



DOWNTOWN DENVER PARTNERSHIP, INC.
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Downtown Security Action Plan Business and Property Owner Responsibilities and Expectations

As Downtown Business and Property Owners, we all have a responsibility to maintain our spaces and help to ensure that we our holding ourselves, and fellow Downtown citizens, to the highest level of ownership for our space and behaviors. To help create an environment where all people feel safe, welcome and secure, and help discourage and prevent crime, we ask that all business and property owners adhere to the following responsibilities and expectations:

○ **Building Management:**

- Remove graffiti immediately. The City has a program called Denver Partners Against Graffiti, <https://www.denvergov.org/content/denvergov/en/graffiti-prevention-and-removal.html>, that provides graffiti removal assistance to properties within the city limits.
- Ensure all exterior lights are working; replace broken lights within 2 business days
- Ensure ground floor business windows are lit at night
- Ensure ground floor window displays are transparent to the inside of the store
- Ensure building façade is maintained – sidewalks are clear of debris (trash, leaves, snow), spills are cleaned up, graffiti are removed, nuisance or criminal activity is reported, etc.
- Maintain good maintenance practices – Broken Windows Theory; ensure the building is up kept and areas around your business are clean

○ **Alley Maintenance:**

- Clean alley trash and debris
- Secure dumpsters with locks. Spoil food before disposal if dumpsters aren't locked
- Post signs stating Private Property, No Trespassing, No Parking, etc.
- Work with local authorities to analyze issues and determine methods to secure alcoves
- Ensure alleyways and alcoves are well lit
- Install security cameras

○ **Proactive Space Management:**

- Communicate with your neighbors – address ideas/issues with fellow business owners
- Establish rules within individual spaces that discourage illicit and unwanted behavior (ex: limit how long people can stay; prohibit harassing and threatening behavior, sleeping/lying down, soliciting, panhandling, petitioning, or canvassing of any type or kind, etc.)
- Encourage neighbors to implement rules and regulations as well
- Officially report all crimes to the police – 911 or non-emergency (720-913-2000)
- Be willing to sign a citation when calling police - prosecute for shoplifting when possible
- Do not give away free items (food, drinks, etc.) – Partner with food collection agencies when possible to make a difference ([Food Donation Connection](#), [We Don't Waste](#))
- Sign trespass agreements, post trespass signs and call police to report trespass violations
- Install speakers and play music after hours to discourage loitering
- Lock down wi-fi access after hours

JOBS

HOUSING

EXPERIENCE

ENVIRONMENT

CONNECTIONS

LEADERSHIP

Crime Prevention Through Environmental Design (CPTED)

Business Security Assessment

Boxes marked “No” indicate areas to improve your business’ security. For additional assistance, visit <https://www.denvergov.org/content/denvergov/en/police-department/safety-prevention/business-crime-prevention.html>.

Doors/Locks:	Yes	No
Do all exterior doors have good quality locks?		
Do exterior doors and windows have alarm devices?		
Do you change locks every time a disgruntled employee is dismissed or quits?		
If you have an overhead garage door equipped with an automatic opener, does it use a “rolling code” to foil “code grabbers?”		
If your overhead door is not equipped with an automatic opener, does it have good quality padlocks installed on both sides of the door?		
Does your overhead garage door close within 10 seconds after a car clears the gate to discourage people from entering after a car?		
Does the door leading from your garage have good quality deadbolts installed?		
Do you use these deadbolts on a regular basis?		
If you have a sliding glass door, does the door(s) have at least one of the following? Track lock, insertion pin lock, hinged door bar, metal or wooden dowel in track.		
Does the business make use of alternate access control devices such as magnetic locks?		
Are interior doors locked when not in use?		
Do employees routinely check doors to make sure they are not propped open, latches taped, or in any other way have the lock defeated?		
Windows:		
Do you check to make sure all windows are locked before you leave your business?		
Do you have good quality locks on all exterior windows?		
Are all exterior windows in plain sight and not hidden by shrubbery or trees that provide easy cover for a burglar to hide while forcing open the window?		
If you have an alarm system installed, do all exterior windows have contacts?		
Are the windows consistently clean and clear of excessive signage?		
Is there an unobstructed view of the cash area from the street or the parking lot?		
Smoke/Burglar Alarms:		
Do you have at least one smoke alarm on every floor?		
Do you replace the batteries in each of your smoke alarms on a regular basis?		
Do you test each of your smoke alarms on a regular basis?		
Do you have a quality burglar alarm system with a reputable company?		
If you answered yes to the last question, has your alarm company been instructed to call the police before they call your designated contact person?		
Do you test your alarm system on a regular basis (monthly, quarterly, yearly)?		
Is there video surveillance equipment in use throughout the premises?		

Lighting:	Yes	No
Do you keep enough interior lights on after hours to discourage burglars?		
Do you have exterior floodlights or similar lighting illuminating all sides of your building, to include alleys and alcoves, at night?		
Does your parking lot have adequate lighting?		
Is there adequate lighting near all entrance and exit doors/areas?		
Landscaping/Exterior/Fences/Gates:		
Do you keep all gates on fences locked with a quality outdoor lock?		
Do you keep all outside business equipment secure in a fenced-in area?		
Have you trimmed all bushes and shrubs to provide visibility to all windows and to prevent people from hiding near doors and windows?		
Have tree branches been trimmed to prevent easy access to second floor windows?		
If there is a side building ladder? If so, can it be locked?		
If there is a fire escape, is access prevented by those on the street?		
Do you lock dumpsters to deter rummaging?		
Do employees 'spoil' food placed in dumpsters to deter rummaging?		
Is the area around dumpsters maintained (clean, free of trash or other debris)?		
If you encounter bio-waste or needles, are your employees properly trained and equipped to dispose of it? If not, do employees contact the BID for service; 720-237-3931		
Do you play music outside your business to discourage loitering and camping?		
Are areas around critical infrastructure (HVAC, Water, Gas, Electrical, etc.) secured by fencing or gates?		
Do you use outdoor speakers for ambient noise to discourage loitering and camping?		
Do you lock down wi-fi access after business hours?		
Do you de-energize outdoor outlets after business hours?		
Employee Safety:		
Do employees regularly check outside the business for illegal activity (trespass, sit & lie, unauthorized camping, drug activity, prostitution, etc.)?		
Do employees know when to call 911? Police Non-Emergency? 311?		
Do employees enforce no loitering or time limits for sitting in businesses or patio cafés?		
Does the employer regularly meet with staff to discuss risk assessments or concerns?		
Do you employ private security?		
Does private security know when to call 911? Police Non-Emergency? 311?		
Do you have 'No Trespassing' and/or 'No Parking' signs posted on/around your business?		
Has your business filed a 'No Trespass' agreement with the Denver Police Department?		
Are employees discouraged from providing free food, drinks, or money to panhandlers?		
Do employees provide information to shelters and services to those who may be in need?		
Does your business promote the City of Denver, Give a Better Way campaign (table tents, coasters, donor guides, employee engagement with patrons)?		
Is the business open 24 hours a day? If so, can it be closed and locked up if necessary (violent protest, active threat in the area, etc.)?		
Is there a secure area for employees to lock their personal belongings?		
Are low cash quantities maintained with use of a drop safe or similar system?		