

San Diego Community College Police Department
Crime Prevention Through Environmental Design
C.P.T.E.D.



Design recommendations for New Construction

PURPOSE

The San Diego Community College Police Department recognizes the need for the following crime prevention strategies and design recommendations put forth in this chapter. These crime prevention strategies and design recommendations have been developed to deter crime and disorder problems, and where practical, to create an environment in which problems do not arise. This means that crime prevention measures should be incorporated in the initial design of all new land development projects including colleges. These measures are intended to make colleges safe, secure, and resistant to vandalism.

The San Diego Community College District has properties, campuses and administrative buildings throughout the City of San Diego. These sites are located in residential, rural, commercial, and urban communities within the city. Most of the current SDCCD locations have been established landmarks in their communities for decades. In most cases the communities have grown and developed around the SDCCD locations. Currently the SDCCD is in the process of numerous reconstruction projects on existing properties that will change the basic layout of these locations. The function and purpose of each building should factor into their locations in the site layout. SDCCD properties in communities with higher risk of criminal activity should be designed with special consideration. Bookstores, cafeterias, financial aide offices or locations that normally handle money have a greater probability of theft. Areas that are potential targets for theft related crimes will not be located on the perimeter of properties or accessible to quick escape routes. When designing the college master plan, such as building floor plans and the layout of each location, it is imperative that the community it serves be taken into account.

These concepts are described in many publications, including the textbook, entitled *Crime Prevention Through Environmental Design: Applications of Architectural Design and Space Management Strategies*, 2nd edition, Butterworth-Heinemann, Boston, 2000.

1.0 INTRODUCTION

1.1 Crime Prevention Through Environmental Design

Definition

Crime Prevention Through Environmental Design (CPTED) is a multi-disciplinary approach to deterring criminal behavior through environmental design. CPTED strategies rely upon the ability to influence offender decisions that precede criminal acts.

Overview

Crime Prevention Through Environmental Design (CPTED) is a practical concept that has received considerable interest during the past four decades. It is based upon the theory that the proper design and effective use of the built environment

can lead to a reduction in the incidence and fear of crime, and to an improvement in the quality of life. This concept is supported by the fields of geography, psychology and criminology, where it has long been known that:

The design and use of the physical environment effects the behavior of people which influences the productive use of space leading to an increase or decrease in exposure to crime and loss.

CPTED has been used to reduce crime, premises liability and fear in a variety of settings. These include schools, neighborhoods, convenient stores, malls, shopping centers, parking structures, transit sites, hotels, hospitals, office buildings and parks. There are state statutes, regulations and safety standards that have been developed to promote the use of CPTED concepts. It is important to note that CPTED does not replace traditional approaches to crime and loss prevention. Moreover, it is a tool that helps to remove many barriers to social and management control.

The use of CPTED concepts requires that *human activities and spaces be designed or used to incorporate natural strategies*. In the past crime prevention exclusively relied on labor intensive or mechanical approaches. Guards, hall monitors and police patrols are examples of labor intensive strategies. Security cameras, locks, alarms and fences are examples of mechanical approaches. Although very effective in specific situations these methods incur costs that are additional to the normal requirements for personnel, equipment and buildings that are needed to carry out human activities.

The three most common CPTED strategies are:

- Natural Surveillance
- Natural Access Control
- Territoriality/Management

Natural Surveillance refers to areas where people and their activities can be readily observed and potential offenders are made to feel at greater risk of scrutiny. Such areas can be created by:

- *Designing landscapes that allow a clear, unobstructed view of surrounding areas.*
- *Improving visibility with lighting or transparent building materials.*
- *Avoid the creation of building entrapment areas.*
- *The placement of windows to overlook sidewalks and parking lots.*

Natural Access Control means controlling access to a site. This concept increases the perception that people can be seen by others and that there is a clear difference between public and private spaces. It can be achieved by:

- *The use of transparent weather vestibules at building entrances to divert persons to reception areas.*
- *The placement of employee work stations in open areas to increase the perception that these locations are being monitored.*
- *The use of maze entrances in public restrooms to decrease the isolation that is produced by an anteroom or double door system for entry.*

Territorial reinforcement refers to people’s sense of ownership. It promotes social control through a variety of means. In CPTED it refers to the development of areas or places where the users feel a strong sense of ownership. It is an umbrella concept, embodying all natural surveillance and access control principles. These objectives may be achieved by:

- *Using a distinct landscaping pattern can aid in territorial definition by informing people that the property they are now on is the campus's property. It also conveys the message to students that this area is the home of the students. Students can then also take a progressive approach to crime prevention on campus: By defining the campus boundary it has now been established that this property is the student's home. Often students report trespassers or other suspicious individuals before they are noticed by public safety officers. Clearly defining the territory of the campus allows the students to take a proactive approach to crime prevention and contribute to a safe and secure environment.*
- *Desired users of the campus, who participate in the routine maintenance of the campus’s property, increase their proprietary concern through “sweat equity”. Placing amenities, such as seating or vendors in common areas helps to attract larger numbers of normal or desired users of these areas.*
- *Scheduling activities in common areas increases the proper use, attracts more people and increases the perception that these areas are under control. This makes the normal user feel safe and the potential improper or undesired user feel at greater risk of apprehension or scrutiny.*

1.0 SITE DESIGN

1.1 Site Perimeter

Natural Surveillance

- When designing SDCCD properties avoid blocking lines of sight with fencing, signage, and landscaping.

