**CPTED Site Survey**

|  |
| --- |
| Date:      |

|  |
| --- |
| Property Name:      Property Address:      Phone Number:      Property Manager:      Email:      Management Company:      Officer:       |

*The following suggestions are made for the purpose of reducing the likelihood of criminal activity. While no guarantee can be stated or implied, the concepts of CPTED have proven themselves internationally. The Albemarle County Police Department offers the inspection as a public service, with the understanding that there is no way to predict or prevent all crime risks. The purpose of this inspection is to reduce formability of crime, by making a good faith effort to provide a safe environment. Some line items may not apply to your property.*

*Below is a list of crime prevention deficiencies on and around the property and recommendations to help deter further criminal activity.*

**Vacant Units:**

1. Secure all vacant units. All doors and windows should be locked
2. Create and maintain a Vacant Unit Inspection Log, to document when inspections are conducted and any corrective action is taken.
3. Vacant units should be monitored daily to ensure they are secured.

|  |  |
| --- | --- |
| **Are there unsecured, vacant units?** | Yes [ ]  No [ ]   |
|  |  |
| **Vacant Units observed unsecured by unit #:** |  |
| a.      |  |
| b.      |  |
| c.      |  |
| d.      |  |

**Graffiti:**

1. Immediately report graffiti and/or tagging that occurs on your property to the Albemarle County Police Department by calling the Emergency Communications Center at 434-977-9041 and have an officer respond. After completing the police report, immediately paint over or remove the graffiti.

|  |  |
| --- | --- |
| **Was graffiti observed on the Property?** | Yes [ ]  No [ ]  |
|  |
| **Remove graffiti from the following locations:** |
| a.      |
| b.      |
| c.      |
| d.      |

**Numbering:**

1. Ensure all buildings have numbering on the front; building ends, and rear if necessary. All numbering should be illuminated and visible at night and.

|  |
| --- |
| **Listed below are the specific building numbers and/or units that are not properly numbered or illuminated:** |
| a.      |
| b.      |
| c.      |
| d.      |

**Face Plates or Electrical Boxes:**

1. Repair and/or replace any faceplates or electrical boxes, which are damaged. Secure all boxes to the walls.

|  |  |
| --- | --- |
| **Are there any missing or damaged faceplates or electrical boxes?**  | Yes [ ]  No [ ]  |
|  |
| **Description and Location:** |

**Lighting:**

Installation and use of lighting on the property to avoid dark passageways and exterior areas, including without limitation;

1. Illuminate the common areas and walkways so there are no dark areas.
2. Ensure the mailrooms/areas; laundry rooms and any covered parking are well-illuminated fluorescent or high intensity (Metal Halide or Color Rendering High Pressure Sodium) lighting.
3. All parking areas should have metal halide fixtures with break-resistant, polycarbonate lenses (Lighting should provide at least 3 ft candles of illumination).

|  |  |
| --- | --- |
| **Is the property poorly illuminated?**  | Yes [ ]  No [ ]  |
|  |
| **If yes, provided below are the details as to where improvement is needed:** |

**Additional Lighting Needed:**

Provided below is the specific information, such as, buildings, unit numbers, and other areas (examples: playground, pool area, and signs). Stipulated below is where the lights need to be placed and also included are the types of lighting recommended. (Example metal halide light on the Northwest corner of building 10).

|  |
| --- |
| 1.      |
| 2.      |
| 3.      |
| 4.      |
| 5.      |
| 6.      |
| 7.      |
| 8.      |

**Replace burnt out or broken lights at specific building, unit, and other areas:**

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| 1.      |
| 2.      |
| 3.      |
| 4.      |
| 5.      |
| 6.      |
| 7.      |
| 8.      |

**Additional Lighting Needed in Parking Lot:**

Location and Type of Lighting (Example: Metal halide lighting, with break-resistant polycarbonate lens, high pressure and low pressure sodium with break-resistant polycarbonate lens).

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| --- |
| 1.      |
| 2.      |
| 3.      |
| 4.      |
| 5.      |
| 6.      |
| 7.      |
| 8.      |

**Light Fixtures:**

Develop and implement a lighting fixture identification system, identifying each fixture by a specific number, which enables anyone to easily report a malfunctioning fixture. Document any problems in the light inspection log. Install, repair and/or replace all broken and missing **Light Fixtures** immediately.

|  |  |
| --- | --- |
| **Are there broken fixtures or fixtures in need of repair on site?** | Yes [ ]  No [ ]  |
| **Replace:** |
| **Replace:** |
| **Replace:** |
| **Replace:** |
| **Replace:** |
| **Replace:** |
| **Replace:** |
|  |
| **Repair:** |
| **Repair:** |
| **Repair:** |
| **Repair:** |
| **Repair:** |
| **Repair:** |

**Site Map/Directory:**

Install a site map or directory of the property at all entrances. Ensure the site maps or directories are properly illuminated at night.

|  |  |
| --- | --- |
| **Does the property have a site map or directory at all entrances?** | Yes [ ]  No [ ]  |

