



LOCAL SAFETY DIAGNOSIS PREPARATION GUIDELINES

ANNEX D
TO THE
CALL FOR PROPOSALS
FOR
THE FORMULATION OF
LOCAL SAFETY DIAGNOSIS
IN THE 13 CITIES/MUNICIPALITIES OF PCINJSKI AND JABLANICKI DISTRICTS

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Note:

These Guidelines have been developed by UN-HABITAT Safer Cities Programme and directly refer to the Safer Cities Toolkit and Methodology used worldwide. They have been already tested, adapted and used in Serbia within UN-HABITAT SIRP Programme.

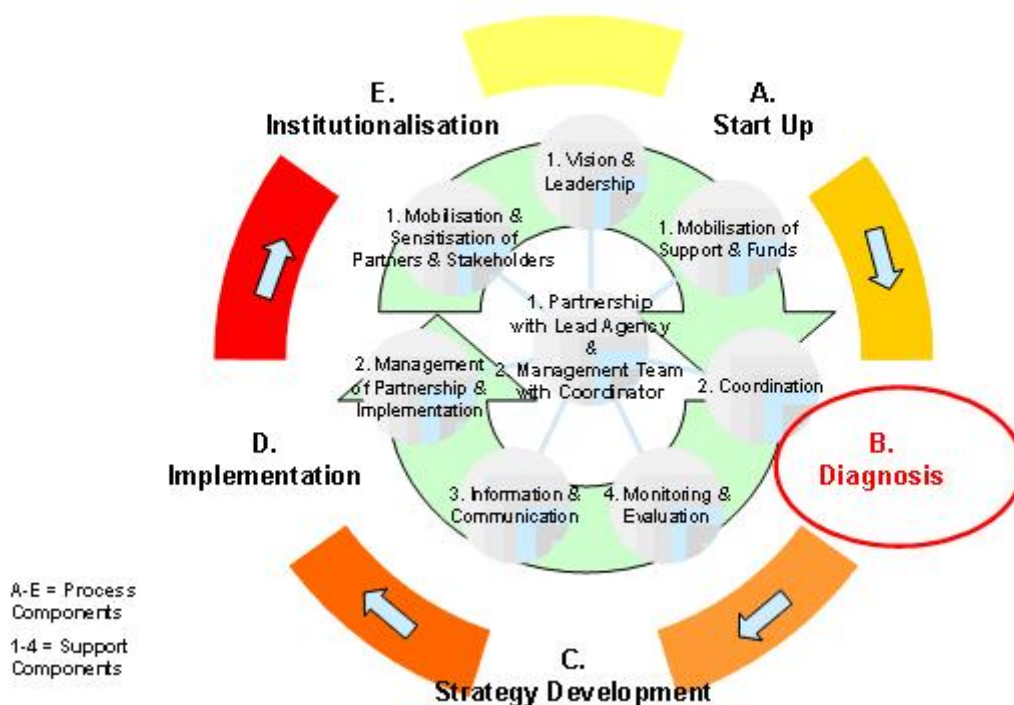
1. REVIEW OF THE PROCESS

Local Safety Strategy deals with the problems related to all types and manifestations of crime, as well as to different types and aspects of safety, violence and abuse on the territory comprised by a City/Municipality. Its purpose is to offer support to improvement in the current situation in specific area on the basis of complete understanding of the existing situation and future needs. Improvements should be of use to everybody, especially to vulnerable groups.

Local Safety Diagnosis is integral part of Local Safety Strategy. In this Guideline the term Diagnosis is used to refer to the process of developing a reliable information base to inform the development of crime prevention strategies and action plans. The term Diagnosis, borrowed from the health sector, signifies that the assessment goes beyond the symptoms, but seeks to establish the causes of the problem.

The goal is to present the situation and to identify priority areas that need attention and key partners that should be involved in defining and preparing the municipal Safety Strategy and action plan.

The Diagnosis phase in regards to formulation of Local Safety Strategy



2. NOTE ON LOCAL SAFETY DIAGNOSIS

The Local Safety Diagnosis is a key instrument to determine the extent of crime in a city, its manifestations, causes, impact on society and the public perceptions. The Diagnosis is also a tool to build awareness and mobilise the various stakeholders. The information is acquired through meetings or focus groups with key urban stakeholders (local government, police, criminal justice system, civil society, private sector and research institutions) and preparatory analyses and research through already existent statistical information, like police records.

The Diagnosis describes:

- a. the main socio-economic characteristics of the municipality;
- b. the characteristics of the key local stakeholders with regards to urban safety and crime prevention;
- c. the level of service delivery by the local government and by the police;
- d. existing strategies, policies and activities that address civic integration and municipal safety issues;
- e. the main security problems, the main manifestations of crime and violence, the characteristics of victims and offenders, and the fear and perceptions of crime and insecurity (a few focus groups can be conducted) which would include questions that touch upon the (perceived) causes of urban insecurity (1) at the community level, (2) the family level, (3) the social level, (4) in the urban design, (5) due to organised crime and (6) due to the crisis in the criminal justice system.

Thus, this method consists of three tools:

- a. a stakeholder analysis (b);
- b. a municipal analysis (a, c and d);
- c. and a safety profile (e).

The Diagnosis can be complemented by more in-depths surveys such as victimisation surveys, youth offender surveys and women's safety audits.

