



**U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE
ADMINISTRATION**

**APPLICATION FOR GRANT
DISCRETIONARY FUNDS
PAGE 1**

Application is hereby made for a grant under Sections 306 and/or 455 of the Omnibus Crime Control and Safe Streets Act of 1968 (P. L. 90-351), as amended in the amount and for the purposes set forth in this application.

(LEAVE BLANK-FOR OFFICIAL USE ONLY)

Application Number

Date Received

Region Assigned

1. Short Title of Project: (Do not exceed one typed line)

Crime Prevention Bureau

2. Type of Application: (Check One)

☐

Original

☐

Revision

☒

Continuation of Grant No. **72 DF-10-0102**

3. Discretionary Program Under Which Application is Made:

Impact Program

4. Project Duration:

Total Length **24** months

5. LEAA Support Sought

\$ 404,499

6. Applicant or Implementing Agency or Governmental Unit:
(Name, address, and telephone)

**City of Portland
City Hall, Portland, OR 97204
248-3511**

7. Project Director (Name, title, address, and telephone)

**David Kottkamp, Director
Crime Prevention Bureau
Mayor's Office
City Hall, Portland, OR 97204
248-4126**

8. Financial Officer (Name, title, address, and telephone)

**Ken Hammon, Finance Officer
City Hall
Portland, OR 97204
248-4001**

9. Official Authorized to Sign Application (Name, title, address, and telephone)

**Neil Goldschmidt, Mayor
City Hall, Portland, OR 97204
248-4120**

10. Project Summary - - Summarize, in approximately 200 words, the most important parts of the statement of project plan presented in application item 21 (page 7), briefly covering project goals and program methods, impact, scope, and evaluation.

Unacceptably high rates of burglary and robbery continued to plague Portland in 1972. Robbery totals, though down slightly from 1971, were nearly three times those six years before. Burglary rose to a new total high of 11,034, twice that of six years previous. Property loss from burglary is over \$3 million per year. Even more important may be the rage or despair often created that can result in a loss of confidence in the police and/or a decision to move from the city.

In its initial grant period, the Crime Prevention Bureau has demonstrated that -- given an aggressive, potential victim-oriented program -- potential burglary and robbery victims in Portland will participate in protecting themselves, their property, and that of their neighbors. This program is designed to help reduce burglary and robbery rates at least 5% in 2 years and 20% in 5 years through:

1. Block, neighborhood, and business meetings to educate and involve potential victims in protecting themselves and their neighbors.
2. A permanent property identification program to deter burglars and aid recovery and return of stolen items.
3. An Environmental Crime Hazard Report System to provide a method for police officers to report, and the Crime Prevention Bureau to follow up on, environmental crime hazards.

4. A Residential Crime Hazard Reporting System of home and business inspection to point out and encourage correction of crime hazards.
5. Development of a building security code.

To accomplish the desired goals, it is imperative that the Crime Prevention Bureau be charged with further expansion, development, and implementation of the above activities in addition to developing new ideas. This is necessary in order that potential target crime victims, the city, and LEAA each receive maximum benefits at minimum cost for both the initial six-month grant period and the subsequent two years.

Formal evaluation will be done by the Oregon Law Enforcement Council.



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11. DETAILED PROJECT BUDGET — Include the estimated cost or value of all resources necessary to undertake the project.

A. Personnel (Employees)	LEAA SUPPORT	GRANTEE CONTRIBUTION	GRANTEE HARD MATCH	CATEGORY TOTAL
(1) Salaries (list each position with salary rate and percentage of time devoted)				
1 Director @ 18,990 x 2 years	\$	\$	\$ 37,980	
1 Assistant Director @ 16,640 x 2 years	33,280			
1 Senior Steno @ \$9,090 x 2 years	18,180			
2 Clerks @ \$7,509 x 2 years	30,036			
Overtime @ \$1,000 x 2 years	2,000			
3 Area Coordinators @ \$14,000 = \$42,000 x 2 years	84,000			
5 Assistant Area Coordinators @ \$9,000 = \$42,000 x 2	90,000			
(2) FICA, Retirement, etc.	\$	\$	\$	
City computation is at 22.5% includes health, dental life Ins., retirement & workman's comp.	59,088		6,954	\$361,518
B. Professional Services (Itemize)				
(1) Individual Consultants (list by individual or type with fee basis and amount of time devoted)				
	\$	\$	\$	
(2) Contracting or Service Organizations and Associations (list each by type with fee basis and amount of time devoted)				
	\$	\$	\$	
(3) Construction Contracts	\$	\$	\$	
				\$
C. Travel (Transportation and Subsistence) (Itemize)				
Local travel @ \$2,500 x 2 years	\$ 5,000	\$	\$	
Out-of-State travel @ \$1,855 x 2 years	3,710			
				\$ 8,710
D. Equipment (Itemize)				
See budget narrative and budget summary and projection	\$ 4,644	\$	\$	
				\$ 4,644
E. Supplies and Other Operating Expenses (communications, reproduction, indirect costs) (Itemize)				
See budget narrative and budget summary and projection	\$ 38,410	\$	\$	
Indirect Costs 10% of personnel	36,151			\$ 74,561
TOTAL PROJECT COST	\$ 404,499	\$ -	\$ 44,934	\$449,433

A. PERSONNEL

Item	Quan.	Unit Price per yr.	Phase 1 12 mos.	Phase 2 12 mos.		Total	LEAA Support	Grantee Support
1 Director	100%	18,990	18,990	18,990		37,980		37,980
1 Asst. Director	100%	16,460	16,460	16,460		33,280	33,280	
1 Senior Steno	100%	9,090	9,090	9,090		18,180	18,180	
2 Clerks	100%	7,509	15,018	15,018		30,036	30,036	
Overtime		1,000	1,000	1,000		2,000	2,000	
3 Area Coord.	100%	14,000	42,000	42,000		84,000	84,000	
5 Asst. Area Coordinators	100%	9,000	45,000	45,000		90,000	90,000	
SUB-TOTALS			147,738	147,738		295,476	257,496	37,980
ringes (@ 22.5%)			33,021	33,021		60,966	54,570	6,396
TOTALS			<u>180,759</u>	<u>180,759</u>		<u>361,518</u>	<u>316,584</u>	<u>44,934</u>

PROFESSIONAL SERVICES

Item	Quan.	Unit Price	Phase 1 12 mos.	Phase 2 12 mos.	Phase 3 6 mos.	Total	LEAA Support	Grantee Support
Attitudinal Survey	2 ea.	6,250		6,250	6,250	12,500	12,500	

THIS SECTION DELETED PER IMPACT STAFF SPECIAL PROVISIONS.

C. TRAVEL

Item	Quan.	Unit Price	Phase 1 12 mos.	Phase 2 12 mos.		Total	LEAA Support	Grantee Support
Local Travel	25,000 miles per yr	\$.10 per mile	2,500	2,500		5,000	5,000	
Out-of-State Travel			1,855	1,855		3,710	<u>3,710</u>	
TOTAL							<u><u>8,710</u></u>	

D. EQUIPMENT

Item	Quan	Unit Price	Phase 1 12 mos.	Phase 2 12 mos.		Total	LEAA Support	Grantee Support
IBM Typewriters	2	495	990			990		
Secretary Desks	2	172	344			344		
Secretary Chairs	2	50	100			100		
Files: New, Vertical, 3- drawer	2	140	280			280		
Executive Desks New	3	165	495			495		
Executive Chairs New	3	95	285			285		
Executive Desks Used	5	100	500			500		
Executive Chairs Used	5	70	350			350		
Files, Used	3	100	300			<u>300</u>		
						3,644		
Estimated Needs				1,000		1,000		
TOTALS			<u>3,644</u>	<u>1,000</u>		<u>4,644</u>	<u>4,644</u>	

E. SUPPLIES AND OTHER OPERATING EXPENSES

Item	Quan.	Unit Price	Phase 1 12 mos.	Phase 2 12 mos.		Sub-Totals	Total
<u>Telephones</u>							
Central Office (1)	5 Phones With 4 Lines Each						
Installation			200			200	
Service @ \$100 per mo.			1,200	1,200		2,400	
Long Distance @ \$20 per mo.			240	240		480	
Neighborhood Offices (3)	3 phones with 1 line each						
Installation			90				
Service @ \$60 per mo.			<u>720</u>	<u>720</u>		<u>1,440</u>	
Sub-Totals			2,450	2,160		4,520	4,520
<u>Reproduction</u>	25,000 copies per yr	.04 ea.	1,000	1,000			2,000

E. SUPPLIES AND OPERATING EXPENSES (Continued)

Item	Quan.	Unit Price	Phase 1 12 mos.	Phase 2 12 mos.		Sub-Totals	Total
Office Space (See Budget Narrative)		\$450 per mo.	5,400	5,400		10,800	10,800
Indirect Costs (See Budget Narrative)			<u>18,050</u>	<u>18,050</u>			<u>36,100</u>
TOTALS			<u>38,940</u>	<u>35,570</u>			<u>74,510</u>



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12. BUDGET NARRATIVE

Begin below and add as many continuation pages (3a, 3b, etc.) as may be necessary to relate the items budgeted to project activities, and complete the required justification and explanation of the project budget.

