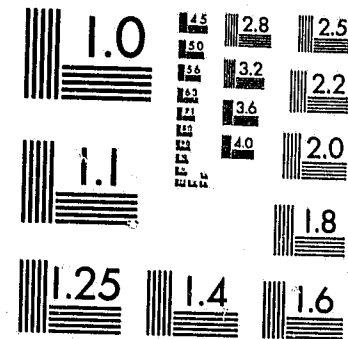


National Criminal Justice Reference Service

ncjrs

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5/24/85

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U.S. Department of Justice
National Institute of Justice 96023

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DATE: _____
CR-Sent
2-22-81

TO: ALL ALARM COMPANIES, BUSINESSES AND PERSONS
HAVING BURGLARY/ROBBERY ALARMS TERMINATING
AT THE ANN ARBOR POLICE DEPARTMENT

FROM: Chief William J. Corbett
Ann Arbor Police Department

NCJRS

SUBJECT: Burglary/Robbery Alarm Policy

DEC 8 1981

It is the policy of the Ann Arbor Police Department to accept all qualified burglary or robbery alarm systems into the Police Communications Section radio console alarm board and telephone system. Approval or denial for a burglary or robbery alarm to be connected with the Police Department's alarm board or telephone system lies with the Chief of Police. The following policies are requisites of the Ann Arbor Police Department.

1. No alarm shall cover more than one business place, or more than one residence. This means that buildings with more than one business must have a separate alarm for each business located therein or have an alarm system so designed that receipt of an alarm directs the police to the specific business involved. This also means that each residence must have a separate alarm. No single alarm can cover a grouping of houses, apartments, condominiums, or offices which have separate entrances.
2. All false alarms will be charged to the business or person which is listed as the location responded to.
3. There must be a separate alarm connection permit on file with the City of Ann Arbor Radio Shop for each covered location prior to the installation of a system that requires a permit.
4. All alarms responded to that are false will be charged the fee provided for by the city ordinance. A false alarm is one that involves no crime being committed. A false alarm is either a malfunction in the system, one that is set off by mistake, one due to faulty equipment, one set off by persons working on the alarm system where the Ann Arbor Police Department was not previously notified, one set off by the weather, etc. Anytime an alarm is responded to by the Ann Arbor Police Department and no criminal activity as a cause for the alarm going off can be found, it will be considered a false alarm.
5. Anyone working on alarms which are connected to the Ann Arbor Police Department's alarm board or telephone system should notify the Ann Arbor Police Department that they are going to be working on that system and to disregard responding to that alarm should it go off. This notification must also be made prior to burglar alarm tests. If the call is made prior to the alarm being set off, there will normally be no cars sent to that alarm and there will never be an alarm change. In the event an alarm is set off while working on it or it is tested without the Police Department being previously notified and officers needlessly respond to that alarm, it will be considered a false alarm from the business or person involved.
6. It is the policy of the Ann Arbor Police Department that no one other than City of Ann Arbor Radio Shop personnel work on the alarm system at the Police Department. The only exception to this policy shall be when permission is cleared through the City of Ann Arbor Radio Shop personnel for persons other than themselves to work on the system. No Communications personnel shall give this special permission for others to work on the system without first receiving the permission of the Radio Shop personnel. This permission shall be verified either

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in writing or by telephone by the Communications Personnel.

7. No telephone dialer alarm systems shall be so designed or installed as to utilize any telephone access number other than those provided by the City of Ann Arbor Radio Shop.

William J. Corbett
Chief William J. Corbett

**CITY OF ANN ARBOR MICHIGAN**

100 North Fifth Avenue, P.O. Box 8647, Ann Arbor, Michigan 48107

Office of The Chief of Police

Dear Alarm User:

The records of the Ann Arbor Police Department indicate that an alarm from your location either directly or indirectly terminates at the Ann Arbor Police Department. "Directly or indirectly terminate" means that the alarm is sent directly to the Police Department such as over a telephone line or indirectly such as going through a third party who then calls the Police Department.

The Ann Arbor City Ordinance under Section 7:403 of Chapter 93 provides:

7:403 Alarm Connection Permit. "No person shall use or operate attempt to use or operate or arrange, adjust, program or otherwise install any electric board, control system, device or devices that will, upon activation, either mechanically, electronically, or by any other means, automatic or otherwise, initiate the intra-state or inter-state telephone number assigned to the Police or Fire Department by a public telephone company, or to any other monitoring device operated by such City department without first obtaining from the City an alarm connection permit. Such permit shall be issued by the City upon payment of the permit fee and completion by the applicant of a form supplied the City. The form shall include an agreement by the applicant to pay the false alarm fees specified by this chapter. Except in the case of government owned real estate, the application must also contain an agreement executed by the owner of the real estate on which the alarm system is located that if the fees hereby required are not paid they may be assessed against the real estate pursuant to section 1:292 of this code."

Alarm connection permits are valid from the date of issuance to April 30 of each year.

Previously you were notified of the City Ordinance on alarms and the fact that code violations would be issued for failure to obtain an alarm connection permit.

