



**Policy Title: Crime Prevention Through Environmental Design**

**Policy Number:**

**Date Issued: October 1, 2018**

**Responsible Executive: Associate Vice President for the Department of Public Safety**

**Date Last Revised: October 1, 2018**

**Responsible Office: Department of Public Safety**

## Crime Prevention through Environmental Design Policy

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### Policy Statement

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Baylor University will maintain appropriate crime prevention strategies by utilizing crime prevention through environmental design.

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### Reason for the Policy

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Enhancement of campus safety and security

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### Individuals/Entities Affected by this Policy

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This policy applies to Baylor University students, faculty, staff, guests, and approved contractors.

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### Exclusions

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NONE

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### Related Documents and Forms

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[Security of and Access to Baylor Facilities](#)

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### Definitions

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These definitions apply to terms as they are used in this policy.

<b>Baylor University Property</b>
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Buildings, grounds, and land that are owned by Baylor University or controlled by Baylor University via leases or other formal contractual arrangements to house ongoing Baylor University operations.
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1. Crime Prevention through Environmental Design

<b>Crime prevention through environmental design</b>	Crime prevention through environmental design (“CPTED”) is a strategy employed to improve the safety and security of Baylor University through environmental controls.
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## Contacts

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<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office email/web site</b>
<b>Questions</b>	Associate Vice President of Public Safety and Security	254-710-4619	<a href="http://www.baylor.edu/dps/index.php?id=866871">www.baylor.edu/dps/index.php?id=866871</a>
	Assistant Vice President for Facilities & Planning	254-710-8400	<a href="https://www.baylor.edu/facilities_management/">https://www.baylor.edu/facilities_management/</a>
	Director of Technical Security	254-710-6617	<a href="http://www.baylor.edu/dps/index.php?id=866871">www.baylor.edu/dps/index.php?id=866871</a>

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## Responsibilities

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<b>Associate Vice President of Public Safety and Security</b>	The staff member who manages and leads the Baylor Department of Public Safety.
<b>Assistant Vice President for Facilities &amp; Planning</b>	The staff member who manages and leads the Baylor University Operations and Facilities Management Department.
<b>Director of Technical Security</b>	The staff member who manages and leads all Baylor University physical and technical security systems and processes.

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## Principles

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### Exterior Lighting

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- Inset doorways, alcoves, and above or below grade building entrances should be properly lit.
- Trees and shrubs should not interfere with the distribution of lighting.
- Transitional lighting should be incorporated in exterior areas going to and from buildings.
- All minimum lighting standards should be maintained from ground level to a height of six feet.

<b>Subject Area</b>	<b>Minimum Foot-candle Level</b>	<b>Average Maintained Foot-candle Level</b>
Pedestrian Walkways/Non-Obstructed Paths	0.10	0.25
Pathway with Trip Hazards Such as Steps	0.50	1.00
Building Entrances and Exits	5.00	NA
Bike Racks	1.00	NA
Parking Garages	5.00	NA
Open Parking Lots	1.00	1.50
Building Perimeters	0.50	0.75

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**Plant Maintenance**

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- Plantings should not obscure extensive parts of a main path or recreation area.
- Low-growing plants should be set back 36 inches from the edge of paths or walkways.
- Low-growing shrubs should be kept to no higher than 32 inches in height.
- Plantings that are higher than 36 inches should not be placed within 10 feet of entrances to prevent hiding spots.
- Earth berm plants need to be lowered to no more than 30 inches.
- Plantings should be trimmed to 6 inches below windows.

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**Tree Maintenance**

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- Mature trees should be trimmed of low branches to a height of 8 feet.
- Trees should be trimmed away from lighting to ensure proper light illumination.
- Trees should be trimmed away from security cameras.
- Young trees should be trimmed in a manner to maintain the health of the tree while also maintaining reasonable sight lines around the tree.
- Trees along the perimeter of campus that have extensive overgrowth should be pruned to reduce canopy size to allow ambient light along sidewalks.

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**Procedures**

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**Exterior Lighting**

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An exterior lighting assessment should be completed once every quarter in conjunction with the Operations and Facilities Management Department. The results of the lighting assessment shall be sent to the Assistant Vice President for Facilities & Planning. The Assistant Vice President for Facilities & Planning shall repair and improve any lighting deficiencies identified on campus.

3. Crime Prevention through Environmental Design

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## **Tree Maintenance**

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A landscaping assessment should be completed once every quarter in conjunction with the Operations and Facilities Management Department. The results of the landscaping assessment shall be sent to the Assistant Vice President for Facilities & Planning. The Assistant Vice President for Facilities & Planning shall improve any landscaping deficiencies identified on campus.

*Trees and/or plants that have a historical significance to campus and/or a centralized aesthetic focal point to campus shall be reviewed and approved by the Baylor University licensed tree arborist prior to any removal, tree trimming, or pruning being conducted.*

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## **References**

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*Physical security: Principles.* (2015). Alexandria, VA: ASIS International

*Campus Site Lighting Survey.* (2008). Waco, TX: Bay & Associates