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## **TABLE OF CONTENTS**

Acknowledgements .....	2
Introduction.....	3
Certification Process.....	4
Appeals .....	6
Re-certification .....	7
Revocation of Accredited Status.....	7
Core Community Safety Elements.....	8
Optional Community Safety Elements .....	21
Policies .....	26

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The Department of Criminal Justice Services would also like to acknowledge the Virginia State Crime Commission whose 1994 "Safer By Design" study provided much of the background for the development of the Certified Crime Prevention Community Program. Patrick Harris of the Virginia Crime Prevention Association and Dr. Jay Malcan were invaluable in providing insight into the issues impacting the study.



## INTRODUCTION

In his 1998 Executive Order creating the New Partnership Commission for Community Safety, Governor Gilmore charged the Commission with the responsibility of advising him on new initiatives to “promote community safety, particularly youth and family safety”. Since that time, the Commission has worked diligently to assess the needs of localities across the Commonwealth and assist them in addressing their individual community safety issues.

During the course of its work, the Commission identified many outstanding examples of community safety programs. In an effort to honor and bring recognition to these programs, the Commission developed the Governor’s New Partnership Community Safety Awards, which turned out to be a resounding success.

Taking a cue from the success of the Awards program, the Commission asked the Department of Criminal Justice Services (DCJS) to recommend programs that fostered the development of community safety initiatives at the local level. DCJS presented a proposal to the Commission to develop a program titled the **Certified Crime Prevention Community Program**. Based on a study conducted by the Virginia State Crime Commission in 1993, the goal of the program is to publicly recognize and certify localities that have implemented a defined set of community safety strategies as part of a comprehensive community safety/crime prevention effort. Commission members were very enthusiastic about the proposal and approved it unanimously.

One of the first of its kind in the nation, the program encourages localities to develop and implement collaborative community safety plans within a flexible framework designed by the Commission. Furthermore, it provides an ongoing process by which communities can reassess and update their plans to address emerging community safety issues. To obtain the certification, a locality must meet 12 core community safety elements/strategies augmented by a minimum of seven approved optional elements either proffered by the locality or selected from a list provided by DCJS.

While the strategies of the **Certified Crime Prevention Community Program** are rooted in the recommendations of the 1993 Crime Commission study, the focus has been expanded to include additional community safety strategies that are integral to reducing citizen fear of crime, youth violence, gang activity and involvement in drugs. While the program requirements were not designed to be easy and will require a dedicated effort on the part of each locality, the potential rewards are significant.

This program manual has been designed to provide in-depth information and guidance regarding all aspects of the Certified Crime Prevention Community Program, from the application process through to certification and recertification. It is divided into sections to assist the reader in locating information about each aspect of the program.

## CERTIFICATION PROCESS

The certification process consists of four parts or phases: Enrollment, Application Package Development, Application Package Review/Verification, and Board Review.



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## 1. Enrollment Phase

### ***Requesting an Enrollment Package***

Potential applicants download the enrollment package from the DCJS website (<http://www.dcjs.virginia.gov>). The enrollment package contains:

- the program manual
- the statement of intent form
- sample resolution of participation to be adopted by the locality

The statement of intent must be completed and returned to DCJS, along with a resolution of participation adopted by the city/county/town council, to officially begin the process. A local certification coordinator should also be selected during this process as the point of contact.

## 2. Application Package Development Phase

### ***Program Orientation***

Upon receipt of the enrollment form and resolution form, DCJS will contact the local designated certification coordinator to discuss the program manual and provide assistance. During this orientation contact, DCJS may:

- Present a brief background and history of the program
- Review the program manual with the certification coordinator and answer any questions about the program.
- Provide the certification coordinator insight into proven methods for organizing the volume of work and obtaining necessary information from the local points of contact for each element.

### ***Assessment of Local Crime Prevention/Community Safety Services***

Applicants must provide a written summary of each program submitted to meet a core program element or optional program element. Core elements shall be numbered as Core I through Core XII and Optional elements begin a new numbering series as Option I through Option VII. All summaries ***must be submitted as an attachment to e-mail*** to the DCJS staff as each is completed for review and correction. Several drafts may be submitted for review at the same time, however holding summaries of core or optional program elements and submitting them in large groups will actually slow the process and is discouraged. The required format is single spaced with a 12-point font on 8.5 X 11 portrait view page set up. Applicants should divide the content of each summary into four main sections as indicated below:

- A detailed description of the history of the program (*five pages maximum*);
  - Program accomplishments to date;
  - Goals and objectives of the program (*with numbered objectives listed under each corresponding goal*);
    - Each goal must have a minimum of three time specific and measurable objectives.
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- An evaluation of program effectiveness (e.g. *survey data from citizens impacted by program, crime trend data, anecdotal information, other appropriate statistical information illustrating impact of the program*)

Additional documentation can be submitted as proofs during the final verification phase, including:

- Media coverage of the program (e.g. news articles, public service announcements (PSAs), video clips, etc);
- Future goals and objectives for the program;
- Any other information deemed relevant by applicant;

