

SDPD CPTED REVIEW OF COPLEY-PRICE FAMILY YMCA

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Discipline: Crime Prevention through Environmental Design (CPTED)
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I have a few advisory comments and suggestions. They are based on the following four CPTED concepts that are widely used to reduce the incidence and fear of crime, and improve the quality of life in land-development projects. These concepts are defined briefly as follows:

1. *Surveillance.* Involves the use of electrical and mechanical devices, and the location of physical features, activities, and people to provide good visibility in the environment. Creates a risk of detection for offenders and a perception of safety for legitimate users.
2. *Access control.* Employs electrical and mechanical devices, people, and natural measures to create a perception of risk to offenders and deny them access to targets. Also guides legitimate users safely through the environment.
3. *Territorial reinforcement.* Uses physical features and signs to define ownership and control activities in the environment. Delineates spaces with limited or no public access.
4. *Maintenance.* Allows the continued use of spaces for their intended purposes. Maintains the effectiveness of measures employed for surveillance, access control, and territoriality.

The applicant is welcome to call me at (858) 523-7049 to discuss these comments and suggestions further – but first some area crime data.

AREA CRIME DATA

During the year from Jan. 15, 2011 to Jan. 15, 2012 the following numbers of crimes against persons and property, including some with domestic violence involved, were reported to the SDPD with valid addresses within a 1000-ft radius of 4300 El Cajon Blvd., the southwest corner of this project. There were also 7 lesser crimes of various other types.

- 50 against persons: 10 aggravated and 23 simple assaults, 2 rape, 2 sex other than rape, 3 commercial, 9 street, and 1 unclassified robberies
- 76 involving property: 6 commercial and 7 residential burglaries, 5 financial crimes, 24 malicious mischief/vandalism, 1 shoplifting, 12 theft other than shoplifting and vehicle, 3 vehicle break-ins, and 18 vehicle theft

There were also 852 arrests/citations in this area. The numbers by type of violation are: 10 assault, 1 burglary, 13 curfew violation, 1 deadly weapons, 12 drunk in public, 14 DUI, 34 narcotics, 2 prostitution, 4 robbery, 2 sex crimes other than rape, 1 theft, 2 vehicle theft, 6 speeding, 650 traffic other than DUI and speeding, and 100 other.

And there were 464 field interviews. The numbers by type of crime potential are: 23 assault, 24 burglary, 1 curfew/truancy, 45 disturbing the peace, 92 gangs, 1 homicide, 2 illegal lodging, 139 narcotics, 23 prostitution, 10 rape/sex crimes, 17 robbery, 9 theft, 10 vehicle theft, and 68 other.

These numbers suggest the importance of including crime prevention measures in the design of this project.

DESIGN COMMENTS AND SUGGESTIONS

Parking Structures

Most crimes in parking structures involving property and persons can be prevented by relatively simple measures. Owners should lock their vehicles, keep valuables out of sight, and be aware of others in the area. Structures should have good lighting, gated vehicle entrances and exits, grilles or bars in ground-level openings to prevent

entry through them, glossy white or light-colored walls and ceilings, columns instead of walls as interior structural elements for good interior visibility, open exterior stairways, and if warranted, surveillance cameras and emergency phones. The parking structure plans show most of these features.

Bicycle and Motorcycle Parking

The site plan shows 12 spaces for “bikes.” There should be separate spaces of bicycles and motorcycles. All should have bars or other immovable objects that bikes can be chained to.

Vehicle Gates

The plans show rolling grilles on the north and south sides of the parking structure and a rolling gate on Fairmount Ave. It is assumed that they will be closed at night when the facility is closed. This is necessary to prevent unauthorized vehicle access at these times.

If staff and contractors (janitors) need to park on site at night, the gates should operate by access cards or fobs instead of remote clickers or numerical keypads. Cards or fobs are preferred because a record can be kept of their use, they can be used on other gates and doors, they can be deactivated when reported lost or stolen, or when the authorized person, and they cannot be duplicated and given to unauthorized persons. Also, cards unlike remote clickers would not be left in the vehicle for a thief to use to get a vehicle out of the structure.

Street Access

When the building is open, all street access should be through the 43rd St. and El Cajon Blvd. entrances. It is assumed that a receptionist in the lobby will admit visitors, delivery and service people, and persons with one-day passes, and that members would use their membership cards for access to the locker rooms, pools, second floor facilities, etc. Staff should also have cards for access to areas in the building.

