

**M e m o r a n d u m**

Date November 21, 2012

To: Holders of Highway Patrol Handbook 100.2, Crime Prevention Plan

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**

File No.: 1.9486.12552.029

Subject: REVISIONS TO HIGHWAY PATROL HANDBOOK 100.2, CRIME PREVENTION PLAN

Highway Patrol Handbook (HPH) 100.2, Crime Prevention Program, has been completely revised to reflect the following changes:

- Title change: The new HPH 100.2 is titled, “California State Agency Crime Prevention and Security Handbook.”
- Revisions: Revisions to HPH 100.2 complement policy contained in Chapter 8 of Highway Patrol Manual, 100.70, Safety Services Program (SSP), which was recently revised. The revised HPH 100.2 includes information from HPH 100.5, Security Recommendations, which will be deleted from the publications library. The new HPH 100.2 provides a user-friendly two-step process for state agency facility managers and SSP personnel to inspect the crime prevention and security capabilities of a facility, identify options for improvement, and develop a Crime Prevention Plan.

Any questions regarding this revision should be directed to Emergency Operations and Safety Services Section at (916) 843-3250.

Remove

HPH 100.2  
HPH 100.5

Insert

HPH 100.2

OFFICE OF THE COMMISSIONER

ATTACHMENT

OPI: 029



# CALIFORNIA STATE AGENCY CRIME PREVENTION & SECURITY HANDBOOK



Provided by the California Highway Patrol



Crime Prevention Plan



*To California State Agency Facility Managers,*

*I would like to take this opportunity to reinforce the California Highway Patrol's (CHP) commitment to crime prevention and security at your facility. The safety and security of your employees is of utmost importance to the CHP, and we consider it a privilege to ensure our colleagues are safe in the workplace.*

*This Crime Prevention and Security Handbook is provided as a guide for you to develop a Crime Prevention Plan (CPP). Once completed, a CPP will help you establish obtainable short-term and long-term goals for enhancing crime prevention and security at your facility.*

*As you work through this handbook, please do not hesitate to contact your local CHP office for guidance – officers and sergeants stand ready to assist. Thank you for your participation and assistance in this endeavor.*

*Sincerely,*

*J. A. FARROW, Commissioner  
California Highway Patrol*



*An Internationally Accredited Agency*



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## **I. SECURITY INSPECTION INTRODUCTION**

### **PURPOSE**

The purpose of the California State Agency Crime Prevention and Security Handbook is to provide a user-friendly guide to assist state agencies in the development of Crime Prevention Plans (CPP) for state facilities.

Upon completing this handbook, you will have set realistic and obtainable goals to improve crime prevention and security at your facility. Do not hesitate to contact your local California Highway Patrol (CHP) office for assistance at any time while working through this handbook.

### **STEPS TO COMPLETE A CRIME PREVENTION PLAN**

**STEP ONE – Complete the Security Inspection:** The security inspection (SI) is a self-assessment tool intended to provide a thorough basic understanding and evaluation of a site’s existing crime prevention and security capabilities. The SI is completed using the SI checklist beginning on page 3 of this handbook. Information collected during the SI will assist you with identifying applicable options to consider for incorporation into your CPP.

**STEP TWO – Write your CPP:** Using the template beginning on page 12 as a guide, you will write your CPP. Your CPP will document fundamental findings, recommendations, and goals to improve crime prevention and security at your facility.



Crime Prevention Plan

**II. STEP ONE – SECURITY INSPECTION CHECKLIST**



**INSTRUCTIONS:** Each section of the checklist provides a general description of the categories to be assessed, followed by specific items to be inspected. Answer individual items by checking “Yes,” “No,” or “N/A.” Following each inspection item are “Common Options to Consider.” Check the option(s) you feel will best address your security and crime prevention improvement goals. If you have any questions, please do not hesitate to contact your local CHP Area office.

