

# Neighbourhood Safety & Crime Prevention Walk Toolkit



**An Initiative of the Windsor Essex Regional  
Community Safety and Well-Being Plan**



WINDSOR ESSEX REGIONAL  
**COMMUNITY SAFETY  
& WELL-BEING PLAN**



County of  
**Essex**

# Land Acknowledgement

We respectfully acknowledge that the land on which this report was drafted is the traditional territory of the the Three Fires Confederacy of First Nations, which include the Ojibwa, the Odawa, and the Potawatomie. We also respectfully acknowledge the traditional territories of the Caldwell First Nation. To recognize the land is an expression of gratitude to those upon whose territory you reside, and a way of honouring the Indigenous people who have been living and working on the land from time immemorial.

The City of Windsor and the Municipalities of the County of Essex honour and value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island.

We recognize that a land acknowledgement is on small step towards reconciliation, and far more must be done to address the historic truths and ongoing impacts of colonization, including systemic racism. May we all work towards respectful relationships and the meaningful interchange of knowledge and skills to support safety and well being for all.



**Stoneman Sculpture, Pelee Island**

# Acknowledgements

This initiative is a direct outcome of the Community Safety and Well-Being Plan. As part of the WRCSWB's Engaged and Safe Communities Priority, this toolkit is designed to **promote safe, healthy, and connected neighbourhoods and communities, and to promote community-led projects and initiatives to help increase feelings of safety, strengthen social capital with neighbours, and promote ongoing, sustainable engagement within communities.**

We hope that you find this toolkit helpful. The appendix includes templates that you can adapt to fit your needs.

We are profoundly grateful to our partners who played a pivotal role in the planning and implementation of the RCSWB Plan.



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Together, these collaborations underscore our commitment to enhancing community safety and well-being through thoughtful planning and collective action.



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# Table of Contents

<b>Part 1: Toolkit Overview.....</b>	<b>6</b>
What is This Document?.....	6
Who is This Toolkit For? .....	6
Flexibility and Customization.....	6
Purpose and Structure.....	7
Key Features.....	7
 <b>Part 2: Project Overview.....</b>	 <b>8</b>
Introduction: What is a Neighbourhood Safety and Crime Prevention Walk?.....	8
Objectives of a Walk.....	8
What is the Windsor Essex Regional Community and Safety Well-Being (WERCSWB) Plan?.....	9
What is Crime Prevention Through Environmental Design (CPTED) & Why is it Important?.....	11
Understanding the 3 “D’s” of CPTED & Applying the 3 “D’s” in Your Walk.....	11
1.Designation.....	12
2.Definition.....	13
3.Design.....	14
General CPTED Principles .....	15
1.Natural Surveillance.....	16
2.Territorial Reinforcement .....	17
3.Access Control .....	18
4.Target Hardening.....	19
5.Activity Management.....	20
6.Behaviour Engineering .....	21
Applying CPTED in Your Walk.....	22
 <b>Part 3: Planning the Neighbourhood Safety and Crime Prevention Walk.....</b>	 <b>23</b>
Step 1: Creating a Task List.....	23
Step 2: Identifying & Working with the Municipality, Police Services and Other Community Partners.....	23
Potential Stakeholder Roles and Responsibilities.....	24
Sample Stakeholder Engagement Template .....	25
Step 3: Planning Your Walking Route.....	26
Ideal Guidelines for a Route .....	27
Step 4: Creating an Itinerary .....	29
Sample Itinerary.....	30
Step 5: Developing Communication and Media Release .....	31
Step 6: Preparing for the Walk.....	32
Sample Task Checklist.....	33



<b>Part 4: During the Neighbourhood Safety and Crime Prevention Walk.....</b>	<b>34</b>
Introduction and Welcome.....	34
CPTED Self Checklist.....	34
Residential Safety & Security Tips.....	35
Commercial & Retail Security Tips .....	36
Team Debrief Recommendations.....	37
 <b>Part 5 After the Neighbourhood Safety and Crime Prevention Walk.....</b>	 <b>38</b>
Survey.....	38
Potential Next Step Action Items .....	39
Further Considerations.....	39
 <b>Appendix A: CPTED Planning Tips .....</b>	 <b>40</b>
Residential Safety & Security Tips.....	40
Commercial & Retail Security Tips .....	41
<b>Appendix B: Media &amp; Participant Talking Points.....</b>	<b>42</b>
<b>Appendix C: Toolkit Templates.....</b>	<b>43</b>
Stakeholder Engagement Template.....	44
Itinerary Template.....	45
Sample Task Checklist.....	46
CPTED Self- Checklist.....	47
Thank You & Final Remarks.....	48



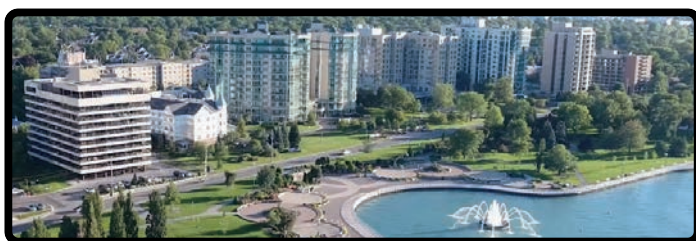
# Part 1: Toolkit Overview

## What is this Document?

This toolkit is designed to act as an informative template for planning and implementing a Neighbourhood Safety and Crime Prevention Walk (a “Walk”), in any neighbourhood, regardless of size or location. It serves as a comprehensive guide for municipalities, police, and facilitators, providing the necessary background, objectives, and step-by-step instructions to organize and conduct a successful Walk. The toolkit includes customizable features, allowing you to insert your own logo and the logos of any partners involved in your walk.

## Who is This Toolkit For?

- This toolkit is geared towards municipalities and is specifically written for facilitators who will lead a Walk.
- Facilitators are not required to be experts in crime prevention or community safety.
- The toolkit is intended for use by local government officials, community leaders, police employees, and other stakeholders involved in community safety and well-being.
- This toolkit equips you with comprehensive guidance and resources to effectively lead a walk. The information provided ensures that anyone, regardless of their prior level of expertise in safety protocols or crime prevention strategies, can facilitate a walk confidently and effectively.



**King's Navy Yard Park, Amherstburg**

## Flexibility and Customization

- While this toolkit is designed with crime and disorder prevention in mind, it is just as applicable for addressing general safety concerns and nuisances within a neighbourhood.
- It emphasizes a preventative approach, helping to identify and mitigate potential issues before they escalate into crime problems. The toolkit can be adapted to various contexts and neighbourhoods, regardless of the current crime rates.



# Purpose and Structure

This toolkit is structured to provide a clear and detailed overview of the entire process, from planning to execution and follow-up. It includes:

1. **Background Information:** An introduction to what a Neighbourhood Safety and Crime Prevention Walk is and its importance.
2. **Objectives:** The goals of the walk, including education on crime prevention, community engagement, and safety improvements.
3. **Planning the Walk:** Detailed guidance on how to prepare for the walk, including identifying key stakeholders, planning the route, and promoting the event.
4. **During the Walk:** Tips and best practices for conducting the walk, including pre-walk briefings, observation points, and engagement activities.
5. **After the Walk:** Instructions for follow-up actions, including de-briefing the walk's highlights, developing an action plan, communicating with residents, and evaluating the event's effectiveness.
6. **Appendices:** Additional materials to support the facilitator, such as handouts, visual aids, and feedback forms.

### Key Features

- **Customizable Templates:** Insert your own logo and partner logos to tailor the toolkit to your specific community. It is also customizable to be applicable across numerous locations, whether urban or rural, commercial, or residential.
- **Comprehensive Guidance:** Step-by-step instructions covering all phases of the walk.
- **Preventative Focus:** Emphasizes identifying and addressing potential issues early.
- **Community Engagement:** Encourages active participation and collaboration between residents, police, and local authorities.
- **Embedded Tips:** Important tips are embedded throughout the toolkit, marked with a special symbol to highlight additional key advice.



### Summary

This toolkit is a valuable resource for any municipality looking to improve community safety and prevent crime. By following the guidelines provided, facilitators can organize effective Neighbourhood Safety and Crime Prevention Walks to foster a safer, more connected community.



Lasalle Marina, Lasalle



# Part 2: Project Overview

## Introduction:

### What is a Neighbourhood Safety and Crime Prevention Walk?

A Neighbourhood Safety and Crime Prevention Walk is an organized event designed to educate community members on micro level crime prevention strategies, foster a sense of community, and enhance the safety of the neighbourhoods.



The Walk aims to change how residents perceive and navigate their neighbourhoods while providing practical tips for personal safety and crime prevention.

## Objectives of a Walk:

01	<b>EDUCATE RESIDENTS</b>	Provide education on crime prevention techniques and strategies to enhance feelings of safety.
02	<b>IMPROVE COMMUNITY RELATIONS</b>	Strengthen the relationship between residents, local service providers, community groups, organizations, sector leaders, municipal administration, and local police leaders.
03	<b>PROMOTE CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED) PRINCIPLES</b>	Teach residents about Crime Prevention Through Environmental Design (CPTED) strategies.
04	<b>INFORMATION GATHERING</b>	Collect information, contextualize, and prioritize local risks.
05	<b>BUILDING RAPPORT</b>	Foster a sense of community and mutual support among residents and stakeholders.