Accounting for the project will be done under the direction of the City of Portland Finance Officer, by the City Grants Accounting Manager. The Grants Accounting Manager will maintain appropriate procedures for the handling of the grant monies, processing fund requests, and forwarding financial reports to the funding agency. He will ensure that all financial operations are within the guidelines and regulations of the grantor agency.

Payroll functions will be performed by the Timekeeper in the Mayor's Office (for civilians) and by the Chief Clerk of the Portland Police Bureau (for police personnel) and through them, the Payroll Division of the City Auditor's Office.

Purchasing of supplies will be done through the City of Portland Purchasing Agent and Central Stores.

Purchasing of equipment will also be accomplished through the Purchasing Agent.

A. Personnel

Director

The Bureau will continue to be administratively placed under the Mayor's Office with a civilian Director. The Director will be paid \$18,900 per year, 100% time. He will be responsible for administering the program and ensuring that it meets its goals and objectives within the specified time and budgetary framework. He will be responsible for liaison with other Impact projects, law enforcement agencies, and other governmental agencies. He will be responsible for collection and storage of appropriate data. He will make reports to the Mayor, the City Council, the Oregon Law Enforcement Council, the Impact Task Force, and the Law Enforcement Assistance Administration.

Assistant Director

The Assistant Director will be a sworn police officer with the rank of Lieutenant, Sgt. Spec., or Patrolman Spec. and salary commensurate with the working agreement between the Portland Police Association and the City of Portland. This person will report to the Director. He will supervise the Area Coordinators and ensure that they meet their area objectives. He will also solicit and coordinate volunteer activities (i.e., National Guard, Auxiliary Police, or Explorer Post door-to-door marking efforts, as well as volunteer clerical personnel). The Assistant Director will be responsible for the Crime Prevention Bureau Newsletter.

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Senior Steno

The Senior Steno will ensure that the clerical staff is efficient and current in all correspondence, maintenance of files, scheduling of meetings, checking out of engravers, and assisting in preparation and mailing of the newsletter. This person will assist in the training of the new clerical people.

Clerks

Two Clerks will provide secretarial, receptionist, and clerical assistance to the unit.

Overtime

The Overtime total of \$1,000 per year is based on approximately 4½ hours overtime per month each by the Senior Steno and the two Clerks.

Area Coordinators

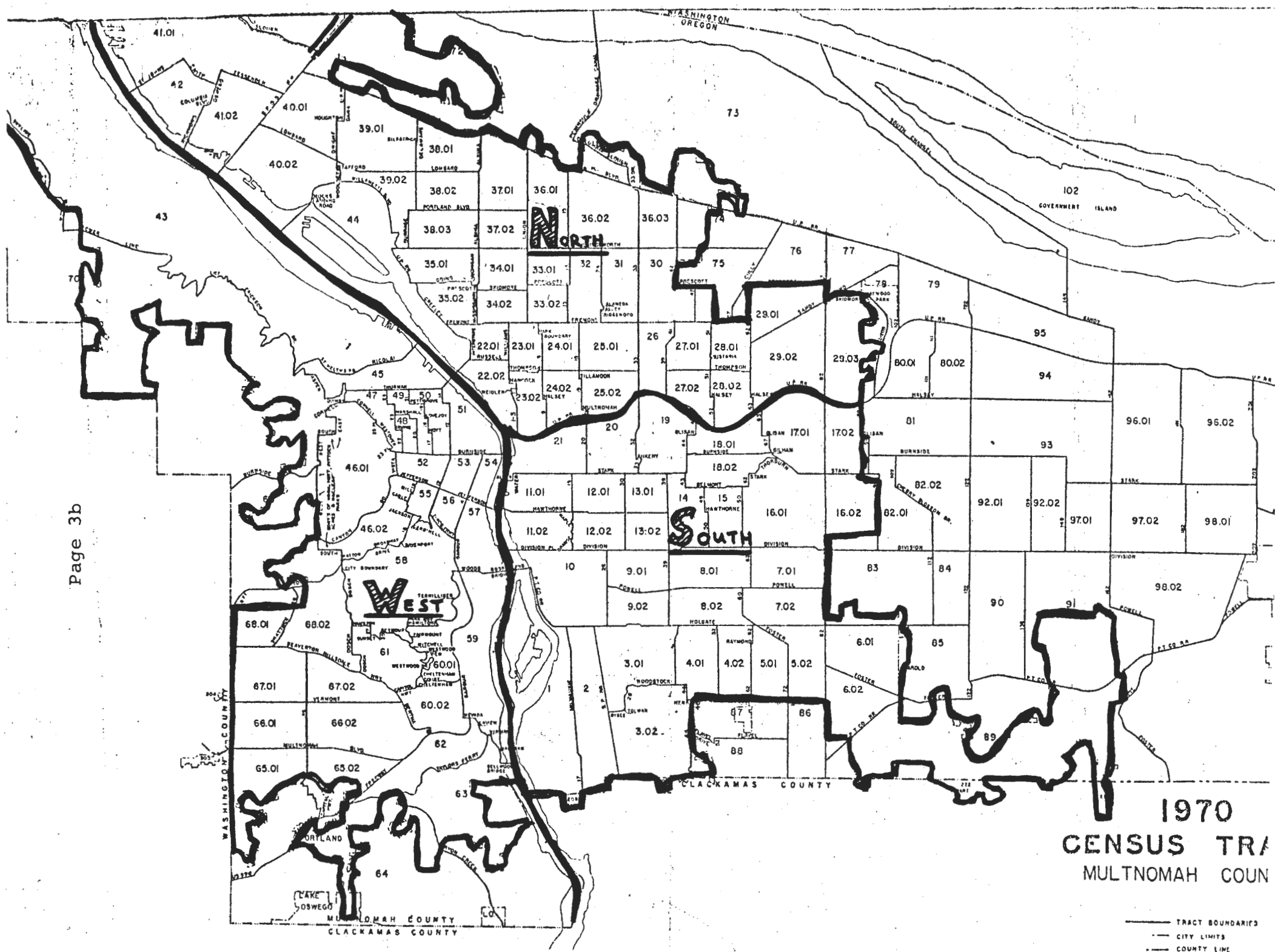
There will be three Area Coordinators. Each will be responsible for meeting Crime Prevention Bureau objectives in a specific geographic area of the city (see Page 3b). The approximate populations and total burglaries and robberies of each of these areas is as follows:

Area	Population		Burglaries and Robberies		Personnel
	Number*	%	Number*	%	
West	75,000	20	2,700	21	1 Area Coordinator 1 Asst. Area Coordinator
North	152,000	40	6,400	51	1 Area Coordinator 2 Asst. Area Coordinators
South	157,000	40	3,500	28	1 Area Coordinator 2 Asst. Area Coordinators
Totals	384,000	100	12,600	100	3 Area Coordinators 5 Asst. Area Coordinators

The Area Coordinators will report to the Assistant Director. Their duties will include supervising the Assistant Area Coordinators; soliciting and scheduling of neighborhood, block, and business meetings; conducting meetings, and following up meetings with activities to ensure that prevention techniques discussed at meetings are acted upon. They will work closely with citizens who volunteer at meetings to be Block Coordinator (someone who undertakes to be the liaison between their block and the Crime Prevention Bureau). Particular emphasis will be placed on property identification efforts. The Area Coordinator will meet these objectives through ensuring the distribution and use of engravers through

* approximate

(continued)



meetings, libraries, and door-to-door canvassing. He will aid the Assistant Director in obtaining help in his area. He will be an active liaison with neighborhood organizations in his assigned area.

It is envisioned that at least two of the three Area Coordinators will be officers, assigned full-time from the Portland Police Bureau to the Crime Prevention Bureau. Utilization of officers as Area Coordinators produces certain benefits. The first is that it gives the Crime Prevention Bureau increased flexibility through being able to reassign officers to the Police Bureau if the block, neighborhood, and business program were, for any reason, cut back. Secondly, as police officers, it is likely they will bring previous experience in dealing with burglary and robbery. Last, the officers (along with the Assistant Director) serve as communications links with their peers in the Police Bureau.

Assistant Area Coordinators

Assistant Area Coordinators will be assigned to Area Coordinators and will work under their supervision. Primary functions will include soliciting, holding, and following up of Crime Prevention meetings. The Assistant Area Coordinators should be residents of the area in which they are working. This should aid them in the performance of their duties and will help the Crime Prevention Bureau demonstrate its desire to work with residents and businesses in each area in preventing crime.