<b>General Site Information:</b>			
Agency Name:		Site Name:	Contact Number:
Address:		City:	State: Zip Code:
Self-Inspection <input type="checkbox"/> CHP Inspection <input type="checkbox"/>		Facility Manager Contact Information (Name/Tel):	
State Facility (Property): Owned <input type="checkbox"/> Leased <input type="checkbox"/>	CHP Reviewed by:	Inspector’s Name:	Date of Inspection:
<b>Emergency Services</b>	<b>Address</b>	<b>Contact Info</b>	
CHP:			
Local Police/Sheriff :			
Local Fire Department:			
Ambulance Service:			
Hospital (Primary):			
Hospital (Secondary):			
Electricity:			
Gas Services:			
Security Service:			



## II. STEP ONE – SECURITY INSPECTION CHECKLIST (CONT'D)

### A. Physical Security – Perimeter

<b>Examine the physical features around the perimeter of your building or facility. Pay special attention to the features which act as a barrier for access, concealment, or observation of your facility.</b>				
1. Are fences and gates non-scalable (i.e., barbed wire, spikes, etc.)?	Yes	No	N/A	Remarks:
2. Are fences and gates well maintained; is there access under fence/gate access?	Yes	No	N/A	Remarks:
3. Is the fence line clear of visual obstructions?	Yes	No	N/A	Remarks:
4. Are all gates not in use locked from the inside?	Yes	No	N/A	Remarks:
5. Are all gates locked after business hours?	Yes	No	N/A	Remarks:
6. Do gates and fencing have alarms?	Yes	No	N/A	Remarks:
7. Are gate hinge pins and clasps protected from the outside?	Yes	No	N/A	Remarks:
8. Are barriers in place to prevent vehicles ramming into building?	Yes	No	N/A	Remarks:
9. Are barriers in place so vehicles cannot drive/park within 20 feet of the building?	Yes	No	N/A	Remarks:
10. Are ground-level windows protected?	Yes	No	N/A	Remarks:
11. Is foliage sparse near perimeter of property to limit concealment areas?	Yes	No	N/A	Remarks:

#### ***Perimeter – Common Options to Consider***

- Establish a physical barrier around the outer edge of the building (i.e., fence).
- Install non-scalable fencing around the perimeter of the facility.
- Control access into fenced areas with gates, locks, card readers, etc.
- Repair all damage to walls and fencing.
- Clear all obstructions from walls and fencing.
- Establish a barrier utilizing concrete bollards, concrete planter boxes, boulders, cabling, etc. between streets, the parking lot, and your facility to limit ramming opportunities and to keep all vehicles at least 20' from the building.
- Utilize landscaping which does not block view or allow concealment of persons or property.
- Trim trees, shrubs and all other types of foliage so that it will not interfere with security cameras, walkways, doorways, or windows.
- Limit or prohibit parking along perimeter fencing and between buildings.
- Place natural barriers (i.e., plants, foliage, etc.) below exterior windows to discourage trespassers and to limit areas for concealment.



**II. STEP ONE – SECURITY INSPECTION CHECKLIST (CONT'D)**

Crime Prevention Plan

**B. Physical Security – Security Guards**

<b>If your facility utilizes a contracted security guard company, review the contract and evaluate their role in security at your facility.</b>				
12. Are guards aware of common crime trends for your facility and community?	Yes	No	N/A	Remarks:
13. Do guards understand notification requirements for your facility?	Yes	No	N/A	Remarks:
14. Do guards perform intentional Random Security Measures (RSM) so security procedures are not routine or predictable?	Yes	No	N/A	Remarks:
15. Do guards provide consistent but irregular in-view foot, vehicle, and/or bike patrol?	Yes	No	N/A	Remarks:
16. Do guards respond to incidents in a timely manner?	Yes	No	N/A	Remarks:
17. Are guards immediately recognizable as security guards?	Yes	No	N/A	Remarks:
18. Do guards have adequate communication devices (i.e., radios)?	Yes	No	N/A	Remarks:
19. Do guards maintain an effective security presence at the facility?	Yes	No	N/A	Remarks:

***Security Guards – Common Options to Consider***

- Ensure security guards establish a non-routine visible presence throughout the day.
- Establish a monthly Random Security Measure (RSM) schedule and implement as part of daily duties.
- Utilize security guards at the reception and/or lobby area to check in and direct visitors.
- Ensure security guards have an area/room where they can monitor camera feeds and respond efficiently to incidents.
- Install a panic alarm button at the receptionist area which will alert security in the event of an emergency.
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- \_\_\_\_\_
- \_\_\_\_\_



