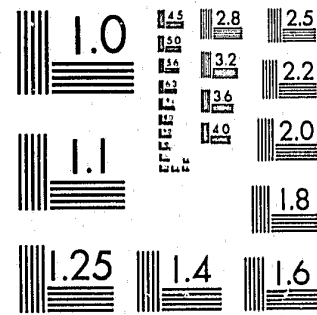


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Washington, D. C. 20531

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**COMMUNITY CRIME PREVENTION GUIDELINES
FOR
CALIFORNIA LAW ENFORCEMENT**

JULY 1983



**THE COMMISSION
ON PEACE OFFICER STANDARDS AND TRAINING
STATE OF CALIFORNIA**

91882

U.S. Department of Justice
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COMMUNITY CRIME PREVENTION GUIDELINES
FOR
CALIFORNIA LAW ENFORCEMENT

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

In Cooperation With The
California Attorney General's Office
Crime Prevention Center

Commission on Peace Officer Standards and Training

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NCJRS

OCT 01 1983

ACQUISITIONS

FOREWORD AND ACKNOWLEDGEMENTS

The Commission on Peace Officer Standards and Training was assigned responsibility for the development of Community Crime Prevention Guidelines for California law enforcement by the State Legislature. The results of this work included the Guidelines themselves represented by this document. In addition, some refinements were made to the course of instruction required of recruit officers entering law enforcement through the Basic Course.

These efforts will result in more effective crime prevention by peace officers throughout the State, and directly benefit many citizens.

A number of people helped significantly in the development of these Guidelines. The Commission on Peace Officer Standards and Training of an Ad Hoc Crime Prevention Advisory Committee specifically assembled to help with the project.

Vern Renner, Director, Santa Clara Valley Criminal Justice Training Center; Alex Rascon, President, California Schools Peace Officers' Association; John Hills, Director, Special Projects, Oakland Unified School District; Les Clark, Director, NCCJTES, Sacramento Center; Richard McGee; John W. Carpenter, Sheriff, Santa Barbara County Sheriff's Department; Linda Anderson, Executive Director, CAPTURE Citizens' Crime Prevention Inc.; Nancy Jones, Office of Criminal Justice Planning; Thomas Halatyn; Jackie Jones, California Federation of Women's Club; John Dineen, Chief of Police, Millbrae Police Department; Charles M. Millett, President, California Crime Prevention Officers Association-Southern Chapter, Redlands Police Department; Mike Ferguson, President, California Crime Prevention Officers Association-Northern Chapter, Sonoma County Sheriff's Department; Agent Avery Richey, Redondo Beach Police Department; Tim Miller, Laguna Beach Police Department; John Edmonds, San Mateo County Sheriff's Department; and Lieutenant Ron Basque, Sausalito Police Department.

Special acknowledgement is also due to the staff of the California Attorney General's Office, Crime Prevention Center, and with special thanks going to Lois Wallace, Senior Crime Prevention Specialist, and Vicky Leavitt, Crime Prevention Specialist for the research, drafting and editing work.

The Commission believes these Guidelines will be useful to law enforcement agencies in planning, implementing, and evaluating community crime prevention programs. Comments or questions on this document should be referred to Training Program Services, Commission on POST, (916) 739-5372.

Norman C. Boehm

NORMAN C. BOEHM
Executive Director

INTRODUCTION

Traditionally, law enforcement's role has been to "enforce the law" by apprehending criminals. Society believed we could solve the crime problem by "catching the bad guys" and getting them locked up. During the last decade, however, it has become increasingly evident that law enforcement - even with its progressive methods of detection, apprehension, and punishment - cannot solve the crime problem alone.

In response to this situation, many communities and law enforcement agencies have cooperatively developed crime prevention programs. (A recent survey indicated that 79 percent of all the law enforcement agencies in California have on-going crime prevention programs.*) These programs, which encourage citizen awareness and involvement in crime prevention practices, have proven quite successful in reducing crime - as well as the fear of crime.

The Department of Justice Bureau of Criminal Statistics 1982 preliminary report showed a 1.6 percent decline in the crime rate as compared to 1981. While these crime rate reductions are due to a number of contributing factors, many law enforcement officials attribute significant credit to increased citizen involvement and awareness.

Due to the obvious benefits of crime prevention programs in improving police-community relations and reducing crime and fear, there is a growing emphasis on the importance of promoting community crime prevention programs throughout the state. The responsibility to initiate a concerted police-community effort lies with law enforcement. Law enforcement agencies must make a serious commitment to crime prevention. All personnel must be adequately trained in this proactive approach to crime, so they in turn can train and instill crime prevention concepts in the public.

The California Legislature recognized the need to assess the current level of community crime prevention information and training in California and addressed these issues in Senate Concurrent Resolution No. 69 (August, 1982).

As a result of SCR 69, the Commission on Peace Officer Standards and Training (POST) has contracted with the Crime Prevention Center to:

- Phase I - Develop community crime prevention guidelines for California law enforcement agencies.
- Phase II - Review and revise the crime prevention training objectives included in the POST basic academy training for California law enforcement officers.
- Phase III - Review and revise the POST-certified crime prevention specialist course.

*California Attorney General's Office, Crime Prevention Center, September 1982.

COMMUNITY CRIME PREVENTION GUIDELINES

FOR CALIFORNIA LAW ENFORCEMENT

The purpose of the Community Crime Prevention Guidelines is to provide law enforcement agencies with a framework of the basic elements necessary for the design, implementation and evaluation of an effective community crime prevention program. The guidelines are applicable to all agencies regardless of size, geographic location, crime problems, etc.

Evaluation of effective, ongoing programs show that the single most important factor determining the success of community crime prevention programs is the chief law enforcement administrator's commitment to the crime prevention concept. As in every organization, top management sets the tone that ultimately determines the commitment level of other department personnel and, oftentimes, of the community.

Second, a high level of community participation is essential. As previously stated, law enforcement must take the initiative to work with and train citizens to recognize and accept their responsibility for the prevention of crime. Only through both the community and law enforcement sharing crime prevention responsibilities can crime in general be effectively addressed.