On _____ a false alarm was received from your location. As of this date no alarm connection permit is on file for that location. Enclosed is your copy of the code violation that was issued. Please take care of the code violation by the date indicated or an arrest warrant will result. If you have questions concerning taking care of the violation, see the reverse side of your enclosed copy.

Please complete the enclosed alarm connection permit and return it to the Radio Shop Division, City Of Ann Arbor, 415 W. Washington St., P.O. Box 8647, Ann Arbor, Michigan 48108.

Sincerely,

WILLIAM J. CORBETT
Chief of Police

By Walter V. Hawkins
Walter V. Hawkins, Major
Executive Officer

WVH:plj
Enclosure



Office of The Chief of Police

CITY OF ANN ARBOR MICHIGAN

100 North Fifth Avenue, P.O. Box 647, Ann Arbor, Michigan 48107

Dear Alarm User:

The records of the Ann Arbor Police Department indicate that an alarm from your location either directly or indirectly terminates at the Ann Arbor Police Department. "Directly or indirectly terminate" means that the alarm is sent directly to the Police Department such as over a telephone line or indirectly such as going through a third party who is directed to call the Police Department.

The Ann Arbor City Ordinance under Section 7:403 of Chapter 93 provides:

7:403 Alarm Connection Permit. "No person shall use or operate, attempt to use or operate or arrange, adjust, program or otherwise install any electric board, control system, device or devices that will, upon activation, either mechanically, electronically, or by other means, automatic or otherwise, initiate the intra-state or inter-state calling, dialing, or connection either directly or indirectly, to any telephone number assigned to the Police or Fire Department by a public telephone company, or to any other monitoring device operated by such City department without first obtaining from the City an alarm connection permit. Such permit shall be issued by the City upon payment of the permit fee and completion by the applicant of a form supplied the City. The form shall include an agreement by the applicant to pay the false alarm fees specified by this chapter. Except in the case of government owned real estate, the application must also contain an agreement executed by the owner of the real estate on which the alarm system is located that if the fees hereby required are not paid they may be assessed against the real estate pursuant to Section 1:292 of this code."

Alarm connection permits are valid from the date of issuance to April 30 of each year. Code violations will be issued for those locations required to have an alarm connection permit which do not.

Alarm connection permits may be obtained from the Radio Shop Division, City of Ann Arbor,
415 W. Washington St, Telephone number 994-1757.

Sincerely,

WILLIAM J. CORBETT
Chief of Police

By Walter V. Hawkins
Walter V. Hawkins, Major
Executive Major

Chapter 93 - Alarm Systems

7:403

CHAPTER 93 — ALARM SYSTEMS

7:400. Alarm Systems License. No person shall engage in the activity of installing, leasing, maintaining, repairing, replacing, servicing or responding to fire alarm systems for profit within the City unless licensed pursuant to this Chapter.

7:401. Issuance of License. The City Clerk shall issue a license to a person to engage in the activity described in section 7:400 if application is made on the form supplied by the City and if the following are submitted by the applicant:

- (1) The annual license fee specified in Chapter 77;
- (2) Evidence of public liability insurance in the amount specified in Chapter 77.

7:402. Prohibited Activities. Persons engaged in the business of installing, leasing, maintaining, repairing, replacing or servicing burglar, hold-up or fire alarm systems shall not do any of the following:

- (1) Represent to anyone that any of the equipment they sell or service has been tested or in any way approved by the City. If the City will permit the system to connect directly or indirectly to the Police or Fire Department, that fact may be communicated to customers.
- (2) Install a system that requires a permit pursuant to section 7:403 unless said permit is first obtained by the user.
- (3) Fail to provide repair service to any of their customers in the City within twenty-four (24) hours of a request for such service.
- (4) Engage in any such business when the insurance required hereby is not in effect.

7:403. Alarm Connection Permit. No person shall use or operate, attempt to use or operate or arrange, adjust, program or otherwise install any electric board, control system, device

Chapter 93 added, Ord. No. 55-75, 11/3/1975.

or devices that will, upon activation, either mechanically, electronically, or by any other means, automatic or otherwise, initiate the intra-state or inter-state calling, dialing, or connection either directly or indirectly, to any telephone number assigned to the Police or Fire Department by a public telephone company, or to any other monitoring device operated by such City department without first obtaining from the City an alarm connection permit. Such permit shall be issued by the City upon payment of the permit fee and completion by the applicant of a form supplied the City. The form shall include an agreement by the applicant to pay the false alarm fees specified by this Chapter. Except in the case of government owned real estate, the application must also contain an agreement executed by the owner of the real estate on which the alarm system is located that if the fees hereby required are not paid they may be assessed against the real estate pursuant to section 1:292 of this Code.

7:404. False Alarms. A "false alarm" is defined as an alarm received by the City when activated for a reason other than a fire, crime in progress or other emergency. Whenever the Police or Fire Department responds to a false alarm, the person whose property is served by the alarm system shall pay a fee according to the following schedule:

- (1) Ten (\$10.00) dollars for each of the first two (2) false alarms in any calendar year;
- (2) Twenty-five (\$25.00) dollars for the third and each subsequent false alarm in any calendar year.