B. Professional Services

1. Contracting Organizations

Two surveys at \$6,250 each will be taken. One will be taken approximately halfway through the project, the other near the end. The object will be to measure the attitudinal impact of Crime Prevention Bureau activities in selected areas on potential victims and police officers. This measurement is very important in the perspective of the Crime Prevention Bureau objective of increased citizen surveillance and reporting of suspicious activities on their blocks.

THIS SECTION DELETED PER IMPACT STAFF SPECIAL PROVISIONS.

C. Travel

The budget for local travel is to provide for the use of the motor pool or mileage compensation to enable the Director, Assistant Director, and Area and Assistant Coordinators to organize and attend neighborhood, block, and business meetings throughout the city. The amount is based on 10 people, 10 miles each per day, at 10¢ per mile, 250 working days per year, totalling \$2,500 per year.

The out-of-state budget is to enable the Director and Assistant Director to visit cities with active crime prevention programs. A one-year breakdown is as follows:

Seattle	2 trips @ \$ 50 ea.,	4 days @ \$35 per diem	\$ 240
Oakland	2 trips @ \$100 ea.,	4 days @ \$35 per diem	\$ 340
Los Angeles	1 trip @ \$160 ea.,	3 days @ \$35 per diem	\$ 265
Louisville	1 trip @ \$275 ea.,	21 days @ \$35 per diem	\$1,010
		Total	\$1,855

(continued)

The trip to Louisville would be to attend the LEAA-funded National Crime Prevention Institute.

D. Equipment

The equipment budget includes that necessary to support one central office housing the Director, Assistant Director, Senior Steno, and two Clerks; and three neighborhood offices utilized by the Area and Assistant Area Coordinators. \$1,000 is budgeted in Phase 2.

E. Supplies and Other Operating Expenses

Reproduction

Reproduction costs are based on an estimated need of 500 copies per week, 50 weeks per year, equalling 25,000 copies per year, at 4¢ per copy, costing \$1,000 per year. 2 years' reproduction costs -

Postage

Postage costs are based on 40 total meetings per week and mailing 20 pieces per meeting. That totals 800 pieces per week or 40,000 pieces in 50 weeks (1 year). At 8¢ per piece, the cost for one year is \$3,200; two years, \$6,400. \$400 estimated miscellaneous postage needs over the entire project means total postage costs of \$6,800.

Property Identification Equipment and Supplies

Window Warning Stickers

(1) Distributed through meetings:

2,000 meetings per year	
x 10 residences marked per meeting	
20,000 marked residences in one year	
x 3 stickers per residence	
60,000 stickers per year	
x 4¢ per sticker	
\$2,400 per year	
x 2 years	
\$4,800 sticker cost, 2 years	\$4,800

(2) Distributed through canvassing:

(A) Through Area and Assistant Area Coordinators:

8 people	
x 4 hours canvassing per week	
32 canvassing man/hours per week	
x 3 residences marked per man/hour	
96 residences marked per week	
x 50 weeks	
4,800 residences marked per year	
x 3 stickers per residence	
14,400 stickers per year	
x 4¢ per sticker	
\$576 per year	
x 2 years	
\$1,150 sticker cost, 2 years	\$1,150

(continued)

(B) Distributed through Volunteers:

40 volunteers
x 4 hours per day per person
 160 man/hours per day
x 4 days per year
 640 man/hours per year
x 3 residences marked per man/hour
 1,920 marked residences per year
x 3 stickers per residence
 5,760 stickers per year
x 4¢ per sticker
 \$230 per year
x 2 years
 \$460 sticker cost, 2 years \$ 460

\$1,610

(3) Distributed through Libraries:

20 libraries
x 3 markers checked out per library per week
 60 residences marked per week
x 50 weeks per year
 3,000 residences marked per year
x 3 stickers per residence
 9,000 stickers per year
x 4¢ per sticker
 \$360 per year
x 2 years
 \$720 sticker cost, 2 years

\$ 720

(4) Distributed through Fire Stations and Precincts

26 fire stations
+ 3 police precincts
 29
x 2 markers checked out per location, per week
 58 residences marked per week
x 50 weeks per year
 2,900 residences marked per year
x 3 stickers per residence
 8,700 stickers per year
x 4¢ per sticker
 \$348 per year
x 2 years
 \$696 sticker cost, 2 years

\$ 696

(5) Extra Stickers - 4,350

\$ 174

Total Sticker Cost, 2 years

\$8,000

	<u>1 year</u>	<u>2 years</u>
Number of residences marked	32,620	65,240
Number of stickers necessary	97,860	190,070
Cost of stickers	\$3,914	\$8,000 (includes extra stickers)

(continued)

Engravers

40 meetings per week	
x 10 markers per meeting	
<u>400 markers (meetings)</u>	
+ 10 markers (staff)	
<u>410</u>	
+ 90 markers (volunteers)	
<u>500</u>	
+ 200 markers (libraries: 20 libraries @ 10 per library)	
<u>700</u>	
+ 290 markers (fire stations/precincts: 29 locations @ 10 per location)	
<u>990</u>	
+ 40 markers (replacements)	
<u>1,030</u>	
- 330 markers (already acquired)	
<u>700 markers (to be purchased)</u>	
700 markers	
x \$4.40 each	
<u>\$3,080.00</u>	total cost of engravers

Office Space

Comparable space for the Central Office is estimated at \$300 per month. Suitable space for the three neighborhood offices can be located for approximately \$50 per month each. Total cost per month is \$450.

Indirect Costs

The indirect cost rate is identified as 10% of the personnel cost.

Volunteers

Volunteer personnel will be solicited and utilized. It will expand on present Crime Prevention Bureau practice, which is to encourage use of volunteers whenever feasible. Present uses are as clerical aids, meeting solicitors, and door-to-door property identification (marking) canvassers. Volunteers have included three individual citizens, members of the Portland Police Auxiliary, and members of the North Precinct Law Enforcement Explorer Post. Expanded Volunteer aid will include both National Guard personnel marking property through canvassing, and a three- to six-member Citizen Advisory Committee to assure citizen input. It is estimated the Bureau will attain and utilize the following number (minimum) of volunteer man/hours:

(continued)

	<u>Phase 1</u> <u>12 mo.</u>	<u>Phase 2</u> <u>12 mo.</u>	<u>Total</u>
<u>Office Help</u>			
3 volunteers, 2 hours per week	300	300	600
<u>Marking help</u>			
40 volunteers, 4 hours per day, 4 days per year	640	640	1,280
<u>Advisory Committee</u>			
6 volunteers, 2 hours every other month	<u>72</u>	<u>72</u>	<u>144</u>
Totals, Volunteer man/hours	1,012	1,012	2,024

NOTE: If volunteer hours have
a designated value of \$3.00 per
hour, the Bureau receives the
following value in each phase:

\$3,036	\$3,036	\$6,062
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13. Budget Summary and Projection

Budget Categories	Prior Project Phases	Present Phase	Successive Phases	Successive Phases	Successive Phases	Total
Personnel (Salaries and Benefits)		23,064	180,759	180,759		384,582
Professional Services						
A. Individual consultants		6,048				6,048
B. General Contracts						
C. Construction Contracts						
Travel (Transportation and Subsistence)		1,070	4,355	4,355		9,780
Equipment		1,303	3,644	1,000		5,947
Supplies and Other Operating Expenses		5,799	38,940	35,570		80,309
TOTAL		37,284	227,698	221,684		486,666
Duration of Project Phases (in months)		6	12	12		30

14. Federal Support. Will other Federal support be available for any part of this project? Yes _____ No X
If yes, identify and explain:

15. Federal Submissions. Have other Federal agencies been contacted for assistance on this or similar projects? Yes _____ No X If yes, identify and indicate status:

16. STANDARD GRANT CONDITIONS -

Applicant understands and agrees that any grant received, directly or through its State law enforcement planning agency designated under P. L. 90-351, as amended as a result of this application shall be subject to and incorporate the following grant conditions.

- (1) Reports. The grantee shall submit, at such times and in such form as may be prescribed, such reports as the Law Enforcement Assistance Administration may reasonably require, including quarterly financial reports and progress reports and final financial and narrative reports.
- (2) Copyrights. Where activities supported by this grant produce original books, manuals, films, or other copyrightable material, the grantee may copyright such, but LEAA reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, and use such materials, and to authorize others to do so.
- (3) Patents. If any discovery or invention arises or is developed in the course of or as a result of work performed under this grant, the grantee shall refer the discovery or invention to LEAA, which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the public interest in work supported with Federal funds, all in accordance with the Presidential Memorandum of October 10, 1963, on Government Patent Policy.
- (4) Discrimination Prohibited. No person shall, on the grounds of race, creed, color or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under grants awarded pursuant to P. L. 90-351 as amended, or under any project, program, or activity supported by this grant. The grantee must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and regulations issued by the Department of Justice and the Law Enforcement Assistance Administration thereunder as a condition of award of Federal funds and continued grant support required by Section 518(b) of P. L. 90-351 as amended. This grant condition shall not be interpreted to require the imposition in grant-supported projects of any percentage ratio, quota system, or other program to achieve racial balance or eliminate racial imbalance in a law enforcement agency.