- Locate site entry points in areas of high visibility where they can be easily observed and monitored by members of our community in the course of their normal activities.

Natural Access Control

- School property lines will be clearly established and defined by the use of signage, naming of streets and marked entry ways. Signs establish ownership and any limits on use.
- District properties will be designed with primary and secondary entry points that can be used to secure the entire location when necessary.
- Set perimeter boundaries by changes in elevation, landscaping or variation in paving or flooring materials. There will be clearly defined boundaries between areas that have joint ownership and may need to be opened for the public when the campus is closed. The design should provide cues about who belongs in a place and what they are allowed to do

Territoriality/Management

- Design and maintain campus properties to help establish pride of place and a sense of ownership.
- SDCCD properties shall be designed to encourage activities that promote community ownership and territorial integrity.
- Where used, fencing materials that resist graffiti shall be used on all SDCCD properties.

1.2 Parking Areas/Parking Structures/Vehicular Routes

Natural Surveillance

- Use cameras in parking structures and indicate their presence with signs.
- In parking structures construct solid barrier walls with stretched cable railings for maximum visibility.
- Fully illuminate all parking areas and driving lanes. Metal halide lamps provide the best color rendition or color corrected high pressure sodium lights.
- Parking areas will be located in close proximity to campus buildings or activity areas to facilitate natural surveillance.

- Windows in classrooms and administration areas will be designed to overlook parking areas.
- Adequate lighting will be installed in drop-off zones and parking areas.
- When applicable, public transportation will be located in areas that promote natural surveillance which is a benefit to both members of the community and the college community.

Natural Access Control

- In parking structures, construct stairwells as to be visible, without solid walls. The under portion of stairwell is to be fenced off to prevent improper use.
- Parking structure elevators shall be placed close to the main entrance with the entire interior in view when the doors are open.
- External access to parking areas will be restricted to a limited number of controlled entrances.
- Unsupervised entrances will be designed to be secured during low-use times to reinforce the idea that access and parking are for campus business only.
- Provide clear signage and posted rules as to who is allowed to use parking facilities and when they are allowed to do so.
- Locate visitor parking directly adjacent to administration.
- Provide adequate space adjacent to the building for emergency vehicles.
- Establish separate vehicular circulation routes to service and delivery areas. The delivery traffic should be separate from student/staff traffic.
- SDCCD properties and roadways will be designed to prohibit through traffic on school campuses.
- Utilize speed humps, chicanes or other traffic calming techniques which reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users.



Territoriality/Management

- Parking spaces for students, faculty, staff, and visitors will be designated through the use of clear signage by utilizing kiosks, maps and signs. Use bright colors and large numbers inside parking structures to identify levels to reduce user disorientation and confusion.
- Clearly marked primary routes and well lit parking lots will be provided for after-hours use when applicable. Override switches for light systems required for special events.
- Signage will be used on public streets that transition onto campus and into parking areas to establish ownership of SDCCD properties.
- Areas that transition from parking areas to pedestrian routes will be clearly designated to provide for pedestrian and vehicle safety.
- Emergency phones will be installed in parking lots on SDCCD campuses.
- Entrances and parking areas will be designed to allow for monitoring during peak use times.
- Vandal-resistant lighting will be installed in parking areas and along vehicular routes.
- Design parking lots that reduce opportunities for high-speed activity.
- Security cameras with the necessary lighting will be installed in parking lots and walkways.

1.3 Exterior Pedestrian Routes

Natural Surveillance

- Campuses and buildings will be designed to minimize hiding spaces along pedestrian routes and provide pedestrians with a “zone” of safety.
- Open fencing design, signage, and landscaping will be designed to avoid obscuring lines of sight.
- Exterior pedestrian routes will be designed to maximize surveillance from inside adjacent spaces.
- Exterior windows will be installed on buildings along pedestrian routes.
- Lighting along exterior routes will be designed to reinforce natural surveillance, avoiding shadowed areas caused by uneven lighting and landscaping.



Natural Access Control

- Pedestrian routes will be designed to encourage pedestrian movement through selected or limited entry points. Access control can be combined with natural surveillance; landscaping and other such natural barriers to channel the flow of pedestrian movement in a path of the designers choosing. Using covered walk ways as well as pathways encompassed by gardens can aid in directing public traffic.
- Pedestrian routes will be well lit for use after dark.
- Clear signage will be installed to provide for way finding and access control.