Acknowledgement

Portions of this document were developed by the Commonwealth of Pennsylvania Commission on Crime and Delinquency for their Model Municipal Crime Prevention Program. A special thanks is extended to the Commission for permitting us to use this information in this report.

Planning A Crime Prevention Program

ISSUE A WRITTEN POLICY DIRECTIVE FROM THE CHIEF ADMINISTRATOR,
ARTICULATING THE DEPARTMENT'S COMMITMENT TO THE DEVELOPMENT AND
MAINTENANCE OF AN ACTIVE COMMUNITY CRIME PREVENTION PROGRAM.

The written declaration by the chief administrator establishing a community crime prevention policy should be explicit and put in a form that commits the department. The purpose for such a strong statement is to make department personnel aware that the crime prevention program has been given a high priority by the chief administrator. Also, a directive that clearly defines the intent of the department to participate will insure that department employees understand their role and commitment to the effort. Finally, the support of the administrator will allow for commitment of the time and resources necessary for successful implementation

INVOLVE DEPARTMENT PERSONNEL, COMMUNITY LEADERS AND CITY/COUNTY
ADMINISTRATORS IN DEVELOPING THE PROGRAM.

In order to emphasize that crime prevention is the responsibility of the entire department, input from all personnel should be welcomed throughout the planning process.

Additionally, support from community leaders and locally elected officials is essential to the program. By including broad-based community representation in the initial planning of the program, the chances of a firm commitment by the municipal government and active participation of the citizenry and business leaders, will be immeasurably strengthened.

CONDUCT A COMMUNITY-WIDE NEEDS ASSESSMENT.

Effective design, implementation and evaluation of a crime prevention program requires that a needs assessment study be conducted during the planning stage. General data garnered from the study and essential for planning crime prevention programs include:

- Community crime statistics. Community crime analysis information is an effective on-going resource to determine crime prevention/crime suppression needs. (See Appendix A) AND
- Demographic information of the community population (such as size, density, growth, distribution, migration and vital statistics). (See Appendix B)

DEVELOP WRITTEN OBJECTIVES TO ACCOMPLISH ESTABLISHED PROGRAM GOALS.

Objectives (which should be measurable and obtainable) describe the specific activities the department's program will accomplish. In addition, they provide a baseline by which the crime prevention program can be monitored and evaluated.

In developing appropriate objectives, staff should consider the needs assessment findings, community input and available resources. (See Appendix F)

Community Involvement

UTILIZE ALL AVAILABLE MEDIA RESOURCES.

A key element of successful crime prevention efforts is the continuous promotion of public awareness and involvement. The effective use of all media resources is crucial to this process See Appendix G).

INFORM THE PUBLIC ABOUT LOCAL CRIME PROBLEMS AND THE BENEFITS OF COMMUNITY
CRIME PREVENTION PROGRAMS.

It is essential that the community be informed that crime is everyone's problem, and that crime prevention programs can effectively reduce crime. For example, the results of the community needs assessment, the programs being established to address the identified crime problem, and the success rates of established crime prevention programs should be publicized.

ENLIST COMMUNITY PARTICIPATION IN CRIME PREVENTION PROGRAM.

A successful crime prevention program is dependent upon community support and participation. Individuals, businesses, school teacher-parent groups, service clubs and organizations should be contacted to enlist their interest and commitment to achieve crime prevention objectives. (See Appendix H)

COORDINATE CRIME PREVENTION ACTIVITIES WITH OTHER PUBLIC/PRIVATE AGENCIES.

Coordination, cooperation, and idea exchange between public/private agencies and organizations can enhance cost-effectiveness and overall program impact within a community.

- Whether the projects are meeting have met) public expectations.
- The impact or results achieved in relation to goals and objectives (e.g. burglary statistics in active neighborhood watch areas, criminal activities reduced due to neighborhood watch activities, etc.). (See Appendix I)

Note: For purposes of this document, "program" will refer to a department's overall, comprehensive crime prevention program; and "project" will refer to specific programs (e.g., Neighborhood Watch, Personal Security, etc.).

APPENDIX A

The information gathering process, often termed "needs assessment" is a critical part of an effective planning process: it facilitates analysis of current crime data through the review of crime reports; it provides a profile of the community that shows the environmental factors which nurture the incidence and fear of crime; and finally, the process binds the law enforcement agency, the community, and the municipal planning agency in a combined information exchange which provides a comprehensive view of the municipality and the nature of its crime problem.

Community Crime Analysis

Crime analysis is a process that provides information which can be used in a variety of ways. Many law enforcement agencies have begun using computer services for this function - with meaningful results. Accurate and thorough crime analysis information can assist a department in the effective use of patrol and other resources. It is useful information for all officers to have so that they can serve their particular assigned areas in the best possible manner. Many departments also give crime analysis information to the public at large to encourage participation in the planning of appropriate crime prevention programs.

To develop and maintain an effective crime prevention program, a profile of the community's crime problem must be gathered from the crime reports of the law enforcement agency. This information may assist staff in prioritizing the crime problems of the community and determining the most effective resources to deal with the situation.

For the purposes of most crime prevention programs, crime analysis is based on the following four basic activities which can be accomplished without elaborate mechanical aids: (1) Collecting data from the crime incident reports (or other appropriate forms) for the preceding twelve-month period; (2) recording this data into categories which contain groups of similar information; (3) analyzing the data by noting patterns of crime within groups of similar data; and (4) reporting the findings. Exhibit 1 is a sample crime analysis report form. (Victim information provides a vital part of this report and should also be collected.)

After completing the crime analysis report form, a method must be determined to display the geographical summary for the community. This is usually completed by a pin or dot map. Using a community map with all streets noted, a pin or dot will be placed on the map corresponding to the exact location of the crime as noted in the crime report. By this method, an accurate depiction of the geographic occurrence of the target crimes can be plotted. Multi-colored pins or dots may be utilized to avoid confusion of different crime types when several crimes are plotted on the same map. (Exhibit 2 depicts a sample of this method.)

