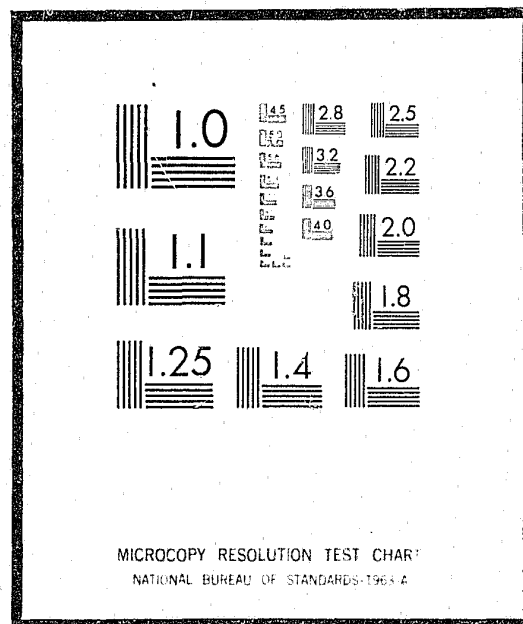


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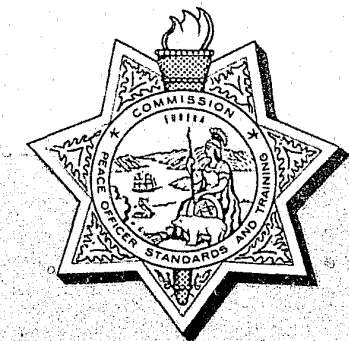
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CRIME

PREVENTION

MANUAL

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THE COMMISSION
ON PEACE OFFICER STANDARDS AND TRAINING
STATE OF CALIFORNIA

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CRIME PREVENTION MANUAL

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FOREWORD

Recently law enforcement agencies have been expanding their efforts in crime prevention. However, the direction generally taken has been to copy crime prevention programs from other jurisdictions without definite conceptual ideas as to how they would effectively operate within that agency.

This publication is intended to answer some basic questions relating to the importance of a crime prevention program as a major function of a law enforcement agency. It is intended to serve as the basis for the development or expansion of a well planned, conceptually based, crime prevention program. The publication has also been developed to serve as a reference source on specific crime prevention programs.

Because the subject matter is broad, reasonably complex, and of high importance to law enforcement administrators, POST staff will continue to research and develop work in this area. This report will be subject to further revision and refinement. POST staff solicits constructive criticism of this document. Any suggestions for improvement will be welcome and seriously considered.

Lois Willman, Staff Services Analyst, was the primary POST staff member involved in the development of this manual. Appreciation is extended to other staff members and the Crime Prevention Institute instructors for their assistance and input.

This manual has been reviewed by Sergeant Jerry Faeth, San Luis Obispo Sheriff's Department, and Michael E. Luddy, Crime Prevention Officer, San Mateo Sheriff's Department, Presidents of the Southern and Northern California Crime Prevention Officers' Associations, respectively. Their assistance and input are sincerely appreciated.

Bradley W. Koch
Director
Technical Services Division
September 1976

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CRIME PREVENTION MANUAL

Chapter 1

INTRODUCTION

Before a law enforcement agency can begin a community-based crime prevention program, the chief administrator should understand the total concept of crime prevention as it relates to the law enforcement agency and the community.

In this section, a basic overview of crime prevention is presented to assist the chief administrator in planning and establishing a crime prevention program.

WHY CRIME PREVENTION?

Law enforcement has an important, but by no means solo, part to play in controlling, reducing and preventing crime. The police are only the visible expression of the community's desire for law and order. If inroads are to be made into the crime problem, law enforcement must join together with the community in a participatory effort directed toward crime reduction.

Law enforcement must be the catalyst to work with and train citizens to recognize and accept their responsibility for the prevention of crime. This involves explaining the police role to the citizen: how criminals are apprehended, "punished" and "rehabilitated" and most importantly, working with the citizens to instruct them on how to prevent the criminal from plying his trade.

Perhaps, for the citizens, this means a return to the philosophy of the old, friendly neighborhood concept where person-to-person contact was the primary trait. Law enforcement must be able to show the citizens that they are their own best police force and should be looking out for and depending on each other.

Because of the increased demands for service placed upon law enforcement from the ever-growing population and crime rate, the citizen can no longer rely solely upon the police for total protection and security. If, in fact, they ever could. Conversely, no longer can the police maintain the "call us first" attitude which tends to negate citizen involvement.

What is required is a shared role; a total law enforcement/community commitment for the purpose of reducing crime. By practicing crime preventive techniques on both a public and private level, crime should be reduced thus relieving the police workload and ensuring citizens of a safer community environment.

WHAT IS CRIME PREVENTION?

The definition of crime prevention, as adopted by most United States' law enforcement agencies, was developed by the British and emphasizes actions which are taken by the police and citizens before a crime is committed. Based on this context, the definition of crime prevention is "THE ANTICIPATION, THE RECOGNITION AND THE APPRAISAL OF A CRIME RISK AND THE INITIATION OF SOME ACTION TO REMOVE OR REDUCE IT."

Drawing conceptually from the British, United States' law enforcement has developed varying forms of crime preventive techniques for a number of years. Men like Chief August Vollmer of Berkeley during the 1920's through early 1940's, Chief Edward Tothman of Oakland in the 1950's and 1960's and Chief John Fabbri of Fremont in the 1970's, were three of the leaders in California law enforcement in furthering the idea of crime prevention.

In 1968 John C. Klotter, Dean, University of Louisville, established the National Crime Prevention Institute which offered the first comprehensive crime prevention training to law enforcement personnel.

In 1974-76, the Commission on Peace Officer Standards and Training, in cooperation with Attorney General Younger's office, developed and presented formal training for California law enforcement officers assigned primary crime prevention duties, integrated applicable crime prevention techniques into law enforcement training courses and established a centralized repository of crime prevention information in the POST reference library.

In the past few years, many law enforcement agencies and communities nationwide have developed various crime prevention programs which have met with varying degrees of success. As more knowledge and expertise are developed in the field, hopefully the effectiveness of programs will increase.

BENEFITS OF A CRIME PREVENTION PROGRAM

Crime prevention is becoming an integral part of many law enforcement agencies because it blends the idea of criminal opportunity reduction with the existing methods of criminal apprehension.

Law enforcement and the community are realizing many additional benefits as a result of a community-based crime prevention program. Some of the more notable benefits are as follows:

Crime Reduction -- If a crime prevention program is successful, one of the primary results may be a reduction in the number of committed crimes.

Increased Law Enforcement Service -- The reduction of crime should afford additional time for patrol officers to practice more crime prevention techniques. Much could be done in this area by making the patrol function more crime prevention task-oriented for those times when the patrol officers are not responding to calls for service or other specified duties. Patrol activities could be complemented with various crime prevention techniques. For example, officers could be trained to look for cluttered display windows, inadequate locks on backdoors of businesses, insufficient lighting, dense or overgrown shrubbery around businesses and residences, and other vulnerable target areas. When risk areas are observed, the officer could talk to the responsible individual(s) and suggest security improvements.

Improved Law Enforcement Image -- The incorporation of crime prevention in departmental practices will do much to further the image of law enforcement while at the same time accomplish the goal of providing better law enforcement services. Generally, citizens only come in contact with the police when they are victims of crime. By utilizing crime prevention techniques, the police and community can come into contact with each other on a "noncrisis" basis. Such things as neighborhood block meetings or a patrol officer discussing security measures with a businessman are a positive approach to law enforcement; one which should not be considered less

important than other police functions.

Increased Citizen Involvement -- Citizens throughout the United States are becoming aware that one or two policemen for every 1,000 persons cannot adequately protect private property and persons. As citizens develop a better understanding of and a working relationship with their local law enforcement personnel, they can then take on more of the tasks of protecting themselves. This should give them a more vested interest in their own security as well as that of their neighbors'.

Increased Citizen Security -- As citizens work with the police on various crime prevention programs, an increased level of rapport and understanding usually develops between law enforcement and the public they serve. In many cases this relationship spawns a sense of security which results in a more congenial and empathetic attitude from the citizens.

In addition, citizens usually gain a greater sense of security after they have taken positive preventive steps in further securing their homes and property as emphasized in this manual.

Exemplary Results -- Crime prevention is a progressive step in achieving effective law enforcement. A successful crime prevention program is something that the chief administrator can be proud of and exemplify the results achieved to other jurisdictions and local officials.

POSSIBLE PROBLEM AREAS IN A CRIME PREVENTION PROGRAM

Regardless of the time and effort expended toward crime reduction activities, crime will never be eliminated or even dramatically reduced. Instead, the goal of crime prevention is to prevent as much crime as possible initially, rather than reacting after-the-fact to the rising crime rate.

One of the major problems that may be encountered after implementing a crime prevention program is a possible increase in reported crime. This may be due to the fact that citizens usually report more crimes because of their increased involvement with the community and their expanded knowledge and interest with law enforcement. This increased reporting of crime will cause crime statistics to rise, although in actuality, crime remains basically the same.

Even though the "increase" in crime is false, the resultant statistics are very real and difficult for the chief administrator to explain to the legislative body or his citizenry as to why the crime prevention program is not reducing crime but, in fact, increasing it.

It is strongly recommended that the chief administrator thoroughly discuss the possible rise in reported crime prior to the start of any crime prevention program with all concerned persons so there will be no misunderstanding regarding the program.

In detailing this program to his superior, the administrator should go over all aspects of his proposed program and an opportunity should be requested to present the program to the legislative body. In his presentation, the administrator should specifically identify the "crime increase" problem.

The same message should be carried to the local citizens through all regular communication channels. It should be approached in a positive vein with emphasis on the department's efforts to have the community reporting all crime activities so that the department can be more responsive in dealing with the crime problem.

Another problem for the administrator is the difficulty in proving that crime prevention is working. This creates a two-fold problem from an administrator's standpoint: identifying benefits of a crime prevention program and recognition factors.

In the detection/apprehension mode, a police officer or investigator can point to accomplishments in terms of arrests, citations, and other measurable indices. However, it is difficult for a crime prevention unit to indicate how much crime has been prevented.

To help counteract these negative characteristics, the chief administrator must place special emphasis on the evaluation phases of the program and concentrate on those areas which are measurable. (This area will be discussed in the "Evaluation" section).

From the standpoint of the community, it is difficult to pinpoint any specific disadvantage as a result of the incorporation of a community-based crime prevention program. One area, however, which has caused concern with the public is when crime prevention programs are discontinued after a number of years of operation. Program discontinuance is detrimental to members of the agency and the community who have worked diligently to establish the program.

This situation can easily impair relations between the law enforcement agency and the community, which in its program has stressed the need for community involvement. Program discontinuance may leave the public with a feeling of frustration and may increase their sense of apathy toward law enforcement. (This problem is discussed under "Continuing a Crime Prevention Program.")

DEPARTMENT INVOLVEMENT

The most important person involved in the development, implementation and continuation of a crime prevention program is the chief administrator. It is his decisions and commitment to the unit which ultimately determine its potential for success. For this reason it is imperative that the chief administrator understand the crime prevention concept, be cognizant of the community attitudes and needs, and totally support a crime prevention commitment.

The most difficult task for the chief administrator is to make the initial commitment to utilize manpower for crime prevention activities for the long-range goal of reducing crime.

Another difficult task the chief administrator will face is "selling" the idea of crime prevention to the department. In announcing the intent to establish a crime prevention unit he must make it specifically clear to department personnel that crime prevention is a total department involvement and not the exclusive responsibility of the crime prevention unit. He must encourage support from the entire department and emphasize benefits for actively incorporating crime prevention in law enforcement functions.

The chief administrator should discuss the department's plan for forming a crime prevention unit with the management structure of the community and explain its relevance in the area of crime reduction and community relations.

By including and working with members of his department, city administrators and community leaders, the chief administrator can provide a much more effective law enforcement/community crime prevention program.

In order to provide for an effective crime prevention program the chief administrator should establish a crime prevention unit to develop and direct the crime prevention activities of the department. This action should not be intended to indicate that a crime prevention unit is to have sole or exclusive responsibility for crime prevention activities in the department.

If the crime prevention program is to be meaningful, each officer in the agency should accept the crime prevention effort as a regular part of the department's responsibility. This approach is easy to say but difficult to implement. Nonetheless, it should continually be emphasized by the administrator that crime prevention is the entire department's responsibility and if a crime prevention program is to be successful, it must have the support of every member of the police organization.

One aspect of total department involvement deals specifically with the patrol officer. Although the officer is already performing crime prevention activities through "preventive patrol," etc., there are other crime prevention functions he could perform as a part of his regular duties. The crime prevention unit should work particularly close with the patrol division in determining additional crime preventive roles which they can assume. Examples of crime prevention activities to be performed by the patrol officer should include:

- "Mini" security surveys in residential and business establishments when already called to the premises to take a report;
- Making security improvement recommendations for such items as locks and alarms; and
- Informing citizens of various departmental crime prevention programs they should be involved in, such as Operation ID, Neighborhood Watch, etc.

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CRIME PREVENTION MANUAL

Chapter 2

PLANNING FOR A CRIME PREVENTION UNIT

The planning phase is considered to be one of the most important stages of any project. Decisions made at this point may have long-range ramifications, and thus be instrumental in the program's success or failure.

This section covers the critical stages involved in planning a crime prevention unit and provides guidelines for each specific planning need.

Commission on Peace Officer Standards and Training

FORMULATING A CRIME PREVENTION POLICY

The primary task the chief administrator should be concerned with when planning the establishment of a crime prevention unit is formulating policy for that unit. It is this policy statement, along with on-going actions of the chief administrator, which plays a determinant role in the acceptance of the program by the department and the community, and thus directly relates to the program's success.

Because the policy statement is the basis on which the program will be developed and administered, it should be in written form and articulated to all department personnel. This practice serves to communicate the direction the program will take and identifies the responsibilities of the department in crime prevention activities.

When preparing policies which have an impact on and require involvement from the community, it is recommended that input be secured from the community and the legislative body. This participatory involvement gives the community a voice in a matter which affects them directly and also helps to insure their continued cooperation and support.

It is imperative that the chief administrator accentuate the fact that crime prevention is not developed as a "token" or community relation-type program, but as a solid and pragmatic program which is an integral part of the department's operations.

An example policy statement is contained in Appendix A.

ESTABLISHING GOALS AND OBJECTIVES

An intricate part of any planning process is establishing goals and objectives which are utilized to manage program implementation and to evaluate the program. Goals and objectives in a crime prevention program perform important functions such as:

- providing direction and purpose to the unit so the staff will have a firm basis for understanding what they, as a team, are expected to accomplish;
- dictating the focus of work activities; and
- offering a baseline by which the crime prevention unit's progress can be monitored and evaluated.

The chief administrator should establish goals and objectives for the crime prevention unit which are realistic, meaningful and in line with the overall goals and objectives of the department.

There is a basic difference between goals, objectives and methods. Goals and objectives are statements of desired "ends" to be achieved. Of the two, the objective is a more specific statement of the desired results. Methods are the "means," techniques or

approaches by which goals and objectives are achieved. More detailed definitions of each of these terms follow:

- Goal—A general statement of a condition toward which an effort is directed; i.e., reduce residential burglary.
- Objective—A specific statement of the results to be achieved in relation to a particular goal; i.e., reduce residential burglary by 5 percent in beat 3 during the first quarter of 1975.
- Method—A technique or approach used in an effort to achieve a particular goal and/or objective; i.e., conduct 500 security surveys of residences in beat 3 during the first quarter of 1975.

Because an objective establishes measurable criteria, the crime prevention unit should be able to use this as a means to evaluate its progress and overall effectiveness on a periodic and final evaluative basis.

DEVELOPING BASELINE DATA

In the course of daily activity, police personnel are engaged in a great variety of assignments including public service assignments, crime and incident reporting, crime investigation and arrest activities. While each individual's activities alone may be relatively isolated, they may, when related to the total activities of each member of the department, reflect significant statistical trends in specific police problem areas.

Information brought to light by statistical analysis of reported police activities over a period of time can be used to take corrective measures as well as serve as a basis for crime prevention programs.

When determining data necessary to provide for the design, implementation and evaluation of a crime prevention program, the availability of departmental statistical information must be considered because much of the data required may already be available.

In planning and decision making, there must be available detailed information about crime activity in the jurisdiction. A major part of such information is gleaned from crime, incident, arrest, traffic accident reports, traffic citations, dispatcher's assignments, and officers' daily logs.

Based upon the statistical data available within the department, the chief administrator and the crime prevention officer(s) should be able to understand the nature of crime in the community and determine which crime prevention program(s) would be applicable. The goals and objectives established for the unit should be directed at reducing these identified crime problem areas.

If the department's statistical information does not cover all data requirements, a publication entitled "The Uses of Law Enforcement Management Information" has been developed by POST (available upon request) to assist departments in gathering baseline data.

The system utilizes a grid map to geographically divide the jurisdiction into managerial sections for the identification of areas of criminal and other activity which require police service. Figure 1 shows a jurisdiction broken down into reporting areas. The procedure for developing this system is explained in Appendix B.

A major decision for the chief administrator with the assistance of the crime prevention officer(s) to make is the determination of which data are necessary for the design, implementation and evaluation of each crime prevention function.

Because each program is different and varying amounts and types of information are required, it is impractical to outline specific information to be developed.

Instead, this manual will present an overview of the general types of data essential for most crime prevention programs. These data include:

- crime statistics
- demographic information
- attitude/opinion information
- activity data
- impact data

Each of these data area topics will be briefly discussed below.

Crime Statistics

Detailed information that pinpoints the types and locations of a jurisdiction's crime problem is key to the design and evaluation of a prevention program. Other statistical data which may be essential include the clearance rate and the arrest rate.

Clearance rate is generally considered to be a measure of the ability of law enforcement to solve crimes and arrest rate refers to the actual number of arrests made.

This crime information can be used very effectively in determining the area of concentration of crime prevention programs. It is also valuable in measuring the overall effectiveness of a prevention program by comparing figures taken before program implementation and those taken during and after program duration.

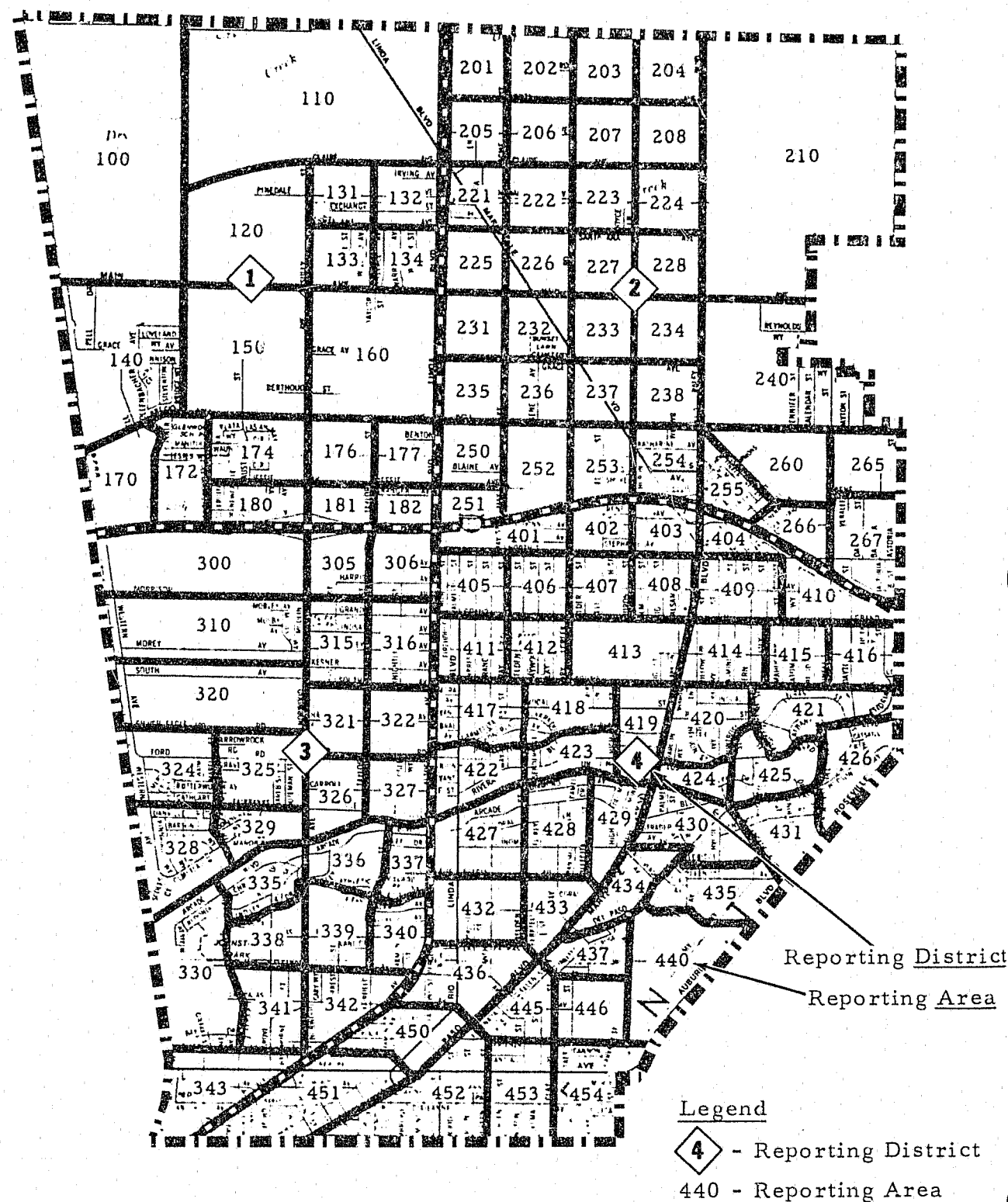
Crime statistics should be gathered as a first step in the design of a crime prevention program and maintained throughout the project on a daily basis and summarized monthly.

