

# The Coral Springs Police Department's Community Involvement Unit Presents:

## DIY Series:

### CPTED Guide for Convenience Stores, Gas Stations, & Quick Mart locations



**DISCLAIMER: THE INFORMATION CONTAINED HEREIN IS BASED ON THE GUIDELINES SET BY THE FLORIDA CRIME PREVENTION TRAINING INSTITUTE. ANY INFORMATION PROVIDED IS INTENDED TO ASSIST YOU IN IMPROVING THE OVERALL LEVEL OF SECURITY ONLY. IT IS NOT INTENDED TO IMPLY THE EXISTING SECURITY MEASURES OR PROPOSED SECURITY MEASURES ARE ABSOLUTE OR PERFECT. ALL NEW CONSTRUCTION OR RETROFITS SHOULD COMPLY WITH EXISTING BUILDING CODES, ZONING LAWS AND FIRE CODES, PRIOR TO INSTALLATION OR MODIFICATIONS THE PROPER LICENCES AND VARIANCES SHOULD BE OBTAINED AND INSPECTIONS SHOULD BE CONDUCTED BY THE APPROPRIATE AGENCY.**



If you see suspicious activity, please call Coral Springs Police Dispatch at 954-344-1800, or dial 911 in case of an emergency.

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## DIY CPTED Checklist for Convenience Stores and Gas Stations:



### What is CPTED?

CPTED (Crime Prevention Through Environmental Design) is defined as the design, maintenance, and use of the built environment in order to enhance quality of life and to reduce both the incidence and fear of crime. Originating in the 1970's as a Community Policing concept, this holistic approach to crime prevention rationales that crime can be reduced simply by changing the physical environment and use of space. It has been well documented that a location's architecture, parking arrangements, lighting, and even foliage can deter or even encourage criminal activity.

### What are the benefits of CPTED?

Reduction in crime; Perceived greater safety by public; Beautification; Revitalization or preservation of neighborhoods and retail; Increased business activity; Encouragement of middle class to remain in the city; Efficient use of police force.

### DIY Guide & Worksheet:

For the following CPTED – DIY Convenience Stores document has been provided to help you make your business location more resistant to crime, and increase the overall feeling of safety. **It is recommended that you self-inspect your store with the attached worksheet a minimum of once every 30 days to assess your property for vulnerabilities.**



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**NATURAL SURVEILLANCE:**

Natural surveillance is achieved through design and maintenance that allow people engaged in their normal activity to easily observe the space around them, as well as eliminating hiding places for people engaged in criminal activity. Natural surveillance is generally achieved by the use of appropriate lighting, low or see-through fencing or landscaping, the removal of areas that offer concealment, and the placement of windows, doors, and walkways to provide the opportunity for easy observation of surrounding areas by responsible users of property.

***Passive Techniques -***

- Ensure that landscaping is trimmed so that all entrances are visible from the street or walkways
- Check whether the landscaping is maintained with hedges no more than 2 foot in height and tree limbs hanging no lower than 6 foot from the ground
- Review whether the windows at the cash register area(s) are clear of signage, sales racks, and landscaping growth so that a passerby can see into and out of your business
- Check whether the parking areas are visible from your business and the street traffic
- Is exterior fencing designed to be at least partially see-through so that someone could not hide behind it?
- Keep merchandise displayed so that the clerk can easily see down the aisles
- If there is an ATM on the premises, ensure that it is in a clearly visible location

**Noted Observations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Organized/Active Techniques -***

- Maintain an employee at the register area to assist customers
- Keep the counter located in clear view of the Main entrance. Check bathrooms regularly

**Noted Observations:** \_\_\_\_\_  
\_\_\_\_\_



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## ***Mechanical –***

- Check whether the lighting around the building generally provides a soft, uniform source without deep shadows or glare
- Check how the lights are activated (i.e., photosensitive or manually)
- Install lights to illuminate exterior doors (i.e., above or near exterior door)
- If the business closes each evening, install motion-sensing lights on the sides of the building
- Install a “peephole” on exterior doors to allow employees to verify deliveries, etc.
- Use convex mirrors to increase visibility around blind corners or vulnerable areas
- Check whether lights are routinely inspected to ensure that they are working and pointed towards the areas intended
- **Important:** Check all CCTV systems and ensure that they provide a clearly visible facial picture.  
***Seek to maintain recordings for a minimum of 72 hours (i.e. 3 days).***

**Noted Observations:** \_\_\_\_\_  
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## **ACCESS CONTROL:**

Access control is a concept directed primarily at decreasing criminal accessibility, especially into areas where a person with criminal intent would not easily be seen by others. Examples of access control would include a highly visible gate or entry way through which all users of a property must enter, or the appropriate use of signage, door and window locks, or fencing to discourage unwanted access into private space or into dark or unmonitored areas.

## ***Passive Techniques –***

- Ensure that the entrances to the business are accentuated with the architectural elements so that lighting and landscaping help steer the consumers

## ***Organized/Active Techniques –***

- Have a procedure in place that requires customers to obtain a key from the clerk to use the



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restrooms

- All employees should have a background check completed
- Stamp all keys to the business “do not duplicate”
- If possible, maintain a separation in duties between cash drawer reconciliation and cash handling
- During business hours, assign someone to the main entrance door or at least employ a enunciator on the door that signals an entry
- Keep all office and staff rooms locked when not in use
- Maintain an incident log to record problem interactions with site users and barred persons
- **Important: Do not allow loitering.** Consider implementing CSPD’s Trespass/Barring Program to mitigate repeat issues in the outside areas

**Noted Observations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Mechanical –***

- Ensure that there is a city registered alarm system in place
- Install a panic alarm switch at the cash register area linked to a monitored alarm system
- Ensure that financial and customer information is stored in a secured office/file. Shred all sensitive documents
- Make sure that all FIRE and emergency exits are cleared marked and clear of obstructions

**Noted Observations:** \_\_\_\_\_  
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\_\_\_\_\_

*CSPD reminds you to report suspicious activity...*



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