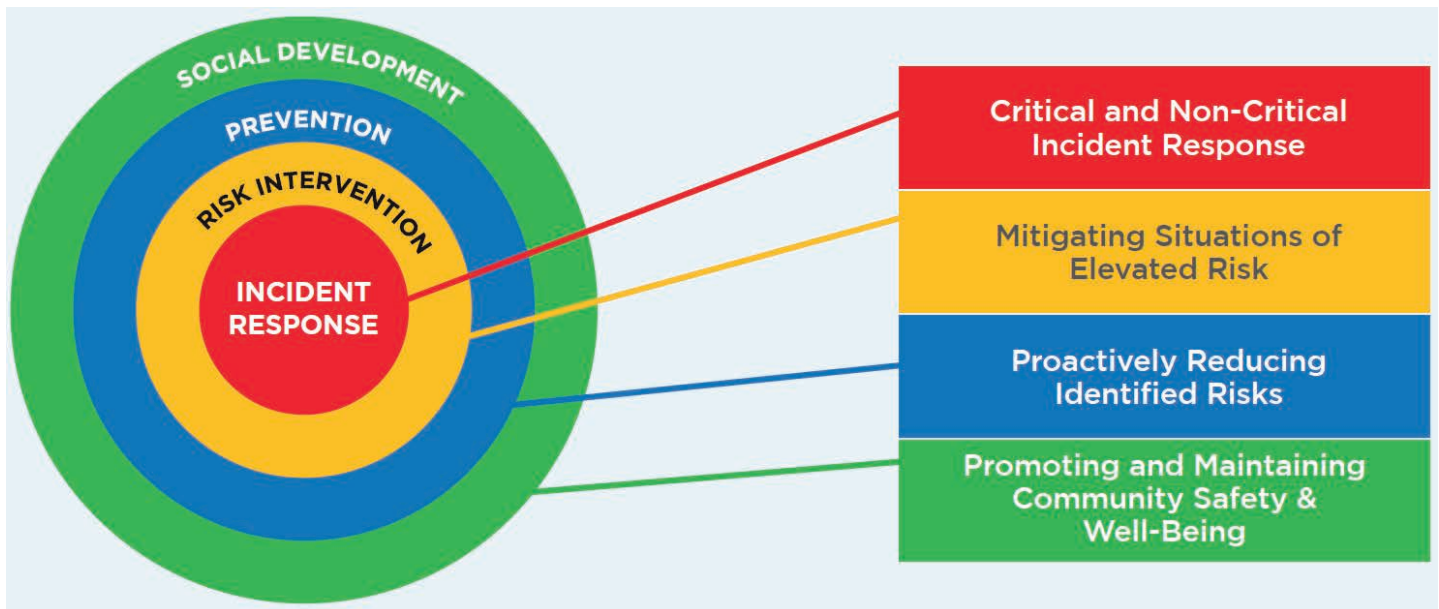
This initiative is a collaborative effort involving the Windsor Essex Regional Community Safety and Well-Being (WERCSWB) Plan, local police services, municipal representatives, property owners, and residents.

# What is the Windsor Essex Regional Community and Safety Well-Being (WERC SWB) Plan?



The Windsor Essex Regional Community Safety and Well-Being (WERC SWB) Plan rethinks traditional crime-centric safety interventions by moving towards collaborative multi-disciplinary approaches emphasizing prevention and social development. The City of Windsor and the Municipalities of the County of Essex, in partnership with agencies and organizations from many sectors, developed a regionally focused plan that leverages existing strengths, resources and best practices to establish proactive approaches to counter identified local risks. The Windsor Essex Regional Community Safety and Well-Being Plan was developed in accordance with provincial requirements and has utilized the CSWB Planning Framework developed by the Ministry of the Solicitor General.

## The Provincial CSWB Planning Framework



Through, a consultative process with Windsor Essex community residents and key stakeholders, **four priorities, specific to Windsor-Essex were identified for the WERC SWB Plan** including: Good Governance and Data, Engaged and Safe Communities, Mental Health and Substance Use Supports, and Financial Security and Economic Equity.

[ Access the Plan here: [www.cswbwindsorsex.ca](http://www.cswbwindsorsex.ca) ]



## Part 2: Project Overview



Riverfront, Windsor



Rose Kelly Fountain, Amherstburg

As part of the WERCSWB's Engaged and Safe Communities Priority, Goal #4 is to **promote safe, healthy, and connected neighbourhoods and communities, and to promote community-led projects and initiatives to help increase feelings of safety, strengthen social capital with neighbours, and promote ongoing, sustainable engagement within communities.** As a part of this Goal, a key implementation activity, and the premise for this toolkit was to:

**Pilot a CSWB Walks Program based on Neighbourhood Crime Prevention through Environmental Design (CPTED) Model for the City and County.**

- Since the Walk pilots have been overwhelmingly successful throughout the 2022-2026 WERCSWB Plan's implementation, a sustainability plan for the Walks, beginning with this Tool-Kit is essential to ensure that Walks can be held on an as-needed basis in the future.
- The Safety and Crime Prevention Walks aim to foster collaboration among police, municipal leaders, and the community to collectively identify strengths and weaknesses within the neighbourhoods-built environment. These walks provide a platform for key content-specific community partners to offer insights on potential safety improvements or to showcase areas that already exemplify effective crime prevention strategies. The goal is to enhance communal understanding and engagement in safety initiatives, creating a proactive approach to community well-being.
- Specific CPTED training is also a vital element of this initiative, providing community officials with in-depth knowledge and skills on crime prevention through environmental design. It is important to note that while completing the training, which has been funded through the WERCSWB Plan in the past and may be funded again in the future, is beneficial and can enhance the facilitation of the walk, it is not mandatory to facilitate a successful walk.



**Everything you need to prepare, plan, and execute a Neighbourhood Safety and Crime Prevention walk is included in this toolkit**



# What is Crime Prevention Through Environmental Design (CPTED) & Why is it Important?

Crime Prevention Through Environmental Design (CPTED) is a proactive approach that involves the proper design and effective use of the built environment to reduce the incidence and fear of crime, thus enhancing the quality of life. This strategy makes spaces more functional and appealing, which naturally discourages criminal activity.

CPTED is crucial for enhancing community well-being as it fosters environments where everyone feels a sense of belonging and can have their basic needs met. By strategically altering the physical layout of spaces to reduce opportunities for crime and increase safety, CPTED helps create healthier, safer, and more inclusive communities. This method not only addresses security concerns but also strengthens social cohesion and promotes more vibrant communal interactions. The 3 “D’s” of CPTED form its basis and are important for you to understand.

## The 3 “D’s” of CPTED: Designation, Definition, and Design



Designation assesses the intended use of a space or building and evaluates whether it supports safe usage.



Definition involves assessing whether the ownership of a space is clear, how the space is actually being used, and who or what governs its use. It also considers the presence of rules, signs, borders, or zones that delineate and govern the space.



Design assesses whether the physical layout of a space supports its function and safety, influences behaviour positively, and accommodates necessary flexibility without compromising security.

## Applying the 3 “D’s” in Your Walk

During your Neighbourhood Safety and Crime Prevention Walk, use the 3 “D’s” as a framework to assess each area you visit. Look at how the space is designated, defined, and designed to ensure it supports safe usage and deters criminal activity and nuisance behaviours. This detailed assessment will help you identify areas for improvement and make practical recommendations to enhance community safety.

# Designation

When examining the designation of a space or building, the guiding question should be: ***What is the intended use of this space or building?***

## » STEP 1: DETERMINE IF THE SPACE SUPPORTS SAFE USAGE

### Examples:

- A playground designed for children should have equipment that meets safety standards and is age appropriate. It should offer a layout that allows easy supervision.
- A basketball court should be equipped with well-maintained basketball nets and be situated in an area where youth can safely play, away from vehicular traffic and other hazards.
- A parking lot should be well-lit, have clear markings for parking spaces and walkways, and offer sufficient visibility for both drivers and pedestrians to navigate safely.



### Things to Consider:

- Are there areas within the space that could be hazardous, such as poorly lit corners or secluded spots that might attract undesirable activities?
- Is there something about the space and adjoining spaces that make an area potentially dangerous to be used as intended?
- For example, is a basketball court close to an intersection and lacking fences so that if a ball were to roll off the court, it could roll into the road posing a potential hazard to drivers and youth utilizing the basketball court?

## » STEP 2: IDENTIFY CONFLICTS IN USAGE OF THE SPACE

**Look for signs of misuse or activities that conflict with the intended purpose, such as:**

- Playgrounds being used outside park hours by teens or adults for gatherings, which can deter families from using the space during the day.
- Basketball courts located near busy streets or in isolated areas, which may pose safety risks or discourage use.
- Parking lots being used for purposes other than parking, such as makeshift gathering areas, skateboarding, or illegal dumping which can create safety and accessibility issues.

### Additional Considerations for Designation:

**Intended Users:** Identify who the space is designed for (e.g., children, families, the general public, specific business patrons). Understanding the target users helps tailor the space to their needs and enhances safety and functionality.

**Time of Use:** Determine if the space is intended to be used during specific hours and whether it has appropriate lighting and surveillance for those times. This is crucial for ensuring the space is safe and accessible throughout its hours of operation.

**Safety Features:** Assess the safety measures in place, such as fencing around a playground or surveillance cameras in a parking lot. Adequate safety features can prevent accidents and deter criminal activity, making the space safer for all users.



By thoroughly assessing the designation of spaces, you can ensure they are being used as intended and are safe for their designated purposes. This not only prevents misuse but also enhances the overall functionality and safety of the environment.

### Definition

When examining the definition of a space or building, the guiding question should be: ***Is the ownership of this space clear, and are there rules governing its use?***



### STEP 1: CHECK FOR SIGNS, BORDERS, OR ZONES THAT DEFINE OWNERSHIP AND USAGE RULES.

#### Examples:

- A community garden should have clear signage indicating it is a shared space and outlining the rules for its use. This helps manage expectations and usage, ensuring that the space is maintained and respected by all users.
- A residential complex should have designed parking zones clearly marked for residents and visitors. Signs should specify parking rules, such as permit requirements or time limits, to prevent unauthorized use and ensure that space is available for intended users.

