

**Prince William County
Police Department**



Crime Prevention Unit
8900 Freedom Center Blvd.
Manassas, VA 20110

Phone: 703-792-7270
Fax: 703-792-7269
www.pwcgov.org/police

Stephan M. Hudson
Chief of Police
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A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



02/05

**PRINCE WILLIAM COUNTY
POLICE DEPARTMENT**



**CRIME PREVENTION
ON THE
CONSTRUCTION SITE**

**Work to protect your job site and your investment.
Practice good crime prevention techniques.**

REMEMBER

**Loss of Equipment or Supplies Also
Results in Lost Time and Productivity**



TIPS FOR CONTRACTORS

Develop a written job site security policy.

Designate one person to be responsible for security issues.

Consult with the PWCPD Crime Prevention Unit for a security survey. See the PWCPD website at www.pwcgov.org/police for a downloadable site survey for your use.

Set up a key control policy.

Keep your employees involved. Let them know you take a tough stance on crime.

Control access to the job site.

Post “No Trespassing” signs indicating that violators will be prosecuted.

Post signs saying that all equipment has Product Identification Numbers recorded and in a database (if applicable).

Delay delivery and installation of appliances until the pre-completion stage when doors and locks are installed.

Conduct random visits to the site. Challenge strangers. Show that you are alert.

Provide local law enforcement with the name and phone number of a contact person who can be reached at night and on weekends. See the PWCPD website at www.pwcgov.org/police or use the attached form.

Use security lighting.



Please return this form to:
Public Safety Communications Center
3 County Complex Court
Prince William, Virginia 22192
Interoffice EA710
Attention: CAD Administrator

Builder Contact List

Project Name _____
Market Name _____
Name of Sub-Division _____
Project Address _____

Building Company/Contractor Name

Company Address _____
Person to Contact _____
Night/Weekend Phone # _____
Cell/Pager # _____
Additional Contacts _____
Names & Contact Phone #'s: _____

timely manner whenever he or she contacts people, or discovers any problems at a construction site. If the person being contacted has a legitimate reason for being on the property, he or she can go about his or her business. If the person does not belong on the property, the police officer can continue his or her investigation in a more speedy and efficient manner.

Thank you for taking the time to participate in this project that will mutually benefit the building industry and law enforcement.

Tips for Builders:

- **Always place your sign on the job site in a visible location.**
- **Make sure your phone number is on the sign.**
- **Know your employees and have additional phone numbers for them.**
- **Know your sub-contractors and have their phone numbers.**
- **Know who should be on the site and with what materials.**
- **Don't leave equipment on the site unsecured.**
- **Keep the contact information for the Builders Contact List updated.**
- **Post "No Trespassing" signs and prosecute violators.**



TOOL AND EQUIPMENT PROTECTION

Mark company tools and maintain an inventory.

Have a system for checking out tools.

Lock storage areas and gang boxes each night with proper heavy duty locks.

Park a piece of heavy equipment in front of storage doors.

Disable equipment at night by removing the battery. Don't leave keys in switches.

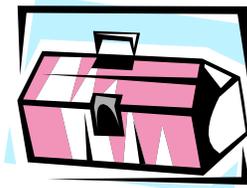
Park equipment in a circle or train, with more mobile equipment in the center or against a wall, and heavier or less valuable equipment on the ends.

Re-key equipment. Most construction equipment is commonly keyed.

Secure and lock all doors, windows and garage doors if appliances or other materials are inside.

TOOL AND EQUIPMENT PROTECTION

(cont'd)



Engrave or stamp an identifier on all tools (Ex. Initials and 4 numbers of your choice) ideally in a highly visible location and also in an obscure location.

Keep an inventory of your tools, their model number, and the location and description of identifying marks. Inventory frequently.

Position equipment so that it is obvious if something is missing.

Consider spray painting your tools a distinctive color for easy identification.

Use see-through fencing around the site perimeter. Keep the fence free of debris and do not allow items to be piled against it.

Keep the following information available for all tools:

Brand:

Model:

Serial #:

Owner Applied ID (OAI)

Location(s) of OAI:

Other Description:

Value:

What is the Builders Notification List?