Failure to pay such fees shall be cause for revocation of the alarm connection permit.

CHAPTER 77 FEES AND BONDS REQUIRED

7:31. Schedule Established. The fee required to be paid and the amount of any bond required to be posted, or insurance required to be carried, to obtain any license to engage in the operation, conduct, or carrying on of any trade, profession, business or privilege for which a license is required by the provisions of this Code shall be as hereinafter provided in this Chapter. No license shall be issued to any applicant unless he first pays to the City Clerk the fee and posts a bond or evidence of insurance coverage in the amount required for the type of license desired.

7:32. Fees for Licenses. Fees for licenses shall be as prescribed in the following sections of this Chapter under the business, trade, occupation or privilege to be licensed. Bonds, or insurance coverage, where required, shall be in the amounts listed beneath the license fee prescribed for such business.

7:33. Licenses for: (A - D).

Alarm Connection Permit

| | |
|----------------------------------|-----------|
| Annual fee (Telephone) | \$ 12.00 |
| Annual fee ((Monitor Board) | \$ 36.00 |
| Installation fee (Monitor Board) | \$ 132.00 |

Alarm Systems License

| | |
|--------------------------------|--------------|
| Annual fee | \$ 25.00 |
| Insurance | |
| Personal injury (Person) | \$200,000.00 |
| Personal injuries (1 accident) | \$400,000.00 |
| Property damage (1 incident) | \$100,000.00 |

Animal Show

See Circuses, Shows and Exhibitions

Appliance Installer (8:5(1700.5))

| | |
|--------------------------------|--------------|
| Annual fee | \$ 2.00 |
| Insurance | |
| Personal injury (1 person) | \$ 10,000.00 |
| Personal injuries (1 accident) | \$ 20,000.00 |
| Property damage (1 accident) | \$ 5,000.00 |

Auctioneers (7:51)

| | |
|---------|-----------|
| Per day | \$ 50.00 |
| Bond | \$ 250.00 |

Section 7:33 amended -- Ordinance 31-64, 7/6/1964; Ord. No. 82-81, 1/4/1982.

CITY OF ANN ARBOR—ALARM CONNECTION PERMIT

Name of Permittee _____ Address _____ Telephone Number _____

Address - Where Connected _____ Owner of Real estate _____ Assessors Code - Real estate _____

Alarm Co. _____ Type - Burglar or Fire _____ ☐ Auto Dialer to P.D.

☐ Direct Alarm to P.D.

☐ Cent. Sta. To Alarm Co.

The undersigned permittee applies for an alarm connection permit in accordance with Chapter 9 of the Ann Arbor City Code and agrees to pay all "false alarm" fees charged pursuant to said Chapter. The undersigned owner(s) agrees that if false alarm fees are charged in connection with above described property, but not paid, they may be specially assessed against the real estate.

Date of Issue _____ Permittee's Signature _____

Form Approved by City Attorney November 1975 Real estate Owners Signature(s) _____

CHAPTER 93, Alarm Systems

7:40. Alarm Connection Permit. No person shall use or operate, attempt to use or operate or arrange, adjust, program or otherwise install any electric board, control system, device or devices that will, upon activation, either mechanically, electronically, or by any other means, automatic or otherwise, initiate the intra-state or inter-state calling, dialing, or connection either directly or indirectly, to any telephone number assigned to the Police or Fire Department by a public telephone company, or to any other monitoring device operated by such City department without first obtaining from the City an alarm connection permit. Such permit shall be issued by the City upon payment of the permit fee and completion by the applicant of a form supplied by the City. The form shall include an agreement to pay the false alarm fees specified by this chapter. Except in the case of government owned real estate, the application must also contain an agreement executed by the owner of the real estate on which the alarm system is located that if the fees hereby required are not paid they may be assessed against the real estate pursuant to Section 1:292 of this code.



CITY OF ANN ARBOR MICHIGAN

100 North Fifth Avenue, P.O. Box 8647, Ann Arbor, Michigan 48107

Office of The Chief of Police

Dear _____

Our records indicate you have had _____ false alarms within the last year. The Police Department responds to such alarms with emergency equipment and using emergency procedures. This involves the increased potential of an accident and, in the case of false alarm, an unnecessary diversion of police resources. Accordingly, we request that you review your alarm policy, alarm equipment and personnel training to determine whether corrections can be made which will eliminate false alarms.

As you know, a fee is charged by the City for each false alarm. You should also be aware that there is the potential for liability if an accident should occur as a result of a response to a false alarm. Moreover, in a case of an improperly maintained system, the City will consider revocation of the alarm permit.

For the above reasons, we request that you take the steps necessary to correct this problem. If you have any questions please contact the Communications Supervisor at 996-3230.

Sincerely,

Walter V. Hawkins
Walter V. Hawkins
Executive Major

WVH:cav

(15) All parking lots constructed or established after ~~Jan 1, 1984~~
1, 1984, shall be illuminated from one-half hour after
sunset to one-half hour before sunrise to an illumina-
tion level at any unobstructed point of the parking lot

of not less than $\frac{1}{2}$ foot candles. Facilities for such
illumination must be shown on the plans submitted for
obtaining a permit pursuant to this Chapter.