#### Things to Consider:

- Are there visual cues such as signs, fences, or landscaping that delineate the space and indicate who is responsible for it?

These elements are crucial for establishing clear boundaries and usage rules that help maintain order and prevent conflicts.

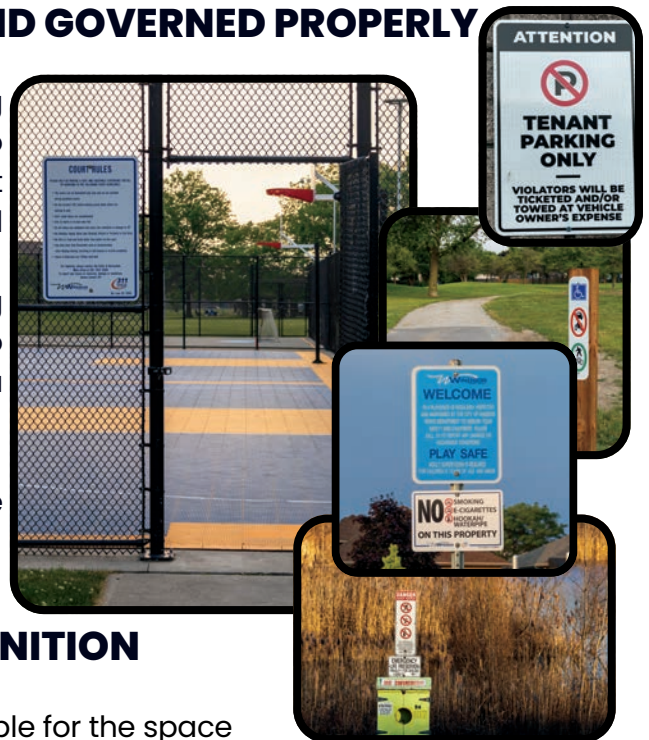
### STEP 2: IDENTIFY IF THE SPACE IS USED AND GOVERNED PROPERLY

#### Examples:

- A public square should have signs indicating permissible activities (e.g., no skateboarding, no littering) to ensure it is used in a manner that respects the community's standards and expectations.
- A private parking lot should have clear messaging indicating it is private property and specifying who the spaces are designed for (e.g., patrons of a restaurant).

#### Things to Consider:

Are there rules posted that define acceptable behaviour, and are these rules enforced?



### ADDITIONAL CONSIDERATIONS FOR DEFINITION

**Ownership Clarity:** Is it obvious who owns or is responsible for the space (e.g., public vs. private property)? Clear ownership helps prevent conflicts and ensures that responsibilities for maintenance and governance are understood.

**Rules and Enforcement:** Are there clear rules, and is there evidence that these rules are being enforced? Effective enforcement helps maintain order and safety within a space.

**Community Involvement:** Is there a sense of ownership among the community, and do they participate in maintaining the space? Community involvement can greatly enhance the care and surveillance of a space, contributing to its overall safety and usability.

By thoroughly assessing the definition of a space, stakeholders can ensure that it is used as intended and maintained appropriately, which contributes to the safety and well-being of the community.



### Design

The guiding question when assessing the design of a space is: ***Does the design of the space support its function and safety?***

#### STEP 1: EVALUATE IF THE DESIGN INFLUENCES BEHAVIOUR POSITIVELY

##### Examples:

- A well-designed bus stop with seating, shelter, and good lighting encourages orderly behaviour and use.
- A community area designed with a variety of seating areas and open layouts encourages community gatherings and social interactions, which can enhance surveillance and deter potential criminal or undesirable activities.

##### Things to Consider:

Does the layout of the space encourage positive behaviour and discourage negative activities (e.g., are there open sight lines, well-lit paths)?

#### STEP 2: IDENTIFY ANY DESIGN ELEMENTS THAT COULD IMPEDE SAFETY OR REQUIRE FLEXIBILITY

##### Examples:

- Narrow alleyways with poor lighting can be hotspots for criminal or undesirable activity.
- Staircases or walkways with abrupt endings or poor signage can create confusion and potential hazards, especially in emergency situations.

##### Things to Consider:

Are there aspects of the design that could make the space unsafe, such as hidden corners, lack of visibility, or areas that are difficult to monitor?

#### ADDITIONAL CONSIDERATIONS IN DESIGN

- **Visibility and Surveillance:** Can users see and be seen easily? Are there any blind spots or areas with poor visibility? Effective surveillance through natural visibility helps deter crime and enhances user comfort.
- **Access and Egress:** Are entry and exit points well-designed to control access and provide easy escape routes in case of emergency? Properly designed access points can control the flow of people and prevent unauthorized access, enhancing overall safety.
- **Maintenance and Upkeep:** Is the space well-maintained, signaling that it is cared for and monitored? Regular maintenance not only prevents the degradation of the space but also sends a message that the area is under surveillance and cared for, which can deter criminal activity.
- **Flexibility:** Does the design allow for multiple uses, or can it adapt to changing needs without compromising safety? Spaces that are designed to be flexible can adapt to various community needs and events, which can maximize their usability and surveillance.

**By addressing these aspects, you can ensure that the design of the space effectively supports its intended use while enhancing safety and promoting positive behaviours.**



# General CPTED Principles

- In addition to the 3 “D’s” framework, utilizing the general CPTED principles will be an ideal way for you to guide and suggest changes to the design and management of the environment to help reduce the incidence of crime, disorder, and fear, and to improve feelings of safety and well-being. **[See Principles below]**
- These principles are important to apply throughout your Neighbourhood Safety and Crime Prevention Walk and should be tailored to different areas such as residential, business, institutional, or recreational spaces, and should be guided by potential community concerns, police concerns, or stakeholder concerns.
- During your Neighbourhood Safety and Crime Prevention Walk, use these principles to assess both weaknesses and strengths in the environment. It is important that you point out and discuss not only limitations or areas for improvement, but also identify and discuss the strengths as well.

1

Natural Surveillance

2

Territorial Reinforcement

3

Access Control

4

Target Hardening

5

Activity Management

6

Behavioural Modification



### Important Tip:

When discussing potential safety issues during Neighbourhood Safety and Crime Prevention Walks, avoid singling out individual residential homes directly. Instead, frame discussions in broad terms to identify common themes. This approach fosters a cooperative environment where residents feel comfortable sharing and addressing concerns without feeling targeted.

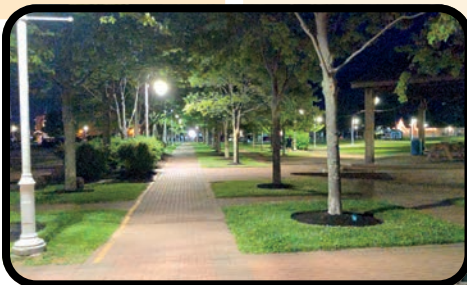
## Part 2: Project Overview: CPTED Principles

1

### Natural Surveillance

Involves designing spaces so people can easily see and be seen, deterring criminal activity and problematic behaviours by increasing visibility.

Things to Look For:	Residential Areas	Business Areas	Recreational Areas
<b>Weaknesses</b>	<p>Overgrown trees and bushes blocking windows or sight lines.</p> <p>Poorly lit streets, and alleys.</p> <p>Opaque fences and other barriers that obstruct views (e.g., to residential parking areas or common areas in an apartment or complex).</p>	<p>Obstructed views around building (e.g, Hidden corners).</p> <p>Cluttered storefronts blocking views to parking lots, gas station pumps, etc.</p> <p>Covered windows that block views in and out of a commercial property.</p>	<p>Dark or poorly lit pathways.</p> <p>Playgrounds are hidden by large structures or overgrown vegetation.</p>
<b>Strengths</b>	<p>Clear sight lines from homes to the street.</p> <p>Well-maintained, low vegetation (e.g., trees and bushes do not block visibility or sightlines).</p> <p>Use of low fences or transparent barriers that do not obstruct views.</p>	<p>Large windows providing clear internal and external views.</p> <p>Unobstructed views internally (e.g., down isles of a store)</p> <p>Well-lit entrances and exits</p>	<p>Open sight lines throughout parks and recreation zones</p> <p>Well-lit public spaces and pathways to and from playground equipment, sporting areas, or other recreational zones.</p>





### 2

## Territorial Reinforcement

Involves using physical design elements to express ownership and clearly define and delineate between private and public spaces to better identify intruders and those who may be engaging in undesirable behaviours.

	Residential Areas	Business Areas	Recreational Areas
<b>Weaknesses</b>	<p>Unkempt lawns and gardens</p> <p>Unclear property boundaries</p>	<p>Indistinct property lines</p> <p>Neglected storefronts</p>	<p>Vague boundaries between different areas</p> <p>Poorly maintained facilities, lack of garbage receptacles</p>
<b>Strengths</b>	<p>Well-maintained yards and gardens.</p> <p>Clear boundaries marked by fences, landscaping, or signage.</p>	<p>Defined property lines with decorative fencing or landscaping.</p> <p>Branded signage indicating ownership.</p>	<p>Clearly marked zones with signage.</p>



### 3

### Access Control

Involves using design strategies to regulate who can enter and exit spaces, reducing opportunities for unauthorized access.

