

This booklet has been designed and assembled by the Saginaw Township Police Department. It was produced to assist the residents of Saginaw Township in locating the proper agencies to contact with any problems or questions that they may have.

Important Telephone Numbers

Police, Fire, Medical Emergency	9-1-1
Saginaw Central Dispatch non-emergency	797-4580
Saginaw Township Police Department	793-2310
Saginaw Twp. Police Crime Information Hot Line.....	791-7233
Saginaw Twp. Police Crime Information Tip Line	791-7226
Poison Control Center	800-764-7661
Consumers Energy gas & electric emergencies.....	800-477-5050
Underground Railroad.....	755-0411

Other Important Information

Your Address _____

Your Telephone Number _____

Your Doctor's Office Number _____

Your District Officer _____

I Live in Police District _____

District Officer Pager Number _____

Crime Information Hot Line _____

Saginaw Twp. Police Web Site...www.saginawtownship.orgThen link to POLICE

Saginaw Township Police E-Mail...police@saginawtownship.net

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GENERAL INFORMATION

This booklet is an alphabetical listing of neighborhood problems. Each section describes a typical problem and lists the appropriate agency to contact as well as the procedures to follow.

Here are some advantages to registering your complaints with a specific office:

- ± You have only one person and one office to contact.
- ± That office will contact the appropriate division and/or person.
- ± Their staff is experienced in resolving neighborhood problems.
- ± They know the procedures and, in some cases, have personal contacts within that department.

HELPFUL HINTS FOR FILING COMPLAINTS --

1. When reporting a problem, get the name of the person, their job title, and their department.
2. Have your information ready. For example: addresses, cross streets, times, and dates.
3. Most offices are open between 8:00 a.m. - 4:00 p.m. or 8:00 a.m. - 5:30 p.m.
4. If a township or township contractor's work crew damages or litters part of your property, get the name of the department or company. The name is usually painted on vehicles used by the crew. If a company is involved, it is helpful if you get the company's address.
5. Know the name, address, and telephone number of your landlord. This can simplify the inspection process of Building Code violations.
6. Certain problems can be inspected and remedied only during the spring and summer. Dead tree removal, street repairs, snow removal, and salting are all seasonal problems.

ABANDONED OR VACANT BUILDINGS

Building & Planning Department

Saginaw Township Offices

4980 Shattuck

Saginaw, Michigan 48603

Phone: 791-9800

(Located in the lower level of the Township office building)

A. In General.

By ordinance, the Saginaw Township Building Department is empowered to order dangerous buildings made safe or demolished. A dangerous building is one which is vacant and open to trespass. If a property owner fails to take required action, the Township may then demolish the structure and assess the cost of demolition against the property owner.

The Building and Planning Department's general policy is to encourage property owners to either rehabilitate or demolish vacant buildings. All partially burned buildings must be barricaded within 24 hours of a fire. In the event of dangerous conditions (broken windows, doors or collapsed roofs), buildings must be either repaired or barricaded immediately.

If a vacant building is owned by the U.S. Department of Housing and Urban Development (HUD), the department will call HUD and report your complaint. It is strongly suggested that you also report the complaint to HUD.

B. The following procedures apply:

1. **INFORMATION NEEDED:** The specific address, or the addresses between which the building is located, and the type of area (residential, business or commercial).
2. In approximately seven (7) days, an inspector will make an on-site verification of the condition of the structure.
3. If the structure is indeed dangerous, a **TITLE SEARCH** will be conducted and the property owner contacted by registered mail. The owner will then be required to: a) secure the building against trespass; b) tear down the building; or c) rehabilitate the structure.
4. An **OFFICE HEARING** will be scheduled within twenty (20) days of notification. The property owner must attend this meeting with the building inspector or his appointed agent.
5. If the owner **DOES NOT COMPLY** or does not answer the letter, a Township hearing will be scheduled.

ABANDONED VEHICLES

A. On Public Property.

A vehicle is considered abandoned if it is parked continuously at one spot for 48 hours or more. The Police will ticket the registered owner of the vehicle. If you have a complaint of a car parked for 48 hours or more in front of your house, place of business, or anywhere else on a PUBLIC STREET, call the police department at 797-4580 (Central Dispatch non-emergency number).