### ***Analysis of Gaps in Services***

Applicants should complete a self-assessment to identify gaps in programs or service delivery. Following the same instructions as above, new programs proposed to fill identified gaps in service delivery should include the following:

- A program description which relates to the particular core or optional element the proposed program is designed to meet;
- Goals and objectives for the proposed program;
- An implementation plan which includes a timetable;
- An evaluation plan

***Note: This information should be submitted to DCJS to be included as part of the locality's application file. However, this information will not be sufficient to move the applicant to the review phase of the certification process.***

### **3. Application Package Review/Verification Phase** ***Staff Review***

As indicated above, applicants will submit to DCJS the summaries of their existing programs and the detailed plans of any newly proposed programs designed to meet certification standards. DCJS staff will conduct ongoing review of the summaries for completeness, documented effectiveness of the summarized programs, and future goals and objectives of the programs and recommend changes or needed corrections. Plans for newly proposed programs will be judged for completeness of the needs assessment, goals and objectives, implementation plan and evaluation plan.

### **Verification** ***Verification Process***

- Upon completion of a final summary product, DCJS will contact the applicant to arrange a date and time for on-site verification of documented programs, or to receive a
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completed submission document. A completed submission will include; element summaries and all proofs necessary to verify the efforts and success of the elements. These proofs **should not** be submitted in the element draft summaries but rather submitted with the final document for review.

Upon completion of the verification process, DCJS will notify the applicant of any final problems needing correction. Applicants may be given a remediation and correction period of 30 days. Once this process is complete, DCJS staff will prepare the certification brief and all final documents for the CJSB subcommittee review.

#### **4. Board Review Phase**

##### ***Criminal Justice Services Board Review***

After the on-site verification process is complete, DCJS will present all of the information gathered from the applicant to members of a subcommittee of the Criminal Justice Services Board (CJSB) for recommendation of approval. Upon the recommendation of approval of the subcommittee, the applicant information will be presented to the full Board for final approval. Upon approval of the full board, the applicant will receive certification from DCJS. (*CJSB review of application packages will coincide with regularly scheduled meetings of the CJSB*).

Once a community is certified or fails to be certified, DCJS staff will notify the certification coordinator within five working days of the status. The local certification coordinator shall have the responsibility of notifying the local governing body, law enforcement executive and any others his community requires. The timeline for any appeal begins with the notification of the certification coordinator.

## **APPEALS**

If an applicant is denied certification by the subcommittee of the CJSB, DCJS will notify the certification coordinator of the community of the denial. The applicant community may attend and speak at the full CJSB meeting in which the motion to deny the application is made by the subcommittee or the community will otherwise have 30 days in which to notify the Director of DCJS of its intention to appeal. Upon receiving an appeal request, DCJS will hold an appeal hearing with the CJSB at their next available meeting. The locality will meet with the CJSB and present its appeal. All decisions by the CJSB will be final and binding.

## **RECERTIFICATION**

Certified localities will retain their certification for a period of three (3) years, after which they are subject to annual verification of the programs listed in their initial applications. This process may include on-site verification. Certified localities must complete a reassessment process every three years to maintain certification.

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## **REVOCAION OF CERTIFIED STATUS**

The CJSB, upon recommendation from DCJS, reserves the right to revoke the certification status of any locality for good cause. This action will only be taken when all reasonable compliance efforts have failed. In the event of revocation of the certified status, the community will have thirty (30) days to remove all Certified Crime Prevention Community signs and to cease the use of the logo and claim of certification under this program.



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## CORE COMMUNITY SAFETY ELEMENTS

This section of the manual lists and describes each core element of the program. Each description is followed by a Responsibility section, which lists local agencies and organizations that should play a role in implementing that particular element. Next, a Rationale section is provided for each element to explain its inclusion in the program. Finally and where appropriate, Suggested Implementation Plan and Suggested Goals sections are provided to give guidance to localities implementing core elements for the first time.

### 1. Develop a local community crime prevention/community safety council or coalition.

**Responsibility (should include at a minimum the following):** Law Enforcement, Schools, Social Services, Businesses/Corporations, Community Groups/Citizens, Youth Service organizations, elected officials/local government.

**Rationale:**

Community safety is not the domain of any one agency or organization. In order to have an effective and successful community safety effort, a multi-disciplinary, interagency Crime Prevention or Community Safety Council needs to be created. A council of this nature can then help set the tone and direction for all community safety efforts at the local level. It should include professionals from law enforcement, community planning, youth services, schools, public housing, social services, economic development working in partnership with faith-based institutions, businesses, and other community and civic organizations.