**Landscaping:**

1. Trim tree canopies so that the lights can illuminate properly.
2. Tree limbs should be cut at least seven feet from the ground.
3. Trim all bushes and shrubs to the maximum of three feet high.
4. Shrubs near windows should be cut to lower than the window height. Make sure the bushes and shrubs do not cover any windows or doorways or otherwise impede surveillance or provide concealment or entrapment.
5. Ensure that all the doorway entrances are clear of landscaping and do not create a concealment or entrapment zone.

|  |  |
| --- | --- |
| **Is the landscaping overgrown on the property?** | Yes [ ]  No [ ]  |
|  |
| **The trimming of the landscaping should include:**  |
|  |
| **Perimeter Trees** Yes [ ]  No [ ]   | Building# or Location:      |
|  |
| **Perimeter Bushes** Yes [ ]  No [ ]   | Building# or Location:      |
|  |
| **Common Area Trees** Yes [ ]  No [ ]  | Building# or Location:      |
|  |
| **Common Area Bushes** Yes [ ]  No [ ]  | Building# or Location:      |
|  |
| **Around Windows** Yes [ ]  No [ ]   | Building# or Location:      |
|  |
| **Around Stairwells** Yes [ ]  No [ ]   | Building# or Location:      |
|  |
| **Walking Paths** Yes [ ]  No [ ]  | Building# or Location:      |
|  |
| **Perimeter Lights** Yes [ ]  No [ ]  | Buildings# or Location:      |
|  |
| **Building Lights** Yes [ ]  No [ ]   | Buildings# or Location:      |
|  |
| **Other** Yes [ ]  No [ ]   | Location:      |

**Fencing:**

1. Immediately replace links, boards, and wrought iron fences as they are discovered missing.
2. Replace rotted boards
3. Replace patio and deck fencing/railing that is in disrepair and/or rotted.

|  |  |
| --- | --- |
| **Does the property have fencing in disrepair?**  |  Yes [ ]  No [ ]  |
|  |
| **Described below are the areas that need repair or replacement links/boards:** |

**Access Gates:**

1. Repair all access gates (including without limitation the vehicle entrance/exit gates and pedestrian walkthrough gates) so they are fully operational.
2. Access gates should be repaired immediately upon becoming aware that they are broken or inoperable.

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| --- | --- |
| **Are there drive through gates on the property?** | Yes [ ]  No [ ]  |
| **Are the drive through gates fully operational?** | Yes [ ]  No [ ]  |
|  |
| **Which access gates need repair:** |
| **Are there pedestrian walkthrough gates?**  | Yes [ ]  No [x]  |
| **Are the pedestrian gates fully operational?** | Yes [ ]  No [ ]  |
|  |
| **Which pedestrian gates need repair:** |

**Inoperable Vehicles:**

Remove all inoperable vehicles from the property after sufficient notice is given to the owner.

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| --- | --- |
| **Are there inoperable vehicles on the property?** | Yes [ ]  No [ ]  |
|  |
| **Locations:** |

**Laundry Facilities:**

|  |  |
| --- | --- |
| **Well lit facility** Yes [ ]  No [ ]  | **Comments:** |
|  |
| **Self Closing /Locking Door** Yes [ ]  No [ ]  | **Comments:** |
|  |
| **Window in Door/Wall** Yes [ ]  No [ ]  | **Comments:** |
|  |
| **Money Collected Daily** Yes [ ]  No [ ]  | **Comments:** |
|  |
| **Cleanliness of Facility** Yes [ ]  No [ ]  | **Comments:** |
|  |

**Interior Security and Target Hardening:**

|  |  |
| --- | --- |
| **Exterior Door (Solid?)** Yes [ ]  No [ ]   | **Comments:** |
| **Deadbolt (1” throw)** Yes [ ]  No [ ]  | **Comments:** |
| **Door Viewer** Yes [ ]  No [ ]  | **Comments:** |
| **Strike Plate (3” Screws?)** Yes [ ]  No [ ]  | **Comments:** |
| **Pinned Hinges** Yes [ ]  No [ ]  | **Comments:** |
| **Sliding Doors (Security Bar)** Yes [ ]  No [ ]  | **Comments:** |
| **Sliding Windows (Locks Works)** Yes [ ]  No [ ]  | **Comments:** |

**Closed Circuit and Video Surveillance:**

For a detailed list of suggestions and recommendations; see the Mechanical Surveillance section attached to this document.

|  |  |
| --- | --- |
| Yes [ ]  No [ ]   | **Comments:** |
|  |

**Miscellaneous:**

|  |
| --- |
| **Mail Room:** |
| **Cash Handling Policies:** |
| **Trash Receptacles:** |
| **Employee Screening Procedures:** |
| **Parking Procedures:** |

**Natural Access Control**

Properly located entrances, exits, fencing, landscaping and lighting can direct both foot and motor vehicle traffic in ways that discourage crime.

**Natural Surveillance**

Generally, criminals do not want to be seen. Placing physical features, activities and people in ways that maximize the ability to see what is going on discourages crime. Landscaping and lighting are two methods used to provide natural surveillance. Other two types of surveillance are **Organized Surveillance**, Neighborhood Watch, Security Patrols and **Mechanical Surveillance,** CCTV, Alarm Systems.

**Territorial Reinforcement:**

Using design features to create a sense of ownership. Landscaping and architectural design are two ways often used to create ownership of an area or property. The delineation of private, semi-private and public space is used to re-enforce or create ownership of a space.

**Maintenance**