



San Gabriel Police Department

INTER-OFFICE MEMO

DATE: March 29, 2006

TO: Chief David A. Lawton

FROM: Crime Prevention Officer Alex Acosta

SUBJECT: Valley Boulevard Specific Plan and Draft EIR

The Police Department's CPTED recommendations are intended to assist in the creation and maintenance of a built environment that decreases the opportunity for crime and increases the perception of public safety. The following guidelines provide standards to safeguarding property and public welfare through appropriate design, construction, quality of materials, and maintenance of all buildings and structures using the CPTED concept.

All plans and applications shall be submitted to the Police Department for CPTED recommendations, shall be reviewed on an individual basis, in relation to adjacent projects, and with the following major considerations:

1. **Interior spaces.** Interior designs shall be reviewed for CPTED recommendations to minimize the opportunity for crime.
2. **Lighting.** All exterior lighting shall provide appropriate and desirable nighttime illumination for all uses on and related to the site. The lighting of all exterior areas shall be designed to maximize surveillance and reduce conflicts with building design, mature landscaping and minimize glare or intrusive light, and shall conform to the San Gabriel Building Security Ordinance relating to lighting. Controls for lights in restrooms identified for the general public shall be of a style that cannot be turned off or on by users other than designated staff.
3. **Landscaping.** The design, placement and details of landscaping, regardless of intended or required use, shall be established so as to provide for natural surveillance of the space and increase the security of the area. Specific lists of landscape plants are available from the Police Department.
4. **Walls and Access Gates.** In all locations in which walls are either required by the Specific Plan, or desired by the owner of the property, the wall shall be designed or built to minimize unauthorized access and increase public safety. Any recommendations are not intended to override specific provisions of the Specific

Plan with respect to the height of such walls. All gates shall provide a means for the Police Department to access the location in case of emergency.

5. **Address Numbers.** There shall be assigned each residential/commercial unit and/or commercial building its respective address number(s) as described in the San Gabriel Municipal Code 153.326(b).
6. **Identification Signs.** For the purpose of emergency response, officer and public safety, all signs shall identify the business name in English as per the San Gabriel Municipal Code 153.326 (f).
7. **Directories.** Properties occupied by more than one structure shall have an internally illuminated directory that shows the layout of the complex and/or mixed use project, the location of the person viewing the directory, and the unit designations within the complex. Directories shall be in sufficient number and placed in locations to insure that law enforcement and emergency personnel can easily locate a particular address or individual unit.
8. **Vision Panels in Doors.** The purpose of vision panels is to insure that an opportunity is provided to observe a security risk outside of a service exit door prior to using the exit. Vision panels should be a minimum of 36” and center mounted on any service door. Burglar resistant glazing shall be used.
9. **Parking Structures.** Parking structure designs must minimize risk and opportunity for crime. Security measures may include lighting, emergency telephones, closed-circuit television, on-site security, placement of stairwells and elevators, and similar factors.
10. **Formal Surveillance.** Formal surveillance methods, such as closed-circuit television, electronic monitoring, fixed guard posts, and organized security patrols are normally used only when natural surveillance alone cannot sufficiently protect an area. Areas that should be included in formal surveillance are, and not limited to, elevators, corridors, parking lots, public areas of buildings accessible after business hours, and exterior pedestrian pathways are potentially vulnerable locations where the application of formal surveillance methods might be justified.
11. **Kiosks –** At a recent seminar hosted by the Federal Bureau of Investigation, and attended by our Police Department, there were many things brought to our attention involving the use of kiosks for sale of merchandise, etc. Some of the items of concern are:
 - a. The sale of “knock-off” products.
 - b. The sale of low-end and/or low-quality products.
 - c. Increased fraud and/or identity theft, i.e., sale of cell phone service.
 - d. Increased traffic distractions.
 - e. Large congregations of people impeding pedestrian flow.
 - f. Unlicensed vendors
 - g. Potential for increase in crime, i.e., grab and runs, shoplifting, etc.

h. Loitering by criminal elements, i.e., gang members

12. Any specific CPTED recommendations shall comply with Sections 150.210 through 150.223 of the San Gabriel Building Code Security Regulations.