**Suggested Implementation Plan:**

- a. Identify local government agencies, citizens, community groups that should be a part of a local comprehensive crime prevention/crime control planning effort, and that have a stake in the certification process (include at least one person with 24 hours of Crime Prevention Through Environmental Design (CPTED) training).
- b. Determine whether an existing community task force, coalition of advisory committee may already contain all or most of these elements. If so, the existing group (or a subcommittee of that group) may agree to function in the required capacity of a crime prevention/community safety council.
- c. Schedule a meeting to discuss the goals of crime prevention/crime control planning as well as the certified crime prevention community program.
- d. Develop goals and objectives for coalition
- e. Assign tasks to individual members or create subcommittees
- f. Conduct resource inventory





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**Suggested Goals:**

- a. Involvement in zoning and/or building site plan reviews.
  - b. Coordinate the Community Crime Prevention certification effort.
  - c. Study, plan and develop procedures to prevent, reduce or control crime and delinquency problems.
  - d. Establish and promote clear, healthy standards of community behavior.
  - e. Develop crime analysis procedures/programs to identify communities or neighborhoods with significant crime and delinquency problems.
  - f. Improve awareness and accessibility of government services to target at-risk communities, neighborhoods, or populations.
  - g. Develop or revise existing crime and delinquency prevention guidelines or policies for community planning, youth services, economic development, schools, transportation, or public housing.
  - h. Provide crime prevention technical assistance to planners, developers, architects and builders.
  - i. Develop community-wide crime and delinquency prevention plan.
  - j. Increase target neighborhood participation in the governing process (i.e. council meetings, zoning hearings, budget hearings, etc.).
  - k. Decrease incidence of crime and delinquency such as robbery, sexual assault, burglary and vandalism.
  - l. Assist locality in setting priorities for grant proposals submitted to DCJS and other relevant agencies.
- 2. A DCJS-certified crime prevention specialist assigned to crime prevention duties in the law enforcement agency.**

**Responsibility:** Law Enforcement.

**Rationale:** While the delivery of crime prevention services should be the responsibility of all personnel within a law enforcement agency, there remains a need for a designated staff person who directs, manages and coordinates crime prevention activities while also serving as a resource for the agency's effort. Making this person a DCJS-certified crime prevention



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specialist per §9.1-161 of the **Code of Virginia** will ensure that he/she is current and knowledgeable in the whole field of crime prevention strategies, techniques and philosophy.

In turn, having a certified crime prevention specialist on staff will increase the professionalism of the local law enforcement agency and ensure that the locality can take full advantage of the latest developments in crime prevention.

**Crime Prevention Specialist Certification Eligibility: (from 6VAC20-180-30 Regulations Relating to Certification of Crime Prevention Specialists)**

- a. Any employee (sworn, non-sworn, or volunteer) of a local, state or federal government agency who serves in a law-enforcement, crime prevention, or criminal justice capacity is eligible to be trained and certified as a crime prevention specialist.
- b. The agency administrator of any local, state or federal government agency or college or university may designate one or more employees in his department or office who serve in a law-enforcement, crime prevention, or criminal justice capacity to be trained and certified as crime prevention specialists. Applicants for recertification shall be recommended by the agency administrator or his designee. Application shall be made on the Crime Prevention Specialist Certification Application-Form A.
- c. All crime prevention specialist applicants provided for in this chapter shall be approved only upon recommendation of a law-enforcement agency having jurisdiction where the crime prevention specialist shall serve.
- d. This chapter does not limit or prohibit the chief executive of any local, state or federal government agency from assigning personnel to crime prevention tasks who are not certified as crime prevention specialists.

**Crime Prevention Specialist Certification Requirements: (from 6VAC20-180-40 Regulations Relating to Certification of Crime Prevention Specialists)**

**Applicants shall have:**

- a. Been certified as a general law-enforcement instructor within the past five years, or successfully completed a comparable instructor development course approved by the department.
- b. Received 40 hours of approved introductory crime prevention training. Completion of the following compulsory minimum training topics is required for designation as a crime prevention specialist:
  - Theory and Practice of Crime Prevention



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- Neighborhood Watch
  - Home and Business Security
  - Security Liability
  - Security Hardware (locks, lighting, and alarms)
  - Personal Safety
  - Crime Prevention Through Environmental Design
  - Security Assessments
- c. Received 80 hours of additional crime prevention training within the past five years of the date of application. This additional training must address at least four of any of the following topics:
- Crime Prevention Through Environmental Design
  - Community-Policing
  - Crime Analysis
  - School Safety and Security
  - Security Lighting
  - Computer Security
  - Managing Volunteers
  - Grant and Proposal Writing
  - Legislation, Ordinance and Regulation Development
  - Prevention of Youth Violence
  - Prevention of Family Violence
  - Drug Abuse Prevention
  - Public Speaking
  - Media Relations
  - Homeland Security/Terrorism Prevention
  - White Collar Crime
  - Identity Theft
  - Victim Witness Services
  - Crime Prevention for Seniors
  - Code Enforcement/Nuisance Abatement
  - Other topics approved by the department
- d. At least three years experience in a law-enforcement, crime prevention, or criminal justice government agency.
- e. At least one year experience, within the past five years of the date of application, in providing crime prevention services. Such experience shall have included:
- Developing and maintaining Neighborhood or Business Watch groups.
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- Conducting security assessments of homes and businesses.
  - Making public presentations on home or business security and personal safety.
  - Distributing crime prevention information to the public.
  - Other experience approved by the department.

f. The department may waive all or part of the prescribed training requirements upon review of relevant crime prevention certifications awarded by recognized criminal justice or security organizations or by other state criminal justice agencies. These certifications will be reviewed on a case-by-case basis.