(16) Illumination for parking lots must be designed and main-
tained so that it does not unnecessarily shine, glare or
reflect into any premises used for residential purposes
and so that it does not adversely affect the vision of
motorists on public streets.

~~(15)~~ No person shall construct or establish a parking space,
(17) driveway, or parking lot except pursuant to a permit
issued in accordance with this Chapter.

Section 2. That this ordinance shall take effect 10 days
after legal publication.

5/23/84

W

(9) SECURITY. (REVISED - EFFECTIVE AUGUST 5, 1984)

All individual dwelling units and rooming units other than owner occupied
dwelling units shall be equipped with the following minimum security de-
vices:

- (a) All windows and doors to the exterior of a dwelling unit be equipped
with locking devices.
- (b) All swinging exterior doors which are at grade or otherwise accessible
from the exterior of the dwelling unit shall be equipped with deadbolt
locks meeting the following specifications:
 - (i) A lock shall have a one inch minimum throw. Locks installed be-
fore February 24, 1983 may have a 5/8 inch throw unless they are
replaced.
 - (ii) A lock shall be so constructed that the bolt shall be retracted
by the action of a single inside knob, thumb turn or lever.
 - (iii) A lock must be capable of being deadlocked (not spring loaded),
from the interior and by an exterior key.

EXCEPTION: Fire escape doors do not require an exterior key.
 - (iv) The strike plate shall be securely attached to the frame of the
doorway. For strike plates installed or replaced after February
24, 1983, the strike plate shall be attached by wood screws a
minimum of two inches in length, if the frame is made of wood.

- (c) Exterior doors and dwelling unit doors which are required by this
Code as means of egress shall not be equipped with locks which require
a key for operation from the side from which egress is to be made.
- (d) All double-hung windows must be equipped with sash locks securely
attached to the inner window frame by screws a minimum of 3/4 of an
inch in length. Double hung windows which are at ground level or
otherwise reasonably accessible from the exterior shall also be
equipped with steel pin locks or other metal window vent locks. These
window securing devices must be of sufficient strength and quality to
require the window to be broken to permit entry. The pins (one per
window) for such locks shall be secured to the window frame by a chain.
The pins shall be insertable into holes drilled at a slight downward
angle through the inner frame and half-way into the outer frame.
There shall be a second hole drilled approximately six inches higher
to permit the window to be secured in an open position. If metal
window vent locks are used, they shall be capable of locking the
window in the closed position and/or locking the window so that it
may not be opened further than six inches to allow ventilation. These
locks shall be affixed to the window so its parts cannot be lost or
misplaced. The pins or locks shall not require the use of a tool or
key for locking or unlocking. Locks shall be capable of being re-
leased from the interior to allow full ventilation.

- (e) Sliding windows and doors at ground level or otherwise reasonably accessible from the exterior must be equipped with a rod at least 5/8 inch in width or diameter and of such a length as to prevent the window or door from being opened when the rod is laid in the lower track. Where the sliding portion of the window or door is on the outside, there shall be a pin or other locking device installed such that the door or window may not be opened or removed when in the closed and locked position.
 - (f) Aluminum framed windows for which pins or metal locks cannot be used may have another type of lock devices as permitted by regulations adopted by the Building Official.
 - (g) Casement type windows at grade or otherwise reasonably accessible from the exterior shall have a hardened steel slide bolt installed. If the window is over four feet high, it shall be provided with a bolt at the top and bottom.
 - (h) Every principal entrance door which does not contain a window or have a side lite shall be equipped with a wide angle peephole door viewer.
- (10) Violations of this Section shall be punishable by a fine up to \$500.00.

**MEMORANDUM
CITY HALL
ANN ARBOR, MICHIGAN 48017**

TO: Planning Department
via Chief William J. Corbett

FROM: Detective Jerry Wright
Crime Prevention Section

SUBJECT: Allen Valley Townhouses Site Plan

DATE: 10/17/84
Due Date: 10/18/84

NCJRS

DEC 1984

ACQUISITIONS

The undersigned has reviewed the site plan for Allen Valley Townhouses. The following recommendations are included as a result of this review.

Based upon a review of townhouses or apartments in the immediate area and adjacent to major transportation routes, the following problems have been identified:

1. Break-in
2. Larceny
3. Vandalism

If this development does become rental townhouses, they must comply with Chapter 105, Section 8:503(9), the minimum security standards. Refer to attached copy of ordinance requirements. If the developer does decide to make these townhouses into condominiums, the police department would still recommend that the developer give consideration for the minimum security standards.

The Crime Prevention Section further recommends that on the doors to the garage areas that automatic garage openers be installed so that it reduces the potential for theft or for accessing during a burglary. Those complexes which have initiated this type of program have seen reduced levels of crimes within developments versus those that do not have garage doors secured.

Based upon a review of this development, it does not appear that the developer will have to comply with Chapter 59, Section 5:173, which is security lighting ordinance for parking lots. The Crime Prevention Section would, however, recommend that the minimum standards that have been established by the Illuminating Engineering Society (IES) be complied with. These minimum standards are as follows.

