



# ***CPTED for Dense Commercial Settings***



## **Crime Prevention Through Environmental Design**

*This form may be used by your City of Portland Crime Prevention Coordinator to assess your property.*

*It can also be used for your own do-it-yourself CPTED assessment.*

Date \_\_\_\_\_

Location and neighborhood: \_\_\_\_\_

Property owner/representative: \_\_\_\_\_

Contact information: \_\_\_\_\_

Crime Prevention Coordinator: \_\_\_\_\_

# Crime Prevention Through Environmental Design

Crime Prevention Through Environmental Design – or CPTED, is the proper design, maintenance, and use of the built environment in order to enhance the quality of life and to reduce both the incidence and the fear of crime.

This form provides an easy-to-follow outline of CPTED strategies that will help make your location more resistant to crime, and increase the overall feeling of safety. Use this form now as well as in the future as you maintain the changes you make.

## CPTED Principles

### Natural Visibility:

- Design and maintenance that allows & encourages people engaged in their normal activity to observe the space around them.
- Eliminates hiding places for people engaged in criminal activity.
- Creates a sense of risk for people contemplating criminal activity.

### Access Control:

- Decreases criminal accessibility, especially to vulnerable spaces.

### Territoriality:

- Defines property lines and distinguishes private spaces.
- Communicates to people expectations of the appropriate use of the space.
- Builds a sense of community responsibility by intended users.

## CPTED Categories

### Natural/Passive

Things that are designed in, not requiring any active effort on the part of the responsible user.

### Organized/Active

Planned activities or routines.

### Mechanical

Installing or using equipment to achieve the principle.

*More information about CPTED strategies and principles and other CPTED forms can be found in the Crime Prevention Through Environmental Design handout. CPTED handouts and forms can be obtained on the Crime Prevention website at [www.portlandonline.com/oni/cp](http://www.portlandonline.com/oni/cp) under the category of Crime Prevention Resources or by contacting your Crime Prevention Program Coordinator at 503-823-4064.*

## **NATURAL Visibility**

### **A. Natural/Passive**

1. Is landscaping selected and trimmed so all entrances and ground floor windows are visible from the street and/or to neighbors?
2. Is landscaping selected and trimmed to prevent places of concealment for unauthorized users? Is it selected and trimmed to prevent opportunities for stolen goods or drugs to be hidden?
3. Are windows free of obstructions, such as bushes, trees, walls, advertisements, or merchandise, so that there are clear views into and out of your space from the street or pedestrian areas?
4. Are parking areas visible from your business, or to neighbors or passers-by?
5. Is fencing designed to be at least partially see-through, so that an adult could not hide behind it?
6. Is merchandise displayed in such a way as to maximize visibility of shoppers by employees?

**Notes:**

### **B. Organized/Active**

1. Is there an employee on the floor or at the counter to assist visitors and monitor the area at all times?
2. Is the counter located in clear view of the main entrance?
3. For larger stores, is there a security guard or a greeter at all entrances and exits?
4. Are bathrooms checked regularly?
5. Is the door posted with after hours contact information?
6. Is the business area organized into a Business Watch? Are the merchants acquainted with each other? Are all employees trained on how to identify and report suspicious activity?

**Notes:**

### **C. Mechanical**

1. Does lighting around the building generally provide a soft, even light without deep shadows or bright glare? Are lights left on at night, or on photosensitive timers so they go on at dusk and off at dawn?
2. Are there lights over, or next to, all exterior doors that are on timers or motion sensors?
3. Are alcoves, hallways, stairwells, parking areas, pedestrian walkways, and any recessed areas illuminated?
4. Are a few interior lights left on at night?
5. Are there motion-sensing lights along the sides and rear of the business?
6. Is there a way to see outside all exterior doors without opening the door? This can be achieved with wide angle viewers (peep holes), or window in or adjacent to the doors.
7. Have you considered installing a camera surveillance system? If you have such a system installed, is there anyone monitoring it? Are the recordings kept for at least a week?
8. Are convex mirrors used to increase visibility around blind corners or into vulnerable areas?

**Notes:**

## **ACCESS CONTROL**

### **A. Natural/Passive**

1. Are entrances to the business and building accentuated with architectural elements, lighting, and/or landscaping so it is clear where pedestrian traffic should go?
2. Is fencing or landscaping used to discourage trespassing in vulnerable areas of the property?
3. Are dumpsters secured and positioned under lights and at an angle that will minimize concealment?
4. Are high value items secured or difficult to steal?

**Notes:**

**B. Organized/Active**

1. Are prospective employees background checked when appropriate, and reference checked?
2. Are keys stamped "do not duplicate" and are employees required to return them when they leave their employment with you?
3. Is there formalized and continuous training for employees (i.e. robbery and shoplifting prevention, money handling, alarm system/codes, etc.)?
4. Is there a separation of duties between cash handling and cash drawer reconciliation?
5. Is there an incident log kept to record problem interactions with site users and excluded individuals? Is loitering prohibited?
6. For each entrance that is kept unlocked during business hours, is there a person assigned to monitor that door? If a person is not stationed to work close to the door, is there an enunciator on the door that indicates when someone has entered?
7. Are displays and shelves orderly so employees can tell at a glance if something is missing?
8. Are office and staff rooms locked when not in use?
9. Are parking lots secured or closed at night?
10. Have you considered hiring a private security company to check the premises periodically outside of regular business hours?
11. Do you have a trespass agreement with the Portland Police Bureau if you have outdoor areas where people might loiter or camp after hours?

**Notes:**

**C. Mechanical**

1. Are exterior doors of heavy-duty, solid-core construction?
2. Do deadbolts have at least a 1 inch throw? Are door strike plates secured with 3 inch long screws that penetrate into the studs of the doorframe?
3. Are sliding glass doors and windows fitted with track locks and/or wooden rods that fit securely in the bottom track?
4. Are all windows secured by pins or locks?

5. Are window air conditioners secured to window frames?
6. Are basement windows locked and secured?
7. Are ladders or other climbing aids secured so they cannot be used to climb into the building?
8. Is there a City registered alarm system in use? Alarms cannot prevent all burglaries, but they can help.
9. Are dead end spaces blocked off with either fences or gates?
10. Is financial and customer information stored securely in the office? Are sensitive documents shredded when they are no longer needed?
11. Are all fire and emergency exits designed for quick exit, without the need for a key or other tool in order to get out?

**Notes:**

## **TERRITORIALITY**

### **A. Natural/Passive**

1. Is there a clear transition between the sidewalk or other public area and the business' property? This can be achieved through changes in pavement textures, landscaping, changes in elevation, and signage.
2. Is there signage around the business, clearly stating rules?

**Notes:**

### **B. Organized/Active**

1. Are retail customers asked to leave large bags at the counter?
2. Is there a protocol for dealing with shoplifters?
3. Are there rules of behavior for patrons? Have these rules been communicated to staff?

4. Does the property appear well maintained through speedy reporting and removal of graffiti, garbage pickup, changing light bulbs, and attention to landscaping?
5. Is there a regular site monitor in charge of maintenance? How often do they check the building, both interior and exterior?
6. Are tow policies for unauthorized vehicles posted and enforced?
7. If there is a parking lot, is there a parking lot attendant? Is there signage to indicate what business the lot is designated for?

**Notes:**

**C. Mechanical**

1. Are street address and suite numbers clearly visible and illuminated at night?

**Notes:**

**Maintenance Plan:**

Are lighting, landscaping, and structural aspects of the property maintained so that others know that someone cares about the business and the neighborhood? Consider putting reminders to yourself on your calendar to check on maintenance of the property.