Demographic Information

Demographic information refers to the characteristics of human population, especially with reference to size and density, growth, distribution, migration, and vital statistics.

Figure I

REPORTING DISTRICTS AND AREAS



Note: Reporting Districts not usually necessary in smaller jurisdictions.

Demographic information, relative to the community, will be useful in the development of the overall crime prevention program from a number of perspectives. It will be valuable to the development of the public information strategies to be designed for use in particular areas of the community. It will also be useful, when analyzed in conjunction with crime statistics, in "targeting" program approaches within the community.

The following data elements should be considered essential in the development of a crime prevention program. The degree to which a particular agency will be able to gather such data will depend on the nature and available data resources.

Population of the Jurisdiction -- For calculating crime rates per population size, plus design strategies.

Median Values of House and/or Household Income -- Used as an estimate of property values and affluency so as to provide, for example, guidelines for type and magnitude of security improvements economically feasible.

Housing Units by Type (single family, multi family) for Jurisdiction -- Serve as a base to compare crime statistics.

Number of Commercial Establishments by Type -- To focus program activities and determine opportunity levels for criminal activity.

Depending upon the focus of the crime prevention program, additional demographic information may be developed.

Attitude/Opinion Information

Attitude/opinion data are measures of whether the department and the crime prevention program are actually satisfying public expectations, i.e., is "the right thing being done?" This type of measure is based on the attitudes of those persons before and after receiving services from a crime prevention program and those who have had no direct involvement in a crime prevention program.

There are specific time periods when attitude/opinion information should be gathered.

The first information should be gathered prior to the start of a crime prevention program. Further information should be collected after the public has been exposed to the program over a period of time. Subsequent follow-ups should be made periodically to determine fluctuation (if any) in the attitude/opinion levels of the public.

Law enforcement has found the use of questionnaires to be the most effective tool in obtaining attitude/opinion data.

The exact nature of the data that should be gathered will depend on the particular elements of a crime prevention program being analyzed and the time at which the information is obtained, i.e., pre-program or post-program. Examples of questions to be included on an attitude opinion survey as contained in Appendix C.

Some examples of questions to be asked of persons prior to the implementation of a crime prevention program might include:

- Are you afraid to go out alone at night?
- Do you think the crime rate in your neighborhood is high?
- Do you think the people in your neighborhood have a favorable attitude toward the police.
- Do you think, as a citizen, you can do anything to help prevent crime?

Some examples of questions that would produce effectiveness indicators from persons who have received direct crime prevention services from unit personnel (i.e., received security surveys, utilized Operation I.D., hardware, etc.) are:

- Has crime prevention actually reduced crime in the neighborhood?
- Has crime prevention changed the image and acceptance of the police?
- Has crime prevention reduced the "fear" of crime or victimization?
- Has crime prevention changed your attitude as to the role of the citizen in terms of protecting himself (as opposed to the police being the exclusive protectors of persons and property)?
- Were the services provided or points covered by crime prevention staff what you needed?
- Have the recommendations and/or suggestions provided by crime prevention staff been implemented? If not, why not?

A number of questions that could be raised with persons not having direct involvement in a program which could be used as effectiveness indicators are listed below:

- Are you aware of the jurisdiction's crime prevention program?
- Are you participating in the program?
- Why did you choose not to participate?
- Do you think crime prevention can have any effect on the incidence and/or fear of victimization?
- Do you understand what crime prevention is?

Activity Data

Activity data are used as efficiency measures to judge and document the amount of

crime prevention activity that takes place in relation to stated goals and objectives. As such, this measure represents an assessment of impact, or energy, regardless of output.

Data regarding program activity should be gathered from the outset of a crime prevention project. In addition, such information should be carefully maintained throughout the program on a daily basis and summarized monthly.

Activity information will answer such questions as "What did the crime prevention unit do?" and to a lesser extent "How well was the work performed?"

The exact nature of the data elements to be gathered and maintained will depend on the thrust and focus of particular crime prevention programs. A few examples of data elements that reflect activity include:

- Crime prevention brochures distributed and time spent;
- Security surveys conducted and time spent;
- Speeches given, number in attendance, and time spent;
- Special presentations made, number in attendance and time spent (neighborhood security, commercial, rape, etc., broken down by type);
- Crime prevention in-service training sessions held, number of officers involved and time spent;
- Crime patterns identified through the analysis of data and time spent; and,
- Special projects conducted, which focus on the achievement of program goals and objectives, including number participating and time spent.

Impact Data

Impact data are used to measure program effectiveness to evaluate the impact of program activities upon an identified problem.

Indicators used should be "end-result" oriented and should relate to what is ultimately achieved as defined by program goals and objectives. As such, these measures assess the results of an effort rather than the effort itself.

The development and maintenance of impact statistics must be undertaken at two specific times. First, as part of the program design phase, a variety of crime statistics should be documented which will serve as impact or effectiveness indicators, i.e., burglary rate, value of property stolen, etc.

The monitoring of the crime statistics selected as impact indicators in relation to program goals and objectives will have to be continued on a systematic basis throughout the project—preferably daily and summarized monthly.

Due to the nature of the goals and objectives of a crime prevention program, new impact statistics might have to be developed. For example, calls for service in a particular area where a Neighborhood Awareness program is to be run may be selected as one type of effectiveness indicator. If this is the case, the unit would have a two-fold responsibility.

Staff would have to go back at least one calendar year prior to beginning the project and document the number of calls for service. As soon as the neighborhood program was started, staff would have to begin monitoring and recording the calls for service to insure that some conclusions could be drawn with regard to the work being performed, dependent, of course, on demographic changes that may have taken place.

The degree to which additional data collection would be required for the evaluation of program impact depends on two factors:

- the scope of crime statistics data gathered; and
- the unique nature of a program and/or need to select specific indicators due to program goals and objectives.

Impact data will have a number of uses throughout the project period. These include:

- to indicate program results;
- to satisfy various reporting requirements;
- to strengthen the public information program by documenting actual results; and,
- to provide staff with an understanding of what their efforts are actually producing.

Maintaining Orderly Records

The task of gathering and analyzing data will be futile unless an orderly records system is maintained.

For each type of data collected, as well as the various other paperwork generated, the crime prevention unit should establish an appropriate records keeping system based upon guidelines and direction of the program.

Regardless of the methods employed, it is imperative that they are easy to use, understand and maintain.

ORGANIZATION AND PERSONNEL REQUIREMENTS

When planning any new unit, there are many areas to be considered in its organization and structure. These areas include:

- location of the unit
- manpower allocation
- personnel selection
- personnel training
- scope of activities

Location of Crime Prevention Unit

The location of the crime prevention unit within the department will be dependent upon a number of factors. Among these factors are the size of the department, the particular organizational structure employed, and the nature and intensity of the crime prevention program to be implemented.

Since crime prevention should involve the activities of the total department, it is recommended that the crime prevention unit be located in the administration division or directly under the chief administrator. Placing it directly under the chief administrator will provide emphasis in the start-up activities of the program, however, when the program is well established and accepted by the department, it may be beneficial to place it functionally in the administrative division. This positioning will give unity of command and continuity of leadership without sacrificing the status and importance of the crime prevention function.

Although it is important that the chief administrator be closely identified with the crime prevention program, it is not necessary that he be encumbered with the day-to-day supervision after the program becomes operational.

Positioning elsewhere in the department, i.e., patrol or investigative divisions, may result in a crime prevention officer being used for other police duties in the event of illness, vacation, etc., of regular personnel. This practice could result in a loss of continuity for crime prevention activities and deemphasize its importance.

It is also recommended that the crime prevention unit be organized as a specifically identified function in the division rather than come under the direction of another ongoing program. This placement as a separate unit exemplifies the importance the chief administrator has placed on the unit and all crime prevention efforts can be focused in furtherance of the goals and objectives of the program.

Many police agencies have found that by establishing crime prevention as a separate unit they could then locate related functions such as community relations and school liaison under the crime prevention unit.

Manpower Allocations

The size of the crime prevention unit should relate to such factors as the size of the department, community population, the nature and extent of the local crime problem, the geography, and the philosophy of the department regarding crime prevention.

As a partial guideline, it is recommended that initially, departments with an authorized strength of 200 to 1,000 should strive for a goal of one percent of their personnel be assigned to crime prevention, and, departments with authorized strengths under 200 should designate at least one officer as a full-time crime prevention specialist. This ratio currently appears to meet the minimum desired requirements for an effective crime prevention unit. It should be emphasized that this is the minimum recommended number of personnel and as the crime prevention program expands and additional requirements are placed on the unit, personnel should be augmented accordingly.

Personnel Selection

When selecting a crime prevention officer(s), the chief administrator should be cognizant of the special qualities an effective crime prevention officer should possess.

A good crime prevention officer should be interested and believe in crime prevention as a viable and valuable part of law enforcement work. He/she should have the capability for public speaking since much of a crime prevention officer's time is spent on group presentations, along with occasional interviews by the press and public. A crime prevention officer should have the ability of developing a good rapport with people in order to deal with the public and other departmental personnel. A crime prevention officer should also be inventive, possess good writing ability, and be openminded to new techniques and ideas.

Because of the numerous tasks involved in operating a crime prevention unit, the crime prevention officer should be able to work with a minimal amount of supervision. Since crime prevention is a newly practiced field it may be met with scepticism and ridicule. Therefore, the crime prevention officer must be a "salesperson" in the sense of convincing the public and the department that crime prevention is a worthwhile function.

Most importantly, a crime prevention officer should not be selected simply to fill a "retirement" position.

Personnel Training

In order for a crime prevention unit to function at its optimum level, the chief administrator should arrange for all crime prevention unit personnel to receive basic crime prevention instruction at the first possible opportunity.

The POST certified California Crime Prevention Institute is recommended because it covers the basic areas relative to developing and maintaining a community crime prevention program. If this training program is not feasible, other training facilities throughout the state offer less comprehensive crime prevention training ranging from one day to approximately one week.

Crime prevention personnel should be assigned to attend advanced crime prevention training courses when such courses are relative to the work being conducted by the unit. An advanced course should not be just a "rerun" of the basic course, but provide training curricula specifically aimed at the officer who currently has a background in the crime prevention area.

The crime prevention unit personnel should also keep up to date on crime prevention literature and new programs developed in other locales. Equally important is communication with the California Crime Prevention Officers' Association and other jurisdictions regarding various crime prevention program success and failure situations.

Because of the important role patrol officers play in crime prevention, they should be thoroughly versed on the subject as it relates to their job. If possible, the other members of the department should receive at least a nominal amount of crime prevention training in order to know and understand the crime prevention concept.

Training for patrol officers and other departmental personnel can be accomplished through an in-service or roll call training program developed in coordination with the crime prevention unit and the training officer.

By 1977, elements of crime prevention training will be available in the basic, supervisory, middle management and executive development courses certified by POST for California law enforcement.

Scope of Activities

It is recommended that when establishing a crime prevention unit the chief administrator have a job description prepared covering activities which the crime prevention officer will be involved in. This insures that the crime prevention officer and other department members are cognizant of the prescribed functions and hours for that job classification.

The scope of activities to be performed by a crime prevention officer are varied and require working hours somewhat different than the normal work assignments.

To be effective, a crime prevention officer should be available during standard working hours to deal with business-related security problems and also available during early evening hours to address homeowners and neighborhood groups as required.

Some of the major activities a crime prevention officer may be involved in include:

- Community Liaison — Perform necessary liaison with the community for the development, promotion and implementation of community crime prevention programs.
- Citizen Information — Institute crime prevention and education programs for citizens through seminars, workshops and the media.
- Maintain Crime Prevention Program — Maintain an up-to-date evaluation of the effectiveness of on-going crime prevention programs in the jurisdiction.
- Crime Trend Analysis — Project crime patterns in the jurisdiction and alert police and citizens of these crime trends and recommend preventative measures.
- Planning Commission Advisor — Act as a staff advisor to the planning commission for community environmental planning.

- Legislative Analysis and Development — Review new and pending legislation which may affect law enforcement, and assist in the development of security ordinances.
- Media Announcements — Prepare press releases and other media announcements.
- Security Industry Liaison — Act as liaison with the security industry and maintain up-to-date knowledge of new security products and legislation.
- Institute Training — Institute crime prevention education programs for department personnel through in-service training.

A more thorough explanation of activities to be performed by the crime prevention officer is shown in Appendix D.

FUNDING A CRIME PREVENTION PROGRAM

Budgetary Concerns

Financing, or preparing a budget, is usually referred to as more of an art than a science due to the planning and oftentimes complicated procedures involved.

The budget is the monetary means by which a police agency achieves its goals and objectives. Based upon the department's goals and objectives, the chief administrator determines what appropriate activities the crime prevention unit should be involved in.

After these activities are established and prioritized, all costs necessary to accomplish the actions and the benefits to be achieved are forecast and the budget is drawn up and submitted for approval and execution.

Once the budget has received the necessary approval, the actions chosen are initiated. Accountings are made of all budget expenditures and eventually the activities are studied in order to determine how effective and efficient they were and if adjustments are necessary.

The crime prevention officer should provide advice to the chief administrator to assist him in determining the crime prevention unit needs. In order to do this, the crime prevention officer should know where the dollars the agency requires come from and, particularly, where they will come from in the future. Without a thorough knowledge of what the community is capable of supporting, planning can not be effective.

It is difficult to present guidelines as to what budget items and amounts should be requested. However, some suggestions can be offered with regard to typical budget items and the approach that might be taken when attempting to design a program.

The crime prevention unit's budget request should be prepared and submitted as a unit rather than consolidated with another unit or function. This will enable the crime

prevention operation to be viewed as a specific entity with a specified amount of funds for designated expenditures.

Budget items to be considered are similar to other unit requests and include funds for personnel, equipment, and operating funds for such items as printing and duplicating, advertising, training, audio-visual material and equipment, hardware displays, etc., which are with the resources of the city/county.

Items and quantities of items most generally will be determined based upon the degree and intensity of the crime prevention program and the extent of donation and support from citizens and the business community.

Whenever possible it is recommended that a vehicle be assigned full time to the crime prevention unit for transportation purposes and to allow the officer(s) to keep security hardware displays, literature, and possibly audio-visual equipment in the vehicle without having to transfer it daily.

Many agencies have found a van to be the most practical vehicle for a crime prevention unit. Not only does it provide transportation and storage area, but it can also be used for displaying various security devices to the public.

Alternate Sources of Funding

Funding is normally available from three sources: city/county funds, grants, and local sources.

If the department is unable to secure funds to support a crime prevention unit through the regular budget process, and/or the department has been the recipient of a crime prevention grant which has terminated but the department still wishes to maintain a crime prevention program, other sources of funding should be explored.

More and more agencies are putting together innovative programs from both government and private grants. Some of the sources of grants available in California are: LEAA, Kaiser Foundation, Crown Zellerbach, Hunt Foundation, Alameda County Foundation, Bank of America, Fibreboard Foundation, Fleishaker Foundation and Gerbode Foundation. For a more complete listing, the National Foundation Directory should be consulted. It is located in the local library's reference section and contains 4,000 to 5,000 listings of possible grant sources.

Locally, there are also numerous funding sources available which include service clubs, contractors' associations, insurance associations and various fund-raising programs.

In California there are many successful crime prevention programs which operate with no allocated funds other than a specified law enforcement manpower allocation. These programs rely upon community volunteers and financial backing from community

businesses and organizations. They function only through the ingenuity and hard work on the part of the crime prevention officer(s), community involvement and the chief administrator's commitment for a crime prevention program.

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CRIME PREVENTION MANUAL

Chapter 3

DEVELOPING A CRIME PREVENTION PROGRAM

After the planning phases for the Crime Prevention Unit has been completed, the next critical stage is the development of the program.

This chapter covers the "how to" of organizing activities, building community support and continuing support for the Crime Prevention Program.

Also included is a section on legislative concerns which the chief administrator should be aware of in the development and continuation of a crime prevention program.

ORGANIZING ACTIVITIES

The implementation of a crime prevention program is not necessarily one distinct task, but is a continuing process.

A primary concern for the chief administrator will be to "tie together" all of the activities outlined in Chapter 2 so the crime prevention unit can begin to function as a coordinated effort with the total department.

Having accomplished this, the crime prevention unit is ready to begin implementation of specific crime prevention programs.

Initial decisions connected with program implementation deal with program selection, determining program areas, analyzing need vs. resources, and announcing the program.

Each of these areas are briefly discussed below.

Program Selection

Based upon the community needs identified during the compilation of crime statistics and the development of goals and objectives, the chief administrator, with the assistance of crime prevention personnel, can begin implementation by determining appropriate crime prevention program(s) to be implemented.

It is recommended that agencies begin implementing basic crime prevention programs such as Operation Identification and Neighborhood Watch. These programs are recommended because of their simplicity, nominal cost, limited manpower requirements, and public appeal.

A variety of crime prevention programs will be individually explained in the next section to assist agencies and communities in selecting a program(s) which best accomplishes their desired goals.

Determine Program Area(s)

Equally important as program selection is site or target area selection. The department, relying upon community input, must carefully select the target site(s) based upon area need, crime problem, impact to be achieved by the specific program, and feasibility of the program being accepted and continued.

The grid map, as described in Appendix B, should prove extremely helpful in locating areas of program implementation.

Analyze Needs vs. Resources

Another factor to be considered in the implementation stage is the careful analysis of community needs which have been determined relative to resources available.

For example, it would not be practical to expend a considerable amount of money and personnel time to develop a rape program in an area where the incident of rape is low but the burglary rate is increasing at a steady pace.

Instead, resources should be directed at burglary reduction with, perhaps, secondary emphasis in the less designated areas of need.

Announcing the Program

A "plan of action" should be determined along with setting a date for the "kickoff" campaign. Care should be taken in selecting a date to commence the program so it does not compete with major holidays, general vacation periods, large conventions, fire prevention week, etc.

Announcement of the prevention program(s) should be approximately 30 days prior to implementation date. Until that time, publicity should be kept at a low level in order to get the greatest effect at time of announcement.

All available means of publicity should be utilized. Sources include: press conferences, kickoff dinners, special presentations to city council, television and radio spots, newspaper ads and feature stories, posters, door-to-door flyers and public displays.