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STANDARD GRANT CONDITIONS — (Cont'd)

- (5.) Termination of Aid. This grant may be terminated or fund payments discontinued by LEAA where it finds a substantial failure to comply with the provisions of P. L. 90-351, as amended or regulations promulgated thereunder, including these grant conditions or application obligations, but only after notice and hearing and pursuant to all procedures set forth in Section 510 and 511 of P. L. 90-351 as amended.
- (6.) Inspection and Audit. The Administration and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access for purposes of audit and examinations to any books, documents, papers, and records of the grantee, and to relevant books and records of subgrantees and contractors, as provided in Section 521 of P. L. 90-351 as amended. A notice to this effect shall appear in all subgrants and other arrangements for implementation of this project.
- (7.) Maintenance of Records. All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved, or three years after completion of a project, whichever is sooner.
- (8.) Utilization and Payment of Funds. Funds awarded are to be expended only for purposes and activities covered by grantee's approved project plan and budget. Project funds may be made available through a letter of credit system pursuant to rules and procedures as to establishment, withdrawals, etc., issued by the Administration and with which grantees must comply. Where grant awards are not sufficiently large to require this system, payments will be made on the basis of periodic requests and estimates of fund needs submitted by the grantee. Payments will be adjusted to correct previous overpayments or underpayments and disallowances resulting from audit.
- (9.) Allowable Costs. The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items set forth in Bureau of Budget Circular No. A-87, "Principles for Determining Costs Applicable to Grants and Contracts with State and Local Governments", as further defined and delimited in conditions 10 and 11 below, and in the LEAA Financial Guide for Administration of Planning and Action Grants.
- (10.) Expenses Not Allowable. Grant funds may not be expended for (a) items not part of the approved budget or separately approved by LEAA; (b) purchase or construction of land and buildings or improvements thereon, or payment of real estate mortgages or taxes, unless specifically provided for in the grant agreement; (c) dues to organizations or federations; (d) entertainment including luncheons, banquets, gratuities or decorations; (e) purchase of automobiles or other automotive vehicles unless provided for in the grant agreement; or (f) indirect (overhead) costs, where the grantee does not have an audited indirect expense allocation system and rate acceptable to LEAA; (g) any bonus or commission to any individual for the purpose of obtaining approval of an application for LEAA assistance. Expenditure of funds in excess of the submitted total cost estimate for any major budget category will be permitted only with LEAA approval where this involves an increase of more than 10 percent in the total category cost estimate. Such increases will be deemed, in effect, to constitute an amendment of the grant application and award requiring grantor concurrence.
- (11.) Written Approval of Changes. Grantees must obtain prior written approval from LEAA for major project changes. These include (a) changes of substance in project activities, designs, or research plans set forth in the approved application; (b) changes in the project director or key professional personnel identified in the approved application; and (c) changes in the approved project budget as specified in the preceding condition.
- (12.) Project Income. All interest or other income earned by the grantee with respect to grant funds or as a result of conduct of the grant project (sale of publications, registration fees, service charges on fees, etc.) must be accounted for. Interest on grant funds must be returned to LEAA by check payable to the United States Treasury, and other income should be applied to project purposes or in reduction of project costs; provided, however, that if the grantee is a unit of government, the grantee shall not be accountable for interest earned on grant funds pending their disbursement or actual application for project purposes.
- (13.) Title to Property. Title to property acquired in whole or in part with grant funds in accordance with approved budgets shall vest in the grantee, subject to divestment at the option of LEAA (to the extent of LEAA contribution toward the purchase thereof) exercisable only upon notice within 120 days after the end of the grant period or termination of the grant. Grantees shall exercise due care in the use, maintenance, protection and preservation of such property during the period of project use.
- (14.) Publications. The grantee may publish, at its own expense, the results of grant activity without prior review by LEAA provided that any publication (written, visual, or sound) contains an acknowledgement of LEAA grant support. At least 10 copies of any such publication must be furnished to LEAA but only 5 copies of training materials (where used in grant project) need be supplied, except as otherwise requested or approved by LEAA. Publication of documents or reports with grant funds beyond quantities required to meet standard report requirements must be provided for in approved project plans or budgets or otherwise approved by LEAA and, for large quantity publication, manuscripts must be submitted in advance to LEAA.
- (15.) Third Party Participation. No contract or agreement may be entered into by the grantee for execution of project activities or provision of services to a grant project (other than purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved proposal or approved in advance by LEAA. Any such arrangements shall provide that the grantee will retain ultimate control and responsibility for the grant project and that the contractor or subgrantee shall be bound by these grant conditions and any other requirements applicable to the grantee in the conduct of the project.
- (16.) Obligation of Grant Funds. Grant funds may not, without advance written approval by LEAA, be obligated prior to the effective date or subsequent to the termination date of the grant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligations must be related to goods or services provided and utilized within the grant period.
- (17.) Fiscal Regulations. The fiscal administration of grants shall be subject to such further rules, regulations, and policies, concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by LEAA, including those set forth in the LEAA Financial Guide, OMB Circulars A-21 and A-87, as well as §15 of FPR (41 CFR §15.000, et. seq.), where applicable.



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APPLICATION FOR GRANT
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PAGE 6

STANDARD GRANT CONDITIONS — (Cont'd)

- (18.) Release of Information. Pursuant to Section 521 of the Act, as amended, all records, papers and other documents kept by recipients of LEAA funds, including State Planning Agencies and their subgrantees and contractors, relating to the receipt and disposition of such funds, are required to be made available to the Administration. These records and other documents submitted to LEAA and State Planning Agencies pursuant to other provisions of the Act, including comprehensive state plans and applications for funds, are required to be made available by LEAA under the terms and conditions of the Federal Freedom of Information Act (5 U.S.C. 552). State Planning Agencies must follow applicable LEAA Guidelines on release of information and State Planning Agency procedures designed to facilitate local government participation.
- (19.) Negative Declaration. Applicant hereby declares that no significant environmental impact, as defined by the National Environmental Policy Act of 1969 and LEAA Guidelines, may result from implementation of this program. Further, the applicant hereby declares that implementation of this program will have no adverse effect on properties listed in the National Register of Historic Places. Where this Declaration cannot be made, the applicant must attach an Environmental Impact Analysis and proceed in accordance with OMB Circular A-95 clearance procedures and appropriate LEAA guidelines.
- (20.) Assurance of Compliance with Civil Rights Laws. The applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and all requirements imposed by or pursuant to Regulations of the Department of Justice (28 CFR Part 42) and LEAA issued pursuant to that title, to the end that no person shall on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance from the Department; and gives further assurance that it will promptly take any measures necessary to effectuate this commitment as more fully set forth in the standard grant conditions set forth above. This assurance shall obligate the applicant for the period during which Federal financial assistance is extended to it by the Department and is given in consideration of and for the purpose of obtaining the grant for which application is hereby made and the United States shall have the right to seek judicial enforcement of this assurance.
- (21.) Part E Assurances. Where Part E funding is requested, applicant agrees that all Part E assurances, areas of emphasis, and special requirements as set forth in Discretionary Grant Guide pp. 5 & 6 will be complied with.

17. Date:	18. Total Pages in Application	19. State Planning Agency Certification and Approval Effectuated. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
20. Signature of Authorized Official (Item 9 of Application)		

PROJECT GOALS

- | | | |
|-------------------------|-----|--|
| Broad Program Goal | 1.1 | Reduce burglary and stranger-to-stranger street crime in Portland |
| Program Goal | 2.1 | To secure for the community an atmosphere of safety and freedom from injury and loss of property by decreasing opportunities for successful commission of target crimes. |
| Project Goals | 3.1 | Educate and induce the potential victim to reduce opportunities for crime.

