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CRIME PREVENTION CHECKLIST

The Planning and Development Department partners with the Police Department during the plan review process to identify areas of a site that may cause crime. By identifying these areas we can work with the owner or developer to make changes to the design that may prevent crime before it happens. This saves the owner money in the long run because they don't have to make changes to their site after the building is finished. It also makes the City safer for its citizens.

The following checklist has been created by the Police Department to help identify problem areas and offer solutions to help prevent crime.

Building

- [ ] Provide clearly visible entries to buildings. Light them if used at night. Provide good lighting at all doors that open to the outside and in exterior hallways.
- [ ] Clearly identify all buildings, residential units and homes with street address numbers that are a minimum of 3 inches high and well-lit or reflective at night.
- [ ] Use low maintenance or maintenance-free building products in your construction.
- [ ] Consider using long life bulbs to minimize frequently burned out exterior lighting.
- [ ] Install dusk to dawn sensors on lighting fixtures. Remember: lighting is the least expensive crime prevention method.
- [ ] Design buildings so that the exterior doors are visible to the street or neighbors.
- [ ] Install windows on all four sides of buildings to allow for good visibility.
- [ ] Build elevators and stairwells in locations that are clearly visible from doors and windows. Construct elevators and stairwells to be open and well-lit, not enclosed behind solid walls.
- [ ] Use open railings and open risers whenever possible.
- [ ] Use devices that automatically lock upon closing on entrances to common areas.

Zoning

- [ ] The windows should not be tinted, especially at the entrance to a store, to allow for surveillance opportunities both from within and from outside the building.
- [ ] Advertisements and/or displays should not be located in and around the windows. If advertisements must be used, keep them small in size and locate them along the top of the windows.
- [ ] Fencing or landscaping should be used to define any exterior dining area and limit access points.
- [ ] Outdoor dining areas provide additional visibility and surveillance opportunities.
- [ ] Use signs or bollards to define the property or entrances.
- [ ] Designate visitor parking in multi-family/apartment developments.
- [ ] Make parking areas visible from windows and doors.
- [ ] Adequately illuminate parking areas and pedestrian walkways.
- [ ] Screen or conceal dumpsters, but avoid creating blind spots and hiding places.
- [ ] Use pedestrian scale street lighting that is glare-free, in high pedestrian traffic areas to help people recognize potential threats at night.
- [ ] Install walkways in locations safe for pedestrians, and keep them un-obscured.

Landscaping

- [ ] Prune trees and shrubs to keep paths open and to eliminate the potential for areas of entrapment and concealment. Prune trees and shrubs back from windows, doors and walkways.
- [ ] Avoid landscaping that might create blind spots or hiding places.
- [ ] Use low maintenance plants and shrubbery in your landscape design.