Territoriality/Management

- When possible safety barriers will be designed between sidewalks and roadways using landscape buffers, safety islands, or planters. Clearly marked pedestrian routes will be installed so that there are no spaces that lack purpose along pedestrian walkways.
- Pedestrian paths will be installed in drop-off/pick-up areas that are of sufficient width to accommodate peak periods of use.
- Well lit and safe evacuation routes and assembly area(s) will be designed for gathering during emergency situations.
- Emergency phones will be installed along pedestrian routes on SDCCD properties.
- Anti-skateboarding devices will be installed in courtyards and patios to prevent vandalism. Anti-skating devices could be uneven hand rails, segmented benches and angle irons attached to the edges of surfaces.

1.4 Recreational Areas

Natural Surveillance

- Locate recreational areas in a visible location whenever possible.
- Avoid blocking lines of sight into recreational areas with solid fencing, signage, and landscaping.
- Utilize see-through fencing in recreational areas to enhance surveillance.
- Design lighting of recreational areas to reinforce natural surveillance.

Natural Access Control

- Athletic facilities and fields will have secured fencing and access points to control access.
- Restrooms, water fountains, and vending areas will be located in areas that allow access to everyone in use of recreational facilities.

Territoriality/Management

- Some recreational facilities on SDCCD properties have shared ownership between SDCCD and the City of San Diego. Areas specifically reserved for SDCCD activities will need to have clearly defined boundaries.
- Protect window openings located near baseball fields and golf practices. Take into the account the proximity of vehicles near the recreational areas.
- Recreational areas shall be clean and well maintained. This influences the community to respect the property and demonstrates a sense of ownership, alerting potential offenders that they don't belong there and they will be seen and reported.

1.5 Bike Racks

Natural Surveillance

- Minimize hiding spaces around bike racks.
- Locate bike racks adjacent to windows, doorways and high traffic areas to allow for natural surveillance.
- Provide adequate lighting for bike racks and lockers in the immediate area.

Natural Access Control

- Bike racks shall be designed in common areas such as patios, courtyards, and next to walkways.
- When possible bike lockers should be installed in locations to secure bikes and limit theft.

Territoriality/Management

- Allowing a public art program on bike lockers enhances natural surveillance and community ownership, it causes people to look in the direction of the bike racks and bike lockers. Public art works can also have positive visual enhancement of the college campuses.



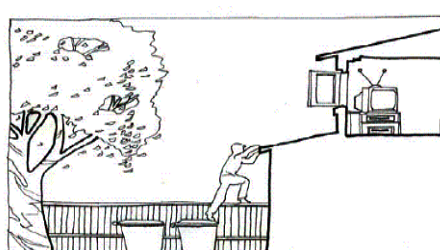
1.6 Trash Enclosures

Natural Surveillance

- Trash enclosures will not be located in remote areas because they create hiding spaces for criminal activity. Reduce hiding spaces around trash enclosures.
- Locate trash enclosures near windows to enhance natural surveillance.
- Trash enclosure will be designed with material that allows for acceptable visibility into the enclosure for security purposes while still providing aesthetic appeal. The entry gate shall be secured with a locking device.

Natural Access Control

- Trash enclosures will be designed in locations for maximum usability and function.
- Trash enclosure will not be designed to allow access to roof tops or building entry points.



Territoriality/Management

- Post San Diego Municipal Code section(s) 66.0402 (Theft of recyclables) and 66.0301 (Refuse Tampering)

1.7 Signage

Natural Surveillance

- Design signage to eliminate spaces that permit concealment.
- Avoid blocking line-of-sight with signage.
- Use lighting to draw attention to signs.
- Place signs out of easy reach to avoid vandalism.

Natural Access Control

- Design signs with large bold graphics and simple directions.
- Regular signposting along main pedestrian routes is necessary for continuity and reinforcement of way-finding.



Territoriality/Management

- Use landscaping and signage to convey its ownership of the property.



- Campus e directory and map should be located on the right side of the entry points. The map must show the name of the campus, all parking lots/structures, building locations, and a YOU ARE HERE reference point. Directional signs should be located within the development.
- Clearly mark entry with signs indicating to visitors what is expected of them.

1.8 Landscaping

Natural Surveillance

- Design landscaping to minimize hiding spaces and shadowed areas.
- Avoid blocking line-of-sight with landscaping. Use the 3'- 6' rule for landscape planning. As a rule, visual surveillance corridors can be maintained by limiting shrubbery to a maximum height of three feet and trees to a minimum height of six feet at the lowest branches. This approach ensures that visibility between three and six feet from the ground will always be relatively unimpaired. Visual corridors must be maintained in open, park-like areas as well as in densely planted areas.

Natural Access Control

- Utilize landscaping elements to control access and define public, semi-public, semi-private, and private areas.
- Locate trees to avoid providing access to roof.

Territoriality/Management

- Where necessary landscaping buffers and planters will be used as a safety barrier between sidewalks and vehicle routes.
- Utilize tree canopies to provide shaded areas.

- Incorporate garden areas, landscaping, planting, and student artwork to enhance territorial integrity.
- Low maintenance landscaping materials will be used on SDCCD Properties to avoid high up keep and expensive yearly replacement costs.
- Locate trees to prevent impact hazards.
- Materials such as, decorative landscaping rocks, that can be easily picked up or thrown shall be avoided to prevent vandalism and personal injury.

