

Section 7:  
**COMMUNITY SAFETY  
AND CRIME PREVENTION  
SERVICES**



## **CREATING OPPORTUNITIES FOR FAMILIES THROUGH RESIDENT SERVICES: A PRACTITIONER'S MANUAL**

Volume One: Implementing a Basic Resident Services Program  
Revised and Expanded Edition

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## COMMUNITY SAFETY AND CRIME PREVENTION SERVICES

*Studies have shown that improved street lighting can reduce crimes by up to 25 percent.*

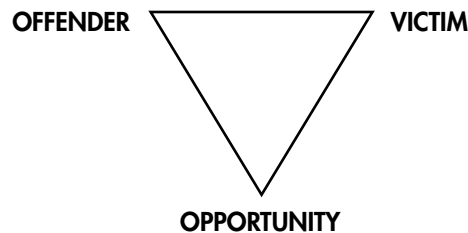
# INTRODUCTION TO COMMUNITY SAFETY AND CRIME PREVENTION SERVICES

Safety greatly impacts property management. Reducing vandalism, theft and similar crimes, for example, will lower property maintenance and replacement costs. Reducing all types of crime will enhance the marketability of a property, thus enabling property owners to attract more responsible tenants.

Safety services should, therefore, be included in any resident services program. Resident service managers should be actively engaged in creating partnerships with residents and community stakeholders in order to develop effective safety efforts for both the immediate property and the surrounding neighborhood.

## CRIME PREVENTION COMPONENTS

The schematic triangle below illustrates the philosophy behind developing and improving any crime prevention effort. As indicated by the diagram, the occurrence of crime depends on three interrelated factors: the offender, the victim and the opportunity.



If you eliminate one of these factors, the triangle will collapse. For example, a person walking down a dark alley in which there is no mugger will not be mugged. A person walking down a crowded, well-lit street next to a mugger is equally safe because the situation lacks opportunity. Likewise, a mugger hiding in a dark alley won't mug anyone if nobody walks through the alley.

As you can see, eliminating the opportunity for a crime to occur prevents crime. Most importantly, the opportunity for a crime to occur is usually provided by a physical location, such as a dark alley, an unlocked basement or an unkempt playground. A community coalition can significantly influence the surrounding environment to decrease opportunities for crime.

## OSCAR PROBLEM-SOLVING METHODOLOGY

As you begin to work with the community to address crime prevention, security and quality-of-life issues, you are likely to encounter difficulties. The techniques of collaborative problem solving outlined in the OSCAR methodology below place you, your neighbors and other community stakeholders on the same side to resolve problems. You can implement the OSCAR process, as outlined in this document, to solve a problem on your property or in your community.

**Observe**

Identify a problem or a condition that affects safety on your property or in your community. Define what is happening. A problem might involve a type of behavior, a place, a person or group of people, a special event or time of day or any combination of these factors.

**Scrutinize**

Analyze the problem. Why is it happening? What conditions encourage it? Who is involved? What time of day does the problem occur? Develop a theory about the cause of the problem.

**Collaborate**

Find allies. Who else is affected by the problem? Who are the stakeholders? Identify them and get together. Discuss the problem and define it as a group.

**Act**

Develop a strategy for intervention. What techniques might solve the problem? What are the roles of the various stakeholders? Decide what to do and then start doing it.

**Review**

After a specified time, assess what effect your strategy has had. What worked? What did not work? How can you measure your progress? What could be done differently? What should be done next?

**RESOURCES AVAILABLE IN THIS SECTION**

1. **Facts on Community Safety and Crime Prevention:** This fact sheet defines community safety, highlights important facts and briefly outlines the critical components to an effective community safety program.
2. **Get Started in 10 Steps:** These 10 steps describe ways to launch or expand community safety efforts within your property and neighborhood.
3. **How to Make Your Property Crime-Resistant:** Crime requires opportunity. Use this survey to evaluate the current opportunities that your property offers to potential criminals and learn how to minimize those opportunities.
4. **Checklist for Starting a Community Watch:** This checklist is designed to help you start a community (or block) watch program, learn about popular enhancements and guide you in building partnerships to maximize the effectiveness of your community's watch efforts.
5. **Matching Volunteers to the Right Role:** Use this short survey to match a prospective volunteer's motivation with the type of work best suited to him or her.

6. **Safe Neighborhood Questionnaire:** When completed by residents, this questionnaire can help you to identify safety issues that are important to the community. You can compile the information and create a composite to lead your discussions with law enforcement agencies and local government officials.
7. **Assessing Community Safety: Collecting Safety and Demographic Data:** This assessment form can be used by a resident safety committee to collect and organize key data related to community crime rates, law enforcement capacity and demographics.
8. **Community Safety Survey:** This survey is designed to help you gather the views of the broader community concerning public safety. It engages businesses, schools and residents in gathering key information.
9. **Identifying Drug “Hot Spots” in a Business Community:** This survey is designed to help identify and address actual or potential illegal drug activity within a community business district. A resident volunteer completes the survey based on a visual inspection of a particular business, its grounds and the block on which it is located. High-risk areas may become designated as drug “hot spots” for the purpose of targeting anti-crime resources.
10. **Safety Standards for 5- to 14-Year-Olds:** This checklist, adapted from information provided by the National After-School Association, will help you identify potential safety issues for your youth programs.

