



SAMPLE SECURITY PLAN

Convenience Store

Case: [REZ/PUP2020-00000](#)

A security plan detailing how the subject business will protect its employees and patrons during the proposed extended hours of operation

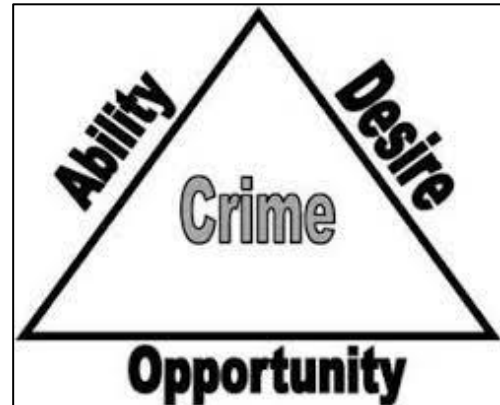
William Moffett
CPTED Planner
mof@henrico.us

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Objective:

A security plan is a written document that informs the Henrico Police Division of how you intend to keep your employees, patrons, and facility safe during its operating hours. The document should include layouts of the site's landscaping, lighting, architectural building plans (floorplans), all security features, signage and business practices, etc. Although crime will occur at your business in the future, mitigating risks or taking away a potential criminal's opportunity to commit a crime is the objective of this process.

The Henrico County Police Division regards crime prevention as one of the most valuable tools available to ensure the safety of Henrico County citizens, neighborhoods, and businesses. Crime prevention is defined as "the anticipation, the recognition, and the appraisal of a crime risk and the initiation of action to remove or reduce it." Three elements must be present for a crime to occur: desire, ability, and opportunity. This is also described in the diagram located to the right, called the Crime Prevention Triangle. A person may "desire" to commit a crime; and have the "ability" to commit a crime; however, if we deny the "opportunity," then no crime can be committed; and the triangle (symbolizing the crime) can no longer stand or occur.



The Henrico Police Division supports and implements Crime Prevention Through Environmental Design (CPTED), which is 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 an improvement in the quality of life.

The following characteristics need to be in place at this site.

1. **Natural Surveillance:** Provide natural surveillance throughout the site, especially to parking areas, buildings, building entrances, walkways, etc. Natural surveillance is the placement of physical features, activities and people in such a way as to maximize visibility.
2. **Natural Access Control:** Provide natural access control throughout the site. Natural access control is the physical guidance of people coming and going from a space by the judicious placement of entrances, exits, fencing, landscaping and lighting. The goal is to guide people where you want them to go and how you want them to get there.
3. **Territorial reinforcement:** Territorial reinforcement is the use of physical attributes that express ownership, such as fences, pavement treatments, art, signage and landscaping. The goal is to promote ownership and pride in where you live and work.
4. **Maintenance:** Allows for the continued use of space for its intended purpose. It also serves as an additional expression of ownership.

The creation of a security plan and implementation of security features does not guarantee a crime-free environment; however, it is our experience that applying of the concepts of Crime Prevention Through Environmental Design (CPTED) will reduce the opportunity for crime to occur and will enhance the quality of life for your employees and patrons alike.

Process:

If a rezoning, provisional use permit (PUP) or plan of development is requested through the County's Planning Department, a security plan may be requested by the Police Division. Most commonly, a security plan could be requested for businesses that wishes to extend their hours of operation; or, for a business that may have characteristics that could pose a substantial nuisance to its neighbors.

The Document

Opening Narrative:

The introduction should discuss how the security plan is designed to reduce future crime from occurring at your location. Hiring a professional security agency to assist you in developing a plan is recommended (but not required) to ensure the proposed security features function in concert with each other when implemented. This should be in letter form. Please make the security plan attention to the Chief of Police: Eric D. English (**see a sample below as Exhibit A**)

Standard Operating Business Procedures and Overall Facility Security:

This section should discuss how security is implemented with your company. Does your company have a safety/security plan, guidelines or procedures? Please be specific about what these procedures are and how they are implemented. If a pamphlet or a video is provided to employees as training, please provide a copy or a summary of the information. The more information you provide, the better informed we are in responding to your business for emergencies. Examples include: having a minimum of two employees in the store at all times; doing visual site inspections; not covering windows with signs or frosting; cash and asset control/handling; use of safe; robbery prevention training; store employee uniforms; etc.

