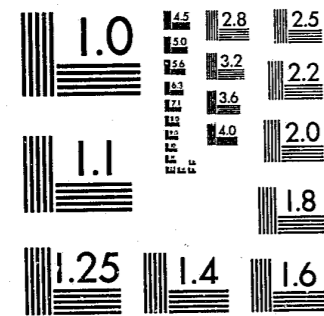


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National Institute of Justice  
United States Department of Justice  
Washington, D. C. 20531

8/16/83

INVESTIGATION REPORT  
COMMERCIAL SECURITY FIELD TEST  
LONG BEACH, CALIFORNIA

LONG BEACH POLICE DEPARTMENT  
CRIME PREVENTION UNIT

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JUL 1982

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## ABSTRACT

The Commercial Security Field Test was part of a national research effort funded by the National Institute of Law Enforcement and Criminal Justice. The Test evaluated the effectiveness of a crime prevention survey program among small businesses. The project was characterized by the joint participation of businesspersons and police in the development and implementation of strategies to encourage merchant compliance with survey recommendations. The Long Beach project was limited to a two year research effort involving 593 businesses. Program methodology included identification of commercial areas within the City of Long Beach consisting of eighty or more small businesses surrounded by residential neighborhoods, and having recognizable geographical identities. Detailed crime and business data were collected in each area. The areas were tentatively pair-matched based on collected data, and each pair was randomly separated into a test and control component. Comprehensive crime prevention surveys, and survey compliance activities, were undertaken at each business in the test areas. Project staff also participated in the formation of business associations in each test area.

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## FOREWORD

Law enforcement's traditional approach to the treatment of criminality has been primarily reactive in the sense that the prevailing methodology has been to apprehend the criminal after he has committed the crime, and to incarcerate him in the hope that his desire to commit further crimes would be thwarted due to his anticipated negative reaction to punishment. It appears that this philosophical approach has not, in and of itself, been the complete answer to the mitigation of criminality in our cities and neighborhoods.

For several years, many law enforcement practitioners have harbored the belief that the opportunity for criminals and potential criminals to commit crimes could be impacted by the utilization of preventative measures. Enter the field of crime prevention. It has been demonstrated that crime could be impacted by raising the awareness level of people and providing them with the knowledge and hardware necessary to diminish the opportunity for criminals to engage in their illicit activities.

Historically, there has been a lack of data to determine the actual effectiveness of crime prevention measures. That data is essential in an era when all programs requiring expenditure of public funds are coming under close scrutiny by officials at all levels of government. The Commercial Security Test Project was specifically designed to provide for data collection to determine the impact of crime prevention measures on the incidence of crime.

It is the sincere hope of those involved in this worthwhile project that the information gleaned from the Commercial Security Test Project will prove useful to crime prevention practitioners everywhere.

Stephen J. McAndrew  
Police Officer  
Crime Prevention Unit  
Long Beach Police Department

## PREFACE

Crime prevention is becoming an integral part of law enforcement because it incorporates the concept of criminal opportunity reduction with the existing methods of criminal apprehension. Crime Prevention, as defined by the California Crime Prevention Institute, is: "The anticipation, the recognition and the appraisal of a crime risk, and the initiation of action to remove or reduce it."

The police have an important, but by no means a solo, part to play in controlling, reducing, and preventing crime. Perhaps the primary responsibility for crime prevention rests with the citizens themselves. It is only through a cooperative effort by the community and all branches of law enforcement that we can hope to impact the growing crime rate.

As with the now familiar Neighborhood Watch programs, the police must be the catalyst which brings together the business community in an active, participative program of crime prevention. It is the role of police professionals to train business operators to recognize and accept responsibility for the prevention of crime. This involves explaining the police role to the businessperson; how criminals are apprehended, punished, and rehabilitated, and most importantly, working with the businessperson to instruct him on how to prevent the criminal from plying his trade.

Perhaps, for the businessperson, this means a return to the philosophy of the old, friendly neighborhood, where person-to-person contact was characteristic. Law enforcement must be able to show the business operators that they are their own best police force, and that they should be looking out for and depending on each other. The businessperson can no longer rely solely upon the police for total protection and security, because there are insufficient resources available to law enforcement to meet the ever growing demand for police services. What is required is a shared role, a total law enforcement/business community commitment for the purpose of reducing crime. By practicing crime preventive techniques on both a public and private level crime can be reduced, thus relieving the police workload and ensuring the business operator of a safer environment.

In 1980, the City of Long Beach, was selected as one of three cities to conduct a field test on commercial security for the National Institute of Justice. The other cities were Denver, Colorado and St. Louis, Missouri. The field test started in January 1981. The commercial security program was designed to reduce the vulnerability of small commercial establishments to burglary, robbery, and larceny through the cooperation of businesspersons and police in the conduct of crime prevention surveys and subsequent implementation of survey recommendations. The program had three basic objectives:

- o To assess the impact of this crime prevention program on commercial crime and its associated effects;

- o To ascertain whether or not a cooperative survey program improved relations between the business community and the police; and
- o To determine if the program merits widespread replication in other jurisdictions.

Evaluation of the project was conducted during the entire project beginning with the site selection, site separation (test & control), and the one year test period. The results of the evaluation are being prepared by Public Systems Evaluation, Inc. of Cambridge, Massachusetts, (PSE) under a separate contract issued from the National Institute of Justice. The publication of these findings is expected to be released in early Fall of 1982.

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CHAPTER 1  
INTRODUCTION

The Cost of Commercial Crime:

Crime against commercial establishments in the United States is a costly and widespread problem. The Department of Commerce has estimated that the losses due to retail crime in 1975 amounted to \$5.8 billion, while losses to service establishments were estimated at \$3.5 billion, a total of \$9.3 billion. Taking inflation into account, and assuming no increase in the rate of crime against stores, the estimated losses for 1979 would be almost \$15 billion, or about \$70 per person, on the average, if they were passed on to consumers.

Small commercial establishments are especially hard-hit. The Small Business Administration has estimated that firms whose gross receipts are under \$100,000 lose almost three times as large a portion of their receipts to crime as those earning \$1-5 million, and thirty-six times as much, relatively, as those earning more than \$5 million. For small firms with narrow profit margins, losses due to crime can be very difficult to absorb. A "mom and pop" store, which depends upon a three percent profit to survive, must sell \$17,000 worth of merchandise to make up for a single \$500 burglary. For such stores, the extent of victimization by crime may make the difference between survival and business failure.

Commercial Crimes Examined:

Of the offenses committed against commercial establishments, burglary, larceny (shoplifting and employee theft), and robbery are among those having the greatest impact.

Burglary - According to the National Crime Survey, there were 1.5 million commercial burglaries in 1975—one for every three retail establishments and a little less than one for every five service establishments. According to the U.S. Department of Justice, LEAA-1975, burglary (the unlawful entry of a structure to commit a felony or theft) accounts for about one-third of business losses from all crimes. In addition smaller businesses experience relatively higher losses.

Larceny - While accurate national data on shoplifting and internal theft is not available, some idea of their extent can be inferred from a Massachusetts study of 6,000 discount department stores, which estimated that in a single year some 18,000 employees and 900,000 shoplifters were apprehended for larceny. On a national basis, the American Management Association estimated that 20 to 30 percent of all business failures are attributable to internal theft alone.

Robbery - In 1975 there were 265,000 robberies, in contrast to the 1.5 million commercial burglaries. While total losses due to robbery are difficult to estimate, the median loss seems to be slightly less than for burglaries. Although less frequent and costly than the other offenses, robbery involves a confrontation between victim and offender, together with the threat or use of force.

Many of the offenses committed against commercial establishments are crimes of opportunity--largely unplanned acts committed by amateurs in situations where merchandise, money, or equipment are readily accessible, and where the risk of detection is relatively low. This is especially true of larceny and burglary. Several studies have found that the numbers of professional thieves and burglars are on the decline. Carl Pope, in his crime-specific analysis: An Empirical Examination of Burglary Offender Characteristics stated, "Emerging to replace them are unskilled occasional property offenders who select crime targets based on opportunity and who show little sophistication, planning, and specialization."

#### An Approach to Crime Prevention:

One of the most prominent approaches to premise security is the crime prevention survey. These surveys, widely used by police, are designed to identify areas of vulnerability to crime in the physical layout of stores and sometimes in the behavior of the occupants. Once the areas of vulnerability have been identified, the police crime prevention officers recommend physical and behavioral changes to correct them. Essentially, the surveys provide the basis for a reduction of opportunities to commit crimes on commercial premises.

Another approach to business security is through community involvement. For example, an association of business operators can play a valuable role in crime prevention by simply becoming the focal point for liaison between the business community and the police department. In those areas where such associations do not exist, the crime prevention specialist can be of assistance by organizing such a group.

The study in Long Beach proceeded to identify business areas of the City where the test could take place. Twelve preliminary areas were studied for the purposes of matching test and control sites with like characteristics. The characteristics used for pairing sites included:

- o COMMERCIAL CRIME VICTIMIZATION 1978-1979
  - Commercial burglary
  - Commercial robbery
  - Shoplifting
  - Total part I crimes
  - Total part II crimes
- o NEIGHBORHOOD CRIME VICTIMIZATION 1978-1979
  - Total part I crimes
  - Total part II crimes
- o COMMERCIAL BUSINESS CHARACTERISTICS
  - Percent of retail businesses
  - Percent of service businesses
  - Total number of businesses

- o NEIGHBORHOOD DEMOGRAPHICS 1976
  - Population
  - Population density
  - Percent of population under 18/over 65
  - Median income
  - Unemployment rate
- o TRAFFIC PATTERNS IN COMMERCIAL AREA
  - Number of lanes
  - Number of traffic signals
  - Number of off-street parking lots
- o STREET LIGHTING IN COMMERCIAL AREA
- o OTHER NEIGHBORHOOD CHARACTERISTICS
  - Associations
  - Number of police meetings with community & businesses 1979-1980
  - Prior security surveys 1979-1980
  - Other relevant crime prevention programs
  - Selective patrol programs in commercial areas
  - Number of patrol beats that overlap in commercial area

After the above criteria was analyzed by PSE, two pairs were matched. One site in each pair was selected by chance to be the experimental site, the other would become the control. The sites were assigned numbers for the purpose of control during the test. The Long Beach sites were assigned the following numeric designations:

#### First Pair

- Site 1 - Experimental
- Site 2 - Control

#### Second Pair

- Site 3 - Experimental
- Site 4 - Control

#### Experimental Treatment

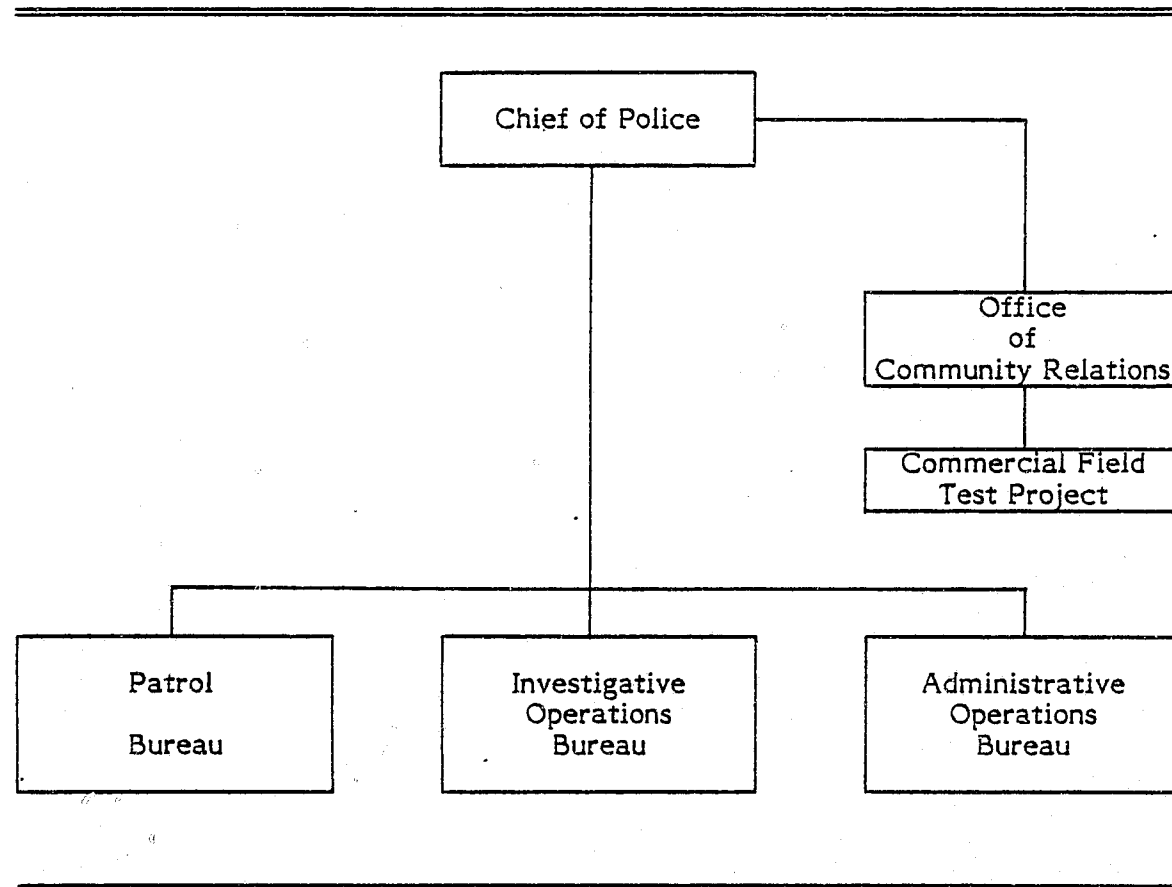
Each experimental site received an on-site physical security inspection conducted by a Police Crime Prevention Officer. In addition, each business site received from one to four compliance, follow-up visits. When a site had reached a 100% compliance level no additional visits were made. At the end of a one year monitoring period, a final visit was made to determine if the business had improved or lowered its level of compliance. During the monitoring period, all sites were monitored for any unusual activity such as; directed patrol, major redevelopment of businesses, and other activities that could affect the impact of crime. If activity of this nature was observed, it was noted and reported to the local PSE representative for the purpose of evaluating its impact on the test project.

The control sites received the same type of monitoring, and every effort was made to maintain the status quo in these areas throughout the monitoring period.

Training & Organizational Position of Inspection Teams

In Long Beach, the inspection team consisted of two Police Officers. One officer was assigned to the Field Test full-time, and acted as the project coordinator. The second officer was assigned 50% to the Field Test and 50% to Office of Community Relations. For coordination and supervision the Field Test Project was attached to Community Relations Office throughout the test period. Both officers were experts in the field of crime prevention and environmental design, having received their training from the California Crime Prevention Institute. This inspection team had 22 years of combined experience in development and application of crime prevention and environmental design techniques.

LONG BEACH POLICE DEPARTMENT



CHAPTER 2

DESCRIPTION OF SITES IN LONG BEACH, CALIFORNIA

City of Long Beach, California

The City of Long Beach is located in Southeast corner of the County of Los Angeles, California. It is a major part of the Long Beach - Los Angeles metropolitan area with the Pacific Ocean on the south side. It has an estimated population of 361,334 making it the fifth largest city in California. The city has an land area of 52 square miles with 7.5 miles of public beach. The form of government for the city was established by City Charter in 1921; it is a Council-Manager form of government. The police department is administered by a Chief of Police and has a total budgeted 81/82 strength of 633 sworn and 382 non-sworn personnel. The city is generally divided into three basic police patrol areas consisting of a total 16 basic patrol beats. For statistical purposes the department has established 693 police reporting districts. The size of the police reporting districts was based upon the number of calls for service the department received in 1975, with each district having roughly comparable numbers of calls even though they vary widely in geographic dimensions. While the number of calls for service has changed since 1975, the size of the reporting districts has remained constant. The purpose of using police reporting districts has changed over the years and has currently become of value to measure the change of reported crimes that have taken place within them. The department responds to a quarter million calls for service annually and investigated 32,490 Part I crimes in 1981.

Experimental Site 1

Experimental site 1 is located within a neighborhood with a land area of approximately one square mile and consists of five police reporting districts. This neighborhood was fully developed prior to 1950. The population was estimated during the 1980 preliminary U.S. census data to be 14,164. The site was located on a single main thoroughfare, four lanes wide with a parking lane on each side. This commercial strip of businesses ran from the south to the north border and was equal distant from the east and west borders. The composition of the neighborhood is primarily single family residential. Located along this main street were 123 assorted small businesses. Ninety eight of these businesses meet the criteria for experimental sites as established in the test design. The original 123 businesses exhibited a victimization rate of 2.5 Part I crimes per business per year prior to the commencement of the experimental treatment. A business organization had been formed in this area prior to selection as a test site.

#### Control Site 2

Control site 2 is located within a neighborhood with a land area of approximately .72 square miles and consists of three police reporting districts. This neighborhood was developed during the same time span as experimental site 1. The population was estimated during the 1980 preliminary U.S. census data to be 24,697. The description and location of this site was almost exactly the same as those in experimental site 1. Located along the main street were 81 assorted businesses. These businesses exhibited a victimization rate of 2.8 Part I crimes per business per year prior to the commencement of the experimental. For purposes of the field test, sites #1 and #2 were slated for pairing. At the time of selection as a control site, September 1980, no known business organization was in existence.

#### Experimental Site 3

Experimental site 3 is located within a neighborhood that consists of three police reporting districts and covers a land area of approximately .56 square miles. The population was estimated during the 1980 preliminary U.S. census data to be 6,753. The site was located on a single main thoroughfare, four lanes wide with a parking lane on each side. This commercial strip of businesses ran from the south to the north border and was equal distant from the east and west borders. Located along the main street were 124 assorted businesses 110 of which meet the criteria as established in the test design. The original 124 businesses exhibited a victimization rate of .6190 Part I crimes per business per year prior to the commencement of the experimental treatment. No business organization was in existence prior to selection as a test site.

#### Control Site 4

Control site 4 is located within a neighborhood with a land area of approximately .38 square miles and consists of three police reporting districts. The population was estimated during the 1980 preliminary U.S. census data to be 8,444. This site was located on a single main thoroughfare, four lanes wide with a planted area in the center, and parking lane on each side. This commercial strip of businesses ran from the east to the west border and was equal distant from the north and south borders. Located along the main street were 183 assorted businesses. These businesses exhibited a victimization rate of .6545 Part I crimes per business per year prior to the commencement of the experimental treatment. For purposes of the field test, sites #3 and #4 were slated for pairing. At the time of selection as a control site in September 1980, one known business organization was in existence in this area.

### CHAPTER 3

#### SECURITY TREATMENT GIVEN TO BUSINESSES

The Security Treatment given to each of the businesses was comprised of several phases. These phases included individual site visits, participation in the local business organizations, security inspections at each individual site, follow-up compliance visits, and monitoring of crime trends. The result of application of this security treatment was to improve police-business relations, to promote business security, and to educate the business community regarding actual levels of criminality.

#### Crime Trend Monitoring

Crime trend analyses for the selected areas and individual businesses were studied by the officers prior to the application of the security treatment. Crime trends were continually reviewed throughout the commercial security test project. These reports provided the crime data for the project's evaluation.

#### Phase One - Individual Visit to Each Site

After a group of businesses was selected for treatment, an officer personally contacted the proprietor of the selected business. The visit was made with the following objectives in mind:

- o To record the name of the proprietor, the type of business, and the address of the business establishment.
- o To identify a business association, if one existed, and whether or not the selected business owner was a member.
- o To identify the business association's officers and its other leaders.

#### Phase Two - Development of the Business Organization

Upon completion of Phase One, the information collected was reviewed by the officers to determine the status of the area's business organizations. Depending upon that status, the following steps were taken:

- o If no organization existed, attempts were made to form one.
- o The compiled list of businesspersons in the area was reviewed in an attempt to identify individuals that could help in the development of a business association (if none was in existence).
- o The cooperation of the new or existing organization was solicited in order to conduct the proposed treatment.



### Phase Three - Inspection of Individual Sites

Inspecting officers, in uniform, contacted each individual proprietor and conducted a comprehensive security survey. Upon completion of the survey, the proprietor was given a list of security recommendations. A recommendation could encompass more than one change. For instance, a single recommendation to install deadbolt locks on the front and rear doors would constitute two changes. The proprietor was advised how to get in touch with the inspecting officer if he had any additional questions, and was encouraged to do so. These on-site inspections took approximately 30 to 40 minutes each, and each officer could complete 6 to 10 per day.

### Phase Four - Individual Follow-up Compliance Visit

The purpose of the follow-up compliance visit phase was to determine the number of changes implemented by each business entity. A compliance visit is defined as an on site re-inspection of the premise previously inspected. During this visit the inspecting officer looked specifically to see how many of the original recommendations had been implemented.