# FACTS ON COMMUNITY SAFETY AND CRIME PREVENTION

A safe community is one where residents can walk the streets without fear and feel secure in their homes. The most effective way to create a safe community is by having community members, property managers and outside partners join together to plan and implement a comprehensive community safety plan. The plan must include measures for building and effectively using neighborhood assets, as well as addressing existing community problems.

The following facts on community safety and crime prevention in America will be helpful as you work with residents to design and implement a community safety plan.

## SAFETY AND CRIME PREVENTION

- In 2003, five out of every 1,000 urban residents were victims of an aggravated assault, and four out of every 1,000 suburban or rural residents were.
- In 2003, urban households experienced all forms of property crime at rates higher than those for suburban or rural households.
- Studies have shown that improved street lighting can reduce crimes by up to 25 percent.
- Significant reductions in burglaries have followed the implementation of neighborhood watch programs.
- Several studies conducted in the late 1980s and early 1990s showed that increased interactions between local police departments and communities led to a reduced crime rate and increased community members' respect for laws and law enforcement officers.
- Crime prevention and community safety programs bring communities closer by requiring residents to work together to achieve their goals.

## SAFETY BY DESIGN

Properly designing a community can greatly reduce the opportunities for crimes to be committed. Features of designing for safety and crime prevention include:

- **Controlled access:** Doors, walls, fences, alarms, locks and landscaping
- **Comprehensive surveillance:** Video cameras, peep holes, window placement, walking clubs/neighborhood watch, signs, layout and police patrols

## RESIDENT INVOLVEMENT

Residents must play a role in the safety program within your community. Without resident buy-in, a program's effectiveness will be severely limited. Involving residents is accomplished through:

- **Surveys:** Assess the perceptions, needs and desires of the residents; ask what they would do to make the community safer.
- **Committees:** Foster the formation of a resident safety committee to work directly with each other, property managers and law enforcement to help develop a safety plan.
- **Volunteers:** Motivate residents to volunteer by doing such things as participating in a neighborhood watch from their homes. Train residents in crime prevention.

## PARTNERSHIPS AND COLLABORATION

Crime prevention requires a commitment from several interested stakeholders. Although managing this partnership can present difficulties, it is essential to the success of a program. Keep in mind that everyone involved in the partnership is seeking the same outcome: a safer neighborhood.

## ADDITIONAL INFORMATION

For more information on community safety and crime prevention, visit these organizations' websites:

- National Crime Prevention Council (<http://www.ncpc.org>), home of McGruff the crime dog, offers tools and resources on crime prevention, including ways to celebrate national crime prevention month.
- Community Policing Consortium is a partnership of five of the leading police organizations in the United States: the International Association of Chiefs of Police (IACP), the National Organization of Black Law Enforcement Executives (NOBLE), the National Sheriffs' Association (NSA), the Police Executive Research Forum (PERF) and the Police Foundation. The site offers information and resources on how to set up and manage effective community policing programs.
- National Town Watch Association (<http://www.nationalnightout.org/natw/>) is the creator of National Night Out. This site provides more information on this membership organization dedicated to the development and promotion of organized, law-enforcement-affiliated crime and drug prevention programs.

## GET STARTED IN 10 STEPS

Follow these 10 steps to launch or expand community safety efforts within your property and neighborhood.

1. Accept ownership of the existing environment, knowing that a concentrated collaborative effort can influence change.
2. Embrace local law enforcement as a partner, not the panacea. Check the Enterprise Resource Database at <http://www.enterprisecommunity.org/resources> for an overview of the Community Safety Partnership, a demonstration partnership between Enterprise and seven local city police departments. Look under “Enterprise Resource Database” and then “Community Safety.”
3. With members from the community, your staff and local business owners and law enforcement, develop and implement a crime and community safety committee. One of the committee’s first projects could be to collect data using the survey instruments found in this section.
4. Perform a community safety assessment to help you define the problem. Sample survey instruments are included in this section.
5. Reduce the opportunity for crime to occur by including design-based crime prevention strategies in your efforts. Changing or managing the physical environment can remove some opportunities for criminals to commit crimes in a certain place or at a certain time, reducing the incidence and fear of crime. The Safety by Design Survey in “How to Make Your Property Crime-Resistant” found in this section can help you start.
6. Recruit volunteers and mobilize residents, using the “Matching Volunteers to the Right Role” and “Checklist for Starting a Community Watch” documents found in this section.
7. Contact other communities that have established community safety initiatives and find out what worked well for them and what recommendations they have. Examples can be found in the Enterprise Resource Database at <http://www.enterprisecommunity.org/resources>.
8. Solicit support and guidance from national community safety organizations, such as: the National Crime Prevention Council (<http://www.npc.org>) and the National Town Watch Association (<http://www.nationalnightout.org/natw/>)
9. Publicize and celebrate your successes. Hold a neighborhood gathering to celebrate and contact the local media to discuss how you did it.



**10. Be flexible. Understand that any community safety initiative needs room to change and grow.**

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# HOW TO MAKE YOUR PROPERTY CRIME-RESISTANT

The practice of safe architectural design has become a thriving industry. Good crime-resistant design incorporates access control and maximizes surveillance measures. Access control helps to keep criminals away from a crime target, such as an apartment building or a park. Surveillance makes it possible to observe and catch a criminal who does gain access and causes a potential criminal to fear the risk of being observed.