BUILDING COMMUNITY SUPPORT

A major problem faced by law enforcement agencies throughout the country is insufficient citizen involvement in the fight against crime. A question often asked is "How do we get the public involved?" Perhaps the solution is simply "to ask."

It is estimated that 45 million Americans give free time each year to some type of public service. A recent Gallup Poll pointed out that 3 out of every 5 citizens would be willing to give up to 10 hours per week for volunteer community service, if they only knew where to go and what to do.

Before organizing citizen power, however, there are a few important questions to be answered: Who should organize the effort? Who should participate in the process? What is the role of public officials (excluding law enforcement)?

Who Should Organize the Effort?

Because the chief administrator is one of the key figures in the community, he should play the major role of organizing community support. His public support of the crime prevention function and request for citizen involvement should have a definite impact on the public's response.

Also, because of the chief administrator's position, he has close contact with many individuals and groups whose support could prove beneficial to the crime prevention effort.

The chief administrator's commitment to the crime prevention effort should provide the direction and enthusiasm to initiate the necessary community involvement.

It is the crime prevention officer's responsibility to assist the chief administrator in building community support for the crime prevention effort.

Who Should Participate in the Process?

Jurisdictions have implemented crime prevention programs relying upon varying degrees of community support.

Many law enforcement agencies have developed and implemented a community crime prevention program without any (or a nominal amount) of input from community members.

Although citizen input is not a prerequisite to a successful crime prevention program, it is recommended. The public may be more likely to accept and maintain a program which they were called upon to help in determining needs, defining problems, and establishing criteria by which implementation/improvement would be accomplished.

Other agencies have taken a moderate approach and relied upon public input on a limited basis.

In this type of a situation, an informal group of citizens could be called upon to assist in the development and/or implementation of a crime prevention program.

Primary control is maintained by the initiating law enforcement agency with the public serving in an advisory or assistance capacity.

The third alternative relative to community participation involves the formation of a steering committee or citizen task force in order to coordinate activities for the crime prevention program.

It is recommended the chief administrator, with the assistance of crime prevention personnel, select members for the committee by contacting key figures in the community, business organizations and civic groups. Although law enforcement need not serve as "chairman" of the committee, it is their responsibility to coordinate committee activities and participate in the decision-making process.

The membership of this committee should include business and citizen leaders who represent a cross section of the community.

Members should be thoroughly versed on the concept of crime prevention and what the law enforcement agency hopes to achieve by the implementation of a prevention program. The committee's primary purpose should be to assist and support efforts to improve the crime situation in the community.

The committee should be concerned with the subject of crime prevention and the toll crimes take on the community as a whole. The committee is to pursue all avenues to

reduce criminal opportunity within the community by working hand-in-hand with the police in emphasizing to the public, that they, too, must become personally more responsible to make crime more difficult to potential offenders.

Community sources for committee members include the Chamber of Commerce, American Society for Industrial Security, insurance agent representatives, Jaycees, PTA, women's organizations, school administrators, local locksmiths and alarm associations, builders' associations, service clubs, and the press.

Persons should not be invited to serve unless they have the time to fulfill their assignments for a reasonable time. High turnover or a "do nothing" committee can quickly cause a good program to fail. Do not completely disregard those persons who would like to serve but decline because of other commitments; however, these persons can be an excellent source of information and strong supporters of the program.

What is the Role of Public Officials?

Whether or not and to what extent public officials (excluding law enforcement), serve on the committee is an important decision. It is suggested that if officials are involved they be used in an advisory capacity. The lack of public officials on the committee tends to:

- assure the group's independence, impartiality and objectivity;
- promote more frank and productive discussions; and,
- minimize any charges of manipulation or service to one or another's advantage.

CONTINUING SUPPORT

Continuing support for crime prevention programs is often more difficult than initiating original interest. Many good programs have ended through inactivity and lack of interest from the law enforcement agency and/or the community.

For this reason, it is imperative for the law enforcement agency and the community to recognize that there are high and low interest periods for any program. Therefore, contingency plans should be developed for these low interest periods to introduce activities that will stimulate new interest.

Determining who should assume the primary role in coordinating and stimulating new interest in the program will depend upon the type of program involved. For example, a security survey program is maintained primarily by the law enforcement agency, and, therefore, they should assume the major role in continuing the program.

Maintaining Community Support

Law enforcement must continually seek the input by citizens from the planning stage

forward. Once the planning begins, there should be as few delays as possible through the program implementation. Otherwise, community interest and momentum, which may be significant initially, could drop off before the activity becomes institutionalized.

It is important to keep the participants informed and make them feel that they have a vital and important part in the program. Therefore, it is necessary to maintain provisions for feedback to all program participants.

Failure of many programs has resulted from either a lack of or overabundance of involvement in the program by the law enforcement agency. There must be a median role for law enforcement in community crime prevention programs.

After a crime prevention program has been implemented in the community, the department must remain actively involved, not necessarily as a primary figure, but perhaps in a more supportive capacity. For programs such as Neighborhood Watch and Operation ID, community program leaders should play the dominant role with law enforcement acting in an advisory and coordinating capacity.

The department and the community should work together on ways to maintain or revive interest and further involve participants.

The chief administrator plays a major role in maintaining community support for the crime prevention program(s). He must maintain publicly his support for the program(s) and continually inform the people of the effect crime prevention techniques have had on their community.

Citing specific incidents where citizens have played an intricate part in the prevention of a crime or the apprehension of a criminal through the use of crime prevention techniques is a strong reinforcement for the program's continuation.

It must be remembered that the community is involved in crime prevention only on a voluntary basis and, therefore, need reinforcement regarding their efforts.

Maintaining Departmental Support

Oftentimes the task of maintaining department support of the various crime prevention programs is equally as difficult as continuing support in the community.

The chief administrator must assume the major role in showing continued support for the crime prevention program and directing further expansion of the concept where appropriate. The crime prevention officer, in conjunction with the chief administrator, should strive to further involve the total department in the reduction of crime and make crime prevention as applicable to their jobs as possible.

As mentioned previously, it is important to continually stress crime prevention techniques for patrol level personnel. Many crime prevention activities can be conducted by the patrol officer because of his familiarity with the community and its people and the fact that he is always "on the scene."

Another necessary ingredient useful in keeping the department supportive of a crime prevention program is to keep accurate crime statistics of the community and the target areas where crime prevention programs have been employed. By doing this, the officer involved can see some rewards for hard work and efforts. Otherwise, it is extremely hard to keep an officer's enthusiasm up because of the difficulty of determining how much crime may have been prevented.

Expanding Awareness Through the Media

A valuable resource which can be effectively utilized by both law enforcement and the community to assist in continuing a crime prevention program is expanded utilization of media facilities.

As the crime prevention program(s) progresses and the department and the community are searching for ways to revive interest, all possible media sources should be utilized.

To aid in this task, it is recommended that a publicity person(s) or committee be selected. This person(s) or committee can be assigned most of the promotional aspects for the crime prevention program. Utilizing citizens for this task increases their personal investment in the program.

Following are a few examples to be considered for expanding the awareness of the crime prevention program:

- Slide/sound presentations have proven very successful in explaining various crime prevention programs to the public. Oftentimes, through minor substitution of various slides, the presentation can be altered to depict different crime prevention programs or techniques.
- Contact with news reporters can be a means of news dissemination to local papers and radio.
- Some TV channels will donate 30-second strips as a public service. These TV strips can also be a source of frames for newspaper stories and sound tracks for radio announcements.
- Get well-known local personalities to donate time to appear in the strips or make radio announcements.
- Work in developing new pamphlets and brochures for community distribution explaining the crime prevention program. (Many agencies have found that the development of a community crime prevention booklet covering aspects of prevention and safety information has been extremely successful in alerting the public of law enforcement's concern for citizen protection.)
- Films for special purposes can often be made with the assistance of college "film making" classes usually just for the cost of the film.

It takes a concerted effort from both the law enforcement agency and the community

to maintain an effective community crime prevention program. Their reliance upon each other should serve to strengthen the program as well as improve communications and understanding.

LEGISLATIVE CONCERNS

Legislation, as it relates to security codes and ordinances, is an important area of concern for law enforcement agencies. The chief administrator of a department must be aware of any new or proposed security legislation which might affect the department and community.

The department should also be involved in working with community leaders, private companies and other law enforcement agencies to establish necessary legislation regarding codes and ordinances.

This section provides a brief overview of the two primary areas of legislative concern: building security ordinances and alarm ordinances.

Building Security Ordinances

Local communities confronted by the rise in burglary rates have initiated a variety of crime prevention and apprehension programs to deal with this crime problem. Among these programs have been efforts by local communities to develop building security ordinances covering minimum standards for doors, windows, locks, lighting, house numbering, glazing materials, etc.

Probably the best known example of building security legislation is the Oakland Model Burglary Security Code (Appendix E).

This Code applies to new construction, additions, alterations or repairs on residential, commercial and multiple dwellings.

The Oakland Code makes the owner or his designated agent responsible for compliance with the ordinance which is enforced by city building officials on multiple and residential dwellings and by the police department on commercial buildings.

The Oakland Code places the responsibility for tests on conformance with the owner or agent of the property and sets up a method in which requirements can be appealed.

It appears that security ordinances work. Those cities which have adopted such ordinances have shown significant reduction in the number of burglaries.

A further attempt to improve building security has been undertaken by the California Crime Technological Research Foundation (CCTRF). The foundation has determined man's ability to attack and the resistance capabilities of many physical barriers. Its work has been primarily important in providing jurisdictions with realistic statewide standards to be incorporated into building codes.

What appears to be missing, however, is a statewide legislative effort to formalized building security standards. This would remedy many of the existing problems encountered by local jurisdictions developing building security standards which vary from jurisdiction to jurisdiction and which often results in confusion on the part of security product producers and uncertainty concerning the efficiency of various conflicting regulations.

Jurisdictions wishing to establish building security ordinances have researched existing ordinances, such as Oakland's, and developed their own based upon their jurisdiction's specific needs. Many agencies have also sought input from planning commissions, builders and others concerned with building developments.

Until statewide legislation is provided regarding building security standardization, most jurisdictions will continue to develop their own ordinances with a minimal amount of standardization between jurisdictions.

One recommendation in this area is to designate enforcement of the ordinance to the building official since he is already inspecting sites for other regulations. This takes the enforcement task off of the law enforcement agency and places it in a more logical area.

Alarm Ordinances

False alarms are a constant problem for both law enforcement and alarm companies.

From the police point of view, any time they respond to a call and find neither burglars, robbers nor evidence of an attempted entry, the alarm is considered false. From the alarm industry point of view, if alarm systems are completely effective in accomplishing their primary objectives—that of deterring criminal attack on a protected premises—then most alarms would be false since there would be no intrusion after the alarm was set off.

No one knows precisely how many false alarms occur each year. It would be helpful to know the exact count, but tracing down the precise number of false alarms is complicated by two factors. First, not all police departments keep an accurate record of the number of alarms—false or actual—they respond to. Second, there is some disagreement between the police, security industry officials, and the general public over exactly what constitutes a false alarm. Routh estimates, however, conclude that in most departments false alarms account for 90-98% of all alarm calls.

Regardless of the precise number of false alarms, there is little doubt that police agencies will not be able to tolerate a continued high false alarm rate. Police officials are concerned primarily over two impact areas — consumption of manpower and safety.

First, false alarms consume police manpower that might best be spent elsewhere; and secondly, vehicle response to false alarm sites pose safety hazards both for the public and for the officers.

In addition, officers responding numerous times to the same false alarm site may tend to assume a somewhat casual attitude. If a "true" alarm situation exists, they may not be prepared to respond in a manner which would adequately insure their safety.

In an attempt to decrease false alarm occurrences, many agencies have enacted ordinances, usually based upon a citation issuance to the alarm company and/or owner of the alarm system site.

This may not be the best solution to the problem. An ordinance alone may decrease false alarms to a degree, but the manpower involved in enforcing the ordinance partially offsets its intended results.

What appears to be a more practical solution is the involvement of law enforcement, alarm companies and alarm users working together for the single cause of reducing false alarms. The existence of an ordinance may be beneficial in this situation—not as a threat or punishment device but as a guideline for all to follow.

In many instances there appears to be lack of understanding between the alarm companies and law enforcement. In working together, causes for false alarms can be determined, remedies ascertained and thus false alarm rates decreased.

For reference purposes, the alarm ordinance developed by the Richmond Police Department is contained in Appendix F.

In 1973, IACP published a model ordinance regulating burglar and holdup alarm system ordinances. This model ordinance provides a realistic example to cities contemplating an ordinance to counter false alarms, as well as other alarm-related problems.

A copy of this ordinance may be obtained from:

International Association of Chiefs of Police
Legal Research Section
Research Division
11 First Field Rd.
Gaithersburg, Maryland
(301) 948-0922

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Chapter 4

OVERVIEW OF CRIME PREVENTION PROGRAMS

Research testing and evaluation clearly show that certain prevention programs have definite merit and can be effectively implemented within local communities.

Presented in this section are programs which have been proven to be effective in crime reduction when properly coordinated as a concerted policy/citizen activity.

To meet the specific needs of each individual community, the described programs may require minor modifications. Because crime prevention is such a rapidly growing and advanced field, further research should be conducted and other programs examined to insure the most current programs and procedures are implemented.

Commission on Peace Officer Standards and Training

SECURITY SURVEYS

A security survey is a critical, on-site examination and analysis of a home, business, industrial plant, or a public or private institution to ascertain the present security situation, identify deficiencies, determine the security risk and make recommendations to reduce that risk.

One procedure, when implementing a security survey program, would be to establish target areas and advise residents and merchants in those areas what the program involves and the time and date a representative will be contacting them to discuss a survey.

An alternative would be to contact residents or merchants who have recently been burglarized or robbed.

These recent crime victims are generally most anxious to have this service performed and are usually receptive to the ideas and suggestions presented to them for the purpose of decreasing their security risk.

Preparing Written Recommendations

The benefits of any survey will only be realized if an effort is made to present clear and concise recommendations as they relate to the findings and conclusions of the surveyor. A complete survey must always be easy to interpret, realistic and financially feasible.

A survey will primarily serve five purposes:

- Inform the recipient of potential crime risk;
- Establish a channel of communication, making all involved sensitive to a security risk;
- Motivate the recipient to modify a crime risk;
- Establish a plan of action; and
- Create realistic expectations.

Each written survey should be carefully prepared. It should be typed, proofread and should present a professional appearance. When possible, drawings, photographs, and other visual aids should be included to illustrate a point or recommendation. (A sample security survey is presented in Appendix G).

Presenting the Survey

After a written report is prepared, it is recommended that the surveyor present the findings, in person, to the individual (or authorized associate) who requested the survey.

The surveyor should discuss all aspects covered in the report and explain identified security risks along with practical recommendations. At this time, the surveyor will be able to answer questions which might arise.

Follow-Up

If possible, it is recommended that the surveyor return at a later date to determine what security recommendations were implemented. The surveyor should also ascertain what recommendations were not implemented and the reason given for non-implementation.

This follow-up visit will allow the surveyor to answer any further questions regarding security. In addition, information regarding extent of implementation will be important in evaluating success of the program.

To discuss security survey programs in further detail, it is appropriate to separate the topic into two specific areas -- residential and commercial/industrial surveys.

Commercial/Industrial

Billions of dollars are lost annually by merchants and businessmen from such factors as robbery, burglary, internal theft, shoplifting and vandalism. Other losses which occur on a less frequent basis can be attributed to such things as bomb hoax (lost man hours), industrial espionage, arson and malicious mischief.

Therefore, a security survey should not just include physical barriers and alarms, but also operating procedures and practices to guard against such things as shoplifting and employee theft.

The security survey should follow a definite plan of action bearing in mind each organization or facility may be unique and different from others. The first most important action taken should be for the crime prevention officer to confer with the chief executive of the business about to be surveyed in order to learn about their internal problems and philosophies of doing business. Notes should be taken during this interview if the information gathered is to be of assistance in the overall success of the survey.

After obtaining an overview of the business, the surveyor should work from the perimeter to the interior looking for potential risk areas.

Listed below are the major elements which should be considered when conducting a commercial/industrial survey with suggested security recommendations for each major element.

Commercial Security Survey Checklist

Perimeter Security

- Fences in good repair
- Gate locks adequate
- Shrubbery maintained to avoid hiding places and increase observation

Perimeter Security (cont.)

- Parking lot well lighted
- Employee parking controlled and designated, i.e., not painted on stalls but assigned orally
- Gate access controlled
- Adequate traffic flow to avoid accidents

Exterior Building Security

- Entry door security with adequate hardware
- Display windows clear to permit patrol observation
- Burglary-resistant material in windows
- Exterior alarm system appropriate for type of business
- Adequate key control
- Locks rekeyed on regular basis
- Security procedures for employee entrance and exit
- "We Prosecute Shoplifters" signs on all entry doors
- Secure accesses to roof area, including drain pipes, pallet stacks, large shipping crates, etc.

Interior Building Security

- Adequate alarm system, including spot protection for safe, files, other valuable merchandise
- Appropriate placement of merchandise for security
- Employee training for checks, credit cards, shoplifting and holdup including citizen arrest procedures
- Appropriate cash register placement for security
- Appropriate safe placement for security
- Planned banking procedures

Interior Building Security (cont.)

- Adequate store lighting, during and after business hours
- Separation of responsibility for purchasing, receiving, and payment

Job Site Security

- Employee purchase of merchandise procedures
- Secure fencing in good repair around storage area
- Good lighting
- Gates secured with quality padlocks
- Secure construction shack with alarm installed. (Consider a construction van as storage for expensive tools and permit an employee to drive it home)
- Good key control
- Guard rotation, if a guard service is used
- Key control for fork lifts and other heavy equipment
- Identify all company equipment and tools with contractor's number
- Avoid loaning company tools to employees for personal use or establish a checkout system with a follow-up on "no returns"

Residential Security Survey

A residential survey is similar to a commercial/industrial survey, but is conducted on a much smaller scale.

The primary thrust of residential security surveys is to decrease the number of burglaries as well as other crimes occurring on the premises.

Residential security surveys have wide, public appeal and can be conducted by both sworn and non-sworn personnel after adequate training has been received. Many agencies have found that by using para-professionals, such as police/sheriff reserves, Explorer Scouts, community service officers and other trained and qualified volunteers, they can more adequately meet the growing demand for this service.

Listed below are the major elements which should be considered when conducting a survey, along with suggested security recommendations for each.

Residential Security Survey Checklist

Door Systems

- Solid core construction
- All entry doors should have a wide angle viewer
- No glass within 40" of locking device unless it is protected with burglary resistant glazing material
- Should have a single cylinder deadbolt lock with at least a 1" throw beveled cylinder guard and have at least a 5 pin key cylinder
- Key in knob and auxiliary dead bolt should be keyed alike
- Hinges should be pinned on all out swinging doors or have non-removable pins
- Entry areas should be unobstructed by shrubbery and other decor to permit maximum visibility
- Porch light should be minimum of 60 watt bulb
- Sliding glass doors should have an auxiliary lock that locks both door panels together or active leaf to frame
- Screws should be installed in top tract of active leaf of sliding glass doors to prevent lifting out of frame
- New tenants should have all locks rekeyed
- Overhead garage doors should have auxiliary lock and hasp
- Overhead garage doors equipped with electronic door opener. Should have power cutoff switch inside of garage
- 2" screws installed in all door strike plates
- Double hung windows should have auxiliary key locks or be pinned
- Sliding windows should be pinned and locked
- Louvered windows should be replaced (epoxy until replaced)
- Auxiliary locks should be secured with 1½" - 2" screws.

Windows

Windows (cont.)

- Casement windows should be equipped with new key locking handles

General Concerns

- Trees and shrubs trimmed to eliminate hiding places
- Security closet with solid core door, pinned hinges and dead bolt locks
- Garage door shut when not in use
- Emergency number of police and fire on telephone
- Lights installed around perimeter of home
- Light timers installed
- Valuables marked for identification
- Illuminated house numbers visible from street
- Ladders, trellises and drain pipes should prohibit access to second story or roof

"Mini" Security Survey

An abbreviated type of security survey often used for both residential and commercial/industrial sites is known as a "mini" security survey.