A series of these visits took place during phase four. The first follow-up compliance visit occurred within thirty days of the inspection, and it was performed on site by an inspecting officer. Second, third, and subsequent visits were completed if the inspecting officer determined that they were needed. The need for follow-up visits was based on the level of compliance the site had achieved, and the willingness of the proprietor to comply with suggested changes. The officer could terminate these visits if in his opinion the proprietor had no interest in the program.

### Security Treatment Given to Test Area 1

The security treatment began in November 1980 with a physical inspection of 98 sites that met the criteria as established in the test design. This inspection process was completed prior to the end of February 1981 with one to three follow-up compliance visits.

The businesses within this site had formed a business association prior to the time of the security treatment. The officers contacted the association's spokesman at his place of business, and asked for cooperation in circulating an informational flier about the Crime Prevention Program (security treatment) that was being made available to businesses in the area. The Officers were assured that the association would be happy to work with the Police Department in this program. Fliers were prepared by the officers and delivered to the association's spokesperson who circulated them.

On the morning of the first meeting, which was held at a city park clubhouse directly adjacent to the experimental site, approximately eight local business people attended. This was the Officers first exposure to the general attitude of despair which was prevalent in the local business community. The feeling of despair was again communicated to the officers at the time the officers conducted individual inspections in each of the businesses. This feeling was expressed in statements like, "I keep this loaded rifle here (next to the entry door at the rear of the store) because I don't need your help (police help)". Another commented, "I have been here for thirty years, and nothing can change what is happening in this area". What was

happening to the area was a deterioration of the neighborhood as long-time, middle class homeowners were replaced by transient low income renters. These changes were reflected not only in the appearance of the neighborhood, but also in the cash register of many local businesses. Additionally, the local business operators had noticed a marked increase in the incidence of crime throughout the transition period.

The officers met with business operators on two different occasions, but were unable to get the organization up and running due to a what appeared to be lack of interest on the part of the business community. Officers made a total of 90 inspections in the area with a total of 307 separate recommendations. These recommendations suggested 338 changes. Of these changes, 182 were made by the businesses. This accounted for the overall compliance rate of 53.8%.

### Security Treatment given to Test Area 3

The businesses within this site had not formed a business association prior to the time of the security treatment. The Officers contacted a local businessman that was known to them to be outspoken and interested in the well being of his business community. The proposed project was explained to him and he was asked if he would help in getting it started in his area. He was enthusiastic and volunteered his services in hosting a business meeting in the area. Officers contacted another businessman whose business could facilitate a meeting, and he agreed to host a future meeting. Interest in the association grew over the following sixty to ninety days.

A small, informal gathering of approximately twelve businesses grew into a formal organization chartered by the California, Secretary of State as a non-profit organization. As of March 1982 the organization had in excess of forty dues paying members, and it has played an important role in improving the police Community Relations within the area. All indications suggest that the organization will continue to grow in size and value to the community and all businesses in the area. The success of this organization is due mostly to the dedication of the original members who founded it. It was their desire to form an organization for the purposes of mutual cooperation, neighborhood improvement, business promotion, and mutual security.

Officers made a total of 118 inspections in the area which resulted in a total of 336 separate recommendations. These recommendations resulted in 371 suggested changes. Of these changes, 226 were made by the businesses. This accounted for an overall compliance rate of 60.9%.

CHAPTER 4  
FIELD TEST FORMS

Crime Prevention Survey Instrument

In May of 1980 the first project director's meeting was held in Denver, Colorado for the purposes of training and orientation. One of the primary tasks was to develop a Crime Prevention Survey Instrument (see appendix A). Input regarding what information should be included in the survey instrument was submitted to PSE from all three participating cities. PSE was given the task of finalizing the survey instrument.

The form contained three parts: Part I - general business and survey information, Part II - commercial crime history at this address, and the final section, Part III, the survey recommendations.

The inspection team had very few complaints regarding the contents, however, the main problem was found to be the layout of the form itself. The form was designed and printed on an 8½ x 11 sheet of paper. The printing was parallel to the 11 inch side of the sheet. This made it difficult for the officers to manipulate. The form was redesigned for use during the inspections in the control groups (see appendix E).

Survey Recommendations

Upon the completion of each survey, the inspecting officer recorded his recommendations on the survey form. These recommendations were later transcribed by the office staff on to the Survey Recommendations form. A copy was either mailed or personally delivered to the business. A carbon copy titled "INSPECTOR COPY" (see appendix B) was filed in the site file along with the original inspection form.

Compliance Record

A compliance record form (see appendix C) was also filed in the site file. It was used to record the level of compliance status based upon the findings of the inspecting officers. The compliance visits were conducted at intervals of approximately 30 days. They were discontinued at the discretion of the inspecting officer if, in his opinion, the business proprietor was not interested in completing the recommendations. The visits would also be discontinued upon a business reaching a 100% compliance rate. In all other cases the business received as many as four follow-up visits.

### Vulnerability Assessment Form

Originally the inspecting officer subjectively rated the place of business on a scale of zero to one hundred as to its vulnerability to commercial crimes. The scale was as follows:

Very High 81-100  
High 61-80  
Moderate 41-60  
Low 21-40  
Very Low 0-20

The inspecting officers were asked to apply these ratings to the crimes of burglary, robbery, shoplifting, and employee theft. This system of rating vulnerability was found to be inadequate by inspecting officers in all three participating cities. It was the inspecting officer's opinion that the rating system was not based upon specific factors such as type of glazing, construction, locking devices, door assemblies, etc.

The original system of rating vulnerability became a major topic of discussion at the October 1982 project directors meeting held in St. Louis, Missouri. The discussion centered upon the point that each inspecting officer placed the business into one of the five ratings based on his experience and subjective feeling. As a result, a single business could easily receive extremely different ratings from different inspecting officers when, in fact, the rating should be the same! Therefore, it was a consensus of all present in St. Louis that this system was to be abandoned and a new one developed.

A new rating system was developed. It assigned rating values to specific types of assemblies, types of construction, and locking devices, etc. in order to ensure consistency. Once that was accomplished, a final vulnerability value was assigned to the business predicated upon the weakest point of vulnerability. An example of the application of this new methodology is contained in Appendix D.

In Long Beach, this rating system has taken an additional step in the revised survey instrument (Appendix E). In the revised instrument, the inspecting officer is asked to establish a level of vulnerability for the business prior to the inspection. An example of this might be two stores with similar structural characteristics. One of these might be a jewelry store rated as a "1" because the value of its merchandise, compared to a second store that may be selling furniture and rated a "3". Once the rated level of security is determined, based on the level of vulnerability, the officer can then begin to formulate the recommendations needed to improve the establishment's security.

### CHAPTER 5

#### CONCLUSION

The Commercial Security Field Test was conducted in the belief that criminality can be impacted through the use of Crime Prevention Techniques. The Long Beach Staff assisted in the collection of data sufficient to fully evaluate the effectiveness of the project. This data was turned over to the PSE evaluation group, and it is currently being analyzed. In short, there is no statistical confirmation of what is believed to be an effective project at this point. We must await the final evaluation report. Because the results of the evaluation are not available, it is not possible to recommend that the Commercial Security Field Test program be duplicated in other jurisdictions. However, in Long Beach the project will be continued beyond the end of the grant period.

One clear benefit from this project is improved police/business relations. The interest displayed by the project staff, fully involved in the affairs of small business organizations, was appreciated by the business operators whose establishments were included in the study.

Perhaps the most important experience gathered from this project was exhibited concern with a broader perspective in terms of crime prevention. The survey teams recognized that while they were making recommendations to existing businesses, (in order to overcome construction deficiencies), new structures were being built within the commercial strips which had similar or even worse defects. This points to a need to develop a code similar to the Uniform Fire Code. Such a code would deal with issues like building security, burglary and robbery alarms as well as environmental design issues. It is our conclusion that crime prevention for small businesses must begin prior to the approval of construction rather than after small businesses have become fully operational.

APPENDICES

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APPENDIX A

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FILE # [ ] - [ ] - [ ]

COMMERCIAL SECURITY FIELD TEST  
CRIME PREVENTION SURVEY INSTRUMENT

BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

GENERAL INSTRUCTIONS

1. BEFORE THE ACTUAL CONDUCT OF THE SURVEY, YOU SHOULD ATTEMPT TO COMPLETE AS MUCH AS POSSIBLE OF:

PART I -- SECTIONS A, B, C, D  
PART II -- SECTION F

2. A NUMBER OF SURVEY ITEMS REQUIRE THE IDENTIFICATION OF A TIME OF DAY -- PLEASE USE MILITARY TIME (E.G., 1300 INSTEAD OF 1:00 P.M.)

3. PLEASE COMPLETE ALL ITEMS OF THE SURVEY EITHER BY USING ONE OF THE INDICATED RESPONSES OR BY SPECIFYING ONE OF THE FOLLOWING THREE CODES:

NA -- INFORMATION IS NOT AVAILABLE  
DK -- BUSINESS RESPONDENT DOES NOT KNOW ANSWER  
RA -- BUSINESS RESPONDENT REFUSES TO ANSWER

1. VISIT LOG

	DATE			TIME	INSPECTOR ID #	COMMENTS
	DAY	MO.	YR.			
a.	[ ]	[ ]	[ ]	[ ]	[ ]	_____
b.	[ ]	[ ]	[ ]	[ ]	[ ]	_____
c.	[ ]	[ ]	[ ]	[ ]	[ ]	_____
d.	[ ]	[ ]	[ ]	[ ]	[ ]	_____

2. CHECK MOST APPROPRIATE STATEMENT

SURVEY COMPLETED

SURVEY PARTIALLY COMPLETED

UNABLE TO CONDUCT SURVEY

EXPLAIN (IF NOT COMPLETED) \_\_\_\_\_  
\_\_\_\_\_

GENERAL INSPECTOR COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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FILE #  -  -

**PART I: GENERAL BUSINESS AND SURVEY INFORMATION**

**A. SURVEY INSPECTION INFORMATION**

1. SURVEY INSPECTOR(S)

a. ID#  ; NAME \_\_\_\_\_

b. ID#  ; NAME \_\_\_\_\_

2. DATE SURVEY COMPLETED //  
DAY MO. YR.

3. TIME OF SURVEY:

a. START VISIT 1 VISIT 2 VISIT 3

b. FINISH

4. NAME OF RESPONDENT \_\_\_\_\_

5. TITLE OF RESPONDENT \_\_\_\_\_

6. YEARS EMPLOYED AT LOCATION

7. BUSINESS TELEPHONE NUMBER  -

8. NAME(S) OF BUSINESS OWNER(S) \_\_\_\_\_

9. a. BUSINESS LICENSE # \_\_\_\_\_

b. EXPIRATION DATE /  
MO. YR.