Access control and surveillance are built on a less tangible but significant concept called territoriality. Territoriality is the sense of ownership among residents and other stakeholders who serve to protect a property from crime and disorder. By creating and nurturing territoriality, you can ensure that access control and surveillance effectively prevent crime.

To help property managers incorporate access control and surveillance into a property's or community's design, Enterprise developed the following "Safety by Design Survey."

Although not every safety option will be needed for every property, property managers can use the survey as a guide in conducting a safety audit of their properties and identifying potential safety improvements. Safety by Design ratings, when considered within the context of safety priorities and cost factors, can be useful in the development of a work plan for making safety improvements.

Safety questions raised by this tool can be further addressed by a local law enforcement agency or community safety consultant.

## Safety by Design Survey

*Directions: On a scale of 1 (needs substantial improvement) to 5 (no changes needed), rate your property in response to each question.*

### MECHANICAL

#### Access Control

##### Locks

- |   |           |
|---|-----------|
| Are there enough locks?                   | 1 2 3 4 5 |
| Are all locks strong enough?              | 1 2 3 4 5 |
| Are all locks well-maintained?            | 1 2 3 4 5 |
| Are locks properly and consistently used? | 1 2 3 4 5 |

**Alarms**

- Is the property equipped with enough functioning smoke alarms? 1 2 3 4 5
- Is the property equipped with functioning alarms for unauthorized entry? 1 2 3 4 5
- Are there enough alarm trigger points? 1 2 3 4 5
- Are the alarm triggers in the best locations? 1 2 3 4 5
- Do activated alarms adequately inform the residents with disabilities? 1 2 3 4 5
- Are alarms well-maintained? 1 2 3 4 5
- Are alarms properly monitored and is the response time reasonable? 1 2 3 4 5

**Surveillance**

**Video Cameras**

- Are there enough video cameras? 1 2 3 4 5
- Are the video cameras highly visible and in the best locations? 1 2 3 4 5
- Are all video cameras well-maintained? 1 2 3 4 5
- Are video cameras properly monitored and is the response time reasonable? 1 2 3 4 5

**Peep Holes**

- Are there operative peep holes in every door to the outside and public areas? 1 2 3 4 5
- Are peep holes properly and consistently used? 1 2 3 4 5

**STRUCTURAL**

**Access Control**

**Fences**

- Are fences properly located to protect key areas? 1 2 3 4 5
- Are fences sufficiently high and strong enough to protect against intruders? 1 2 3 4 5
- Do the fences enhance the property's appearance? 1 2 3 4 5
- Are there a limited number of access points and are these adequately secure? 1 2 3 4 5
- Do the fences afford adequate visibility? 1 2 3 4 5

**Walls**

- Are walls designed to discourage unsafe behavior (loitering, hiding, etc.)? 1 2 3 4 5
- Do the walls enhance the property's appearance? 1 2 3 4 5
- Do the walls provide good visibility and freedom of movement? 1 2 3 4 5
- Are the walls strong and well-maintained? 1 2 3 4 5

**Doors**

- Are the doors strong enough to protect? 1 2 3 4 5
- Are doorways well placed and adequately lit? 1 2 3 4 5
- Do the doors enhance the property's appearance? 1 2 3 4 5

## General Surveillance

### Landscaping

- Does the landscaping afford adequate visibility? 1 2 3 4 5
- Does the landscaping enhance the property's appearance? 1 2 3 4 5
- Does the landscaping afford adequate options for movement? 1 2 3 4 5

### Signs

- Are there enough signs and are they well located? 1 2 3 4 5
- Are signs easily readable and informative in appropriate languages? 1 2 3 4 5
- Are signs part of a coordinated design that enhances the property's appearance? 1 2 3 4 5

### Window Placement

- Do windows overlook entrance and exit points? 1 2 3 4 5
- Are adjustable Venetian or mini-blinds in use? 1 2 3 4 5
- Are windows equipped with an effective locking device? 1 2 3 4 5

### Guard Houses

- Are guard houses positioned in a conspicuous location? 1 2 3 4 5
- Are guards able to observe from all sides? 1 2 3 4 5
- Are the hours of operation consistent with needs? 1 2 3 4 5

### Site Layout

- Are windows and porches designed so that residents can easily observe the front and back yards of the property? 1 2 3 4 5
- Is private space clearly defined? 1 2 3 4 5
- Are tot lots and playgrounds located to provide maximum surveillance? 1 2 3 4 5

## HUMAN

### Surveillance

#### Guards

- Does the guard have specific post procedures? 1 2 3 4 5
- Are incident reports completed and retrieved in a timely manner? 1 2 3 4 5
- Is there regular communication between the guard and local law enforcement? 1 2 3 4 5

#### Resident Patrols

[Use of resident patrols as a means of access control is not recommended.] 1 2 3 4 5

#### Police Patrols

- Is community input used in determining patrol allocations? 1 2 3 4 5
- Are there active foot patrols? 1 2 3 4 5
- Are there active bike patrols? 1 2 3 4 5

### Neighborhood & Building Watch

- Have members been trained in suspect identification and reporting techniques? 1 2 3 4 5
- Do members have the proper equipment, (i.e. pen and paper, cell phone/walkie talkie, flashlight)? 1 2 3 4 5
- Does law enforcement periodically walk with the group? 1 2 3 4 5

**Walking Clubs**

- Do members walk with confidence? 1 2 3 4 5
- Do members walk well-traveled routes, avoiding large bushes, dark areas, alleys, etc? 1 2 3 4 5
- Does someone carry a cell phone or an alerting device (such as shriek alarms or whistles)? 1 2 3 4 5

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# CHECKLIST FOR STARTING A COMMUNITY WATCH

A community (block or neighborhood) watch is one of the most effective and least expensive ways to prevent crime and reduce fear in a community. Creating a community watch group organizes and engages residents in forming a cohesive public safety unit with local police.