"Mini" security surveys have proven to be valuable because of their simplicity and the minimum amount of time required to conduct them.

These surveys usually relate to one or two obvious areas of security weakness. Examples of how "mini" security surveys can be applied are:

- If a business has storefront windows which are covered by displays or there are frequent false alarms occurring at the location, a crime prevention officer or patrol officer can make recommendations on ways to improve these security weaknesses.
- During a neighborhood watch meeting a crime prevention officer might make a cursory check of the house and point out such things as an inadequate lock and recommend a more secure one.
- "Mini" surveys are particularly appropriate while an officer is taking a report on burglary or robbery. The officer can make immediate recommendations regarding obvious security weaknesses and then a crime prevention officer can return on an established date to conduct a thorough survey if desired.

"Mini" security surveys have become popular with many law enforcement agencies because they assist the officers in becoming more aware of security weakness and also introduce the public to crime prevention techniques.

CONSUMER FRAUD/WHITE COLLAR CRIME

Programs established for the prevention of consumer fraud/white collar crime are usually included as part of commercial security survey.

The emphasis of the program is on personnel selection and security and the procedural controls over the movement of money and merchandise.

The security of any business or commercial operation is usually no better than the integrity of the employees who work there. However, this factor is often overlooked while stringent physical precautions are tried again and again without successful results. This suggests that more needs to be said about employee integrity.

Under a personnel security program it is important for management to convey the honest impression that each employee is trusted. But trust does not mean surrendering management's responsibilities to hire honest people and to install adequate means of control.

Losses to a business by dishonest or careless employees are increased as opportunities are increased. If the employees are indifferent to the problems of a business there is likely to be a costly increase in pilferage, employee theft, shoplifting, inaccurate receiving, robberies, bad checks, and/or other breakdowns to which that particular business may be vulnerable.

Similarly, the effectiveness of physical and procedural controls may certainly be compromised by the improper performance of individuals. People, therefore, are a major factor in retail and commercial security.

This is not to suggest that the crime prevention officer establish personnel practices for the business, but that he offer assistance to management in setting applicant standards of integrity prior to the selection process and suggest recommendations for improved security controls.

Consideration should be given to the following procedures for:

- Employee recruiting
- Background screening methods
- Placement on the job
- Training for security

- Motivating employees to protect profits
- Setting up and utilizing employee rules
- Using exit interviews as a tool to reduce loss

The goal should be to obtain honest employees at the outset and then to maintain in them an attitude of integrity throughout their entire span of employment.

Following are basic steps that should be implemented in order to achieve this desirable personnel security.

Hiring the Right People

Good personnel security practices begin with the hiring stage. Specific hiring guidelines should be adopted by the company and strictly followed.

The personnel interviewer should carefully check former employers, references and fellow workers to determine questionable areas which might create a conflict with good personal practices.

Bonding

Firms can often prevent employee embezzlement or theft by requiring employees who handle cash and valuables to be bonded.

Figures compiled annually for a number of years by leading bonding and insurance companies indicate that about thirty percent of all business failures are caused by theft, embezzlement or serious product abuse by trusted employees of those firms.

Losses of this kind are occurring daily in many industrial plants, retail and wholesale firms, and in business offices, as well as when goods are in transit. These losses may be controlled by practicing good personnel security.

Supervisor Training

In order for a business's security to be effective, supervisors must be trained to detect theft and other personnel security weaknesses.

If management displays an attitude of sincerity toward the preventive security program, the average employee will generally respond in kind. Whenever management does not display such an attitude of sincerity, the average employee generally does not feel obligated to respond in the best interest of the business.

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Employee Purchases

Strict controls should be established if employees are permitted to purchase merchandise at a discount. Some of the problems which might be encountered include employees:

- purchasing for friends and relatives,
- placing extra items in own package,
- substituting more expensive items than those paid for,
- selling merchandise to each other for a very low price,
- receiving money from other employee sales but not registering them, and
- deliberately damaging merchandise so items can be purchased at reduced price.

Separation of Responsibility

Firms should establish procedural security controls in order to separate responsibility in handling money and merchandise. The basic function should be conducted by one employee, with independent variation and record keeping by another.

The employee given custody of money or valuable merchandise should not be the same employee who maintains records of the receipt or disposal of money or merchandise.

Scrap or Salvage Control

Many businesses accumulate scrap materials or have salable salvage items. In these situations, it is important that the business recognize the value in these materials and establish security measures to guard against waste and theft.

Payment for scrap should be handled through regular business channels and strict procedures maintained for disposal of trash and other items. Employees have been known to discard valuable items in trash bins only to come back after hours to recover these items.

Paperwork Controls Over Merchandise Shipments

Because of the multiple uses that invoices, sales receipts, and other paperwork controls can have, it should be recommended that these forms be preprinted, numerically controlled, and issued in numerical books or blocks.

Depending upon the system followed, invoices should be prepared with three or four copies:

- customer's copy, which must be left with the customer, indicating delivery of merchandise,

- driver's copy, which will be used by the driver for accuracy of delivery, signed by the customer, and returned for comparison with the control or billing copy at the end of the day's deliveries;
- office billing copy, which may also act as a control copy, and
- office control copy, which should be reviewed and compared with the driver's signature and verified that all deliveries have been billed or monies collected.

There are three common types of errors in shipping from warehouses:

- shortages,
- overages, and
- improper selection of merchandise.

Because of the possibility for theft in this area, strict procedures should be established and separation of responsibility employed.

Purchasing and Paying for Goods

The following are three things that businesses must watch for in purchasing and paying for goods:

- quality of the goods corresponded with the quality that had been ordered—that a cheap substitution had not been made,
- items purchased actually got into the company stockrooms or warehouses, or into the flow of the business, and
- goods were paid for one time, and one time only—procedures and controls should exist to prevent payment if invoice is submitted a second time.

As discussed earlier, a separation of responsibility, with one employee checking the performance of another, is also the basic control used in bookkeeping, in inventory control systems, and in the purchasing process. The three steps in the purchasing process lead very obviously to a breakdown into three distinct functions.

- purchasing the merchandise,
- receiving into stock the items that were purchased, and
- authorizing payment for the purchase.

If these functions are handled by three different employees in three separate departments of the business, then the likelihood of embezzlement will be considerably diminished.

Timecards and Payroll Frauds

A timecard clock can be used very effectively in controlling a large number of employees. Some guidelines regarding its use are as follows:

- one employee should not be able to punch the timecard of another.
- on an occasional basis, management should make spot checks of timecards.
- management may review time cards to ascertain whether errors are being approved by the supervisor.
- it is not advisable to place paychecks in employee's time card rack.

Storeroom Access

Business storerooms for office material, tools, and other supplies being used by several employees should have a controlled checkout system. A "shadow board" is recommended to insure the return of all equipment at the conclusion of each work period.

Additional Security Precautions

Only a few of the more obvious personnel security risk areas have been discussed.

Depending upon the type of commercial site being surveyed, the crime prevention officer may wish to consider other areas such as: driver collection control, pickup and delivery control, gasoline and accessories control, damaged merchandise control, trash removal and accumulation, etc.

Included in the bibliography at the end of this chapter are several resource books available to the crime prevention officer which may be useful in gaining more knowledge in the personnel security field.

OPERATION IDENTIFICATION

Operation Identification is the updating of a very old concept — ownership identity. History is replete with examples: branding identifies animals; license plates on automobiles identify owners; social security numbers identify people, etc. However, mass production has made traceability of ownership virtually impossible where usual household or personal items, so often portable and valuable, are concerned.

Operation Identification is a program developed to help solve this problem of ownership identification and has been established as a nationwide program to prevent burglaries and theft through the involvement of a police-citizen partnership.

Operation Identification urges people to identify their valuables by engraving them with a numeric identifier and then displaying Operation Identification warning stickers on doors, windows and other locations to notify potential thieves that their property has been marked.

Operation Identification helps to shift the odds in favor of law enforcement because it notifies the criminal in advance that his chances of success are slim based upon the two facts that:

- Marked items are more difficult to dispose of, thus decreasing the criminal's profits, and
- If merchandise is found in a criminal's possession, conviction is much more probable.

In addition, because the property is marked, ownership of recovered property can easily be determined and returned to the rightful owner.

When implementing an Operation Identification program, the department should secure several engravers for use in marking citizens' property. The engravers can be utilized in at least two different ways:

- The department can train non-sworn personnel, such as Explorer Scouts and other volunteers, to go throughout the community marking property for citizens, and/or
- The department can maintain the engravers for a 2-3 day check-out period, thus allowing the citizens to mark their own property.

The department also needs to acquire in advance a substantial supply of window stickers to be distributed to Operation Identification participants.

In publicizing the Operation Identification project, the media is usually interested and helpful. Radio and TV stations have public service spots available for worthwhile material. The local press will also usually help in launching the program and give good coverage to stories about cases cleared through Operation Identification. Food chains can place ads on shopping bags for public awareness. Bus ads, bench ads, and often billboard space are available to get the message across. Road signs can be made announcing that the citizens have protected their valuables with Operation Identification. Also "Welcome Wagon ladies" are always willing to distribute crime prevention material to newcomers.

Aside from Operation Identification's simplicity, its other appeal factor is its low cost. Crime prevention officers can be used to start the program and coordinate activities. Utilizing community service officers, Explorer Scouts or other qualified volunteers can reduce the cost of the program relative to manpower requirements.

The cost for the engravers range from \$5-\$10 each and the stickers are \$1-\$3 per hundred. These costs can oftentimes be assumed by insurance companies or service organizations.

Residential Operation Identification Program

The first step in the actual implementation of a residential Operation Identification program is to establish target areas within the jurisdiction and arrange for news coverage to announce and thoroughly explain the program. Residents in the target area should be notified of the proposed visits, at least a week in advance, and informed of the date and time they will be contacted and requested to have ready all property to be inscribed.

As the items are inscribed with the owner's driver's license number, the resident should list the items on an inventory sheet which includes: item; model number; manufacturer serial number; size; color; where item was marked; and physical description (see Appendix H). At least three copies of this list should be made placing one in a safety deposit box (if available) one at the office, and the third with a relative or close friend. As new items are purchased they should be added to the list and items disposed of should be removed.

There are many items which cannot be marked such as jewelry, furs, expensive rugs and furniture, etc. With furs and other items, indelible ink can be used and on some furniture it may be possible to use a wood burning pen. Other items such as jewelry should be photographed and unique marks and descriptions recorded.

When marked items are sold, the driver's license number should not be obliterated. It should be crossed out with one line going from the lower left corner to the upper right. The new owner's driver's license number should then be placed directly below.

After all valuables have been marked and properly recorded, the Operation Identification stickers should be placed on all doors and various windows on all sides of the home.

It will be beneficial for the program if the participating citizens encourage others to join Operation Identification.

Commercial/Industrial Operation Identification Program

Businessmen can also join in Operation Identification by participating in two different ways.

First they can be instrumental in working with the public and furthering their use of Operation Identification. As a public service, some businesses mark newly purchased items for the customer. Other companies, especially insurance companies, offer the use of their engravers on a loan basis to customers as a public service.

They can also supply the Operation Identification stickers free of charge. In some areas, insurance companies have devised preferred rates for those customers subscribing to the Operation Identification program.

The second way in which businessmen can become involved in Operation Identification is by implementing it in their own businesses. Tools, office machinery, and all other valuable items should be marked along with the display of Operation Identification stickers.

No one "best" method of identification has been developed for businesses. Most law enforcement agencies use one of two methods: (1) law enforcement agency NCIC number along with an assigned business number; or (2) the business name, city and state inscribed on the article. If space is available, the telephone number (including area code) should be included.

Using either of these methods, a law enforcement agency should be able to locate the rightful owner of stolen property regardless of where the property was recovered.

NEIGHBORHOOD WATCH

Neighborhood Watch is a self-help, anti-crime program where the citizen is given a vested interest in the crime problems in the area where he lives and is made a valuable partner with the police agency that serves him.

The alert citizen, through voluntary membership in Neighborhood Watch, learns how to safeguard his own property against burglary and how to assist neighboring families when their homes are unoccupied or otherwise susceptible to intruders. The campaign also encourages the individual citizen to contact the police on any occasion when he or she observes suspicious activity which may indicate burglary or other possible crimes in progress.

Since the National Sheriff's Association adopted the Neighborhood Watch concept in 1972 as a nationwide campaign, the program has grown to include far more than these ideas. Presentations such as home security, lady beware, risk management, business security and other anti-crime programs have been developed into a complete package to be used in the Neighborhood Watch program. (A bibliography of pertinent reference material is included at the end of this chapter).

The key members of Neighborhood Watch are individual citizens who are willing to accept the responsibility of organizing their neighborhood and function as a liaison between the citizens and the law enforcement agency. The police supply these citizens with current information relating to local crime and then it is their responsibility to alert all residents in their group.

In starting a Neighborhood Watch program, the crime prevention officer should give the program as much publicity as possible by use of newspaper ads, TV, radio and through civic and social organizations in the community.

The next step is to solicit citizens to participate in the program. This can be done as part of the advance publicity or by contacting recent crime victims. These citizens are usually most cooperative and willing to get involved because of their recent experience as a victim.

A viable and effective community resource that can be developed is using "shut-ins" and "invalids" to aid in the program. These people make excellent communication resources for telephone contact to make arrangements with other program participants or acting as "a message center."

In addition, these alert people can be effective "block watchers" by constructively using their handicaps and capitalizing on their skills and capabilities. Watching out the window and protecting the general level of the community's security by reporting anything suspicious to the proper agency is one major function that can be very helpful. In addition, this may help them feel more independent and capable because they are making a valuable contribution to the community.

After the program is explained to the selected participants, they should be instructed to invite all of their neighbors to an evening meeting. The suggested lead time for this meeting is one to two weeks.

At the meeting, the host should give a brief statement of the purpose of the meeting and then introduce the department's representative. This representative may be a crime prevention officer, or if the department is operating a Basic Car or similar-type program, the representative could be the officer assigned to that area.

Once he is introduced, the officer should make a prepared presentation covering at least the following areas: the nature and extent of crime problems, the roles of police and citizens in preventing crime, and general and specific crime prevention techniques. Emphasis should be placed upon mutual reliance for the observation and reporting of unusual activities. Other programs, such as Operation Identification and residential security surveys, should also be thoroughly explained.

Follow-up meetings should be held at least every two months. There can be discussions on new crime techniques and crime trends in that area. Residents may also wish to inform their neighbors of their vacation schedules.

As new residents move into the neighborhood, they should be invited to participate to help insure that the program will be an ongoing activity.

This type of neighborhood meeting brings the feeling of belonging to members of the group and serves to sustain relations between the community and the police.

The number one cause of the inability of a program such as Neighborhood Watch to achieve its intended goals is citizen apathy.

Citizen apathy does not necessarily result from the lack of citizen interest, however. Oftentimes apathy is a result of decreased involvement and interest on the part of law enforcement. The law enforcement agency and the community must continually work together to maximize interest and keep the lines of communication open.

One way to do this is to publicize the good results from the Neighborhood Watch program. Through the various media available, specific instances can be cited where a citizen was instrumental in the prevention of a crime or apprehension of a criminal.

Neighborhood Watch is a program that is adaptable to and can be implemented in all communities. It works to breach the barriers of ethnic boundaries within the community. This is due to the common interest of crime reduction shared by all groups.

Where properly implemented, Neighborhood Watch has proven to be a major factor in the reduction of crime, as well as promoting mutual understanding between the community and the police.

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

The belief that intelligent community environmental planning decisions could have an effect on the amount of crime and other anti-social behavior in a community is not new. However, it has only been within the last few years that some law enforcement agencies have begun taking an active part in the city or county planning process. Since law enforcement's input is relatively new, it has required new skills for those officers involved in this task.

Physical planning means more than just proper land use, street patterns, accesses, lighting, park design, etc. It also involves the prudent use of hardware. Many officers new in the field of crime prevention place either too much or too little emphasis on just one of these areas.

Recognizing and understanding the goals of crime prevention through environmental design can assist the department in making objective and effective decisions relative to the use of hardware and design. These goals are to:

- Provide for a socially-acceptable development that presents, on general observation, the impression that it is an unattainable target for the potential criminal.
- Provide for a socially-acceptable development that provides such a degree of physical security as to prevent the breaching of that security.
- Provide for a socially-acceptable development that provides such a degree of physical security and personal vulnerability as to create a long enough delay to highly increase the criminal's chances of being apprehended before successfully completing the crime.

Providing an acceptable level of crime prevention through design is a process of compromises between all parties concerned. What may mean optimum security from a law enforcement point of view, may be economically prohibitive from the builder's perspective; or what may be a masterpiece in engineering design may be unacceptable from the fire department's standpoint.

Future development, or re-development, has significant impact on all facets of services provided by a community. Planning decisions do not merely affect planning departments or parks departments, but affect law enforcement, utilities, recreation, the environment, etc. Therefore, if the results of any development affect all factions of our government, then, logically, the expertise of all these groups is necessary for intelligent decision-making.

However, once variable disciplines are brought together, variable concerns and philosophies are encountered. This is where the process of compromise begins. There must be a blending, a trade-off of concepts, ideas and approaches, in order to provide for crime prevention through physical planning while maintaining a livable, acceptable atmosphere.

How a given jurisdiction establishes the mechanism for insuring proper input from the appropriate people at the optimum stage can and must vary with the jurisdiction. The mere volume of development can be a decisive factor in determining this process.

In a jurisdiction where there is a great deal of development taking place, a technical coordinating committee should be established with representatives from the following disciplines:

- Community development
- Parks
- Recreation
- Engineering
- Fire
- Police
- Public Works

Merely recognizing the need for criminal justice input into the planning process does not necessarily insure immediate understanding by law enforcement of "how to" or the acceptance of such input by the other disciplines involved.

To facilitate this understanding it is imperative that the person(s) given the responsibility of providing the input from the law enforcement agency be familiar with the overall aspects of community development and the planning processing.

The planning process may vary from jurisdiction to jurisdiction, but it generally follows an identifiable pattern.

When a new development is proposed it usually passes through three stages before it is submitted to the planning commission for approval.

The three "stages" in a typical city are:

- Preliminary—The plan is simple and basic, and will not depict exact boundaries or precise measurements. Generally, it only shows the basic street patterns, lot configurations, open space, etc.
- Tentative—This plan will be more complete and contain more accurate measurements along with general unit locations and general lighting and landscaping plans.
- Precise—This plan will be exact in its measurements, lighting patterns and locations, landscaping design, street alignments, etc.

Normally, favorable review by a planning commission will end the process but if they were to rule negatively, then the developer usually has the option of appealing that decision to the city council.

The most ideal time for law enforcement to provide its input is in the first two stages. Once a plan has reached the "precise" stage, it is difficult to facilitate anything other than very minor changes.

The ability to read and understand plans is basic to effective review by law enforcement and is sometimes overlooked. This ability is the foundation on which to build effective law enforcement plan review.

Reading and understanding plans are best learned by observation rather than by reading. There are several basic parts to a plan that are generally consistent with all civil engineers. They are:

- Legend--Most often this will include such information as to gross area, net area, density, zoning, utility information, fire hydrant installation, number of dwelling units, parking space totals, etc. General information is contained in the legend.
- Location Map--The actual plan to be reviewed will be a "blowup" of the building site. The location map is a small area map showing the building site's relationship to the general surrounding areas.
- Street Cross Sections--An insert showing the "typical" street cross section with specifications.
- Site Plan --The main portion of the plan showing the amount of detail required at that stage of the process related to the actual development.
- Elevations--Artists' conceptions of the exteriors of buildings.
- Landscaping Plan--A detailed plan of what type of landscaping will be used and where it will be located.
- Lighting Plan--The same as landscaping but showing the proposed lighting types and patterns.

Depending on the jurisdiction's development review process, the above "parts" may be submitted all at once or at various stages. Law enforcement personnel should not hesitate to request, or even require, specific plans such as lighting, alarms, landscaping, etc., to insure that they do not conflict with security precautions.