1.9 Site Utilities Locations

Natural Surveillance

- Site utilities will have exterior entries positioned so that they may be easily monitored by students, staff and faculty lawfully in the area.

Natural Access Control

- Site utilities locations will be secured to limit access from unwanted users.
- Windows on the first floor of building will be designed to deter vandalism and/or unauthorized entry into the building.

2.0 BUILDING DESIGN

2.1 Building Organization

Natural Access Control

- Access control design for SDCCD buildings will be tailored to fit the particular building organizational type utilized, such as a compact single/multi-story plan, alphabet configurations, courtyard organization, or campus plan.
- Good premises identification is needed to enable the police, fire, and other service providers to find a development and a particular building quickly in an emergency.
- Building signage must be easy to read from either direction of approach. They must be on a high-contrast background and at least 12 inches high on campus buildings.
- Exterior building doors will be secured with a key system that can limit access to specific employees.

- Special considerations shall apply to Child Development Centers located on SDCCD properties. Building design must provide easily monitored and highly visible play areas for children. Limit the number of access points and when appropriate, install gates and/or guards to further restrict passage.

Natural Surveillance

- Buildings will be organized to promote natural surveillance for the surrounding grounds, parking lots, break areas, pedestrian walkways, campus entries, and adjacent buildings.

Territoriality/Management

- There will be adequate break and seating areas designed next to buildings to promote a sense of ownership from students attending classes in those buildings.
- A dedication plaque or sign in areas next to buildings promote ownership and natural surveillance.

2.2 Exterior Covered Walkways

Natural Surveillance

- Blocking lines-of-sight will be avoided along exterior covered walkways.
- Walkways will be designed to avoid blind corners or dark areas where subjects may hide.
- Lighting will be designed to reinforce natural surveillance along pedestrian walkways.

Natural Access Control

- Covered walkways will be designed to eliminate opportunities for gaining access to roofs, windows, or other upper level areas.
- Slippery finishes or coatings will be used on rectangular columns to prevent unwanted users from accessing the roofs, windows or upper level areas.
- Landscaping and tree placement will be designed around covered walkways to eliminate access to roofs, windows, or other upper level areas.

2.3 Points of Entry

Natural Surveillance

- Building entries will have windows or material that promotes natural surveillance such as glazed doors to allow visibility into and out of buildings.
- Utilize glazing extensively at administrative areas to promote surveillance of the main entry as well parking areas.
- Entry ways will be designed to eliminate spaces to hide at recessed secondary entries.
- Lighting will be designed at points of entry to reinforce natural surveillance and which allows maximum visibility from adjacent occupied areas.
- Ground lighting will be installed at building entryways where landscape is utilized to eliminate hiding places and blind spots.

Natural Access Control

- Buildings design will minimize the number of unmonitored entrances.
- Avoid hidden entries or entries that are not in line-of-sight of public areas such as walkways, parking lots and student break areas.
- Secondary entries to buildings will be designed to limit access to remote areas of buildings that are not in use.
- Secondary entries will have doors that allow visibility into the entryways and eliminates blind areas.

Territoriality/Management

- Building entries will be designed with signage to direct visitors to their desired locations within the building.
- Design overhangs at the main entry to shelter people from elements.
- Covered seating areas will be installed at main entries.
- Lighting will have protective material installed to resist vandalism.
- Buildings will be designed to maintain the operational integrity of sensor or timer lighting when utilized at points of entry.
- Each building should be evaluated for video camera installation to monitor entry ways, walkways, break areas, and heavy traffic parking lots adjacent to the buildings.

2.4 Courtyards & Patios

Natural Surveillance

- Windows from adjacent buildings should face courtyards and patios to allow for monitoring.
- When designing and maintaining courtyards and patios insure there is unobstructed lines-of-sight across the areas.
- The main entry to courtyards and patios will be designed adjacent to staff/faculty office spaces to allow for visibility into the courtyards and patios.

Natural Access Control

- Entryways to courtyards and patios will be designed so they can be secured when not in use or to prevent unauthorized after hours access.

Territoriality/Management

- When designing patios and courtyards ambiguous or “un-owned” spaces should be removed or a specific purpose or “ownership” should be established for those areas.
- Design and designate formal gathering areas for students.
- Student art, ground surface treatments, and landscaped areas should be incorporated in the design of courtyards and patios to reinforce territorial integrity.
- Anti-skateboarding devices will be installed in courtyards and patios to prevent vandalism.



2.5 Relocatable/Portable Buildings

Natural Surveillance

- Minimize hiding spaces and dark niches around relocatable/portable buildings.
- Design lighting to reinforce natural surveillance.

Natural Access Control

- Signage will be used to clearly mark routes to relocatable/portable buildings.
- Spaces under relocatable/portable buildings will be screened to prevent access.
- Protective material will be installed on buildings with accessible windows to prevent vandalism and unwanted access into the building.

2.6 Doors

Natural Surveillance

- Design doors with view panels or sidelights to increase visibility of adjacent circulation spaces.
- When designing doorways avoid blind corners and dark niches which can provide places to hide.
- Vestibule will be designed with lighting that allow for surveillance at night.