When the building is closed, all doors to the street will be locked on the outside. Staff and contractors who need to work at night should be able to use their cards to open one door.

Contractor Access

Organizations who hire outside contractors should be concerned with possible theft and other crimes by contractors’ employees, e.g., janitors. They should check the contractor’s references and make sure it is insured and bonded. Insurance will cover damage caused by the contractor’s employees. A surety bond will guarantee that the work will be performed as stated in the contract. For janitorial contractors they can require a janitorial services bond that will cover theft or other losses resulting from dishonest acts committed by an employee acting alone or in collusion with other persons. Some bonds require that the employee be prosecuted and convicted of the crime. Others require evidence of employee dishonesty. The conditions for coverage would be negotiated in drafting the bond.

They should also check that the contractor is licensed to work in the City of San Diego, i.e., that it has a Business Tax Certificate. This can be done by looking in the business listings on the City’s website at <http://www.sandiego.gov/treasurer/taxesfees/btax/nblactive.shtml>. Construction contractors should be licensed by the State of California. They can check the status of a contractor’s license on the Contractors State License Board’s website at www.cslb.ca.gov/default.asp.

They can also require that the contractor conduct a background investigation on each employee that will work in the building. For this they will need to specify the following: (1) information an employee will have to provide, e.g., personal history, references, fingerprints, etc., (2) kinds of checks to be made, e.g., employee’s name and SSN, criminal history, DMV record, credit record, civil action history, etc., and (3) criteria for passing each check, e.g., no criminal convictions or outstanding warrants, no bankruptcies, no civil judgments, etc. The contractor should also be prohibited from substituting a cleared employee with one that is not cleared, or subcontracting any of the services.

The opportunities for employee theft can be reduced by having the contract work done during normal business hours. If it is done after hours, as with most janitorial services, the contractor's employees should have unique access codes or cards for the building, office suites, alarm systems, etc. This will provide a record of when the employees enter and leave these areas.

Emergency SDPD Access

Provisions should be made for emergency access by SDPD personnel if there will be times when a receptionist is not on duty in the building lobby. Because patrol cars do not carry gate or door keys, or other access means, the Department prefers access by a numerical keypad or a telephone-entry system. An entry code should be provided to the Department for use at the 43rd St. entrance. It would be stored in the Department's computer system and transmitted in dispatch messages to officers who need to enter the building. The YMCA director should call the SDPD Mid-City Division CRO at **(619) 516-3000** to have the code entered in the SDPD's PIN (Premises Information) file.

Access should also be provided to the building's parking structure so SDPD cars can enter it at night to deal with a crime in progress or to conduct surveillance.

Once an officer enters the building he or she will need to go straight to the room or office where the emergency is located. To make this possible a map showing the locations of all rooms and offices and a YOU ARE HERE reference point should be posted in the lobby where an officer will be sure to see it. The map should also show all doors, elevators, and stairways.

SDPD access to buildings is especially important in dealing with after-hours burglaries when no one is present to let the responding officers in. Officers will leave the scene if they do not see any signs that the building has been broken into. Often burglars enter the building with access cards or are let in by someone working there, e.g., a janitor. With access to the building officers can enter and investigate the cause of the alarm.

Exit Doors

There are two situations in which measures are needed to deter unauthorized access through exit doors that are kept locked for security reasons. One is when the building is empty. Then burglar alarms can be installed to deter break-ins. The other is when the building is open and people use the exits to leave the building. In this situation people can either intentionally or unintentionally leave an exit open for use by an unauthorized person.

Most of the building exits have double doors. If sensors are used to open or unlock these doors from the inside when a person approaches the door, they need to be set far enough back from the door so a person on the outside cannot slip something between the doors to create a motion or heat signature on the inside and thereby open the doors. One way to prevent this is to install a shield on the outside of one door so a person cannot slip anything between the doors. Another is to replace the sensor with a button that would be pushed to open the door from the inside. In this case backup power would have to be available to keep the doors locked and enable the button to work during a power outage. Backup power is also needed if the doors have magnetic locks.