Crime prevention specialist certifications awarded by organizations or other states will be reviewed on a case-by-case basis.

**Suggested Goals: *To ensure the agency has a Certified Crime Prevention Specialist with experience in the most common crime prevention duties. (See section e above)***

**3. A neighborhood watch program with training and documented support of watches.**

**Responsibility (*should include at a minimum the following*):** Law Enforcement, Community Groups/Citizens.

**Rationale:**

Neighborhood Watch has proven to be one of the most effective means by which citizens, in concert with law enforcement, can collectively reduce the opportunity for crime. While it is anticipated that citizens will take ownership of their watch programs, law enforcement and other agencies must provide the leadership and ongoing direction for such programs.

With the help of prepared lesson plans, community safety planners or law enforcement organizations can explain to communities how to organize watch programs and provide support once they are organized.

**Suggested Implementation Plan:**

- a. Form planning committee of interested citizens and law enforcement (can be a subcommittee of crime control planning committee).
  - b. Determine extent and nature of crime in target area (can be done in conjunction with crime control planning committee efforts).
  - c. Conduct victimization survey of potential neighborhood watch areas.
  - d. Map target neighborhood(s).
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- e. Identify a potential watch coordinator and block captains.
  - f. Select date, time and location for initial Neighborhood Watch meeting.

**Suggested Goals:**

- a. Post Neighborhood Watch signs and decals.
- b. Develop crime prevention training for neighborhood watch members.
- c. Assist in the production and promotion of National Night Out activities & events
- d. Offer risk assessments to homeowners in neighborhood watch areas.
- e. Develop a Neighborhood Watch newsletter.

**4. Community policing or a crime control planning process.**

**Responsibility (*should include at a minimum the following*):** Law Enforcement, Schools, Social Services, Businesses/Corporations, Community Groups/Citizens, Youth Service organizations, elected officials/local government.

**Rationale:**

As mentioned previously, the control of crime is the responsibility of the entire community. Therefore, law enforcement must work in partnership other government agencies and community organizations to plan and implement community safety/crime control strategies. The community must be engaged in the process in order to enable those affected by crime to articulate their perceptions of problems and solutions.

The planning process should be formalized to ensure the development of effective short and long term overall community safety plans and the development of plans to help address specific areas in the community that have been identified as crime risks. Other essential pieces in the community crime control planning process are:

- An identifiable/designated group (e.g. CCJB, Communities That Care group, Community Crime Prevention Council) tasked with planning responsibility.
- At least one member on the group with 24 hours of CPTED training.
- Involvement in site plan review.

**5. Organized distribution of community safety information (literature, videos, social media, internet resources) to citizens.**



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**Responsibility (should include at a minimum the following):** Law Enforcement, Social Services, Businesses/Corporations, Community Groups/Citizens, Youth Service organizations, Elected officials/local government.

**Rationale:**

Distribution of community safety literature serves three purposes: It increases the community's awareness of crime and specific criminal activity; it provides suggestions/activities to reduce or remove the opportunity for crime; and it can be used to build a community safety presence or to forge consensus among groups or interests as to how to approach a particular crime problem. The community safety planners and the crime prevention unit of the local law enforcement agency should develop or obtain the public awareness material and work with other agencies to disseminate it.

**Suggested Implementation Plan:**

- a. Form interagency team comprised of members from law enforcement, social services, youth services, community groups, religious institutions, etc. (could be a subcommittee of crime prevention/community safety council)
- b. Conduct public awareness resource inventory to determine what public awareness materials currently exist at the local level.
- c. Determine short-term and long-term public awareness needs based on identified community safety issues.
- d. Conduct content assessment of current materials or programs to determine if updates are necessary.
- e. Determine most effective vehicle(s) for distributing information.

**Suggested Goals:**

- a. Establish a local clearinghouse for information on all aspects of community safety and prevention.
- b. Provide up-to-date information on criminal activity and community safety tips in the locality to the public.
- c. Conduct specialized public awareness events targeting populations at high risk for criminal victimization.
- d. Utilize the internet to locate global community safety resources.

**6. Designation of a person or committee trained to conduct community security and safety assessments of at-risk neighborhoods and businesses.**

**Responsibility:** Law Enforcement.

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**Rationale:**

At-risk neighborhoods are often the source of many jurisdiction-wide community safety problems. These neighborhoods often experience a multitude of problems beyond just crime problems. In order to address the entire range of safety needs for these neighborhoods and the community at-large, community safety planners and law enforcement, working in conjunction with all appropriate government agencies and community organizations, should identify at-risk businesses, schools, and neighborhoods and recommend an assessment be done to identify problems by type, location, time and other critical factors. Once the problems are identified, resources should be pooled to achieve the greatest impact on those problems.