**D. BUSINESS OPERATION**

1. TYPE OF BUSINESS (MAJOR PRODUCT) \_\_\_\_\_

**PART I (CONTINUED)**

**B. BUSINESS OPERATION (CONTINUED)**

2. IS BUILDING OWNED BY BUSINESS?

a. YES  NO  IF NO, ANSWER THE FOLLOWING:

b. NAME OF BUILDING OWNER/AGENT \_\_\_\_\_

c. MONTHLY RENT \$

3. BUSINESS AFFILIATION:

CHAIN OR FRANCHISE

INDEPENDENT

ONE OF SEVERAL LOCAL STORES

4. AT PRESENT LOCATION SINCE /  
MO. YR.

5. HOURS OF OPERATION:

	HOT OPEN	OPEN	CLOSE
a. MONDAY	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. TUESDAY	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. WEDNESDAY	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d. THURSDAY	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e. FRIDAY	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
f. SATURDAY	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
g. SUNDAY	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

FILE #  -  -

**PART I (CONTINUED)**

**B. BUSINESS OPERATION (CONTINUED)**

6. ARE THERE SEASONAL VARIATIONS IN THE STORE HOURS?

a. YES  NO

b. IF YES, EXPLAIN \_\_\_\_\_  
\_\_\_\_\_

7. WORK HOURS:

a. TOTAL PERSON-HOURS PER WEEK

b. OWNER/MANAGER ON-SITE HOURS PER WEEK

c. HOURS PER WEEK WHEN ONLY ONE PERSON IS PRESENT

8. NUMBER OF PERSONNEL PRESENT DURING STORE HOURS:

a. MAXIMUM

b. AVERAGE

c. MINIMUM

9. APPROXIMATELY WHAT PERCENTAGE OF YOUR TOTAL NUMBER OF EMPLOYEES ARE REPLACED ANNUALLY?  %

10. SINCE 1/1/79 HOW MANY EMPLOYEES HAVE YOU TERMINATED FOR CAUSE?  EXPLAIN \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART I (CONTINUED)**

**B. BUSINESS OPERATION (CONTINUED)**

11. HAVE THESE PREMISES HAD A PREVIOUS SECURITY SURVEY?

a. YES  NO  IF YES, ANSWER THE FOLLOWING:

b. DATE OF MOST RECENT SURVEY /  
MONTH YEAR

c. WHO CONDUCTED THE SURVEY?

POLICE

OTHER (SPECIFY)  \_\_\_\_\_

d. LIST RECOMMENDATIONS IMPLEMENTED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. BUSINESS PHYSICAL CHARACTERISTICS**

1. TOTAL FLOOR SPACE OCCUPIED BY THIS BUSINESS (SQUARE FEET)

2. NUMBER OF LEVELS (INCLUDING BASEMENT):

a. IN BUILDING (TOTAL)

b. USED BY THIS BUSINESS

FILE #  -  -

CRIME PREVENTION SURVEY  
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**PART I (CONTINUED)**

**C. BUSINESS PHYSICAL CHARACTERISTICS (CONTINUED)**

**3. NUMBER OF BUSINESS/DWELLING UNITS IN BUILDING:**

	TOTAL AVAILABLE	CURRENTLY VACANT
a. BUSINESSES	<input type="checkbox"/>	<input type="checkbox"/>
b. DWELLING UNITS	<input type="checkbox"/>	<input type="checkbox"/>

**4. BUILDING CONSTRUCTION:**

BRICK	<input type="checkbox"/>	SHEET METAL	<input type="checkbox"/>
CINDERBLOCK	<input type="checkbox"/>	FRAME	<input type="checkbox"/>
OTHER	<input type="checkbox"/>		

**5. BUSINESS ACCESS:**

a. NUMBER OF EXTERIOR DOORS

b. NUMBER OF WINDOWS

c. NUMBER OF SKYLIGHTS

*ALARMS CURRENTLY IN USE -- PLEASE FILL IN ALL PERTINENT INFORMATION*

**6. DOES THIS ESTABLISHMENT HAVE AN INTRUSION ALARM?**

a. YES  NO  IF YES, ANSWER THE FOLLOWING:

b. MAKE AND MODEL # \_\_\_\_\_

c. IS THERE ZONE PROTECTION? YES  NO   
IF YES, HOW MANY ZONES?

**PART I (CONTINUED)**

**C. BUSINESS PHYSICAL CHARACTERISTICS (CONTINUED)**

6. d. SIGNAL TYPE: LOCAL (AUDIBLE)   
CENTRAL STATION   
POLICE STATION

e. IS ALARM REGULARLY TESTED? YES  NO   
IF YES, HOW OFTEN (PER YEAR)?

f. HOW IS THE ALARM ACTIVATED?  
\_\_\_\_\_

**7. DOES THIS ESTABLISHMENT HAVE A ROBBERY ALARM?**

a. YES  NO  IF YES, ANSWER THE FOLLOWING:

b. MAKE AND MODEL # \_\_\_\_\_

c. IS THERE ZONE PROTECTION? YES  NO   
IF YES, HOW MANY ZONES?

d. SIGNAL TYPE: LOCAL (AUDIBLE)   
CENTRAL STATION   
POLICE STATION

e. IS ALARM REGULARLY TESTED? YES  NO   
IF YES, HOW OFTEN (PER YEAR)?

f. HOW IS THE ALARM ACTIVATED?  
\_\_\_\_\_

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**PART I (CONTINUED)**

**C. BUSINESS PHYSICAL CHARACTERISTICS (CONTINUED)**


8. DOES THIS ESTABLISHMENT HAVE A FIRE ALARM?

a. YES  NO  IF YES, ANSWER THE FOLLOWING:

b. MAKE AND MODEL # \_\_\_\_\_

c. NUMBER OF SENSORS

9. DOES THIS ESTABLISHMENT HAVE ANY OTHER ALARMS OF A TYPE NOT DESCRIBED ABOVE?

a. YES  NO  

b. IF YES, DESCRIBE \_\_\_\_\_

10. TOTAL NUMBER OF FALSE ALARMS (ALL TYPES) IN LAST 12 MONTHS

**D. ASSESSMENT OF FINANCIAL VULNERABILITY**

1. ANNUAL SALES HISTORY:

a. 1977 \$ ,

b. 1978 \$ ,

c. 1979 \$ ,

2. APPROXIMATE VALUE OF AVERAGE SALE \$ ,

**PART I (CONTINUED)**

**D. ASSESSMENT OF FINANCIAL VULNERABILITY (CONTINUED)**

3. ESTIMATED ASSETS

	DAILY AVERAGE	MAXIMUM
a. CASH ON HAND	\$ <input type="checkbox"/> <input type="checkbox"/> , <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	\$ <input type="checkbox"/> <input type="checkbox"/> , <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. INVENTORY	\$ <input type="checkbox"/> <input type="checkbox"/> , <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	\$ <input type="checkbox"/> <input type="checkbox"/> , <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. EQUIPMENT	\$ <input type="checkbox"/> <input type="checkbox"/> , <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	\$ <input type="checkbox"/> <input type="checkbox"/> , <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

4. DOES THIS BUSINESS HAVE CRIME INSURANCE?

a. YES  NO  IF YES, ANSWER THE FOLLOWING:

b. AMOUNT OF COVERAGE \$ ,

c. INSURANCE COMPANY \_\_\_\_\_

d. DOES THE ABOVE INCLUDE FEDERAL CRIME INSURANCE? YES  NO

**E. GENERAL BUSINESS COMMENTS (PROBLEMS/SOLUTIONS)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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CRIME PREVENTION SURVEY  
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**PART II: COMMERCIAL CRIME HISTORY AT THIS ADDRESS**

**F. RECORDED CRIMES**

1. NUMBER OF RECORDED COMMERCIAL CRIMES AT THIS ADDRESS IN THE PERIOD 1/1/77 TO THE PRESENT:

	BURGLARY	ROBBERY	SHOP-LIFTING	EMPLOYEE THEFT
a. 1/1/77 - 12/31/77	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. 1/1/78 - 12/31/78	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. 1/1/79 - 12/31/79	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. 1/1/80 - PRESENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COPIES OF ALL ASSOCIATED INCIDENT REPORTS SINCE 1/1/79 SHOULD BE IN THE ADDRESS FOLDER AND SUMMARIZED BELOW

2. a. COMPLAINT #   
b. DATE //  
c. TIME   
d. CRIME \_\_\_\_\_  
e. INJURIES YES  NO   
f. VALUE OF LOSS \$   
g. PROPERTY DAMAGE \$   
h. REPORTED BY \_\_\_\_\_

**PART II (CONTINUED)**

**F. RECORDED CRIMES (CONTINUED)**

2. i. IS CRIME RECALLED BY RESPONDENT? YES  NO   
j. COMMENTS (M.O., SUSPECTS, EMPLOYEES PRESENT . . .) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
3. a. COMPLAINT #   
b. DATE //  
c. TIME   
d. CRIME \_\_\_\_\_  
e. INJURIES YES  NO   
f. VALUE OF LOSS \$   
g. PROPERTY DAMAGE \$   
h. REPORTED BY \_\_\_\_\_  
i. IS CRIME RECALLED BY RESPONDENT? YES  NO   
j. COMMENTS (M.O., SUSPECTS, EMPLOYEES PRESENT . . .) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**PART II (CONTINUED)**

**F. RECORDED CRIMES (CONTINUED)**

4. a. COMPLAINT #   
b. DATE /  
c. TIME   
d. CRIME \_\_\_\_\_  
e. INJURIES YES  NO   
f. VALUE OF LOSS \$ ,   
g. PROPERTY DAMAGE \$ ,   
h. REPORTED BY \_\_\_\_\_  
i. IS CRIME RECALLED BY RESPONDENT? YES  NO   
j. COMMENTS (M.O., SUSPECTS, EMPLOYEES PRESENT . . . ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. ADDITIONAL COMPLAINTS ON ATTACHED PAGES

**G. UNRECORDED CRIMES**

1. PLEASE CHECK ONE OF THE FOLLOWING:

- THERE WERE NO UNRECORDED CRIMES FOR THIS BUSINESS AT THIS ADDRESS FOR THE PERIOD 1/1/79 TO THE PRESENT   
UNRECORDED CRIMES ARE SUMMARIZED BELOW