You can use the following checklist to help you form a community watch group in your area. This document will also guide you in building partnerships to maximize the effectiveness of your community's watch efforts.

## BASIC NEEDS

The following are basic needs for any community watch program:

- A person or group of people committed to starting a neighborhood watch
- A planning committee to initiate the program
- A list of what issues initially need to be addressed in your community
- A means of communicating with residents (such as email or telephone trees)
- Publicity for the initial meeting
- A meeting agenda to keep things moving and on track
- A place to meet (such as a resident's house or apartment, community center, school or library)
- A crime prevention officer to discuss the crime issues in the neighborhood and to help train members
- A map of the community with spaces for names, addresses and phone numbers of all households
- A sign-up sheet for those interested in becoming block or building captains
- Brochures or other materials on topics of interest to the residents
- Neighborhood watch signs to be posted around the community (Note: Some jurisdictions require a minimum number of participants before such signs can be posted.)
- Facts about crime in your neighborhood (These can be found in police reports, newspapers and residents' perceptions about crime. Often residents' opinions are not supported by facts, and accurate information can reduce fear of crime.)

## TO ADD EXCITEMENT

Here are some ideas for engaging residents in and enhancing your community watch program:

- Mix business with pleasure by allowing attendees time to socialize.
- Seek out local civic leaders and elected officials to be your advocates and mentors.

- Work with existing organizations such as citizen associations, tenant associations or housing authorities.
- Provide speakers on topics of community interest.
- Link crime prevention with activities promoted by other groups, such as child protection or anti-vandalism projects.
- Start a neighborhood newsletter.
- Arrange for a notable community leader to make a surprise appearance at a meeting, rally or other event.
- Create community service, arson prevention and recreation activities for young people.

### TO BUILD PARTNERSHIPS

Partnerships are an integral part of any community watch program. Follow these tips for forming partnerships:

- An endorsement from the local police or sheriff's office is critical to a watch group's credibility. These agencies are the major sources of information on local crime patterns, crime prevention education and crime reporting.
- Local businesses and organizations can help provide fliers and a newsletter, offer meeting places and distribute crime prevention information. Ask an electronics store, for example, to donate cellular phones or walkie talkies.
- Libraries can provide research materials, videos, computers and meeting space.
- Media can publicize recruitment drives.
- Look to volunteer centers, parent groups and labor unions for advice on recruiting volunteers.
- Teenagers are valuable resources. They can be an integral part of a citizens' patrol, including rollerblading to scout the neighborhood.
- Places of worship can provide meeting space and be a good source of volunteers.

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# MATCHING VOLUNTEERS TO THE RIGHT ROLE

As with any form of job placement, knowing the individual skills, abilities and interests of the people you are placing is an important part of designing volunteer positions for your residents. The McClelland Motivational Model described in this document can help you to assess potential volunteers' motivations and place them in positions that best match their skills and attitudes. Enterprise has incorporated this model into a volunteer self-assessment form that you can use with residents interested in volunteering for community safety posts.

## THE MCCLELLAND MOTIVATIONAL MODEL

The McClelland Motivational Model places volunteers into three types: “achievement motivated,” “power motivated” and “affiliation motivated.” People in each type portray various goals and characteristics that are important to consider when you are assigning their volunteer positions.

### **Achievement Motivated**

- Desire for excellence, doing a good job
- Wants sense of important accomplishment
- Wants to advance career
- Needs feedback

### **Power Motivated**

- Likes to lead, give advice
- Wants prestige and job status
- Enjoys influencing people and activities
- Likes ideas to be predominant

### **Affiliation Motivated**

- Likes to be popular
- Desires friendly relations, interaction
- Dislikes being alone in work or play
- Likes to help other people

It is necessary to have enough information on each potential volunteer in order to properly place all volunteers. One approach to gathering the necessary information is to have each prospective volunteer complete a self-assessment form, such as the one provided here.



## Volunteer Self-Assessment Form

What motivates you as a volunteer? This survey will help you answer that question so that you can be placed in a volunteer position that will maximize your individual skills, interests and abilities.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

*Directions: On a scale of 1 (low) to 5 (high), rate each of the following statements in terms of how much it applies to you. Then, add the ratings into subtotals for each group of questions.*

- |  |           |
|--|-----------|
| 1. I desire excellence, and want to do a good job. | 1 2 3 4 5 |
| 2. I want a sense of important accomplishment.     | 1 2 3 4 5 |
| 3. I want to advance my career.                    | 1 2 3 4 5 |
| 4. I need feedback.                                | 1 2 3 4 5 |