The police will need the following information about the car:

1. Specific location (front of; rear of; alley behind; etc.)
2. License plate number, if it has one
3. Year, make, model, and color of the vehicle.

An officer will investigate your complaint as soon as possible. The officer will then tag the vehicle as being abandoned. The vehicle will be impounded and towed to the nearest storage lot at the owners expense. This usually will take several days to complete.

B. On Someone Else's Property.

Building and Planning Department

Saginaw Township Offices

4980 Shattuck

Saginaw, Michigan 48603

Phone: 791-9850

You may want to report cars parked on private property that you do not own. Examples include: neighbors who have unlicensed or inoperable cars parked on their front yard, vacant lots, side driveway, or backyard.

When you report such cases make sure you provide the correct address. If it is an empty lot, provide the addresses on both sides of the lot. The Building Department will have a code enforcement office make an inspection, usually within 48 hours of your complaint.

If the vehicle is inoperable and does not have license plates, the Building Department division sends a notice to the property owner to either repair and obtain license plates for the car or remove it. If the property owner does not comply with this order, then an appearance ticket can be issued to the property owner. If the appearance ticket is ignored by the registered owner, then a warrant can be requested through the Saginaw Township Attorney's Office for the arrest of the property owner.

ANIMAL COMPLAINTS

Animal Shelter

1312 Gratiot Ave.

Saginaw, Michigan 48602

Phone: 797-4500 - or - for Emergency (after 5:00 p.m.): 797-4580 (Saginaw Central Dispatch)

Barking Dogs

To report a barking dog, call 797-4580 for a police office to respond. You may also go to the Police Department to file a report. If the dog is a stray, the police will call the Animal Shelter and the dog will be taken to the pound.

Dead Animals

You may report dead animals on public property to the Animal Shelter. They will usually be picked up within 24 hours.

Dog Bites

Call the Animal Shelter at 797-4500, or Saginaw Central Dispatch at 797-4580.

Dog Licensing

Animal Shelter
1312 Gratiot Ave
Saginaw, Michigan 48602
Phone: 797-4500

or

Saginaw Township Offices
4980 Shattuck
Saginaw, Michigan 48603
Phone: 791-9800
(These can only be purchased at the
time you pay your property taxes.)

It is unlawful for any person to own, possess or harbor a dog over one year of age in the Township and or County without first having obtained a license. A license applicant must have a valid vaccination certificate showing that immunization against rabies has been obtained for the dog being licensed. The licenses must be renewed on or before February 1st of each year. Cost of the license is \$7.00 for neutered dogs and \$25.00 for non-neutered dogs. If you are a senior citizen and the dog is neutered, the cost is \$5.00. Licenses are available by mail. (Address and phone number above.)

Loose Dogs

If dogs are running loose, you can contact the Animal Shelter or Saginaw Central Dispatch at 797-4580 for a police officer to respond. Saginaw Township has a leash law and dogs are not permitted to run loose. A copy of this law may be picked up at the Saginaw Township Police Department. Any

violations of these laws could result in the issuance of an appearance ticket to the owner of the dog.

Stray Dogs

Saginaw Township requires dog owners to keep their dogs on their property and requires all dogs to be restrained by leash when on public property. You may report stray dogs to the Animal Shelter or Saginaw Central Dispatch.

One of the above agencies will investigate your complaint as soon as possible (usually that day). If it is an emergency situation, it will be investigated immediately. All dogs apprehended will be taken to the Animal Shelter. Owners who allow dogs to run loose will be issued an appearance ticket.

BUILDING CODE VIOLATIONS

*Building & Planning Department
Saginaw Township Offices
4980 Shattuck
Saginaw, Michigan 48603
Phone: 791-9800*

A. Residential Building Violations.

For those who rent a house or an apartment, it is suggested that you report any needed repairs (structural, plumbing or electrical defects) to your landlord first. If your landlord refuses to make the repairs, you may report the defects to the agency listed above. You may also report defects in residential buildings in which you do not live.

The Building Department will send an inspector to investigate your complaint as soon as possible. The inspector will evaluate the situation and determine whether the reported condition is a violation of the township code. If the condition is found to be a code violation but is not deemed an emergency, the owner is notified in writing that he/she has 20 days to make the repairs. If the condition is deemed an emergency, the owner is notified that he/she has five (5) days to make the repairs.

