreading?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
16) Are door hinge pins protected from removal from the outside? (If not, installing set screws can help prevent their removal)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
17) ***Is door secured by a deadbolt lock with a minimum <u>1-inch</u> throw?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
18) ***Are strikes and strike plates adequate and properly installed with <u>3-inch</u> screws?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
19) ***If there are windows in the door itself, or within <u>40 inches</u> of the locks, is the door equipped with a double-cylinder deadbolt that is keyed from both sides?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
20) If the door has a mail slot, delivery port or pet entrance installed, is it far enough away from the locking mechanism to prevent someone from reaching through and unlocking the door?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
21) If there is a screen or storm door, is it equipped with an adequate lock? (Storm door is not required, but does provide added security if equipped with proper locks)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
22) Is the landscaping cut back to prevent offering concealment for a burglar, from neighbor or public view? (This can include both trees and shrubbery)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
23) Is the entrance lighted with at least a <u>40-watt light</u> ? (A porch light is sufficient; however, an added motion security light is always your best option)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
24) ***If it is a sliding glass door, is the sliding panel secured from being lifted out of the track? (Installing header screws helps)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
25) ***Is a "charley-bar" or key-operated lock used on the sliding glass door? (A broom stick in the slide is also sufficient)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Alexandria City Marshal's Office ~ Rapides Parish Wards 1, 2 & 8 - Home Security Survey  
Jerome Hopewell, City Marshal

<b>ENTRANCES FROM THE BASEMENT</b>			
26) ***Are all entrances into the living quarters from the basement made of metal, fiberglass or solid wood and at least <u>1 3/8 inch</u> thick?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
27) ***Does the door from the basement that leads into the living quarters have locks adequate for <u>exterior</u> entrance? (Deadbolt with <u>1-inch</u> throw, strike plates)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
28) ***If there is an exterior door that leads from the outside into the basement, is it made of metal, fiberglass, or solid wood and adequately secured for an exterior door? (Deadbolt <u>1-inch</u> throw, strike plates)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
29) Is outside basement entrance lighted by exterior light of at least <u>40 watts</u> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
30) ***Do all windows have adequate locks in operating condition? (Wooden dowels, clamps, pinning devices, screws, or key operated locks)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>WINDOWS</b>			
31) ***Do all windows have adequate locks in operating condition? (Wooden dowels, clamps, pinning devices, screws, or key operated locks. Metal bars and grating also qualify)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
32) Do the windows have screens or storm windows that lock from the inside? (Not required, but provide added security if equipped with proper locks)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
33) Are any windows that open onto areas that offer special risk to burglary equipped with security screens or grills to prevent entry?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
34) Are exterior areas of the windows free from concealing structures or landscaping? (Trees, shrubbery, portable buildings, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
35) Is the exterior adequately lighted at all window areas? (Ideally, the residence should be lighted on ALL sides. Lights activated by motion sensors are the most economical.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
36) ***If any upper floor windows open onto the roof, porch, garage roof, or roof of an adjoining building, are they secured as adequately as if they were at ground level?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
37) Are trees and shrubbery kept trimmed back from upper floor windows? (Branches should be cut back far enough to prevent a burglar from using the tree as a ladder to gain entry)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
38) Are all ladders stored in secure locations to prevent a burglar from gaining access to them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Alexandria City Marshal's Office ~ Rapides Parish Wards 1, 2 & 8 - Home Security Survey  
Jerome Hopewell, City Marshal

<b>GARAGE DOORS AND WINDOWS</b>			
39) ***Are all entrances into the living quarters from the garage made of metal, fiberglass or solid wood and at least <u>1 3/8-inch</u> thick?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
40) ***Does the door from the basement that leads into the living quarters have locks adequate for <u>exterior</u> entrance? (Deadbolt with <u>1-inch</u> throw, strike plates)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
41) ***If there is an exterior door that leads from the outside into the garage, is it made of metal, fiberglass, or solid wood and adequately secured for an exterior door? (1 3/8-inch thick, deadbolt <u>1-inch</u> throw, strike plates)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
42) ***Are the automobile entrance doors to the garage equipped with key operated locking devices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
43) Is the garage door kept closed and locked at all times?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
44) ***Do all garage windows have adequate locks in operating condition? (Wooden dowels, clamps, pinning devices, screws, or key operated locks)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
45) Are all garage doors lighted on the outside by at least a <u>40-watt</u> bulb?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>EXTERIOR DOUBLE DOORS</b>			
46) ***If there are any exterior double doors, do they meet the qualifications for any other exterior door? (Solid core <u>1 3/8-inch</u> thick, deadbolt <u>1-inch</u> throw, strike plates)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
47) ***Is the inactive door secured by header and threshold bolts that penetrate metal strike plates? (This is the door that stays closed most often)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
48) ***If there is glass located within <u>40-inches</u> of the header and threshold bolts, are the header and threshold bolts flush-mounted in the edge of the door?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>EXTERIOR DUTCH DOORS</b>			
49) ***If there are any exterior Dutch doors, do they meet the qualifications for any other exterior door? (Solid core <u>1 3/8-inch</u> thick, deadbolt <u>1-inch</u> throw, strike plates)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
50) ***Do the Dutch doors have concealed flush-bolt locking devices that interlock the upper and lower halves together?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Alexandria City Marshal's Office ~ Rapides Parish Wards 1, 2 & 8 - Home Security Survey  
Jerome Hopewell, City Marshal

**Conclusion:**

Now that you have finished your Home Security Survey, please carefully review it. If there are any check marks in the grey area, your home could be more secure. Items checked as N/A (not applicable), do not necessarily present a security risk.

While it is strongly recommended that you make every attempt to secure your home as adequately as possible by complying with all areas of this survey. Those items denoted by “\*\*\*” indicate an area of security importance that is recommended that your home be in compliance. (Please check with your insurance provider / agent to see if they offer any Insurance Discounts, Rebates, or Incentives for having a secure home.)

If you have any questions, comments, or concerns you may reach the Alexandria City Marshal's Office Support Services Division at 318.449.5124 / 318.449.5170 and as always on social media.



This service is provided by Marshal Jerome Hopewell,  
and offered free of charge to residents of  
Wards 1, 2, & 8 in Rapides Parish

Alexandria City Marshal's Office  
Support Services Division  
Phone 318-449-5187  
[www.AlexandriaCityMarshal.com](http://www.AlexandriaCityMarshal.com)  
[www.facebook.com/AlexandriaCityMarshal/](https://www.facebook.com/AlexandriaCityMarshal/)