Alter the environment to reduce the vulnerability and/or accessibility of the target or areas of crime. |
| Operating Project Goals | 4.1 | Further development and expansion of block, neighborhood, and business programs in the city to educate and involve potential victims in protecting themselves. |
| | 4.2 | Further development and expansion of the permanent property identification program to deter burglars and aid recovery of stolen items. |
| | 4.3 | Development of an environmental crime hazard reporting system to provide a method for police officers to report, and the Crime Prevention Bureau to follow up on, environmental crime hazards. |
| | 4.4 | Development of a residential crime hazard reporting system of home and business inspection to point out and encourage correction of crime hazards. |
| | 4.5 | Development of a building security code. |



U. S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE
ADMINISTRATION

APPLICATION FOR GRANT
DISCRETIONARY FUNDS
PAGE 7

21. PROJECT PLAN AND SUPPORTING DATA

Please state clearly and in detail, within ten pages if possible, the aims of the project, precisely what will be done, who will be involved and what is expected to result. Use the following major headings:

- P. I. Goals.
- P. II. Impact and Results
- P. III. Methods and Timetable
- P. IV. Evaluation
- P. V. Resources

Number subsequent pages consecutively, i.e., Application Page 8, Application Page 9, etc. See page 7 for further guidance.

I. GOALS

Broad Program Goal: Reduce burglary and stranger-to-stranger street crime in Portland by 5% in 2 years and 20% in 5 years.

Program Goal: To secure for the community an atmosphere of safety and freedom from injury and loss of property by decreasing opportunities for successful commission of target crimes.

Project Goals:

- (1) Educate and induce the potential victim to reduce opportunities for crime.
- (2) Alter the environment to reduce the vulnerability and/or accessibility of the target or areas of crime.

Statement of Problem: Unacceptably high rates of burglary and robbery continued to plague Portland in 1972. Robbery totals, though down slightly from 1971, were still nearly three times those of only six years before. Burglary rose to a new total high of 11,304, twice that of six years previous. Property loss from burglary is over \$3 million per year (which does not include the cost to repair a damaged residence or business). Even more important may be the rage or despair created that can create a loss of confidence in the police and/or a decision to move. Monetary loss from robbery is comparatively small (\$232,027 in 1971), but robbery more often results in injury as well as property loss.

A recent survey¹ illustrates community fears regarding these crimes. 48% were "somewhat to very" concerned about the threat of daytime burglary and 57% about nighttime burglary of their homes. 32% of the same sample felt "some to very" concerned for their safety walking in their own neighborhood at night. 84% felt crime in their neighborhood was about as serious or more serious than five years ago. 66% feel crime in Portland is a very serious problem.

In addition to the problems of the amount of target crimes (and losses and injuries resulting from them) and citizens'

¹ A Survey of Public Attitudes Toward the Criminal Justice System in Multnomah County, Oregon, Richard L. Kennedy and Associates, Eugene, Oregon, March 1, 1973.

(continued)

fear of crime, statistics reveal the chances of being arrested for a burglary as only one in nineteen and robbery one in eight. The problem includes, then, the amounts and costs of target crimes, the fear they create in potential victims, and the low probability of arresting the criminal committing the crime. These problems are not inevitable but stem in part from potential victims allowing themselves to be too vulnerable (particularly burglary victims). The statistical survey, Burglary and Robbery, Portland, Oregon² indicates that in over 1/3 of the 1971 total burglaries in Portland, there was no forceable entry. Victims do not have and/or are not using adequate security devices. Residential victims are not utilizing their neighbors well.

Fifteen times as many arrests for residential burglary in 1971 in Portland stemmed from neighbors and witnesses calling the police than came from routine patrol activities, but the average victim did not ask anyone to keep an eye on his house even though he knows three or more families on the block.³ He also had not marked any of the stolen items, a burglary prevention strategy with proven success in other cities.⁴ These facts underline the need for a program oriented to aggressively educating potential burglary victims in proven prevention methods: security-oriented physical planning, having and using adequate security devices, neighbors watching out for one another's property, marking, and concealing knowledge of building vulnerability from the potential criminal.

Residential burglary is the most expensive target crime² (63%, \$1,936,100, of the value of property stolen in burglaries in 1971 in Portland resulted from residential burglaries).

	<u>Residential</u>	<u>Non-Residential</u>	<u>Total</u>
Number of Burglaries	6,598 (61.1%)	4,196 (38.9%)	10,794 (100%)
Value of Property Stolen	\$1,936,100 (64.3%)	\$1,075,169 (35.7%)	\$3,011,269 (100%)
Number of Robberies	881 (49.0%)	916 (51.0%)	1,797 (100%)
Value of Property Stolen	\$153,694 (66.2%)	\$78,333 (33.8%)	\$232,027 (100%)

Residential burglary is at once the most extensive and most expensive target crime in Portland, but also that which seems most amenable to proven, inexpensive prevention methods (i.e., neighbors

² Burglary and Robbery, Portland, Oregon, J. Bradford Shiley, Salem, Oregon, September, 1972.

³ Robbery and Burglary Victimology Project, Urban Studies Center, Portland State University, November, 1972.

⁴ See P.II, Impact and Results.

(continued)

watching out for one another and marking). It will be the primary target crime of the Crime Prevention Bureau. The second and third priorities will be non-residential burglaries and robberies.

Other potential target crimes (i.e., homicide, 36 in 1972, and rape, 169 in 1972), because of their relatively small number and their nature, do not lend themselves to a high rank as separate priorities for the Crime Prevention Bureau.

II. IMPACT AND RESULTS

1.1 Broad Program Goal: Reduce burglary and stranger-to-stranger street crimes in Portland.

This program will aim at reaching this goal in a coordinated effort with other components and programs both within Impact and other areas of the criminal justice system.

2.1 Program Goal: To secure for the community an atmosphere of safety and freedom from injury and loss of property by decreasing opportunities for successful commission of target crimes.

This project will contribute to a more effective criminal justice system, and one that citizens will have more confidence in, through altering the environment and effectively working with and involving citizens in their own protection.

3.1 Project Goals:

- A. Reduce opportunities for successful commission of target crimes by educating and inducing potential victims to utilize proven methods of protecting themselves. Potential victims knowing and practicing crime prevention techniques to protect themselves can reduce target crimes by eliminating opportunity. Some methods included in this category include the potential installing and using of adequate security devices, concealing the vulnerability of buildings when no one is there, and marking valuables. Regarding robbery includes avoiding, if possible, high robbery areas and not carrying valuables in a purse. The criteria used for measuring the impact will be analyses of the types, amounts, and effects of the specific techniques (or combinations of techniques) in specific areas and their effects on the target crime rate. For example, the rates at which residences which have marked valuables and displayed stickers are burglarized compared to those which only do one or neither.
- B. Reduce opportunities for successful commission of target crimes by altering the environment to reduce the vulnerability and/or accessibility of the target or areas of crime.

Impact will also come from methods which alter the environment only through the potential victim acting in

(continued)

concert with others or through methods in which the environment is altered without the direct participation of the potential victim.

An example of the former is neighbors and/or businessmen watching out for one another. Examples of the latter, where the potential victim does instigate the initial action, are a system to report and follow up on environmental crime hazards (such as overgrown bushes hiding entrances to a building), or a building security code setting minimum building lock, door, and window standards.

Chief criteria used for measuring impact here will also be target crime rates.

4.1 Improving the knowledge and involvement of potential victims in protecting themselves through further development and expansion of block, neighborhood and business programs.

Meeting programs involving residents or businessmen in the same block or neighborhood have shown the benefit of reducing crime rates in Oakland, California and Argay Terrace, a suburb of Portland. One goal of these programs is an increased awareness of and knowledge about the target crimes by the attendees. The main goal is commitment by the attendees to protect themselves, their property, and each other better by using the recommended techniques. Some benefits are as follows:

- A. Increased knowledge about the importance, types, and costs of security devices will result in increased use of these devices and less opportunities for potential burglars, resulting in fewer target crimes.
- B. Increased knowledge will encourage potential victims to protect themselves by working together with neighbors in watching out for one another, resulting in fewer crimes and more apprehensions.
- C. Increased knowledge about concealing the vulnerability of one's building or residence when no one is there will decrease burglary rates.
- D. Increased knowledge about the success of property identification as prevention and property return technique will result in more marked residences, businesses, churches, and other buildings, resulting in fewer burglaries and a higher rate of returned property.
- E. Increased knowledge about the methods of robbers will enable citizens and businessmen to abstain from becoming attractive targets, resulting in fewer robberies.
- F. Government coming right to the citizens -- in the form of block, neighborhood, and business meetings -- creates the added benefit of citizen awareness that several governmental levels can effectively work in concert to meet citizens' needs.

(continued)

- 4.2 Deter burglaries and increase recovery of stolen items through a permanent property identification program (marking).

Marking programs have been very successful in other cities. From 1963 to the present, 5,500 homes in Monterey Park, California which have participated have suffered only 25 burglaries. 5,500 homes which have not participated have suffered over 2,000 burglaries. Denver registered a 25% drop in residential burglaries and 15% in commercial burglaries in a target high crime area in the first three months of the year. The total rate dropped 10% for the city as a whole in the same period of time.