Crime prevention through environmental design is an involved and complicated process. But in order for people to be satisfied and content in today's society, they must live within an environment that offers them a relative degree of satisfaction with their lives, provides a means for adequate socialization, as well as offering adequate protection for their safety and welfare.

By working as a concerted group with the planning commission, fire department, building officials, construction companies and others involved in the development of our communities, law enforcement can do much to further the concept of a functional, aesthetical and safe society.

WOMEN'S SAFETY

Programs for women's safety are now receiving the emphasis they deserve. This is evidenced by the fact that a great number of community women's safety programs have been started within the last few years.

Law enforcement agencies have recognized a need for change regarding rape -- its prevention and the agencies methods of handling rape cases. However, there is still much to be done and law enforcement agencies, through their crime prevention program, should assume a major role in women's safety programs.

The FBI Uniform Crime Report estimates that 55,000 forcible rapes were committed in 1974. This figure may not be representative of the true situation, however, because it is estimated that only one to three out of ten rapes are reported to law enforcement agencies.

As a result, municipal, state and federal law enforcement agencies are implementing programs aimed at preventing rape rather than the usual practice of "after-the-fact" action.

Within the last few years many California law enforcement agencies have taken an active role in establishing complete and meaningful rape prevention programs. Some of these programs include:

- providing additional training for investigators;
- utilizing female officers for investigation work;
- coordinating with hospital staff procedures to be followed in caring for rape victims; and
- involving the community in women's safety

Some agencies have established a staff of female officers to talk to community groups on self-protection and prevention. The main purpose of their presentation is to provide guidelines to follow regarding self-protection.

A requisite to any successful safety program is community support and involvement. Women protection programs usually generate a considerable amount of interest, thus acquiring volunteers to assist in the program should be relatively easy.

If the locale has a rape crisis center, contact should be made with program volunteers. They are normally very knowledgeable on rape trends and women's safety. Contact should also be made with other law enforcement or public service groups with successful women's safety programs.

A women's protection program should address many areas, but the main emphasis should be on AWARENESS. The number of rapes and other assaults cannot be decreased until women realize that these crimes can happen to them.

Based upon key precaution elements and the specific crimes committed against women in the community, a special crime prevention program can be tailored to meet these needs.

When developing a women's safety prevention program, the following information should be utilized:

I. PREVENTION-COMMON SENSE RULES TO FOLLOW:

A. Home Precautions

1. Use of judgment in selecting a place to live
 - a. consider transportation
 - (1) driving
 - (2) bus
 - (3) walking
 - (4) other
 - b. consider public facilities
 - (1) shopping
 - (2) schools
 - (3) parks
2. When moving to a new house have all locks changed or re-keyed.
3. Don't leave keys under mat or in mail boxes
4. Don't put address on key ring
5. Have deadbolt locks on all exterior doors
6. Have locks on windows and sliding glass doors
7. Have wide-angle viewer or sight hole in front door
8. Never allow anyone in or open the door until identification is shown
9. Call company and check identification
10. Maintain good exterior lighting
11. Immediately replace all burned out bulbs
12. Keep windows covered at night
13. Don't make it public knowledge when home alone
14. List initial and last name only on mail box or door
15. Be alert to protect neighbors as well as self. Don't tell strangers any information concerning neighbors.
16. Advise the police of anything suspicious

B. Telephone Precautions

1. Telephone listing
 - a. list initials and last name only, or
 - b. list complete name but do not list address, or
 - c. have unlisted number
2. Don't tell strangers anything personal, especially if alone
3. Blow whistle loudly into phone and then hang up on obscene or threatening calls
4. If a stranger asks to use phone, don't let him in. Place the call for him.

C. Street Precautions

1. Safety in numbers -- walk with a friend whenever possible
2. Keep to well-lit areas -- no short cuts
3. Walk on curb side always facing traffic
4. Be constantly aware of suspicious persons and have a plan. If believed being followed:
 - a. cross street
 - b. change direction
 - c. if he is still following -- run
5. never hitchhike
6. Maintain secure grip on purse; preferably hold under the arm
7. Place purse opening towards body
8. Avoid carrying expensive jewelry or large amounts of money

D. Vehicle Precautions

1. Always lock vehicle doors; applies to both when in vehicle and when parking vehicle
2. Park vehicle in well-lighted area, especially important to remember this rule when parking car during daylight hours and returning during evening hours
3. Always check to make sure no one is in car before entering
4. Travel well-lighted, busy streets
5. Keep windows rolled up. If not possible, keep driver side open and be prepared to roll it up at the first sign of danger
6. Honk horn if in trouble -- it can bring help
7. If someone follows, honk horn, flash lights and slow down to 20-25 mph. Do not drive home or to a friend's house
 - a. obtain license plate number
 - b. go to police station
 - c. pull in to well-lit business, if possible, and continue honking horn
8. If someone signals that something is wrong with car, drive to nearest service station and check
9. If driving alone, don't stop to aid disabled motorist. Note location, color and type of vehicle and proceed to nearest phone. Report this to telephone operator and she will contact the appropriate agency.
10. If car stalls, raise hood, stay in locked car and wait for patrol car. If stranger stops, roll windows down about 1" and ask that they call police and/or friend.
11. Avoid parking in remote areas -- a lighted, guarded pay lot is inexpensive insurance
12. Don't stop if a car tries to force you off the road, get license plate number and make a police report
13. Don't pick up hitchhikers
14. Put purse on floor out of sight

E. Office Precautions

1. Know who you work with at night
2. If alone, lock office
3. Tell friend where you are and when you will be leaving
4. Elevators
 - a. do not enter with strange man; wait for next one
 - b. if you are with strangers, stand close to buttons
 - c. push all buttons if attacked

Departments contemplating developing women's safety programs should consult other law enforcement agencies and review their programs. Three law enforcement agencies in California who have successful women's safety programs are Vallejo, Santa Ana, and Santa Barbara police departments.

Films available in the area of women's safety include:

- Rape: A Preventive Inquiry (Motorola)
- Vulnerable to Attack (MacCrone Productions)
- Nobody's Victim (Film Fair Communications)
- How to Say No to a Rapist -- and Survive (National Organization for the Prevention of Rape and Assault)
- Lady Beware (Pyramid Films)

ROBBERY PREVENTION

Programs aimed at reducing the incidence of robbery are generally presented with other crime prevention programs such as Neighborhood Watch and security surveys.

It is recommended that the crime prevention officer distinguish between prevention aspects of protecting businesses and individuals. Both programs can be presented in a lecture or seminar-type format as discussed below.

Business/Commercial Establishments

There are two effective ways the crime prevention officer can present a robbery prevention program to businesses.

One method is to contact businesses and commercial establishments which are high risk targets such as banks, all-night groceries, liquor stores, gun stores, etc. The crime prevention officer can talk with the owners and key personnel of these establishments on robbery prevention techniques.

This approach of presenting robbery prevention information works particularly well with establishments which have been frequently and/or recently the victims of such a crime.

Another method used in working with business and commercial establishments is to present robbery prevention techniques as part of another crime prevention program such as a security survey. Although a security survey is not aimed specifically at determining robbery potential, it should be included in the survey process.

Many preventive methods can be utilized to protect a business from a robbery occurrence. Lighting is very important. All exterior portions of the business, such as the parking lots, sides, alleyways, the rear of the business building, and the entrance, should be well lighted at night. The interior of the business should also be well lighted, especially in high crime areas and in those businesses which are open late at night.

Windows should be free of advertising and merchandise that could restrict the view from the exterior. This allows foot and vehicle patrols visibility into the interior of the business to look for possible criminal activity.

Another protective factor is closed circuit television or the use of still cameras. Strategically placed, cameras offer a measure of preventive protection. If budget is a problem, dummy units are available on the market and are fairly effective against the less sophisticated robber. Cameras should be placed high enough so that they cannot be easily reached by a suspect.

Another protective instrument often used in retail markets, department stores, etc., are one-way mirrors. These have proven effective where security personnel are employed.

An alarm system is also a recommended security device for business establishments. Because of the varieties of alarms on the market, extreme care should be taken in selecting the type of alarm system to be installed. By purchasing from a reputable source, the owner can be relatively sure of obtaining an alarm system which adequately meets his needs.

It is advisable to put the cash register in plain view of the street so a passing patrol can be aware of any possible trouble. Never accumulate large amounts of money in the cash register and record the serial numbers and series dates of a few bills which should remain in the register during business hours. Extra cash should be placed in a safe with frequent deposits made to the bank.

There should be frequent and unscheduled (if possible) pickups by an armored car carrier; or if deposited in person, banking should be done during daylight hours, varying route and time from day-to-day.

The use of weapons for personal protection in private businesses is controversial. Generally, the use of firearms should not be encouraged because of the risk involved. If, however, guards or employees are going to be armed, they should be thoroughly trained in the use of firearms and there should be a well defined and clear company policy regarding the usage of such weapons.

Individuals

For presenting robbery prevention aspects to individuals, a different method is usually recommended than is used for business and commercial establishments.

Most robbery prevention information is presented to individuals as an inclusion of other crime prevention programs. That is, preventive measures against robbery attacks are essentially the same as preventive measures against assaults, purse snatches, and other safety-related topics. This information is included in crime prevention programs such as Neighborhood Alert, Women Safety programs and residential security surveys.

AUTO THEFT

In 1970, the California Highway Patrol conducted a study on vehicle theft for the purpose of determining better preventative and recovery techniques. Some of the conclusions resulting from their study were:

- California vehicle theft rates were significantly higher than nationwide rates.
- Victims unintentionally contribute to the theft in the majority of cases by leaving keys in the ignition or leaving ignition unlocked.
- Law enforcement investigative and preventive techniques were not keeping pace with the problem.
- The recovery rate of stolen vehicles had dropped drastically over the previous three years and the percentage of vehicle theft cases cleared by arrest had dropped from 33% to 13% in the past decade.
- Three out of four arrestees are under 25 years of age and half are 17 or younger.
- The recidivism rate for vehicle theft is higher than that for any other felony crime.
- It is estimated that three-fourths of the professional/commercial thieves are "parts-strippers" and "salvage switchers;" the remainder are those who use counterfeit, altered, and fictitious documents as their primary modus operandi.
- Vehicle theft is interjurisdictional in nature.

Based upon these facts, "What can the crime prevention officer do to reduce the auto theft rate?"

Some departments have presented auto theft reduction as an individual program, while others have found it more successful combining it with other crime prevention programs such as Neighborhood Watch and Operation Identification.

Perhaps the most important phase of an auto theft reduction program is to adequately inform both citizens and law enforcement officers in the preventative techniques which can be taken to reduce this crime.

Examples of various information methods include:

- Parking meter stickers, urging people to lock their cars and take their keys.
- Florescent, weatherproof signs urging people to lock their cars and take their keys, posted at entrances to parking lots, apartment complexes, and other strategic points.
- Bumper stickers, "Prevent Theft, Lock Your Car."

- Businesses printing auto theft prevention information on shopping bags.
- Radio and TV spots encouraging citizens to take preventive steps.
- Adoption of ordinances which prohibits leaving keys in ignition.
- Informing citizens of risks involved in leaving valuables in autos.

Examples of materials available to assist law enforcement in establishing an auto theft program are as follows:

- "Grand Theft Vehicle -- The Great American Rip-Off" -- A 16mm film shown in driver's education programs (available through CHP).
- A 90-minute video taped panel discussion with convicted auto thieves at Vacaville, edited into a 30-minute, 16mm film.
- Public awareness posters available from CHP offices.
- CHP pamphlet "Victim or Accomplice."
- National Auto Theft Bureau pamphlets.

The California Highway Patrol also has made available for loan to police agencies a series of 35mm sound/slide presentations. Some of these are:

- Detecting and Recovering Stolen Vehicles
- Vehicle Theft Control Project
- VIN Identification
- Auto and Motorcycle VIN and Engine Number alterations
- VIN Verifications, for DMV Employees and Law Enforcement Verifiers.

There appears to be no easy solution to the auto theft problem. As new and improved anti-theft devices are developed by the automobile manufacturers, more citizens utilize prevention techniques, and with increased emphasis from law enforcement, the number of vehicle thefts should decrease.

SENIOR CITIZEN PROGRAMS

In 1900, there were 3 million Americans, aged 65 and over, comprising 4% of our population. Today, however, there are over 20 million Americans, aged 65 and older, constituting 10% of our population. Although our total population, since 1900, has

grown 300%, our over-65 population has grown over 700%. This means that the number of persons classified as older citizens are growing at a rate of 900 a day—330,000 a year. Along with this growth goes the growth of problems associated with a person entering the "senior" years.

A minimal amount of data exists to delineate the problem of victimization of senior citizens. However, through research and experience a trend can be identified:

- Highest percentage of crimes involving elderly victims are purse snatch and residential burglary;
- Over 90% of buncos and con games are aimed at senior citizens;
- Seven of ten victims of medical quackery are senior citizens; and,
- The elderly suffer extensively from consumer fraud.

As a result of the high crime rate associated with the elderly, law enforcement and public service agencies are developing programs aimed at preventing crimes against senior citizens.

Many successful programs consist of ½ or one-day seminars aimed at informing the senior citizens of potential criminal activity and providing practical, preventive techniques for the senior citizens to combat this activity—a combination of consumer protection and crime prevention for senior citizens.

Many successful senior citizen programs in California have been modeled after the Attorney General's program entitled "Consumer Information Protection Program for Seniors" (CIPPS).

The objectives of the CIPPS program are to:

- alert and inform senior citizens about consumer fraud, street crime and burglary as it would affect their age group, and to present methods of avoiding such incidents;
- inform senior citizens of their rights and entitlements under laws governing health, welfare, consumerism and crime;
- inform senior citizens where and how to complain if victimized; and,
- involve senior citizens in other crime prevention/community programs.

The CIPPS program perceives the necessity of combining community resources to meet the various needs of senior citizens. It rests on the concept that problems of senior citizens are interrelated, i.e., crime, health, income, mobility, consumerism, etc.

The CIPPS program is presented as a one-day seminar in an effort to inform senior citizens about consumer fraud, street crime and various other kinds of victimization. The reasonable assumption is that they will then be more able to avoid these problems and protect themselves, thereby reducing crime and human tragedy that results.

The following are typical topic areas which should be discussed with the senior citizens, emphasizing those topics most troublesome in the community:

- | | |
|--------------------------------|--------------------------------|
| • auto and appliance purchases | • burglary |
| • advertising gimmicks | • bunco and con games |
| • unsolicited goods | • retail installment contracts |
| • rental problems | • appliance and auto repairs |
| • travel promoters | • medical quackery |
| • dance studio contracts | • door-to-door sales |
| • warranties | • retail gimmicks |
| • investment frauds | • nursing homes |
| • mobile homes | • mugging and street crimes |

One of the most important aspects of the CIPPS program is the inclusion of senior citizens in the development and continuation phases.

Because so many senior citizens have vast amounts of energy and available time, they make excellent volunteers for numerous community programs. Many jurisdictions are realizing that they are a valuable and oftentimes untapped community resource.

CRIME PREVENTION IN THE SCHOOL AND JUVENILE CRIME PREVENTION PROGRAMS

Vandalism, crime and violence in the schools continue to increase at an alarming rate. The cost of property destruction alone in schools is estimated at \$200 million annually and has been termed a national dilemma.

Apart from its difficulty in developing cognitive skills in all students, the school, as an institution, has been under severe attack from the public because of its lack of ability to control student behavior, increasing incidents of violent attacks on teachers, and the destruction of school property.

The police and others in the criminal justice system are being asked to provide technical assistance to schools in the development of strategies to reduce attacks against the school and its staff.

Before law enforcement can work with schools on programs to reduce crime and delinquency, it is crucial to have some broad knowledge of what is to be prevented or controlled, what cooperation is required, and most of all to assure that permission is obtained from the superintendent of the school district prior to attempting to do specific work with individual principals, teachers or students. This process may assure maximum cooperation if activities will, at some time, include more than one school or require the action and cooperation of an entire school faculty or district staff.

A security survey of the schools in the community can be a good starting point in the development of school safety programs. However, it is equally important to know how

the community feels about what is being attempted. It must be clearly understood that crime prevention programs can progress no further and faster than what communities understand and will accept.

The tendency in the past has been to suggest some elaborate electronic intrusion device or more elaborate obstacles placed in the path of potential intruders. But it has been found that few school districts can show that increased surveillance and deterrence measures have had any significant impact on reducing incidents of vandalism and property destruction.

As a result of numerous studies, it appears that there is increasing evidence to support the contention that high incidents of vandalism and assault in schools tend to be associated with factors such as poor communication between staff and students, high levels of frustration and low teacher morale.

It has also been found that malicious destruction of school property in many instances seems to result from a depressing, internal atmosphere. This is often reflected in attitudes toward the school by teachers, students, and the surrounding communities. Law enforcement must always be conscious of the fact that the problems of many school disturbances can be found internally and crime prevention hardware alone is not likely to correct the situation.

There are numerous programs which have been developed to lower the incidence of crime in the school while at the same time developing a better relationship with the law enforcement community.

The California Attorney General's Crime Prevention Unit has developed two such programs entitled "Juvenile Justice Training Model" and "Project STOP."

Juvenile Justice Training Model

The Juvenile Justice Training Model is a complete package for training youngsters or adults in the juvenile justice system. It is a completely participatory format whereby the young people learn by interaction with justice system persons through the use of problem-solving exercises.

This model can be used easily by a crime prevention officer or student resource officer with school classes, student groups, or even new police officers who may require briefing in this area.

The material may be used and copied (with credit), and district administrators of the Attorney General's Crime Prevention Unit may be called upon for consultation in the use of the model. Parts of the Juvenile Justice Training Model may be used separately or as a total one-day youth conference on juvenile justice.

Project STOP

Project STOP (Student Training on Prevention) is a unique program combining the effects of puppetry and role-playing through peer teaching methods. The Attorney

General's Office, in cooperation with district attorneys, sheriffs' offices, probation departments and unified school districts, developed Project STOP to combat day-to-day problems encountered by students in four major crime areas: bicycle safety, theft, vandalism, and drug abuse.

The basic concept of Project STOP is to train junior high school volunteers in a thorough understanding of the juvenile justice system and to provide them with tools to present a crime prevention program to elementary grade school students.

Tools for Project STOP include puppets, film presentations with dialogue and script prepared by young people. Training of the junior high school students also includes discussion group techniques for question and answer sessions with the elementary school students. Role-play among the elementary school students is designed to confront them with actual decision-making processes.

In addition, the course permits faculty members, Parent-Teacher Associations and other community groups to learn the workings of the juvenile justice system. Project STOP permits school and cooperating agencies to continue offering the crime prevention program on a nominal budget basis. Finally, Project STOP was designed to enhance the law enforcement image through the training of both law enforcement personnel and students.

Explorer Scouts

Another highly successful program is the Explorer Scouts. Not only are these troops highly involved in community activities, but are often called upon by law enforcement for assistance with various community projects. As a result, many scout groups have designated a separate branch as a Law Enforcement Explorer group. This group works closely with the police agency in many different areas, while at the same time learning much about the law enforcement field and, hopefully, filling their spare time with worthwhile activities.

Patrol Officer Involvement

Other successful crime prevention programs for schools and juveniles can be accomplished through the patrol officer. Because of the patrol officer's presence and familiarity in the community through his regular patrol activities, he has the opportunity to become acquainted with many of the students and aware of their problems and activities. This is an initial step in gaining the confidence of the students and developing their trust and respect.

The patrol officer is available, also, to make frequent visits to the schools—to further a favorable and helpful image. Not only can these frequent contacts with the schools be beneficial to the student population, but a mutual concern and understanding should develop between the teachers, administrators and law enforcement.

Although contact with the students and schools is being made by many agencies, oftentimes the officer is not aware of many of the preventive activities he could provide. With specific training, the officer would have a working knowledge of how to physically secure a school from attack and how to deal more effectively with young offenders/potential offenders.

RADIO ALERT

Community Radio Alert was first developed by the Communications Division of the Motorola Company in 1966.* The program encourages citizens, businesses, and government agencies who use two-way radios to report incidents they observe that may require the services of police, fire, medical, or other local emergency services.