In the areas of entranceways to buildings where there is active pedestrian and/or conveyance traffic, five foot candle lighting. In inactive areas such as normally locked or infrequently used, one foot candle lighting.

If a parking lot is established, then the developer must comply with the ordinance which requires a minimum of one foot candle lighting in parking lots that have more than four spaces.

For additional assistance in selection of cost effective lighting, contact the Detroit Edison Office.

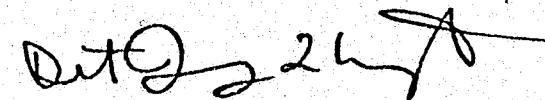
It is recommended that compliance be made with Chapter 2, Section 1:22 and 1:23 in that all premises must be numbered and that such numbers be two or more inches in height and shall be placed near the entrances facing the street in such a position as to be plainly visible from the street. This will allow for quick response of emergency services in case there is a need for that service. It is further recommended that there be a guide at the entranceway indicating where particular addresses are located within the complex.

It is recommended that no plantings be situated near an entranceway or window area that would allow for someone to hide behind, either to commit a crime against person or to allow for that person not to be seen where entry could be gained through a window area. It is also recommended that any planting should not exceed a height of 18" below the bottom of any given window.

If additional assistance is needed in selection of proper hardware for entranceways and window areas, contact the Crime Prevention Section at 994-2979. Additionally, if assistance is needed in establishing a Neighborhood Watch program or an Apartment Watch program, contact can be made with the Crime Prevention Section in terms of receiving additional assistance.

In conclusion, it is recommended that these comments be reviewed with the insurance carriers associated with this project to see if any implementation will allow for cost reduction of insurance premiums or liability exposure. We hope these comments have been of assistance.

Respectfully submitted,



Detective Jerry L. Wright
Crime Prevention Specialist

MEMORANDUM
CITY HALL
ANN ARBOR, MICHIGAN 48017

TO: Planning Department
via Chief William J. Corbett

DATE: 11/13/84
Due Date: 11/14/84

FROM: Detective Jerry Wright
Crime Prevention Section

NCJRS

DEC 5 1984

SUBJECT: Bimbo's on the Hill Restaurant Site Plan

ACQUISITIONS

The undersigned has reviewed the site plan for the Bimbo's on the Hill Restaurant. The following recommendations are included as a result of this review. The undersigned also contacted a representative from the David O. Peters Associates, Inc., 1327 Jones Drive, Ann Arbor, 761-4028.

A review was made of the 3300 and 3400 blocks of Washtenaw for the period of July 1, 1983 through June 30, 1984. The following types of incidents were reported:

- 6 - Breaking and entering by force
- 3 - Larcenies
- 4 - Malicious destructions
- 1 - Arson
- 31 - Responses to alarms for commercial establishments

As a result of this review, the following problem areas were identified:

- 1. Breaking and enterings
- 2. Vandalism
- 3. Larcenies

Recommendations:

1. Recommend that all parking lots comply with Section 5:173 of Chapter 59, Title 5, of the Ann Arbor City Code; Section 115 and 116, that requires all parking lots to have a minimum of one foot candle lighting and that such facilities of illumination must be shown on the plans submitted for review to the Planning Department. It is also suggested that minimum standards of lighting meet the criteria established by the Illuminating Engineering Society (IES). These standards are as follows:

- 2 -

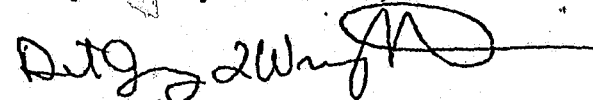
In the area of entranceways to buildings where there is active pedestrian and/or conveyance traffic, five foot candle lighting. In inactive areas, such as normally locked or infrequently used, one foot candle lighting. It should also be noted that Detroit Edison is available at no cost for review with you in selection of cost effective lighting and meeting the criteria of the ordinance.

2. It is recommended that deadbolt locks be used on all entrance doors with a minimum of one-inch throw and further, that if at all possible, solid metal doors encased in metal frames with hinge pins secured if they are on the outside so the pins cannot be removed, be used as a deterrent to prevent entry. It is further suggested that over the latch area that a blocker plate be installed to prohibit accessing by pry device.
3. It has been found that these types of facilities, towit: restaurants, have had a significant amount of burglaries where access has been gained through the roof by removing the vents to the kitchen area, then dropping through to the floor area. It is suggested that the vents be secured with a locking device, either from the inside or with a heavy gauge padlock on the outside or possibly that the hatches be alarmed.
4. It is recommended that all landscaping allow for natural surveillance of the complex, either via the main transportation routes or from the rear of the building from adjacent commercial complexes and that no landscaping exceed 18 inches below the bottom of any given window, thereby not allowing someone to hide behind the landscaping to access the building.
5. It is recommended that a facility of this type have an alarm system which meets the following needs: burglary, hold-up and fire. It should be noted that the Crime Prevention Section is available for assistance in training employees on proper use of the system, thereby reducing the number of false alarm responses. Users should be further advised they must comply with Chapter 93, Section 403 through 404, and Chapter 77, Section 731 through 733, which deal with fees and bonding requirements reference alarm systems.
6. All premises must be numbered and such numbers must be two or more inches in height and shall be placed near the entrance facing the street in such a position as to be plainly visible from the street. This requires compliance with Chapter 2, Section 1:22 and 1:23. This compliance with the ordinance will benefit both the business and the police officers on the street in helping them to locate businesses easily and reduce the response time of the officer. Non-compliance could result in a code violation being issued.