All Exits

Buildings can have access control problems because exits (1) don't close and lock securely when a person leaves the building or (2) get propped open to allow unauthorized persons to enter the building. To prevent the first, all exits should be well maintained and have strong springs that close and lock them securely when a person leaves the building. While it is not practical to prevent the second, cameras should be installed at the exits so people who prop them open can be identified. This might deter propping. (Propping an exit open for delivery or service people who need to make repeated trips into the building would be permitted. The staff person responsible for security should be informed when this occurs.)

When deterrence doesn't work, other measures and procedures are needed to mitigate the problem. But first building security needs to know an exit is unlocked. This means that all exits should be alarmed and control panels installed in the security office. If an exit is unlocked for longer than several seconds, i.e., the time it would

normally take someone to go in or out, a red light would flash on the panel and an audible signal would alert someone in the office. He or she would then go and lock it.

Emergency Exits

Doors that are only emergency exits should have signs saying FOR EMERGENCY USE ONLY. Other deterrent measures include cameras that record people using the emergency exits, audible alarms that sound when a door is opened, and delayed-egress door hardware. (The latter would be overridden if there is a fire or smoke alarm, or a loss of power in the building.) Members should be told that they can lose their memberships if they use of these exits.

Fences and Gates

The landscape plan shows a 5-ft minimum height perimeter fence. The minimum height should be 6 feet for all fencing and gates.

Wrought-iron or chain-link gates that are opened on the inside by a lever arm or knob should have shields on the gates and the adjacent fencing that prevent a person from reaching in to open them. These shields can be solid plastic or metal, or open metal mesh. Gates with lever arms should also have a cylindrical shield around the arm to prevent a person from opening the gate by inserting a thin wire with a hook at one end through, over, or under the gate to rotate the arm and thus open the gate.

Wrought-iron or chain-link gates that are opened on the inside by a push bar should have a solid metal or plastic shield on the inside of the gate that extends at least two feet above and below the push bar. The shield should be designed to prevent a person from opening the gate from the outside with a coat-hanger wire that is shaped into a U, inserted through the gate above and below the push bar, and pulled against the bar to open the gate. The shield will also prevent a person from reaching in and depressing the bar.

Gates with beveled latches should also have a latch guard to prevent a person from inserting a thin piece of metal or anything else between the frame and the gate to push in the latch. The guard should be centered on the latch and extend at least 6 inches above and below it. A deadbolt lock with a cylindrical latch would not have this problem, nor would a gate with a shielded padlock.

All gates should have springs that close them securely after a person goes through. They should also be alarmed to warn building security that a gate has been left open.

Signs

Signs prohibiting various crimes should cite the appropriate code section. Here are some examples.

- NO LOITERING signs on private property should cite PC 647(h). In this subdivision "loiter" means to delay or linger without a lawful purpose for being on the property and for the purpose of committing a crime as opportunity may be discovered.
- NO LOITERING signs about any school or public place at or near which children attend or normally congregate should cite PC 653b.
- NO TRESPASSING signs on privately operated business premises should cite SDMC Sec. 52.80.01.
- NO SOLICITING signs should cite SDMC Sec. 33.1407.

Signs stating that public parking is prohibited and that unauthorized vehicles will be removed at the owner's expense must contain the telephone number of the local traffic law enforcement agency, and the name and telephone number of each towing company that is a party to a written towing authorization agreement with the property owner. The SDPD number for towing impounds is **(619) 531-2844**. These signs must be displayed in plain view at all entrances to the property. They must be at least 17 by 22 inches in size and have lettering that is at least one inch high. These sign requirements are specified in California Vehicle Code Sec. 22658(a)(1), which should be cited on the sign.

Signs stating that unauthorized vehicles parked in designated accessible spaces not displaying placards or special license plates issued for persons with disabilities will be towed away at the owner's expense, must also contain the address where the towed vehicles may be reclaimed or the telephone number of the local traffic law enforcement agency. The SDPD number for towing impounds is **(619) 531-2844**. Other requirements for these signs are specified in California Vehicle Code Sec. 22511.8.

Cameras

Cameras are usually used just to record persons and activities in their fields of view. They can record continually, when motion is detected, at specified times, or on an alarm. After a crime occurs the imagery can be reviewed for usable evidence. Thus, any camera system that is installed should be designed to provide high-quality, digital imagery of suspicious persons and activities for use by the SDPD in investigating crimes. The existence of these cameras helps to deter crime but not to stop a crime in progress.