	Residential Areas	Business Areas	Recreational Areas
<b>Weaknesses</b>	<p>Open access to backyards or side entrances</p> <p>Lack of or inadequate gates or barriers</p>	<p>Multiple uncontrolled entry points</p> <p>Poorly marked exits</p>	<p>Unrestricted access to sensitive areas (e.g., areas for municipal parks and rec personnel)</p> <p>Poorly defined pathways</p>
<b>Strengths</b>	<p>Well-secured perimeters (e.g., gates and fences)</p> <p>Clearly marked and controlled entry points</p>	<p>Strategically placed entrances and exits</p> <p>Barriers and clearly marked pathways that guide and control movement including to entrances and exits</p>	<p>Controlled access points</p> <p>Well-defined and marked paths</p>



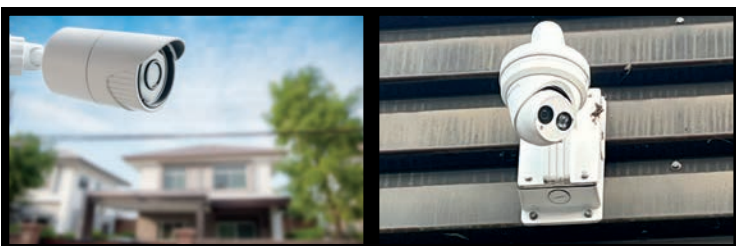
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### Target Hardening

Involves strengthening buildings and spaces to make them more resistant to criminal activity or behavioural nuisances.

	Residential Areas	Business Areas	Recreational Areas
<b>Weaknesses</b>	Unsecured windows and doors	Lack of security systems, or surveillance systems set up too high to capture meaningful images  Easy access to vulnerable areas (e.g., backrooms, staff lounges, etc.)	Poorly secured equipment or facilities  Lack of surveillance
<b>Strengths</b>	Robust security measures like reinforced doors and locks (e.g., solid core doors with locks away from decorative window panes).  Secured windows and entrances	Presence of CCTV and alarm systems  Strategically placed cameras (e.g., at eye level near checkout vs. in a far back corner)  Robust locking mechanisms	Durable, secure fixtures  Visible security measures

Importance & value  
of quality CCTV  
equipment





5

### Activity Management

Encourages the legitimate use of spaces to enhance visibility and community ownership, thereby discouraging criminal activity.

	Residential Areas	Business Areas	Recreational Areas
Weaknesses	<p>Lack of community events and engagement</p> <p>Deserted public spaces</p>	<p>Empty storefronts</p> <p>Inactive commercial zones</p>	<p>Underutilized parks</p> <p>Lack of organized activities</p>
Strengths	<p>Regularly organized community events (e.g., community yard sales or clean up days)</p> <p>Active use of public areas</p>	<p>Frequent community events that promote businesses (e.g., sidewalk sales, or general use of spaces in front of commercial/businesses)</p> <p>Vibrant commercial areas</p>	<p>Regular events and activities in parks</p> <p>Active community engagement</p>





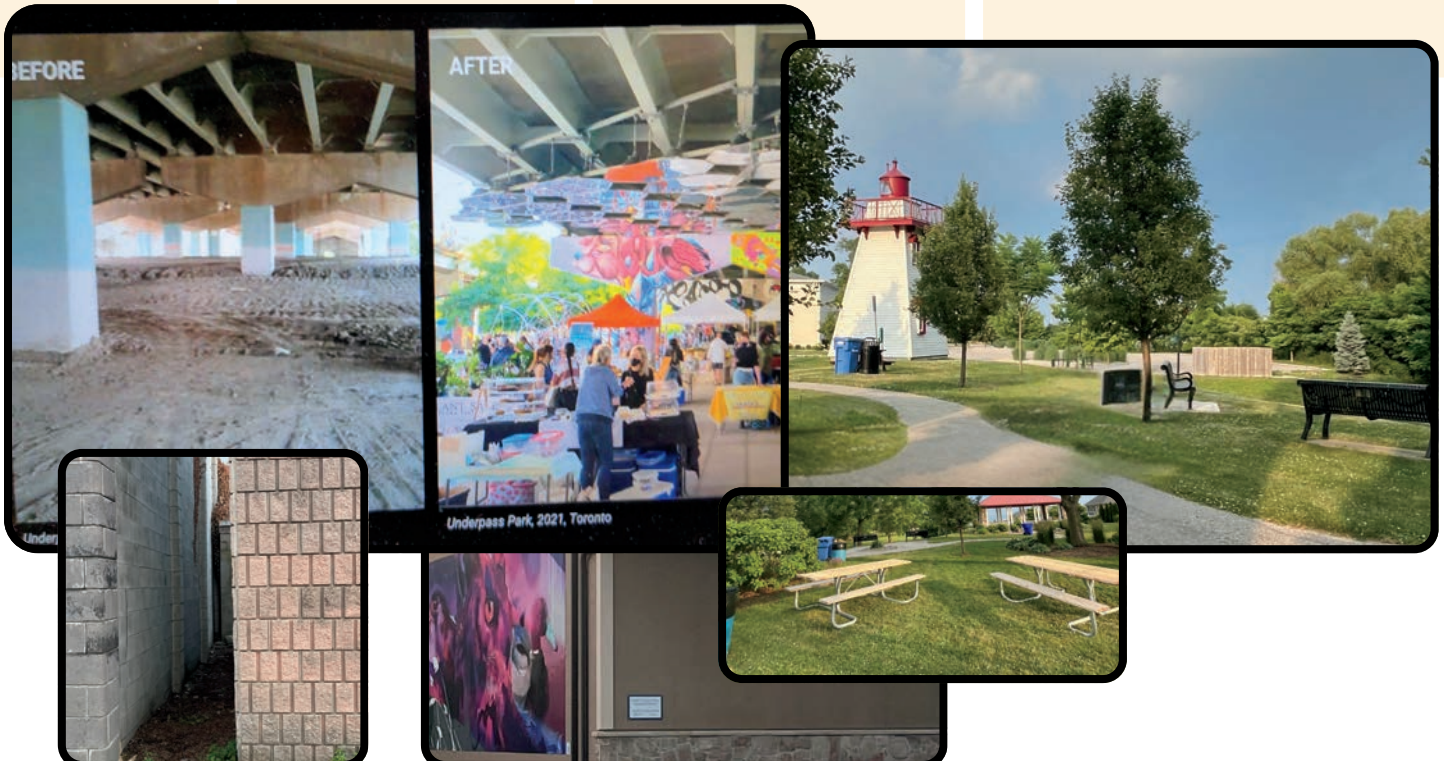
## Part 2: Project Overview

6

### Behavioural Engineering

Involves designing [or modifying] the environment in ways that influence positive behaviour and discourage negative actions or activities.

	Residential Areas	Business Areas	Recreational Areas
<b>Weaknesses</b>	<p>Areas prone to vandalism or neglect</p> <p>Graffiti-covered walls</p> <p>Neglected areas</p>	<p>Areas conducive to loitering or vandalism</p> <p>Graffiti-covered walls</p> <p>Lack of garbage receptacles</p>	<p>Areas that are not well-maintained or inviting for practical usage (e.g, benches or picnic tables that are made of materials that get too hot to use in the hot months, lack of shaded areas)</p> <p>Lack of garbage receptacles.</p>
<b>Strengths</b>	<p>Community art projects that enhance aesthetics and deter graffiti</p> <p>Clear and well-maintained communal spaces.</p>	<p>Art installations that deter vandalism</p> <p>Garbage receptacles to discourage littering</p> <p>Engaging and inviting storefronts and creative design elements that enhance the environment</p>	<p>Interactive and educational installations that invite practical usage.</p> <p>Useful and practical elements that add to space - shaded areas, benches and/or picnic areas</p> <p>Positive messaging and art that enhance the space</p>





# Applying CPTED in Your Walk



When conducting a Neighbourhood Safety and Crime Prevention Walk, apply these CPTED principles to point out notable strengths and identify potential safety issues and recommend improvements. Tailor the walk to the specific characteristics of the area—residential, business, or recreational—and address community concerns. This proactive approach will help create safer, more secure environments that deter criminal activity and promote community well-being. By understanding and utilizing CPTED principles, you can make a significant impact on reducing crime and enhancing the quality of life and safety in your community.

Please see Appendix A for additional information and insights on the CPTED principles that you can look out for on your walks.





# Part 3: Planning Phase

Now that you understand the purpose of the walks, and have the basics of what CPTED is, the next step – and a very important one – is the planning phase. This section will guide you through all the necessary steps to organize and execute a successful Neighbourhood Safety and Crime Prevention Walk.

## Step 1: Create a Task List



Creating a task list is crucial for setting the stage for the walk and ensuring that you stay organized throughout the planning process. It's easy to overlook steps, so keeping detailed notes and records is essential. Detailed explanations of the steps are provided first, followed by a sample checklist that can be used when planning.

## Step 2: Identifying & Working with the Municipality, Police Services and Other Community Partners



**Partnerships:** Approach the Neighbourhood Safety and Crime Prevention Walks as a collaborative venture. Key stakeholders include the township or municipality, the local police service, and any other relevant community partners and members. These partnerships are crucial for the successful planning and execution of the Neighbourhood Safety and Crime Prevention Walk.

### Things to Consider When Identifying & Approaching Potential Stakeholders:



#### IDENTIFY STAKEHOLDERS

Consider who has a vested interest in the safety and well-being of various spaces—whether they be commercial/business areas, neighbourhoods, or recreational spaces. Recognize that each type of space might attract different stakeholders with unique perspectives and resources.



#### DEFINE ROLES

Clearly define what the key roles of each partner and stakeholder will be throughout the planning, execution, and aftermath of the walk. Understanding these roles will help ensure that all tasks are covered and that there is no overlap or confusion.



#### COMMUNICATION CHANNELS

Establish clear communication channels to facilitate smooth interaction among all stakeholders. Include details such as the frequency of communication and the preferred platforms or methods for sharing updates and feedback.