7. The Crime Prevention Bureau is available to provide in-service training for the employees of this establishment at no cost in the following areas: alarm usage, robbery prevention, credit cards and checks, burglary prevention and techniques of alcohol management dealing with liquor regulation rules and requirements.

In conclusion, it is recommended these comments be reviewed with any insurance carriers associated with this project to see if any implementation will allow for cost reduction of any insurance premiums. We hope these comments have been of assistance. If additional information is required, contact the Crime Prevention Section at 994-2979.

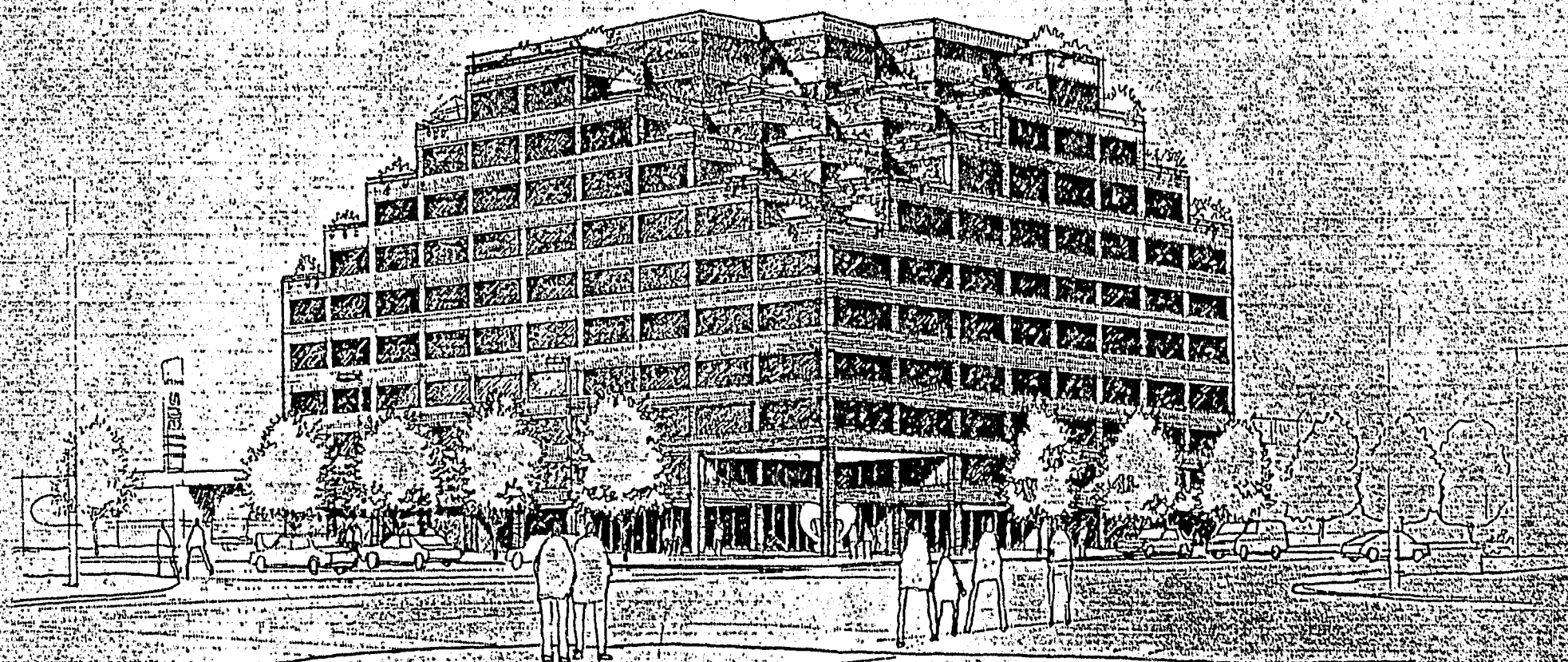
Respectfully submitted,



Detective Jerry L. Wright
Crime Prevention Specialist



Kojaian Building



Ann Arbor, Michigan

CITY HALL
ANN ARBOR
MICH. 48107

MEMORANDUM

TO: Planning Department
via Chief William J. Corbett

DATE: 7-11-84

Due Date: 7-16-84

FROM: Detective Jerry Wright
Crime Prevention Section

SUBJECT: Kojanian Building Site Plan Review

The undersigned has reviewed the site plan for the Kojanian Building. Based upon that review, the following comments are made.

It should be noted that this particular site has three usages: commercial, office and residential. The comments in this report will address these usages.

