

Crime Reduction & Community Safety Group

Tilley Awards 2008 Application form

Please ensure that you have read the guidance before completing this form. **By making an** *application to the awards, entrants are agreeing to abide by the conditions laid out in the guidance.* Please complete the following form in full, within the stated word limit and ensuring the file size is no more than 1MB. Failure to do so will result in your entry being rejected from the competition.

Completed application forms should be e-mailed to <u>tilleyawards08@homeoffice.gsi.gov.uk</u>.

All entries must be received by noon on **Friday 25th April 2008**. No entries will be accepted after this time/date. Any queries on the application process should be directed to Alex Blackwell on 0207 035 4811 or <u>alex.blackwell@homeoffice.gsi.gov.uk</u>.

Section A: Application basics

- 1. Title of the project: **Cutting Acquisitive Crime**
- 2. Key issue that the project is addressing e.g. Alcohol related violence: Acquisitive Crime

Author contact details

- 3. Name of application author: Natalie Williams
- 4. Organisation submitting the application: **Safer Hastings Partnership**

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- Secondary project contact details
- 8. Name of secondary contact involved in the project: Detective Inspector Paul Phelps
- 9. Secondary contact email address: paul.phelps@sussex.pnn.police.uk
- 10. Secondary contact telephone number: 01424 456015

Endorsing representative contact details

11. Name of endorsing senior representative from lead organisation: Chief Inspector Andy Gooch, District Commander for Hastings & Chair of the Safer Hastings Partnership

12. Endorsing representative's email address: andrew.gooch@sussex.pnn.police.uk

13. For all entries from England & Wales please state which Government Office or Welsh Assembly Government covers your area e.g. GO East Midlands: **GO South East**

14. Please mark this box with an X to indicate that all organisations involved in the project have been notified of this entry (this is to prevent duplicate entries of the same project):

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Section B: Summary of application - *In no more than 400 words use this space to provide a summary of your project under the stated headings (see guidance for more information).*

Scanning:

In the year 2000, 98% of residents prioritised the reduction of burglaries and car crime as the two most important issues for Hastings. Crime audits highlighted that acquisitive crime in the two 'hotspot' wards of Central St Leonards and Castle accounted for 34% of overall acquisitive crime in the town.

The Safer Hastings Partnership outlined ambitious targets to reduce acquisitive crime in its Strategy 2002-05. Considerable progress was made, with each objective achieved. However, at the end of 2004, the Partnership's annual survey revealed that 81% and 75% of residents remained very or fairly concerned with burglary and car crime respectively.

Analysis:

Central St Leonards and Castle wards fall within the 10% most deprived wards nationally. The unemployment rate in Central St Leonards is almost three times higher than the Hastings average, while the Castle rate is almost double the town's average.

Sussex Police data revealed that 37 prolific offenders, all of whom were unemployed, were responsible for approximately 80% of acquisitive crime in the two 'hotspot' wards. Most were drug misusers, so a lack of drug treatment services in the area, combined with ineffective management of prolific offenders, were contributing to the problem.

Low-level security and a lack of surveillance were just two of a number of problems relating to victims and location.

Response:

The SHP's robust approach tackled all three elements of the problem triangle: offender, victim and location. Setting up schemes to tackle prolific offenders and to give them the assistance they need to change their criminal behaviour was a key strand of the response. Shop Watch, an increased victim focus and enhanced public consultation are among the measures implemented to deal with the victim element of the problem, and a £240,000 Home Office target-hardening pilot scheme in Central St Leonards is one of the range of projects put in place to deal with the location.

Assessment:

The Partnership has achieved huge reductions in acquisitive crime since 2001, including:

> 64.4% reduction in Burglary Dwelling

- > 51.7% reduction in Thefts from Motor Vehicles
- > 57.4% reduction in Thefts of Motor Vehicles
- > 63.4% reduction in Vehicle Interference
- > 52.8% reduction in Robbery of Personal Property

These reductions account for more than 70% of the overall reduction in crime in Hastings between 2001 and 2007.

The number of repeat victims has reduced year-on-year, falling from 12.6% in 2001 to 2.5% in 2007.