Sometimes the inspector from the Building Department must refer your complaint to the Plumbing or Electrical Inspector for evaluation. An inspector from these divisions will investigate your complaint as soon as possible based on both yours and their schedules. This usually takes five (5) working days. After this inspection, the violation notice can be issued.

B. No Water Service or Raw Sewage Outside.

If there is no water service in the building or there is raw sewage outside the building or in basements, call the Department of Public Works (DPW) at 791-9870. Complaints of this nature can usually be dealt within two to three hours.

After the investigation, the DPW will serve the owner notice to make the corrections within two

(2) days. If the owner does not comply, the Health Department will initiate prosecution in the 70th District Court or order the building vacated.

CRIME VICTIMS INFORMATION

Under the Michigan Crime Victims Rights Act, an individual who suffers direct or threatened physical, financial or emotional harm as the result of a felony or other included crime, is entitled to the following:

1. Emergency and medical services, if applicable.
2. You may be eligible for crime victims compensation benefits. To apply, fill out an application available from the Crime Victims Compensation Board. Their address is P.O. Box 30026, Lansing, MI, 48909; phone (517) 373-7373.
3. When a suspect is arrested for a felony, this law enforcement department will notify you no later than 24 hours after the defendant is arraigned. When the suspect is arrested for a misdemeanor, this police department will notify you no later than 72 hours after the defendant is arrested. At that time, you may telephone the Saginaw County Sheriff Department at 790-5461 to determine whether the defendant has been released from custody or, if the suspect is a juvenile, contact 799-6268.
4. If within six (6) months, you are not notified of an arrest in your case, you may call the Saginaw Township Police Department for the status of your case.

For additional information about your rights, you may call the Saginaw County Prosecuting Attorneys Office at 790-5330. The address is 111 S. Michigan, Saginaw, MI 48602.

DEBRIS, LITTER, WEEDS

Recreation Department

Phone: 791-9860

A. On Play Fields and Parks.

The Department of Public Services (DPS) does the general maintenance work on play fields at the start of spring (weather permitting). Thereafter, DPS work crews clean each play field and park on a regular schedule throughout the summer. Weather conditions or special events may cause delays in scheduled maintenance. You may report debris, litter, weeds, illegal dumping, abandoned vehicles or unsafe conditions.

DRUG PROBLEMS

A. Illegal Sale of Drugs and Drug Houses.

To report the sale of illegal drugs, or to report a location where you suspect illegal drug activity is taking place, you may contact the Saginaw Township Police Department at 793-2310. You may also report the activity to the Bay Area Narcotics Enforcement Team (BAYANET) at 790-6581.

It is especially helpful to report specific information such as names or nicknames, physical descriptions, time of operation, and any other information you may obtain. You do not have to tell the police your name if you do not wish to do so.

B. Drug (& Alcohol) Addiction.

For information on drug abuse and referrals to help users or their families, call the toll-free, 24-hour national hotline at 1-800-COCAINE, or Dot Caring Center at 790-3366.

GARBAGE

Department of Community Development - Waste Line
Phone: 790-3850

A. Pick-Up Crew spillage.

The Department of Public Services' (DPS) policy on complaints of spillage, is to advise the crew to be more careful and thorough. You can help alleviate the problem in several ways:

1. Do not overload containers.
2. Be sure to use tight-fitting lids on containers.
3. Use 2.0 mil thick plastic refuse bag and be sure to close them tightly.

If possible, get the truck number and report it when you call.

B. Damaged Containers.

If the crew has damaged your refuse container, you can file a claim for the amount of the damage. Keep the damaged container as evidence.

C. Holiday Collections.

Every area has a regularly scheduled day for refuse collections. If your collection day fails on a holiday, there will be no collections that day. Pickup will normally be made the next day.

D. Missed Collections.

Equipment breakdowns, personnel shortages or unusually LARGE amounts of refuse may cause delays in collections. A collection should not be considered missed until after 7:00 p.m. Crews are

assigned to work overtime to collect all refuse on a route. If your area was missed on your regular day, and there was not a serious weather condition (such as heavy rain or snow), call the phone number listed above.

Your complaint will be reported to the superintendent's office. Your refuse may be picked up in a day or two, depending on the area you live in. Otherwise, your refuse will be picked up on the next regularly scheduled day.