## II. STEP ONE – SECURITY INSPECTION CHECKLIST (CONT'D)

### C. Physical Security – Lighting and Signage

<b>Lighting is an often overlooked deterrent. Effective lighting can reduce the likelihood of trespassing, burglary, and crime during hours of darkness.</b>				
20. Are Vehicle and pedestrian pathways illuminated during hours of darkness?	Yes	No	N/A	Remarks:
21. Are parking lots illuminated during hours of darkness?	Yes	No	N/A	Remarks:
22. Are outside detached facilities illuminated during hours of darkness (i.e., sheds, storage buildings, shops, etc.)?	Yes	No	N/A	Remarks:
23. Is illumination provided in any area where people might trespass or loiter during hours of darkness?	Yes	No	N/A	Remarks:
24. Are all exterior doors well-lit?	Yes	No	N/A	Remarks:
25. Is there sufficient interior lighting to allow a clear view of the inside interior for the police?	Yes	No	N/A	Remarks:
26. Are “Employee only” signs posted to control pedestrian traffic in restricted areas?	Yes	No	N/A	Remarks:
27. Are alarm system signs and/or “no trespassing” signs posted?	Yes	No	N/A	Remarks:
28. Are signs directing vehicle and pedestrian traffic posted?	Yes	No	N/A	Remarks:
29. Are signs posted notifying the public they are subject to search, where appropriate?	Yes	No	N/A	Remarks:

***Lighting and Signage – Common Options to Consider***

- Use signage to direct or restrict public access.
- Install motion sensing lights to activate upon movement.
- Conduct quarterly checks of all perimeter and parking lot lighting.
- Install back-up power for all lighting.
- Ensure doors are locked and secured after hours of operation.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_





**II. STEP ONE – SECURITY INSPECTION CHECKLIST (CONT'D)**

**D. Security Training and Awareness**

Crime Prevention Plan

<b>Crime prevention and security training is often overlooked. Employees should be made aware of crime trends and security measures they can take to help improve security and prevent crime at your facility.</b>				
30. Are employees notified of security incidents when appropriate?	Yes	No	N/A	Remarks:
31. Are employees trained to appropriately react during a security incident?	Yes	No	N/A	Remarks:
32. Are employees trained to make proper notifications?	Yes	No	N/A	Remarks:
33. Are employees aware of current crime trends for the area?	Yes	No	N/A	Remarks:
34. Are mail handlers trained to identify indicators of suspicious packaging?	Yes	No	N/A	Remarks:
35. Are security briefings a regular part of your staff meetings?	Yes	No	N/A	Remarks:
36. Are employees encouraged to be active participants in crime prevention and security?	Yes	No	N/A	Remarks:

***Security Training and Awareness – Common Options to Consider***

- Hold regular security briefings for security guards.
- Brief employees on steps to take if a threatening or violent incident occurs.
- Include a security crime prevention component during staff meetings.
- Use scenarios to illustrate the importance of employee involvement in security.
- Ensure all employees are aware of crime trends and security concerns for your area.
- Review and update your Crime Prevention Plan annually.
- Conduct simple exercises to emphasize security and crime prevention.
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- \_\_\_\_\_
- \_\_\_\_\_



## II. STEP ONE – SECURITY INSPECTION CHECKLIST (CONT'D)

Crime Prevention Plan

### E. Information Security

<b>Information security is a major component of an effective security system. State agencies are responsible for protecting sensitive information regarding employees and the public.</b>				
37. Are employees required to lock computers when not present?	Yes	No	N/A	Remarks:
38. Are employees required to log in to a computer with a personal password?	Yes	No	N/A	Remarks:
39. Are employees trained to not open emails or questionable attachments received from unknown parties?	Yes	No	N/A	Remarks:
40. Are quarterly internet and email audits are performed?	Yes	No	N/A	Remarks:
41. Is it against policy for employees to share passwords or use computers that are accessed under another person's profile?	Yes	No	N/A	Remarks:
42. Are employees required to report any incidents of suspected computer spy ware or viruses?	Yes	No	N/A	Remarks:
43. Are file cabinets with sensitive information locked at all times?	Yes	No	N/A	Remarks:
<b><i>Information Security – Common Options to Consider</i></b>				
<input type="checkbox"/> Ensure all antivirus software is current. <input type="checkbox"/> Encrypt sensitive data so that passwords are required to provide access to critical data. <input type="checkbox"/> Set up firewalls that help prevent unauthorized intruders from accessing your systems. <input type="checkbox"/> Regularly remind employees about the importance of locking computers when not in use. <input type="checkbox"/> Keep important papers locked in secure cabinets. <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____				