State number of words: 395 words

Section C: Description of project - *Describe the project in no more than 4,000 words. Please refer to the full guidance for more information on what the description should cover, in particular section 12.*

SCANNING

In 2001, the Hastings Crime & Disorder Reduction Partnership (now named the Safer Hastings Partnership) was ranked 2nd worst of the 376 CDRPs in England & Wales for crimes per 1,000-population.

That year, residents expressed their concerns in the Hastings Borough Council Citizens' Panel Survey, where the two most important issues were found to be crime-related, with the reduction of burglaries by 8% and the reduction of car crime by 7% considered 'important' by 98% of respondents.

They had also sent a 10,000-signature petition to then Policing Minister Charles Clarke seeking more police officers in the town and calling for action against rising crime in Hastings.

Crime audits highlighted that two of the 16 wards in Hastings – Castle and Central St Leonards – were hotspots for crime and deprivation, and that acquisitive crime in these two wards accounted for 34% of overall acquisitive crime in the town in 2001.

The problem of acquisitive crime was also contributing to high arson rates, as criminals used a large number of stolen vehicles as pool cars for burglaries, then, after they had finished with them, burnt them out.

Partners including Sussex Police, Hastings Borough Council, the Hastings Primary Care Trust, East Sussex Fire & Rescue Service and the Probation Service were able, together, to identify key issues contributing to the high levels of acquisitive crime in Castle and Central St Leonards wards. For example, high unemployment and drug addiction, plus ineffective management of prolific offenders, were contributing to the offender element of the problem, while a low level of security among local businesses and in car parks was enabling easy targeting of victims.

The Partnership set ambitious targets to deal with this problem in its Crime Reduction Strategy 2002-05. These objectives included:

- > To reduce burglaries in the home by 12% by 2005
- > To reduce burglaries other than dwelling by 20% by 2005
- > To reduce vehicle crimes by 15% by 2005
- To reduce the number of abandoned cars and to have 90% of abandoned and burnt out cars removed from the streets within 24 hours of initial report by 2005

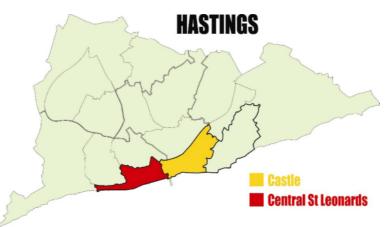
Considerable progress was made and each objective was achieved, but the results of the Fear of Crime Survey conducted at the end of 2004 revealed that 81% of respondents were still very or fairly concerned about burglary, while 75% remained very or fairly concerned about car crime. Therefore, in order to sustain momentum and continue the trend of reducing acquisitive crime, even more ambitious targets were set the Safer Hastings Strategy 2005-08, including:

- > To reduce thefts from vehicles by 40% by 2008
- > To reduce thefts of vehicles by 30% by 2008
- > To reduce burglaries in the home by 40% by 2008
- > To reduce burglaries other than dwelling by 25% by 2008

Local Area Agreement target 17.2.1 aims to reduce re-offending by prolific offenders following their commencement on the Identified Persistent & Prolific Offenders scheme (established in 2004) compared to offences committed (measured by convictions) in the 12 months prior to starting on the scheme. The county target for the three years ending 2008/09 is a reduction of 24%.

ANALYSIS

As mentioned above, acquisitive crime in the two wards of Castle and Central St Leonards accounted for 34% of overall acquisitive crime in the town in 2001.



Hastings was ranked 27th most deprived Local Authority district nationally in the Index of Multiple Deprivation 2001. It is the most deprived district in the South East.

Castle and Central St Leonards wards are among the 10% most deprived wards nationally. Both wards fall into the worst 20% nationally in terms of housing deprivation, and flat conversions make up 22.3% of dwellings (compared with 4.2% nationally).

All schools and colleges perform below the national average in the achievement of young people at GCSE level. Achievement at Level 3 (A-level equivalent) is also below average and local participation rates in Higher Education are well below Government targets.

One of the contributing factors to the problems experienced in Hastings is a high rate of unemployment, and this is particularly true of Castle and Central St Leonards wards. In 2003 the unemployment rate in Hastings stood at 3.6%, almost double the county rate (2%) and more than a third above the national average (2.5%). But unemployment at ward level varied greatly. In Central St Leonards, an unemployment rate of just over 10% is almost three times higher than the Hastings average in 2003, and this is followed by Castle ward's 6.2% unemployment rate.