A secondary benefit of an increased amount of returned stolen property is also projected, but there is not yet enough evidence to conclusively prove this.

Making marking equipment easily available for loan to the public at no cost and, in some areas, canvassing door-to-door to mark citizens' valuables will create recognition by the public of city, county, state, and federal governments working together to bring desired services to the citizen right at his residence or place of business.

- 4.3 Deter burglaries and robberies through an Environmental Crime Hazard Reporting System to provide a method for police officers to report crime hazards they notice and the Crime Prevention Bureau to follow up on these reports.

The relationship between the occurrence of crime and physical factors such as the size and location of trees and shrubs which can block vision has been clearly established.⁵ Police, through their mobility and the nature of their job, are in a unique position to notice and pass on information about specific physical hazards they notice in the course of their normal work. The Crime Prevention Bureau, because it is charged with working with potential victims, is the logical means of following up on such information to achieve changes. The principal benefit would be reduced criminal opportunities resulting in reduced crime.

- 4.4 Deter burglaries and robberies through a Residential Crime Hazard Reporting System.

Portland Fire Bureau inspection personnel inspect most buildings within the city for fire hazards at least once every three years. A combined fire hazard/crime hazard inspection procedure would appear to have the following benefits:

- A. It is very likely that many residents and businessmen are not aware of security deficiencies at their homes and places of business. By bringing these deficiencies

⁵ Crime and the Physical City, Gerald Leudtke and Associates, LEAA Grant NI-078, Detroit, Michigan, 1970

to citizens' attention, it is likely there will be security improvements made that will result in fewer crime opportunities.

- B. A second benefit would be the small extra cost to add crime hazard to fire hazard inspections already taking place.

4.5 Deter burglaries through implementation of a Building Security Code.

A Building Security Code would have the effect of eliminating present crime opportunities by designating minimum security standards for particular types of buildings. The benefit would be decreased burglaries through decreased opportunities. Building codes are a complex area and a security code should be developed and tested very carefully before full implementation.

III. METHODS AND TIMETABLE

The primary focus of the project will be to concentrate on the potential victim and his environment. All strategies that follow are based on an effort to eliminate opportunities for successful commission of target crimes in the most cost/effective manner possible.

See Project Work Schedule, following page.

Work Program Narrative

This project will expand the present Crime Prevention Bureau by increasing personnel and support to a level capable of achieving the aforementioned goals on a city-wide basis. The project will utilize the current full-time staff of Director, Assistant Director, and Steno. Two Clerks, three Area Coordinators, and five Assistant Area Coordinators would be added. The program will extend over 24 months and will include the following crime prevention activities.

- 4.1 Further development and expansion of block, neighborhood, and business programs to educate and involve potential victims in protecting themselves.

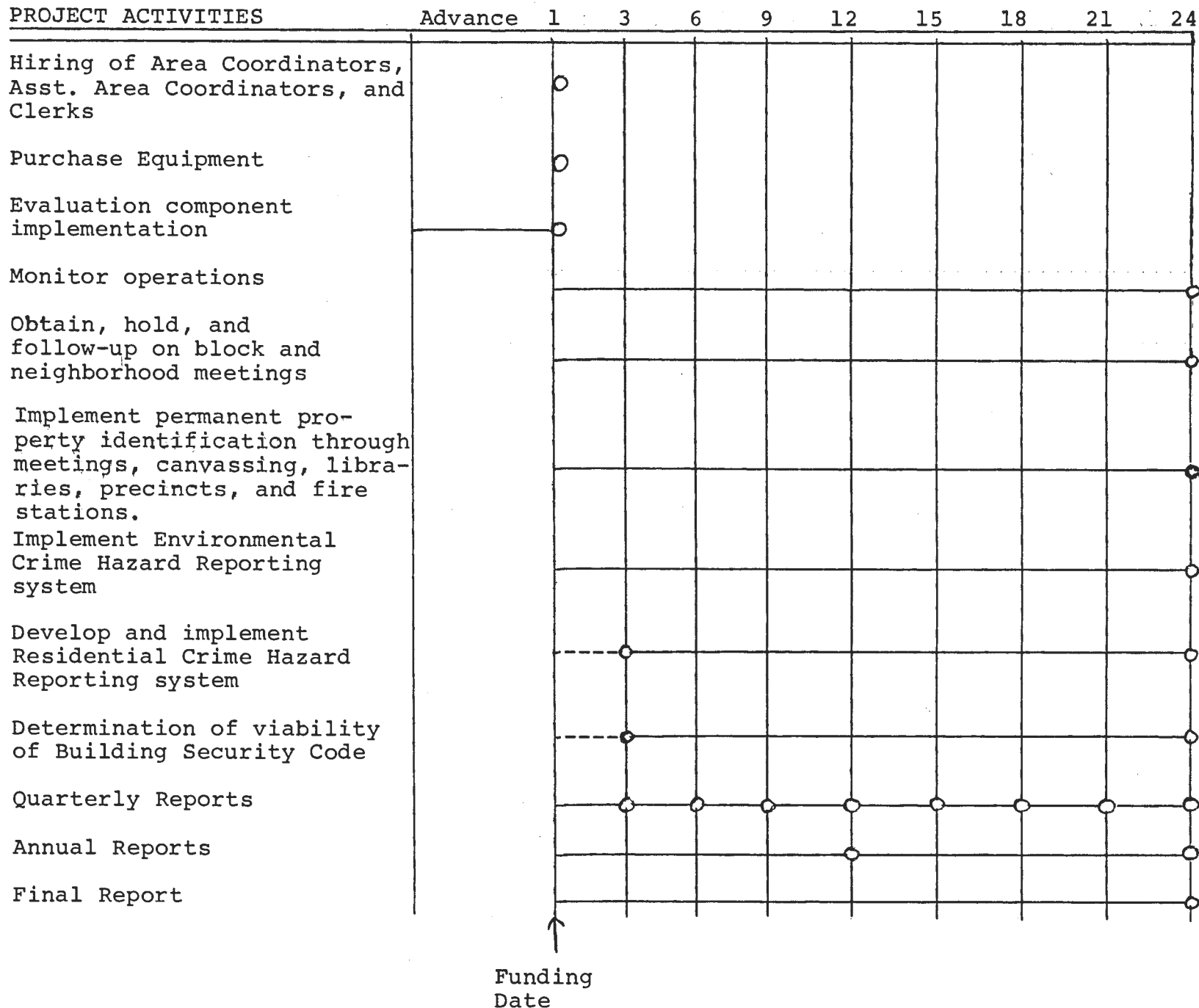
This goal will be met through expansion of the current block, neighborhood, and business program. It is based on soliciting and holding meetings with potential victims where they are most likely to attend, in their own neighborhoods, particularly their own block. Meetings will include the following elements:

Personnel: Meetings will be conducted by Area and Assistant Area Coordinators. The on-duty District Patrol car will also be asked to stop by for 10-15 minutes in order to answer prevention questions related to that area that can be answered through his professional experience in that patrol district.

(continued)

CRIME PREVENTION BUREAU
Project Work Schedule

Develop and Test ---
Implement



Content:

1. What the burglary and robbery problem in Portland is and how burglars and robbers operate.
2. Why and how potential victims should and can help protect themselves and their neighbors.
 - A. Having and using adequate security hardware.
 - B. Concealing the vulnerability of a residence or building when no one is there.
 - C. Permanently marking and identifying valuables.
 - D. Caring and watching out for fellow citizens and calling the police when necessary.
 - E. Handling money carefully to avoid becoming an attractive target.

Meetings were begun in early July and it is too early to ascertain impact on crime rate statistics, but public response to the meetings has demonstrated desire for this service. The chart on the following page illustrates response. It is broken into the three evaluation areas (selected to represent three different types of neighborhoods) and "others".

Presently the Bureau is limited to holding 15 meetings maximum per week. This has been sufficient capability in a period of the Bureau building public awareness. Expansion of the program as outlined in the budget will allow soliciting and holding 40 meetings per week, creating 2,000 crime prevention groups in one year, 4,000 in 2 years.