Questions 1-4 Subtotal \_\_\_\_\_

- |   |           |
|---|-----------|
| 5. I like to lead, give advice.               | 1 2 3 4 5 |
| 6. I want prestige and job status.            | 1 2 3 4 5 |
| 7. I enjoy influencing people and activities. | 1 2 3 4 5 |
| 8. I like my ideas to be predominant.         | 1 2 3 4 5 |

Questions 5-8 Subtotal \_\_\_\_\_

- |  |           |
|--|-----------|
| 9. I like to be popular.                         | 1 2 3 4 5 |
| 10. I desire friendly relations and interaction. | 1 2 3 4 5 |
| 11. I dislike being alone in work or play.       | 1 2 3 4 5 |
| 12. I like to help other people.                 | 1 2 3 4 5 |

Questions 9-12 Subtotal \_\_\_\_\_

Next, compare the three subtotals above. The section with the highest subtotal indicates your main type of motivation under the McClellan Motivational Model, which is used by organizations across the country to help them to best match volunteers to positions.

**Questions 1-4 subtotal is highest:** You tend to be achievement motivated. You might consider the following types of volunteer activities: police-community liaison or liaison to the private management company.

**Questions 5-8 subtotal is highest:** You tend to be power motivated. You might consider the following types of volunteer activities: block captain, floor captain or spokesperson.

**Questions 9-12 subtotal is highest:** You tend to be affiliation motivated. You might consider the following types of volunteer activities: community watch member, community watch meeting host.

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# SAFE NEIGHBORHOOD QUESTIONNAIRE

Dear Resident,

This questionnaire will help us identify safety issues that are important to your community. Please make your responses as specific as possible. Thank you.

1. What do you like about living in your community? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. What do you dislike about living in your community? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Do you think that crime is a problem in your community?  Yes  No

4. Please rate each of the following issues based on whether you think it is a major, moderate or minor problem or not a problem at all.

	Major Problem	Moderate Problem	Minor Problem	No Problem
Destroying property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burglary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public drinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auto theft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loitering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gangs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prostitution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drug use/dealing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kids hanging around	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assault	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hate/bias crimes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robberies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graffiti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Littering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please explain): _____				

- 5. Have you or anyone in your household made a call to 911 for police, fire or emergency services within the past six months?  Yes  No
  
- 6. Have you had trouble contacting county government about a problem in your neighborhood? If yes, please explain.  Yes  No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 7. Do you feel safe in your community?  Yes  No
  
- 8. Would you be interested in serving on a committee as part of a new community anti-crime program?  Yes  No
  
- 9. Does your community have a community watch group or program?  Yes  No
  
- 10. If so, are you currently active in the program?  Yes  No
  
- 11. If not, are you willing to participate in a community watch group or program?  
 Yes  No
  
- 12. Is drug dealing a major problem in your community?  Yes  No
  
- 13. If so, what type or types of drugs are sold? *(Please check all that apply.)*  
 Cocaine  Heroin  Marijuana  Crack  
 Other \_\_\_\_\_
  
- 14. Is your community lit well enough at night?  Yes  No
  
- 15. Do you shop within your immediate community?  Yes  No
  
- 16. Other comments regarding safety issues in your community? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your time!

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# ASSESSING COMMUNITY SAFETY: COLLECTING SAFETY AND DEMOGRAPHIC DATA

Your resident safety committee (or housing organization) can use this form to collect and organize key data to help improve community safety efforts. The information recorded in this survey will help you fulfill the “observe” and “scrutinize” steps in the OSCAR process described in the introduction to this section. Then you can begin to “collaborate” and “act” to address the issue. (For more information on the OSCAR process, see “Introduction to Community Safety and Crime Prevention.”)

## CRIME DATA

The local police department should be able to supply you with the following information about your community.

1. How many murders occurred last year? \_\_\_\_\_ 6 years ago? \_\_\_\_\_
2. How many assaults occurred last year? \_\_\_\_\_ 6 years ago? \_\_\_\_\_
3. How many robberies occurred last year? \_\_\_\_\_ 6 years ago? \_\_\_\_\_
4. How many burglaries occurred last year? \_\_\_\_\_ 6 years ago? \_\_\_\_\_
5. How many narcotics arrests occurred last year? \_\_\_\_\_ 6 years ago? \_\_\_\_\_
6. How many thefts occurred last year? \_\_\_\_\_ 6 years ago? \_\_\_\_\_

## LOCAL LAW ENFORCEMENT

The local police department should also be able to supply you with the following information about your community.

1. How many police officers work at the local precinct? \_\_\_\_\_
2. How many officers are assigned to patrol your area? \_\_\_\_\_
3. How many civilian employees work at the local precinct? \_\_\_\_\_
4. How many shifts are there for police officers? \_\_\_\_\_ How long is a shift? \_\_\_\_\_
5. Does the police department do its own dispatching? \_\_\_\_\_
6. How can citizens obtain crime data? \_\_\_\_\_

7. What regular meetings exist between the police and community residents? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### POPULATION

Your city or county's planning department should be able to provide you with the following information.

1. How many people live in your community? \_\_\_\_\_
2. What percentage is male? \_\_\_\_\_
3. What percentage is female? \_\_\_\_\_
4. What percentage is African American? \_\_\_\_\_
5. What percentage is Latino? \_\_\_\_\_
6. What percentage is Caucasian? \_\_\_\_\_
7. What percentage is Asian or Pacific Islanders? \_\_\_\_\_
8. What percentage is younger than 18? \_\_\_\_\_

### EDUCATION

Your city or county's planning department should be able to provide you with the following information.