Within the adult population, the use of Class A drugs – including heroin, cocaine, crack and ecstasy – is a serious problem in Hastings & St Leonards. Surveys indicate a high usage of Class A drugs among young people.

Crime audits, surveys and a Crime & Disorder Data Information Exchange (CADDIE) Analyst based with the Safer Hastings Partnership enabled detailed analysis of the problems in Castle and Central St Leonards wards, revealing, for example, that the lack of drug treatment services and the absence of a priority offender scheme were contributing to high levels of acquisitive crime in these two areas.

Sussex Police data enabled the Partnership to identify the 37 prolific offenders who were responsible for approximately 80% of acquisitive crime in Castle and Central St Leonards. All of these prolific offenders were unemployed.

As detailed on the Home Office Crime Reduction website as an example of good practice, in 2001/02, the Central St Leonards area was selected by the Home Office for a target-hardening scheme for retail premises, based on analysis as part of the National Intelligence Model process.

A Safer Hastings Partnership Tasking Group, led by the Community Safety Manager and Sussex Police, had identified the target area as a burglary OTD (other than dwelling) hotspot. Records showed that an alarm was activated in only a small percentage of crimes, which was believed to indicate a low level of alarm installation.

The project team also identified several other risk factors for the area, namely:

A high proportion of Houses in Multiple Occupation (HMOs) – and a transfer of problem tenants from social housing to HMOs;

- > A high concentration of asylum seekers living in the target area;
- > Around 300 street drinkers in Hastings, many of whom live or congregate in the target area; and,
- That a Home Office Burglary Reduction Initiative was in place to target harden HMOs (Secure Accommodation Scheme), which could leave commercial properties more vulnerable.

Focus groups themed according to headline crimes and local forums were also able to inform the Partnership as to the problems and their causes.

Analysis highlighted gaps in information such as health data that was not being shared with partners, and that there was no coordinated response to the business community. The town's car parks were not secure and had no surveillance. The majority of accommodation in these two wards was in Houses of Multiple Occupation (HMOs) with low levels of security.

The analysis revealed that, in 2001, there were problems on each of the three elements of Problem Analysis Triangle that were contributing to the high level of acquisitive crime in these two wards, including:

Offender

- > Drug addiction, combined with lack of treatment services;
- > A small number of prolific offenders responsible for a high volume of acquisitive crime;
- High unemployment rates;
- No priority offender scheme;
- Lack of youth provision;
- > Ineffective management of prolific offenders.

Victim

- > Occupants of HMOs with low level security;
- > Poor retail security, combined with no coordinated response to the business community;
- Lack of crime prevention advice and communication with residents, leading to high volume of repeat victimisation.

Location

- Lack of surveillance;
- High number of HMOs with poor security;
- Poor security of retail premises;
- > Lack of car park security and surveillance.

RESPONSE

Addressing the high levels of acquisitive crime, particularly in Castle and Central St Leonards wards, required a longterm, multi-agency approach. The extent of the problem was so serious that the Government Office for the South East gave the Safer Hastings Partnership a quarter of a million pounds to enable it to efficiently tackle the problem.

Several measures were undertaken, some designed to have an immediate impact, others to deal with the problem in the medium-term and a number to ensure the problem was dealt with in the long-term. These initiatives were not all launched at the same time – some were launched following analysis of the initial response's success or changing patterns of acquisitive crime.

The Partnership's Car Crime and Burglary Focus Groups became more effective as more partners became involved and specific action plans were set at monthly meetings.

A robust approach tackled all three elements of the Problem Analysis Triangle using the following measures.

Offender

Scanning and analysis revealed that a major factor in high levels of acquisitive crime was the 37 prolific offenders responsible for approximately 80% of acquisitive crime in Castle and Central St Leonards. The following initiatives were put in place to deal with offenders:

- 1. HARPOS the Hastings & Rother Prolific Offender Scheme was established in 2002 to tackle the problem of prisoners re-offending on release back into the community. Under the scheme, prisoners are visited prior to their release so that their needs can be assessed and they can be helped upon release. Because this initiative covers Hastings and neighbouring district Rother, it also helps to prevent displacement.
- IPPO Scheme a multi-agency group to Identify Persistent & Prolific Offenders was all set up in April 2004 in recognition of the fact that a very small number of people were committing a high proportion of crimes. This initiative provides offenders with the assistance they require to change they criminal behaviour, such as help with housing, benefits, education and/or finding a job. The IPPO scheme managed the offender not offences they committed.
- 3. Rent Deposit Scheme RDS offers assistance to prolific offenders of no fixed abode by paying the deposit on rented accommodation.
- 4. Enhanced drug treatment following arrest, offenders now have access to a drug worker in custody, and can access treatment services within 24 hours of referral. Rapid Access Prescribing is also available. An outreach support worker has been employed working with supporting and monitoring these offenders.
- 5. Operation Cubit in 2002, Hastings Borough Council became the first local authority outside of London to take on devolved DVLA powers. As a result, a full-time Car Crime Coordinator was appointed and, working with Sussex Police officers on Operation Cubit, more than 6,000 abandoned and untaxed vehicles have been removed from the streets of Hastings over the last five years. This removed the opportunity for criminals to use pool vehicles to commit crime.
- 6. Operation Sabre designed by Sussex Police to combat the stolen goods market by working with local businesses to ensure they are not providing offenders with the opportunity to sell on stolen goods.



- 7. Restorative Justice recognising the fact that young people aged from 10 to 17 years were responsible for 35% of detected offences, despite forming just 13% of the population, a Restorative Justice scheme was launched whereby first time offenders in this age range or those identified as at risk of offending are taken to Lewes Prison, spoken to by an inmate and, where applicable, met by the victim of their offence.
- 8. Anti-Social Behaviour legislation ASBOs have also been used to deal with offenders. One example is of an ASBO being imposed upon a prolific offender (Mr X, see case study below) charged for 30 vehicle crimes over a period of five months, whereby he was banned from entering any public or private car park in Hastings for two years. Sussex Police estimate that Mr X was actually responsible for at least five times this number of car crimes, and Mr X was also charged with a number of retail burglaries.

Victim

A raft of measures to deal with the victim element of the problem has been put in place, including:

1. Shop Watch – the Partnership worked with Town Centre Management on this initiative, which continues to run in Castle and Central St Leonards wards. The scheme unites retail premises across the two wards by radio, enabling them to work together (along with Sussex Police) to tackle shoplifting.

- 2. MATTs Multi-Agency Tasking Teams were created to bring together partner agencies to rapidly tackle issues arising in particular hotspots. Each area-based MATT meets monthly to discuss problems, set actions for each agency and report back on actions that were set the previous month. These MATT meetings have proven to provide a platform where very localised, community-based information can be shared and problems can be very quickly dealt with by a multi-agency response. The MATTs are supported by Area Management Boards with governance structures that engage all key local players and integrate neighbourhood policing with neighbourhood management.
- 3. Victim focus Sussex Police enhanced its services to prevent repeat victimisation and increased its victim focus by employing victim and witness care officers to be available for victims in cases going to court. A Mediation Service has also been funded by the Partnership, and telephone interviews are conducted with victims of crime to assess the service they received and support they had.
- 4. Operation Crystal following a visit to Middlesborough by Sussex Police and Hastings Borough Council officers to see best practice, Operation Crystal was adapted to suit Hastings and launched to raise awareness among residents of how to prevent themselves from becoming victims of crime. Under this operation, when a burglary occurs, burglary awareness packs (containing crime prevention information and items such as a UV property marking pen) are distributed by PCSOs to every household in that street. Similarly, car crime prevention packs are distributed to nearby households following every incident of theft from or of a vehicle.
- 5. Enhanced public consultation a variety of methods to improve communication between the Partnership and residents and increase public confidence have been introduced, including neighbourhood policing, Community Contact (formerly known as Neighbourhood Watch by Email, more than 6,000 residents are registered to receive local information from Sussex Police and partners on a daily basis), community road-shows and annual Fear of Crime Surveys that enable the Partnership to track shifts in which issues are of most concern to residents and feelings of safety.
- 6. Distribution of crime prevention items the Partnership has given away hundreds of personal attack alarms, UV property marking pens, tamper-proof tax disc holders and other crime prevention items. In addition, innovative items such as car air fresheners that display the Partnership's logo and bear the message "I do not leave my SatNav or other valuables in my car" are also given away to residents and, at a recent Meet the People event in the local shopping centre, the Partnership gave away more than 130 steering locks to owners of any of the five car models most targeted in Hastings in the last five years.