#### UNDERSTAND CONTRIBUTIONS

Ensure that each partner understands their contribution to the initiative. E.g., while police may have significant roles in the planning and execution phases, community residents might be more involved during and after the walk, perhaps in providing feedback or participating in follow-up activities.



# Step 2 Continued: Potential Stakeholder Roles & Responsibilities

The following represents an overview of some of the potential roles and responsibilities of stakeholders in your Walk. Remember, this list is not comprehensive or exhaustive, and should be tailored to meet and align with the needs of your specific community.



### Municipality / Township:

**Role:** Support the walk and promote and advertise the event.

**Responsibilities:**

- Assist in marketing and communication efforts to ensure maximum community participation.



### The Local Police Service Provider:

**Role:** Provide support, advice, and leadership

**Responsibilities:**

- Planning Support (Collaborate in planning by providing insights and identifying key areas for the walk)
- Criminal Activity Insights: Advise on any criminal activity or safety concerns (substantiated by incident data) to help determine the optimal walking route;
- Community Engagement (Build rapport with the community during the walk);
- Auxiliary Officers (provide, if necessary, auxiliary officers to ensure safety and manage larger-than expected participant numbers).

### Other Community Partners:

**Participants:** The following individuals can also be involved in your walk. The more people you include from your community, the better!

**Role:** Support various aspects of the walk

**Responsibilities:**

- **By-law officers:** Identify common community complaints or bylaw infractions; support participant safety. Be proactive by involving bylaw officers from the start.
- **Councillors, Business Owners & Organizational Staff:** Involve these individuals to provide comprehensive support and insight into community concerns, and to ensure smooth execution of the walk.
- **CSWB Project Manager:** May be available to assist with survey dissemination and data collection/analysis.



## Sample Stakeholder Engagement Template

The following sample template can be used and modified to help you organize your stakeholder identification and outline their roles and the communication strategies you will utilize. Feel free to modify this template to help you keep track of each stakeholder's role and ensure that communication remains consistent and effective throughout the planning and execution of your Walk. (Remember, this template is not exhaustive!)

Stakeholder Category	Specific Stakeholders	Role	Responsibilities	Communication Plan
Municipality / Township	Mayor, Communication Dept.	Support & Promote	Assist in marketing and community outreach.	Regular updates via meetings and emails.
Local Police Service	Police Officers, Auxiliary Officers, Crime Analysts & Crime Prevention Staff	Advisory & Leadership	Provide safety insights, community engagement	Weekly coordination calls.
Community Partners	By-law officers, councilors, business owners	Support & Insight	Address community complaints, support logistics	Bi-weekly briefings and on-demand communication as needed
Windsor Essex Regional Community Safety & Well-Being Plan Representatives	WERCSWB Plan Regional Manager	Support & Promote	Keep track of walks; assist with promotion, survey dissemination & data collection / analysis	During planning phase and after completion of the Walk

### Step 3: Planning your Walking Route

Planning the walking route involves choosing a route, establishing route guidelines, and verifying your walk.



#### **How to Choose an Area for the Walk?**

There is no one rationale for why you may choose a particular route, however, the following guidelines can assist you in choosing a route with intention and a clear rationale.

**Community Input:** Base the route on community feedback, whether this be an area in which residents have expressed safety concerns or other concerns (e.g., certain houses with unkempt lawns, garbage piling up and resulting in rodents), an area in which police have noticed an uptick or continued issue of crime (e.g., vandalism, break and enters), or nuisance (e.g., littering, loitering), or even an area in which bylaw officials or business owners have expressed some type of concern.

**Home Base Location:** The walk should start and end at a home base, which can be in residential, business, or recreational spaces. Ensure it is large enough to accommodate groups.

#### **Ideal Guidelines for a Route: How to Identify a Specific Route?**

**Length:** Approximately 1.0km to 2.5km in length; requiring approximately 45–60 mins to walk.

**Diversity:** Include a mix of physical land use conditions, such as different types of residences, commercial business, parks, community recreational facilities (e.g., libraries, sports areas, schools, community centres), and heavily used pedestrian crossing points that typify an average neighbourhood. The route should not include private property and should be accessible for all abilities.

**Timing: Season/Time of the Year:** While a walk can theoretically happen any time of the year [and it is important to use community context to inform your walks], ideally, walks should be planned to occur in spring or fall when the weather is moderate, and the sun does not set too early, allowing for a walk in early evening/dusk if so desired. If you choose to plan a walk in the winter or summer months [and it is possible that community concerns necessitate this], be mindful of the following safety risks:

- Snow conditions – can be a slip and fall risk or be very cold.
- The sun sets very early in the winter months, so keep this in mind.
- Heat warnings – overheating can be a major risk if it is far too hot out. At dusk in the summer months, mosquitoes could be a considerable deterrent to community participation.



#### **Important Tip:**

While reactive walks can be helpful, a Neighbourhood Safety and Crime Prevention Walk can [and should] be proactive before crime takes place. We know that public nuisances can and do often progress into crime spots, so it is most beneficial to take the approach of no issue or concern is too small! The effect you can have by being proactive is great.



**Tip:** Consider encouraging participants to take the same walk at different points of the year (rather than planning a walk in the summer or winter months).

# Ideal Guidelines for a Route: How to Identify a Specific Route Continued

### Timing: Time of Day

Your walk can be completed at any time; however, it is ideal to consider bridging daytime and nighttime conditions to observe different environmental factors. For instance, your walk could begin when it is still light out and end when it is darker / dusk. This timing also allows those who work until the typical 5pm workday to join in. You can also consider completing your entire walk when it is daytime out and re-walking half of it after the debrief when it is darker so you and others who want to stay can walk in different conditions. This is important, since feelings of safety and actual activity patterns can vary significantly between daytime versus nighttime conditions.



### Mapping out your Route



Once you have identified a specific neighbourhood or area for your walk, the next step is to map out the walking path. Remember, the walk should be about 45 minutes in length, and should start and end in the same location – the Home Base. Using Google Maps is an ideal tool to plan the route and move from the identified general area to a specific route.

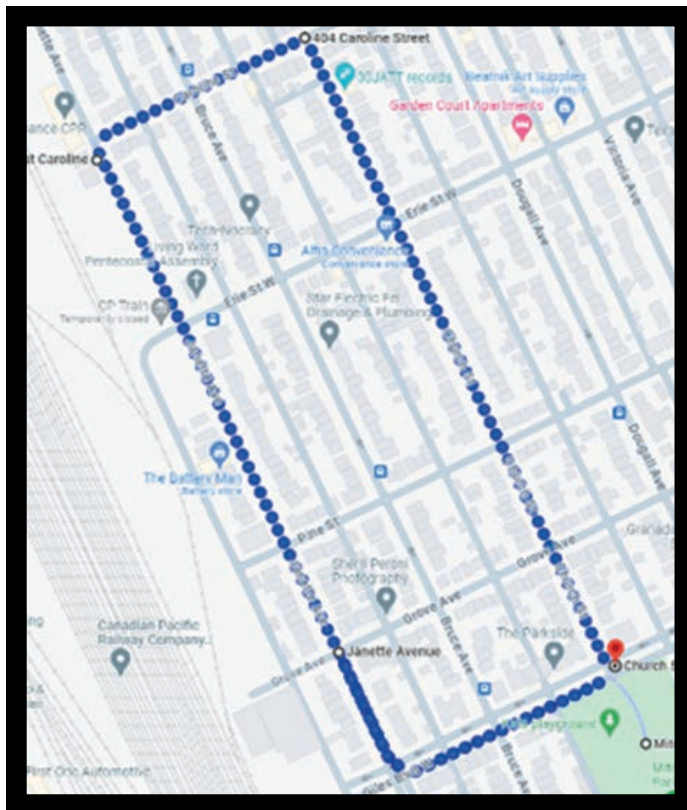
You can use both Google Maps and Street View to help gauge the distance and length of time it takes to walk, and to ensure the route includes the different elements mentioned above. [Note: Take notice of the date in which Google Maps / Street View was last updated – things change quickly!]



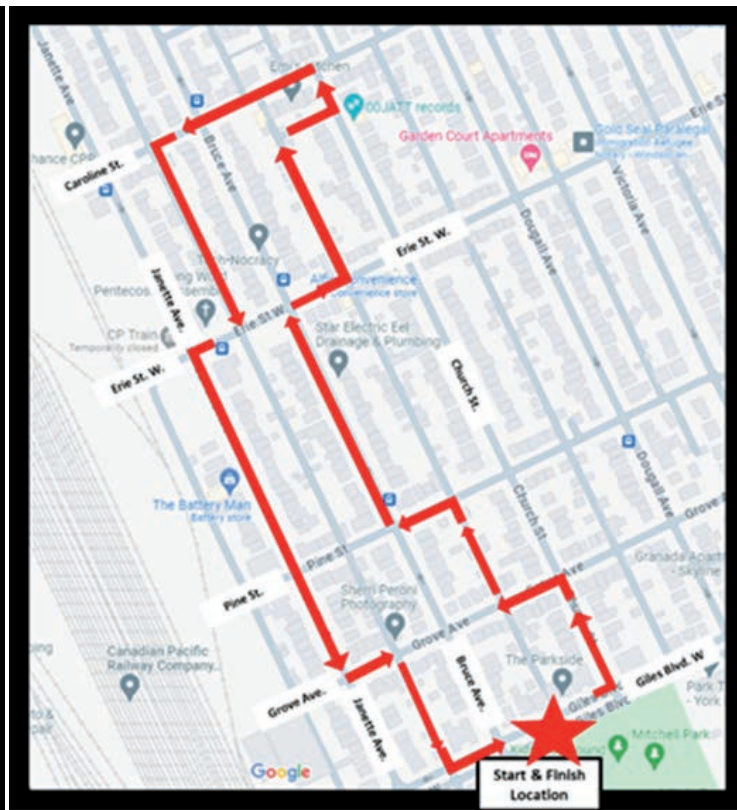
**Tip:** Once you map out your route using Google Maps, assess your walking route using Google Street View. While this is not enough in terms of verifying your walking path, it is an ideal first step.