Natural Access Control

- Tamper resistant doors and locks will be installed on all perimeter doors.
- When applicable tamper resistant doors and locks will be installed on interior doors when necessary to limit or prevent access to sensitive locations.
- Classroom doors will be designed with locksets that allow the door to be locked from either side and always opened from inside.
- Exterior doors will be secured with a key system that can limit access to specific employees.

2.7 Windows

Natural Surveillance

- When designing and installing windows, especially in classrooms and administration areas, glazing or tinting materials will be installed on the windows to enhance natural surveillance.
- Windows should be designed to allow for natural surveillance into the buildings.
- Lighting on the exterior of building will be designed to promote natural surveillance.

Natural Access Control

- Windows will be designed with protective materials to prevent vandalism and unwanted access.
- When practical first floor windows will not open or will only have limited openings to limit unauthorized access.

2.8 Exterior Walls

Natural Surveillance

- Exterior walls will be designed to ensure that there are no hiding places or dark niches to deter criminal activity.
- Exterior walls will also be designed to reduce the number of isolated blind corners and to promote natural surveillance.
- Exterior walls will be designed without blind corners and dark niches which can provide places for unwanted users to hide and increases the potential for criminal activity.

Natural Access Control

- Exterior walls, screening walls and architectural features will be designed not to allow footholds or handholds.

Territoriality/Management

- Exterior walls should be designed with anti-graffiti material to prevent vandalism.
- Effective lighting will be installed around exterior walls to prevent vandalism and other criminal activity.

2.9 Roofs

Natural Surveillance

- Video cameras mounted near roofs tops of SDCCD buildings will be programmed to monitor roof tops when appropriate.

Natural Access Control

- When designing roofs and roof lines no building materials or architectural elements will be installed that provides unauthorized access roofs.

- Avoid planting trees or placing trellises next to buildings that can be used for climbing.
- Apply slippery finishes or coatings to exterior pipes and columns to limit access to roofs.
- All roof hatches and skylights will be designed with locks to limit the access into the building.
- Glass break and/or burglary alarms will be installed on all roof hatches and sky lights.
- Roof equipment such as air conditioning units, ventilation shafts, utility rooms, telephone and electrical connection boxes should all be secured to limit access.
- Steps, fire escapes, and roof access points should be secured to unwanted users to limit access.

2.10 Lighting

Natural Surveillance

- The lighting needs for each particular location will be evaluated to ensure the desired effect is achieved by the lighting equipment that is installed.
- Design uniform and consistent levels of lighting to allow for maximum visibility and prevent blind spots.
- Ensure balanced lighting between landscape lighting, exterior light fixtures, and security lighting to allow for maximum visibility when all lights are operable.
- When installing lighting systems avoid pockets of shadow and uneven lighting created by niches, landscaped areas, and fencing.
- Ensure there is no excessive lighting that will cause glare and negatively affect natural surveillance.

Natural Access Control

- Design lighting that does not provide footholds or handholds that can be used for climbing.
- The appropriate protective material will be used on lighting fixtures in parking lots, campus ground, gymnasiums and on the exterior of buildings to prevent vandalism.

Territoriality/Management

- Lighting systems that can be programmed for the specific needs of a location will be installed on all SDCCD properties.
- Lighting Systems with timers and motion detectors (where needed) will be utilized to ensure lights are not on when they are not needed.
- The use of long term and energy saving bulbs will be used in lighting systems when appropriate to minimize replacement and maintenance costs.
- Lighting systems will be routinely maintained by the SDCCD Facility's personal to ensure the proper operation SDCCD's lighting systems.

3.0 INTERIOR SPACES

3.1 Lobbies & Reception Areas

Natural Surveillance

- Utilize extensive interior glazing and windows in lobby area to encourage natural surveillance.
- Entrances to bathrooms, water fountains and vending machines shall be located in lobby or reception areas so they may be monitored by SDCCD employees.
- When applicable, lobbies and recreational areas should also have positive joint uses. The joint uses could be break and study areas for students to promote natural surveillance and ownership.
- Offices and classrooms that have interior walls inside lobbies or reception areas will have windows that allow for natural surveillance of the lobbies or reception areas.
- Reception areas will be designed with a barrier to protect employees working at the location.
- A district network telephone will be installed at the reception desk for the monitoring employee to contact College Police when necessary.
- Video cameras will be installed in the lobbies or reception areas.

Natural Access Control

- SDCCD building will be designed with a primary control point or main entry in the lobby between the main entry and all other areas of secure buildings.
- Building will be designed to direct visitors through this single control point at the main entry.
- When applicable lobbies and reception areas will be staffed with district personal to assist with way finding at the primary control point.
- A staff area or desk adjacent to the main entry and connected to the lobby will also be used to assist visitors or limit access.
- Building maps and signs will be installed on the exterior of the main entry and in the lobby/reception area to assist with way finding.
- Lobbies will be designed to be secured after hours to limit access to the building.
- Exterior Lobby and reception area doors will be secured with a key system that can control access to specific employees.

