

CHAPTER 8
CRIME PREVENTION AND SECURITY PROGRAM
REVISED

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CHAPTER 8

CRIME PREVENTION AND SECURITY PROGRAM

1. GENERAL.

a. Authority. Section 2400(g) of the California Vehicle Code gives the Commissioner of the California Highway Patrol (CHP) the authority and responsibility to develop a program to protect state employees. Section 14685(c)(1) of the Government Code authorizes the CHP to establish guidelines pertaining to the protection of state employees, properties, buildings, grounds, and occupants of state properties.

b. Purpose. The purpose of the CHP Crime Prevention and Security (CPS) Program is to assist in the prevention of criminal and terrorist threats against state employees and resources. The program helps ensure the protection of state assets against degradation or destruction that may affect the mission and capabilities of state resources and personnel.

c. Elements of the Crime Prevention and Security Program. The CHP CPS Program consists of the following elements:

(1) Security Inspection. The Security Inspection (SI) is a self-assessment tool completed by the client state agency or Area SSP personnel. The SI is intended to provide an evaluation of a site's existing crime prevention and site security capabilities. The SI is completed using the SI checklist contained in Highway Patrol Handbook (HPH) 100.2, State Agency Crime Prevention and Security Handbook. Other than basic facility information and remarks that may be entered on the inspection checklist, the SI **does not** include a narrative report or any formal written findings or recommendations.

(2) Crime Prevention Plan. A Crime Prevention Plan (CPP) is designed to be completed following the completion of the SI. The CPP documents fundamental findings, recommendations, and goals to improve a facility's crime prevention and security capabilities. A CPP is completed by the client state agency or Area SSP personnel using the template and instructions provided in HPH 100.2.

(3) Site Vulnerability Assessment Memorandum. The Site Vulnerability Assessment (SVA) memorandum is completed by the Department and designed to compliment SI and CPP information through formal written documentation of findings and recommendations (options to consider). The SVA memorandum is only completed upon request from a state agency head

and subsequent approval from Protective Services Division (PSD). (Refer to Section 3.)

(4) Crime Prevention and Security Program Training. Upon request and availability, Safety Services Program (SSP) officers will provide CPS Program training to state employees to improve overall safety and security.

2. PROGRAM MANAGEMENT.

a. Protective Services Division. Under the direction of Assistant Commissioner, Field, PSD provides recommendations to members of Executive Management regarding the administration of the CPS Program.

b. Emergency Operations and Safety Services Section. The Emergency Operations and Safety Services (EOSS) Section advises PSD on all matters related to the CPS Program. The EOSS Section provides assistance to field Divisions regarding the management and administration of the program. The EOSS Section is responsible for the coordination of necessary CPS training and is responsible for coordinating, through Division SSP Coordinators, all CPS services.

c. Division Chief. Division chiefs shall ensure all client state agencies under CHP jurisdiction requesting CPS training or services are accommodated within a reasonable time period.

d. Area Commander. Area commanders are responsible for establishing Standard Operating Procedures to ensure the requirements set forth in this chapter are followed.

e. Area Safety Services Program Supervisor. The Area SSP supervisor is responsible for the following:

(1) Coordinating and managing client state agency requests for CPS training and services.

(2) Assigning and scheduling appropriate SSP personnel to perform CPS services including SIs, CPPs, and SVA memorandums.

(3) Once a client state agency completes and submits a completed SI and CPP, the SSP supervisor shall provide a copy to the Area commander and forward a copy to the Division SSP Coordinator.

(4) Assure all written CPS services completed by departmental personnel are reviewed and approved by the Area commander prior to providing a copy to the client state agency or Division.

f. Area Safety Services Program Officer.

- (1) If a facility manager is performing the SI and CPP, the SSP officer shall assist when requested and available.
- (2) Complete SIs and CPPs for client state agencies as assigned.
- (3) Upon completion of any written CPS service, follow up with the client state agencies to provide further assistance and clarification as necessary.
- (4) Provide CPS training as requested and available.
- (5) Ensure any CPS training or services to a client state agency are documented using the appropriate 700 series beat code on the CHP 415, Daily Field Record.

3. POLICY.

a. General.