Location

- 1. Policing Priority Area Central St Leonards ward became one of the first PPAs in the country when it was made a pilot area. In addition, the ward's street lighting has been enhanced and an alley-gating scheme has resulted in fewer opportunities for drug-taking and criminal activity.
- 2. Secure Accommodation Scheme under this scheme, individual households in HMOs were made more secure free of charge.

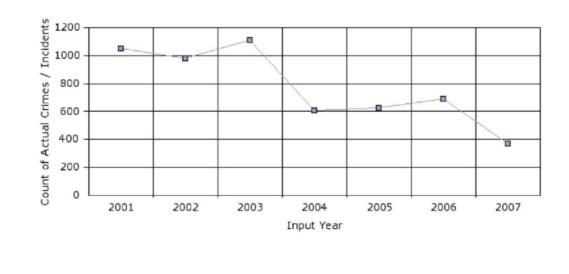
- 3. Surveillance 24-hour CCTV was installed and Sussex Police and Hastings Borough Council linked up to share information. A mobile CCTV van was purchased by the Partnership and there was increased use of covert policing tactics at hotspots, including the use of 'bait cars' and ANPR.
- 4. Target-hardening particularly for retail premises in Central St Leonards and Castle wards. Initially, the Home Office allocated nearly £240,000 of Small Retailers in Deprived Areas (SRDA) funding in 2001/02 to pilot a retail target-hardening project. The scheme focused on 116 shops and businesses covering 19 roads in the Central St Leonards shopping centre, and this was later extended firstly to 18 shops in Bohemia Road, and then to other areas of deprivation, mainly Castle ward. This initiative involved supplying and fitting door locks, window locks, burglar alarms, security lighting, internal CCTV, external CCTV, improved street lighting (Marina Court), laminated glass, grills/shutters, gates, signs, convex mirrors, till screens and cash boxes.
- 5. Secure car parks security was improved in all of Hastings Borough Council's 12 car parks, including CCTV cameras, leading to them all receiving the Secure Car Parking Award from British Parking Association.
- 6. Warden Service introduced initially to focus on the particularly troublesome wards in the town, Wardens have been able to build relationships with local businesses and become the eyes and ears of the community through patrolling Castle and Central St Leonards wards every day.
- 7. SmartWater in schools the unique property marking system was funded by the Partnership and is now used in all local schools, marketed via Hastings Custody Suite and appropriate signage at the schools. SmartWater is a forensic fluid containing millions of microscopic particles that make up an individual property identification code. The solution is painted onto household items and leaves a forensic fingerprint encoded with the owner's details, which is virtually impossible to remove.
- 8. Purchase of CCTV van with ANPR capability.

Assessment

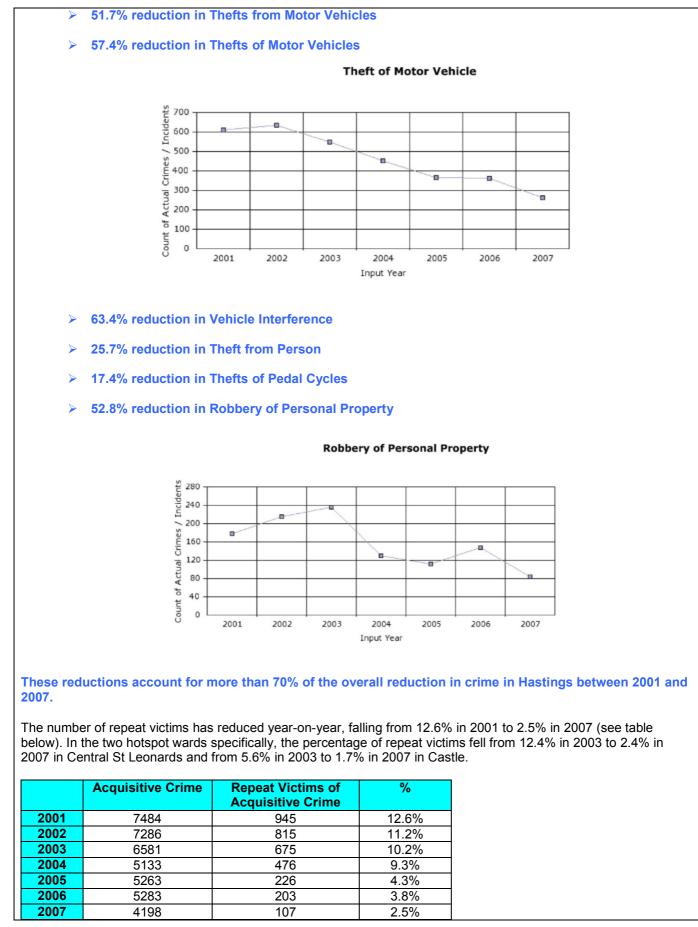
By targeting the hotspot wards of Castle and Central St Leonards with a range of tailored initiatives, the Safer Hastings Partnership has achieved huge reductions in acquisitive crime since 2001.