The following areas of concern have been identified as a result of review of this site plan:

1. Parking
2. Access to commercial establishments
3. Access from the office area to the proposed attached carport structure
4. Accessibility to the residential area via either the elevators or stairwells

It is recommended that lighting meet the minimum standards suggested by the Illuminating Engineering Society (IES). These minimum standards are as follows.

In the area of entranceways to buildings where there is active pedestrian and/or conveyance traffic, five foot candle lighting. In inactive areas such as normally locked or infrequently used, one foot candle lighting.

In parking areas there should be a minimum of two foot candle lighting and the walkways which lead up to the complex or about the area should have one foot candle lighting.

The following rule of thumb guidelines for efficient use of energy are:

1. Use efficient light source (high pressure sodium, metal halide, high intensity discharge lamps) that will produce maximum light output for the lowest use of energy and cost.

- 2 -

2. "Positive cut off" light fixtures on poles or buildings are preferred to reduce distracting glare for more attractive surveillance of the premise.
3. Spacing to mounting height ratio between poles are preferred at a 3 to 1 ratio and not greater than a 4 to 1 ratio.
4. High reflectance materials and/or light paint for all possible vertical and horizontal surfaces will lighten dark areas, walkways, aisleways, entranceways, and exits. Higher reflectance will help to quickly identify possible intruders.
5. Improve parking lot visibility and identification by applying two foot white or yellow paint parking guidelines between cars. This technique will improve reflected light between cars on asphalt surfaces.
6. Perimeter lighting (75 feet or more when possible in front of the building) will act as a light barrier deterrent to would-be intruders.
7. Security lighting should not be directed out from the building more than twice the mounted height of the equipment above the ground. This avoids the problem of extreme light and dark areas in addition to distracting glare problems.
8. Recommend installation of photocell and/or time switch controlled security lighting for maximum benefit.

In the parking garage area which is located below the building itself, access to the garage area should be secured via an electronic gate which requires a card to be inserted to gain access and should not be open to the general public. Further, the minimum lighting standards previously suggested should be used on the ramp area as well as in the parking area itself. It is further recommended that some type of emergency system be installed in the parking garage in case there is a need for assistance either by an alarm system or closed circuit television or via an emergency phone stationed in that location. It is further recommended that some type of lock-offs be installed to prohibit the general public from entering the garage either during general working hours or during the nighttime when residents from the condominiums have their vehicles parked in that area.

It is further recommended that deadbolt locks be used on all entrance doors with a minimum of a one-inch throw. Those doors which are in

isolated areas and not available for public surveillance should be of solid construction encased in metal frames with the hinge pins if they are situated on the outside secured so they cannot be removed. It is further recommended that over the latch area that a blocker plate be installed to prohibit accessing by pry device.

It is further recommended that in the lobby area main entrance which leads to the elevators as well as stairwells that a receptionist desk be installed or a security station to monitor those who may enter the area. This also should be included if a carport is attached to the structure again to minimize unauthorized entry into the building area.

It is further recommended that there be separation of accessibility into the commercial, office, and residential areas, both during the daytime as well as evening. The stairwells should have some security so that if a trespasser was to enter, that they could not access each of the individual floors from the stairwells. It is recommended there be lock-offs from the stairwells onto the individual floors, but still allowing those on the floors to enter the stairwells for emergency evacuation.

Further, it is recommended there be some lock-off of the elevators so that only the residents can enter those floors which are for residential use only.

Based upon prior experience, it is felt that the most significant type of crime which will be experienced in the commercial and office sector is crimes of larceny and unauthorized entry into the public lavatory facilities. It is suggested that some type of barrier control be placed on accessing into public restroom facilities, and further, that there be some control so unauthorized entry cannot be gained into offices. It is recommended that on each of the office floors that there be a receptionist area to prohibit unauthorized entry back into the office areas to reduce the number of reports of property being taken.

Although the condominium complexes are not required to meet the minimum security standards, it is recommended that the residential area have steel encased doors and frames with one-inch deadbolts; that there be wide angle viewers contained in the doors of solid construction. It is further recommended that in the lobby area of the main floor that a buzzer phone system be installed in addition to a security station to limit the accessibility to the building during the night hours, as well as to control access to residential sectors.

It is further suggested that the management of the complex contact the Crime Prevention Bureau reference establishing a vertical watch program in which Crime Prevention staff will train both the users of commercial service as well as office areas in the following areas:

1. Crime reporting - effectively identifying and reporting suspicious activity to the Ann Arbor Police Department 911 operator, building management personnel as well as immediate supervisors.
2. Operation Identification - properly marking all office equipment with traceable identifiable phone numbers.
3. Office security - assisting in securing offices by implementing cost effective security counter measures recommended during a free security survey of the office and facility by Crime Prevention Specialist. Survey will be uniquely designed to enhance loss prevention programs for the particular business.
4. Self protection awareness - practical training in the recognition of dangerous situations and methods to avoid or escape them.
5. Emergency planning to help to formulate contingency plans to be utilized in the event of a bomb threat, explosion, fire, or hostage situation.