The **Builder Notification List** process is designed to facilitate communication between builders and the **Prince William County Police Department**. Construction sites are frequently unattended after hours and on weekends and are often located away from residences, businesses and well traveled roads. **Materials and equipment are sometimes left unsecured. Construction sites can provide tempting targets for thieves, vandals and trespassers.**

Police officers often contact people in construction sites at night or on weekends. In order to verify if a person has a legitimate reason to be on the property an officer has to locate a phone number that might be posted on a sign or on an office trailer and then have a person in the Communications Center call and try to locate a responsible party. This process often involves numerous phone calls, is time consuming, and uses valuable police department resources. It also is an inconvenience for a person who might have a legitimate reason for being on the site.

The Builder Notification List will help to expedite an officer's investigation by providing a list of names and phone numbers of people who are responsible for the site. This list will be kept at the Public Safety Communications Center. It will enable a police officer to take appropriate action in a

BUILDER CONTACT LIST



**Builders and the
Prince William County Police
Department
Working Together to Prevent
Crime
On Construction Sites**



IF THEFT OCCURS



1. **Do Not Touch Anything.**
2. Call the police to report the loss, regardless of value.
3. Start a list of property taken and full details of that equipment. Sort the list by owner.
4. Have one person check other locations where tools are stored to see if tampering or theft occurred. **Do Not Touch** anything if there are signs of entry.
5. Ask employees if they've seen anything suspicious. Assure them that anything said will remain in confidence.

**ENCOURAGE EMPLOYEES TO ALWAYS REPORT SUSPICIOUS
ACTIVITIES.**



**PRINCE WILLIAM COUNTY
POLICE DEPARTMENT**

Emergency Dial 911

Non-emergency 703-792-6500

Commonwealth of Virginia and Prince William County Ordinances

Noise

Chapter 14

Per Prince William County Code, construction hours are from 7:00 a.m. to 10:00 p.m. Monday –Friday, and 9:00 a.m. to 10:00 p.m. on weekends and legal holidays.

Trash and Debris Removal

Chapter 22

Any person in charge of a construction or demolition site shall maintain sufficient litter receptacles on site to prevent the scattering of litter.

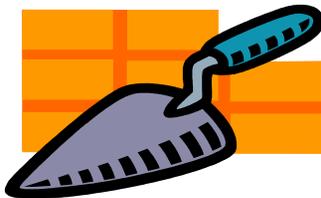
Dumping/Tracking on Highway

Chapter 22

No person shall drop, deposit, discard, dump trash, or otherwise dispose of litter, trash, garbage, or other unsightly matter on a public highway, right of way or on private property without the written consent of the owner.

Virginia Code 18.2-324

Prohibits any substance that creates a hazard, which includes mud, gravel, nails, etc., from being deposited upon a highway and requires its immediate removal.



29. Are wires or batteries removed and blades and buckets dropped in order to immobilize equipment? Yes No
30. Are vehicles and equipment visibly marked with a company logo or painted a distinctive color? Yes No
31. Are vehicles and equipment stamped or engraved with an identifying number in a visible location and at least one hidden location? Yes No
32. Any methods used to disable fuel, hydraulic, or electrical systems on equipment? Yes No
33. Does the company record Vehicle Identification Number's on each piece of equipment? Yes No
34. Is the information on the Vehicle Identification Number's easily retrievable? Yes No

Comments:

If you have any questions or concerns regarding security on your site contact the Prince William County Police Department's Crime Prevention Unit at 703-792-7270.



22. Are areas **illuminated** to a minimum of one foot-candle at ground level? Yes No

23. Are **light** power sources well protected? Yes No

Comments:

Key Control

A company should be able to account for who has any of its keys. The number of issued keys should be kept to a minimum for better accountability.