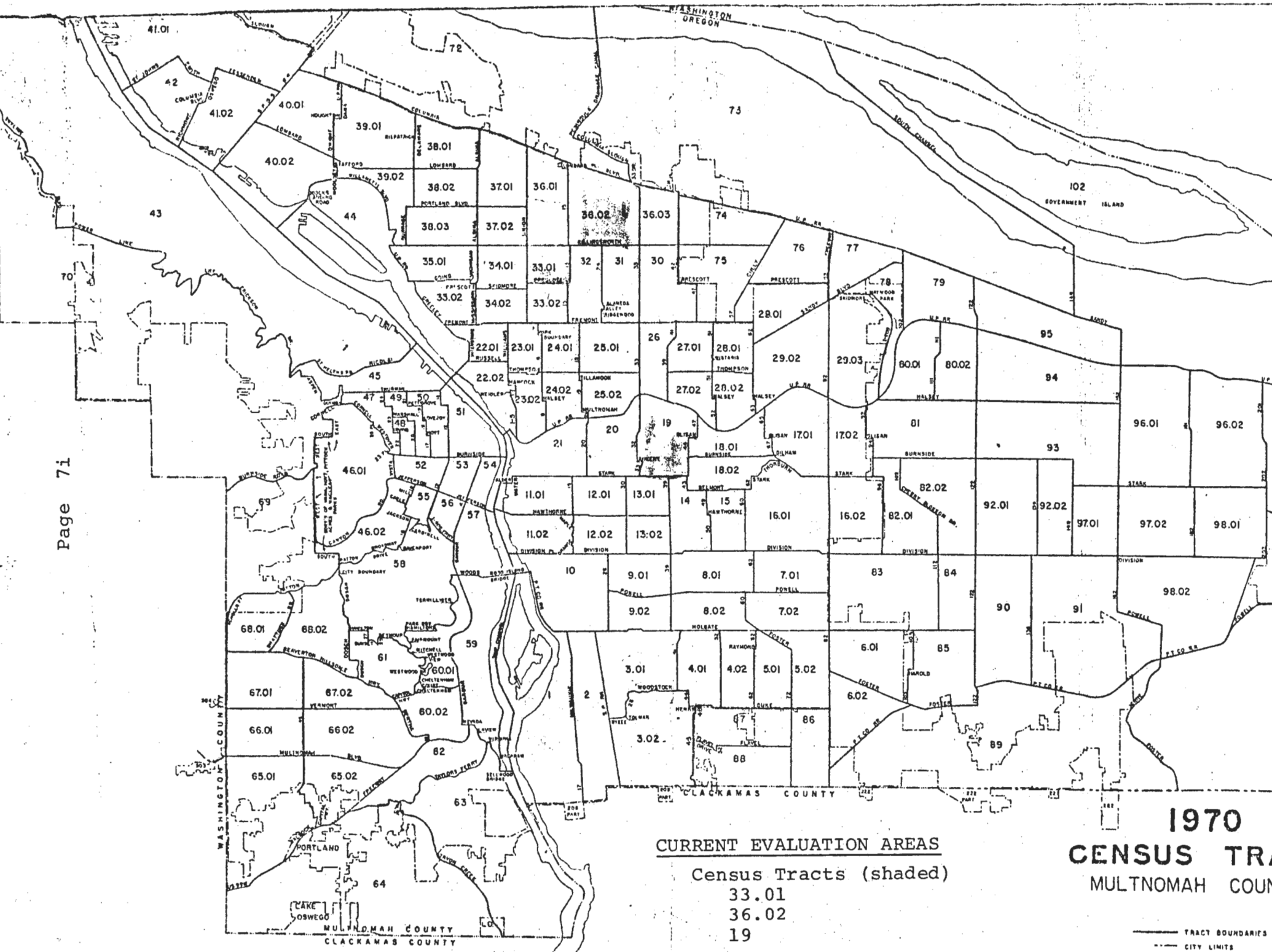
Meetings will be solicited through direct contact (phone and door-to-door) by Area and Assistant Area Coordinators, Clerks, and volunteers. Contacts will come from victim lists, referrals, and cold canvassing (all of these have proven successful since implementation of the block program). Emphasis will continue on block meetings. There are two reasons for this. One is having a number of residences on a block watching for and reporting suspicious circumstances, the whole block becomes a less likely area for commission of a successful burglary or robbery. Secondly, to reach its objectives, the Bureau will have to involve citizens not likely to be "joiners", people who never attend a neighborhood association, PTA, or any kind of formal meeting. Initial experience indicates these types of people will attend a gathering (to talk about and do something about crime) if they are asked by a neighbor on their block.

Meetings that draw from a wider area will also be solicited. Examples are neighborhood associations, service organizations, and business organization meetings. At each of these, however, people attending will be asked to hold a block meeting for their neighbors and expand the effect. Meetings of retail businessmen within an area that are likely robbery targets will be very actively pursued.

(continued)

EVALUATION AREAS	BURGLARY RATE (City average: 44/1000 residences)	% RESIDENCES VALUE BELOW \$15,000 (Multnomah County avg.48%)	NUMBER OF MEETINGS HELD (11 weeks)	NUMBER OF PEOPLE ATTENDING
* 33.01 (Upper half of King Neighborhood)	115/1000	93%	7	105
* 36.02 (Vernon, Faubian, Kennedy)	80/1000	56%	31	465
* 19 (Laurelhurst)	42/1000	18%	28	420
Other			<u>75</u>	<u>1,125</u>
			141	2,115

*See Census tract map, following page



CURRENT EVALUATION AREAS

Census Tracts (shaded)

- 33.01
- 36.02
- 19

1970
CENSUS TRACTS
MULTNOMAH COUNTY

TRACT BOUNDARIES
CITY LIMITS
COUNTY LINE

The aggressive, direct methods outlined will, again, result in a minimum of 2,000 crime prevention groups created per year. This emphasis on meetings is heavier than that of most prevention efforts, but well-done meetings (together with marking) will reduce burglary 5% and robbery 2% in two years -- if there is also effective follow-up. Area Coordinators will be responsible that meetings in their areas are the beginning, not the end, of citizen crime prevention activities. Follow-up will include callbacks, secondary meetings, and a Crime Prevention Bureau newsletter.

- 4.2 Further development and expansion of the permanent property identification program (marking) to deter burglars and aid in recovery of stolen items.

Permanent property identification programs have been in existence for approximately 10 years. They include the following components:

- A. Permanently marking and identifying symbol (normally driver's license or social security number) on valuables.
- B. Making an inventory of marked valuables (property identification list).
- C. Placing warning stickers on doors and some windows. The stickers advise the potential burglar that all items of value in the building have been permanently marked and can be traced by the police.

Two effects are normally claimed for marking:

- A. It prevents burglaries because the burglar knows marked valuables will be harder to sell and can be traced to him more easily.
- B. It aids the return of recovered stolen items to the rightful owner.

Having warning stickers may also serve notice to the potential burglar that residents or businessmen on a particular block have taken at least one measure to prevent burglary and may have taken others, particularly watching out for each other.

Marking has proven its success in many areas (see discussion in Impact section), most significantly in Denver, Colorado and Monterey Park, California. The Crime Prevention Bureau has implemented an initial effort in Portland. It is too early to determine the effect of this effort on burglary rates in evaluation areas, but willingness of potential victims to utilize marking is demonstrated by the following figures covering eleven weeks:

(continued)

Number of Residences Marked

<u>Area</u>	<u>Residences Marked</u>
33.01	206
36.02	474
19	224
Other	740
Total	<u>1,644</u>

Average number of residences marked per week: 149

Marked through meetings:	1,269
Marked through canvassing:	<u>375</u>
Total	<u>1,644</u>

Expansion of the Bureau as outlined will enable it to implement a very aggressive marking program. The result of such a program will be 32,650 residences and buildings marked in one year and 65,240 residences and buildings marked in 2 years (the 1970 census showed 152,000 residences in Portland). It would be accomplished through the following methods (for a further breakdown, see Budget Narrative, Property Identification Equipment and Supplies, and discussion below this chart):

<u>Residences marked thru:</u>	<u>Phase 1 12 mo.</u>	<u>Phase 2 12 mo.</u>	<u>Total</u>
1. Meetings	20,000	20,000	40,000
2. Canvassing	6,720	6,720	13,440
3. Libraries	3,000	3,000	6,000
4. Precincts/ Fire Stns.	<u>2,900</u>	<u>2,900</u>	<u>5,800</u>
TOTALS	32,620	32,620	65,240

The prime method of implementing property identification will continue to be through dispersing markers at block, neighborhood, and business meetings. 10 marked residences from each of the 2,000 meetings in 1 year will produce 20,000 marked residences in 1 year and 40,000 in 2 years.

The Area and Assistant Area Coordinators will also canvass door-to-door a minimum of 4 hours per week. This canvassing will be to mark citizens' property, but also to solicit block meetings. This effort will yield 96 marked residences per week, 4800 per year, and 9,600 in 2 years. Canvassing by volunteers (40 people, 4 days per week, 4 hours per day) will achieve the following: 1,920 marked residences in 1 year, 3,840 in 2 years. Total canvassing results will be 6,720 in 1 year and 13,440 over the entire project.

(continued)

The Library Association has agreed to aid the property identification program through checking out markers for one week periods (as they would a book). There will be a display encouraging citizens to utilize the markers at the check-out stands in 20 library locations. Check-out personnel will be versed in explaining the property identification program and will encourage check-out of markers. It is estimated 3 markers will be used from each library each week. That means 1 and 2 year totals of 1,920 and 3,840 marked residences respectively. Two advantages of libraries as distribution points are that they draw their own traffic and they have an existing and effective check-out system.

