



Title: Crime Prevention Management	Policy No.: A.05-01	E
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Legislation Reference:	Jubilee Insurance Agencies Ltd.
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Purpose:	To establish standards for Facility Owners to control, manage and reduce the risk of Crime events like vandalism and arson occurring to the facilities.
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Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 To ensure facilities insured under the Smoky Lake County’s insurance coverage are in compliance with “**Jubilee Insurance Agencies Ltd.**” under the facility risk control program to control vandalism and arson.
- 1.2 Smoky Lake County and its Added Named Insured will work together to develop and implement solutions to address Vandalism and Arson which can result in significant cost to municipalities.

2. GUIDELINES:

- 2.1 Additional Named Insured will be required to complete **Semi-Annually** a checklist, *as per* **Schedule “A”: Crime Prevention Through Environmental Design** on their facilities to the best of their ability, towards cooperating in implementing effective risk management by identifying and analyzing to control exposure to vandalism, arson and other criminal activities.
- 2.2 The practice of Crime Prevention Through Environmental Design, or (CPTED), brings public safety officials, facility owners and community residents together to control vandalism, arson and other criminal activities.
- 2.3 Crime Prevention Through Environmental Design builds on three key strategies:
 - 2.3.1 **Natural Surveillance:** Criminals don’t want to be seen, and crime can be discouraged by placing activities, physical features, and people to maximize visibility.
 - 2.3.2 **Access Control:** Foot traffic and automobile traffic can be directed in ways that discourage crime. This can be achieved through a placement of entrances, exits, fencing, lighting and landscaping.
 - 2.3.3 **Territorial Reinforcement:** People tend to have a certain respect for the territory of others. Ownership and territoriality can be expressed physically with fences, signage, and good maintenance and landscaping.

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Policy Statement and Guidelines:	
<p>3. PROCEDURES:</p> <p>3.1 Additional Named Insured Organizations shall report all incident occurrences of vandalism, arson and other criminal activities, as referenced in Policy Statement 14-B.06-01: Added Named Insured Incident Report.</p> <p>3.2 This process is to identify the actions to be taken to control losses and determine the cause(s) to provide a broader perspective to help understand the nature of the problem, and a better idea of the costs to the municipality. The process is to collect data to uncover key problem ideas, and identify priorities for action to prevent similar incidents.</p> <p style="text-align: center;">Checklist forms will be documented as per Policy Statement No. 14-B.04-01: Added Named Insured: Record Keeping Guidelines.</p>	

	Date	Resolution Number
Approved	June 24, 2010	# 696-10 - Page # 9377
Amended		
Amended		



SCHEDULE "A"



CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

Facility: _____ Date: _____

Natural Surveillance:

- Secure all outbuildings and locate them where they can be easily observed.
Participate in a Crime Prevention Program in the protection of community assets.
Fully illuminate the exterior of the building and grounds at night.
Place lighting to promote natural surveillance by neighbours, passing vehicles and pedestrians.
Design hallways to be easily observed with very few offsets.
Illuminate and define all entrances so that they are visible to the public and patrol vehicles.
Use baffle type restroom entrances so that no doors hinder surveillance. Restrooms and the areas leading to them should be well lighted.
Place any pay telephones within clear view of employees.
Avoid structural features and landscaping that might create blind spots or hiding places.

Access Control:

- Define the property by using a chain link fence or other type of open design barrier to control access.
Eliminate / avoid structural features such as door overhangs, fences, stacked items, ladders and landscaping features that permit roof access.
Limit access to only one controlled entrance that is easily observable during operating hours.

Territorial Reinforcement:

- Secure the parking area when not in use.
Position reception areas at all entrances.
Define perimeters with fencing that permits visibility from the street.

Maintenance:

- Maintenance all lighting equipment.
Frequently empty trash receptacles.
Trash receptacles / re-cycling bins should be located at least 3 Meters (10 feet) from facility.
Keep facility, grounds, and walkways clear of trash and debris.
Replace faded signage.

I have personally examined and confirmed the checklist.

Signed: _____ (Facility Owner)