Systems that used to cost thousands of dollars now cost hundreds of dollars and are relatively easy to install. For example, you can now buy four cameras and a four-channel DVR for a low as \$300. A basic four-camera system could cover the approaches to the YMCA from the bordering streets. The cameras can be wired or wireless. Imagery can be recorded at specific times, when motion is detected, or when an alarm is triggered. And it can be viewed on the premises, off site, or on a mobile phone. Signs should simply state that "cameras are on the premises" or "surveillance is in progress."

Video analytics or intelligent video software is now available to analyze camera imagery for unusual or suspicious activity as it is occurring. The software will alert personnel who have monitors, but would not be watching them continually, that a parameter or alarm condition has occurred. The monitors could be located on the premises or at a security company office. In the latter case an Internet link would have to be provided to transmit the imagery. The SDPD would then be called if a crime is observed. Officers might even arrive in time to catch the perpetrators.

Alarm conditions can be set for day of the week and time of the day. They include the following:

- Motion in and out of an area
- Non-motion, e.g., unattended package or illegal parking
- Items that have moved or are missing
- Behavior, e.g., loitering, casing, or tailgating
- Numbers of people, vehicles, or other objects in an area
- Overcrowding, where numbers exceed a set threshold

For example, the software can be programmed to alert personnel with monitors when someone enters an area that is supposed to be unoccupied, e.g., the 43rd St and El Cajon Blvd. entrances at night. The SDPD would be called if the person(s) when this happens. Cameras could also cover the fenced outdoor activity areas.

In after-hours break-ins when there is no evidence of a forced entry, an officer will respond to an alarm call, inspect the building, and leave the scene. In these cases the burglars might have entered the building by using an access card or were let into the building by someone working in it, possibly a janitor. They might still be inside when the officers arrive and leave. Cameras installed at all building entrances that see persons entering the building after hours can help deter these burglaries and provide useful information to officers responding to the alarm.

There are also self-contained cameras with flash lights and audio announcements may actually prevent crimes in some cases, e.g., graffiti on a building. The cameras would have the sides of the building in their fields of view, and take a flash picture when motion is detected. Then a voice would say that "the police will be called if you don't leave the area immediately."

Landscaping

Canopies of mature trees should be maintained at least 8 feet above the ground. Bushes should be trimmed to less

than 3 feet except where privacy or environmental noise mitigation is a primary concern, or where higher plants would not block any views, lighting, or camera coverage, or provide hiding places. For example, higher bushes or trees with lower canopies could be planted next to a blank wall or the side of a building. Trees should not be planted near light poles where they would block illumination on the ground or near cameras where they would block fields of view.

Bushes next to building walls should be trimmed to leave a clear space of at least 12 inches between them and the wall so any objects left next to the wall can be seen in a walk-around inspection of the building. Plant bushes with thorns in places where people might go to sleep, urinate, or defecate.

Dealing with Graffiti Vandalism

Graffiti-resistant paint or an anti-graffiti coating should be used on the sides of the building and any other design features that could be vandalized. The San Diego Park and Recreation Dept. specifies the use of anti-graffiti materials manufactured by Monopole Inc. Four coats are applied. The first is Aquaseal ME12 (Item 5200). The second is Permashield Base (Item 6100). The third and fourth are Permashield Premium (Item 5600 for matte finish or Item 5650 for gloss finish). Additional protection can be obtained by planting vines, bushes, etc. along walls and the sides of the buildings. They cover areas that might otherwise be vandalized.

Also, various protective films are available that can be installed on the outside of windows to prevent window damage from graffiti, knife gouging or scratching, and acid etching.

Hardening against Vandalism

The following measures can help protect property from vandalism and facilitate damage repair:

- Employ design features and materials that cannot easily be vandalized, stolen, or used to damage the property, e.g., remove or secure loose rocks.
- Use screens, wired glass, or other protection for light fixtures and bulbs.
- Use shiny aluminum or shatter-resistant glass for mirrors.
- Use solid materials instead of breakable glass for decorative panels.
- Design outdoor works of art to be resistant to vandalism and easy to repair if it is damaged.

Raised Planters

Make all raised planters 4 feet high and install wrought-iron picket fencing on top of their sides. This will help prevent loitering and discourage people from sitting along sidewalks or walkways and interfering with pedestrian traffic. Three-foot high raised planters without picket fencing would provide good seats for loiterers.