Territoriality/Management

- An escape route will be designed from staffed administration reception area for emergency egress out of lobby area.
- Lobbies and reception areas will be designed with multi purpose uses for students utilizing the building to establish ownership and territoriality.

3.2 Administration Areas

Natural Surveillance

- Administrative areas will have windows that promote natural surveillance.
- Incorporate extensive interior glazing in administration areas to provide unobstructed views and natural surveillance.
- Seating and waiting areas in the administrative and reception areas will be designed to promote natural surveillance of lobbies, entry ways, bathroom, and elevator doorways.
- Appropriate lighting will be installed to allow for visibility from inside the administrative area and reception areas to parking lots, grounds and passenger pick up areas adjacent to the building.

Natural Access Control

- Administrative areas are normally full time staffed with clerical employees of the SDCCD. These employees are a valuable resource that could be utilized to limit access and for natural surveillance of the areas adjacent to their work spaces.
- When designing buildings administration areas will be located adjacent to the main entries and lobbies to limit access and for natural surveillance.
- A reception/visitor information area may be designed in the administration area. The reception/visitor information areas will have adequate protection by utilizing a counter and, when necessary, a protective shield.

Territoriality/Management

- Design and locate the administration area to reinforce its role as the guardian of school facility.
- Provide seating at reception/visitor information areas.

3.3 Corridors & Hallways

Natural Surveillance

- When designing corridors and hallways interior glazing will be installed on windows and glass, where possible, to avoid long corridors with dead end walls that block off natural surveillance.
- Corridors and hallways will be designed that do not have hiding places and blind corners. Convex Security Mirrors will be used to limit blind corners where applicable.
- Lockers will be recessed into the corridor and hallway walls to eliminate hiding spaces and allow for visibility throughout the hallway or corridor.
- Exterior windows will be used in applicable areas of corridors and hallways to promote natural surveillance of parking lots, passenger loading areas, break areas and campus grounds.
- Exterior lighting outside of corridor and hallway windows will be designed to promote natural surveillance at night. Lighting will allow for visibility of

exterior campus grounds along with visibility into the hallway from the exterior grounds.

- Classrooms, faculty offices and administrative areas should have interior windows that promote natural surveillance into the hallways and corridors. Where applicable materials that allow for one way visibility out into the hallway should be used to allow privacy in the classrooms, faculty offices and administrative areas.

Natural Access Control

- Corridors and hallways will be designed with exterior doors that can be secured to limit access during after school hours or when the campus is closed.
- Corridors and hallways will not have windows that open and could allow unauthorized access.
- Glass break alarms will be installed on exterior windows. Motion and burglary alarms will be installed in corridors and hallways to limit access.
- Exterior corridor and hallway doors will be designed with a key system that can allow access to specific employees.

Territoriality/Management

- Where applicable corridor and hallway widths will be increased beyond minimum requirements to allow increased pedestrian use.

3.4 Stairs & Stairwells

Natural Surveillance

- When designing exterior stairs, balconies, ramps, and upper level corridors open or see-through type handrails and guardrails to allow surveillance.
- When possible exterior stairwells will not be designed with enclosed exterior walls. Material that allows visibility into the stairwell will be used to promote natural surveillance.
- Lighting in stairs and stairwells will be designed to enhance surveillance.
- Convex Security Mirrors will be installed in stairs and stairwells to eliminate blind spots and hiding spaces.

Natural Access Control

- Areas under stairwell will be closed to remove hiding places and limit access.

- Interior entry doors to stairwells will be located in monitored lobbies and reception areas to limit access.
- Exterior doors to stairwells will be designed to be secured during after hours and when campus is closed.
- Exterior stairwell doors will be secured with a key system that can limit access to specific employees.
- Monitor doors leading to exterior from stairwells.

Territoriality/Management

- Where applicable stair and stairwell widths will be increased beyond minimum requirements to allow increased pedestrian use and capacity. Wanted users that frequent hallways may deter illegal activity from unwanted users.

3.5 Bathrooms & Toilet Areas

Natural Surveillance

- Bathrooms will be designed that open to the building interior with maze entries utilizing screen partitions rather than double-door entries. Bathroom entries without doors allow pedestrians or district employees working in the area to monitor or hear into the bathroom.
- Design bathrooms with outer doors that may be blocked in an open position where doors are desired for security reasons.
- Bathroom entries will be designed near monitored lobbies, reception and administrative areas to allow for surveillance.
- Bathroom entries shall not be designed in remote areas of buildings or campus grounds with a blocked line-of-site.
- Bathrooms will be located near areas of natural surveillance such as break areas, patios and heavy pedestrian walkways.
- Avoid placement of bathrooms near building exits or interior stair systems to reduce the perception of easy escape of potential offenders.
- Provide adequate facilities for after school activities in locations adjacent to recreation areas.
- Use Convex Security Mirrors at bathroom entries to limit blind spots and hiding spaces at bathroom entries.

Natural Access Control

- Where applicable bathroom doors will be designed to be secured after hours and when the campus is closed.