Crime Prevention Measures:

- Security Personnel
 - Will uniformed security officers be provided? The site's zoning may/may not require this.
 - If yes, please include the company's name and if they are licensed by a security licensing authority?
 - Provide a picture of the security officer's uniform or how they are identifiable.
- Security Alarm
 - Will the business use a security alarm?
 - Will it be monitored by professional security company?
 - What type of features will the alarm have?
 - Keypad with panic buttons?
 - Remote panic buttons?
 - Door sensors?
 - Glass breakage sensors?
- Security Cameras
 - Interior Security Cameras
 - Please show the views of each camera on a building floorplan. (See Exhibit A)
 - Describe the importance of each view
 - Exterior Security Cameras
 - Please show the views of each camera provided on a site layout, a landscape or a lighting plan. (See Exhibit B)
 - Describe the importance of each view
 - Will conduit for cameras be run to other areas of the site (like gas canopies)?
 - Please provide pictures or spec sheets provided with the cameras as shown in Exhibits B, C, D (see below).
 - Will there be a camera capturing every individual that enters the convenience store and shows a live camera feed on a monitor that is in clear view of everyone in the store?

- Site Landscaping
 - Submit a schematic landscaping plan during the Plan of Development process. Include a copy of the site lighting plan with the security plan as an attachment or exhibit.
 - Show light pole locations on the landscape plan in an attempt to avoid conflicts.
 - The location of the light poles in relation to the trees needs to be considered, especially in parking lots and areas along the building's edge. The two should not be located in the same area, as illumination will be reduced as the tree matures.
 - All shrubs and trees should be trimmed to allow for maximum visibility to and from the site and from within the site. Shrubs should have a natural growth habit of no more than 2 ½ to 3 feet, or should be maintained at this height, especially when located along an entrance, walkway or in a parking area.
 - Trees located around the buildings, walkways and parking areas should have a natural growth habit that is a tree-form, non-pyramidal shaped tree. If this cannot be done, the canopy of the trees should be maintained at least 4 feet from the ground as the tree matures.
- Site Lighting
 - Please provide a site lighting plan with photometrics during the Plan of Development process. Include a copy of the site lighting plan with the security plan as an attachment or exhibit.
 - The minimum maintained light level should be no lower than 1.0 foot-candles throughout the parking areas, walkways, building entrance and building edge.
 - The lamps throughout the site should be the same. The emphasis is to have the same color of light (white or orange/yellow) throughout which will provide good color rendition, help with visibility, and reduce contrasts. Color rendition refers to how objects of various colors appear under a lamp. Metal halide, LED, or compact fluorescent lamps (white light) are preferred.
 - All light fixtures need to be full cut-off. See Photo's A and B for examples of full cut-off wall packs and pole lights.
 - Should post top fixtures be used, these fixtures also need to be full cut-off so that the light will be directed down to the ground, versus horizontally and up in the air. If decorative fixtures are installed, they should have the lamp in the top casing of the fixture so that the light will be directed towards the ground (See Photo C). This will also avoid glare because you don't see the lamp. Glare is defined as horizontal light that hinders vision.



Photo A. Shielded wall pack.

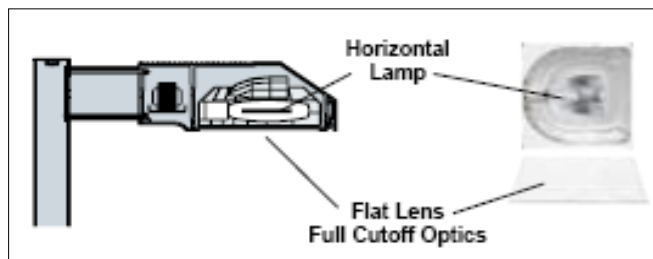


Photo B. Diagram of a full cut-off or concealed source fixture.



Photo C. The white globe visible to the eye in this post top fixture is decorative; the lamp is in the top of the fixture.