1. What is the dropout rate for local schools? \_\_\_\_\_
2. What percentage of adults graduates from high school? \_\_\_\_\_
3. What percentage has an associate's degree? \_\_\_\_\_
4. What percentage has a bachelor's degree? \_\_\_\_\_
5. What percentage has a master's degree? \_\_\_\_\_

## ECONOMICS

Your city or county's planning department should be able to provide you with the following information.

1. What is the median income in your community? \_\_\_\_\_
2. What is the per capita income? \_\_\_\_\_ What is the unemployment rate? \_\_\_\_\_
3. What percentage of the population is a homeowner? \_\_\_\_\_
4. What percentage of the population lives in public or subsidized housing? \_\_\_\_\_
5. What percentage of the population is in poverty? \_\_\_\_\_

## RESOURCES

Visit the following organizations' websites for more information on crime statistics and data collection.

Bureau of Justice Statistics: <http://www.ojp.usdoj.gov/bjs/> publishes statistics on crime and victims, law enforcement, prosecution, courts and sentencing and other aspects of crime and safety in America.

National Crime Prevention Council, <http://www.ncpc.org/>, is home to McGruff, the crime dog as well as a variety of resources to help you deal with the effects of crime and introduce safety measures into your community.

Federal Bureau of Investigation – Uniform Crime Reports, <http://www.fbi.gov/ucr/ucr.htm>. The Uniform Crime Reporting Program was conceived in 1929 by the International Association of Chiefs of Police to meet a need for reliable, uniform crime statistics for the nation. The FBI has been collecting, publishing and archiving those statistics since 1931.

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# COMMUNITY SAFETY SURVEY

Use this survey to find out how your community feels about public safety in the area. Engage businesses, schools and residents in gathering key information. Ideally, a resident volunteer would use this survey to interview a community member. The information recorded will help you to fulfill the “observe” and “scrutinize” steps in the OSCAR process described in the introduction to this section. Then you can begin to “collaborate” and “act” to address the issue. (For more information on the OSCAR process, see “Introduction to Community Safety and Crime Prevention.”)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

1. Are you or your organization involved in any public safety work?  Yes  No  
If yes, what are the issues? If no, why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What are the community safety issues in the [target location]?

- Drugs
- Property crimes
- Violent crime
- Gang activity
- Abandoned cars
- Graffiti
- Abandoned buildings
- Prostitution
- Other \_\_\_\_\_

3. What do you think contributes to these problems? (Answers might include lack of adult supervision, drugs, poorly lit areas, abandoned buildings, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you or your organization have contact with the local police department?

Yes  No

If so, please describe it. If not, why not? \_\_\_\_\_

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5. Do you or your organization have contact with the local prosecutor's office? If so, describe the relationship. If not, why not? \_\_\_\_\_

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6. What community organizations exist in [target location]? Who are the leaders? \_\_\_\_\_

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7. How successful is your organization at mobilizing neighbors—getting them out to meetings, demonstrations and events? What kinds of activities had the most participation? What kinds of activities had the least participation? \_\_\_\_\_

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8. Is there a "neighborhood watch" or "building watch" in any of the communities where you work or live? Is your organization involved in any way? If so, explain. If not, why? \_\_\_\_\_

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9. Who would you talk to about safety problems where you live or work? \_\_\_\_\_

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10. What is the most important issue in [target location]? \_\_\_\_\_

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11. Describe the physical environment of [target location]. Are there vacant lots, run-down buildings, etc.? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. Has your home or place of work ever been vandalized? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. Are there particular areas where crime is prevalent? Describe the conditions. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*In the following charts, please indicate your level of priority for addressing each item by placing an "X" in the appropriate priority level box:*

<b>Crime</b>	Low Priority	Medium Priority	High Priority
Auto theft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burglary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drug abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drug dealing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property theft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prostitution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School theft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Sanitation</b>	Low Priority	Medium Priority	High Priority
Abandoned cars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garbage pick-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of garbage cans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Physical Environment</b>	Low Priority	Medium Priority	High Priority
Street lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signal lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graffiti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building demolition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stop signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>General</b>	Low Priority	Medium Priority	High Priority
Unemployment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homelessness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loitering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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# IDENTIFYING DRUG “HOT SPOTS” IN A BUSINESS COMMUNITY

A resident volunteer should complete this survey after visually inspecting a particular business, its grounds and the block on which it is located. The information recorded in this survey will help you identify drug “hot spots,” fulfilling the “observe” and “scrutinize” steps in the OSCAR process as outlined in the introduction to this section. You can then begin the next steps in the process: to “collaborate” and “act” to address the issue. (For more information on the OSCAR process, see “Introduction to Community Safety and Crime Prevention.”)