Canopy over El Cajon Blvd. Entrance

A canopy like this provides a nice overnight sidewalk shelter for homeless people to drink, sleep, etc. And when they do, they also urinate and defecate in alcoves along the sidewalk surrounding the building. A similar canopy exists over the E-Street entrance to the Central Library. It continues to attract homeless people who do all these things despite the efforts of the SDPD Homeless Outreach Team (HOT).

Dumpster Enclosures

Outside refuse and recyclable material storage areas must be screened with a minimum 6-ft-high solid enclosure as required in SDMC Sec. 142.0810(c). These enclosures should be locked except when the dumpsters in it are being filled or emptied. And to prevent scavenging the dumpsters should have locked lids with an open space through

which material can be put in but not taken out. They should also have signs saying that unauthorized collection of refuse or recyclable material is prohibited per SDMC Sec. 66.0402.

Interior Office Doors

Interior office doors now usually have lever arms instead of door knobs so they can be opened from the inside with one movement. Although these doors can be locked on the outside with a key, burglars can open them from the outside with a lever-opening tool like the Keedex K-22 and leave no sign of a force entry. Threshold strips should be installed under these doors to prevent this tool from being inserted the gap between the bottom of the door and the floor. Or a cylindrical shield should be installed around the lever arm so it cannot be hooked by the tool and pulled down to open the door. Perhaps the best way to prevent these break-ins is to install a separate single-cylinder deadbolt above the lever arm. These locks should have a throw of at least one inch, be key-operated on the outside, and have a thumb turn on the inside. They would only be used when the office is unoccupied. Another advantage of a deadbolt is that it will keep the door locked if a burglar breaks off the lever arm on the outside. These break-in prevention measures should be installed in all offices that have computers or other valuable equipment. Alternatively, all computers and valuable equipment should be locked up at night.

Exterior Windows

These are usually made of safety glass, which shatters easily when hit with a sharp object. This can be prevented by using a burglar-resistant material in them that meets Underwriters Laboratories (UL) 972 standards. These materials look like safety glass but will not shatter easily, even after repeated blows. They should be used in windows of ground-floor rooms, especially if there are computers in them that can be seen through the windows. The following materials can be used:

- **Laminated glass** is made with a vinyl or plastic inter-layer sandwiched between two layers of glass. This type of glass adds additional strength to your windows. To gain entry a burglar would have to strike the glass repeatedly in the same spot in order to make a small opening. Most burglars are reluctant to create this type of noise for fear of being detected.
- **Tempered glass** is made by placing a piece of regular glass in an oven, bringing it almost to the melting point, and then chilling it rapidly. This causes a skin to form around the glass. Fully tempered glass is four to five times stronger than regular glass.
- **Wired glass** adds the benefit of a visible deterrent. Extra effort will be needed to break the glass and then cut through the wire located within the glass in order to gain entry.
- **Plastic acrylics** are more than ten times stronger than glass of the same thickness and are commonly called Plexiglas.
- **Polycarbonate** sheets are superior to acrylics and are advertised as 250 times more impact resistant than safety glass, and 20 more times than other transparent plastic.
- **Glass with a security film attached to the inside** can also be burglar-resistant. It requires repeated blows to break through, which take time and make noise. A burglar faced with this task might give up and go away or look for another way or place to break in.

Exterior windows should also be tinted or have a reflective film on them to prevent a person from seeing in during the day, especially if there are computers or other valuable equipment inside. Then if the office is lighted at night, e.g., by janitors, shutters or blinds will need to be used because reflective materials are not effective then.

Preparing For Terrorist Attacks

Most CPTED measures will not stop a determined criminal or a terrorist. Other measures are needed to protect buildings and people in them from explosives, hazardous contaminants, and other threats. The following documents provide useful information in this regard.

- *Guidance for Protecting Building Environments from Airborne Chemical, Biological, or Radiological Attacks*, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, NIOSH Publication 2002-139, May 2002. Online at www.cdc.gov/niosh.
- *Building Security Through Design: A Primer for Architects, Design Professionals, and their Clients*, The American Institute of Architects, 2001. Online at <http://www.madcad.com/media/fema/fema427.pdf>.
- *Primer for Design of Commercial Buildings to Mitigate Terrorist Attacks: Providing Protection to People and Buildings*, Federal Emergency Management Agency, FEMA 427, December 2003. Online at <http://www.madcad.com/media/fema/fema427.pdf>.