### Ideal Guidelines for a Route: How to Identify a Specific Route Continued

#### Example walking routes in Windsor:



**Proposed Geographic Area for Walk**



**Final Walk Route and Direction**

#### Now That You Have Chosen a Route, What Next? Conduct Verification Walks!

Once you have confirmed your walking route and location of your event, including a home base, it is important to conduct a physical verification walk ahead of the actual walk date. This is a VERY important preparatory step. This can be done by walking the pathway or you can drive the pathway, however, it is recommended you walk it because this will give the best idea for what you should point out during your walk. Ideally you will conduct your verification walk at a similar time to your planned event.

- Check out potential differences in the day and evening.
- Make note as to whether things are different from what you noted when you did the Google Street View assessment.
- Bring your CPTED “Things to Look Out for” Checklist [See Appendix] so you are prepared. Remember, you don’t have to know everything, and it is very likely that residents and other participants will notice things you may not have noticed – this is okay, and this is all part of why we collaboratively do these walks!
- Don’t be afraid to make changes to your route if the verification walk highlights any potential concerns.



### Step 4: Create an Itinerary

- An itinerary serves as a guide for your overall event. It will keep you on track and show participants the effort you put into this event and that you respect the time commitment they made to come out and participate.
- An itinerary should outline the timing for each section of the walk; including before the walk begins, during the walk, and after the walk.



**Overall, the entire event should be under 2 hours long.** The walk should start and end in the same location and should be approximately 45 minutes to an hour at most. Begin by drafting a rough itinerary and make edits with additional details as you work through the specifics. A sample itinerary is provided below.



#### ***Elements to Include in an Itinerary***

- **Arrival Time:** Set a specific time for participants to gather. This should be approximately 15–30 minutes before the start of the event. [**Tip:** It is important YOU arrive much earlier than this, and ideally you should arrive 45 minutes ahead to set up the welcome station and be ready to answer questions and engage potential media – More on this in Part 3].
- **Welcome:** The welcome should start 30 minutes after the arrival time and take 1–2 mins. Be sure to introduce key personnel (e.g., Walk Facilitator, Organizers, Key Staff).
- **Opening Statements:** Allow 2–5 minutes for remarks from key figures such as the mayor, elected officials, and/or police and business representatives. This should be tailored to the specific community context.
- **Event Breakdown/Explanation:** Spend 1–2 minutes explaining the purpose and what participants can expect during and after the walk. Provide housekeeping information such as location of washrooms, discussion of homebase, etc.
- **Introduction to CPTED:** Provide a brief 2-minute introduction to Crime Prevention Through Environmental Design (CPTED) principles.
- **The Walk:** Allocate 45–60 minutes for the walk itself.
- **Regroup & Closing Statements:** Allow 5–10 minutes for final remarks and closing the event. Encourage participants to fill out a closing survey [more on this below].

## Sample Itinerary

Times	Details
Arrival Time: 6:00 pm	Participants should gather at a pop-up tent with the town/city/municipality logo on it – this will be the “home base”. Refreshments should be provided (possible opportunity to have a sponsor bring food / drinks).
Commencement Time: 6:30 pm	Thank everyone for coming and thank the sponsor(s).
Opening Statements: 6:32 pm	Brief statements from the mayor, elected officials, the local police service, and any other partners of the walk.
Event Breakdown: 6:37 pm	Discuss the purpose of the event and what outcomes participants can expect.
Intro to CPTED: 6:39 pm	Discuss what CPTED is and go through a CPTED checklist (remember, your verification walk can help you to tailor some of the key things to flag in this introduction).
Neighbourhood Safety and Crime Prevention Walk: 6:41 pm	Start the walk. Facilitator leads the group and a partner (such as police) follow behind the group to make sure everyone stays together. Police can also be the facilitator.
Regroup and Closing Statements: 7:41 pm Wrap up: 7:50 pm (no later than 8:00 pm)	Thank everyone for participating in the walk and have a sign-up/ contact sheet for follow up questions or material & exit survey.

\*All of these times are subject to change based on the type of walk you think is best for your community.

### Step 5: Communication & Media Release

Your media release should be about your crime prevention walk and should appeal to the municipality/town that you are conducting this in. This should be done about 1 to 2 weeks prior to the Walk taking place.

#### Example Media Release

As part of the Community Safety and Well-Being Plan, the [Town/City/Municipality] of \_\_\_\_\_ is partnering with \_\_\_\_\_ [relevant police service: e.g., Windsor Police, O.P.P], and \_\_\_\_\_ [other relevant partners – e.g., Youth Diversion Essex County, Town ByLaws, BIA, potential sponsors] on the [Town/City/Municipality] 'Neighbourhood Safety and Crime Prevention Walk'. Residents are invited to the community Walk to learn how to prevent opportunities for crime and disorder, change the way they see and walk through their neighbourhood, and learn personal safety tips. Individuals will have the opportunity to participate in the discussion and ask questions to officials along the way.

#### Communication Channels

Use various media formats such as local newspapers or publications, radio stations, and social media to promote the event. Consider releasing information both before AND after the walk. This can include, for instance, AM800 (Article: Before and After event), Blackburn Media (Article), CTV News (Article), WindsoriteDOTca (Article), Windsor Star (Article), or via a local county newspaper, or social media site.

Distribute handouts with event details (date, time, starting point, moderator, and partners).

Make sure to begin communication early enough to give folks ample time to prepare to attend (e.g., 7-10 days in advance).

#### Media Interaction:

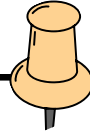
- Be prepared to speak to the media if they attend the event. [See Appendix for a list of potential speaking points to help prepare you to speak to the media more confidently]
- Make sure you are at your 'home base' at least 30-45 minutes before the walk begins in case the media does show up.

#### Event Documentation:

- Take photos during the walk to share on social media and promote future events. This not only allows you to share with the community, but it keeps the discussion going.
- You should also share information about your event both before and after, with the WERCSWB Regional Manager.

### Step 6: Preparation

Some final considerations for the preparation planning stage include whether you want participants to pre-register, and what you want to have at your home base.



#### Participant Registration

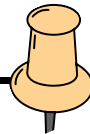
There are several advantages and disadvantages to keep in mind when you make the decision as to whether you want participants to pre-register.

- **Advantages:** Anticipate attendance and gauge support needs, and if applicable ensure you have enough snacks, food, resources, etc.
- **Disadvantages:** Some may hesitate to commit or share their names.

If you choose to pre-register your participants, you can set it up so that no one has to necessarily put their name. You can also make it very clear there is no obligation to come if they do register.



**Tip:** You should consider offering optional registration without obligation to attend! This will give you an idea of numbers (which is better than no idea!)



#### Home Base Setup

Consider what you want to include at your home base.

- Ideally, the home base will be a tent with information about the Community Safety and Well-Being Plan, the walk, and other relevant details, such as crime prevention information.
- You may consider including other community resources as well.
- Consider providing food and drinks, potentially partnering with local businesses for sponsorship. For instance, you could partner with an organization to provide pizza and drinks for participants after the walk. [This is also something you can articulate in your registration materials – let people know you need numbers to order food. They may be more likely to let you know they plan to attend this way].

**See the Sample Task Checklist To Assist You With Planning**



## Sample Task Checklist

[To Be Tailored Based on the Specific Community Context]

Task	Description	Complete
1. Identify Key Partners & Formalize Partnerships	Establish partnerships with the local Municipality, Police Services, and other relevant stakeholders. Complete plan for stakeholder engagement including roles and communication strategies.	
2. Connect with the WERCSWB Plan Regional Manager	Inform the WERCSWB Plan Regional Manager of the planned Walk. This will assist with metric tracking, and can be a valuable support.	
3. Plan Walking Route	Identify Area Confirm Home Base Map Out Route Complete Verification Walks	
4. Establish & Confirm Itinerary	Develop and finalize the schedule for the event.	
5. Create an Event Link (if desired)	Set up an online link for event information and registration.	
6. Prepare a Communication & Media Release	Develop a media release outlining the agenda and key points. Ensure you have tailored media speaking points.	
7. Contact & Confirm Sponsors	Contact and confirm sponsors for snacks, food, and drinks.	
8. Ensure Necessary Personnel	Verify the availability for all personnel needed for the event.	
9. Misc. Preparation	Any other possible preparation (e.g., survey).	

# Part 4: During the Walk

## Introduction & Welcome



Introductions are important, as this is the first time you will address your participants in person. Some key things to consider:

- Introduce yourself as the event facilitator
- Allow the municipality / town elected officials to make an introduction or bring greetings
- Briefly describe the Community Safety and Well-Being Plan (WERCSWB)
- Introduce attending partners, such as the local police service and any voluntary organizations
- Explain the purpose of the Neighbourhood Safety and Crime Prevention Walk and provide an overview of the itinerary.
- Break down the planned route
- Answer any questions from participants (e.g., location of washrooms, whether dogs are allowed on the walk, etc)
- Explain the post-walk activities
- Begin the walk!

## CPTED Self-Checklist: Key Areas to Observe



This checklist is useful for ensuring various aspects of neighbourhood safety. Use it during the verification walk to identify both positive examples and areas needing improvement, and then keep it in mind when you do the actual walk. For example: you can explain how certain businesses or property owners follow the steps on this list during the walk. Don't forget the 3 "D's" of CPTED and the CPTED key principles. If you feel more comfortable, feel free to keep a list of items you want to ensure you remember to bring up on your walk. [Note: A more detailed CPTED checklist of tips is provided in the appendix. Be sure to familiarize yourself with it.]