MEDICAL EMERGENCIES AND TRAINING

Emergencies - Call 911

The Emergency Medical Service (EMS) is a service provided to the County of Saginaw. Request an EMS unit **only** when a PERSON'S LIFE IS IN DANGER and HE/SHE REQUIRES IMMEDIATE TRANSPORTATION TO A HOSPITAL. EMS is available on a 24 hour basis.

The Red Cross Division offers training in cardiopulmonary resuscitation (CPR). This training will help you provide emergency assistance to someone experiencing heart and lung difficulties. They are located at 1232 N. Michigan, and can be reached at 754-8181.

NOISE - EXCESSIVE

Saginaw Township has a noise ordinance that makes it unlawful to operate noise producing instruments, sound amplifying equipment and devices such as radios, phonographs or stereo equipment in such a manner as to disturb the peace of a neighborhood. It is also unlawful to operate an excessively noisy motor vehicle or motorcycle. Copies of these ordinances are available at the Saginaw Township Hall or the Saginaw Township Police Department. If you wish to file a complaint, call Saginaw Central Dispatch for a police response, or you may go to the police department to file in person. Violators will be prosecuted if you are willing to sign the complaint and appear in court.

POLICE ASSISTANCE

A. Emergencies - Dial 911.

In case of an emergency (harm to person or property), when police assistance is required IMMEDIATELY, dial 911, wait for the operator and relate the following information:

- ± WHERE - the problem is (location)
- ± WHAT - the problem is. Are weapons or vehicles involved? If so, state the type of weapon and description of the vehicle.
- ± WHO - is involved (number of persons and their descriptions)

± WHEN - the problem occurred - or is occurring.

The operator will guide you through the questions. Try to remain calm.

B. Non-Emergencies.

In events where you need police assistance but do not need it immediately, call Central Dispatch at 797-4580. Example: To report a crime that has occurred, but is no longer in progress.

C. Prisoner Information.

Saginaw County Sheriff Department (JAIL)

618 Cass St.

Saginaw, Michigan 48602

Phone: 790-5461

If you have reason to believe someone you know is being held by a police department in Saginaw County, you may call the Saginaw County Sheriff Department at the number above. You must know the person's full name. The police can only supply information based on the name the person gave when he/she was placed under arrest.

RATS/RODENTS

Saginaw County Health Department

1600 N. Michigan

Saginaw, Michigan 48602

Phone: 758-3820

The Saginaw County Health Department exterminates rodents in the public streets, easements, and on private property that you own. They investigate complaints of RAT infestations inside buildings and on private property and will notify the owners of infested properties to correct the condition. If you know of any active rat infestation, report the location to the appropriate department.

A Public Housing and Commercial Buildings. Call the Saginaw County Health Department, Environmental Health Division at 758-3830.

If rodents are present, the division will send a notice to the owner requiring them to rid the entire premises of interior rate infestation, to close all rat openings, to clean the infested areas and to maintain the premises in a rat-free condition at all times. Effective extermination measures must be taken in occupied buildings within three (3) to five (5) days. A follow-up inspection will be made. If the owner

has not complied, court action may be initiated by the Department of Health.

B. Private, Single Family and Apartment Buildings. Call the Housing Improvement Inspection Division of the Health Department.

C. Outside Buildings.

Again, the Health Department will give assistance to you. However, they will not remove or pick up the dead rats. It is the responsibility of the property owner to bury or properly dispose of the dead rats in a garbage can.

RECREATION

Recreation Department

4870 Shattuck

Saginaw, Michigan 48603

Phone: 791-9860

A. General Information.

The Recreation Department oversees the following sports:

- θ Youth Basketball
- θ Men's Basketball
- θ Volleyball
- θ Girls Softball
- θ Men's Softball
- θ Women's Softball

B. Senior Citizens.

The Recreation Department offers Shuffle Board and Horseshoes to Senior Citizens. There is a league in the summer for both. You have to be 50 years of age or older to be eligible to play in the league.

STREET LIGHTING

Consumer Power Company

Phone: 1-800-477-5050 (General & emergency repairs)

A. To Report Street Lights Out: Call 1-800-477-5050.

B. For Repairs: Call 1-800-477-5050.

Most street lighting repairs are made within one to two days. When there is extensive damage from storms, repairs may take several days or even weeks.