Management

- Vandal resistant materials, fixtures, and hardware will be installed in all SDCCD bathrooms and toilet areas.
- Full length walls will be used between toilet stalls to prevent lewd and criminal activity.
- Only tissue holders and napkin dispensers that mount onto the walls of bathroom stalls that will not allow direct access between stalls, if removed, will be used in bathrooms.

3.6 Classrooms

Natural Surveillance

- Classrooms will be designed with windows that promote natural surveillance.
- Window glazing will be installed on interior classroom windows between the classroom and the hallway to promote surveillance both into and out of the classroom.
- Retractable partitions will be designed to fully recess into walls to eliminate hiding places.

Natural Access Control

- Classrooms will be designed to be locked quickly by faculty inside classrooms during an emergency situation.
- Classroom will be designed with burglary alarm, projector alarms (when applicable), and emergency intercom systems to SDCCD Police Dispatch when there is no telephone installed in the classroom.

3.7 Labs/Shops & Computer Rooms

Natural Surveillance

- Labs, shops and computer rooms will be designed to allow faculty and staff direct visual access to work rooms, entry areas and work stations.

- Where applicable, computer rooms will have network monitoring systems that allow faculty and staff to monitor the content of the material being viewed to ensure it is not inappropriate or criminal in nature.

Natural Access Control

- When designing labs, shops and computer rooms minimize direct access from the exterior whenever possible.
- Areas will be designed with a lockable room inside the lab, shop or computer room for storing equipment and supplies.
- Labs, shops and computer rooms will have appropriate and adequate alarm systems for the area covered to limit access and deter criminal activity.
- Where appropriate the main entry to the lab, shop or computer room will be designed with a check-in area or desk close to the main entry that students have to pass in order to gain entry into the room or area.
- Labs, shops and computer rooms will be designed to allow separate sections of the area to be secured if not in use to limit access.
- Labs, shops, computer rooms will be designed with burglary alarm, projector alarms (when applicable), and emergency intercom systems to SDCCD Police Dispatch when there is no telephone installed in the area.

3.8 Music Rooms

Natural Surveillance

- When designing practice and small lesson rooms inside music rooms ensure there is visual access into rooms.

Natural Access Control

- Music rooms will be designed with an unobstructed view of entrances to the room for access control.
- All music rooms will be designed with a lockable room for equipment and supplies inside the room.
- Music rooms will be designed with burglary alarms and emergency intercom systems to SDCCD Police Dispatch when there is no telephone installed in the room.

Terroritoriality/Management

- Design group lesson and performance spaces, including floor systems to accommodate other uses.

3.9 Cafeterias

Natural Surveillance

- The control point at the main entrance shall have unobstructed line-of-sight of the entire cafeteria.
- Design serving line and cashier area to be visible from dining area to allow for natural surveillance.
- Design windows on the perimeter of the cafeteria to allow for natural surveillance in and out of the cafeteria.

Natural Access Control

- Cafeterias will be designed with a well defined control point at the main entrance of the cafeteria.
- Design kitchen and serving area so that they can be secured during open and closed hours.
- Cafeterias will be designed with multiple means of emergency egress for critical incidents.

Territoriality/Management

- Design cafeteria to eliminate traffic-flow conflicts and overcrowding.
- Select furnishings that will accommodate small group settings and community use.

3.10 Bookstores

Natural Surveillance

- Bookstores will be designed with unobstructed line-of-sight throughout the store's shelves and displays from the cash registers, help desks and supervisors workstations.
- Bookstores will be designed with surveillance cameras at designated areas throughout the store with specific monitoring of the exits, cash registers and merchandise storage areas.
- Anti-theft devices such as bar code alarms will be installed on the interior of doorways to deter theft.

- Hold up or Panic alarms will be installed at cash register stations and at the supervisors work station.
- Design windows on the perimeter of the bookstore to allow for natural surveillance in and out of the bookstore.
- Storage bins for backpacks or book bags will be located near the front of the bookstore and before passing the cashier to prevent thefts. Monitored or secured storage bins may also be located outside of the bookstore near the entrance.

Natural Access Control

- Bookstores will be designed with entrances and/or exits that can be monitored from staff work stations such as cash registers, supervisor's workstations and information counters.
- Cashiers will be located near the exits so that customers will be able to exit the store after they have completed their purchase to deter thefts.
- Except for buy back or refund windows all exterior windows should have limited openings to prevent access and deter theft.
- Design delivery areas for the bookstore in secure locations. Delivery access doors will be equipped with peep holes or cameras for visual security.

Territoriality/Management

- Separate bookstore shelving and pay lines to eliminate traffic-flow conflicts during busy shopping times.

3.11 Auditoriums

Natural Surveillance

- Auditoriums will be designed to eliminate niches that provide hiding places along walls.
- Design retractable partitions to fully recess into walls to eliminate hiding places.

Natural Access Control

- Roof openings will be located as far away as possible from catwalks, platforms, and scaffolding to prevent access from roof into auditorium.
- A secure area for controls, equipment, props and tools will be designated to limit access.