- ☐ Well-maintained properties (e.g., freshly cut grass or trimmed hedges that do not block sightlines)
- ☐ Front porch seating areas, balconies, or large front windows for natural surveillance.
- ☐ Adequate lighting for visibility (this is why doing some of your walk in the early evening can be helpful – you won't notice this is daylight).
- ☐ Secured garage doors and windows; tools, lawn equipment, and bikes etc., are put away.
- ☐ The presence of alarm systems, cameras, or motion-activated lights.
- ☐ For businesses especially, make sure windows are not cluttered blocking views in or out.
- ☐ Clear delineation of private or public property through fences or different coloured pavements and sidewalks to clearly delineate private or public property and areas in which foot traffic is welcome.



# Residential Safety & Security Tips

Provide residents with tips to increase home safety. Share these suggestions respectfully while on your walk and avoid singling out any residential property negatively (e.g., do not make a negative example out of a resident's property, they could be on the walk with you and take offence to your comments).

## Residents Should:

Use their driveways before parking on the street.

Ensure large address numbers are visible.

Maintain their property and keep their landscaping trimmed.

Leave on a porch light throughout the night to increase illumination and visibility.

Use solid core doors with steel door frames and a dead bolt lock.

Get to know neighbours – stress that just being friendly is a great way to increase safety and enhance the power of neighbourhood surveillance.

Arrange for mail collection and snow clearing when away.

Install and regularly use security systems.








# Commercial & Retail Security Tips

Offer business owners tips to enhance security around their premises. Highlight positive examples without singling out any building negatively. In the instance that you do identify problematic characteristics, frame the identification of issues as a learning opportunity and opportunity to enhance safety and security. Once again, these are suggestions that can be made before, during, or after the walk, but not to single out any buildings. Use commercial/retail buildings as positive examples, not negative ones.

## Commercial/Retail Businesses Should:



Ensure landscaping is welcoming and discourages unlawful behaviour.



Use LED lighting (inside and outside) to enhance visibility.



Maintain optimal streetlights and pedestrian lighting.



Keep storefront windows as uncovered as possible.



Install motion-activated flood lighting in loading/back-of-house areas.




Implement security alarm systems.



Use public art to discourage graffiti or apply anti-graffiti coatings.



Create a waiting area for customers to organize public seating.



Display address numbers clearly for community and emergency responders. They should be sufficiently sized, with good visual contrast, to facilitate quick identification by all emergency responders (Police/Fire/EMS).



## Team Debrief Recommendations

### Post-Walk Debrief:

After the walk, it is important to have a debrief. This is when, if applicable, you could consider serving a snack [ideally sponsored by a local stakeholder].

- Facilitate an open conversation where participants can raise specific concerns.
- Ensure everyone receives or knows where to find a survey for feedback.
- Emphasize the proactive nature of the walk in preventing crime before it occurs.
- Take some additional pictures if you haven't already.
- Take notes for yourself on what did and did not work (areas for improvement, potential changes, things that worked well, any issues that you should follow up on etc.)



### Additional Suggestions:

- Ensure you tailor the walk to suit your community's needs.
- Consider shortening the walk to allow for a Q&A session at the end.  
Remember, it is okay if you don't have all the answers! You can always let participants know you will follow up [just be sure to find a way to follow up].
- Consider creating a forum for participants to pre-submit questions. This could be linked to the pre-registration if you choose to have one.
- Provide an opportunity for participants to sign up to receive additional information about CPTED or the CSWB Plan to give participants a better understanding.

By following these steps, you can ensure a thorough and effective Neighbourhood Safety and Crime Prevention Walk that addresses community concerns and promotes a safer environment.

# Part 5: After the Event

## Survey

- Develop a survey to gather feedback from participants about their experience during the Neighbourhood Safety and Crime Prevention Walk. This feedback will help you understand the event's success and identify areas for improvement.
- Consider having paper and pencil versions at the event debrief and a QR Code linking to an online survey for participants to complete on their phones. You may even consider passing out a small take home card with some key tips to residents and business owners, and this card could have the QR code or link to the online survey for those who do not complete it at the event.
- To increase completion rates, include only the most important questions, taking no more than 5 minutes to complete, and covering event experience, material discussed, takeaways and suggestions.

### Example Survey:

1. **Do you live in the town/city/ of \_\_\_\_\_** (Yes/No)
  - If not, please specific the town/city in which you reside [open-ended]
2. **How long have you lived in your community?**
  - Less than 1 year, 1-3 years, 3-5 years, More than 5 years
3. **Feedback on Event Experience: On a scale from strongly disagree (1) to strongly agree (5), please rate the following statements:**
  - The event was well organized.
  - The content of the event was useful and educational.
  - I feel like my safety concerns were heard and understood.
  - I have a better understanding of how I can help prevent crime or increase safety in my community.
4. **Event Satisfaction: On a scale of 1(disagree), 2(neutral) and 3 (agree), please rate the following statements.**
  - I was satisfied with the quality of the information provided.
  - I was satisfied with the length of the event.
  - Overall, participating in this walk was a worthwhile experience.
5. **In your opinion, what did you find to be the most valuable part of the Neighbourhood Safety and Crime Prevention Walk?** [open-ended]
6. **How do you think the event could have been improved?** [open-ended]
7. **Do you have any additional comments or suggestions?** [open-ended]



**Tip:** Collecting this survey data will help you evaluate the event's effectiveness and identify opportunities for future improvements. **Consider sharing this information with the CSWB Project Manager as your insights can inform future walks in other communities.**

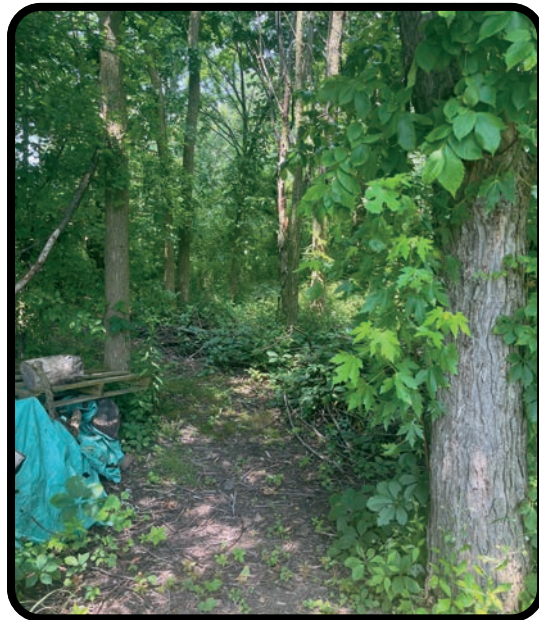


### Potential Next Step Action Items

Detail the observations and issues identified during the Safety and Crime Prevention Walk that need addressing. Consider taking a few notes as you walk to help you remember. This can help prioritize actions and improve community safety.

#### Possible Action Items:

- Improving lighting in dark areas (or fixing lighting fixtures if broken/missing)
- Installing security cameras
- Municipal action items (e.g., by-law to follow up; parks and rec to cut grass; forester to cut trees, etc.).



**Remember, action items will come directly from the insights gained on your Walk!**

### Further Considerations

Reflect on the overall event to capture key insights and plan for future events. By thoroughly analyzing the feedback and observations from your event, you can continue to enhance the effectiveness of your Neighbourhood Safety and Crime Prevention Walks and contribute to a safer community. Consider the following:

- **Event Successes:** What worked well? Highlight the positive outcomes and successful strategies.
- **Event Challenges:** Identify any difficulties encountered and areas where improvements are needed.
- **Lessons Learned:** Document key takeaways that can inform future events.
- **Future Insights:** Plan for future walks or related activities, considering the feedback and insights gained.



# Appendix A: CPTED Planning Tips – Things to Look Out For

The following guide builds off Part 3 to provide a more detailed overview of how you can apply the principles of CPTED to your walk, and important points you can utilize when educating participants on practical ways to enhance their home or business security and community safety. It includes a tip sheet for residential areas and one for commercial areas. While this is not exhaustive, it provides enough insight and detail that you should be able to apply it to other spaces.

## Residential Safety & Security Tips

When prepping for your Neighbourhood Safety and Crime Prevention walk, the following points are important to keep in mind while on your walk, as they can be used to help educate participants on practical ways to enhance their home security and community safety.

**Cars Parked on the Street:** Explain that cars parked on the street may be more vulnerable to break-ins compared to those in a dedicated driveway or garage. Assess and discuss the visibility of parked cars from nearby buildings to emphasize the importance of natural surveillance.

**Motion-Activated Lights:** Check for the presence of motion-activated lights at homes. These are effective in deterring potential offenders by drawing attention to suspicious activities.  
**Visible Address Numbers:** Ensure that house numbers are large and easily visible. This facilitates quick location by first responders and accurate incident reporting by witnesses.

**Condition of Property:** Observe how well properties are maintained. Well-kept homes suggest that residents take pride in their space, which can deter criminals. Encourage participants to maintain their properties to enhance safety.

**Porch Lights:** Discuss the benefits of keeping porch lights on throughout the night. Continuous lighting improves visibility and helps prevent criminal activities.

**Solid Core Doors with Steel Frames:** Highlight the security benefits of solid core doors with steel frames, which are more resistant to forced entry. Also, evaluate the vulnerability of doors with glass panels near locks and discuss potential security enhancements. Consider asking participants whether they have doors with adjacent windows, and whether or not their front doors could be unlocked by an intruder breaking the glass.