SAMPLE

LAW ENFORCEMENT DEPARTMENT
CRIME ANALYSIS REPORT FORM

CRIME TYPE SUMMARY

Burglary	_____ #	_____ % of all Part 1 crimes
Residential	_____ #	_____ %
Commercial	_____ #	_____ %
Robbery	_____ #	_____ % of all Part 1 crimes
Armed	_____ #	_____ %
Strong-arm	_____ #	_____ %
Larceny	_____ #	_____ % of all Part 1 crimes
Auto Theft	_____ #	_____ % of all Part 1 crimes
Auto	_____ #	_____ %
Commercial	_____ #	_____ %
Motorcycle	_____ #	_____ %

CHRONOLOGICAL SUMMARY

Instruction: Complete one copy of this form for each crime type being analyzed.

Day of Week:

Month of Year:

Sunday	_____ %	January	_____ %
Monday	_____ %	February	_____ %
Tuesday	_____ %	March	_____ %
Wednesday	_____ %	April	_____ %
Thursday	_____ %	May	_____ %
Friday	_____ %	June	_____ %
Saturday	_____ %	July	_____ %
		August	_____ %
TOTALS	_____ %	September	_____ %
		October	_____ %
		November	_____ %
		December	_____ %
		TOTALS	_____ %

<u>Time of Day:</u>	
Midnight to 8:00 a.m.	_____ %
8:00-12:00 a.m.	_____ %
12:00-4:00 p.m.	_____ %
4:00-8:00 p.m.	_____ %
8:00-12:00 p.m.	_____ %
Unknown	_____ %
TOTALS	_____ %

EXHIBIT 1
Page 3

Instruction: Complete one copy of this form for each crime type being analyzed.

VICTIM SUMMARY

Age of Victim:

0 - 15 _____ %
 16 - 24 _____ %
 25 - 39 _____ %
 40 - 54 _____ %
 55 + _____ %

Ethnic Background of Victim

White _____ %
 Hispanic _____ %
 Asian _____ %
 Black _____ %
 Others _____ %
 _____ %
 _____ %
 _____ %

Sex of Victim

Male _____ %
 Female _____ %

TARGET SUMMARY

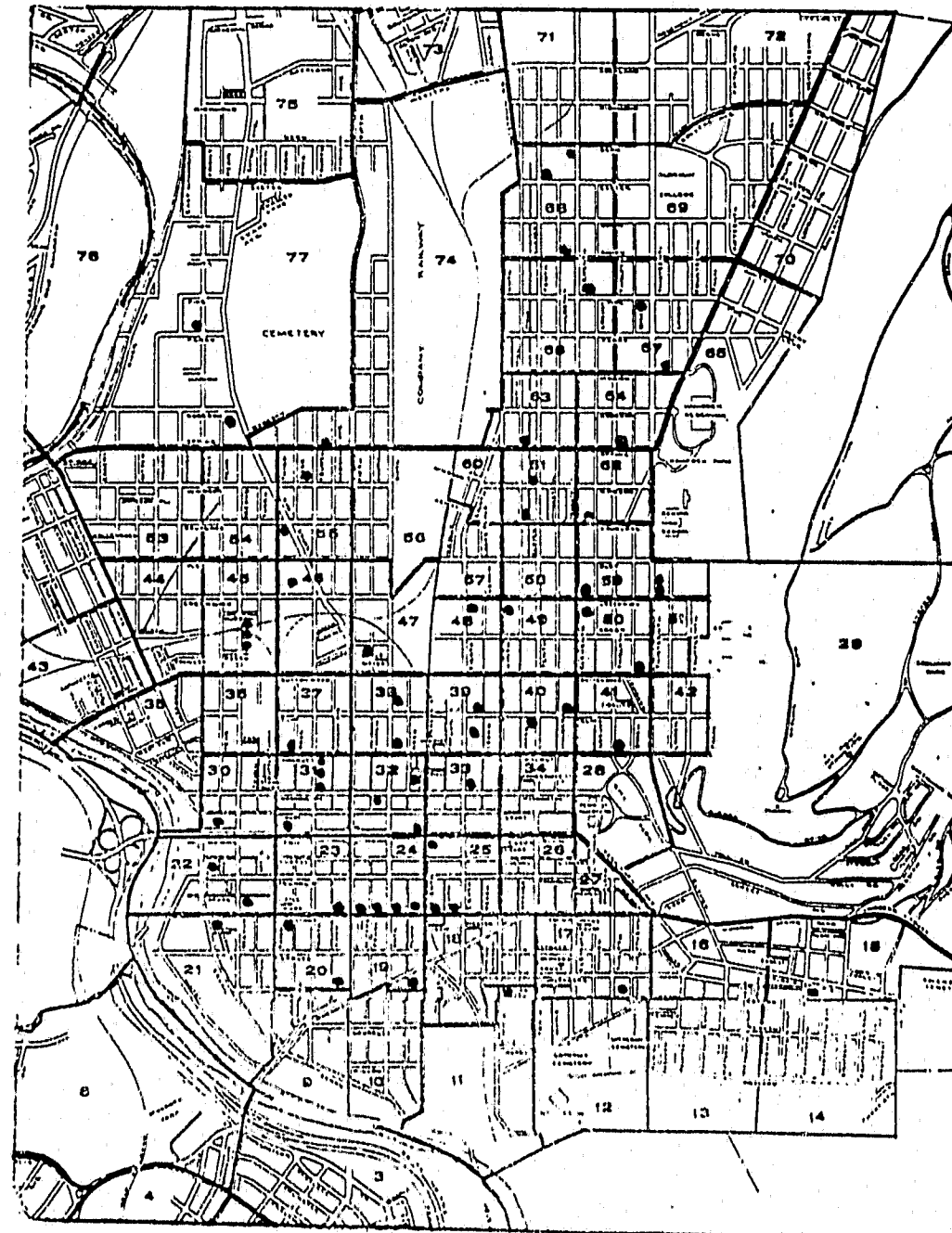
Residential Structures:

Single _____ %
 Multi _____ %
 Other _____ %

Commercial Structures

Business _____ %
 Industrial _____ %
 Other _____ %

SAMPLE
COMMUNITY STREET MAP



LEGEND:

- Red Dot = Burglary
- Blue Dot = Robbery
- Yellow Dot = Larceny
- Green Dot = Auto Theft

APPENDIX B

Community Profile

While there is a range of data that could be examined in a total community analysis, it should be understood that the profile is meant to be a working document that assists the community to better understand itself. The local planning department personnel should be involved in this activity since they are specialists in these matters and have easy access to the information.