**PART II (CONTINUED)**

**G. UNRECORDED CRIMES (CONTINUED)**

UNRECORDED CRIMES AT THIS ADDRESS FOR THE PERIOD 1/1/79 TO THE PRESENT

2. a. DATE /  
b. TIME   
c. CRIME \_\_\_\_\_  
d. INJURIES YES  NO   
e. VALUE OF LOSS \$ ,   
f. PROPERTY DAMAGE \$ ,   
g. REPORTED TO POLICE? YES  NO  IF YES, DESCRIBE POLICE RESPONSE \_\_\_\_\_  
\_\_\_\_\_  
h. COMMENTS (M.O., SUSPECTS, EMPLOYEES PRESENT, NEW SECURITY PROCEDURES/EQUIPMENT . . . ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. a. DATE /  
b. TIME   
c. CRIME \_\_\_\_\_  
d. INJURIES YES  NO

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**PART II (CONTINUED)**

**G. UNRECORDED CRIMES (CONTINUED)**

3. e. VALUE OF LOSS \$ .  
f. PROPERTY DAMAGE \$ .  
g. REPORTED TO POLICE? YES  NO  IF YES,  
DESCRIBE POLICE RESPONSE \_\_\_\_\_

h. COMMENTS (M.O., SUSPECTS, EMPLOYEES PRESENT,  
NEW SECURITY PROCEDURES/EQUIPMENT . . .) \_\_\_\_\_

4. a. DATE //  
b. TIME   
c. CRIME \_\_\_\_\_  
d. INJURIES YES  NO   
e. VALUE OF LOSS \$ .  
f. PROPERTY DAMAGE \$ .  
g. REPORTED TO POLICE? YES  NO  IF YES,  
DESCRIBE POLICE RESPONSE \_\_\_\_\_

**PART II (CONTINUED)**

**G. UNRECORDED CRIMES (CONTINUED)**

4. h. COMMENTS (M.O., SUSPECTS, EMPLOYEES PRESENT,  
NEW SECURITY PROCEDURES/EQUIPMENT . . .) \_\_\_\_\_

5. ADDITIONAL CRIMES ON ATTACHED PAGES

6. REASON(S) FOR NOT REPORTING CRIME(S) TO POLICE \_\_\_\_\_

**II. GENERAL CRIME COMMENTS (PROBLEMS/SOLUTIONS)** \_\_\_\_\_

FILE #  -  -

CRIME PREVENTION SURVEY  
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**PART III: SURVEY RECOMMENDATIONS**

**I. RECOMMENDATIONS TO IMPROVE SECURITY (INCLUDE LOCATION AFTER EACH ITEM CHECKED AND DELETE INAPPROPRIATE TERMS)**

**EXTERIOR**

1.  IMPROVE LIGHTING \_\_\_\_\_
2.  PROTECT LIGHTING \_\_\_\_\_
3.  FOCUS LIGHTING ON ENTRY POINTS \_\_\_\_\_
4.  INSTALL/REPAIR FENCING \_\_\_\_\_
5.  TRIM SHRUBS/TREES \_\_\_\_\_
6.  REMOVE DEBRIS \_\_\_\_\_
7.  LIMIT ROOF/SECOND-STORY ACCESS \_\_\_\_\_
8.  DISPLAY ADDRESS \_\_\_\_\_
9.  OTHER (SPECIFY) \_\_\_\_\_

**DOORS**

10.  REPAIR/REPLACE DOOR \_\_\_\_\_
11.  REPLACE/PROTECT GLAZING \_\_\_\_\_
12.  REPAIR JAMB(S)/FRAME(S) \_\_\_\_\_
13.  REPLACE/INSTALL STRIKE \_\_\_\_\_
14.  MODIFY HINGES \_\_\_\_\_
15.  INSTALL DEADBOLT \_\_\_\_\_

**PART III (CONTINUED)**

**I. RECOMMENDATIONS TO IMPROVE SECURITY (CONTINUED)**

**DOORS (CONTINUED)**

16.  REPAIR/REPLACE LOCK \_\_\_\_\_
17.  PROTECT BOLT \_\_\_\_\_
18.  INSTALL PADLOCK/HASP \_\_\_\_\_
19.  INSTALL TRACK FILLER \_\_\_\_\_
20.  UTILIZE CHARLIE BAR \_\_\_\_\_
21.  INSTALL FLUSH BOLTS \_\_\_\_\_
22.  SECURE WITH BAR AND LOCK \_\_\_\_\_
23.  SECURE PERMANENTLY \_\_\_\_\_
24.  ESTABLISH KEY CONTROL \_\_\_\_\_
25.  OTHER (SPECIFY) \_\_\_\_\_

**WINDOWS**

26.  REPAIR/REPLACE HARDWARE \_\_\_\_\_
27.  INSTALL LOCKS \_\_\_\_\_
28.  REPLACE GLAZING \_\_\_\_\_
29.  INSTALL BURGLARY-RESISTANT GLASS \_\_\_\_\_
30.  SECURE PERMANENTLY \_\_\_\_\_

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**PART III (CONTINUED)**

**I. RECOMMENDATIONS TO IMPROVE SECURITY (CONTINUED)**

WINDOWS (CONTINUED)

- 31.  PIN \_\_\_\_\_
- 32.  PROTECT WITH BARS, SCREENS, OR GRILLS \_\_\_\_\_
- 33.  OTHER (SPECIFY) \_\_\_\_\_

SKYLIGHTS, VENTS, AND ROOF HATCHES

- 34.  PROTECT WITH BARS, SCREENS, OR GRILLS \_\_\_\_\_
- 35.  COVER WITH FEEL \_\_\_\_\_
- 36.  IMPROVE ATTACHMENT TO ROOF/WALL \_\_\_\_\_
- 37.  PROVIDE LOCK \_\_\_\_\_
- 38.  OTHER (SPECIFY) \_\_\_\_\_

**PART III (CONTINUED)**

**I. RECOMMENDATIONS TO IMPROVE SECURITY (CONTINUED)**

ALARMS

- 39.  ROBBERY ALARM:
  - a.  INSTALL
  - b.  REPAIR
  - c.  ADD ADDITIONAL ACTIVATOR(S)
  
- 40.  INTRUSION ALARM:
  - a.  INSTALL
  - b.  REPAIR
  - c.  ADD OR CHANGE SENSOR(S)
  
- 41.  FIRE ALARM:
  - a.  INSTALL
  - b.  REPAIR
  - c.  ADD OR CHANGE SENSOR(S)
  
- 42.  DEVELOP TESTING PROCEDURE \_\_\_\_\_
- 43.  TRAIN EMPLOYEES IN ALARM USE \_\_\_\_\_
- 44.  OBTAIN ALARM SYSTEM SPECIFICATIONS \_\_\_\_\_

FILE #  -  -

**PART III (CONTINUED)**

**I. RECOMMENDATIONS TO IMPROVE SECURITY (CONTINUED)**

**ALARMS (CONTINUED)**

- 45.  SECURE LINE \_\_\_\_\_
- 46.  OTHER (SPECIFY) \_\_\_\_\_

**MISCELLANEOUS**

- 47.  SECURE CRUTES/SERVICE OPENINGS \_\_\_\_\_
- 48.  SECURE UTILITY TUNNELS \_\_\_\_\_
- 49.  OTHER (SPECIFY) \_\_\_\_\_

**SAFES**

- 50.  CHANGE LOCATION \_\_\_\_\_
- 51.  LIGHT SAFE \_\_\_\_\_
- 52.  ANCHOR/SECURE AGAINST REMOVAL \_\_\_\_\_
- 53.  PROTECT AGAINST FIRE \_\_\_\_\_
- 54.  CHANGE SAFE COMBINATION REGULARLY \_\_\_\_\_
- 55.  OTHER (SPECIFY) \_\_\_\_\_

**PART III (CONTINUED)**

**I. RECOMMENDATIONS TO IMPROVE SECURITY (CONTINUED)**

**INTERIOR SIGHT LINES**

- 56.  REMOVE SIGNS \_\_\_\_\_
- 57.  PROVIDE LIGHTING \_\_\_\_\_
- 58.  LOWER DISPLAYS \_\_\_\_\_
- 59.  RELOCATE OFFICE/CASHIER \_\_\_\_\_
- 60.  OTHER (SPECIFY) \_\_\_\_\_

**SPECIAL SECURITY**

- 61.  INSTALL MIRRORS \_\_\_\_\_
- 62.  USE PRICE TAGGING PROCEDURE \_\_\_\_\_
- 63.  USE ELECTRONIC TAGGING \_\_\_\_\_
- 64.  TAG/MARK BUSINESS EQUIPMENT \_\_\_\_\_
- 65.  INSTALL SURVEILLANCE CAMERAS \_\_\_\_\_
- 66.  USE MORE SECURE DISPLAY CASES \_\_\_\_\_
- 67.  OBTAIN GUARD SERVICE \_\_\_\_\_
- 68.  USE BAIT MONEY \_\_\_\_\_
- 69.  OTHER (SPECIFY) \_\_\_\_\_

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CRIME PREVENTION SURVEY  
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**PART III (CONTINUED)**

**I. RECOMMENDATIONS TO IMPROVE SECURITY (CONTINUED)**

INVENTORY CONTROLS

- 70.  DECLARE EMPLOYEE THEFT POLICY \_\_\_\_\_
- 71.  CHECK INVOICES/SHIPMENTS \_\_\_\_\_
- 72.  RESTRICT INVENTORY ACCESS \_\_\_\_\_
- 73.  CONDUCT INVENTORY SPOT CHECKS \_\_\_\_\_
- 74.  EXAMINE AREAS FOR CONCEALED INVENTORY \_\_\_\_\_
- 75.  OTHER (SPECIFY) \_\_\_\_\_

ACCESS CONTROL

- 76.  ESTABLISH SEPARATE CUSTOMER ENTRANCE/EXITS \_\_\_\_\_
- 77.  ENCLOSE CASH REGISTER \_\_\_\_\_
- 78.  OTHER (SPECIFY) \_\_\_\_\_