- ### Final Meeting with Police Division:

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Potential Exhibits:

- Security Personnel – copy of a contract with private security agency. Henrico Police only recommends hiring security firms licensed by the Virginia Department of Criminal Justice Services.
- Security Alarm – floorplan with security features noted
- Security Camera specification sheets
- Camera placement and views (best shown on a site layout and architectural floorplan) – a sample of a camera plan is attached as Exhibits B, C and D.
- Landscape Plan – a copy of the landscape plan from the Plan of Development
- Lighting Plan – a copy of the lighting plan with photometrics for the entire site and light specifications from the Plan of Development
- Other security measures – spec sheets and/or pictures to provide enough detail
- Trespassing Enforcement Authorization Form to be archived with the Police Division

Exhibit A: Sample Objective Letter

Date

Eric D. English
Chief of Police
Henrico County Police
Henrico, Virginia 23294

Re: Security Plan (re: **zoning case or location**)

Dear Chief English,

The objective of our security plan is to reduce the opportunity for crime to occur at the (store's name) located at (address).

Construction of the (**type of commercial use**) will occur from (**date – date**). Store management understands that without an approved security plan, we can only operate from 6a.m. – 12a.m. midnight. We seek approval of this security plan to begin operating for 24-hours. When all security features are installed, they will function in concert with each other to deter crime from occurring during the day and nighttime hours. As described in the sites zoning (**reference zoning case**) the store's security features include: updated security policies and procedures (**explain**); including providing the Police Division trespassing authorization (**see attached**), an alarm with panic buttons and exterior door sirens, internal and external security cameras capturing (**areas such as gas canopy, parking, etc., explain**), LED, full cut-off building and parking lot lighting (**providing adequate light at entrances/exits, in parking areas, walkways and around the building's edge**) and designing the building and site improvements for good visual surveillance opportunities inside and outside of the gym.

If we gain approval of this security plan, we hope to be able to begin operation in a 24-hour manner as (**store's name**) business's model requires. On (**date**) we received the sample security plan from the Police Division. Once the store is constructed, and we get close to requesting a certificate of occupancy from the County, we will meet with Henrico Police to ensure the security features are in place as described in the approved plan. With this plan, we seek approval by the Chief of Police.