Date: \_\_\_ / \_\_\_ / \_\_\_

Day of week: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Person completing survey: \_\_\_\_\_

Location: \_\_\_\_\_

Business name: \_\_\_\_\_

## TYPE OF BUSINESS

Circle the number indicating the most appropriate description of this business:

1. Food store: grocery, supermarket, convenience store
2. Restaurant: fast-food, carry-out, deli
3. Bar, liquor store
4. Retail store: department, clothing, shoe, sporting goods, jewelry, music, hardware, pharmacy
5. Service: barber shop, beauty salon, dry cleaning, automotive, post office, printing shop, travel agency
6. Support agency: Salvation Army, United Way, mental health clinic, alcohol or drug abuse treatment clinic, medical facility, unemployment agency
7. Nuisance: porn shop, pawn shop, massage parlor, amusement arcade
8. Recreation: gym, club, spa
9. Wholesale: warehouses, distributors
10. Financial: bank, check cashing, finance company
11. Other (specify): \_\_\_\_\_

## CONDITIONS OF BUSINESS

Note: For items one through four, use the following codes: No=0, Yes=1, Not visible=2, Not applicable=3

1. \_\_\_\_\_ Any missing front wall material such as brick, stone, stucco, siding or other signs of a structural problem? (Count wall material as missing if the hole or gap is bigger than 1 foot.)
2. \_\_\_\_\_ Any broken fixtures such as doors, windows, awnings, neon signs or lights?
3. \_\_\_\_\_ Any graffiti?
4. \_\_\_\_\_ Any other signs of a general lack of maintenance?

5. Rate the overall conditions and appearance of the building in terms of structural soundness, neatness and cleanliness:  
 Very good    Good    Fair    Poor    Very poor

### CONDITIONS OF GROUNDS

Note: For items one through three, use the following codes: No=0, Yes=1, Not visible=2, Not applicable=3

1. \_\_\_\_\_ Any litter (more than five pieces larger than 2" x 2")?
2. \_\_\_\_\_ Any broken glass or bottles (more than a 2 square foot area)?
3. \_\_\_\_\_ Any junk such as appliances, furniture, tires or abandoned automobiles?
4. Rate the overall conditions and appearance of the premises in terms of cleanliness, beautification, health and safety:  
 Very good    Good    Fair    Poor    Very poor

### CHARACTERISTICS OF BUSINESS

Note: For items one through 10, use the following codes: No=0, Yes=1, Not visible=2, Not applicable=3

1. \_\_\_\_\_ Any security bars or gates over windows?
2. \_\_\_\_\_ Any windows sealed with bricks?
3. \_\_\_\_\_ Any windows boarded up?
4. \_\_\_\_\_ Is the entrance used for drug sales in plain view from the street or public walkway?
5. \_\_\_\_\_ Is the entrance used for drug sales easily accessible from the street or walkway?
6. \_\_\_\_\_ Is there a security alarm sticker, "beware of dog" sign or surveillance camera?
7. \_\_\_\_\_ Is the business located next to another business?
8. \_\_\_\_\_ Is the business located next to a vacant or abandoned building?
9. \_\_\_\_\_ Is the business located next to or in the immediate vicinity of a street corner, vacant lot, public playground, park, schoolyard, churchyard, parking lot or alley?
10. \_\_\_\_\_ Is the business in a mixed unit with living space above?
11. List business hours \_\_\_\_\_

### INTELLIGENCE INFORMATION

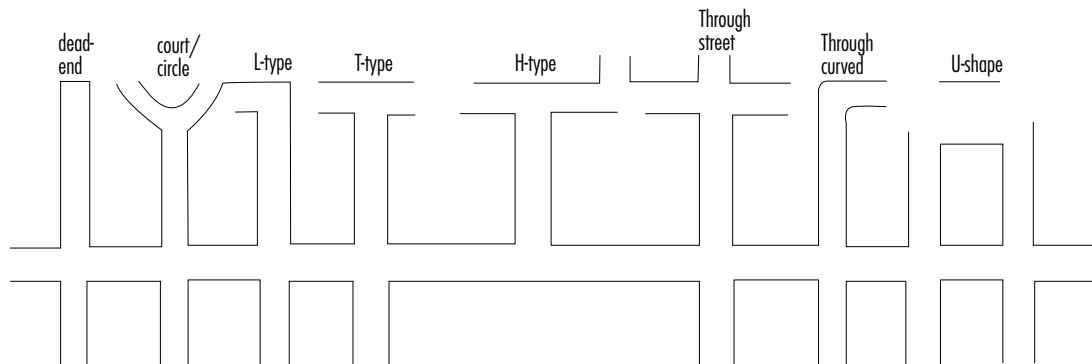
1. What types of drugs are sold at the drug location? *(check all that apply)*
  - Cocaine
  - Crack
  - Heroin
  - Methadone
  - Marijuana
  - Pills
  - Other \_\_\_\_\_

Note: For items two and three, use the following codes: No=0, Yes=1, Not visible=2, Not applicable=3

2. \_\_\_\_\_ Any unusual activity, such as excessive foot or vehicular traffic?
  
3. \_\_\_\_\_ Any people sitting outside or "hanging out" at the drug location or in the immediate vicinity?
  
4. List and describe all people at the drug location or in the immediate vicinity, including such items as age, sex, race. Also describe their modes of transportation (including car make and model). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
5. Are there any other unusual characteristics of the drug location? For example, does the drug activity vary by time of day or day of the week? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BLOCK CHARACTERISTICS**

1. Type of street layout: Mark the drug location on the matching street layout. If the street does not match any in the diagram, draw the street and mark the drug location.