- (1) Area commands shall liaison with every state agency within its area of responsibility **annually** to ensure facility managers are aware of CPS services available under the CHP CPS Program.
- (2) Although it is highly recommended by the Department, the CHP cannot require a client state agency to complete the SI or CPP.

b. Security Inspections.

- (1) The SI checklist (Step One) begins on page 2 of HPH 100.2, and should be completed by the client state agency representative. Highway Patrol Handbook 100.2 provides the agency representative user-friendly step-by-step instructions for evaluating their facility utilizing the SI.
- (2) When requested and available, Area SSP personnel shall provide general guidance and assistance to client state agencies conducting SIs.

c. Crime Prevention Plan Development.

- (1) Once the SI is completed, the CPP (Step Two) should be completed by the client state agency representative. The CPP instructions and template begins on page 12 of HPH 100.2.
- (2) When requested and available, Area SSP personnel shall provide general guidance and assistance to facility managers developing CPPs.

NOTE: The SI and CPP are designed to be completed by a state facility representative with the **assistance** of an SSP officer. However, **when a state agency requests that CHP personnel complete the SI and CPP, the Area commander should consider the size and scope of the assessment and a reimbursable services agreement should be considered prior to performing the requested service.** (Refer to Chapter 12 of this manual and Highway Patrol Manual 11.1, Administrative Procedures Manual, Chapter 6, Reimbursable Services.)

d. Site Vulnerability Assessment Memorandum.

(1) If a facility manager believes a facility requires a more formal assessment and documentation, the manager might request that an SVA memorandum be completed. The SSP officer or supervisor should inform the facility manager that SVAs are not common; they are time consuming, costly, and are usually reserved for facilities considered to be critical infrastructure. Facilities qualifying for an SVA generally fall into one of the following three categories:

- (a) A mass population target (major amusement park, skyscraper, etc.).
- (b) A critical asset target (dams, water sources, etc.).
- (c) A target of symbolic significance (Golden Gate Bridge, Capitol, etc.).

(2) In the event a client state agency still feels a facility requires an SVA, the SSP officer shall inform the facility manager that **all requests for SVAs shall be requested in writing by the state agency head and forwarded through channels to PSD for approval.**

(3) Once an SVA request is received **and approved** by PSD, the EOSS Section will coordinate with the affected Division to ensure an assessment of the appropriate level is completed.

(4) To minimize the cost to the Department, EOSS Section will make every effort to utilize federal or state assessment teams who will perform the service at no cost to the Department. State resources that may be utilized to perform detailed assessments include, but are not limited to, the following:

- (a) The California Emergency Management Agency Office of Infrastructure Protection.
- (b) The California National Guard Full Spectrum Integrated Vulnerability Assessment Team.

(5) When a federal or state assessment team is not available or cannot perform the SVA, the EOSS Section will work with the affected Division to designate departmental personnel to complete an SVA memorandum under a reimbursable services agreement.

(6) When departmental personnel are tasked to perform an SVA memorandum, the following guidelines are provided to assist the assessor(s):

(a) Hold Pre-Assessment Meeting. In preparation for completing the SVA, the assessor should meet with the facility manager. The meeting will provide the officer an opportunity to establish rapport and determine specific assessment needs.

(b) Conduct Pre-Assessment Research. Prior to conducting the on-site assessment, the officer should research the following information for the SVA:

- 1 Demographic information for the community.
- 2 Public Health facilities and resources.
- 3 Law enforcement agencies and resources.
- 4 Threat concerns for that associated community (such as gangs, embezzlement, etc.)
- 5 Crime history for the facility.

(c) Complete the Security Inspection. If not already completed, the assessor shall complete the SI for the facility.

(d) Complete the Crime Prevention Program. If not already completed, the assessor shall complete a CPP.

(e) Complete the CHP 51WP, Memorandum, Confidential. The assessor shall complete the Confidential CHP 51 according to policy contained in this chapter.

e. Site Vulnerability Assessment Memorandum Requirements.

(1) If a federal or state assessment team is utilized to perform an SVA, the report format provided by that team should not be modified by the Department and should be considered the final report.