An example of citizens and establishments who would be good recruit possibilities are:

- Telephone company
- Water company
- Trucking companies
- Towing companies
- Construction firms
- Engineering companies
- Taxi cabs
- Ambulance services
- City/county services

By utilizing radio equipment which is already available in the community, the cost involved in implementing and maintaining this program is nominal.

In order to initiate and continue a Radio Alert program, it is important to get publicity. The program can be announced by having the local newspaper run an article to explain the concept of the program and state the scheduled date of the first meeting.

At the first meeting the crime prevention officer should thoroughly explain the radio alert program and what the functions of the membership will entail.

Applications for membership should be accepted at this time. Usually there will be an excellent response from citizens wishing to join the program. This is one area of crime prevention where apathy is practically non-existent.

A reporter should be invited to attend the first meeting so he can report how the meeting was conducted, number of people in attendance, etc. This publicity should increase attendance at the next meeting.

After the first meeting has taken place, the crime prevention officer should begin processing applications for membership. Applicants should be screened carefully and, if possible, interviewed individually.

Every citizen band operator should have a valid FCC license. Anytime a citizens band radio operator applies for membership, he/she should be required to produce his/her FCC license, a copy of which should be maintained in file. (This is not necessary for businesses because the FCC maintains checks on their licensed operators).

*Motorola Company will provide stickers, driver's handbooks, and other materials free of charge.

The crime prevention officer should request approximately three volunteers from the new membership to serve on an advisory board to handle disciplinary actions. This method provides for unbiased people to decide if disciplinary action is necessary and does not put the burden totally on law enforcement.

The crime prevention officer should also select a coordinator(s) to assist in scheduling meetings and arranging for guest speakers. It is recommended that meetings be held approximately every two months. The coordinator(s) may also be utilized to develop a newsletter to be distributed to all participants and other interested persons.

Each individual and/or company should be assigned a community radio watch number for control purposes.

One number should be assigned per person unless it is a club. In that case, the club would get one number for all members to use. If a company has several radio-equipped trucks, they would also only get one number, as the driver will be reporting to his dispatcher who will, in turn, call the police.

After completing number assignments, the communications section should be supplied with a complete list of members, including their call number letters, name, address and phone number. This list should be kept up to date at all times.

A 5 x 7 card can be placed in each vehicle with a two-way radio listing the types of calls to be reported. On the card it should be stressed that participants only observe and report. In no way are they to play the role of a police officer and attempt to apprehend a perpetrator of a crime.

During the first year of operation, attempts should be made to have the regional director of the FCC, chief of police/sheriff, the fire chief, mayor, councilmen, etc., as guest speakers. This helps to maintain participant interest in the program and keeps key community members informed on their activities.

During the second year of operation, a training program may be started in such areas as first aid, disaster assistance, traffic control, communications relay and other areas that would be useful in the event of an emergency. A plan could also be worked out where participants could be included in the jurisdiction's disaster plan.

When a participant reports an incident of noteworthy consequence, it should be publicized. If the reporting results in lifesaving activities or involves high risk to the radio operator, the incident should be submitted in detail to Motorola Company for consideration for their annual "citizen's award." The person selected receives a plaque and a \$200 savings bond.

All noteworthy reports, either major or minor which result in positive assistance to the police, should be acknowledged. The chief administrator may sign a letter or certificate of appreciation and present the letter to the individual at a general meeting of the membership.

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CRIME PREVENTION MANUAL

Chapter 5

EVALUATION PROCEDURE

Evaluation is probably one of the most difficult stages of any program. This is due, in part, to the "difficulty" associated with its completion and the lack of understanding regarding its purpose and procedures.

This section attempts to deal with evaluation on a basic level and, hopefully, eliminate some of the myths regarding its complexity.

EVALUATION PROCEDURE

Evaluation is generally one of the most emphasized aspects of any program but probably one of the least understood. Evaluation can minimally be described as the process of determining the value or amount of success in achieving a predetermined objective.

Evaluation of a crime prevention unit can apply to either a specific program/activity of the unit (such as Neighborhood Watch) or to the total crime prevention program of the department (combination of all crime prevention activities).

Regardless of whether one specific activity or all of the combined activities are to be evaluated, the same process applies. Therefore, the term "program" is to be used interchangeably to refer to either one specific activity or the total crime prevention program.

The evaluation phase can be beneficial because it:

- can justify the continuation of the program;
- is a means through which to determine new areas of emphasis, direction, or modification;
- can give insight into other areas which need improvement, either within the department or the community;
- can assist in determining whether changes in policies, practices, and procedures have led to improvements.

Evaluation is not merely a summation of how well a program has progressed and met its objectives. How and why the results were achieved are equally important.

Because of the multitude of variables, each program must be tailored to fit the specific needs and circumstances of each locale. This is one of the reasons why evaluation is so important. It aids in determining the program's degree of success and examines those particular factors relating to that result.

If the program is not totally successful in terms of achieving its goals and objectives, it may have been successful in other ways. For example, the program may have pointed out deficiencies in the overall police program, it may have decreased crime in another area, it may have given insight into new directional areas, etc.

Regardless of the outcome, there should be some change or improvement as a result of the program. At the very least, a new procedure, an improved reporting form or improved organizational structure should result.

The final outcome of the program should not be influenced by predetermined ideas. It is the responsibility of the chief administrator to accurately identify the strengths and weaknesses of the crime prevention program.

Evaluation of the program's success should be predicated on a valid measuring process. Statistics and other measuring devices should be presented in a way which reflects accurate conclusions upon which success can be determined.

Planning the Evaluation

The evaluation process has its beginning in the planning stage of the program (as previously discussed in "Planning a Crime Prevention Unit" section) and may have its ending years later, depending upon its longevity and amount of impact to be measured. This means that evaluation is not a single phase of a program but should be a continuing process.

When to Evaluate

How frequently a crime prevention unit should prepare formalized statements on its internal efficiency and external effectiveness depends on a variety of factors such as reporting requirements; the need for information to support the program with the press and the department; etc.

There should be some definite guidelines written prior to program implementation so newly developed reporting forms and other circumstances can be taken into consideration.

- Specific dates should be established for periodic evaluations in order to provide continual managerial review of progress and direction.
- Depending upon the program, evaluation should be conducted following critical events or developments in the program.
- There should be a comprehensive evaluation phase following the completion of the program to determine its success or non-success.

Regardless of the set schedules, unit activities should be monitored and data maintained to document efficiency and effectiveness on an ongoing basis.

Who Should Evaluate

Evaluation of the crime prevention program is the primary responsibility of the law enforcement agency.

Because of their development and implementation of the program, department personnel are in the best position to evaluate the actual success of the program based upon established goals.

In addition, departmental personnel may tend to view the program from a broad perspective and thus be able to determine strengths and weaknesses which relate to other agency functions.

By performing in-house analysis, department personnel may be able to develop an expertise in the evaluation field which will serve as a positive asset to the department.

If the crime prevention program is funded with grant funds and/or the services of an outside analyst are available, the law enforcement agency should still maintain primary control of the evaluation phase.

How to Evaluate

Evaluation can be defined as measuring what was supposed to be accomplished against what was accomplished, i.e., measuring the objectives of the program against what actually occurred.

There is great difficulty in measuring how much crime has been deterred as a result of any particular program. Specifically, we cannot measure what crime did not occur, only what crime was reported to have occurred. Although this does not reflect the most reliable information, it is an indication of the crime trend.

By comparing the difference in reported crime from one period to another (taking into consideration known variables, such as increased crime reporting, population, etc.) in addition to assessing other predetermined measuring devices (as outlined in the "Developing Baseline Data" section) an agency/community can determine the impact their crime reduction program has had and/or continues to have on the crime rate.

In this manual, it is not practical to take an example of a total department crime prevention program and do a complete evaluation for reference purposes because each program is different and involves varying measurement techniques. The evaluation measurements discussed are offered as flexible guidelines when planning for a crime reduction program.

Following, however, is a brief example of evaluation measures for one specific function of a crime prevention program.

Goal

To reduce residential burglary

Objective

To reduce residential burglary by 5 percent in reporting area No. 3 by June 1976

Method

To conduct security surveys in all residences in reporting area No. 3 by June 1976

Evaluation Measures

- Impact measures —

a reduction in residential burglary;

CONTINUED

1 OF 2

an increased number of thwarted burglaries in target areas;

a decrease in value of property lost due to burglary in target area; and,

none or limited victimization at sites surveyed.

• Activity measures —

the number of security surveys conducted in the target area during the period;

the number of residents contacted;

the number of residents adopting security recommendations during this period;
and,

the amount of time spent.

• Attitudinal/opinion measures —

the attitude of the residents toward the program;

the attitude of department personnel toward the program;

the attitude of residents and department personnel prior to program implementation;

the attitude of residents and department personnel after program implementation.

With this example, care should be exercised in deciding what intervals to select for analysis in relation to progress achieved. For example, during the first months of a program, materials, hardware, etc., that will play an important role in implementation might not be available. Thus, it would be inappropriate to evaluate the impact results of the program until the unit is totally set up for operation. This may require that a critical look at the external impact of a program be set aside for as long as six months so appropriate data can be gathered.

Evaluation of the activity of the unit as to the implementation of various methods should, however, be instituted in the first months of the program and be continued throughout the project period.

Displacement

Extreme care should be taken when making value judgments on the success of the crime prevention program. If the objective was to reduce burglary by 5% in reporting area No. 3, more than just that one area must be considered during the evaluation phase. (This was pointed out previously in "Planning a Crime Prevention Unit" section under the discussion of gathering statistics for each jurisdiction's subdivision). We cannot necessarily consider the program a total success if burglary is reduced by 5% in reporting area No. 3 but increases by 5% in reporting area No. 4.

Another form of displacement could be the substitution of one crime for another, i.e., burglary might be reduced but robbery and shoplifting might have increased.

Regardless of the form displacement may take, it is necessary to recognize this fact and point it out in the evaluation. This is why, as previously mentioned, evaluation is simply not a matter of saying "yes" or "no," the program worked, but how well did it work and why.

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APPENDICES

Commission on Peace Officer Standards and Training

EXAMPLE POLICE DEPARTMENT

GENERAL ORDER

76-12

H-5

Index as: Crime Prevention Program
Crime Prevention Unit
Prevention and Reduction of Crime

July 1, 1976

CRIME PREVENTION UNIT

PURPOSE

5-1. **CRIME PREVENTION UNIT.** The purpose of this order is to establish a Crime Prevention Unit within the departmental organization, and to define the unit's purpose, policy, goals and responsibilities.

POLICY

5-2. **POLICY OF CRIME PREVENTION PROGRAM.** It shall be the policy of the entire police department and specifically of the Crime Prevention Unit to develop and implement comprehensive procedures and programs designed to anticipate, recognize and appraise crime risk and to initiate action to reduce or remove such risks.

GOALS

5-3. **COORDINATION.** Coordinate the activities of the department in the area of crime prevention. Coordinate crime prevention programs with civic, business, private groups, city organizations, and individuals toward a common goal of preventative action.

5-4. **EDUCATION.** Educate all personnel of the department in the merits of participation in crime prevention. Educate the general public, home and business owners in the advantages of planned programs designed to reduce security risks.

5-5. **PROGRAM DEVELOPMENT.** Prepare and implement long- and short-term programs dealing with the prevention of crime.

ORGANIZATION AND STAFFING

5-6. **UNIT LOCATION.** The Crime Prevention Unit shall be assigned to the Administration Division under the direct supervision of the Captain, Administration Division.

5-7. **UNIT COORDINATOR.** A supervisor will be designated as the Coordinator of Crime Prevention programs.

5-8. **MANPOWER ALLOCATION.** Personnel assigned to the unit will be responsible to the coordinator for duty assignment and functions.

PROCEDURES

5-9. **CRIME TREND STUDY.** The unit will study crime trends which are generally considered preventable.

- a. Emphasis will be placed on, but not limited to burglary, vandalism, crimes against persons, auto theft, property identification and related preventative areas.

5-10. **FIELD SERVICES INPUT.** Solicit patrol and investigative personnel to determine what courses of preventative action may best be taken to meet changing trends.

5-11. **MECHANICAL HARDWARE DEVELOPMENT.** Develop expertise with security hardware, internal systems, protective systems, glazing, locks, safes, intrusion devices, screening and related protective hardware.

EXAMPLE POLICE DEPARTMENT

5-12. ENVIRONMENTAL IMPACT CONSULTATION. Establish and maintain working relations with building inspectors, architects, insurance firms, building contractors, and wholesale building material companies for public safety.

5-13. MEDIA COORDINATION. Coordinate public service announcements with the news media on crime prevention activities.

PROGRAMS

5-14. DEVELOPMENT OF CRIME PREVENTION PROGRAMS. The Crime Prevention Unit shall be responsible to develop programs that offer positive aids in the prevention of crime.

- a. In-service training programs for police personnel.
- b. Security Surveys - Residential and Commercial.
- c. Burglary Prevention Programs.
- d. Auto Theft Prevention Programs.
- e. Environmental Impact Programs
- f. Personal Safety Programs.
- g. Theft and Vandalism Programs.

REPORTING

5-15. REPORTING SYSTEM. The crime prevention unit will develop and maintain a reporting system which will accurately record program activities. These should be forwarded to the chief administrator through the chain of command.

Chief of Police

PROCEDURES FOR DIVIDING A JURISDICTION

A system to assist in determining jurisdictional data entails geographically dividing the jurisdiction into manageable sections or parts.

A least two levels of division are required: small reporting districts and larger patrol areas or beats into which the smaller divisions are grouped for patrol purposes. The smaller areas, referred to as "reporting areas," can be defined as "small geographical areas into which a jurisdiction is divided for the purpose of crime reporting and collection of statistics." The larger units will be referred to as beats.

Procedures for dividing a jurisdiction are as follows:

1. Mount a large map of the jurisdiction which clearly shows major streets and natural boundaries, and cover it with a transparent plastic overlay.
2. Using a red grease pencil for writing on the overlay, divide the jurisdiction into reporting areas. The specific size of a reporting area is dependent upon population density, type of general area, i.e., business, residential, rural, etc., and previous event activity if such data is available. In a business district or heavily populated residential area where block sizes are uniform, each reporting district should contain eight (8) to twelve (12) square blocks. In rural areas, thinly populated residential areas, and areas with irregular or no block designations, reporting areas may vary in size from ¼ square mile on up. However, reporting areas should not be too large or their use as location indicators will be defeated. The reporting area boundaries should follow natural boundaries, streets, railroad tracks, freeway routes, etc. Consideration should also be given to assigning individual reporting areas to prominent structures, shopping centers, parks, schools, etc., to adequately identify the activity requiring police service which occurs in or around and is related to such locations.
3. Number each reporting area consecutively. If the number of reporting areas approaches or exceeds 99 for the total jurisdiction, the numbering should begin with 001. If not, then the numbering should begin with 01. If districts are used, the reporting area number will always be preceded by the district number. The total number of reporting areas in a district should not exceed 99. This is to allow for sufficient spaces to be "reserved" on source documents if mechanical or electronic processing is or may be used by the agency.

In the larger jurisdiction where district divisions are used, it is generally advisable to leave some numbers unassigned in each district. Thus, when the need arises to identify additional reporting areas in the district, two digit numbers will be available without revising the total numbering system, or programming to accommodate an additional digit.

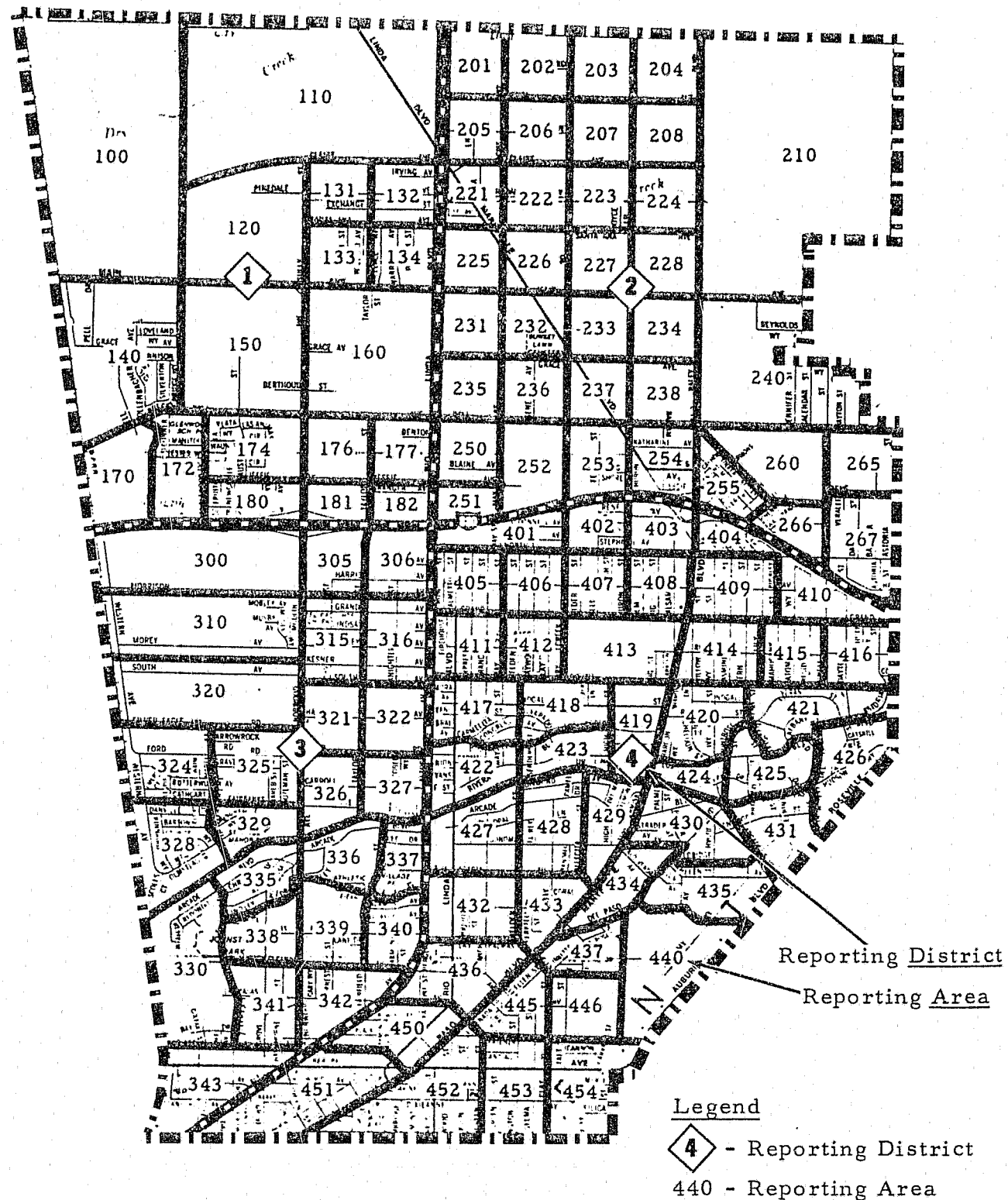
Figure 1 illustrates an actual example of a portion of a city which has been divided into reporting areas. Each area has been assigned a reporting area number using the above method.

4. From the map overlay a street number index by each reporting area should be completed. An example of a Street Number Index is displayed on Table 1.

The development of the Street Number Index is a time consuming, clerical job. However, it must only be done one time, and when completed it provides permanent location data from which all source documents can be coded with the reporting area. Each street address and intersection will be identified with a reporting area number. Personnel will use these numbers, to identify locations for data processing purposes, on communications dispatch records as well as all crime, arrest, traffic, and incident reports.

Figure I

REPORTING DISTRICTS AND AREAS



Note: Reporting Districts not usually necessary in smaller jurisdictions.