2. Type of street (Please check one.):
  - Main thoroughfare
  - Residential street block
  - Side street or alley
  - Business complex
  - Apartment complex road
  
3. Traffic flow (Please check all that apply.):
  - \_\_\_\_\_ One-way street
  - \_\_\_\_\_ A stop sign or traffic signal at the drug location or in the immediate vicinity

4. Street width:
  - \_\_\_\_\_ Number of drivable lanes
  - \_\_\_\_\_ Number of parking lanes
  - \_\_\_\_\_ Median (Yes=1, No=0)
  
5. Number of overhead street lights at drug location or in the immediate vicinity \_\_\_\_\_
  
6. Number of broken overhead street lights \_\_\_\_\_
  
7. Number of public fixtures such as street signs, light poles, bridges or statues marked with graffiti at the drug location or in the immediate vicinity \_\_\_\_\_
  
8. Number of privately owned structures such as houses or businesses marked with graffiti at the drug location or in the immediate vicinity \_\_\_\_\_
  
9. Write the number of public areas at the drug location or in the vicinity.
  - \_\_\_\_\_ Vacant lots
  - \_\_\_\_\_ Public playgrounds
  - \_\_\_\_\_ Schoolyard
  - \_\_\_\_\_ Churchyard
  - \_\_\_\_\_ Parking lot
  - \_\_\_\_\_ Public court/garden
  - \_\_\_\_\_ Alleys
  - \_\_\_\_\_ Other (specify)
  
10. Type of drug location/vicinity (Please check one.):
  - \_\_\_\_\_ Residential (occupied)
  - \_\_\_\_\_ Commercial (occupied)
  - \_\_\_\_\_ Industrial/manufacturing (occupied)
  - \_\_\_\_\_ Institutional (occupied), e.g., schools
  - \_\_\_\_\_ Abandoned buildings
  - \_\_\_\_\_ Vacant lots
  - \_\_\_\_\_ Playgrounds or parks
  - \_\_\_\_\_ Mixed (specify)
  
11. Primary type of housing style (Please check one.):
  - \_\_\_\_\_ Single family (detached or attached)
  - \_\_\_\_\_ Apartments or condominiums
  - \_\_\_\_\_ Business with apartments overhead
  - \_\_\_\_\_ No housing at drug location
  - \_\_\_\_\_ Other (specify)
  
12. Types of businesses on the block (Please check all that apply.):
  - \_\_\_\_\_ Grocery, deli, convenience or food retail store
  - \_\_\_\_\_ Bar, liquor store or primarily selling liquor
  - \_\_\_\_\_ Restaurant, carry out or selling ready-to-eat food

- \_\_\_\_\_ Retail, furniture, souvenir shop or goods sales
- \_\_\_\_\_ Services: barber, dry cleaner, parking garage, etc.
- \_\_\_\_\_ Support agency: mental health or medical clinic, etc.
- \_\_\_\_\_ Pharmacy, drugstore
- \_\_\_\_\_ Recreation: gym, club, spa
- \_\_\_\_\_ Wholesale: warehouse, distributor
- \_\_\_\_\_ Financial: bank, check-cashing establishment, finance company
- \_\_\_\_\_ Other (*specify*) \_\_\_\_\_

13. Describe street signs in the area that identify it as part of a neighborhood watch or other citizen anti-crime program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Describe any unusual physical characteristics about the area, such as distinctive topography, housing style, conditions, ornamentation (e.g., identical lamps, planters, railings, awnings, paint designs) or anything that might show a sense of community or organization within the zone. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. List any additional comments or observations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# SAFETY STANDARDS FOR 5- TO 14-YEAR-OLDS

The following safety guidelines should be used when designing on-site programs for 5- to 14-year-olds. The guidelines cover issues around designing the physical layout of the space, purchasing equipment, developing operational procedures and evaluating efforts. These standards may also be used to evaluate existing off-site programs for the same age group.

## INDOOR ENVIRONMENT

The program's indoor space meets the needs of children and youth.

- There is enough room for all program activities.
- The space is arranged well for a range of activities: physical games and sports, creative arts, dramatic play, quiet games, enrichment offerings, eating and socializing.
- The space is arranged so that various activities can go on at the same time without much disruption.
- There is adequate and convenient storage space for equipment, materials and personal possessions of children and staff.

The indoor space allows children and youth to take initiative and explore their interests.

- Children can easily take out and put away materials.
- Children can arrange materials and equipment to suit their activities.
- The indoor space reflects the work and interest of the children.
- Some areas have soft, comfortable furniture on which children can relax.

## OUTDOOR ENVIRONMENT

The outdoor play area meets the needs of children and youth, and the equipment allows them to be independent and creative.

- Each child has a chance to play outdoors for at least 30 minutes out of every three-hour block of time.
- Children can use a variety of outdoor equipment and games for both active and quiet play.
- Permanent playground equipment is suitable for the sizes and abilities of all children.
- The outdoor space is suitable for a wide variety of activities.

## SAFETY

The safety and security of children and youth are protected.

- There are no observable safety hazards in the program space.
- Systems are in place to protect the children from harm, especially when they move from one place to another or use the restroom.
- Equipment for active play is safe.
- A system is in place to prevent unauthorized people from taking children.



Children and youth are carefully supervised to maintain safety.

- Staff members note when children arrive, when they leave and with whom.
- Staff members know where the children are and what they are doing.
- Staff members supervise children appropriately according to children's ages, abilities and needs.
- Staff members closely supervise activities that are potentially harmful.

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