These include (all listed are the % change in recorded crime in Hastings from 2001 to 2007):

> 64.4% reduction in Burglary Dwelling



Burglary Dwelling



Cutting Acquisitive Crime

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The ambitious targets set the Safer Hastings Strategy 2005-08, listed below, were all not only met, but exceeded, with the exception of the burglary other than dwelling, which was 1% off target, though still a significant reduction:

TARGET	ACHIEVEMENT
Reduce thefts from vehicles by 40% by 2008	43% reduction
Reduce thefts of vehicles by 30% by 2008	48% reduction
Reduce burglaries in the home by 40% by 2008	60% reduction
Reduce burglaries other than dwelling by 25% by 2008	24% reduction

Of the 37 prolific offenders identified, 22 are now serving prison sentences. Following the launch of the HARPOS and IPPO schemes, a number of PPOs have been resettled and rehabilitated with employment and training (see case study below). Local Area Agreement target 17.2.1 aimed to reduce re-offending by PPOs following their commencement on the IPPO scheme compared to offences committed (measured by convictions) in the 12 months prior to starting on the scheme. The county target of a 24% reduction for the three years ending 2008/09 is currently exceeded by a 61% reduction (up to December 2007). During this time, Hastings has experienced an 89% reduction in convictions.

In five years, more than 6,000 abandoned, untaxed and unlicensed vehicles have been removed from the streets of Hastings and in 2007 alone the Secure Accommodation Scheme visited 1,400 properties to evaluate their security and fitted security equipment where necessary. Upon review of these schemes, Operation Cubit has been so successful that it has now expanded to include the removed of uninsured vehicles, while the Secure Accommodation Scheme now secures households outside of HMOs and also across the whole of Hastings.

East Sussex Fire & Rescue Service figures reveal a 68.9% reduction in car arson since 2001.

At the end of 2007, 95% of the young people involved the Restorative Justice scheme since 2005 had not come to significant police notice in the six months following their participation.

The target-hardening project funded by the Home Office was well received by business owners, the majority of whom confirmed that the measures had positively affected their general feelings of safety. Interestingly, businesses gave particularly positive feedback about the till screens, one of the simplest and cheapest items of equipment provided. They were described as "absolutely fantastic" and as a "good idea; dead easy" and had made staff feel safer (Business owners, May 2003). However, the introduction of internal CCTV was not as successful as some of the less sophisticated target-hardening interventions, such as till screens and cash boxes. A significant amount of the project team's time was taken up trying to tackle the unwillingness of businesses to take on responsibility for operating the CCTV systems appropriately.

According to the Home Office evaluation of the scheme, "analysis of recorded burglary OTD offences in the project target area, a comparison area and the wider Hastings CDRP area suggests that the introduction of SRDA measures has helped to sustain the reductions in burglary offences achieved by the arrest of several prolific offenders".

There were 76 burglary other than dwelling offences recorded to educational establishments in Hastings in the twoyear period from 1st January 2006 to 31st December 2007. Just two of these offences were committed after SmartWater was implemented on 1st September 2007.

The Partnership's Fear of Crime Survey 2007 revealed a significant shift in the issues that residents are most concerned about – instead of the priority issues being burglary and car crime as they were in 2001, now just 11% and 5.9% are most concerned about burglary and car crime respectively.