Table I

Illustration of Street Number Index with Reporting Area

MARYSVILLE BLVD. 2901 - 5200		
Address		Reporting Area
2901 - 2999	odd	433
2900 - 3100	even	434
3001 - 3299	odd	429
3100 - 3300	even	430
3301 - 3599	odd	419
3300 - 3400	even	424
3400 - 3600	even	420
3601 - 3799	odd	414
3600 - 2800	even	414
3801 - 3999	odd	408
3800 - 4000	even	409
4000 - 4100	all	403
4100 - 4300	all	244
4300 - 4400	all	243
4400 - 4600	all	237
4600 - 4650	all	233
4650 - 4800	all	232
4800 - 4900	all	226
4900 - 5000	all	225
5000 - 5200	all	221

COMMUNITY ATTITUDE/OPINION SURVEY

When conducting community attitude/opinion surveys, care must be taken not to offend or pressure the person to be surveyed.

The surveyor should identify himself and explain the purpose of the survey.

Listed below are possible questions which could be asked on this type of survey along with the recommended answering procedure.

Questions which should be answered on a scale of 1-5, where 5=strongly agree; 4=agree; 3=not sure; 2=disagree; and 1=strongly disagree, are:

Have there been any times recently when you might have wanted to go somewhere in town, but you stayed at home because you thought it would be unsafe to go there?

Compared to other parts of this (city/town/area), a person around here is more likely to be a victim of a crime.

Compared with a year ago, the danger from crime of all kinds in this city or town has become greater.

The police treat all people alike regardless of race or nationality.

Police give more considerate treatment to rich people than to poor people.

The police have it in for young people and pick on them unfairly.

The police are more likely to arrest a person who displays what they consider to be a bad attitude.

The police become personally familiar with residents of the neighborhoods they patrol.

The police encourage people in the community to help them in providing law enforcement services.

Police officers on the street behave in a way that earns the confidence and support of the public.

Police officers do not give this neighborhood as good services as they do other parts of town.

Police administrators assign enough minority group officers to minority neighborhoods.

Police investigations of complaints about police misconduct are always fair and thorough.

A citizen who has a complaint against a police officer will have a hard time getting the authorities to look into the matter.

The police don't give people enough follow-up information about what's happening to their cases.

The police often use excessive force in making arrests.

The police often use offensive language when dealing with the public.

The police should assume total responsibility for the prevention of crime.

The police that serve this area are doing a good job.

In the general performance of their duties, police officers (1) take every opportunity to prevent the occurrence of crimes; (2) are aware of the problems of racial discrimination.

When performing duties involving large crowds such as sporting events, parades, and civic functions, police officers tend to overlook minor law violations.

In regulating vehicle and pedestrian traffic, police officers (1) observe all traffic regulations except when in an emergency or in pursuit status with proper warning devices operating; (2) listen to a violator's story before deciding whether to issue a citation or just a warning.

When responding to a request for assistance related to a family disturbance, police officers help resolve the problem in a way that will strengthen rather than weaken the family.

When responding to requests for public service assistance, police officers treat each request seriously.

When assigned to control civil disorders, police officers (1) maintain disciplined behavior in confrontations with demonstrators (2) make arrests with minimum use of physical force.

When making an arrest, police officers instill an attitude of respect rather than fear.

When interrogating a suspect, police officers use pressure tactics to obtain information.

When appearing in court as a witness, police officers slant their testimony to support their own position.

When holding a person accused of an offense, police officers allow the accused person to communicate with his attorney, family, or friends.

When booking prisoners into a jail, police officers treat prisoners severely; show them jail is no hotel.

When participating in community relations and education programs, police officers (1) stimulate citizen participation in crime prevention activities, (2) communicate effectively with citizen groups.

Fourteen crimes are listed below. Questions A through E pertain to these crimes.

Arson
Assault
Auto Offenses
Bribery
Burglary
Car Theft
Consumer Fraud
Embezzlement
Forgery/Fraud
Larceny
Malicious Mischief/Vandalism
Rape/Child Molesting
Robbery
Other (specify) _____
None of These

- a. Have any of the above listed crimes ever happened to you or members of your household within the last five years? If yes, which ones? Any others?
- b. (For each crime circled in A) Was this crime(s) committed within the past year?
- c. Which one crime on that list is the most frightening one to you personally—the one you'd least like to have happen to you or someone in your family?
- d. No one likes to think about being victimized, but sometimes it happens. Which one of the crimes on the list do you think might be the most likely one to happen to you?
- e. Have any of these crimes happened to someone you know—a friend or close acquaintance in the past year or so? Which ones?

JOB DESCRIPTION

Department Position Code No.: P 7.2-59

CRIME PREVENTION OFFICER

CIVIL SERVICE CLASS TITLE: Police Officer
CIVIL SERVICE CODE NO.: (If any)
DIVISION, SECTION, UNIT OR DETAIL: Administration
HOURS ASSIGNED: 0800-1730
IMMEDIATE SUPERVISOR: Sergeant
NUMBER OF SUBORDINATES SUPERVISED: None

SUMMARY

A police officer assigned duty as a Crime Prevention Officer shall assist in the coordination, development and continuation of a community-based crime prevention program under the supervision of a Sergeant.

The crime prevention officer provides a variety of services to the public through the implementation and continuation of various crime prevention programs. He serves as a liaison between the law enforcement agency and various community citizens, planning commission, service clubs, civic groups, schools, etc.

The Crime Prevention Officer assists in the development of training programs for departmental members in the area of community crime prevention techniques. He works with department personnel on crime prevention related matters.

DUTIES AND RESPONSIBILITIES

1. Community Liaison

- a. The Crime Prevention Officer performs necessary liaison with the community for the development, promotion and implementation of community crime prevention programs. He assists in instituting crime prevention and other educational programs for citizens through seminars, workshops and the media.
- b. Acts as a staff advisor to the planning commission for community environmental planning. Works with schools and various citizen groups for the furtherance of crime reduction and law enforcement/citizen relations.
- c. Works with the various media available in the community for the publication and furtherance of crime prevention activities.

2. Other Duties

- a. Maintains an up-to-date evaluation of the effectiveness of on-going crime prevention programs in the jurisdiction. Research and analysis of other law enforcement agency crime prevention programs. Coordinates activities between different jurisdictions' crime prevention personnel.
- b. Assists in the development and presentation of in-service crime prevention training programs for departmental personnel.

- c. Performs staff review of new and pending legislation which may affect law enforcement and assists in the development of security ordinances.
- d. Analysis and projection of crime patterns in the jurisdiction and alerts police and citizens of these crime trends and recommends preventive measures.

OAKLAND
POLICE-FIRE AND INSURANCE COORDINATING COMMITTEE
MODEL BURGLARY SECURITY CODE
MINIMUM STANDARDS

I. Purpose

The purpose of this Code is to provide minimum standards to safeguard property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within a city and certain equipment specifically regulated herein.

II. Development of Model Code

The following City Ordinances were used as guides in developing the model code: General Ordinance No. 25, 1969, as amended, City of Indianapolis, Indiana – Section 605-3 – F211 Housing Inspection and Code Enforcement, Trenton, New Jersey – Section 23-405 of the Arlington Heights Village, Illinois, Code – Section 614.46 Chapter 3 of the Arlington County, Virginia Building Code – Section H-323.4 of the Prince George's County, Maryland Housing Code – City of Oakland, California Building Code – Burglary Prevention Ordinance, Oakland, California.

III. Scope

The provisions of the Code shall apply to new construction and to buildings or structures to which additions, alterations or repairs are made except as specifically provided in this Code. When additions, alterations or repairs within any 12-month period exceed 50 per cent of the replacement value of the existing building or structure, such building or structure shall be made to conform to the requirements for new buildings or structures.

IV. Applications to Existing Buildings

(It is the Committee's recommendation that the Code apply only to new construction, additions, alterations or repairs. However, some cities may wish to include present structures. If so, the following paragraph may be substituted for III, above;

All existing and future buildings of the city shall, when unattended, be so secured as to prevent unauthorized entry, in accordance with specifications for physical security of accessible openings as provided in this Code.

V. Alternate Materials and Methods of Construction

The provisions of this Code are not intended to prevent the use of any material or method of construction not specifically prescribed by this Code, provided any such alternate has been approved, nor is it the intention of this Code to exclude any sound method of structural design or analysis not specifically provided for in this Code. Structural design limitations given in this Code are to be used as a guide only, and exceptions thereto may be made if substantiated by calculations or other suitable evidence prepared by a qualified person.

The enforcing authority may approve any such alternate provided he finds the proposed design is satisfactory and the material, method or work offered is, for the purpose intended, at least equivalent of that prescribed in this Code in quality, strength, effectiveness, burglary resistance, durability and safety.

VI. Tests

Whenever there is insufficient evidence of compliance with the provisions of this Code or evidence that any material or any construction does not conform to the requirements of this Code, or in order to substantiate claims for alternate materials or methods of construction, the enforcing authority may require tests as proof of compliance to be made at the expense of the owner or his agent by an approved agency.

VII. Enforcement

The Multiple Dwelling and Private Dwelling Ordinances shall be included in the Building Code and enforced by the Building Official. The Commercial Ordinance shall be administered and enforced by the Chief of Police.

VIII. Responsibility for Security

The owner or his designated agent shall be responsible for compliance with the specifications set forth in this Code.

IX. Violations and Penalties

It shall be unlawful for any person, firm, or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the city, or cause the same to be done, contrary to or in violation of any of the provisions of this Code.

Any person, firm, or corporation violating any of the provisions of this Code shall be deemed guilty of a misdemeanor and shall be punishable by a fine of not more than \$500, or by imprisonment for not more than six months, or by both such fine and imprisonment.

X. Appeals

In order to prevent or lessen unnecessary hardship or practical difficulties in exceptional cases where it is difficult or impossible to comply with the strict letter of this Code, and in order to determine the suitability of alternate materials and types of construction and to provide for reasonable interpretations of the provisions of this Code, there shall be created a Board of Examiners and Appeals (if none exist). The Board shall exercise its powers on these matters in such a way that the public welfare is secured, and substantial justice done most nearly in accord with the intent and purpose of this Code.

MODEL COMMERCIAL BURGLARY SECURITY ORDINANCE MINIMUM STANDARDS

1. All Exterior Doors Shall Be Secured as Follows:

- A. A single door shall be secured with either a double cylinder deadbolt or a single cylinder deadbolt without a turnpiece with a minimum throw of one inch. A hook or expanding bolt may have a throw of $\frac{3}{4}$ inch. Any deadbolt must contain hardened material to repel attempts at cutting through the bolt.
- B. On pairs of doors, the active leaf shall be secured with the type lock required for single doors in (A) above. The inactive leaf shall be equipped with flush bolts protected by hardened material with a minimum throw of $\frac{5}{8}$ inch at head and foot. Multiple point locks, cylinder activated from the active leaf and satisfying (I, A and B) above may be used in lieu of flush bolts.

- C. Any single or pair of doors requiring locking at the bottom or top rail shall have locks with a minimum $\frac{5}{8}$ inch throw bolt at both the top and bottom rails.
- D. Cylinders shall be so designed or protected so they cannot be gripped by pliers or other wrenching devices.
- E. Exterior sliding commercial entrances shall be secured as in (A, B & D) above with special attention given to safety regulations.
- F. Rolling overhead doors, solid overhead swinging, sliding or accordion garage type doors shall be secured with a cylinder lock or padlock on the inside, when not otherwise controlled or locked by electric power operation. If a padlock is used, it shall be of hardened steel shackle, with minimum five pin tumbler operation with non-removable key when in an unlocked position.
- G. Metal accordion grate or grill-type doors shall be equipped with metal guide track at top and bottom, and a cylinder lock and/or padlock with hardened steel shackle and minimum five pin tumbler operation with non-removable key when in an unlocked position. The bottom track shall be so designed that the door cannot be lifted from the track when the door is in a locked position.
- H. Outside hinges on all exterior doors shall be provided with non-removable pins when using pin-type hinges.
- I. Doors with glass panels and doors that have glass panels adjacent to the door frame shall be secured as follows:
 1. Rated Burglary resistant glass or glass-like material, or
 2. The glass shall be covered with iron bar of at least one half-inch round or $1'' \times \frac{1}{4}''$ flat steel material, spaced not more than five inches apart, secured on the inside of the glazing, or
 3. Iron or steel grills of at least $\frac{1}{8}''$ material of $2''$ mesh secured on the inside of the glazing.
- J. Inswinging doors shall have rabbitted jambs.
- K. Wood doors, not of solid core construction, or with panels therein less than $1\frac{3}{8}''$ thick, shall be covered on the inside with at least 16 gauge sheet steel or its equivalent attached with screws on minimum six inch centers.
- L. Jambs for all doors shall be so constructed or protected so as to prevent violation of the function of the strike.
- M. All exterior doors, excluding front doors, shall have a minimum of 60 watt bulb over the outside of the door. Such bulb shall be protected with a vapour cover or cover of equal breaking resistant material.

II. Glass Windows:

- A. Accessible rear and side windows not viewable from the street shall consist of rated burglary resistant glass or glass-like material. Fire Department approval shall be obtained on type of glazing used.
- B. If the accessible side or rear window is of the openable type it shall be secured on the inside with a locking device capable of withstanding a force of 300 pounds applied in any direction.

- C. Louvered windows shall not be used within eight feet of ground level, adjacent structures or fire escapes.
- D. Outside hinges on all accessible side and rear glass windows shall be provided with non-removable pins. If the hinge screws are accessible the screws shall be of the non-removable type.

III. Accessible Transoms:

All exterior transoms exceeding 8"x12" on the side and rear of any building or premises used for business purposes shall be protected by one of the following:

- 1. Rated burglary resistant glass or glass-like material, or
- 2. Outside iron bars of at least ½" round or 1"x¼" flat steel material, spaced no more than 5" apart, or
- 3. Outside iron or steel grills of at least 1/8" material but not more than 2" mesh.
- 4. The window barrier shall be secured with rounded head flush bolts on the outside.

IV. Roof Openings:

- A. All glass skylights on the roof of any building or premises used for business purposes shall be provided with:
 - 1. Rated burglary resistant glass or glass-like material meeting Code requirements, or
 - 2. Iron bars of at least ½" round or 1"x¼" flat steel material under the skylight and securely fastened, or
 - 3. A steel grill of at least 1/8" material of 2" mesh under the skylight and securely fastened.
- B. All hatchway openings on the roof of any building or premises used for business purposes shall be secured as follows:
 - 1. If the hatchway is of wooden material; it shall be covered on the inside with at least 16 gauge sheet steel or its equivalent attached with screws.
 - 2. The hatchway shall be secured from the inside with a slide bar or slide bolts. The use of crossbar or padlock must be approved by the Fire Marshal.
 - 3. Outside hinges on all hatchway openings shall be provided with non-removable pins when using pin-type hinges.
- C. All air duct or air vent openings exceeding 8"x12" on the roof or exterior walls of any building or premise used for business purposes shall be secured by covering the same with either of the following:
 - 1. Iron bars of at least ½" round or 1"x¼" flat steel material spaced no more than 5" apart and securely fastened or
 - 2. A steel grill of at least 1/8" material of 2" mesh and securely fastened.
 - 3. If the barrier is on the outside, it shall be secured with rounded head flush bolts on the outside.

V. Special Security Measures:

- A. Safes:
Commercial establishments having \$1,000 or more in cash on the premises after closing hours shall lock such money in a Class "E" safe after closing hours.

- B. Office Buildings (Multiple occupancy):
All entrance doors to individual office suites shall have a deadbolt lock with a minimum one inch throw bolt which can be opened from the inside.

VI. Intrusion Detection Devices:

- A. If it is determined by the enforcing authority of this ordinance that the security measures and locking devices described in this ordinance do not adequately secure the building, he may require the installation and maintenance of an intrusion detection device (Burglar Alarm System).
- B. Establishments having specific type inventories shall be protected by the following type alarm service:
 - 1. Silent Alarm—Central Station—Supervised Service
 - a. Jewelry Store — Mfg., wholesale, and retail.
 - b. Guns and ammo shops
 - c. Wholesale liquor
 - d. Wholesale tobacco
 - e. Wholesale drugs
 - f. Fur stores
 - 2. Silent Alarm
 - a. Liquor stores
 - b. Pawn shops
 - c. Electronic equipment
 - d. Wig stores
 - e. Clothing (new)
 - f. Coins and stamps
 - g. Industrial tool supply houses
 - h. Camera stores
 - i. Precious metal storage facility
 - 3. Local Alarm (Bell outside premise)
 - a. Antique dealers
 - b. Art galleries
 - c. Service stations

VII. Exceptions:

No portion of this Code shall supersede any local, state or Federal laws, regulations, or codes dealing with the life-safety factor.

Enforcement of this ordinance should be developed with the cooperation of the local fire authority to avoid possible conflict with fire laws.

MODEL PRIVATE DWELLING SECURITY ORDINANCE MINIMUM STANDARDS

I. Exterior Doors:

- A. Exterior doors and doors leading from garage areas into private family dwellings shall be of solid core no less than 1¾ inches thickness.

- B. Exterior doors and doors leading from garage areas into private family dwellings shall have self-locking (dead latch) devices with a minimum throw of one-half inch.
 - C. Vision panels in exterior doors or within reach of the inside activating device must be of burglary resistant material or equivalent as approved by the Building Official.
 - D. Exterior doors swinging out shall have non-removable hinge pins.
 - E. In-swinging exterior doors shall have rabbited jambs.
 - F. Jambs for all doors shall be so constructed or protected so as to prevent violation of the function of the strike.
- II. Sliding Patio Type Doors Opening Onto Patios or Balconies Which Are Less Than One Story Above Grade or are Otherwise Accessible From the Outside:
- A. All single sliding patio doors shall have the movable section of the door sliding on the inside of the fixed portion of the door.
 - B. Dead locks shall be provided on all single sliding patio doors. The lock shall be operable from the outside by a key utilizing a bored lock cylinder of pin tumbler construction. Mounting screws for the lock case shall be inaccessible from the outside. Lock bolts shall be of hardened steel or have hardened steel inserts and shall be capable of withstanding a force of 800 pounds applied in any direction. The lock bolt shall engage the strike sufficiently to prevent its being disengaged by any possible movement of the door within the space or clearances provided for installation and operation. The strike area shall be reinforced to maintain effectiveness of bolt strength.
 - C. Double sliding patio doors must be locked at the meeting rail and meet the locking requirements of "B" above.
- III. Window Protection
- A. Windows shall be so constructed that when the window is locked it cannot be lifted from the frame.
 - B. Window locking devices shall be capable of withstanding force of 300 pounds applied in any direction.
 - C. Louvered windows shall not be used within eight feet of ground level.
- IV. It Shall Be Unlawful To Furnish Overhead Garage Doors With Bottom Vents.
- V. Exceptions:

No portion of this Code shall supersede any local, state or Federal laws, regulations, or codes dealing with the life-safety factor.

Enforcement of this ordinance should be developed with the cooperation of the local fire authority to avoid possible conflict with fire laws.

MODEL MULTIPLE DWELLING SECURITY ORDINANCE MINIMUM STANDARDS

- I. Exterior Doors:
- A. Exterior doors and doors leading from garage areas into multiple dwelling buildings and doors leading into stairwells below the sixth floor level shall have self-locking (Dead latch) devices, allowing egress to the exterior of the building or into the garage area, or stairwell, but requiring a key be used to gain access to the interior of the building from the outside or garage area or into the hallways from the stairwell.
 - B. Exterior doors and doors leading from the garage areas into multiple dwelling buildings and doors leading into stairwells maintain shall be equipped with self-closing devices, if not already required by other regulations, ordinance, or code.
- II. Garage Doors:
- Whenever parking facilities are provided, either under or within the confines of the perimeter walls of any multiple dwelling, such facility shall be fully enclosed and provided with a locking device.
- III. All Swinging Doors to Individual Motel, Hotel, and Multi-Family Dwellings:
- A. All wood doors shall be of solid core with a minimum thickness of 1 3/4 inches.
 - B. Swinging entrance doors to individual units shall have deadbolts with one-inch minimum throw and hardened steel inserts in addition to deadlatches with half-inch minimum throw. The locks shall be so constructed that both deadbolt and deadlatch can be retracted by a single action of the inside door knob. Alternate devices to equally resist illegal entry may be substituted subject to prior approval of the Police Department.
 - C. An interviewer or peephole shall be provided in each individual unit entrance door.
 - D. Door closers will be provided on each individual entrance door.
 - E. Doors swinging out shall have non-removable hinge pins.
 - F. In-swinging exterior doors shall have rabbited jambs.
 - G. Jambs for all doors shall be so constructed or protected so as to prevent violation of the function of the strike.
- IV. Sliding Patio Type Doors Opening Onto Patios or Balconies Which Are Less Than One Story Above Grade or Are Otherwise Accessible From the Outside:
- A. All single sliding patio doors shall have the moveable section of the door slide on the inside of the fixed portion of the door.
 - B. Dead locks shall be provided on all single sliding patio doors. The lock shall be operable from the outside by a key utilizing a bored lock cylinder of pin tumbler construction. Mounting screws for the lock case shall be inaccessible from the outside. Lock bolts shall be of hardened material or have hardened steel inserts and shall be capable of withstanding a force of 800 pounds applied in any direction. The lock bolts shall engage the strike sufficiently to prevent its being disengaged by any possible movement of the door within the space or clearances provided for installation and operation. The strike area shall be reinforced to maintain effectiveness of bolt strength.