STREET REPAIRS - POT HOLES

*Saginaw County Road Commission
3110 Sheridan
Saginaw, Michigan 48601
Phone: 752-6149*

The Saginaw County Road Commission makes the repairs to all Saginaw County Roads. Street repairs are usually made in the spring and summer. However, potholes are repaired throughout the entire year. Report holes and low areas filled with water to the Road Commission. Weather permitting, a crew will make the repairs within two (2) weeks of your complaint

Water accumulation on the streets is usually caused by clogged drains rather than low areas. Saginaw Township DPS will inspect your complaint and inform you of the cause of water accumulation. If low pavement is the cause, repairs will be made at the earliest time construction schedules allow. Streets in very poor condition are repaired on a scheduled, seasonal construction program. Those in the worst conditions take priority.

SNOW & ICE REMOVAL

*Saginaw County Road Commission
3110 Sheridan
Saginaw, Michigan 48601
Phone: 752-6149*

Saginaw Township roads are plowed and salted by the Saginaw County Road Commission. Persons who own, occupy, or control any building or lot, vacant or occupied, are responsible for snow and ice removal from sidewalks in the front, rear, and sides of their building or lot. The Saginaw Township Board of Education is responsible for snow and ice removal on school walkways surrounding the school.

TRAFFIC CONTROLS

*Saginaw County Road Commission
3110 Sheridan
Saginaw, Michigan 48601
Phone: 752-6149*

A. Repairs.

Traffic signs are repaired as soon as possible after your complaint is received. Stop and Yield signs get top priority, while other signs are repaired as soon as work schedules permit. To report a broken traffic sign, call Traffic Engineering.

Your complaints are reported to the sign shop. That shop in turn notifies the work crew. These signs are repaired on the same day your complaint is received or very early the next morning. Reports for other signs are investigated and repaired as work schedules permit.

TRAFFIC LIGHTS

- A. County Roads. Call the Road Commission at 752-6149.
- B. State Highways. Call the Michigan Department of Transportation located at 3510 So. Washington, 754-0784, ext. 21.

The above listed numbers are responsible for the maintenance of traffic lights on their respective streets. If you notice a traffic light out you can report it to one of the above numbers or you can call Saginaw Central Dispatch at 797-4580 to report the same.

TRAFFIC VIOLATIONS

*70th District Court
111 S. Michigan
Saginaw, Michigan
Phone: 790-5390*

If you have been cited for a traffic offense within Saginaw Township and wish to contest the violation, you must contact the Traffic Division at the 70th District Court at the number above.

Traffic Court cases are usually heard by a Court Magistrate who is appointed by the 70th District Court Judges. The decision of a Magistrate may be appealed to a 70th District Court Judge. You have 10 days to appeal. Please indicate that you wish to appeal at the time of your hearing. A court clerk will advise you of the appeal procedure. Failure to appear in court (unless the court has arranged another court date) or to pay the fine before the court date will result in a finding of responsible and the suspension of your driver's license. The amount of any fine can be obtained by calling the Traffic Division at 790-5390.

PARKING VIOLATIONS

*Saginaw Township Police Department
4930 Shattuck
Saginaw, Michigan*

Phone: 793-2310

In the event you have received any type of violation for parking, you may follow the directions for paying the fine located on the rear of the violation. You also may pay the fine in person at the above location. Questions regarding the violation should be directed to the police department. If you wish to contest the violation, you must notify the police department of your intention to do so. If you fail to take action on the violation within the prescribed time, a letter will be sent to you warning you to take action on the violation immediately. If you still fail to act on the violation, it will be turned over to a collection agency.

UNDERGROUND RAILROAD

Saginaw, Michigan

Phone: 755-0411

Information about emergency shelter, counseling services, and the legal rights of domestic violence victims is available from the Underground Railroad. The Saginaw Township Police Department also has informational packets available to the public.

YOUR LEGAL RIGHTS include the right to go to circuit court and file a petition requesting a Personal Protection Order to protect you or other members of your household from domestic abuse which could include the following:

An order restraining or enjoining the abuser from entering onto the premises.

An order restraining or enjoining the abuser from assaulting, beating, molesting or wounding you.

An order restraining or enjoining the abuser from threatening to kill or physically injure you or another person.

An order restraining or enjoining the abuser from removing minor children from you, except as otherwise authorized by a custody or visitation order issued by a court of competent jurisdiction.