24. Does the company have a key control policy in place? Yes No

25. Are keys secured in a safe or lockable area after hours or when not in use? Yes No

26. Is there a key sign-out log to ensure the whereabouts of all keys? Yes No

27. Are keys removed from vehicles that are not being used or when they are stored? Yes No

Comments:

Vehicle Security

Construction vehicles are often left unlocked and most are commonly keyed. Parking in a strategic way and immobilizing them serve as a visual deterrent to the thief. Visible markings also deter the thief as it sends a message that the equipment might be easily recoverable.

28. Are vehicles and heavy equipment parked at night in a train or in a circle, with the smaller items in the middle of the train or circle? Yes No

Prince William County Police Department Crime Prevention Unit

Construction Site Security Survey

Please take the time to review this Construction Site Security Survey. It is designed to provide a guide for thinking about security and crime prevention on the construction site and will help you assess how vulnerable your site might be.

Company Crime Prevention

Contact/Coordinator

Construction sites are often unattended at night and on weekends and police officers frequently encounter people who may or may not belong on the site during these times. Quite often the police department has to make numerous phone calls in order to track down a person who can verify if a person has a legitimate reason to be on the property. This can be time consuming and unnecessarily delay a person who has a right to be at the site, as well as tie up an officer's time. Having a list of responsible persons for a builder/developer who can provide information can expedite this process, and provide investigative leads to the officer in the event that a crime is indeed taking place. Should a construction site begin to experience problems, it is useful to have a point person who police department personnel can work with in order to try and resolve problems.

1. Has the company appointed one person in authority to be the point of contact with the police department? Yes No

2. Has the company provided the names and contact information for responsible persons during non-business hours? Yes No

3. Is there a written job site security plan in place? Yes No

Comments:

Identify/Mark Equipment, Tools and Other Assets

All assets on a construction site should be identified (marked), inventoried and tracked as closely as possible. The company should develop an identification numbering system. The recovery rate for construction equipment is as low as 10-15%, and this is because of the inability to identify stolen construction property. Clear identification can also serve as a possible deterrent to some thieves.

4. Are tools and equipment engraved or stamped with identifying **marks** in at least one visible and one obscure location? ↑ Yes ↓ No
5. Are tools and equipment **painted** a distinctive color? ↑ Yes ↓ No
Does company equipment have a visible company logo?
6. Are employee tools **marked** and **painted**? ↑ Yes ↓ No
7. Are **inventories** of tools and equipment current and are identifying numbers, Product Identification Numbers, and distinctive marks noted? ↑ Yes ↓ No

Comments:

Site Security

Construction site assets should be secured behind barriers. Adequate barriers will deter some potential thieves and slow down others to the point where they might abandon their efforts. The site should also be open to the view of the passing public and patrolling police officers. A visible and well lighted site will help to deter most thieves who typically do not want to be seen.

8. Is the site adequately fenced with sturdy **fencing**? ↑ Yes ↓ No
9. Is the **fencing** at least 8' high? ↑ Yes ↓ No
10. Are **fence** posts set in concrete? ↑ Yes ↓ No

11. Is the **fence** a see through type? Is the fence clear of bushes and debris that can block the view? ↑ Yes ↓ No
12. Is the **fence** clear of boxes or other material that could aid in climbing it? ↑ Yes ↓ No
13. Is there only one entrance/exit to the site? ↑ Yes ↓ No
14. Are the hinge pins for the **gates** spot welded to prevent easy removal? ↑ Yes ↓ No
15. Is locking hardware adequate? (case hardened chains and high security padlock permanently attached to the fence) ↑ Yes ↓ No
16. Is the longest piece of equipment able to be pulled into the site without blocking the highway? ↑ Yes ↓ No
17. Are **gates** closed and locked at nights and on weekends? ↑ Yes ↓ No
18. If no fencing, are any other **barriers** or trenches in place? ↑ Yes ↓ No
19. Are employees given a place to park outside the site? ↑ Yes ↓ No
If employees park inside the site, are they given a particular area that they all park in?
20. Is there sufficient **lighting** on the site to illuminate such critical areas such as the office trailer(s) and the equipment/material storage areas? ↑ Yes ↓ No
21. Is perimeter **lighting** arranged so as to reflect onto the site and not into the eyes of a patrolling officer? ↑ Yes ↓ No