**II. STEP ONE – SECURITY INSPECTION CHECKLIST (CONT'D)**

Crime Prevention Plan

**F. Access Control Security**

<b>Access control is a key component of effective security. Proper placement and maintenance of exterior and interior access control systems cannot be overlooked.</b>				
44. Are employees and visitors required to wear visible identification?	Yes	No	N/A	Remarks:
45. Are employees encouraged to report anyone not wearing identification?	Yes	No	N/A	Remarks:
46. Are visitors required to sign in and provide identification?	Yes	No	N/A	Remarks:
47. Are visitors channeled through a reception area?	Yes	No	N/A	Remarks:
48. Are visitors escorted through sensitive areas?	Yes	No	N/A	Remarks:
49. Is employee parking separated from visitor parking?	Yes	No	N/A	Remarks:
50. Is employee parking restricted and is access controlled?	Yes	No	N/A	Remarks:
51. Are doors into sensitive areas closed and locked during business hours?	Yes	No	N/A	Remarks:
52. Are exterior doors, except for the public entrance, closed and locked?	Yes	No	N/A	Remarks:
53. Are access points, other than doors, protected from outside entry (i.e., fire escapes, ladders, etc.)?	Yes	No	N/A	Remarks:
54. Is access to critical support systems controlled (i.e., HVAC, phone, utilities, back-up power, etc.)?	Yes	No	N/A	Remarks:
55. Is an electronic access system utilized?	Yes	No	N/A	Remarks:
56. Are keys and access cards accounted for on a quarterly basis?	Yes	No	N/A	Remarks:
<b><i>Access Control – Common Options to Consider</i></b>				
<input type="checkbox"/> Install electronic access control system on exterior doors and reception area doors. <input type="checkbox"/> Inspect access control points regularly to ensure maintained effectiveness. <input type="checkbox"/> Ensure doors are locked and secured after hours of operation. <input type="checkbox"/> Provide a single point-of-entry for the public. <input type="checkbox"/> Issue all employees photo identification cards and assign temporary passes to visitors. <input type="checkbox"/> Require visitors to sign in and out. <input type="checkbox"/> Require all visitors to be escorted by an employee when accessing non-public areas. <input type="checkbox"/> Install key code locks or access card readers to enter/exit employee area. <input type="checkbox"/> Key and access card audits should be conducted regularly (quarterly). <input type="checkbox"/> Provide a secure parking lot for employees and/or state vehicles.				