Here are few things that can be done to protect new YMCA building and people in them from terrorist attacks.

- Install laminated, tempered, or wired glass, plastic acrylics, or polycarbonate sheets in windows. Or attach a safety and security film to the inside of safety-glass windows. Windows are usually made of safety glass, which shatters easily when hit with blast wave. Flying glass then becomes lethal to people inside.
- Install bollards or planter boxes at the building entrances to prevent a vehicle from driving in.
- Make the building walls blast-resistant.
- Build a blast-resistant wall between the building and the parking structure.
- Locate air intakes on the roofs or other inaccessible places.

The Department of Homeland Security (DHS) paper entitled *Active Shooter How to Respond* provides a great deal of useful information on how to respond when an active shooter is in your vicinity, what to do when law enforcement arrives, how to train your staff for an active shooter situation good reference, etc. It can be downloaded from the DHS website at www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf.

Preventing Problems at Bus Stops

Loitering, littering, aggressive panhandling, consumption of alcoholic beverages, drug use, smoking, etc. often exist at bus stops unless people in the area observe and report these code violations. Someone on the YMCA staff should monitor the existing bus stop on El Cajon Blvd., e.g., with a camera, and report any Penal and Municipal Code violations by calling (619) 531-2000 or (858) 484-3154, the SDPD non-emergency numbers. They should report smoking and loitering to the Metropolitan Transit System (MTS) Code Compliance Office at (619) 595-4939. The MTS has outlawed smoking within 25 feet of all transit facilities. It can also enforce the prohibition of loitering under Sec. 120451 of the State Public Utilities Code.

PREMISES LIABILITY

In general, property owners have a duty to provide protection from foreseeable crimes by third parties. The appropriate test for determining foreseeability is prior similar incidents. The scope of this duty is determined in part by balancing the foreseeability of the harm against the burden of the duty to be imposed. A high degree of foreseeability may be required where the burden is high, e.g., in hiring of security guards or monitoring cameras. However, a lesser degree of foreseeability may be required when there are strong policy reasons for preventing the harm or when the harm can be prevented by simple means such as good lighting, adequate maintenance of locks and other security systems, warning signs, etc. that would provide a first line of defense.

If cameras are not monitored all the time, signs regarding cameras should simply state that “cameras are on the premises” or “surveillance is in progress.” Don’t use words like “security,” “protection,” or “monitoring” because they can give people a false sense of security by expecting timely help if they are threatened or attacked, or that they or their property are somehow being protected by the cameras.

CAVEATS ON CPTED

CPTED measures employ three elements -- people, devices, and design features -- to deter crimes of opportunity by making it more difficult for an offender to commit a crime and escape without being stopped or detected. Although devices and design features are important, the human element is the critical one. People in the environment must:

- Take advantage of the visibility provided to observe and question intruders.
- Report suspicious behavior and criminal activities.
- Use the access control measures provided to keep intruders out.
- Use security measures to protect themselves and their property.
- Exercise control over their environment.

But even all of this will not stop many types of offenders. Other concepts and strategies will be needed to deal with offenders who are:

- Determined and skillful in defeating surveillance and access control measures,
- Irrational in their behavior,
- Acting as a member of an organized gang,
- Under the influence of drugs or alcohol,
- Reckless or undeterred by the risks of detection and apprehension,
- Unconcerned about possible punishment, or
- Legitimately in the area.

The need for the community, police, and other agencies and organizations to work together as partners to employ other concepts and strategies is especially critical in dealing with gangs. This is because organized gangs can also use surveillance, access control, and territoriality measures, along with terror and intimidation, to make an environment safe for their criminal activities.

Finally, CPTED measures do not deal with many types of crimes that occur in social, home, and business environments. For example, they do not help to prevent crimes in which the victim knows or provides access to the offender, i.e., domestic violence, child abuse, and acquaintance rape. Nor do they help prevent substance abuse, workplace violence, fraud, forgery, and other financial crimes. Counseling, education, enforcement, and other measures are needed to deal with these situations.

CONSTRUCTION SITE CRIME PREVENTION

CPTED and other measures can be used to prevent crime at construction sites. These are outlined in the Appendix.