The types of data collected for the profile will be classified under census data or land use data. (Exhibit 3 depicts a sample community profile form.) Land-use data is usually found in the local comprehensive plan. If not available, subdivision regulations and zoning laws can be a valuable resource.

Census data will include the local population figures, age, race, sex, marital status, employment status, and income levels of community residents. This information can be gleaned from the latest census figures or tax records.

Land use data will include the number of residential, apartment and business structures in the community, as well as areas currently undergoing revitalization efforts. This type of information will assist the task force to have a better understanding of what types of structures are likely to be victimized.

As a result of the data collected and analyzed, tentative target and control areas for a model program may be selected. The selection of these tentative areas should be based upon the same criteria that will be used in the target selection activity of the planning phase. These criteria include: sufficient crime to warrant a program, existing community organizations, and size of the target area.

SAMPLE
COMMUNITY PROFILE REPORT FORM

CENSUS - Date _____

Total population # _____

Population breakdown by age:

0 - 14	#	_____	_____	%
15 - 24	#	_____	_____	%
25 - 34	#	_____	_____	%
35 - 54	#	_____	_____	%
55 +	#	_____	_____	%

Population breakdown by sex:
(15 years and older)

Male	#	_____	_____	%
Female	#	_____	_____	%

Population breakdown by marital status:
(15 years and older)

Single	#	_____	_____	%
Married	#	_____	_____	%

Population breakdown by employment status:

Employed Adults	#	_____	_____	%
Unemployed Adults	#	_____	_____	%

Population breakdown by income in dollars:

Under \$ 6,999	#	_____	_____	%
\$ 7,000 - 11,999	#	_____	_____	%
\$12,000 - 17,999	#	_____	_____	%
\$18,000 - 24,999	#	_____	_____	%
\$25,000 - 39,999	#	_____	_____	%
\$40,000 - +	#	_____	_____	%

LAND USE

Total structures in target area _____

Single family dwelling structures	_____	_____	%
Multi-family dwelling structures	_____	_____	%
Business structures (commercial)	_____	_____	%
Building Code Violations	_____	_____	%
Abandoned Buildings	_____	_____	%
Population Density	_____	_____	%
Incidences of Fire	_____	_____	%

APPENDIX C

Selecting a Target Area

With information from the community profile and crime analysis, a target area should be determined that incorporates the criteria noted below. It can be delineated by census tracts, political districts or other boundaries, but should manifest a sense of community or "belonging" on the part of residents.

A target area will be the primary focus of the crime prevention effort. In essence, it will receive service on a priority basis and the efficiency and effectiveness of the program will be based on the status of the crime prevention initiative in these areas. This should not exclude other areas from receiving crime prevention services as requested. Other neighborhoods should be provided appropriate services from available resources.

Selection Criteria:

- o The target site should have sufficient crime to warrant a program, equal to or exceeding the community rate, to justify a concentration of resources in that site. This can be determined by finding the crime rate per thousand population for the community and checking the target site crime rate per thousand population.
- o In evaluating several tracts or zones, avoid starting the initial project in the tract, with the highest crime rate. Don't set yourself up for failure - begin in neighborhoods where experience can be gained before going on to the more challenging areas.
- o The target area should be defined in writing. Use a map that defines streets, political districts and land use where the program will be initiated.
- o Consider existing community organizations when selecting the first site. Receptive community groups will insure the success of the program as their support will be crucial to organize the community or to facilitate programs.
- o Define a target area of a manageable size. Taking on too large an area will almost insure program failure.
- o Determine a specific time period (at least one year) for the pilot study. There must be sufficient time to effectively test a program.

APPENDIX D

Community Attitude/Opinion Survey of Target Area

Citizens' perceptions of the nature of the crime problem is a decisive factor in the formulation of a community crime prevention program. Generally, citizens' surveys assist in establishing an understanding of the amount of criminal activity not reported to law enforcement and, therefore, not portrayed in the crime profile. In addition, they provide an explicit picture of the insight that the citizenry possess with regard to the nature and incidence of crime and its consequent fear.

The purpose of this survey is intended to measure the attitudes of the residents in the target area regarding fear of crime, perceptions of crime trends, and influences of crime on their behavior, in addition to finding out which households may have been the victims of one of the target crimes. It is essential that this activity step be accomplished on a priority basis since this profile will be critical in evaluating overall impact.

A sample survey instrument developed by the Pennsylvania Commission on Crime and Delinquency is presented in Exhibit 4. This instrument should be reviewed and revised to fit the needs and make-up of the particular community. Also the implementation strategy must be formulated by local authorities based on conditions in the community. There are various survey methods available which should be considered to determine the most appropriate one to use.

This sample survey is designed to be administered by on-site interviews in the household. Crime prevention unit personnel can administer the survey by means of citizen volunteers who have been carefully instructed on proper presentation techniques.

Volunteer resources may include senior citizens' groups, local civic associations, organized community groups, church organizations, or other recognized groups. Through such methods, the community's perspectives are garnered in a manner that is both cost effective and does not create additional concern.

It is imperative that the crime prevention unit take an active and participatory role in the training of the survey-taker volunteers. This involvement should include training in the techniques of victimization surveying and, most importantly, training in personal safety techniques to insure the well-being of each individual who performs this valuable service. It would be advisable to provide interviewers with picture identification cards to use when introducing themselves and gaining the confidence of residents they wish to survey. This will help insure their personal security as well as the integrity of the program.