## II. STEP ONE – SECURITY INSPECTION CHECKLIST (CONT'D)

### G. General Security

Crime Prevention Plan

<b>The following are additional general security considerations that should not be overlooked.</b>				
Has a Memorandum of Understanding been established with local law enforcement (in cases where the CHP is not the primary responder)?	Yes	No	N/A	Remarks:
Are alarm systems installed?	Yes	No	N/A	Remarks:
Are alarm system monitored by a security monitoring company?	Yes	No	N/A	Remarks:
Are closed circuit television cameras utilized?	Yes	No	N/A	Remarks:
Do cameras provide coverage for all exterior doors, gates, and pedestrian walkways?	Yes	No	N/A	Remarks:
Where cameras cannot be installed or purchased, are faux cameras installed as a deterrent?	Yes	No	N/A	Remarks:
Are doors and windows secured during non-business hours?	Yes	No	N/A	Remarks:
Are gratings or grills installed on windows in high-crime areas?	Yes	No	N/A	Remarks:
Has burglary/shatter resistant film been placed on exterior windows?	Yes	No	N/A	Remarks:
Are HVAC systems inaccessible to the public?	Yes	No	N/A	Remarks:
Are items of value out of view from the exterior of the building?	Yes	No	N/A	Remarks:
Is backup power connected to all security systems?	Yes	No	N/A	Remarks:
<b><i>General Security– Common Options to Consider</i></b>				
<input type="checkbox"/> Review call out procedures with the alarm company and local law enforcement agencies regarding alarm activation incidents.				
<input type="checkbox"/> Carefully select an alarm company to monitor your facility and require them to call the CHP, the local police, or fire company.				
<input type="checkbox"/> Install privacy screens on all computer monitors to prevent the public from viewing sensitive information.				
<input type="checkbox"/> Rearrange office furniture and partitions so that front-line employees are surrounded by barriers to separate employees from customers and visitors.				
<input type="checkbox"/> Reposition supervisor's office and install a window so the supervisor can view customer contacts.				
<input type="checkbox"/> Provide an under-the-counter duress alarm system to signal a supervisor or security officer if a customer becomes threatening or violent.				
<input type="checkbox"/> Designate an area in the office for employees and/or customers to escape if they are confronted with violent or threatening people (i.e., an active shooter).				



## II. STEP ONE – SECURITY INSPECTION CHECKLIST (CONT'D)

### G. General Security (Cont'd)

Crime Prevention Plan

#### *General Security– Common Options to Consider (cont'd)*

- Restrict delivery personnel from entering “employee only” areas.
- Install metal detector, CCTV cameras, or other devices as deterrents.
- Security cameras should be installed in the parking lots to monitor the areas.
- Upgrade exterior security cameras with low light, night vision, or motion sensing capabilities.
- Install a back-up generator to power all mission essential equipment and security systems with a fuel reserve to allow for 72 hours of continuous operations.
- Keep closets, service openings, telephone, and electrical closets locked at all times. Protect crucial communications equipment and utility areas with an alarm system.
- An “Employee Only” parking sign should be installed at the entrance to designated parking lots.
- Installing perimeter fences equipped with gates that can be accessed either by access card or remote control.
- Schedule annual training with law enforcement on proper procedures for reporting crimes and incidents on state property.
- Locate executive offices near the inner core of the building to afford maximum protection and avoid surveillance from the outside.
- Arrange office space so unescorted visitors can be easily noticed.
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- \_\_\_\_\_
- \_\_\_\_\_



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### III. STEP TWO – WRITE YOUR CRIME PREVENTION PLAN

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**INSTRUCTIONS:** Now that you've completed your security inspection, develop a written Crime Prevention Plan (CPP) using this template. Your CPP should be completed annually and formatted according to your agency's preferred narrative format. You will utilize findings from the SI checklist and identified Common Options to Consider to develop your plan. See the example CPP following this template to get an idea of what a completed CPP might look like.

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#### **A. INTRODUCTION AND PURPOSE**

Provide a brief, one or two-paragraph, introduction and purpose statement.

#### **B. FACILITY DESCRIPTION**

Generally describe your building and surroundings which may include, but should not be limited to, the following:

- The building itself (i.e., size, general shape, number of stories, etc.)
- Perimeter (i.e., open, fenced, barriers, etc.)
- Parking lots
- Additional structures (i.e., storage, generator rooms, radio towers, etc.)
- Critical systems (i.e., server rooms, radio rooms, etc.)

Also provide a description of personnel and their functions as they relate to your facility. Personnel and function descriptions may include the following:

- Number of employees working at the facility
- Hours of operation
- Primary purpose of facility (i.e., administrative, customer service, etc.)
- Description of various offices, branches, units and responsibilities

#### **C. COMMUNITY DESCRIPTION**

Provide a general description of the community which may include the following:

- Environment
- Population
- Characteristics
- Terrain
- Weather

You should also identify public health and safety agencies in your community. The first page of your security inspection has all the information you need to complete this section. Include addresses, telephone numbers, and specific points-of-contact if appropriate. You should include, at a minimum, the following agencies:



Crime Prevention Plan

### **III. STEP TWO – WRITE YOUR CRIME PREVENTION PLAN (CONT'D)**

- California Highway Patrol (CHP)
- Local Police/Sheriff
- Fire Department
- Emergency Services (ambulance)
- Hospital(s)
- Emergency rooms
- Security services

Use this section to also identify applicable services and utilities which may include the following:

- Electricity
- Gas
- Telephone

#### **D. CRIME HISTORY & ANALYSIS OF POTENTIAL THREATS**

**FACILITY SPECIFIC** – Check your agency’s security/law enforcement records and provide a detailed description of all crimes that have occurred at your facility over the last five to ten years. A thorough description of your facility’s crime history will help you and law enforcement identify and improve problem areas and crime trends.