**Suggested Implementation Plan:**

- a. Determine extent and nature of crime in the locality through an analysis of Part 1 crime statistics and statistics on “quality of life” crimes (can be done in conjunction with crime control planning committee efforts).
- b. Identify target areas or “hot spots” in the locality that are candidates for risk assessments.
- c. Determine if risk assessments are most efficiently conducted by a single staff person assigned to do risk assessments in the local law enforcement agency, or by a committee composed of community planners, law enforcement, zoning and code enforcement personnel.
- d. If a committee is required, schedule a meeting to discuss the goals of security survey committee.
- e. Develop goals and objectives for committee.
- f. Develop plan for conducting risk assessments on both a short-term and long-term basis.
- g. Develop follow-up procedures to determine progress in correcting problems in target areas identified by risk assessments.

**Suggested Goals:**

- a. Reduce occurrence of “quality of life” crimes.
- b. Hold property owners accountable for dilapidated properties.
- c. Develop new zoning ordinances to combat blight.
- d. Incorporate safety surveys into neighborhood watch activities.



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## 7. Functional crime analysis capability.

**Responsibility:** Law Enforcement Agency.

**Rationale:**

Community safety initiatives can only be proactive if community safety planners or law enforcement understand the extent and nature of crime in the community, or within a specific neighborhood, and then work with various appropriate agencies to devise strategies to reduce the opportunity for crime to occur. To this end, planners must first know what the community safety problems are as well as when, where, how, why and to whom they occur. Without this information, it is virtually impossible to develop community safety strategies that address specific community safety problems.

**Suggested Implementation Plan:**

- a. Form a task force or committee in order to guide the direction of the crime analysis program, assist in integrating it into the current organizational structure, and ensure that the needs of groups utilizing crime analysis data are being met.
- b. Designate or hire crime analysts to manage the day to day operations of the crime analysis unit.
- c. Identify “customers” of the crime analysis unit and form a committee to solicit their input concerning the products of the unit (can be a subcommittee of the crime control planning committee).

**Suggested Goals:**

- a. To provide early identification of crime patterns.
  - b. To determine detailed scope, volume and nature of criminal activity in the locality.
  - c. To provide crime-specific information in order to develop appropriate prevention and suppression tactics.
  - d. To provide special impact reports on events or projects which affect criminal activity
  - e. To facilitate the implementation of community policing by providing critical crime-related information to address neighborhoods or community specific problems.
  - f. To identify specific populations in the locality that direct impact crime.
  - g. To facilitate the exchange of timely crime data with surrounding jurisdictions and criminal justice agencies.
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**8. A comprehensive school safety audit process conducted by trained members of a local school safety team (applicable only to jurisdictions operating schools).**

**Responsibility (should include at a minimum the following):** Law Enforcement, Schools, Community Groups/Citizens.

**Rationale:**

In order to build on efforts to ensure that Virginia's schools are "safe havens", communities should support local school boards by serving on school safety teams that are responsible for conducting safety audits. The audit process is based on the School Safety Audit Protocol, developed in response to §22.1-279.8 of the Code of Virginia, which has become the standard audit protocol for the state. The audit is a site-based activity, and the audit team must coordinate on-site activities with the school principal.

**Suggested Implementation Plan:**

Localities should follow the School Safety Audit Protocol for guidance on implementing this element. Localities shall report on their compliance to all elements contained in §22.1-279.8 of the Code of Virginia, including critical incident plans, lockdown drills, physical security CPTED checklist, etc.

**Suggested Goals**

- a. Reduce vandalism and other property crimes on school grounds.
- b. Reduce the incidence of school violence and threats from outside sources.
- c. Establish a priority list of recommendations for remedial actions in audited schools with a timetable for implementation.
- d. Provide support and resources to the school, insofar as possible, in planning and implementing school safety initiatives.

**9. A business outreach program with training and documented support of watches.**

**Responsibility (should include at a minimum the following):** Law Enforcement, Businesses/Corporations.

**Rationale:**

A business anti-crime council or Business Watch can establish links among businesses, as well as improve communication between businesses and the police. It helps reduce crimes in commercial areas, particularly shoplifting, theft, burglaries, purse snatching, drug dealing, and vandalism. Business Watch activities should include crime reporting, Operation Identification (marking equipment, etc., with traceable identification numbers), conducting commercial security surveys, providing training on robbery, burglary and fraud prevention as well as personal safety for merchants and employees. A business leader acts as block security chief for participating businesses, and a police officer serves as liaison with the Watch.



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### **Suggested Implementation Plan:**

- a. Form a planning committee of business leaders and law enforcement (can be a subcommittee of crime control planning committee).
- b. Determine extent and nature of crime in target neighborhood(s) (can be done in conjunction with crime control planning committee efforts).
- c. Conduct victimization survey in target neighborhood(s).
- d. Map target neighborhood(s).
- e. Identify a potential watch coordinator and block captains.
- f. Select date, time and location for initial Business Watch meeting(s).