- Auditoriums will be designed with secure separate entrances for daytime use and after hour activities.

Territoriality/Management

- Design auditoriums to eliminate traffic flow conflicts.

3.12 Gymnasiums

Natural Surveillance

- Retractable bleachers that can be secured when not in use will be used in all gymnasiums.
- Equipment storage rooms will be located in an area that is visible to gym users and staff to promote natural surveillance.

Natural Access Control

- Roof openings will be located as far away as possible from catwalks, platforms, and scaffolding to prevent access from roof into gymnasiums.
- A secure area inside the gymnasium will be designated to store the athletic equipment.
- Design secure separate entrances for daytime use and after hour activities.

Territoriality/Management

- Lighting fixtures will be designed with protective material to prevent damage or vandalism.

3.13 Locker Rooms

Natural Surveillance

- Lockers will be designed into the walls to eliminate hiding places and limit access to ceiling areas.
- Lockers will be installed along the perimeter walls of locker rooms or limit locker height to enhance surveillance. Faculty and staff offices will be located near the entry of locker rooms.
- Faculty and staff offices will be located near the entry and exit of locker rooms for monitoring when employees are present.

Natural Access Control

- Utilize designs that eliminate access to ceiling areas.

Territoriality/Management

- Vandal resistant materials, fixtures, and hardware will be installed in all SDCCD locker rooms.

3.14 Libraries & Media Centers

Natural Surveillance

- A control point at the main entrance will be designed in SDCCD libraries and media centers to ensure an unobstructed view of entire library/media center.
- Libraries and media centers will be designed with unobstructed lines-of-sight throughout library/media center and from the media specialist's office.

Natural Access Control

- Circulation desks and/or reception areas will be located near main entrance to limit access.
- Design a separate lockable area for audio-visual and computer equipment to control and limit access.
- Multiple means for egress will be designed for critical incidents in all SDCCD libraries & media centers.

4.0 SYSTEMS & EQUIPMENT

4.1 Elevators

Natural Surveillance

- Elevators will be designed in locations adjacent to heavy pedestrian and vehicle traffic to promote natural surveillance and to deter illegal lodging, battery and vandalism.
- The lighting around elevators will be designed to allow for the maximum visibility into and around elevators.
- Elevators will not be located in unsupervised remote areas of SDCCD properties.

- Elevators and the areas around elevators will be designed with special consideration to eliminate dark niches and blind spaces.
- In larger elevators vandal resistant Convex Security Mirrors will be installed in elevator cabs to allow for greater visibility before entry into elevators.

Natural Access Control

- Elevator entrances will be located near lobbies, reception areas, or administrative areas to limit access from unauthorized individuals.
- When possible elevator entrances will be located in areas that can be secured to limit access when the campus is closed.

Territorial Concern

- When possible electronic surveillance will be designed into elevators and lobbies.

4.2 HVAC/Mechanical Equipment

Natural Surveillance

- When possible locate lockable equipment enclosures in areas where general lighting occurs and there is heavy foot traffic to promote natural surveillance.
- Design doorways to face heavy traffic pathways.
- Use motion sensing lights around the perimeter of “Equipment Rooms” or heating, ventilation, and air conditioning (HVAC)/Mechanical to allow for greater visibility.

Natural Access Control

- Heating, ventilation, and air conditioning (HVAC)/Mechanical equipment will be designed in a secure area and only accessible to authorized personnel.
- Lockable enclosures for exterior condensing units will be utilized to store and house heating, ventilation, and air conditioning (HVAC)/Mechanical equipment.
- Flush mounted vents will be installed in mechanical rooms.

4.3 Water Fountains

Natural Surveillance

- Design water fountains in areas with natural surveillance.

Natural Access Control

- Wall-hung water fountains will be used to prevent vandalism when possible.

Territorial Concern

- Water fountains should be located in common areas such as near vending machines, patios, court yards, elevators and pedestrian walkways.

4.4 Vending Machines & Public Telephones

Natural Surveillance

- Vending machines and public telephones will be installed in monitored patios, lobbies, reception and administrative areas that allow for natural surveillance.
- When possible vending machines will be recessed into alcoves to prevent hiding places.
- Lighting around telephones and vending machines will be designed to promote natural surveillance from the greatest distance.

Natural Access Control

- Design vending machines in areas that can be secured to limit access after school hours or when the campus is closed.
- Public telephones will be designed in open centralized areas.

4.5 Safety Callbox

Natural Surveillance

- Emergency phones will be located in heavy traffic areas to promote natural surveillance.
- Areas that are visible from buildings and from greater distances are preferred.

Natural Access Control

- Safety Call boxes will be installed in heavy pedestrian walkways, parking structures and lots.
- Appropriate signage will be used on call boxes.
- Safety Call boxes will be painted yellow to ensure their visibility and will have the proper signage designating them for “emergency use only.”

Territorial Concern

- When possible protective materials will be used on emergency phones to prevent vandalism.
- Emergency telephones will have video cameras that can be remotely monitored when the telephone is in use.