**COMMUNITY** – Contact your local CHP office and your city or county law enforcement agency to obtain crime statistics for your area. This information will assist with the development of your crime prevention and security goals.

#### **E. SECURITY INSPECTION FINDINGS & OPTIONS TO CONSIDER**

This section is the foundation for future crime prevention and security improvements for your facility. Take information you gathered during your Security Inspection (SI) (Step One) and formalize those findings into a narrative. Use the same headings from the SI to organize this section:

- Physical Security – Perimeter
- Physical Security – Security Guards
- Physical Security – Lighting and Signage
- Security Training and Awareness
- Information Security
- Access Control Security
- General Security

Below each finding, write out the identified Options to Consider (OTC) (there may be more than one) that will help your agency address the identified deficiency. Do not limit yourself to the OTCs listed on the inspection checklist. Be

### III. STEP TWO – WRITE YOUR CRIME PREVENTION PLAN (CONT'D)



creative and resourceful. Work with your local law enforcement contacts to identify the OTC that would best serve your agency and its employees. You should modify the general language from the SI “Common Options to Consider” to more detailed language that addresses your specific needs.

**IMPORTANT:** Take your time on this section. A clear detailed description of findings will help you and your agency “sell” the need for security and crime prevention improvements.

#### **F. CRIME PREVENTION AND SECURITY GOALS**

In this section, you should identify immediate (1-2 months), short-term (3-12 months), and long-term (12 months and beyond) goals.

Your goals may be similar to your Options to Consider (OTC) identified in the previous section; however, in this section you will spell out when and how you hope to accomplish each goal. For instance, your OTC in the previous section might have been, “*Place three bollards, as vehicle barriers, in front of lobby entrance.*” In this section, you will expand on the OTC by identifying it as a short-term goal and detailing how it will be accomplished by stating something like, “*To ensure the safety and security of DMV employees and the visiting public, facility management will seek departmental approval to requisition vehicle-stopping bollards to install in front of the main lobby between the doorway and the sidewalk. Upon approval, facility management will identify vendors for bollard placement and will take appropriate steps for purchase and installation.*”

Not all OTCs will end up as goals. Evaluate all OTCs and set your security goals to be realistic and obtainable. When setting your goals, do not let a lack of funding be the only reason a goal is not set. If you know funding is not available, but you believe the goal needs to be set, include it as a long-term goal in the event funding becomes available.

#### **G. REVIEW AND STATUS REPORT OF PREVIOUS IMPROVEMENT GOALS**

**\*\*Disregard this section if this is your first CPP\*\***

We recommend a CPP be complete annually. This section should include a review and status report of goals set from the previous year(s). For example, if you complete the goal of placing bollards in front of the lobby entrance, you would record that accomplishment in this section. If you had a goal that is no longer viable or necessary, you would explain the situation here.

#### **H. OPTIONAL HEADINGS**

You may add any number of sections, annexes, or attachments to your CPP depending on your agency’s needs. The headings contained in this template are the recommended minimum for a CPP. Additions may include *Table of Contents, Maps, Diagrams, Photographs, Training Plans, and Closure*.

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**CALIFORNIA DEPARTMENT OF MOTOR  
VEHICLES, RIVER CITY FIELD OFFICE**

**CRIME PREVENTION PLAN**

**123 Main Street  
River City, CA 98765  
August 2011**

# Example of Crime Prevention Plan

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# Example of Crime Prevention Plan

## **INTRODUCTION AND PURPOSE**

On May 5, 2011, a Security Inspection (SI) was completed at the Department of Motor Vehicles (DMV) River City Field Office using the Crime Prevention and Security Handbook provided by the California Highway Patrol (CHP).