### **Suggested Goals**

- a. Reduce workplace violence, burglary, robbery, and internal “shrinkage”.
  - b. Post Business Watch signs and decals.
  - c. Develop crime prevention training for employees of area businesses.
  - d. Encourage and assist in the development of a published “Code of Ethics” for area businesses.
  - e. Offer risk assessments to area businesses.
  - f. Develop a Business Watch newsletter.
  - g. Encourage and assist in the development of security and loss prevention policies for area businesses.
  - h. Encourage the incorporation of loss prevention, security, crime prevention topics in initial employee training and orientation.
- 10. An on-site victim/witness services program or an organized referral process to programs in neighboring jurisdictions.**

### **Responsibility *(should include at a minimum the following):***

Law Enforcement, Social Services or Victims Services organization.

### **Rationale:**

The most important step in recovering from a crime is to talk to someone you trust. It is normal for crime victims to have conflicting feelings and thoughts. As a result of being

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victimized, victims go through many emotions such as fear, confusion, guilt, anger, frustration, irritability, helplessness, low self-esteem or depression. They may also have difficulties with concentration and trusting others. While these reactions are normal, most find that they feel better if they have the opportunity to freely and confidentially discuss any problems or emotions they are experiencing. Victim/Witness programs provide that bridge to recovery for victims of crime. They also serve to educate victims about their rights under Virginia's Crime Victim and Witness Rights Act and services that are available to aid in their recovery.

#### **11. A delinquency prevention program targeting at-risk youth.**

**Responsibility (should include at a minimum the following):** Law Enforcement, Schools, Social Services, Businesses/Corporations, Community Groups/Citizens, Youth Service organizations, Elected officials/local government.

**Rationale:**

Despite an overall reduction in violent crime and arrest rates in Virginia over the last ten years, juvenile crime and arrests remain at unacceptable levels. Males between the ages over 15 and 24 are disproportionately involved in narcotic sales and homicide. Fifty percent of violent felony offenders convicted in Virginia between 1995 and 1997 were under 25 years of age. Minority youth are still arrested and convicted for violent offenses and drug offenses in disproportionate numbers. Clearly, the needs of at-risk youth need to be addressed and a focus should be placed on proactive solutions and strategies that serve youth before they become offenders or victims.

From a prevention standpoint, community-wide collaborative planning stands out as the best way to identify risk and protective factors for youth, identify existing resources addressing the risk factors, and devise short and long term strategies to meet identified gaps in services for youth. This approach can lead to the develop of well-balanced programs for at-risk youth, ranging from mentoring programs to athletic leagues for at-risk youth to SHOCAP (or a similar youth habitual offender program) to youth violence prevention programs.

**Suggested Implementation Plan:**

- a. Form a planning committee consisting of local social services and youth service agencies, law enforcement, businesses, churches, individuals, etc. concerned with delinquency prevention (could be subcommittee of the community crime prevention council).
- b. Conduct risk assessment to identify risk factors (community, family, school, and individual/peer) having an impact on delinquent behavior at the local level.
- c. Identify existing protective factors and resources currently in place to address risk factors.
- d. Develop a delinquency prevention plan which include programs designed to address gaps in current delinquency prevention services aimed at at-risk youth (could include,



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but not be limited to, truancy abatement, gang resistance education, school/community-based after school programs, bullying prevention, and anger management)

- e. If necessary, develop appropriate JJDP grants to fund projects outlined in delinquency prevention plan

**Suggested Goals (dependent on results of risk assessment):**

- a. Reduce truancy and school dropout rates
- b. Reduce school violence
- c. To develop long term delinquency prevention strategies
- d. Reduce substance abuse
- e. Reduce teenage pregnancy
- f. Increase protective factors for youth

- 12. Local law enforcement agency must either be accredited or seeking accreditation from the Virginia Law Enforcement Professional Standards Commission (VLEPSC) or a nationally recognized program such as the Commission on Accreditation for Law Enforcement Agencies (CALEA).**

**Responsibility:** Law Enforcement.

**Rationale:**

Local law enforcement agencies will have a crucial, indispensable role in helping localities to achieve and maintain certified crime prevention community status. Therefore, it is important that these agencies be able to demonstrate consistently that they meet minimum standards of professionalism and service. Accreditation assists law enforcement agencies in meeting basic standards of performance, which, in turn, can serve proof that a locality is committed to maintaining its certification status. Virginia accreditation is virtually cost-free, and therefore does not represent an obstacle to achieving minimum professional standards. Technical assistance and training are readily available from DCJS. **Any agency seeking accreditation at the time of certification must achieve accreditation in order to be eligible for re-certification in the Certified Crime Prevention Community Program.**



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## **OPTIONAL COMMUNITY SAFETY ELEMENTS**

This section of the manual lists and briefly describes each optional community safety element of the program. Should further information be needed for implementation of an element, the certification coordinator should contact the DCJS staff for assistance. **Localities must have a minimum of seven elements from this list to qualify for certification.**

### **1. Virginia Rules (formerly Class Action), DARE or a similar school-based law-related education program.**

D.A.R.E. began in 1983 in Los Angeles. It began as a joint effort between the Los Angeles Police Department and the Los Angeles Unified School District. Educators and Police created the curriculum. The D.A.R.E. curriculum is based on research which indicates that effective instruction must focus on providing accurate information, coping and decision-making skills, and positive alternatives to substance abuse. A unique feature of D.A.R.E. uses Law Enforcement officers as instructors. D.A.R.E. officers receive intensive training to enable them to effectively teach in the classroom.