It is possible that the press may become aware of the survey and want information on the purpose. A news release should be prepared indicating a comprehensive crime prevention program is being considered for the target area, and offering additional crime prevention information to interested parties.

SAMPLE
TARGET AREA CONCERN SURVEY

LOCATION NO. _____ The information entered on this form will
HOUSING UNIT NO. _____ be handled in the strictest confidence
TIME STARTED _____ and will not be released to unauthorized
personnel.

Hello. My name is _____ and I'm working on a
local survey for the _____.

The results will be a statistical tabulation of everyone's answers and no
names are ever connected with the survey.

I would like it understood between us that if there are any questions that you
do not want to answer, you are free to decline to respond.

If it is all right with you, let's get started.

First, I would like to ask you a few questions relating to subjects which seem
to be of concern to people. These questions are asking for your opinion.
(HAND THEM A MAP OF THE TARGET AREA - REFER TO IT AS AREA A.)

1. a. Which of the following best describes why you selected a house/
apartment in Area A highlighted on the map? (CIRCLE ALL THAT APPLY)
1. Neighborhood characteristics (type of neighborhood, clean
streets, etc.)
 2. Low crime rate
 3. Good schools
 4. Price was right
 5. Only place housing could be found; no choice
 6. Location (close to work, school, relatives, friends)
 7. Property characteristics (size, quality, room)
 8. Always lived in neighborhood
 9. Other _____
- b. Which would you say is the most important reason? (IF RESPONDENT IS
NOT SURE, ASK FOR AND ENTER HIS/HER BEST GUESS.) _____

2. a. Which of the following best describes what you don't like about Area
A? (CIRCLE ALL THAT APPLY)
1. Traffic/parking
 2. Environmental problem - trash, noise, overcrowding
 3. Crime or fear of crime
 4. Inadequate public transportation
 5. Inadequate schools
 6. Inadequate shopping facilities
 7. Bad "elements" moving in
 8. Problems with neighbors
 9. Other _____
- b. Which would you say is the most important reason? IF RESPONDENT IS
NOT SURE, ASK FOR AND ENTER HIS/HER BEST GUESS. _____
3. a. Do you shop for groceries in Area A? (CIRCLE ANSWER)
1. Yes
 2. No
- IF "NO", is that because: (CIRCLE ALL THAT APPLY):
1. There are no grocery stores in Area A
 2. Prices are too high in stores in Area A
 3. Stores are more convenient outside Area A
 4. Crime or fear of crime
 5. Other _____
 6. Not sure _____
- b. Which reason would you say is the most important? (IF RESPONDENT IS
NOT SURE, ASK FOR AND ENTER HIS/HER BEST GUESS.) _____
4. a. Do you usually shop for items other than groceries (clothes, health
aids) in Area A?
1. Yes
 2. No
- IF "NO", is that because: (CIRCLE ALL THAT APPLY)
1. There are no stores in Area A
 2. There is a poor selection of goods in stores in Area A
 3. Stores are less convenient in Area A
 4. Prices are too high in Area A
 5. Fear of being harassed or physically harmed
 6. Other _____

- b. Which do you feel is the most important reason? (IF RESPONDENT IS NOT SURE ASK FOR AND ENTER HIS/HER BEST GUESS.) _____
5. a. When you go out to restaurants or theaters in the evening, do you go to these places in Area A?
1. Yes
 2. No
- IF "NO", is that because: (CIRCLE ALL THAT APPLY);
1. There are none in Area A
 2. They are less convenient than places outside the area
 3. Parking/traffic is a problem
 4. Crime or fear of crime
 5. Too expensive in the area
 6. Other _____
 7. Not sure
- b. Which do you feel is the most important reason? (IF RESPONDENT IS NOT SURE, ASK FOR AND ENTER HIS/HER BEST GUESS.) _____

Now, we would like you to think about crime pertaining to households.

6. During the last 12 months, did someone break into or somehow illegally get into your apartment/home, garage or other building on your property?
1. Yes
 2. No
7. Other than the incidents mentioned above, during the last 12 months, did someone attempt to break into your apartment/home, garage or other building on your property?
1. Yes
 2. No
8. During the last 12 months, was anything stolen that is kept outside of your home or happened to be left out, such as a bicycle, garden hose, lawn furniture, etc.?
1. Yes
 2. No

13. During the last 12 months, did anyone attempt to take something from you by force?
1. Yes
 2. No
- IF "YES", did this occur within Area A?
1. Yes
 2. No
14. During the last 12 months, did anyone attack you, beat you or hit you with an object, other than a knife or gun? (Such as a rock or bottle?)
1. Yes
 2. No
- IF "YES", did this occur within Area A?
1. Yes
 2. No
15. During the last 12 months, did anyone attack you/shoot at you with a knife or gun?
1. Yes
 2. No
- IF "YES", did this occur with Area A?
1. Yes
 2. No
16. During the last 12 months, did anyone threaten to beat or attack you?
1. Yes
 2. No
- IF "YES", did this occur within Area A?
1. Yes
 2. No

- b. Which do you feel is the most important reason? (IF RESPONDENT IS NOT SURE ASK FOR AND ENTER HIS/HER BEST GUESS.) _____
5. a. When you go out to restaurants or theaters in the evening, do you go to these places in Area A?
1. Yes
 2. No
- IF "NO", is that because: (CIRCLE ALL THAT APPLY);
1. There are none in Area A
 2. They are less convenient than places outside the area
 3. Parking/traffic is a problem
 4. Crime or fear of crime
 5. Too expensive in the area
 6. Other _____
 7. Not sure
- b. Which do you feel is the most important reason? (IF RESPONDENT IS NOT SURE, ASK FOR AND ENTER HIS/HER BEST GUESS.) _____

Now, we would like you to think about crime pertaining to households.