The purpose of this Crime Prevention Plan (CPP) is to identify deficiencies in crime prevention and security capabilities at the River City Field Office; to identifying options for improvement; and to set immediate, short-term, and long-term goals for improving security and crime prevention.

## **FACILITY DESCRIPTION**

The DMV River City Field Office, located at 123 Main Street, River City, California, is a stand alone facility located in the northeast portion of River City. The one-story brick building is surrounded by a shared public and employee parking lot. The building is owned and operated by the State of California and is open to the public from 8 a.m. to 5 p.m., Monday through Friday.

All exterior entrances are locked and can only be opened with electronic “Key Cards” which are assigned to employees only. The general public may only enter the facility through the main entrance. The shipping/receiving entrance point is located on the southeast corner of the property with a designated shipping and receiving parking area and door.

The property is surrounded on three sides by a 6’ chain link fence. The main roadway entrance located on the northwest corner of the property is uncontrolled and unfenced. One additional brick structure is located on the south side of the property and is used to store non-critical equipment and supplies.

There are 32 employees assigned to the River City Field Office who provide the following services:

- Driving tests
- Drivers license and permit issuance
- Paperwork assistance
- License plate issuance
- Vehicle registration

## **COMMUNITY DESCRIPTION**

River City is located on the southern edge of the California Central Coast approximately 65 miles north of Los Angeles. The population of River City is approximately 85,000, and the area has experienced steady population growth since

## Example of Crime Prevention Plan

the 1980s. Several major highways traverse the area: US-101, SR-1, SR-126, and SR-33.

The property is bordered on the west by a grocery store, on the east by an apartment complex, and on the south by an office building. The terrain in River City is primarily coastal and rolling hills. The weather in this region is generally temperate with morning and evening coastal fog.

The facility receives power from Southern California Energy, natural gas by California Gas, and water from the River City Municipal Water District. The following services have been identified for this community:

### Primary Medical Facility:

River City Medical Center

9876 1<sup>st</sup> Avenue, River City, CA, 98765 (123) 456-7890

24 hour operational capacity - 157 patient beds

### Secondary Medical Facilities:

City Memorial Hospital (CMH)

123 North 8<sup>th</sup> Street, Lake City, CA 99876 (123) 456-7890

24 hour operational capacity - 242 patient beds

### Primary Law Enforcement Service:

California Highway Patrol, Ventura Office

4645 Valentine Road, Ventura, CA 93003 (805) 477-4100

24-hour operational capacity

### Secondary Law Enforcement Service:

River City Police Department

1425 Dowell Drive, Ventura, CA 93003 (123) 456-7890

24-hour operational capacity

### Fire Services:

River City Fire Department

12345 West 7<sup>th</sup> Street, River City, CA 93060 (123) 456-7890

24-hour operational capacity

# Example of Crime Prevention Plan

## **CRIME HISTORY**

### **Facility Crime History**

A review of crime history at the River City Field Office for the previous six years revealed the following:

- 2005 – Two burglaries, one incident of vandalism (tagging), and two vehicle thefts from the parking lot.
- 2006 – One trespassing incident, two assaults on employees by customers, and two burglaries.
- 2007 – One assault on an employee by a customer, one burglary, three incidents of vandalism (all tagging), and one vehicle theft from the DMV parking lot.
- 2008 – One burglary, three incidents of vandalism (tagging), one trespassing incident, and one workplace violence incident.
- 2009 – One driving under the influence arrest in the parking lot, one assault on an employee by a customer, one incident of vandalism (tagging), and one burglary on the disconnected storage facility.
- 2010 – Two burglaries, two incidents of vandalism (tagging), one restraining order violation, and one incident of trespassing.

### **Community Crime History**

The California Highway Patrol and River City Police Department were contacted to obtain crime statistics for the River City community. The following crime statistics were received:

- Burglary and vandalism (primarily tagging) are the most common crimes in the community. Both are primarily a result of increased gang activity in the community.
- Vehicle theft is a concern but not as common as burglary and vandalism.