The purpose of this process is to develop a reliable picture of the local situation that is not necessarily scientific but does form a common ground for action. This picture should be formed on the basis of different types of information collected from a variety of sources and through a variety of methods.

A Diagnosis strategy should not try to be comprehensive but merely seek to fill the most urgent information gaps. The Diagnosis should also assess the capacities and commitments of stakeholders and identify training needs.

3. MOST COMMON SOURCES OF INFORMATION

(secondary data – already gathered by others for their own purposes)

- The Police
- The Criminal Justice System: courts, corrections, probations.
- Government (local, provincial and national): divisions for information and statistics: particularly information on demographics, service delivery, housing, employment, etc.
- Research institutions.
- Private security and insurance companies as well as law firms.
- NGO's and CBO's.
- Welfare services.
- Educational institutions: schools and teachers.
- Health facilities: clinics and hospitals.
- Religious institutions.
- International Development Agencies: bilateral and multi-lateral donors.
- Any relevant community surveys and research.
- The internet.

4. MOST RELEVANT TYPES OF INFORMATION

- **Crime data:** types, occurrences, offenders, victims, targets, etc.
- **Environmental data:** size of area (city or town), types of areas (residential, slums, hot spots), economic and political structures, alcohol and drugs abuse, small arms, gangs, corruption, etc.
- **Demographic data:** gender, age, ethnic groups, employment levels, etc.
- **Government and service delivery data:** basic and municipal services delivery – access and quality
- **Partner and Stakeholder data:** capacities, interests and resources
- **Responses:** existing initiatives, frameworks and good practices
- **Perceptions:** of risk and vulnerability and of governance, police and justice

5. COMMON INFORMATION GAPS

(Primary data is data collected for a specific purpose)

A Diagnosis commonly addresses some of the following information gaps.

- Characteristics of the offenders: age, gender, family situation, living status, employment status, education level, place of birth, place of residence, criminal record, etc.
- Characteristics of the victims: age, gender, family situation, living status, employment status, education level, place of birth, place of residence, victimisation record, etc.
- Characteristics of the crimes: types, number, age and gender of offenders, number, age gender of victims, weapons involved, drugs/alcohol involved, month of the year, day of the week, time of the day, area (to be able to do crime mapping)
- Feelings of safety: the fear of crime and victimisation: per age group, gender, place of residence, week/weekend, day or night, Central Business District, etc.
- Identification of hotspots – areas where a lot of crimes take place. Existence of areas considered dangerous or inaccessible to the police.

- Identification of vulnerable groups and groups at risk (in terms of offending as well as victimisation) as well as the key risk and resilience factors.
 - Victimisation: the voices of the victims to complement police statistics regarding:
 - *Petty crimes: theft, mugging, snatching*
 - *Property crimes: damage to property, car theft, burglary*
 - *Violent crimes: robbery, assault, burglary with violence, car hijacking, attempted murder and murder*
 - *Sexual violence: sexual harassment, sexual assault, rape*
 - *Domestic violence: physical, emotional, economic and sexual*
 - *Child abuse*
 - *Violence against Women*
 - *Violence and abuse at the workplace*
 - *Bullying*
- But also regarding:
- *Corruption*
 - *Police behaviour and accessibility*
 - *Reporting behaviour*
 - *Access, transparency and efficiency of courts*
 - *Quality and accessibility of basic service delivery*
 - *Transparency, effectiveness and equity of governance*
 - *Existence of street gangs or youth groups terrorizing neighbourhoods.*
 - *Substance abuse – both alcohol and drugs.*
 - *Small arms – use and types of weapons.*
 - *Identification of positive elements in society, such as promising existing practices, community initiatives.*

6. OUTLINE OF LOCAL SAFETY DIAGNOSIS

Introduction

What is a Local Safety Diagnosis?
The methodology used

The Local Context - Characteristics of the city/municipality

History
Administrative organisations
Community organisations
Population
Planning & municipal service delivery
Social aspects – organization, culture, religion, educational structures
Economic aspects

Crime & Insecurity in the municipality

Reality & Perception
Tendencies
The institutional set-up: police, military, private security, justice system

Manifestations of crime, the victims, the delinquents and crime hot spots

The manifestations of crime
Bars, restaurants
Vandalism
Prostitution

- Substance abuse
- Informal trading
- Robberies
- Muggings
- Assault
- Domestic violence/gender-based violence
- Corruption
- Victims of crime/violence
 - Women
 - Children
 - Youth
 - The aged
- The delinquents
 - The professional delinquents/criminals
 - The small delinquency
 - The occasional delinquents
 - Fraudsters
- Groups at risk
 - Disadvantaged youth
 - Youth in conflict with the law
 - Street children
 - Sex workers

The location of insecurity

The causes of insecurity

- Socio-economic causes
 - Causes linked with unemployment or under-employment
 - Causes linked with education
 - Causes linked with corruption
- Psychological causes
 - Causes linked with gender-based violence
 - Causes linked with marginalisation & social exclusion
- Institutional
 - trust in police,
 - lax controls,
 - over-burdened penal system,
 - repressive justice system, etc.
- Causes related to public urban space
- Factors that aggravate crime and violence
 - Proliferation of small arms
 - Substance abuse
 - Culture of violence

Reactions to insecurity

- By the community/civil society
- By the institutions – police, justice, various municipal departments, etc.

Summary and identification of priority areas that need attention