Sincerely,

Name
Title

Exhibit B: Potential Physical Security Measure Exhibits

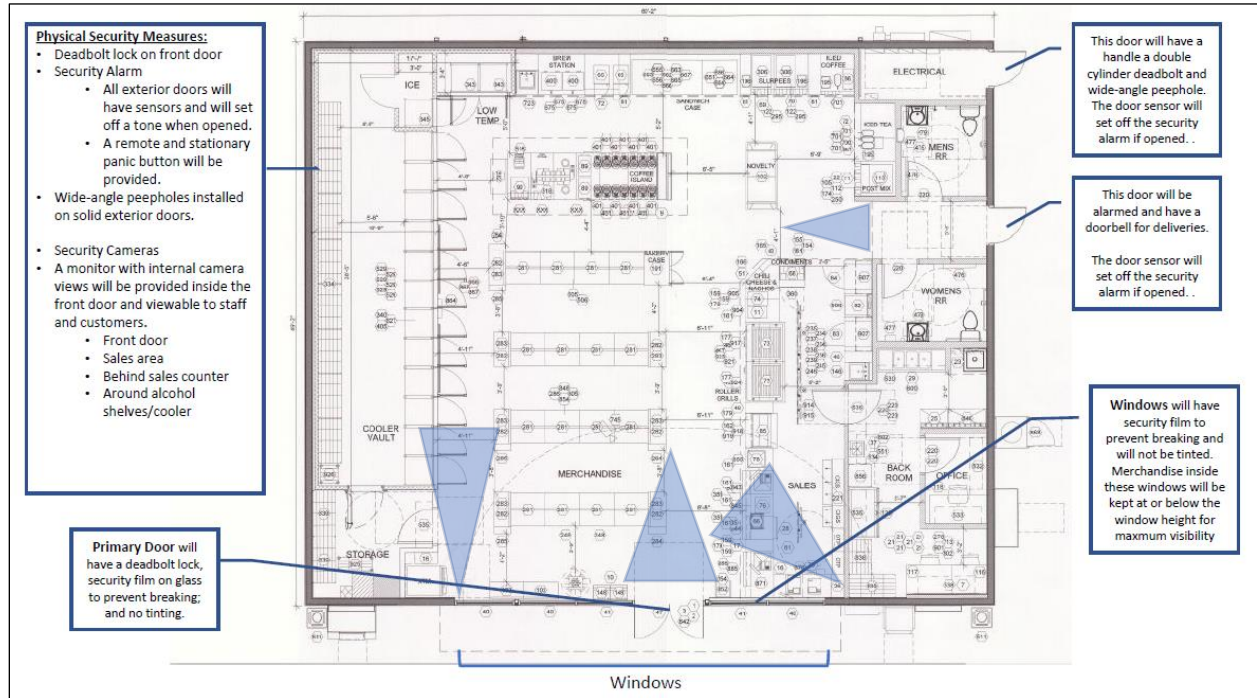


Exhibit C: Proposed Camera Layout

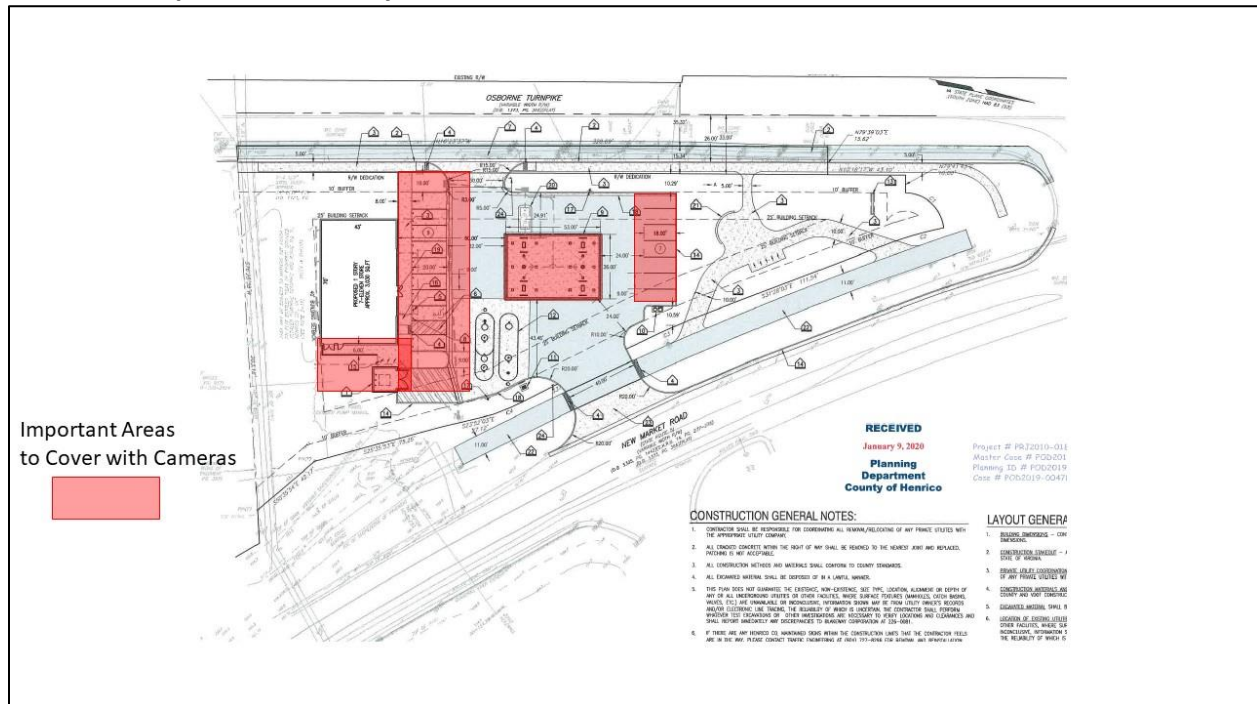


Exhibit D: Examples of Security Camera Information Needed

Provide specifications of the cameras to be installed.