6. During the last 12 months, did someone break into or somehow illegally get into your apartment/home, garage or other building on your property?
1. Yes
 2. No
7. Other than the incidents mentioned above, during the last 12 months, did someone attempt to break into your apartment/home, garage or other building on your property?
1. Yes
 2. No
8. During the last 12 months, was anything stolen that is kept outside of your home or happened to be left out, such as a bicycle, garden hose, lawn furniture, etc.?
1. Yes
 2. No

9. During the last 12 months, did anyone steal or attempt to steal or use your automobile(s) without permission?
1. Yes
 2. No
- IF "YES", did this occur within Area A?
1. Yes
 2. No
10. During the last 12 months, did anyone steal or attempt to steal parts of your automobile(s) such as a battery, tires, hubcaps, tape deck, etc.?
1. Yes
 2. No
- IF "YES", did this occur within Area A?
1. Yes
 2. No

Now we would like you to think about crime pertaining to you personally.

11. During the last 12 months, did you have your pocket picked/purse snatched?
1. Yes
 2. No
- IF "YES", did this occur within Area A?
1. Yes
 2. No
12. During the last 12 months, did anyone take something from you by force?
1. Yes
 2. No
- IF "YES", did this occur within Area A?
1. Yes
 2. No

13. During the last 12 months, did anyone attempt to take something from you by force?

1. Yes
2. No

IF "YES", did this occur within Area A?

1. Yes
2. No

14. During the last 12 months, did anyone attack you, beat you or hit you with an object, other than a knife or gun? (Such as a rock or bottle?)

1. Yes
2. No

IF "YES", did this occur within Area A?

1. Yes
2. No

15. During the last 12 months, did anyone attack you/shoot at you with a knife or gun?

1. Yes
2. No

IF "YES", did this occur within Area A?

1. Yes
2. No

16. During the last 12 months, did anyone threaten to beat or attack you?

1. Yes
2. No

IF "YES", did this occur within Area A?

1. Yes
2. No

17. During the last 12 months, did anyone threaten you with a weapon?

1. Yes
2. No

IF "YES", did this occur within Area A?

1. Yes
2. No

Now, we would like you to think about fraud.

18. During the last 12 months, has anyone attempted to con you into a fraudulent scheme?

1. Yes
2. No
3. Not sure

IF "YES", which type of fraud: (CIRCLE ALL THAT APPLY)

1. Home Improvement
2. Bank Related
3. Investment
4. Postal Frauds
5. Others (please describe) _____

19. During the last 12 months, has anyone conned you in a fraudulent scheme?

1. Yes
2. No
3. Not sure

IF "YES", which type of fraud: (CIRCLE ALL THAT APPLY)

1. Home Improvement
2. Bank Related
3. Investment
4. Postal Frauds
5. Others (please describe) _____

20. If you answered "yes" to any of the above questions (6-19), did you report the incident to your local law enforcement agency?

1. Yes
2. No

If "NO", why not? (CIRCLE ALL THAT APPLY)

1. Too embarrassed
2. I was too busy
3. The police are too busy
4. It doesn't do any good anyway
5. I feel uncomfortable talking to police
6. I didn't know who to call, or how to make a report
7. Other (please explain) _____

21. Whether or not you have been a victim of crime in the past, if you were to become one in the future, would you report the incident to your local law enforcement agency?

1. Yes
2. No
3. Not sure (please explain) _____

If "NO", why not? (CIRCLE ALL THAT APPLY)

1. Too embarrassed
2. I was too busy
3. The police are too busy
4. It doesn't do any good anyway
5. I feel uncomfortable talking to police
6. I didn't know who to call, or how to make a report
7. Other (please explain) _____

22. If you are aware of or observe suspicious circumstances or activities, would you call your local law enforcement agency?

1. Yes
2. No
3. Not sure (please explain) _____

If "NO", why not? (CIRCLE ALL THAT APPLY)

1. Too embarrassed
2. I was too busy
3. The police are too busy
4. It doesn't do any good anyway
5. I feel uncomfortable talking to police
6. I didn't know who to call, or how to make a report
7. Other (please explain) _____

23. Are you aware of victim/witness services available in this community?

1. Yes
2. No

If "YES", have you used them?

1. Yes
2. No

In response to crime, people have been taking certain actions or measures to better protect themselves from household or personal crime. We would like to ask you what actions or measures you have taken during the last 12 months.

24. During the last 12 months, which of these additional types of security measures have you taken to protect your house/apartment, garage, outside buildings and valuables: (CIRCLE ALL THAT APPLY)

1. Installed additional door locks
2. Installed additional window locks
3. Installed additional outside lighting
4. Purchased watchdog
5. Installed alarms
6. Engraved valuables with an I.D. number
7. Other _____
8. None

25. During the last 12 months, have you taken any actions or steps to protect yourself from harassment, attacks, muggings, purse snatchings? (CIRCLE ALL THAT APPLY)

1. Purchased firearm
2. Learned self-defense tactics
3. Purchased a repellent such as mace
4. Joined a neighborhood crime prevention group
5. Only leave the house day or night with a friend
6. Other _____
7. None

26. During the last 12 months, have you attended a meeting(s) of neighbors who are concerned about neighborhood crime and are planning action against crime in the neighborhood?

1. Yes
2. No

IF "NO", during the last 12 months, have you heard of such a meeting or do you know of a neighborhood group which has formed a citizens' crime prevention organization?

1. Yes
2. No

The following questions are for statistical purposes only.

27. How many years have you lived in this community?

1. 0-1 year
2. 1-3 years
3. 3-5 years
4. 5-10 years
5. All my life

28. What is your racial/ethnic background?

1. White, not of Hispanic origin
2. Black, not of Hispanic origin
3. Hispanic
4. Asian or Pacific Islander
5. American Indian
6. Other (specify) _____

29. In which age range are you?

1. Under 21
2. 21 - 40
3. 41 - 60
4. 61 or Older

30. What is the last grade you completed in school?

1. Elementary school - 8th grade or less
2. Some high school
3. High school graduate
4. Some college
5. College graduate

31. Which of the following best describes your living situation?

1. Living alone
2. Living with spouse or other adult
3. Single adult with child(ren)
4. Two adults with child(ren)

32. Which of these employment groups best describes your situation?

1. Employed, full-time (30 hours + per week)
2. Employed, part-time
3. Retired
4. Unemployed (looking for work)
5. Not employed outside the home - not looking for work
6. Student
7. Other (specify) _____

33. Please tell me which of these groups includes your total gross family income (before taxes) for last year. Include your own income and that of any members of your immediate family who are living with you.