(2) All SVA memorandums completed by departmental personnel shall incorporate, at a minimum, the following:

- (a) A completed SI as an attachment.
- (b) A completed CPP as an attachment.
- (c) A CHP 51WP addressed to the requesting state agency. The CHP 51 shall, at a minimum, include the following (refer to the example in Annex A):

- 1 **Detailed** “findings” based on SI results.
- 2 **Detailed** “options to consider” (recommendations for enhancing security) based on SI results and CPP goals.

(3) Regardless of the format, all SVAs shall be covered with a CHP 26, Classified Document Notice, and marked as “sensitive.” Chain of possession is not required.

f. Site Vulnerability Assessment Memorandum Finalization, Dissemination, and Retention.

(1) Finalization. The Area commander, or designee, shall review, approve, and sign the SVA memorandum upon completion.

(2) Dissemination. Upon completion and approval of the SVA memorandum, Area commands shall provide a copy to the requesting state agency **and** the Division SSP Coordinator. Division SSP Coordinators shall provide an electronic copy to PSD, EOSS Section.

(3) Retention. Area and Division commands shall retain the SVA memorandum indefinitely, until updated, or until the facility is no longer utilized by the requesting state agency.

4. TRAINING.

a. Departmental Crime Prevention and Security Program Training.

(1) The PSD, EOSS Section, will provide periodic CPS Program training which will include SI, CPP, and SVA training. Additionally, the SSP Unit will ensure Division and Area SSP personnel are aware of available state and federal-level site assessment and crime prevention courses.

(2) There is no formal training required for an SSP officer or facility manager to complete the SI; likewise, there is no formal training required for an SSP officer or facility manager to develop a CPP. A fundamental inspection and

analysis of crime history, demographics, SI findings, and improvement options does not require specialized training.

(3) Departmental personnel, at the discretion of their respective Division commander, **may** choose to attend Automated Critical Asset Management System (ACAMS) training. Automated Critical Asset Management System is a web-enabled system that allows users to input data and recommendations for an assessed facility.

(a) Residing on a Department of Homeland Security server, ACAMS is a secure web-enabled information services portal that provides robust multi-directional information sharing which can enhance the ability to assess risks, make prudent security investments, and take protective action.

(b) The ACAMS resides on a secure server; however, facility managers may be granted restricted access to ACAMS to view assessment findings.

(c) Departmental personnel electing to attend the ACAMS training should be aware that a Protected Critical Infrastructure Information (PCII) clearance is required prior to attending the course. Automated Critical Asset Management System facilitators can provide information on how to obtain a PCII clearance.

b. State Agency Crime Prevention and Security Program Training.

(1) Upon request and availability, commands shall provide CPS training to state agencies with the goal of educating state employees in crime prevention and site security. Training may include, but is not limited, to the following:

(a) Site Inspection checklist training (HPH 100.2).

(b) Crime Prevention Plan development training (HPH 100.2).

(c) Crime prevention “best practices” training. (Resources are available on the CHP Intranet.)

(d) Workplace violence training. (Resources are available on the CHP Intranet.)

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ANNEX A

EXAMPLE SITE VULNERABILITY ASSESSMENT MEMORANDUM

State of California

Business, Transportation and Housing Agency

Memorandum

C O N F I D E N T I A L

Date: September 14, 2012

To: Department of Motor Vehicles
1234 Main Street
Sacramento, CA 98765

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
North Sacramento Area

File No.: Appropriate File #

Subject: SITE VULNERABILITY ASSESSMENT FOR THE DEPARTMENT OF
MOTOR VEHICLES MAIN STREET FIELD OFFICE

INTRODUCTION

Provide a brief background and introduction.

EXAMPLE –

On June 20, 2011, the Department of Motor Vehicles (DMV) requested that a Site Vulnerability Assessment (SVA) be conducted on the DMV Main Street Field Office. The request was approved by the California Highway Patrol (CHP), Protective Services Division, and assigned by CHP Valley Division, to Officer John Smith (I.D. #01234) of the CHP, North Sacramento Area office.

Attached to this memorandum you will find a completed Security Inspection (SI) and a completed Crime Prevention Plan (CPP) for your facility. The SI provides a thorough fundamental evaluation of your site's existing crime prevention and security capabilities. The CPP provides general findings, options for improvement, and recommended short-term and long-term goals to improve crime prevention and security capabilities at your facility.

The purpose of this SVA memorandum is to provide detailed formal documentation of findings and options to consider based on information derived during the SI and CPP development process.