- Exterior Security Cameras - Video Surveillance 1234 IP Camera
 - **This camera will be mounted to the front and sides of the building at approximately 9 feet from the ground to reduce risk of tampering.**
 - The Video Surveillance 1234 IP Camera is an outdoor, high-definition, full functioned video endpoint with industry-leading image quality and processing power. The camera is capable of full 1080p resolution at 30 frames per second (fps) while optimizing network usage with either H.264 or MJPEG compression. Contact closures allow integration with access control systems. With its open, standards-based design, the camera provides an ideal platform for integration and operation as an independent device or as part of a Video Surveillance network.
- Interior Security Camera:
 - **This camera will be mounted to the ceiling in the interior of the building at approximately 9 feet from the ground to reduce risk of tampering.**
 - The Video Surveillance 4321 IP Camera is an indoor, high-definition, full-functioning video endpoint with industry-leading image quality and processing power. The camera is capable of 1920 x 1080 resolution while optimizing network utilization with H.265, H.264, or Motion JPEG (MJPEG) compression. Contact closures allow integration with access control systems. With its open, standards-based design, the camera provides an ideal platform for integration and operation as an independent device or as part of a Video Surveillance network.
- Security Camera Monitor with security CCTV
 - A monitor with a security camera should be located in plain view of all individuals walking in the establishment notifying them they are being captured by the surveillance system. Another monitor could also be located in the Manager's office providing loss prevention support and connected to the CPU and/or DVR recording the footage.




Exhibit E: Potential Trespassing Authorization Signage

- The signage must say “No Trespassing” but could also say anything else your organization wishes. The signage must be large and installed in a visible manner at all vehicular and pedestrian entrances or other likely points of access to the site. The below signs are easily found online.



Trespassing Enforcement Authorization Form signed by the Community Police Officer and the Commanding Officer of the Community Services unit within the Police Division.

Exhibit F: Trespassing Enforcement Authorization

	HENRICO COUNTY POLICE DIVISION Trespassing Enforcement Authorization <small>HCPD-087 (12/11)</small>	
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I/We hereby authorize the Henrico County Police Division to serve as persons lawfully in charge of my/our property located in the County of Henrico for purposes of enforcing the trespassing laws of the Commonwealth of Virginia and the County of Henrico, Virginia and forbidding others from trespassing on my/our property. This is requested for the purpose of deterring criminal activity on my/our property. I/We understand that the property must have signage posted on the property so as to be visible at entrances or other likely points of access.

I/We acknowledge that a copy of this signed request will be retained on file with the Henrico County Police Division. I/We understand that this request for enforcement and authorization can be rescinded at any time and I/we agree to provide dated, written notice of such to the Chief of Police. Authorization is valid for a period of one year from the date this authorization letter is signed by the Chief of Police (or his designee).

I/We shall hold the County of Henrico harmless and indemnify the County of Henrico for any claims arising from, or in connection with, the enforcement of trespassing laws. I understand that this form shall be kept on file in the Office of the Chief of Police, or in such other location he deems appropriate. (County Code §13-26)

☐ Original Request ☐ Renewal Request

Property name: _____				
Property address: _____				
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>	
Description of property, structures, and operating hours at this site: _____				
AGENT OF THE PROPERTY				
<small>Last name</small>	<small>First name</small>	<small>Title</small>	<small>Job title</small>	
Agent address: <input type="checkbox"/> Same as above _____				
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>	
<small>Work phone</small>	<small>Home phone</small>	<small>Fax number</small>	<small>Other number</small> <input type="checkbox"/> Cell <input type="checkbox"/> Pager	
PROPERTY OWNER (if different than the property agent)				
Name: _____				
Owner address: <input type="checkbox"/> Same as above _____				
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>	
<small>Work phone</small>	<small>Home phone</small>	<small>Fax number</small>	<small>Other number</small> <input type="checkbox"/> Cell <input type="checkbox"/> Pager	
I have read, understand, and will comply with the conditions set forth on this form.				
Owner/agent signature: _____		Title: _____	Date: _____	
ADMINISTRATIVE REVIEW – TO BE COMPLETED BY THE COMMUNITY POLICING SECTION				
GPIN #: _____		Police Service Area (not patrol zone): _____		
Property is sufficiently posted with "No Trespassing" signs? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Officer: _____		Code #: _____	Date: _____	
Commander, Community Policing: _____		Date: _____		
AUTHORIZATION GRANTED				
Commanding Officer, Community Services: _____			Date: _____	
Criminal Records – Entered into Trespassing Database <input type="checkbox"/> Code #: _____			Date: _____	

Mail completed form to Henrico Police, Community Policing, P. O. Box 90775, Henrico, VA 23273