Annual

1. 0 - \$ 6,999
2. \$ 7,000 - 11,999
3. \$12,000 - 17,999
4. \$18,000 - 24,999
5. \$25,000 - 39,999
6. \$40,000 - or more
7. Does not know, or refused to answer

34. What kind of house is this interview being held in? (BY OBSERVATION)

1. Single family house
2. Condominium, town house
3. Duplex, triplex
4. Apartment
5. Mobile home
6. Other (specify) _____

May I please have your name, address, and phone number. This information will be used for interview verification purposes only.

Participant Name _____

Address _____

City _____ State _____ Zip _____

Telephone No. () _____

Thank you very much for your help.

Time Ended: _____ Length of Interview _____ Minutes

Interviewer's Signature _____ Date _____

APPENDIX E

Criteria For Program Goal Statements

Convey clear and explicit intention to reduce certain crimes.

Be consistent with community and law enforcement goals.

Convey to all participants exactly what the program/project is expected to accomplish.

Keep the program/project on course during execution.

Aid in reporting progress to others.

Facilitate evaluation of the program/project.

Provide a means for determining interrelationships between projects and guide the generation of ideas for program/projects.

Aid in coordinating projects.

Examples Of Goal Statements (that incorporate the basic criteria)

Goal: Reduce the incidence of burglary as noted in crime reports in the (target area) 9 months from the initiation date of a crime prevention program/project.

Goal: Increase the amount of burglary-in-progress calls as noted in crime reports in the (target area) 9 months from the initiation date of a crime prevention program/project.

Goal: Decrease the overall fear of crime in the (target area) as noted on an overall concern survey in the 9 months from the initiation date of a crime prevention program/project.

Target areas may have several goals based on their needs, resources and desire for improvement.

Program/Project Objectives

Individual projects should be prioritized based upon potential impact on target area crime, availability of local resources and the concerns of the target area. The strategies not selected for immediate implementation should be considered at a future date based on a timely review of the program/project goals.

Once projects have been chosen, clear objectives must be developed. These objectives must be consistent with both law enforcement and community goals. They are designed to convey to the target community and program staff just what the project is expected to accomplish within a given time. Example objectives based on specific strategies include the following:

- Personal Security:

The crime prevention unit will instruct three sessions on personal security techniques for elderly residents of (community) within the first three months of the project initiation.

- Neighborhood Watch:

The crime prevention unit will organize 30 Block Watches with a minimum of 50% participation per block per project guidelines in (community) within 6 months of the project initiation.

- Home Security

The crime prevention unit will conduct 50 security surveys of local business establishments in a 12-month period of the project initiation.

- Environmental Design:

Within 6 months of project initiation the local planning/building department will review building codes for applicability of security features.

Action Plans

Upon the decision to achieve an objective(s), the crime prevention unit should formulate an action plan which details measures necessary for successful implementation. There should be an action plan completed for each project objective which then should be incorporated into an annual project operation plan.

Exhibit 6 depicts a sample action plan. Much of the information that this form demands is contained in previously completed documents. The Crime Prevention Unit should be as specific as possible in the development of this document.

SAMPLE
ACTION PLAN FORMAT

PROJECT: _____
(Specific project area, e.g., Personal Security or Home Security)

OBJECTIVE
Brief statement of the objective and end result which implementation of this action plan is expected to achieve.

PAST AND CURRENT SITUATION
Brief statement of the past and current situation in the target area as it relates to this action plan, possible problems and deficiencies, evaluation of what has been done in the past and is currently being done.

FORECAST NEEDS
Brief statement of estimated requirements in the next 12-month period in relation to this action plan. Provide best possible estimates in terms of quantity and quality of resources needed to complete it.

PROJECT TASK LIST
Statement of the principal tasks required to achieve the objective.
(see attached)

PROJECT TIME SCHEDULE
Estimated summary of manpower and other expenditures required to achieve the objective. (see attached)

EVALUATION/FOLLOW UP
Review of progress and description of further actions required to ensure the objective is being achieved or maintained.

RESPONSIBILITY
Name of the person responsible for ensuring implementation of this action plan and for any continuing actions or follow up.

Prepared by: _____
Date: _____

EXHIBIT 6
Page 2

PROJECT TASK LIST

Project Name		Revision No.	Date of this Revision		Approved by	
Task No.	Task Description	Responsibility of	Estimated Man-days Required	Start Date	Complete Date	Output Produced

PROJECT TIME SCHEDULE

Project Name		[Revision, Report] No.		Date of this [Revision, Report]		Approved by															
Task No.	Task Description	Man-days		Status	Project [Week, Day]																
		Planned	Expended to Date		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
					Calendar [Week, Day]																
					/ /																
<p>Instructions: Show task duration with a hollow bar. Shade bar to show progress on the task. Also update "Man days Expended to Date" column as work progresses. In column titled "Status," leave blank until task has started, then show BEGUN, DELAYED, REVISED, or COMPLETE, as applicable</p>				<p>Comments</p>																	

APPENDIX G

Media Resources

The National Advertising Council, Inc., provides exemplary models of effective promotional campaigns and media use for social concerns (e.g. crime prevention).

The methodology of the Ad Council approach is appropriate - on a smaller scale - for local efforts to promote crime prevention.

In the Ad Council's "Report to the American People 1978-1979" a basic principle of social issue campaigns is stated:

"...It is necessary, first of all, to bring these problems into the open, to get them out of the closet.