Though they do not draw as much traffic on their own as do libraries, the 3 precincts and 26 fire stations are also feasible distribution points. At 2 markers checked out per location per week, 2,900 residences per year will be marked, 5,800 in 2 years.

The methods above are designed to mark at least half the residences in Portland over the length of the project. Together with the block, neighborhood, and business program, it is anticipated that marking 65,300 buildings in 2 years will reduce burglary in Portland by 5%.

- 4.3 Development of an Environmental Crime Hazard Reporting System to provide a method for police officers to report, and the Crime Prevention Bureau to follow up on, environmental crime hazards.

Preliminary development of this system has been completed. Working in cooperation with the Police Bureau and the regional CRISS committee, the Crime Prevention Bureau has designed a "Crime Prevention" section to be printed on the back of the present Crime Report, Portland Police Bureau. When an officer notices an environmental crime hazard during the course of his normal duty, he will be able to note the hazard and know it will be followed up on by the Crime Prevention Bureau. Examples of hazards noted are unsecured buildings, inadequate outside or inside lighting, overgrown shrubbery or fences that hide street view of the premises. Upon receipt of the report, the Crime Prevention Bureau will establish contact with the owner or resident and encourage correction of the hazard. This system enables the Bureau to pinpoint effort at likely victims for only the cost of writing and forwarding the report and a phone call or letter to follow it up.

- 4.4 Development of a Residential Crime Hazard Reporting System of home and business inspections to point and encourage correction of crime hazards.

Portland Fire Bureau inspection personnel check each building in Portland over a 3-year period. It seems probable that, with little expense, these same personnel could be trained to note crime as well as fire hazards during their already occurring inspections. In addition to bringing crime hazards to the attention of the owner or resident for remedial action,

(continued)

this effort would produce contacts to hold block, neighborhood, and business meetings.

4.5 Development of a Building Security Code.

Building security codes, which prescribe minimum standards of security devices for buildings, are credited by police in Oakland, California and Seattle, Washington for significant roles in reduction and control of burglaries in those areas. In 1971, non-residential burglaries in Seattle decreased 16% from the year previous. In 1972, the rate dropped another 14%. Since 1968, Oakland officials have supplemented their code with an educational program, and the commercial burglary rate has decreased 4,703 in 1968 to about 3,000 in 1972. In Portland, over the same period of time (1968-1972), commercial burglaries rose from 2,328 to 2,879. These figures underline the potential benefits to be gained from a building security code in Portland. They demonstrate the value in investigating, developing, and perhaps testing such a code here. It is important to note that a committee appointed by the Governor of Oregon may simultaneously examine a state building code. If so, the Crime Prevention Bureau Director will have to maintain close liaison with the Governor's committee. Travel, as outlined in the Travel budget, to California and Washington will be helpful in the investigation phase regarding building codes.

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NOTE: In each of the above activities, the Crime Prevention Bureau will seek to coordinate and cooperate with the Crime Prevention Officer of the Multnomah County Department of Public Safety. The foundation for such coordination and mutual aid has been built in the initial grant period of the Crime Prevention Bureau. It is to the benefit of each of the programs and the public that such cooperation be maintained.

IV. EVALUATION

The evaluation design for this project will be developed and included by the Oregon Law Enforcement Council. Internal evaluation and collection of data regarding external success of the project will be the responsibility of the Crime Prevention Bureau. Some suggested evaluation criterion are as follows:

1. A 2½% decrease in the total burglary rate (minimum decrease of 2½% in both residential and non-residential burglary) in 1 year in Portland from baseline July, 1972.
2. A 5% decrease in total burglary rate in 1 year in census tract/grids where crime prevention meetings equal or exceed 1/20th of the number of owner-occupied residences.

(continued)

3. A 5% decrease in the total burglary rate (minimum decrease of 5% in both residential and non-residential burglary) in 2 years in Portland from baseline July, 1972.
4. A 1½% decrease in the robbery rate in 1 year in Portland from baseline July, 1972.
5. A 2½% decrease in the robbery rate in 2 years in Portland from baseline July, 1972.
6. An increased amount of confidence by citizens impacted by the Crime Prevention Bureau in their ability to help protect themselves against target crimes (as measured by a survey).
7. An increased feeling of citizen support by district patrol officers in census tract/grids* where 50% of the owner-occupied residences have had a member attend a Crime Prevention Bureau meeting (as measured by a survey).
8. A residential burglary rate, for residences which have marked their property and displayed warning stickers, 75% lower than the rate for non-marked, non-stickered homes in the same census tract/grids* area over a 1 year period.
9. A non-residential burglary rate, for buildings which have marked their office equipment and displayed warning stickers (and do not carry a stock of items likely to attract a burglar, i.e., car parts), 50% lower than the rate for non-marked, non-stickered buildings in the same census tract/grids over a 1 year period.
10. Increase recovered and returned property (\$ value) 5% (as % of total stolen) 2½% in Portland in 1 year.
11. Increase recovered and returned property (\$ value) 5% (as % of total stolen) 5% in Portland in 2 years.

V. RESOURCES

David Kottkamp, Director

Mr. Kottkamp has been Director of the Crime Prevention Bureau since it began April 26, 1973. A

A native of Portland, Mr. Kottkamp graduated from Portland State University in 1967 with a degree in Political Science. He has, since then, had experience as a steel salesman, regional manager for an importer and distributor of athletic equipment, a campaign coordinator, and as an Administrative Assistant to the Mayor prior to becoming Director of the Crime Prevention Bureau.

Sgt. James T. Davis, Assistant Director

Sgt. Davis is assigned to the Crime Prevention Bureau full-time from the Portland Police Bureau. A 10-year veteran of the department, his most recent assignments were 2½ years as Night

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Command of the Police Community Relations Unit, and, prior to that, 2 years as a Supervisory Sergeant at North Precinct. Graduating from Pasco, Washington High School in 1949, he will receive his Bachelor's Degree in Philosophy in May, 1973 from the University of Portland.

Virginia Harris, Senior Steno

Ms. Harris has been secretary for the Crime Prevention Bureau since its inception, beginning work on April 30, 1973.

A graduate of El Rancho High School in Los Angeles, Ms. Harris began work as a secretary in 1961 at an advertising agency in the Los Angeles area. She moved to Oregon in 1965 and worked as a secretary for a communications equipment manufacturer in Salem until her move to Portland in 1968. She continued her secretarial career in private industry in Portland until May of 1972 when she began her government service as a secretary at Model Cities. She held a "floating" secretary position at Model Cities, working in virtually every department, each position having varied duties and responsibilities, prior to coming to the Crime Prevention Bureau.

Area Coordinator

Statement of Duties: Responsible for meeting all Crime Prevention Bureau objectives in an assigned geographic area. Works closely with neighborhood associations, businessmen, individual citizens, and police in the assigned area. Solicits, conducts, and follows up block, neighborhood, and business meetings. Is responsible for attaining property identification objectives in the area. Is responsible for follow-up of Environmental and Residential Crime Hazard Reports in the area. Collects and forwards appropriate data. Maintains continuous internal evaluation of Crime Prevention Bureau efforts in the area.

Supervision Received: Works under the supervision of the Assistant Director.

Supervision Exercised: Exercises supervision over assigned Assistant Area Coordinators and volunteers.

Required Knowledge, Skills, and Abilities: Must indicate ability to organize and administer. Must be able to communicate and motivate in various size groups. Needs persistence. Must have familiarity with assigned area.

Required Experience and Training: Two years satisfactory performance as a police officer or two years experience in organization and administration.

Assistant Area Coordinator

Statement of Duties: Assists the Area Coordinator in meeting all Crime Prevention Bureau objectives in an assigned geographic area. Assists the Area Coordinator in working closely with neighborhood organizations, businessmen, individual citizens, and police in the assigned area. Solicits, conducts, and follows up block, neighborhood, and business meetings. Canvasses door-to-door to mark property and solicit meetings. Works with volunteers.

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Supervision Received: Works under ~~the~~ supervision of the Area Coordinator.

Required Knowledge, Skills, and Abilities: Must be able to organize block groups. Must be able to communicate and motivate in various size groups. Needs persistence. Must live in and have good familiarity with assigned area.

Clerks

Statement of Duties: Responsible ~~for~~ general office assignments including maintain meeting schedules, reception work, typing, filing, and accumulation of pertinent data.

Supervision Received: Works under ~~the~~ supervision of the Senior Steno.

Knowledge, Skills and Abilities: Working knowledge of modern office practices and procedures, skill in typing, filing, and record maintenance.