## **SECURITY INSPECTION FINDINGS & OPTIONS TO CONSIDER**

The following findings and options to consider were developed as a result of the Security Inspection completed on May 8, 2011:

### **Physical Security – Perimeter**

**Finding** – There are no vehicle barriers between the parking lot and the front lobby to protect employees and the public.



## Example of Crime Prevention Plan

### **Physical Security – Lighting and Signage**

**Finding** –There is no lighting in the northwest corner of the facility during hours of darkness. The entire area cannot be viewed at night without another light source. Coincidentally, this is the area where most of the tagging has occurred over the last six years.

**Option to Consider** – Install lighting for the Northwest corner of the building. Consider installing motion activated lighting to draw more attention to the area when there is movement.

**Finding** – There are no signs directing customers to the front lobby from the rear parking lot. Consequently, people regularly try to enter the side entrance which is an employee only entrance.

**Option to Consider** – Install signage to direct the public from the rear parking lot to the public entrance.

### **Security Training and Awareness**

**Finding** –The facility has not provided a security briefing or training in over two years.

**Option to Consider** – Contact the local CHP office to schedule crime prevention training.

**Option to Consider** – Begin providing regular security briefings during staff meetings.

### **Information Security**

There were no identified security deficiencies in this area.

### **Access Control Security**

**Finding** – The existing policy to wear employee badges visibly at all times is not enforced.

**Option to Consider** – Remind personnel about existing policy and instruct security guards to begin regular enforcement of the policy.

**Finding** – Access to the roof via the wall-mounted ladder on the West side of the building is easily accessed with the assistance of a stepping stool.

## Example of Crime Prevention Plan

**Option to Consider** – Install a lockable barrier between the ground and the ladder.

### **General Security**

**Finding** – There are no Closed Circuit Television (CCTV) cameras installed on the perimeter of the building.

**Option to Consider** – Install CCTV cameras to at least cover the entrances to the facility.

**Option to Consider** – If CCTV cameras cannot be purchased due to the associated costs, install faux cameras to act as deterrents.

### **CRIME PREVENTION AND SECURITY GOALS**

#### **Immediate goals (0-2 months)**

- Instruct landscapers to trim foliage around the fence line and remove all juniper bushes to limit concealment areas around the facility.
- Contact the CHP to schedule crime prevention and security training for employees.
- Immediately begin providing security briefings via email or staff meetings to cover crime prevention and security information that may include crime trend updates, review of security incident, security scenarios, or security policy review.
- Send memorandum to all employees reminding them about the requirement to wear employee badges visibly at all times. Brief security guards, employees, and management to begin active enforcement of this policy.

# Example of Crime Prevention Plan

## **Short-term goals (3-12 months)**

- Request departmental approval to research and purchase barriers to place between the lobby entrance and the parking lot. Barriers including bollards and planters will be considered. Upon approval, obtain recommendations from vendors and collect bids to complete the work.
- Work with the CHP to develop and implement a Random Security Measures (RSM) schedule. RSMs will help ensure security activities do not become routine or predictable
- Request departmental approval to purchase Work with the CHP to develop and implement a Random Security Measures (RSM) schedule. RSMs will help ensure security activities do not become routine or predictable.
- Request approval to purchase and install lighting in the exterior northeast corner of the facility. Additional lighting in this area will likely reduce the frequency of tagging and will discourage trespassers. Motion activated lighting should be considered to draw attention to the lighted area whenever there is movement.
- Install signage directing pedestrian traffic from the rear parking lot to the public entrance. This will reduce the frequency of non-employees attempting to enter through the rear employee only entrance.
- Request departmental approval to purchase and install a lockable barrier between the ground and the wall-mounted ladder on the west side of the building.

## **Long-term goals (12 months and beyond)**

Request departmental approval to purchase and install CCTV cameras to provide video surveillance of all exterior entrances to the facility. Cameras will act as a deterrent to vandals, trespassers, burglars. Additionally, cameras will provide valuable follow-up information to law enforcement when a crime does occur.

## **REVIEW AND STATUS REPORT OF PREVIOUS IMPROVEMENT GOALS**

This CPP is the first for this facility. Subsequent CPPs will include a review and status report of goals set in this CPP.

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## Crime Prevention and Security Handbook

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