Appendix **CRIME PREVENTION AT CONSTRUCTION SITES**

This appendix lists various measures that can be taken to prevent and deal with crime on construction sites.

Personnel

- Train all supervisors and workers in need for security.

- Conduct background checks on all employees.
- Have someone responsible for site security.
- Make workers responsible for the equipment and materials they use.
- Hire reliable and trustworthy security guards.

Plans and Policies

- Establish a company security policy.
- Develop a site security plan.

Paper Control

- Shred all office paper waste.

Worker and Visitor Parking

- Require that workers and visitors park their vehicles off the site.

On-Site Vehicle Parking

- Issue parking passes for all vehicles allowed to park on the site.
- Require that the passes be displayed on the dashboard when the vehicle is on the site.

Security Checks

- Have site security conduct frequent searches of worker's lockers, contractor's vehicles, and other places where stolen items might be hidden.
- Check and lock up the site when work is done for the day.

Reports to Site Security

- Have workers report suspicious persons or activities on and near the site. The report should contain good description of the persons, activities, and vehicles involved.
- Have workers report all vehicles parked on the site without a parking pass. The report should contain a description of the vehicle, i.e., make, model, license number, markings, etc.

Reports to Police

- Call **911** regarding crimes in progress and other emergencies. Call the SDPD at **(619) 531-2000** for non-emergencies. Report all suspicious persons and activities on the site. Provide good descriptions of the persons and their vehicles.
- Report suspicious offers of equipment or materials for sale.
- Report thefts. Include a good description of stolen items, including ID numbers. See measures for aiding in the recovery of stolen property.
- Report incidents of vandalism. Photograph graffiti before removing it. Pick up (without leaving fingerprints) and save discarded paint cans, etc. Call the SDPD Criminal Intelligence Unit at **(619) 525-8422** if any writing threatens or takes credit for acts of domestic terrorism, e.g., arson by the Earth Liberation Front (ELF), Animal Liberation Front (ALF), or anarchists (A).

Working with the SDPD

- File a Letter of Agency with the SDPD Mid-City Division at 4310 Landis St., San Diego 92105. This authorizes the SDPD to act as your agent and enter your property to ask unauthorized persons to leave the property; and if they refuse to do so or return thereafter, to enforce any law violations on the property. The form for this Letter

can be downloaded from the FORMS AND PERMITS section of the SDPD website at www.sandiego.gov/police. Note that the Letter must be renewed every six months.

- Provide a schedule of planned deliveries items that might attract thieves.
- Request frequent patrols of the site.

Communications

- Establish communications links with the SDPD that are operable 24 hours a day.

ID Badges

- Require everyone on the site to wear a badge.
- Issue photo ID badges to workers.

Visitor Control

- Require that visitors report to the site office to register and receive a dated visitor badge to be worn on the site.
- Ask visitors to return their badges to the site office when they leave the site.
- Have workers offer to assist any strangers or persons without badges on the site, and inform them of the need to get a visitors badge from the site office.

Equipment Records

- Keep a complete, up-to-date inventory of all equipment, tools, and materials on the site and in each storage container. Include the manufacturer's name, model number, date of purchase, and a photograph.

Site Surveillance

- Provide uniform lighting of the site at night, especially of the new construction and the equipment and supply storage areas. Elevate and direct the light so it doesn't blind the security guards.
- Install surveillance cameras to cover all entrances to site, equipment and material storage areas, tool sheds, trash dumpsters, etc.
- Have one or more security guards patrol the site on a random schedule. Minimize the number of guards at fixed locations.
- Ask the residents and businesses in the area to contact the SDPD if they notice any activity on the site after normal construction hours.
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Site Access Control

- Enclose the site with a fence.
- Limit access to the site, preferably through one lockable gate.
- Install gates with high-quality locks, hinges, etc. to prevent them from being opened or broken.
- Install alarms at the entrances to the site.
- Keep a guard dog on the site.