PROCEDURES

- 79.  SCREEN NEW EMPLOYEES \_\_\_\_\_
- 80.  TRAIN EMPLOYEES IN SHOPLIFTING PREVENTION \_\_\_\_\_

**PART III (CONTINUED)**

**I. RECOMMENDATIONS TO IMPROVE SECURITY (CONTINUED)**

PROCEDURES

- 81.  TRAIN EMPLOYEES IN EVIDENCE PRESERVATION \_\_\_\_\_
- 82.  TRAIN EMPLOYEES IN WHAT TO DO IF ROBBERY OCCURS \_\_\_\_\_
- 83.  REPOSITION EMPLOYEES TO INCREASE SECURITY \_\_\_\_\_
- 84.  DEVELOP SHOPLIFTER ALERT CODE/WARNING \_\_\_\_\_
- 85.  INSTITUTE CASH CONTROL/RESTRICTION \_\_\_\_\_
- 86.  STAMP CHECKS "FOR DEPOSIT ONLY" \_\_\_\_\_
- 87.  INSTITUTE IRREGULAR CASH DEPOSIT PRACTICES \_\_\_\_\_
- 88.  IMPROVE OPENING/CLOSING PROCEDURES \_\_\_\_\_
- 89.  REMOVE VALUABLE MERCHANDISE FROM DISPLAY WINDOWS AFTER CLOSING \_\_\_\_\_

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**PART III (CONTINUED)**

**I. RECOMMENDATIONS TO IMPROVE SECURITY (CONTINUED)**

**PROCEDURES (CONTINUED)**

- 90.  SEARCH PRIOR TO CLOSING \_\_\_\_\_
- 91.  ESTABLISH KEY CONTROL \_\_\_\_\_
- 92.  USE AFTER-HOURS LIGHTING \_\_\_\_\_
- 93.  CHANGE LOCKS/COMBINATIONS \_\_\_\_\_
- 94.  INSTITUTE CHECK-CASHING PROCEDURE \_\_\_\_\_
  
- 95.  DECLARE SHOPLIFTER PROSECUTION POLICY \_\_\_\_\_
  
- 96.  DECLARE EMPLOYEE PURCHASE POLICY \_\_\_\_\_
  
- 97.  DEVELOP DISBURSEMENT PROCEDURE \_\_\_\_\_
- 98.  OTHER (SPECIFY) \_\_\_\_\_

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APPENDIX B

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Survey Recommendations  
INSPECTOR COPY

File #

Business Name \_\_\_\_\_

Inspector \_\_\_\_\_ Phone \_\_\_\_\_

Recommendations were:

Mailed  on   /   /

Hand Delivered  Day Mo. Yr.

Total Number of Recommendations

Recommendation Number	Survey Item Number	Number of Changes	Description of Recommended Changes	Estimated Cost (Optional)	Priority (High, Medium, Low)	Comments/Possible Resources
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

APPENDIX C

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**Compliance Record**

File #

Business Name \_\_\_\_\_

Inspector \_\_\_\_\_ Phone \_\_\_\_\_

Recommendations were:

Mailed  on / /

Hand Delivered

Total Number of Recommendations

COMPLIANCE VISIT LOG							
Visit	DATE			Time	Inspector ID #	Able to Inspect?	
	Day	Mo.	Yr.			Yes	No
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recommendation Number	Survey Item Number	Number of Changes	Description of Recommended Changes	Progress by Visit (F=Full, P=Partial, N=None)					Comments	Total Cost or Hours of Effort
				1	2	3	4	5		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

APPENDIX D

File #:  -  -

Business Name: \_\_\_\_\_

Inspector ID#:

Date:  /  /

Day      Month      Year

CSFT OBJECTIVE VULNERABILITY  
ASSESSMENT INSTRUMENT

Instructions

1. The attached forms will be used to objectively assess vulnerability (i.e., the ease with which a burglary could be perpetrated, given an attempt); cost (i.e., the loss due to a successful attempt); and likelihood (i.e., the probability that one or more burglaries will be attempted). The emphasis is on vulnerability since the CSFT Program's primary goal is to reduce the vulnerability of the test establishments. However, the Program could potentially impact the cost of loss due to burglary and to a lesser extent the likelihood of a burglary attempt. Therefore, these issues are addressed as well.
2. The vulnerability section consists of five subsections. Within each you are asked to rate, on a scale of 1 to 5 (i.e., "1" is very low vulnerability; "5" is very high vulnerability), the vulnerability of the premises before and after compliance with respect to a number of items. Where appropriate, the rating scale is defined (e.g., a solid wood door would receive a score of "2" for its composition). Use the rating scales as a guide and point of reference as you assess the premises. Note that several of the subsections permit you to assess more than one assembly or unit (e.g., you will be rating each exterior door assembly as well as each window unit.) If the item is not applicable (e.g., an exterior door assembly has no auxiliary locking device--such as a jimmy bar--put on "x" in the "N/A" column).
3. The cost and likelihood sections should be completed in the same way you assessed vulnerability. There are no fixed scales in these sections due to the nature of the items to be rated.
4. Please complete the entire instrument carefully. Remember, the absolute ratings you give are not as significant as the change in ratings due to compliance with the security recommendations.
5. Please remember to enter the file number on each page of the instrument.

File # [ ] - [ ] - [ ] (Business Name)

**1. VULNERABILITY TO BURGLARY (BEFORE/AFTER COMPLIANCE)**

**1.1 EXTERIOR DOORS\***

	Door Assembly										N/A
	1	2	3	4	5	6	7	8	9	10	
Composition	/										
Hinge Unit	/										
Lock Unit	/										
Frame	/										
Overall Condition	/										
Auxiliary Locking Devices	/										

<b>Composition<sup>1</sup></b>	<b>Hinge Unit</b>	<b>Lock Unit<sup>2</sup></b>	<b>Frame</b>
• Metal 1	• Secured Hinge Pin 1	• Deadbolt (1") 1	• Metal 1-2
• Solid Wood 2	• Interior Hinge 1	• Deadbolt (under 1") 1-4	• Wood 3-5
• Hollow Wood 4-5	• Auxiliary Pin 1	• Lock-in-Knob 4-5	
• Glass 5	• Removable Hinge Pin 1		

<sup>1</sup> If door has a window, increase rating by 2 points, up to a maximum of 5.

<sup>2</sup> If strike inadequate, increase rating by 2 points, up to a maximum of 5.

**1.2 WINDOWS\***

	Accessible Window Unit										N/A
	1	2	3	4	5	6	7	8	9	10	
Configuration	/										
Glazing	/										
Hardware (Incl. Hinge & Lock)	/										
Frame	/										
Overall Condition	/										
Auxiliary Protection	/										

<b>Configuration</b>	<b>Glazing</b>	<b>Frame</b>
• Fixed 1	• Bulletproof Laminata 1	• Gridded Metal <sup>3</sup> 1
• Operable 3-5	• Polycarbonate 1-2	• Metal 1-2
	• Glass 3	• Wood 3-4

<sup>3</sup> Less than 12" spaces

**1.3 WALLS\***

	Wall Unit				N/A
	1	2	3	4	
Exterior	/				
Interior Premise Divider	/				

<b>Construction</b>
• Cinder Block 1
• Brick 1-2
• Frame 3-5
• Sheet Metal 3-4

\*ALL RATINGS ARE ON A SCALE OF ONE (1) TO FIVE (5):  
 1 - Very Low Vulnerability, 2 - Low Vulnerability, 3 - Moderate Vulnerability  
 4 - High Vulnerability, 5 - Very High Vulnerability

File # [ ] - [ ] - [ ] (Business Name)

**1.4 OTHER EXTERIOR ACCESS POINTS\***

	1	2	3	N/A
Skylight	/			
Roof Hatch	/			
Vent	/			
Common Attic	/			
Sublevel	/			
(Other)	/			

**1.5 MISCELLANEOUS\***

Key Control	/		N/A
Closing Procedures	/		

**2. COST OF LOSS DUE TO BURGLARY (BEFORE/AFTER COMPLIANCE)**

**2.1 DUE TO ACCESS TO VALUABLE ITEMS\***

Safe (Incl. Location & Security)	/		N/A
Cash Storage	/		
Display Cases	/		
Inventory Access (Interior)	/		
Valuable Merchandise in Display Window	/		
Locks (Change & Rekey)	/		

**2.2 DUE TO REDUCED DESIRABILITY\***

Tag & Mark Equipment	/		N/A
----------------------	---	--	-----

**2.3 DUE TO REDUCTION IN BURGLAR'S TIME ON PREMISES OR INCREASED CHANCE OF APPREHENSION\***

Address Display	/		N/A
Intrusion Alarm	/		

**3. LIKELIHOOD OF BURGLARY ATTEMPT (BEFORE/AFTER COMPLIANCE)**

**3.1 LIGHTING\***

/		N/A
---	--	-----

**3.2 ACCESS TO PREMISES\***

/		N/A
Fencing	/	
Roof & Second Story	/	

**3.3 POLICE PRESENCE (Incl. Patrol)\***

/		N/A
---	--	-----

\* ALL RATINGS ARE ON A SCALE OF ONE (1) TO FIVE (5):

- 1 - Very Low
  - 2 - Low
  - 3 - Moderate
  - 4 - High
  - 5 - Very High
- } Vulnerability  
} Cost  
} Likelihood



APPENDIX E

PART I: GENERAL BUSINESS AND SURVEY INFORMATION

A. SURVEY INSPECTION INFORMATION

1. SURVEY INSPECTOR NAME \_\_\_\_\_
2. SURVEY COMPLETED DATE \_\_\_\_\_
3. TIME OF SURVEY START \_\_\_\_\_  
FINISH \_\_\_\_\_
4. NAME OF RESPONDENT \_\_\_\_\_
5. TITLE OF RESPONDENT \_\_\_\_\_
6. YEARS EMPLOYED AT LOCATION \_\_\_\_\_
7. BUSINESS TELEPHONE NUMBER \_\_\_\_\_
8. NAMES(S) OF BUSINESS OWNERS(S) \_\_\_\_\_  
\_\_\_\_\_
9. BUSINESS LICENSE # \_\_\_\_\_  
EXPIRATION DATE MO. & YR. \_\_\_\_\_

B. BUSINESS OPERATION

1. TYPE OF BUSINESS \_\_\_\_\_  
(MAJOR PRODUCT) \_\_\_\_\_
2. IS BUILDING OWNED BY BUSINESS?
  - a. CIRCLE ONE - YES / NO - IF NO, ANSWER THE FOLLOWING:
  - b. NAME OF BUILDING OWNER/AGENT \_\_\_\_\_
  - c. MONTHLY RENT \$ \_\_\_\_\_
3. BUSINESS AFFILIATION: CIRCLE ONE  
 CHAIN OR FRANCHISE  
 INDEPENDENT  
 ONE OF SEVERAL LOCAL STORES
4. AT PRESENT LOCATION SINCE MONTH \_\_\_\_\_  
YEAR \_\_\_\_\_
5. HOURS OF OPERATION:

	NOT OPEN	OPEN (HR)	CLOSE (HR)
a. MONDAY	_____	_____	_____
b. TUESDAY	_____	_____	_____
c. WEDNESDAY	_____	_____	_____
d. THURSDAY	_____	_____	_____

**B. BUSINESS OPERATION (CONTINUED)**

5. HOURS OF OPERATION (CONTINUED):

	NOT OPEN	OPEN (HR)	CLOSE (HR)
e. FRIDAY	_____	_____	_____
f. SATURDAY	_____	_____	_____
g. SUNDAY	_____	_____	_____

6. ARE THERE SEASONAL VARIATIONS IN THE STORE HOURS?

a. YES - NO

b. IF YES, EXPLAIN

7. TOTAL WORK HOURS PER WEEK:

a. PERSON-HOURS

b. OWNER/MANAGER ON-SITE

c. ONLY ONE PERSON IS PRESENT

8. NUMBER OF PERSONNEL PRESENT DURING STORE HOURS:

a. MAXIMUM

b. AVERAGE

c. MINIMUM

9. APPROXIMATELY WHAT PERCENTAGE OF YOUR TOTAL NUMBER OF EMPLOYEES ARE REPLACED ANNUALLY?

10. SINCE 1/1/79 HOW MANY EMPLOYEES HAVE YOU TERMINATED FOR CAUSE? EXPLAIN

11. HAVE THESE PREMISES HAD A PREVIOUS SECURITY SURVEY?

a. CIRCLE ONE - YES OR NO

IF YES, ANSWER THE FOLLOWING:

b. DATE OF MOST RECENT SURVEY

MO & YR

c. WHO CONDUCTED THE SURVEY?

POLICE

OTHER

d. LIST RECOMMENDATIONS IMPLEMENTED

**B. BUSINESS OPERATION (CONTINUED)**

11. HAVE THESE PREMISES HAD A PREVIOUS SECURITY SURVEY? (CONTINUED)

e. COMMENTS

**C. BUSINESS PHYSICAL CHARACTERISTICS**

1. TOTAL FLOOR SPACE OCCUPIED BY THIS BUSINESS

SQ. FT.

2. NUMBER OF LEVELS (INCLUDING BASEMENT):

a. IN BUILDING (TOTAL)

b. USED BY THIS BUSINESS

3. NUMBER OF BUSINESS/DWELLING UNITS IN BUILDING:

TOTAL  
Available

CURRENTLY  
Vacant

a. BUSINESSES

b. DWELLING UNITS

4. BUILDING CONSTRUCTION - CIRCLE ONE

BRICK - SHEET METAL - CINDERBLOCK - FRAME -

OTHER

5. BUSINESS ACCESS:

a. NUMBER OF EXTERIOR DOORS

b. NUMBER OF WINDOWS

c. NUMBER OF SKYLIGHTS

6. DOES THIS ESTABLISHMENT HAVE AN INTRUSION ALARM?

a. YES - NO IF YES, ANSWER THE FOLLOWING:

b. IS THERE ZONE PROTECTION? YES - NO

IF YES, NUMBER OF ZONES

c. SIGNAL TYPE: LOCAL

CIRCLE ONE

CENTRAL STATION (SECURE)

CENTRAL STATION (UNSECURED)

d. IS ALARM REGULARLY TESTED? YES - NO

IF YES, HOW OFTEN (PER YEAR)?

e. HOW IS THE ALARM ACTIVATED?

C. BUSINESS PHYSICAL CHARACTERISTICS (CONTINUED)

7. DOES THIS ESTABLISHMENT HAVE A ROBBERY ALARM?

a. YES - NO IF YES, ANSWER THE FOLLOWING:

b. IS THERE ZONE PROTECTION? YES - NO

IF YES, NUMBER OF ZONES \_\_\_\_\_

c. SIGNAL TYPE: LOCAL

CIRCLE ONE CENTRAL STATION (SECURE)

CENTRAL STATION (UNSECURED)

d. IS ALARM REGULARLY TESTED? YES - NO

IF YES, HOW OFTEN (PER YEAR)? \_\_\_\_\_

e. HOW IS THE ALARM ACTIVATED?  
\_\_\_\_\_

8. DOES THIS ESTABLISHMENT HAVE A FIRE ALARM?

a. YES - NO IF YES, ANSWER THE FOLLOWING:

b. IS THERE ZONE PROTECTION? YES - NO

IF YES, NUMBER OF ZONES \_\_\_\_\_

c. SIGNAL TYPE: LOCAL

CIRCLE ONE CENTRAL STATION (SECURE)

CENTRAL STATION (UNSECURE)

d. IS ALARM REGULARLY TESTED? YES - NO

IF YES, HOW OFTEN (PER YEAR)? \_\_\_\_\_

e. HOW IS THE ALARM ACTIVATED?  
\_\_\_\_\_

9. DOES THIS ESTABLISHMENT HAVE ANY OTHER ALARMS OF A TYPE

NOT DESCRIBED ABOVE?

a. YES - NO IF YES, DESCRIBE \_\_\_\_\_

10. TOTAL NUMBER OF FALSE ALARMS (ALL TYPES) IN LAST 12 MONTHS.  
\_\_\_\_\_

D. ASSESSMENT OF FINANCIAL VULNERABILITY

1. ANNUAL SALES HISTORY:

a. 1977 \$ \_\_\_\_\_

b. 1978 \$ \_\_\_\_\_

c. 1979 \$ \_\_\_\_\_

2. APPROXIMATE VALUE OF AVERAGE SALE

\$ \_\_\_\_\_

3. ESTIMATED ASSETS

	DAILY AVERAGE	MAXIMUM
--	------------------	---------

a. CASH ON HAND \$ \_\_\_\_\_ \$ \_\_\_\_\_

b. INVENTORY \$ \_\_\_\_\_ \$ \_\_\_\_\_

c. EQUIPMENT \$ \_\_\_\_\_ \$ \_\_\_\_\_

4. DOES THIS BUSINESS HAVE CRIME INSURANCE?

a. YES - NO IF YES, ANSWER THE FOLLOWING:

b. AMOUNT OF COVERAGE \_\_\_\_\_

c. INSURANCE COMPANY \_\_\_\_\_

d. DOES THE ABOVE INCLUDE FEDERAL CRIME INSURANCE? YES - NO

E. GENERAL BUSINESS COMMENTS (PROBLEMS/SOLUTIONS)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PART II: COMMERCIAL CRIME HISTORY AT THIS ADDRESS

F. RECORDED CRIMES

\*SEE PRINT-OUT IN FOLDER

G. UNRECORDED CRIMES

1. PLEASE CHECK ONE OF THE FOLLOWING:

a. THERE WERE NO UNRECORDED CRIMES FOR THIS BUSINESS

1/1/79 to PRESENT

b. UNRECORDED CRIMES ARE ATTACHED.

H. GENERAL CRIME COMMENTS (PROBLEMS/SOLUTIONS)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PART III: SURVEY RECOMMENDATIONS

I. RECOMMENDATIONS TO IMPROVE SECURITY

EXTERIOR

- 1. \_\_\_ IMPROVE LIGHTING \_\_\_\_\_
- 2. \_\_\_ PROTECT LIGHTING \_\_\_\_\_
- 3. \_\_\_ FOCUS LIGHTING ON ENTRY POINTS \_\_\_\_\_
  
- 4. \_\_\_ INSTALL/REPAIR FENCING \_\_\_\_\_
- 5. \_\_\_ TRIM SHRUBS/TREES \_\_\_\_\_
- 6. \_\_\_ REMOVE DEBRIS \_\_\_\_\_
- 7. \_\_\_ LIMIT ROOF/2ND-STORY ACCESS \_\_\_\_\_
- 8. \_\_\_ DISPLAY ADDRESS \_\_\_\_\_
- 9. \_\_\_ OTHER (SPECIFY) \_\_\_\_\_

DOORS

- 10. \_\_\_ REPAIR/REPLACE DOOR \_\_\_\_\_
- 11. \_\_\_ REPLACE/PROTECT GLAZING \_\_\_\_\_
- 12. \_\_\_ REPAIR JAMB(S)/FRAME(S) \_\_\_\_\_
- 13. \_\_\_ REPLACE/INSTALL STRIKE \_\_\_\_\_
- 14. \_\_\_ MODIFY HINGES \_\_\_\_\_
- 15. \_\_\_ INSTALL DEADBOLTS \_\_\_\_\_
- 16. \_\_\_ REPAIR/REPLACE LOCK \_\_\_\_\_
- 17. \_\_\_ PROTECT BOLT \_\_\_\_\_
- 18. \_\_\_ INSTALL PADLOCK/HASP \_\_\_\_\_
- 19. \_\_\_ INSTALL TRACK FILLER \_\_\_\_\_
- 20. \_\_\_ UTILIZE CHARLIE BAR \_\_\_\_\_
- 21. \_\_\_ INSTALL FLUSH BOLTS \_\_\_\_\_
- 22. \_\_\_ SECURE WITH BAR AND LOCK \_\_\_\_\_
- 23. \_\_\_ SECURE PERMANENTLY \_\_\_\_\_
- 24. \_\_\_ ESTABLISH KEY CONTROL \_\_\_\_\_
- 25. \_\_\_ OTHER (SPECIFY) \_\_\_\_\_

PART III: SURVEY RECOMMENDATIONS (CONTINUED)

WINDOWS

- 26. \_\_\_ REPAIR/REPLACE HARDWARE \_\_\_\_\_
- 27. \_\_\_ INSTALL LOCKS \_\_\_\_\_
- 28. \_\_\_ REPLACE GLAZING \_\_\_\_\_
- 29. \_\_\_ INSTALL BURGLARY-RESISTANT GLASS \_\_\_\_\_
  
- 30. \_\_\_ SECURE PERMANENTLY \_\_\_\_\_
- 31. \_\_\_ PIN \_\_\_\_\_
- 32. \_\_\_ PROTECT WITH BARS, SCREENS, OR GRILLS \_\_\_\_\_
  