Virginia Rules is a law-related curriculum taught by law enforcement officials to middle and high school students across the Commonwealth. The goal of the Virginia Rules Parent Program is to provide parents and legal guardians with an understanding of their legal rights and responsibilities.

### **2. McGruff or other Safe House program**

A Safe House Program commits its efforts to providing a safety network for all children through the establishment of Safe Houses (temporary havens for children in threatening situations), ready to assist children in emergency situations. The Safe House program must have strict standards of behavior for those who volunteer to participate and offers a reliable alternative for children to gang recruitment, violent crime, and drug activity in inner-city, suburban, and rural communities.

### **3. Employee Watch Program**

A Neighborhood Watch program is only effective when the people involved are available to watch the neighborhood in which they live. When people are absent from neighborhood because of work or other reasons, it becomes vulnerable. The Employee Watch program was developed to assist Neighborhood Watch programs with general watch functions when Neighborhood Watch members are unavailable. It seeks to train and equip professionals such as postal carriers, delivery truck drivers, meter readers, telephone company repairmen, maintenance men, etc. to serve watch personnel and alert law enforcement to suspicious activities during their normal duties in neighborhoods in a locality.

### **4. TRIAD Program**

TRIAD was established when three national organizations agreed that the elderly could better be protected by cooperative efforts. The relationship was cemented when three organizations - American Association of Retired Persons (AARP), International Association

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of Chiefs of Police (IACP), and the National Sheriffs' Association (NSA) - signed a cooperative agreement. Triad works at the local level to improve the quality of life for seniors by providing an active exchange of information between local law enforcement and seniors. One of its major purposes to develop, expand and implement effective crime prevention and education programs for older Virginians.

#### **5. National Night Out**

The "**Annual National Night Out**" (NNO), is a unique crime/drug prevention event sponsored by the National Association of Town Watch (NATW). Held once a year on the first Tuesday in August, National Night Out is designed to: Heighten crime and drug prevention awareness; Generate support for, and participation in, local anticrime programs; Strengthen neighborhood spirit and police-community partnerships; and send a message to criminals letting them know that neighborhoods are organized and fighting back.

#### **4. Crime Solvers/Stoppers**

Crime Stoppers began in Albuquerque, New Mexico in September of 1976. Members of the local community, in partnership with the media and law enforcement, began an effort to provide crime-solving assistance to law enforcement. A cash reward was offered to anonymous persons who telephone the Crime Stoppers hot line with information that led to the arrest and indictment of the person(s) responsible for felony offenses. The Crime Stoppers programs worldwide have solved millions of crimes and recovered billions of dollars worth of stolen property and narcotics.

#### **5. Gun safety program**

Programs designed for adults and children which not only teach how to properly store guns to maximize safety in the home, but also teach children what to do when if and when they encounter guns in their daily lives (e.g. the Eddie Eagle Gun Safety Program).

#### **6. Crime prevention newsletter**

A regularly published newsletter providing information on local crime prevention events, local crime trends, new crime prevention programs, crime prevention tips, etc. Usually published by a local Neighborhood Watch coalition or police department

#### **7. School resource police officer**

School violence has been described as "juvenile violence that takes place in a school setting." An appropriate and effective response to this problem is to establish comprehensive school safety programs which communities can use to ensure the safety and security of public schools. A school resource officer (SRO) program is an example of a program that combines the efforts of educators, law enforcement officers, students, and parents to prevent and/or break the cycle school violence. While an SRO is first and foremost a law enforcement officer, a successful SRO program incorporates a community-oriented policing philosophy in which the SRO works with youth, school personnel, and the public to solve school-related violence and crime issues.

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#### **8. Annual crime prevention awards**

Applicant should establish or maintain an awards program that seeks to recognize outstanding efforts being made in crime prevention at the local level by citizens, law enforcement and other service organizations and community groups.

#### **9. Campus crime prevention outreach**

Efforts made by local law enforcement agencies to educate college students in their jurisdiction on crime prevention and campus safety. These programs can and are often initiated by on-campus police departments. Issues that are typically tackled in an outreach program are dorm safety, date rape, alcohol and drug abuse issues, personal safety on campus, etc.

#### **10. Crime prevention speaker's bureau**

A centralized file or listing of subject matter experts available to give lectures and/or training on different crime prevention topics at the local level.

#### **11. Domestic violence response program**

Domestic violence programs are designed to provide information, resources, and general assistance to women who have been the victims of violence. Ideally, these programs should be certified by Virginia Sexual and Domestic Violence Action Alliance in order to ensure competent, comprehensive services at the local level.

#### **12. Inter-agency code enforcement teams**

Code enforcement teams are designed to combat code problems on public and private property that serve to encourage crime and criminal activity as suggested by the "broken window" theory proposed by Wilson and Kelling. Teams are usually made up of representatives from various local agencies responsible for code enforcement and community safety, including police officers, fire officials, building and zoning inspectors, etc.