Equipment Access Control

- Establish one or more high-security areas within the site for valuable materials, equipment, and fixtures, e.g., appliances, and flammable or otherwise dangerous materials.
- Keep home appliances in a secure area and delay installation in individual homes until the residents move in.
- Park equipment close together, preferably in a circle with smaller pieces in the center, in a central, well-lighted area where it can be easily seen by workers and guards. Do not leave things in remote areas.
- Do not store equipment or materials near the perimeter fence.
- Install alarms at the entrances to on-site storage areas. Use lights and alarms attached to motion detectors where entry alarms cannot be installed.
- Install deadbolt locks on storage sheds or trailers.
- Install anti-theft devices on equipment, e.g., fuel cutoffs, hydraulic bypasses, track locks, alarms, etc.
- Lock oil and gas tank caps where possible.
- Park heavy equipment in front of storage shed doors at the end of each workday.
- Lock up tools and equipment when not in use.
- Have a responsible worker to check and accept all equipment and materials delivered to the site.
- Have a responsible worker to check and release all equipment and materials leaving the site.
- Supervise all trash removal from the site.
- Have workers check out and return all equipment and tools they use during the day.
- Remove equipment and materials from the site when they are no longer needed. Do not store them on the site.

Key Controls

- Establish a key control system and designate someone to be in charge of it.

- Keep keys locked up when not in use. Avoid use of common equipment keys.
- Do not leave keys in unattended equipment or locks.
- Do not leave padlocks locks in the open position.

Signs

- Post NO LOITERING signs that cite Cal. Penal Code Sec. 647(h). In this subdivision "loiter" means to delay or linger without a lawful purpose for being on the property and for the purpose of committing a crime as opportunity may be discovered.
- Post NO PUBLIC PARKING signs. Signs stating that unauthorized vehicles will be removed at the owner's expense must contain the telephone number of the local traffic law enforcement agency. The SDPD number for towing impounds is **(619) 531-2844**. They must also contain the name and telephone number of each towing company that is a party to a written towing authorization agreement with the property owner or possessor. These signs must be displayed in plain view at all entrances to the property. They must be at least 17 by 22 inches in size and have lettering that is at least one inch high. These sign requirements are specified in California Vehicle Code Sec. 22658(a)(1), which should be cited on the sign.
- NO TRESPASSING signs on private property should cite Cal. Penal Code Sec. 602; signs on privately operated business premises should cite San Diego Municipal Code Sec. 52.80.01.
- If a Letter of Agency has been filed with the SDPD as suggested above, the property should be posted with NO TRESPASSING signs stating that a Letter of Agency has been filed and giving the address of the property, the name and phone number of the property owner or possessor, and the non-emergency SDPD phone number to report suspicious activities. That number is **(619) 531-2000**. The signs should be at least 18 by 24 inches in size, have a font visible from the nearest public street, not be accessible to vandals, and be posted on the entrances and spaced evenly on the boundaries of the property. A sample sign is also available in the FORMS AND PERMITS section of the SDPD website.
- If signs are posted stating that security or surveillance cameras are installed and the cameras are not monitored all the time, the signs should simply state that "cameras are on the premises" or "surveillance is in progress." Don't use words like "security," "protection," or "monitoring" because they can give people a false sense of security by expecting timely help if they are threatened or attacked, or that they or their property are somehow being protected by the cameras.

Dealing with Graffiti

- Use anti-graffiti coatings and paint on surfaces at risk. The San Diego Park and Recreation Dept. specifies the use of anti-graffiti materials manufactured by Monopole Inc. Four coats are applied. The first is Aquaseal ME12 (Item 5200). The second is Permashield Base (Item 6100). The third and fourth are Permashield Premium (Item 5600 for matte finish or Item 5650 for gloss finish). Remove graffiti after photographing it and reporting it to the SDPD, as suggested above.

Aids for Recovering Stolen Property

- Mark equipment and tools in a conspicuous, distinctive matter.
- Engrave ID numbers in two places, one obvious and one hidden.
- Obtain an Owner Applied Number (OAN) for large vehicles and heavy equipment. This number is usually stamped or engraved on your property and stored in a database in the National Crime Information Center (NCIC). Property with your OAN on it can be returned to you if it is recovered after being stolen. For an application, go to the website of the Agricultural Crime Technology Information and Operations Network (ACTION) at www.agcrime.net, click on REQUEST PUBLICATION, and download the brochure entitled *What is an OAN?* On the same website you can get additional information about OANs by clicking on TIPS TO

PREVENT A CRIME, and then click on Owner Applied Number under PREVENT A CRIME ON YOUR PROPERTY.

- Paint your equipment a distinctive color with your name and logo prominently displayed.