- 33. \_\_\_ OTHER (SPECIFY) \_\_\_\_\_

SKYLIGHTS, VENTS, AND ROOF HATCHES

- 34. \_\_\_ PROTECT WITH BARS, SCREENS, OR GRILLS \_\_\_\_\_
  
- 35. \_\_\_ COVER WITH STEEL \_\_\_\_\_
- 36. \_\_\_ IMPROVE ATTACHMENT TO ROOF/WALL \_\_\_\_\_
  
- 37. \_\_\_ PROVIDE LOCKS \_\_\_\_\_
- 38. \_\_\_ OTHER (SPECIFY) \_\_\_\_\_

ALARMS

- 39. \_\_\_ ROBBERY ALARM:
  - A. INSTALL \_\_\_\_\_
  - B. REPAIR \_\_\_\_\_
  - C. ADD ADDITIONAL ACTIVATOR(S) \_\_\_\_\_
  
- 40. \_\_\_ INTRUSION ALARM:
  - A. INSTALL \_\_\_\_\_
  - B. REPAIR \_\_\_\_\_
  - C. ADD OR CHANGE SENSOR(S) \_\_\_\_\_
  
- 41. \_\_\_ FIRE ALARM:
  - A. INSTALL \_\_\_\_\_
  - B. REPAIR \_\_\_\_\_
  - C. ADD OR CHANGE SENSOR(S) \_\_\_\_\_

PART III: SURVEY RECOMMENDATIONS (CONTINUED)

ALARMS (CONTINUED)

- 42.  DEVELOP TESTING PROCEDURE \_\_\_\_\_
- 43.  TRAIN EMPLOYEES IN ALARM USE \_\_\_\_\_
  
- 44.  OBTAIN ALARM SYSTEM SPECIFICATIONS \_\_\_\_\_
  
- 45.  SECURE LINE \_\_\_\_\_
- 46.  OTHER (SPECIFY) \_\_\_\_\_

MISCELLANEOUS

- 47.  SECURE CHUTES/SERVICE OPENINGS \_\_\_\_\_
  
- 48.  SECURE UTILITY TUNNELS \_\_\_\_\_
- 49.  OTHER (SPECIFY) \_\_\_\_\_

SAFES

- 50.  CHANGE LOCATION \_\_\_\_\_
- 51.  LIGHT SAFE \_\_\_\_\_
- 52.  ANCHOR/SECURE AGAINST REMOVAL \_\_\_\_\_
  
- 53.  PROTECT AGAINST FIRE \_\_\_\_\_
- 54.  CHANGE SAFE COMBINATION REGULARLY \_\_\_\_\_
  
- 55.  OTHER (SPECIFY) \_\_\_\_\_

INTERIOR SIGHT LINES

- 56.  REMOVE SIGNS \_\_\_\_\_
- 57.  PROVIDE LIGHTING \_\_\_\_\_
- 58.  LOWER DISPLAYS \_\_\_\_\_
- 59.  RELOCATE OFFICE/CASHIER \_\_\_\_\_
- 60.  OTHER (SPECIFY) \_\_\_\_\_

PART III: SURVEY RECOMMENDATIONS (CONTINUED)

SPECIAL SECURITY

- 61.  INSTALL MIRRORS \_\_\_\_\_
- 62.  USE PRICE TAGGING PROCEDURE \_\_\_\_\_
  
- 63.  USE ELECTRONIC TAGGING \_\_\_\_\_
- 64.  TAG/MARK BUSINESS EQUIPMENT \_\_\_\_\_
- 65.  INSTALL SURVEILLANCE CAMERAS \_\_\_\_\_
  
- 66.  USE MORE SECURE DISPLAY CASES \_\_\_\_\_
  
- 67.  OBTAIN GUARD SERVICE \_\_\_\_\_
- 68.  USE BAIT MONEY \_\_\_\_\_
- 69.  OTHER (SPECIFY) \_\_\_\_\_

INVENTORY CONTROLS

- 70.  DECLARE EMPLOYEE THEFT POLICY \_\_\_\_\_
  
- 71.  CHECK INVOICES/SHIPMENTS \_\_\_\_\_
- 72.  RESTRICT INVENTORY ACCESS \_\_\_\_\_
- 73.  CONDUCT INVENTORY SPOT CHECKS \_\_\_\_\_
  
- 74.  EXAMINE AREAS FOR CONCEALED INVENTORY \_\_\_\_\_
  
- 75.  OTHER (SPECIFY) \_\_\_\_\_

ACCESS CONTROL

- 76.  ESTABLISH SEPARATE CUSTOMER ENTRANCE/EXITS \_\_\_\_\_
  
- 77.  ENCLOSE CASH REGISTER \_\_\_\_\_
- 78.  OTHER (SPECIFY) \_\_\_\_\_

PROCEDURES

- 79.  SCREEN NEW EMPLOYEES \_\_\_\_\_

**PART III: SURVEY RECOMMENDATIONS (CONTINUED)**

**PROCEDURES (CONTINUED)**

- 80.  TRAIN EMPLOYEES IN SHOPLIFTING PREVENTION \_\_\_\_\_
- 81.  TRAIN EMPLOYEES IN EVIDENCE PRESERVATION \_\_\_\_\_
- 82.  TRAIN EMPLOYEES IN WHAT TO DO IF ROBBERY OCCURS \_\_\_\_\_
- 83.  REPOSITION EMPLOYEES TO INCREASE SECURITY \_\_\_\_\_
- 84.  DEVELOP SHOPLIFTER ALERT CODE/WARNING \_\_\_\_\_
- 85.  INSTITUTE CASH CONTROL/RESTRICTION \_\_\_\_\_
- 86.  STAMP CHECKS "FOR DEPOSIT ONLY" \_\_\_\_\_
- 87.  INSTITUTE IRREGULAR CASH DEPOSIT PRACTICES \_\_\_\_\_
- 88.  IMPROVE OPENING/CLOSING PROCEDURES \_\_\_\_\_
- 89.  REMOVE VALUABLE MERCHANDISE FROM DISPLAY WINDOWS  
AFTER CLOSING \_\_\_\_\_
- 90.  SEARCH PRIOR TO CLOSING \_\_\_\_\_
- 91.  ESTABLISH KEY CONTROL \_\_\_\_\_
- 92.  USE AFTER-HOURS LIGHTING \_\_\_\_\_
- 93.  CHANGE LOCKS/COMBINATIONS \_\_\_\_\_
- 94.  INSTITUTE CHECK-CASHING PROCEDURE \_\_\_\_\_
- 95.  DECLARE SHOPLIFTER PROSECUTION POLICY \_\_\_\_\_
- 96.  DECLARE EMPLOYEE PURCHASE POLICY \_\_\_\_\_
- 97.  DEVELOP DISBURSEMENT PROCEDURE \_\_\_\_\_
- 98.  OTHER (SPECIFY ON REVERSE SIDE) \_\_\_\_\_

**1.0 VULNERABILITY TO BURGLARY**

**1.1 Exterior Doors**

# of Door Assemblies					
Types of Assemblies	<u>1</u>	<u>2</u>	<u>3</u>	<u>NA</u>	
Composition	—	—	—	—	
Hinge Unit	—	—	—	—	
Lock Unit	—	—	—	—	
Frame	—	—	—	—	
Overall Conditions (Maint)	—	—	—	—	
<b>Semi-Rating</b>	—	—	—	—	
Auxiliary Security Devices	—	—	—	—	
<b>Final-Rating</b>	—	—	—	—	

**1.2 Windows**

# of Windows Assemblies					
Types of Assemblies	<u>1</u>	<u>2</u>	<u>3</u>	<u>NA</u>	
Configuration	—	—	—	—	
Hardware (Incl. Hinge & Lock)	—	—	—	—	
Frame	—	—	—	—	
Overall Conditions (Maint)	—	—	—	—	
<b>Semi-Rating</b>	—	—	—	—	
Auxiliary Security Devices	—	—	—	—	
<b>Final-Rating</b>	—	—	—	—	

**1.3 Walls**

# of Wall Assemblies					
Types of Assemblies	<u>1</u>	<u>2</u>	<u>3</u>	<u>NA</u>	
Exterior	—	—	—	—	
Interior Premises Divider	—	—	—	—	
<b>Final-Rating</b>	—	—	—	—	

**1.4 Other Exterior Access Points**

# of Assemblies					
Skylight	<u>1</u>	<u>2</u>	<u>3</u>	<u>NA</u>	
Roof Hatch	—	—	—	—	
Vent	—	—	—	—	
Common Attic	—	—	—	—	
Sublevel	—	—	—	—	
<b>Final-Rating</b>	—	—	—	—	

**1.5 Miscellaneous**

Key Control					<u>NA</u>
Closing Procedures	—	—	—	—	
<b>Final-Rating</b>	—	—	—	—	

**FINAL OVERALL VUL. RATING**

**SUGGESTED RATING NEEDED FOR THIS TYPE OF BUSINESS**

**2.0 COST OF LOSS DUE TO BURGLARY**

**2.1 Due to Access to Valuable Items**

		NA
Safe (Incl. Location & Storage)	—	—
Cash Storage	—	—
Display Cases	—	—
Inventory Access (Interior)	—	—
Valuable Merchandise in Display Window	—	—
Locks (Change & ReKey)	—	—

**2.2 Due to Reduced Desirability**

Tag & Mark Equipment	—	—
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**2.3 Due to Reduction in Burglar's Time Premises or Increased Chance of Apprehension**

Address Display	—	—
Intrusion Alarm	—	—

**3.0 LIKELIHOOD OF BURGLARY ATTEMPT**

<b>3.1 Lighting</b>		NA
	—	—

<b>3.2 Access to Premises</b>		
Fencing	—	—
Roof & Second Story	—	—

<b>3.3 Police Presence (Incl. Patrol)</b>	—	—
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**VULNERABILITY ASSESSMENTS**

**Exterior Doors**

Composition<sup>1</sup>

Metal	1
Solid Wood	2
Hollow Wood	4-5
Glass	5

1 If door has a window, increase rating by 2 points, up to a maximum of 5.

Hinge Unit

Secured Hinge Pin	1
Interior Hinge	1
Auxiliary Pin	1
Removable Hinge Pin	3

Lock Unit<sup>2</sup>

Deadbolt (1"+)	1
Deadbolt (under 1")	3-4
Lock-in-Knob	4-5

2 If strike inadequate, increase rating by 2 points, up to a maximum of 5.

Frame

Metal	1-2
Wood	3-5

Configuration

Fixed	3
Operable	3-5

Glazing

Bulletproof Laminate	1
Polycarbonate	1-2
Glass	3

Frame

Gridded Metal <sup>3</sup>	1
Metal	1-2
Wood	3-4

3 Less than 12" spaces

ALL RATINGS ARE ON A SCALE OF ONE (1) TO FIVE (5):

Very Low	1
Low	2
Moderate	3
High	4
Very High	5

**END**