It is further recommended that all landscaping allow for natural surveillance of the complex, either via the main transportation routes or by existing facilities in the immediate area.

It is suggested that no planting be situated near an entranceway or window area which will allow for someone to hide behind either to commit a crime against person or to allow for that person not to be seen where entry could be gained through a window. It is also suggested that any planting should not exceed a height of 18 inches below the bottom of any given window.

If an alarm system is installed in this complex, the user of such service must comply with Chapter 93, Section 7:400 through 7:404 and Chapter 77, 7:31 through 7:33.

The Crime Prevention Section is available to assist in establishing criteria for proper utilization of an alarm system and to assist in employee training.

It is recommended that these comments be reviewed with any insurance carriers associated with this project to see if any implementation would allow for cost reductions of insurance premiums. We hope these comments have been of assistance. If additional information is required, contact the Crime Prevention Section at 994-2979.

Respectfully submitted,

Detective Jerry L. Wright
Crime Prevention Specialist

MEMORANDUM
CITY HALL
ANN ARBOR, MICHIGAN 48017

TO: Planning Department
via Chief William J. Corbett

DATE: 7-30-84

Due Date: 7-31-84

FROM: Detective Jerry Wright
Crime Prevention Section

SUBJECT: White Swan Building Site Plan Review

The undersigned has reviewed the site plan for the White Swan Building. As a result of this review, the following recommendations are made.

Based upon a review of commercial complexes in the immediate area and adjacent to the major transportation routes, the following problems have been identified:

1. Break-ins
2. Larceny from building during office hours
3. Vandalism

It is recommended that deadbolt locks be used on all entrance doors with a minimum of one-inch throw; that all side or rear doors which are not normally used by the general public be of metal construction and encased in metal frames. Hinge pins that are located on the outside of the door should be secured so that they may not be removed. It is also recommended that a blocker plate be installed over the latch area to prohibit accessing by pry device.

Finally, it is recommended that compliance with the minimum lighting standards as suggested by the Illuminating Engineering Society (IES) be completed, as further discussed in this report.

Based upon previous reports, it has been found that in this area there is loitering which does take place during the working hours, as well as during the evening hours, which does cause vandalism. It is suggested that no benches be placed on the outside of the facility. Further, that a possible retainer wall be situated around the outer perimeter of the property to reduce the accessibility to the property, either during working hours or non-working hours.

It is also recommended that compliance with Chapter 2, Section 1:22 and 1:23 be made in that all premises must be numbered and that such numbers be two or more inches in height and shall be placed near the entrances facing the street in such a position as to be highly visible from the street. This will allow for quick response of emergency services in case there is a need for that service.

It is recommended that all landscaping allow for natural surveillance of the complex, either via main transportation routes or by existing facilities in the immediate area and that no planting be situated near an entranceway or window area which would allow for someone to hide behind, either to commit a crime against person or to allow for that person not to be seen where entry could be gained through an entranceway (window or door area). It is also suggested that any planting should not exceed a height of 18 inches below the bottom of a window.

As previously stated, lighting should meet the minimum standards as suggested by the Illuminating Engineering Society (IES). These minimum standards are as follows.

In the areas of entranceways to buildings where there is active pedestrian and/or conveyance traffic, five foot candle lighting. In inactive areas, such as normally locked or infrequently used, one foot candle lighting. In parking areas, there should be a minimum of two foot candle lighting.

The following rule of thumb guidelines for efficient use of energy are:

1. Use efficient light source (high pressure sodium, metal halide, high intensity discharge lamps) will produce maximum light out put for the lowest use of energy and cost.
2. "Positive cut off" light fixtures on poles or buildings are preferred to reduce distracting glare for more attractive surveillance of the premises.
3. Spacing to mounting height ratio between poles are preferred at a 3 to 1 ratio and not greater than a 4 to 1 ratio.
4. High reflectance material and/or light paint for all possible vertical and horizontal surfaces will lighten dark areas, hallways, aiseways, entranceways and exits. Higher reflectance will help to quickly identify possible intruders.

5. Improve parking lot visibility and identification by applying two foot white or yellow paint parking guidelines between cars. This technique will improve reflected light between cars on asphalt surfaces.
6. Perimeter lighting (75 feet or more when possible in front of the building) will act as a light barrier deterrent to would-be intruders.
7. Security lighting should not be directed out from a building more than twice the mounted height of the equipment above the ground. This avoids the problem of extreme light and dark areas in addition to distracting glare problems.
8. Recommend installation of photo cell and/or time switch controlled security lighting for maximum benefit.
9. Contact Detroit Edison for any additional assistance on cost effective selection of efficient energy use.

The Crime Prevention Section is available to assist with either training or information in areas involving loss prevention programming, selection of alarm systems for risk reduction programming.

In conclusion, it is recommended that these comments be reviewed with any insurance carriers associated with this project to see if any implementation would allow for cost reduction of insurance premiums. We hope these comments have been of assistance. If additional information is required, contact the Crime Prevention Section at 994-2979.

Respectfully submitted,

Detective Jerry L. Wright
Crime Prevention Specialist

END