General Site Design

Parks, Trails and Open Spaces

- [ ] Locate parking lots, picnic areas, trailheads and facilities used at night near streets and other activity centers so they are easily observable by police patrols and other park users. Cluster compatible activities to avoid conflict and to increase social observation.
- [ ] Locate children's areas and public restrooms near staffed areas to make observation of these areas easier.
- [ ] Positioning some bike trails and walking paths near areas of park activity or at places where parks meet commercial or residential uses, or pairing them with active streets can make users more observable by others.
- [ ] Recognize that some park areas cannot be observed or made safe during night hours.
- [ ] If parks are used at night, provide good lighting for areas that can be safely used at night.
- [ ] Position benches in areas where intended users will be able to provide Natural Surveillance and demonstrate territoriality. Benches offer periodic resting for trail and open space users. If park benches are planned, choose benches that have seat dividers to discourage long term usage, such as sleeping or skateboarding.
- [ ] Gate off vehicular entrances when parks are closed.
- [ ] Provide a clear distance of at least 10 feet between the trails and wood-lines to offer sight lines and distance from potential attacks.
- [ ] Provide a clear separation between regional trails and private property. The separation should permit leaving the trail in an emergency.
- [ ] If a particularly attractive portion of the trail is isolated, making its users vulnerable, create and clearly mark an alternate, observable path that gives users a choice for safer mobility.
- [ ] Clearly mark the hours the park or trail is open to the public. Well-placed entrance signs or gates should be used to notify the public and to control access into the park or area.
- [ ] When people see certain facilities they receive certain cues as to which uses are appropriate. Providing children's play areas encourages family use of a park.
- [ ] Clearly define paths between parking lots and other facilities.
- [ ] Erect maps to provide a sense of where one is and where one can go. These maps should clearly identify trail names, distances to facilities, emergency phones, and the characteristics of trails, e.g., "this is an isolated walking trail."
- [ ] Post park rules at access or gathering points in the park. Rules give the ability to designate acceptable uses and discourage unacceptable uses of the park.
- [ ] Trails should also have signs with trail names, directional signs to areas of public activity and even mile markers to help orient users. Trails need to be marked for use, such as biking or walking.
- [ ] Avoid conflicts in design and intended use. For example, illuminating a park that closes at sunset may encourage illegal and unintended use.
- [ ] Design parks to make maintenance easier by locating an adequate number of trash receptacles in areas where people congregate and by using durable, vandal-resistant materials.

Subdivisions and Neighborhoods

- [ ] Centrally locate open green spaces and recreational areas, so that they are visible from nearby homes and streets.
- [ ] Limit access without completely disconnecting the subdivision from adjacent subdivisions.
- [ ] Design streets to discourage cut-through or high-speed traffic.
- [ ] Install paving treatments, plantings and architectural design features, such as columned gateways, to guide visitors to desired entrances and away from private areas.
- [ ] Design lots, streets and homes to encourage interaction between neighbors.
- [ ] Accentuate entrances by creating a 'gateway' effect. This may be done with the subdivision name, different paving materials, and changes in street elevation and architectural and landscape design.
- [ ] Define property lines. Use fencing, landscaping, gates, etc. to define property lines, distinguish between public and private property, direct pedestrian traffic to only desired points of access, etc.

Restaurants

- ☐ Provide access control on all exterior doors.
- ☐ Limit access that deliveries and customers have into the building. Side and rear doors should not be unlocked or propped open for any reason.
- ☐ Post hours of operation in visible locations for customer safety.

Multi-Family Residences/Apartments

- ☐ Consider assigning parking spaces to residents. Locate spaces closest to the residents' unit as possible to offer observation to and from the home.
- ☐ Position recreation areas - pools, tennis courts, clubhouses and playgrounds, to be visible from as many of the units as possible, centrally located within the property and not directly next to parking lots or streets.
- ☐ Locate buildings so that the windows and doors of one unit are visible from another (although not directly opposite).
- ☐ Keep balcony railings and patio enclosures less than 42 inches high.
- ☐ Define entrances to the site and each parking lot with landscaping, architectural design or symbolic gateways.
- ☐ Allow no more than four apartments to share the same entrance (individual entrances are recommended).
- ☐ Centrally locate elevators and stairwells where many users may observe them.
- ☐ When the design has apartment entrances off of internal corridors, limit the access into the corridors to one point.
- ☐ Addresses should be located on both the front and rear of a unit's entrance.
- ☐ Define property lines. Consider perennials, slow growing varieties of shrubs, decorative fencing, etc.
- ☐ Encourage the design that offers individual entrances into units from the exterior. The entrances should each have stoops and an overhang to promote a sense of ownership.
- ☐ Accentuate building entrances with architectural elements, lighting and landscaping.
- ☐ Where possible, locate individually locking mailboxes next to the appropriate units.

NOTE: While most CPTED components are encouraged but not mandated, two are required for multi-family developments:
- ☐ Security cameras must be installed. Location and number are reviewed by City staff using CPTED principles.
- ☐ Lighting also must be reviewed by City staff using CPTED principles.