#### **13. School-based violence prevention curriculum**

School-based violence prevention programs are wide ranging in variety, from those that seek to provide conflict resolution skills for students to peer group mediation to mentoring to programs that deal with self-esteem issues. All of these programs have the ultimate goal of helping to reducing the number of young people who are either perpetrators, victims or witnesses of violence. As there is no "one size fits all" solution, localities must evaluate their own issues with youth/school violence and determine the most appropriate way of addressing it.

#### **14. Cooperative agreements between jurisdictions around crime/community safety issues**

Cooperative agreements between neighboring jurisdictions are designed to facilitate the exchange of pertinent information regarding crime/community safety issues in order to more



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efficiently combat crime problems. With a cooperative agreement, neighboring jurisdictions can access from one another information regarding crime trends, suspects, etc. that may have, in the past, been difficult or impossible to obtain.

#### **15. Crime prevention in public housing**

In many localities in Virginia, public housing is often the source of crime problems affecting not just public housing but the entire jurisdiction. Public housing residents are often victimized at greater rates than members of the surrounding community are. Recognizing this, many localities work in partnership with local law enforcement and HUD to provide crime prevention services for public housing residents. Programs can range from providing an on-site safety and security director to using local crime prevention officers to begin tenant patrols programs to developing diversion programs for at-risk youth, etc.

#### **16. Contact list and process for crime prevention liaison with community leaders and groups**

A formal list maintained by the local crime prevention unit, which provides names and contact information for community leaders and groups involved in crime prevention/community safety efforts.

#### **17. Anti-crime, anti-violence and drug interdiction and education policies in schools**

Policies enacted to curb school violence and drug use.

#### **18. Fatherhood responsibility/accountability initiative**

Fatherhood initiatives are designed to assist parents who are willing but unable to pay their child support or play an active role in the lives of their children. They can include components such as skills/job training, job placement, vocational training, parenting classes, GED classes, premature fatherhood prevention, etc.

#### **19. YAADAP**

The Youth Alcohol and Drug Abuse Prevention Project (YADAPP) helps high school students and adult sponsors to assume positive peer leadership roles towards the goal of safe and drug-free schools and communities. YADAPP accomplishes this by providing school teams a variety of training opportunities including motivational speakers, informational workshops, and experience in developing action plans for implementation in their schools.

#### **20. Truancy prevention initiatives**

Truancy prevention initiatives can be any initiatives designed to combat the root causes of truancy. Initiatives can include tutoring programs, drug prevention initiatives, mentoring efforts through community and religious groups, campaigns for involving parents in their children's school attendance, and referrals to social service agencies.

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### **21. School crime lines**

A school-based reporting system or process designed to encourage and provide to students an anonymous method of reporting incidents of crime and violence that occur either on or off school property.

### **22. Pre-trial services program**

Pretrial services programs, as authorized by the Pretrial Services Act, provide defendant background information to assist judicial officers in making bail release decisions and conditions of release, in addition to supervising defendants when released to the custody of the program.

### **23. Any other programs deemed appropriate by the Criminal Justice Services Board**



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## **POLICIES**

### ■ **Time Limit for Application Package Development Process**

**Applicability:** This policy specifically applies to localities that are enrolled in the program.

**Policy:** Localities enrolled in the program will have a maximum of **twelve months from the recorded start date to meet the program requirements**. This includes implementing programs needed to satisfy core and/or optional elements. If necessary, an extension of up to six months may be granted upon reasonable request. Localities failing to complete the program requirements within the time allotted will be required to reapply.

### ■ **Preference in DCJS Byrne JAG Fund application process**

**Applicability:** This policy specifically applies to localities that are either seeking certification or have already been certified.

**Policy:** Localities that are seeking certification under the **Certified Crime Prevention Community Program**, either as new applicants or recertification applicants, will have preferred status in the state criminal justice grant application process for all grants administered by DCJS under the **Edward R. Byrne Justice Assistance Grant (JAG) Fund Program**. Special consideration will be given to those localities that are seeking grants specifically to implement programs that satisfy core requirements of the certification process. Grants are awarded based on the availability of funding.

**Definitions:** Preference points – DCJS grants program managers of each funding category under the Byrne program will award a set number of points, percentage points, or other pre-established selection criteria elements to the localities participating in the in the Certified Crime Prevention Community Program (CCPC). These preference points will count towards the final numerical score or selection criteria given to a particular grant application during the grant review process. They will total no more than 10% of the maximum numerical score that can be given in the review process.

Program managers will use a scale in which the maximum number of preference points go to grant applicants enrolled in the CCPC program and seeking a grant specifically to implement a program satisfying core requirements of the certification process. Grant applicants certified under the CCPC program and grant applicants enrolled in the CCPC program but only seeking general grant opportunities will receive half of the maximum number of points available under this policy. CCPC preference points will not be awarded under this policy to grant applicants not enrolled in the CCPC program.