An order restraining or enjoining the abuser from engaging in stalking behavior.

VOTING INFORMATION

*Saginaw Township Clerks Office
4980 Shattuck
Saginaw, Michigan 48603
Phone: 791-9830*

The Saginaw Township Clerks Office can give you information on how to register to vote, how to vote by absentee ballot, and elective office qualification.

WATER & SEWAGE

*Department of Public Service (DPS)
Phone: 791-9870*

A. Emergency.

The DPS maintains 24 hour emergency service. If needed, a work crew will be sent as soon as possible. Some examples of emergency service are:

- + Flooded streets.
- + Flooded basements.
- + Missing catch basin (street drain) covers. Any catch basin which has a missing or displaced cover should be reported the DPS or Saginaw Central Dispatch (797-4580).
- + Water main breaks and leaks. The Department of Public Service is responsible for the repair and maintenance of all broken water mains and water services under public streets. Interior house plumbing and the private water service that extends from the owner's property line to the house are the responsibility of the owner and will not be repaired by the DPS. Report the location of any public broken or leaking water mains immediately.
- + Water meter service. If your water meter is leaking or making noises, please report the condition to the DPS. The water department will inspect the meter and, if necessary, replace it at no cost to the property owner.
- + Water shut-off or turn-on. Call 791-9880. Plumbing repairs inside the home can be done by closing valves in the home's plumbing system. If you do not have the necessary valve, you

may request water shut-off or turn-on at the outside valve box by calling the water department.

ZONING INFORMATION

A. In General.

Property located in a residential area cannot be used for anything other than residential purposes without special permission (a variance) from the Board of Zoning Appeals. Violations include: using the backyard to fix cars for payment; the basement as a beauty parlor; the garage to sell paint, furniture, etc., on a continuing basis. You may file a complaint that a neighbor is using their property for something other than residential purposes. **YOU MAY REMAIN ANONYMOUS.**

The Building Inspector will send an inspector as soon as possible. If a violation exists, the property owner receives a notice to remedy the situation within 20 days. An inspector will re-inspect the premises to determine compliance. If the person has not corrected the violation, a letter is sent to advise them of pending court action in the 70th District Court.

B. Permits. Call the Building Department at 791-9850.

A permit is necessary if you wish to build a new structure, or, remodel or alter an existing building or property within the Township limits (for example, a swimming pool in your backyard.)

NOTE: If you have any questions regarding this booklet, please contact the Saginaw Township Police Department.

INFORMATION FROM THE SAGINAW TOWNSHIP POLICE DEPARTMENT

The Saginaw Township Police Department is located at 4930 Shattuck. This is just east of the intersection of Shattuck and No. Center. The department provides twenty-four hour a day police service. The front office is open weekdays from 8:00am until 5:00pm.

The police department is a multi faceted department in that it offers round the clock police coverage

through its Road Patrol Division, and a fully staffed Investigations Division. The Road Patrol Division offers first responding emergency medical attention through our Emergency Medical Technician officers, a Bike Patrol Unit, and a Police Crossing Guard Unit for school crossings. The Investigations Division has detectives that work on complaints that come in daily from the road patrol officers. It also has detectives that work actively and covertly on many in progress type crimes such as larcenies and burglaries. The unit also supplies the schools in the township with a full time school resource officer and a D.A.R.E. officer.

To speak to somebody from the Saginaw Township Police Department, you may call **793-2310**.

To speak with someone from the Investigations Division, you may call **791-7226**.

If you have any emergency, call 911.

If you have a non-emergency, but would like an officer to respond to your location, call **797-4580**.

TIPS FROM THE SAGINAW TOWNSHIP POLICE DEPARTMENT

ON PERSONAL SAFETY:

- ± Don't flash cash or jewelry.
- ± Don't park in dark lots.
- ± Don't use ATM's at the same time and place.
- ± Don't trust strangers.
- ± Ask for identification from public workers that come to your door.
- ± Never let strangers into your home.
- ± Install peepholes on doors that do not have a window.
- ± Don't give out personal information over the telephone.
- ± Drive with doors locked and windows up.
- ± Use only gas stations and stores with well lit parking lots.
- ± Look inside the store or gas station before entering.
- ± Look inside your vehicle before getting into it.
- ± Fill your car's gas tank at times you pick, don't let the tank get low enough that you can't choose when to fill up.
- ± Make sure your car is serviced regularly and in good working order.
- ± Don't go home if being followed. Drive to a police station or well populated spot and ask for help.
- ± Have your car's door key ready when you leave a store.
- ± Have your house key ready when you get home.