**Knowing Neighbours:** Stress the importance of knowing and collaborating with neighbours. A connected community can watch over each other's properties, especially during absences, adding an extra layer of security.

**Security Systems:** Emphasize the deterrent effect of security systems on potential offenders. Also, address common misconceptions, such as the belief that dogs alone can effectively deter crime, and suggest the importance of integrating multiple measures for optimal safety.

## Commercial Safety & Security Tips

During your preparation walk, consider these points to enhance security and usability of commercial spaces. These tips will also serve as key discussion points to engage business owners in proactive crime prevention strategies.

### Landscaping:

- Positive landscaping around commercial buildings can encourage proper use of the space and limit loitering. Well-maintained green spaces can make areas more inviting and less conducive to undesirable activities.

### Lighting:

- **LED Lights:** Ensure there is balanced light exposure inside and outside buildings to enhance visibility from both perspectives. This can deter criminal activities by making interior activities visible from the outside and vice versa.
- **Ample Outdoor Lighting:** Implement adequate lighting, such as streetlights and pedestrian lighting, to improve visibility during the night and enhance safety.

### Visibility:

- **Address Number Visibility:** Ensure that business addresses are clearly visible from the street to assist first responders and allow accurate reporting of incidents by witnesses.
- **Unobstructed Windows:** Storefront windows should remain uncovered as much as possible to allow employees clear views of the exterior, particularly parking areas, which can help in monitoring suspicious activities.

### Security Measures:

- **Motion-Activated Cameras:** Install these in strategic areas like loading docks to increase visibility and deter unauthorized access or theft.
- **Security Alarm Systems:** Essential for commercial and retail settings, these systems can deter theft and unauthorized entry, making potential offenders reconsider their actions.

### Aesthetic and Functional Enhancements:

- **Public Art and Anti-Graffiti Coatings:** Use public art to enhance the aesthetic appeal of the space and employ anti-graffiti coatings to prevent vandalism, making maintenance easier and preserving the property's appearance.
- **Waiting Areas:** Designated waiting areas can help regulate the flow of customers and enhance the overall usability and safety of the space. Organized layouts of waiting areas enable users to "cross-observe" the general area and more easily detect problematic behaviour that can be reported.



# Appendix B: Media & Participant Talking Points



**Purpose:** This Q&A document is designed to help facilitators prepare for interactions with the media & attendees during and after the Neighbourhood Safety and Crime Prevention Walk. It includes potential questions and suggested answers to ensure clear and consistent communication.

Feel free to adapt the responses to fit the specific context of your Walk and community. Remember, the goal is to be prepared!

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- **What is the purpose of the Neighbourhood Safety and Crime Prevention Walk?**

*Answer:* The purpose of our Walk is to engage community members and other stakeholders [e.g., police, local government, business owners] in a collaborative effort to facilitate education and awareness about crime prevention strategies, foster a sense of community, and enhance the safety of neighbourhoods.

- **Who can participate in these Walks, and how can they get involved?**

*Answer:* Everyone in the community is welcome to participate – from all age groups and backgrounds! The goal is to truly reflect our community.

- **How does this Walk contribute to reducing crime in the area?**

*Answer:* The Walk helps in several ways – first, by promoting natural surveillance as more community members are encouraged to be active and visible in their neighbourhoods. Second, we discuss and implement CPTED principles, making physical spaces safer, and less conducive to crime.

- **What are some of the specific safety issues that you are looking for and could possibly address?**

*Answer:* Based on community feedback and the principles of CPTED, we can identify opportunities for improvement including things such as inadequate lighting, overgrown public spaces, and needed repairs in infrastructure (e.g., unsafe park equipment, broken benches, missing garbage receptacles). We can also identify areas where enhanced signage, or increased security features in both residential and community properties may be beneficial.

- **What measures are in place to ensure that the recommendations from these Walks are implemented?**

*Answer:* We work closely with local government and law enforcement to prioritize and implement safety improvements. During the Walk, we identify opportunities for enhancements, and with the collaborative effort of the community, it is hoped that many of these improvements will be taken on by local residents, businesses, organizations, and other engaged stakeholders.



### Tips for Handling Media Interactions:

- Try not to be nervous; remember, you are well prepared for this Walk!
- Try to keep your answers clear and concise, focusing on the positives.
- If you don't know the answer to a question, that is okay! Let them know you will follow up.
- Focus on the community collaboration and the proactive nature of this initiative.

## Appendix C: Toolkit Template

- This final section of this toolkit is a template designed for you to customize according to your specific needs. It is formatted to allow you to insert your own logo and the logos of your partner agencies, ensuring that the toolkit aligns with your organization's branding and those of your collaborators.
- Within this template, you'll find a variety of templates and checklists that have been discussed throughout this booklet. These resources are structured to be easily editable, allowing you to adapt the content to better fit your local context and the specificities of your planned activities.
- Use this toolkit as a starting point for your Neighbourhood Safety and Crime Prevention Walks, and feel free to modify and expand upon it as necessary to meet the unique challenges and opportunities of your community.

[Insert Community Name] Toolkit

Insert Community Logos & Partnership Logos

## Stakeholder Engagement Template

Stakeholder Category	Specific Stakeholders	Role	Responsibilities	Communication Plan



# Itinerary Template

Times	Details
Arrival Time:	
Commencement Time:	
Opening Statements:	
Event Breakdown:	
Intro to CPTED:	
Neighbourhood Safety and Crime Prevention Walk:	
Regroup and Closing Statements: Wrap up:	

\*All of these times are subject to change based on the type of walk you think is best for your community.

# Sample Task Checklist

**[To Be Tailored Based on the Specific Community Context]**

Task	Description	Complete
1. Identify Key Partners & Formalize Partnerships	Establish partnerships with the local Municipality, Police Services, and other relevant stakeholders. Complete plan for stakeholder engagement including roles and communication strategies.	
2. Connect with the WERCSWB Plan Regional Manager	Inform the WERCSWB Plan Regional Manager of the planned Walk. This will assist with metric tracking, and can be a valuable support.	
3. Plan Walking Route	Identify Area Confirm Home Base Map Out Route Complete Verification Walks	
4. Establish & Confirm Itinerary	Develop and finalize the schedule for the event.	
5. Create an Event Link (if desired)	Set up an online link for event information and registration.	
6. Prepare a Communication & Media Release	Develop a media release outlining the agenda and key points. Ensure you have tailored media speaking points.	
7. Contact & Confirm Sponsors	Contact and confirm sponsors for snacks, food, and drinks.	
8. Ensure Necessary Personnel	Verify the availability for all personnel needed for the event.	
9. Misc. Preparation	Any other possible preparation (e.g., survey).	

# CPTED Self-Checklist: Key Areas to Observe



This checklist is useful for ensuring various aspects of neighbourhood safety.

Use it during the verification walk to identify both positive examples and areas needing improvement, and then keep it in mind when you do the actual walk.

For example: you can explain how certain businesses or property owners follow the steps on this list during the walk.

Don't forget the **3 "D's" of CPTED** and the CPTED key principles. If you feel more comfortable, feel free to keep a list of items you want to ensure you remember to bring up on your walk.

### Designation

- What is the intended use of this space or building?
- Does the space support safe usage?
- Are there conflicts in its use?

### Definition

- Is the ownership of this space clear, and are there rules governing its use?
- Do signs, borders or zones define ownership and usage rules?
- Is the space used and governed properly?

### Design

- Does the design of the space support its function and safety?
- Does the design influence behaviour positively?
- Are there design elements impeding safety or requiring additional flexibility?

- ☐ Well-maintained properties (e.g., freshly cut grass or trimmed hedges that do not block sightlines)
- ☐ Front porch seating areas, balconies, or large front windows for natural surveillance.
- ☐ Adequate lighting for visibility (this is why doing some of your walk in the early evening can be helpful – you won't notice this is daylight).
- ☐ Secured garage doors and windows; tools, lawn equipment, and bikes etc., are put away.
- ☐ The presence of alarm systems, cameras, or motion-activated lights.
- ☐ For businesses especially, make sure windows are not cluttered blocking views in or out.
- ☐ Clear delineation of private or public property through fences or different coloured pavements and sidewalks to clearly delineate private or public property and areas in which foot traffic is welcome.

# Thank you!

We appreciate you taking the time to view this toolkit and are hopeful you will implement Neighbourhood Safety and Crime Prevention Walks in your community.

**Thank you to our partners and the community for assisting in the ongoing achievement of the WERCSWB Plan's Vision: "A Community Where Everyone Feels Safe, Has a Sense of Belonging, Equitable Access to Services and Opportunities, and Can Have Their Needs Met Across Windsor and Essex County"**

–Michelle Oake, WERCSWB Regional Manager



**"To Optimize Safety Outcomes We All Deserve, Never Hesitate to Act on What You Observe"**

–Barry Horrobin, Director of Planning and Physical Resources,  
Windsor Police Service

If you have any questions, do not hesitate to reach out to the WERCSWB Regional Manager, at:  
[cswbinfo@citywindsor.ca](mailto:cswbinfo@citywindsor.ca)

For specific CPTED questions, please feel free to contact Barry Horrobin, your local CPTED Expert & Director of Planning and Physical Resources, Windsor Police Service at:  
[bhorrobin@windsorpolice.ca](mailto:bhorrobin@windsorpolice.ca)

## **Additional Resources:**

- The Windsor Essex Regional Community Safety and Well-Being Plan  
[www.cswbwindsorsex.ca](http://www.cswbwindsorsex.ca)
- The Windsor Essex Regional Community Safety and Well-Being Plan: Crime Prevention Through Environmental Design Brochure  
<https://www.countyofessex.ca/en/discover-the-county/resources/Documents/RCSWB-Crime-Prevention-Brochure-2022-AODA.pdf>