Safety, Service, and Security



An Internationally Accredited Agency

CHP 51WP (Rev. 04-11) CPI 076

ANNEX A

EXAMPLE SITE VULNERABILITY ASSESSMENT MEMORANDUM (*continued*)

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THREAT ASSESSMENT

Based on the crime history for the facility and crime statistics for the community included in the site's Crime Prevention Plan, you should specifically identify any viable threats the facility should be protecting against.

EXAMPLE

A six-year review of crime history at the Main Street Field Office revealed that burglary and vandalism are the two most common crimes at this facility. Vehicle theft is also a concern but does not occur as regularly. Following is a summary of crimes over the last six years:

- o *2005 – Two burglaries, one incident of vandalism (tagging), and two vehicle thefts from the parking lot.*
- o *2006 – One trespassing incident, two assaults on employees by customers, and two burglaries.*
- o *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.*
- o *2008 – One burglary, three incidents of vandalism (tagging), one trespassing incident, and one workplace violence incident.*
- o *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.*
- o *2010 – Two burglaries, two incidents of vandalism (tagging), one restraining order violation, and one incident of trespassing.*

A review of crime statistics for the local community at the Local Town Police Department (LTPD) showed that crimes related to gang and drug activity are most prevalent. According to LTPD, burglary and vandalism are often directly related to gang and drug activity.

There is no indication that any specific threat groups have targeted the Main Street Branch; however, it is clear burglary and vandalism (tagging) will continue to be a problem for the Main Street Field Office.

ANNEX A

EXAMPLE SITE VULNERABILITY ASSESSMENT MEMORANDUM (*continued*)

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FINDINGS AND OPTIONS TO CONSIDER

List and explain findings (usually deficiencies) with the facility's crime prevention and security capabilities. All findings listed in this memorandum shall be followed by **detailed "options to consider"** that provide specific recommendations for the assessed facility.

EXAMPLE -

Based on the information obtained during the SI and development of the CPP, the CHP provides the following findings and options to consider for your review:

Random Security Measures:

- o ***Finding*** – Facility security procedures do not include a Random Security Measure (RSM) schedule.
- o ***Option to Consider*** – Implement a weekly RSM schedule utilizing existing security staff. An RSM schedule incorporates unsystematic security activities intentionally accomplished at random intervals to ensure security measures do not become routine or predictable. Measures recommended for your facility include, but are not limited to, the following:
 - o *In-view vehicle and/or foot patrols.*
 - o *Random access card checks at employee entrance gate on north side of the facility.*
 - o *Random delivery vehicle inspections (i.e., paperwork, identification, etc.).*

Lobby vulnerabilities:

- o ***Finding*** – The roadway leading to the front lobby provides an opportunity for a would-be assailant to assault employees and the public by driving his vehicle through the front lobby of the facility.
- o ***Option to Consider*** – Place bollards, boulders, planters, or other barriers between the roadway and the front lobby.
- o ***Finding*** – The front windows to the lobby facing the parking lot are covered with DMV posters. This reduces DMV employees' visibility to the parking lot which limits the ability to identify suspicious behavior of an individual prior to entry. Additionally, in cases where a crime is in progress, the posters will reduce visibility for responding officers.
- o ***Option to Consider*** – Remove posters from front lobby windows.

ANNEX A

EXAMPLE SITE VULNERABILITY ASSESSMENT MEMORANDUM (*continued*)

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OPTIONAL HEADINGS/ATTACHMENTS

The officer performing the SVA may include additional information here. Be careful not to be redundant with information already contained in the CPP for the assessed facility. Additional headings might include the following:

- o Maps
- o Photographs

SUMMARY AND CLOSURE

Provide a general summary of the assessment; provide information on how the client state agency can get questions answered; and provide contact information for the local Area office and person who will be available to provide further assistance.

EXAMPLE

Thank you for your interest in the CHP Crime Prevention and Security Program. The CHP trusts this assessment will assist with the improvement of your crime prevention and security capabilities at the DMV Main Street Field Office. If you require additional services, need clarification, or have any questions regarding the findings and options to consider contained in this assessment, please contact Officer Smith at (123) 456-7890.

S.A. SMITH, Captain
Commander

Attachments