- ± Be alert and aware of your surroundings.
- ± Use common sense.
- ± Avoid dark, deserted routes.
- ± Carry a cellular telephone with charged battery, or carry change for pay phones.
- ± If you use public transportation, sit near the driver.
- ± Look outside before you go out, whether at home or in public. Make sure it appears safe.
- ± Leave an avenue of escape if someone approaches you that makes you feel uncomfortable.
- ± Don't hide house keys under the door mat.
- ± Never put your purse or wallet on the counter while examining merchandise.
- ± Never leave your purse in the shopping cart.
- ± Don't be conned....if it is too good to be true, it likely is. There is no material thing in life that is free that has any value.

ON PROPERTY PROTECTION:

- ± Make sure windows have tamper-proof locks.
- ± Entry doors should have deadbolt locks with 1" throw or more.
- ± Sliding glass doors should have a pin or lock fastening the slider to the stationary door. When the door slides on the inside of the frame, a dowel cut to size can be used also.
- ± If entry doors have exposed hinges to the outside, make sure hinge pins are non-removable.
- ± Basement windows should be permanently secured unless used as an emergency exit.
- ± Garage doors should always be closed and locked.
- ± Each exterior entrance should be well lit. Other areas such as rear and side yards, and driveways, may be lit as well. Motion lights work well for these purposes.
- ± When away from home, lights should be used. Timers when used with lights and radios work even better to give your home that "lived in" look.
- ± Also when away, make arrangements to have somebody take care of the newspaper, the mail, cutting the lawn, and clearing the drive and walks of snow.
- ± Have a neighbor park in your driveway when gone on trips.
- ± Give the police department emergency information (house check) for the time you will be away. This should include any keyholders.
- ± Keep shrubbery trimmed away from windows and doors. These allow for concealment for intruders.
- ± Alarms can be an effective tool to keep intruders out of your home. (Saginaw Township has rules regarding alarm systems and requires a yearly permit. Check with the Township Hall for details)
- ± Record serial numbers for items in your home and garage when possible, in case of theft.
- ± Marking stereos, tv's, etc. with your driver's license number helps identify property if it is

stolen.

- ± Always lock your car, even at home.
- ± Make sure you take the car keys with you when you exit your car.
- ± Never leave valuables in your car in plain view. If you must leave items in your car, lock them in the trunk.
- ± Do not leave cars running with keys in the ignition when you are away from the vehicle.
- ± Ladies, remember to take your purse with you when you leave your car, even if it to just go in and pay for gas.
- ± Keep bikes locked when not using them
- ± Make sure bikes are registered (the police department issues bike licenses).

ON DRIVING SAFETY:

- ± Wear your safety belt, especially if your car has airbags.
- ± Don't clutter up your windows and viewing areas with signs, ornaments, etc.
- ± Make sure windows, headlights, and taillights are clear of snow before driving.
- ± Make sure frost is scraped from windows before driving.
- ± Allow extra travel time when roads are poor due to snow, ice, or fog. Remember to drive at a speed and in a manner that allows you to stop your car considering road conditions.
- ± In the winter, emergency equipment in your car should include, a blanket, shovel, sand or cat litter, a flashlight, candles, and a lighter.
- ± If you should become stranded during winter months, do not run the engine for extended periods, and crack a window for ventilation.
- ± Don't get involved in roadway confrontations where another driver's Road Rage may draw you into a dangerous situation.
- ± If another driver becomes angry with you, try to ignore him/her, and do not make eye contact with the person.

VACATION SECURITY PRACTICES:

- ± Make your home look as normal as possible.
- ± Keep shades in daytime position (this allows police to see in).
- ± Put interior lights on timers.
- ± Have your mail and newspapers picked up.
- ± Keep grass cut/driveway shoveled.

- ± Have neighbors park a car in the driveway.
- ± Have neighbors/relatives watch your home.
- ± Put your home on the police check list.
- ± Have an emergency contact person with a key available.
- ± Unplug unnecessary electrical items.
- ± Turn down volume on telephone and answering machine.
- ± Take a last walk around the house before you leave to check security.