- C. Double sliding patio doors must be locked at the meeting rail and meet the locking requirements of "B" above.

V. Window Protection:

- A. Windows shall be so constructed that when the window is locked it cannot be lifted from the frame.
- B. Window locking devices shall be capable of withstanding a force of 300 pounds applied in any direction.
- C. Louvered windows shall not be used within eight feet of ground level, adjacent structures or fire escapes.

VI. Exceptions:

No portion of this Code shall supersede any local, state or Federal laws, regulations, or codes dealing with the life-safety factors.

Enforcement of this ordinance should be developed with the cooperation of the local fire authority to avoid possible conflict with fire laws.

ORDINANCE NO. 20-73 N.S.

AN ORDINANCE OF THE CITY OF RICHMOND ADDING CHAPTER 7.96 TO THE MUNICIPAL CODE OF SAID CITY PERTAINING TO INTRUSION ALARM SYSTEMS

The Council of the City of Richmond do ordain as follows:

Section 1. Chapter 7.96 is added to the Municipal Code of the City of Richmond to read as follows:

CHAPTER 7.96

INTRUSION ALARM SYSTEMS

7.96.010 Purpose. The immediate preservation of the public safety, health, and welfare requires the adoption of this ordinance. The public has purchased burglar alarm systems which have malfunctioned, causing an increase in false alarm reports which require an immediate response from the Richmond Police Department, thus, subjecting the general public to a dangerous situation.

7.96.020 Definitions. For the purpose of this chapter, certain words and phrases used herein are defined as follows:

(a) Alarm system shall mean any device designed for the detection of an unauthorized entry on or into any building, place, or premises, or for alerting others of the commission of an unlawful act, or both, and when actuated emits a sound or transmits a signal or message.

(b) Alarm business shall mean any business which is engaged in the selling, leasing, maintaining, servicing, repairing, altering, replacing, moving, or installing any alarm system in or on any building, place, or premises.

(c) Alarm agent shall mean any person who is hired by an alarm business as an agent or employee for performance of any of the following functions within this City: selling, leasing, maintaining, servicing, repairing, altering, replacing, moving, or installing any alarm system in or on any building, place, or premises.

(d) Audible alarm shall mean that type of alarm system which, when activated, emits an audible sound.

(e) Subscriber shall mean a person contracting with an alarm business for any of its services.

(f) Permittee shall mean the person to whom an alarm business permit is issued under this chapter.

(g) Person shall mean any individual, partnership, corporation, or other entity.

(h) Police Department shall mean the Police Department of the City of Richmond, California, and Chief of Police shall mean the Chief of such department or his authorized representative.

(i) Silent alarm shall mean that type of alarm system which, when activated, sounds a bell or buzzer or turns on a light at a predesignated place other than the location where the alarm has been installed.

7.96.030 Permits

(a) Permits Required. It shall be unlawful for any person who owns an alarm business to conduct, cause, or permit to be conducted such business within the City of Richmond, California,

without a valid alarm business permit issued for the conduct of such business by the Chief of Police pursuant to the provisions of this chapter. Such permit is in addition to any business license which such person must acquire under this City's Municipal Code.

(b) Permit Applications. Each applicant for an alarm business permit under this chapter shall be filed with the Chief of Police on a form prescribed by such Chief and shall set forth the name, age, and address of the applicant, and the applicant's past experience in the alarm business. Each person who owns an alarm business conducted within this City on August 20, 1973, shall file an application for a permit under this chapter not later than November 20, 1973; and each person who so files an application under this sentence is authorized to continue the conduct of the alarm business unless the person's application is subsequently denied by the Chief of Police.

(c) Denial of Permit. The Chief of Police shall conduct an investigation of the applicant to determine if the applicant's character, reputation or moral integrity, including any of its officials or partners, is inimical to the public safety or general welfare of the citizens of the City or if the applicant is financially unsound. Where the character, reputation or moral integrity of the applicant is determined to be inimical to the public safety or general welfare of the City's citizens, such a determination shall include but not be limited to consideration of any conviction of, or release from a penal institution after serving a sentence for, a felony or a misdemeanor involving robbery, burglary, theft, embezzlement, dishonesty, fraud, or the buying or receiving of stolen property within the past five years.

(d) Permit Fee. An annual permit fee of \$10 shall be paid to the City by the permittee.

7.96.040 Revocation or Suspension of Permits. The Chief of Police of the City of Richmond is hereby authorized to suspend or revoke any alarm business permit issued under Section 7.96.030 if the permittee violates any of the conditions of Sections 7.96.050, 7.96.060 or 7.96.080 hereof or of the regulations promulgated under Section 7.96.070. Such suspension or revocation shall be made only after a hearing by the Chief of Police upon giving five days prior written notice of the time, place and nature of the hearing to the permittee by personal delivery or by certified mail addressed to the permittee's address as shown on the permittee's application or in the latest written revision of such address filed by the permittee with the Chief of Police.

7.96.050 Conditions. Each permittee to whom a permit is issued under this chapter shall comply with the following conditions:

(a) Each permittee shall provide the Chief of Police with the address of each building, place, or premise within the City of Richmond for which the permittee sells or installs an alarm system.

(b) Audible alarm systems serviced or maintained on or in any building, place, or premise by a permittee shall have the name and emergency telephone number of permittee's alarm business posted on or near the front door of such building, place, or premise. Upon notification by the City's Police Department that an audible alarm is activated, the permittee or his alarm agent shall immediately proceed to silence the alarm.

(c) Permittees contracting with a subscriber for a supervised silent alarm shall, upon the alarm being activated, immediately notify the City's Police Communication Center by the Center's emergency telephone. Such alarms need not be reported by the permittee by such telephone if the alarm has been activated within five minutes of opening time or within 15 minutes of closing time provided that the permittee has a letter on file from the subscriber stating what the opening and closing times shall be, and provided that the alarm was not designed for robbery as defined in Section 211 of the California Penal Code.

(d) Each permittee using a telephone answering service for the purpose of monitoring silent-type alarms for their subscribers, shall submit the name and telephone number of such service within ten calendar days of the day such service commences.

(e) Each permittee that installs or services an alarm system shall clearly instruct the subscriber in the proper use and operation of the alarm system, especially in those factors which can cause false alarms.

(f) Each permittee servicing an alarm system shall respond to service each alarm within 48 hours after permittee has been notified by the subscriber or the City's Police Department that an alarm system has malfunctioned.

(g) Each permittee shall display to the Chief of Police, when requested, permittee's record of inspection or repair of any subscriber's installed alarm system.

(h) Each permittee shall notify the City Police Department's Communication Center whenever a subscriber's alarm system is under service or repair where in the process of such service or repair the system may be activated causing a police response.

(i) Each alarm system sold, leased, maintained, serviced, or installed by a permittee that operates on commercial current must be equipped with a stand-by power supply sufficient for at least four hours.

(j) Each alarm system shall be subject to inspection by the City's Electrical Inspector and the Chief of Police.

(k) Alarm equipment sold, leased, maintained, or serviced by a permittee shall be approved by Underwriters' Laboratories, Inc. (UL) or by the Chief of Police.

7.96.060 Approval of Personnel. Each of the alarm agents of alarm businesses shall be investigated by the Chief of Police to determine whether he is of good moral character. Each permittee shall submit to the Chief of Police the following information concerning each alarm agent employed by permittee at the time of obtaining a permit under this chapter and concerning each alarm agent which the permittee proposes to hire after obtaining such permit:

(a) The Agent's name, current residential address, and age.

(b) The number of Agent's current California driver's license.

(c) The Agent's fingerprint record.

(d) A recent photograph, one and one-half inches square of the agent.

(e) A copy of any alarm agent permit, if any, issued by any other governmental agency.

The Chief of Police shall investigate the background of each such agent and inform the permittee if the agent has been convicted of a felony or of the violation of any narcotic law or any law involving moral turpitude and which conviction or conviction would, in the judgment of the Chief of Police, indicate that such agent is not of good moral character. The permittee shall not retain the employment of, nor shall he employ, any person who is found by the Chief of Police not to be of good moral character. If the permittee continues to employ or employs such a person after being informed by the Chief of Police that such person is not of good moral character, the alarm business permit may be revoked by the Chief of Police pursuant to Section 7.96.040. The Permittee shall pay to the City the sum of \$10 to cover the cost to the City of the Background investigation of each of his alarm agents. The Chief of Police, at his discretion, may dispense with such investigation concerning any particular alarm agent if he is satisfied that such agent has been adequately investigated and cleared for similar activities by another governmental agency.

7.96.070 Implementing Regulations, Adoption and Approval. In order to assist in carrying out the provisions and purpose of this chapter, the Chief of Police may, from time to time, implement such provisions by adopting and enforcing regulations concerning the safety and security of alarm systems, the installation of alarm equipment, and the keeping of records concerning alarm systems. Such regulations shall be adopted and amended by the Chief of Police pursuant to public hearing and written notice to the holders of permits issued under this chapter. The regulations adopted by the Chief of Police, and amendments thereto, shall not become effective until they have been approved by the City Council.

7.96.080 Alarm Systems Terminating at City Police Department. The installation of any alarm system in a manner which, when the system is activated, would cause a signal or message to be sent directly to the Richmond Police Department by telephone line or by any other means must have the prior written approval of the Chief of Police. Any permittee may apply in writing to the Chief of Police for such approval and such approval shall be evidenced by the issuance of a permit. Such application shall describe the alarm system and the testing procedures to be followed by the applicant along with such other information as the Chief of Police may reasonably require to reach a decision on the application. The Chief of Police shall grant such approval if he finds that the termination of the signal or message in the City's Police Department will not hinder City police activities. Each applicant who has been granted such approval shall maintain adequate equipment and an adequate work force to repair, maintain and otherwise service the particular alarm system involved in the approval. The City Council may prescribe by resolution a fee for each application processed under this section.

7.96.090 Appeals to Council. Any party against whom a decision or finding is made by the Chief of Police under Sections 7.96.030, 7.96.040 or 7.96.080 of this chapter may appeal to the City Council by filing his request for appeal in writing with the City Clerk within ten days from the date of such decision or finding. The decision or finding shall be inoperative pending such appeal. The City Council may affirm, modify, or override the Chief's decision or finding. The vote of six members of the Council shall be required to modify or override the Chief's decision or finding.

Section 2. If any section or part of any section of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, the remainder hereof not thereby invalidated shall remain in full force and effect. The Council of the City of Richmond hereby declares that it is the intent of such Council that it would have passed all the other portions of this ordinance independent of the elimination herefrom of any such portion as may be declared invalid.

Section 3. This ordinance shall take effect and be in force on and after its final passage and adoption.

First read at a regular meeting of the Council of the City of Richmond held August 13, 1973, and finally passed and adopted at a regular meeting thereof held August 20, 1973, by the following vote:

Ayes: Councilmen Bates, Fernandez, Nelson, Wagerman, Bianco, Silva and Anderson.

Noes: None.

Absent: Councilmen Vargas and Grydyk.

HARLAN J. HEYDON
Clerk of the City of Richmond

Approved:

(SEAL)

B. T. Anderson

Mayor

Approved as to form:

JAMES P. O'DRAIN

City Attorney

SECURITY SURVEYS

Western City Police Department
11 Western Street
Western, California

Industrial Furniture Company
45 Western Avenue
Western, California

At your request, our Crime Prevention Unit conducted a security survey of your furniture store to determine existing security risks.

The objective of this security survey is to assist your organization in creating an optimum security barrier against burglary, shoplifting and employee theft. A cost effective approach through sound risk management procedures should be paramount in your decisions toward the implementation of security measures.

After review and evaluation of the attached recommendations, our crime prevention officer will be available to answer any questions you may have regarding proposed suggestions or implementation procedures.

Chief of Police
Western Police Department

SAMPLE SECURITY SURVEY REPORT

The following recommendations have been made following a security survey conducted by Officer John Smith at the Industrial Furniture Company on January 6, 1976.

DOORS AND WINDOWS

Doors — Exterior:

- Exterior door on east side of building is not per State Fire Marshal's code. The mortise lock on door is broken. The hole in the cement is full of dirt allowing latch accessibility. The main door latch is too short, extending only 1/8" into the fixed doorstrike.

Recommendation: Convert east exterior door to an approved exit. Equip with good panic hardware and replace broken lock and install revolving solid cylinder guard on door cylinder.

- Exterior door in front of store has an exposed cylinder.

Recommendation: Since door is not used for opening or closing store, either remove the lock cylinder from the exterior so it is the same as the other doors or provide a solid revolving cylinder guard.

- Double doors on east side are unlocked at all times.

Recommendation: Prohibit entry through these doors during daytime to prevent losses by theft or robbery.

Doors — Interior:

- There are four (4) doors leading from the display area to the storeroom.

Recommendation: All doors be kept locked and install spring closing devices.

Windows:

- Installed only on the north side of the building (front).

Recommendation: Refer to Alarm section

LIGHTING

Exterior:

- Insufficient lighting.

Recommendation: Lights over front of the store should be used during all hours of darkness.

- The two (2) pole lamps, No. 97.07 and No. 97.08, do not provide sufficient night lighting.

Recommendation: Increase wattage for store protection and also for adjacent buildings and pedestrians.

Interior:

- Interior night lighting is insufficient.

Recommendation: Increase number of lights in areas visible from the exterior during all hours of darkness.

- Sales room is well-lighted by florescent fixtures.

- Insufficient lighting and several florescent tubes are burned out in store room.

Recommendation: Install one florescent fixture in s/w area of the store room. Install one florescent fixture in s/w lobby exit. Maintain regular tube replacement.

- Office rooms are well lighted and all operable.

Recommendation: Lights should be kept on at night to assist patrol division.

- The emergency lighting system is not operating at all.

Recommendation: System should be repaired.

INTRUSION ALARM

Alarm System:

- The building has a Morse "silent" alarm which has a direct line to the city police department. The existing alarm covers the front doors and one rear door in the storeroom. There are also five infra-red beams which cover the sales area in the front of the store. The alarm control box is located on a rear interior door which is used for exiting when the store is closed.

Recommendation: The alarm system should be separated into two zones—exterior perimeter of the building and interior security. The exterior would consist of all exterior doors. The interior security would consist of the existing infra-red beams, motion and sound detection devices which should be installed in the front (north) area of the building and in the office where the safe and the important records are kept.

A motion sound detection device should be installed in the front portion of the building which would flood the window and door area.

The receiving doors on the east side of the building should be included in the alarm system. The existing alarm is located on a double interior door which permits undetected entry into the building.

There are two (2) louvered air vents in the equipment room which must be covered by detection devices.

The mechanical store room access door located high up on the south wall of the store room should be connected to the Central Alarm system.

The office in which the safe, records and money are kept should be alarmed for motion and sound detection.

The stairwell door leading to the second-story cafeteria should also be connected to an alarm system.

The alarm connections on the telephone terminals are labeled. Labels should be removed and the terminals covered with a panel.

Back-up batteries should be protected against tampering.

MISCELLANEOUS

Fire Security:

- In addition to the security weaknesses, it was noted that an area separation, fire-rated door between the storeroom and the sales office area has been totally removed. This is a violation of the fire code.

Recommendation: This door should be replaced. The fire extinguishers should be properly hung as per N.F.P.A. Handbook No. 10.

Display Racks:

- Display racks are too high.

Recommendation: Reconstruct display racks or relocate along walls for better viewing by sales personnel.

Viewing Mirrors:

- At present there are four (4) mirrors to assist sales personnel to observe actions of customers. However, all four (4) mirrors are installed incorrectly.

Recommendation: Relocate and adjust mirrors so all sales personnel have vision to all aisles.

INTERNAL CONTROLS

Shipping-Receiving:

- All shipping-receiving is handled by one individual. This individual also has access to copies of the ordering, shipping, and receiving of documents.

Recommendation: Responsibility should be held by a minimum of two persons in order to lessen the potential for fraud and theft. The numerous copies of the various receipts must be handled separately, with access through the chain restricted. A periodic follow-up procedure should be adopted to determine if the amount of stock shipped equals the actual amount of stock received.

Key Control:

- With the excessive turn-over in employees (part-time employment) it is recommended periodic re-keying be done.

SAMPLE FOLLOW-UP LETTER TO A RESIDENTIAL SECURITY SURVEY

Mr. and Mrs. Tom Smith
723 Main Street
Western, California

Dear Mr. and Mrs. Smith:

At the Neighborhood Watch meeting held on June 15, 1976, it was decided that all members present would have a residential security survey conducted of their premises.

Officer Wright surveyed your residence on June 19, 1976 to determine existing security risks. Attached is a report of that survey.

After review and evaluation of the recommendations, Officer Wright of our Crime Prevention Unit will be available to answer any questions you may have regarding proposed suggestions or implementation procedures.

Chief of Police
Western Police Department

SAMPLE RESIDENTIAL SECURITY SURVEY

DOORS AND WINDOWS

Doors — Exterior:

- All doors reflect a variety of hardware and construction. Most locks are privacy and convenience locks only.

Recommendation: All exterior doors should be replaced with solid core doors and deadbolt locks installed. Locks should have 1" throw deadbolt and hardened cylinder guard. Wide angle viewers should be installed on main-entry door.

- Garage door does not have a locking device.

Recommendation: Door should be secured at each end with security padlock (laminated or extruded case; hardened steel shackle; heel and toe locking; minimum 5-pin tumbler).

Windows:

- All windows reflect a variety of construction and styles as well as different latch devices.

Recommendation: Double hung windows should be pinned and secondary lock installed (keyed latch). Drop windows should be secured by a keyed lock. Exterior grates leading to basement windows should be secured to cement base by spot-welding or hasp and padlocks. Louvered windows on second floor should be secured by two-part epoxy glue to frame to prevent removal.

LIGHTING

Exterior:

- Existing flood lights on eaves are defective, misdirected and inadequate. Insufficient lighting on driveway. Many lights are burned out. Adjacent to front door, exterior door switch permits control by visitor. Perimeter recreation sites, e.g., barbeque area, badminton court, etc., have no visible lights for night use.

Recommendation: Replace defective bulbs and redirect existing floodlights at night to cover as many dark areas as possible. Supplement existing floodlight system to include driveway and recreation areas. Remove exterior light switch at front door and place inside. Install photoelectric cell to control activation of exterior lights during darkness.

Interior:

- Resident does not provide interior lighting when away from home at night.

Recommendation: Purchase timing devices to activate lights at different locations in home.

MISCELLANEOUS

Perimeter:

- Heavy vegetation obstructs vision of residence and fencing is in poor condition at many points surrounding premises.

Recommendation: Asthetic gardening can be maintained while not affording cover and concealment to the criminal. Trim shrubs and trees to allow better vision. Install rat guard around the trees at a distance of 7" to prevent access to second story. Repair and strengthen existing fence.

Security Room:

- There is no identifiable room set aside for valuables in the structure.

Recommendation: A security area should be constructed to conceal guns, jewelry and other valuables. Area should have solid core construction with 1" single cylinder deadbolt and pinned hinges (approximate cost \$100.00).

OPERATION IDENTIFICATION

[illegible]

END