City of Portland Enhanced Safety Properties Program

Minimum Management Requirements & Minimum Crime Prevention through Environmental Design (CPTED) Standards

Landlords who wish to have their property certified as participating in the CPTED component of the Enhanced Safety Properties program must meet minimum requirements designed to reduce the likelihood of crime on the property. The following shows minimum requirements you need to complete for certification in this component. All modifications made to your property must be in compliance with local code. Landlord completes shaded section after Crime Prevention staff makes recommendations, and sends a copy of this document to their Crime Prevention Coordinator.

Minimum Management Practices

ESP Program requirements before certification can be issued	Minimum requirements for management practices	Date the landlord/manager plans to have completed this step.
____ Improvement must be made, specifically:	Screening practices include: • Credit check and criminal background check in all states where the applicant has resided for the past three years, conducted by a professional screening company • Inspection of government-issued photo identification • Check the rental and eviction history for all applicants	
____ Improvement must be made, specifically:	All employees hired to manage and maintain the property undergo a criminal background check, conducted by a professional screening company, in all states where the employee has worked for at least the past three years.	
____ Improvement must be made, specifically:	Lease agreement contains a provision where landlord retains control over any common areas for the purposes of enforcing state trespass laws and retains authority to designate a “person in charge” as defined in ORS §164.205(5).	
____ Improvement must be made, specifically:	Maintain a valid Trespass Agreement with the Portland Police Bureau and post a no trespassing sign.	
____ Improvement must be made, specifically:	For properties with 3 or more units: 24 hour emergency contact information is posted where officers visiting the property can easily see it.	

Additional suggestions (not required for ESP membership):

Dwelling units

ESP Program requirements before certification can be issued	Minimum requirements for dwelling units	Date the landlord/owner plans to have completed this step. Note any concerns or barriers related to implementation.
___ Improvement must be made, specifically:	Eye viewers in all exterior doors*, unless there is an adjacent window which allows the occupant the ability to see who is at the door without opening it first. **Doors accessible to the general public or to other tenants.*	
___ Improvement must be made, specifically:	Effective exterior door locks: • Deadbolts on hinged doors. Bolt must have at least a one inch throw and be operated from inside without a key. If the door frames are made of wood, three inch screws securing strike plate through door frame and into studs are required. • Sliding glass door security designed to prevent both lifting and sliding. • Any garage doors equipped with a locking mechanism.	
___ Improvement must be made, specifically:	Secure window locks on all ground floor windows and any upper story windows that are accessible without a ladder: • Sliding windows: devices to prevent lift and slide. • Double-hung windows that are worn or ill-fitting require extra pins or locks in addition to sash lock. • Crank windows: locking mechanism separate from crank apparatus.	

Additional suggestions (not required for ESP membership):

Property exteriors and common areas

ESP Program requirements before certification can be issued	Minimum requirements for property exteriors and common areas	Date the landlord/owner plans to have completed this step. Note any concerns or barriers related to implementation.
____ Improvement must be made, specifically:	Outdoor lighting for natural surveillance: • In multi-family properties, lighting in all common areas is enough to allow a person to comfortably read a newspaper headline at night. • In single-family rentals, front porch lights that go on at dusk and go off at dawn via timers or photo-sensitive switches.	
____ Improvement must be made, specifically:	Landscape plant selection for natural surveillance: • Landscaping may not provide any adult-sized hiding spots. • No vegetation blocks views from windows.	
____ Improvement must be made, specifically:	Visible address numbers & signage: • Address numbers can be clearly seen from the street during both day and night. • Address and unit numbers contrast in color from their background. • If exterior doors to common areas exist on the sides or backs of buildings, building or room numbers/names are posted near the door. • If ground floor units have side or rear exterior doors, unit numbers are posted next to the doors. • Where necessary, post additional address and directional signage to help emergency crews locate units.	
____ Improvement must be made, specifically:	Residents are able to see into and out of interior common areas before entering or exiting. The visual connection may be achieved by transparent windows in or adjacent to the door.	
____ Improvement must be made, specifically:	Automatic lighting exists in enclosed common areas (e.g. dumpster enclosure, laundry room, etc.) during the hours they are accessible to tenants. Automatic lighting can be motion-activated, photoelectric, or on timers.	

Additional suggestions (not required for ESP membership):

Maintenance and "Territoriality"

ESP Program requirements before certification can be issued	Minimum requirements for maintenance and territoriality	Date the landlord/owner plans to have completed this step. Note any concerns or barriers related to implementation.
____ Improvement must be made, specifically:	No litter, trash, or debris is visible in tenants' private exterior space or in common areas	
____ Improvement must be made, specifically:	No upholstered furniture or other items intended for interior use are kept outside.	
____ Improvement must be made, specifically:	No visibly broken fixtures, such as windows, fences, locks, lights, and burned out light bulbs	
____ Improvement must be made, specifically:	No graffiti: • There is no visible graffiti on any surface • New graffiti is reported to the City's Graffiti Abatement Program and removed promptly	
____ Improvement must be made, specifically:	Vehicles: • No visibly inoperable vehicles on the property • No vehicles are parked in unauthorized areas	
____ Improvement must be made, specifically:	Excessive dirt or stains on exterior walls are removed	
____ Improvement must be made, specifically:	No accumulations of fallen leaves or branches	
____ Improvement must be made, specifically:	No mold, rust, or moss on exterior walls and fixtures.	
____ Improvement must be made, specifically:	Chronic conditions that make it difficult to use common areas are repaired (e.g. a drainage problem that causes paths or play areas to be covered in mud or pooling water)	
____ Improvement must be made, specifically:	The property lines are visible and sufficiently defined so that people know when they are entering private property and leaving the public right of way.	
____ Improvement must be made, specifically:	There is a local property monitor (usually the resident manager) whose job it is to: • Walk the common areas of the property daily, or at least five days a week. • Pick up and dispose of all litter from common areas at least five days a week. • Report damage or other problems as described above that should be brought to property owner's or manager's attention	

Additional suggestions (not required for ESP membership):