	% concerned about burglary	% concerned about car crime
2001	98%	98%
2004	81%	75%
2007	11%	5.9%

A survey of 50 households receiving crime prevention packs as part of Operation Crystal found that 98% felt the packs were informative and raised their awareness.

Both Castle and Central St Leonards wards have been recognised as safer places to shop, visit and run businesses by each winning the Safer Business Award, supported by the Home Office. However, assessment revealed that Shop Watch has not reduced shoplifting offences (one of its initial aims), but has proven a very useful tool in raising awareness among business owners and improving relationships between them and the Partnership.

The measures implemented were designed to complement each other to significantly reduce acquisitive crime in the town, so it was important to the Partnership to ensure it was not merely displacing the problem. Hastings is on the coast, but the district of Rother borders all other sides of the town (as pictured below), so if displacement were to occur, it would be reflected in Rother's crime statistics. However, the most recent Sussex Police figures for recorded crime in Rother reveal that the district has itself achieved 9.6%, 1.7% and 22.7% reductions in Burglary Dwelling, Vehicle Crime and Robbery respectively over the last year.



CASE STUDY

One example of the impact of the initiatives detailed above is prolific vehicle crime offender Mr X, who Sussex Police estimate was responsible for 150 car crimes in five months. He was made subject to an ASBO, whereby he was banned from entering any public or private car park in Hastings for two years. He had also been charged with a number of retail burglaries. Mr X was caught by a bait car breaching his ASBO and was given a custodial sentence. Upon release, he was subject to a number of interventions as part of the IPPO and HARPOS schemes. Mr X is now employed and has not come to the attention of Sussex Police in six months.

State number of words used: 3,994 words

Section D: Endorsement by Senior Representative - *Please insert letter from endorsing representative, this will not count towards your word or 1MB size limit restrictions.*

Please quote: Tillev08 Acq

Your reference:Date:23rd April 2008Please ask for:Chief Inspector Andy GoochTelephone:0845 60 70 999 ext 60221Fax:01424 451841E-mail:andrew.gooch@sussex.pnn.police.uk

Tilley Awards PPSU 4th Floor Fry Building 2 Marsham Street London SW1P 4DF



aker Hastings Partnership

Safer Hastings Partnership Hastings Police Station Bohemia Road Hastings East Sussex TN34 1JJ

Dear Sir/Madam,

Tilley Awards 2008: Cutting Acquisitive Crime

I am writing to endorse the enclosed entry from the Safer Hastings Partnership, which details the problemoriented approach to Cutting Acquisitive Crime, particularly in the two 'hotspot' wards in Hastings.

As you will read in the application, a raft of measures to deal with all three elements of the Problem Analysis Triangle have been put in place, including a multi-agency group to Identify Persistent & Prolific Offenders (IPPO), an increased victim focus by Sussex Police to avoid repeat victimisation and target-hardening of households in Houses of Multiple Occupation and retail premises.

This long-term, multi-agency approach to Cutting Acquisitive Crime has led to significant reductions in the relevant crime types over a six-year period, and rolling crime figures show that the downward trend continues to this day.

Yours sincerely,

Sovel

CHIEF INSPECTOR ANDY GOOCH District Commander for Hastings and Chair of the Safer Hastings Partnership

Checklist for Applicants:

- 1. Have you read the process and application form guidance?
- 2. Have you completed all four sections of the application form in full including the endorsement from a senior representative?

- 3. Have you checked that your entry addresses all aspects of the judging criteria?
- 4. Have you advised all partner agencies that you are submitting an entry for your project?
- 5. Have you adhered to the formatting requirements within the guidance?
- 6. Have you checked whether there are any reasons why your project should **not** be publicised to other police forces, partner agencies and the general public e.g. civil or criminal proceedings pending in relation to your project?
- 7. Have you inserted your project name as a footer note on the application form? Go to View-Header and Footer to add it.
- 8. Have you saved you application form as a word document and entitled your message 'Tilley 08 entry (followed by project name in brackets)' before emailing it?

Once you are satisfied that you have completed your application form in full please email it to <u>Tilleyawards08@homeoffice.gsi.gov.uk</u>. One hard copy must also be posted to Alex Blackwell at Home Office, Effective Practice & Communication Team, 4th Floor, Fry Building (SE Quarter), 2 Marsham Street, London, SW1P 4DF and be received by 25th April 2008.