But it is not enough just to create an awareness of a problem. To frighten or dismay people and leave them without a way out of their dilemma can actually be counter productive, as our research studies and our experience have shown. The need is to suggest solutions, realistic solutions, that people can reasonably be expected to pursue and, in doing so, to motivate them to positive action."

The report goes on to delineate four steps necessary to conduct a successful social issue campaign:

1. Isolate and define the communication objectives ("... it is very difficult to communicate an idea that you do not have.")
 - Define and detail the problem to be addressed and the methods available to solve the problem (crime analysis will help define a specific crime problem, e.g., burglary; research will suggest appropriate program solutions, e.g., neighborhood watch, residential security, etc.)
 - Determine what the public already knows or believes, or doesn't know, about the problem. (Formal and informal surveys, questionnaires, and other kinds of public feedback can provide this information.)
2. Bring together people of good will from other organizations whose efforts might tend to overlap and duplicate the cause being promoted, so that coordinated communication programs can be mounted with more efficiency and economy.
 - The Ad Council "Take A Bite Out of Crime" campaign is an obvious resource to begin with. Further coordination should involve appropriate local agencies as well as statewide associations (see guidelines section on Community Involvement).

APPENDIX H

Some points to remember when using volunteers:

- o A volunteer's job should be fun. They should look forward to coming to work.
- o Every volunteer should know precisely what to do. Time schedules should be planned well in advance. Job descriptions should be written for bigger jobs, and in-depth training provided when necessary. Don't forget to take advantage of existing skills. For example, a retired mechanic may keep a van in service and a photographer might provide pictures for publicity. Have each volunteer fill out a form listing special skills, talents and interests.
- o Keep your volunteers informed. Job developments, personnel changes and new grants are important to volunteers. Have regular meetings with volunteers and/or use newsletters, billboards, and flyers for information.
- o Honor your volunteers. Set up a special barbecue or dinner, or even a potluck. Give each a certificate or an award. Consider publicizing the event.
- o Don't "burn out" volunteers. Some volunteers can't say "no." Some have abilities for every job. Don't abuse them! The volunteer who breaks down and escapes this situation will probably never come back. Careful planning can avoid the problem.

Excerpts from "Partners in Prevention" A National Newsletter of Crime Prevention Activities. June 1982.

3. Prepare a multi-faceted, ongoing, wide-reaching campaign. A meaningful public service campaign is not just an isolated ad or two no matter how well prepared. Effective public service advertising, like commercial advertising, requires reach, frequency and impact through a spectrum of communications messages.

Possible mediums:

- | | |
|------------------------------|-------------------|
| - newspapers | - T.V. |
| - billboards | - radio |
| - magazines | - business press |
| - transit signs | - direct mailings |
| - public presentations, etc. | |

4. Coordinate the advertising campaign with a distribution or response system. As powerful as advertising is, it cannot operate effectively in a vacuum--it must be part of a marketing mix:

- There must be an organization or process to accept and involve volunteers called for by the advertising;
- There must be a host of related communications--booklets and more advanced literature, films and educational materials of all types, speakers programs, conferences and seminars to provide the necessary in depth information to have crime prevention programs actually succeed;

In conclusion, there needs to be realistic solutions available that people can reasonably pursue. Also, there must be continued support and motivation to keep the public involved.

APPENDIX H

Some points to remember when using volunteers:

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Excerpts from "Partners in Prevention" A National Newsletter of Crime Prevention Activities. June 1982.

Project Monitoring

Exhibit 7 depicts a proposed format for monthly activity reports. Input should be requested from groups and agencies who are active in the project. Completion of these reports should require a minimum amount of staff time.

Exhibit 8 depicts a sample two-part quarterly report which has narrative and performance elements. A performance report should be completed for each objective and should be provided to the chief administrator in order to keep him/her updated on program activities.

Each of these requirements is characteristic of most governmental programs and is designed to inform the chief administrator of program progress, indicate problem areas, and assist in the maintenance of data on essential features of the project for an assessment of overall efficiency.

SAMPLE
MONTHLY ACTIVITY REPORTS

TO : Chief Administrative Officer
FROM : Crime Prevention Unit
SUBJECT : Activity Report for the Month of _____, Year _____
DATE : _____

A. Summary (Briefly list those items which, in the director's opinion, should be brought to the attention of the chief administrator. Indicate in which section of this report additional information concerning each matter may be found.)

- 1. _____
- 2. _____
- 3. _____

B. Major Departmental Activities of Past Month

- 1. _____
- 2. _____
- 3. _____

C. Problems Encountered and Their Status

- 1. _____
- 2. _____
- 3. _____

D. Major Activities Planned for Next Month

- 1. _____
- 2. _____
- 3. _____

E. Problems Anticipated Next Month

1. _____
2. _____
3. _____

F. Status of Tasks or Projects Previously Assigned by Chief Administrator

1. _____
2. _____
3. _____

SAMPLE
QUARTERLY NARRATIVE REPORT

<u>Activity</u>	<u>Manager</u>	<u>Report Period Ending</u>	<u>Date This Report</u>
_____	_____	_____	_____

- A. Summary (Briefly list those items which should be brought to the attention of the chief administrator)
- B. Major activities this period
- C. Problems encountered and their status
- D. Major activities planned next period
- E. Problems anticipated next period
- F. Action required by management, including deadlines and alternatives
- G. Other comments

SAMPLE
QUARTERLY PERFORMANCE ANALYSIS REPORT

<u>Report Period Ending</u>		<u>Date Of This Report</u>
<u>Project</u>	<u>Units of Performance</u>	
Neighborhood Watch	Number of Blocks Organized	_____
	Number of Neighborhood Watch meetings	_____
	Total Number of Homes Involved	_____
	Percent of Target Population	_____
Home/Business Security	Number of Security Surveys	_____
	Residential	_____
	Commercial	_____
	Industrial	_____
	Percent of Target Area	_____
	Percent of Structures that Complied with Recommendations	_____
Personal Security	Number of Public Education Sessions	_____
Environmental Design	Number of Initiatives	_____

END