

Heinz von Eckartsberg, Chief of Police

Date: _____

GENERAL ORDER 45
CRIME PREVENTION
EFFECTIVE DATE: AUGUST 19, 2011
SUMMARY OF REVISIONS:

INDEX OF STANDARDS	
45.1	CRIME PREVENTION
45.1.1	CRIME PREVENTION FUNCTION
45.1.2	CRIME PREVENTION GROUPS
45.1.3	PREVENTION THROUGH PLANNING AND ENGINEERING
45.2	COMMUNITY RELATIONS
45.2.1	COMMUNITY RELATIONS FUNCTION
45.2.2	COMMUNITY RELATIONS REPORTS
45.2.3	COMMUNITY RELATIONS INFORMATION
45.2.4	COMMUNITY SURVEY
45.2.5	SURVEY SUMMARY

PURPOSE:

The purpose of this chapter is to outline the Division's efforts towards crime prevention initiatives and community relations efforts. In this chapter our agency demonstrates its commitment to maintaining efforts to reduce crime through community involvement and through coordinated law enforcement efforts.

45.1 CRIME PREVENTION

45.1.1 CRIME PREVENTION FUNCTION

A. The agency will be committed to the development and perpetuation of **community crime prevention programs**.

- Supervisory personnel will receive **monthly statistics and analysis** on crime activity listing crime types and locations.

- **Strategies for responses** to monthly crime analysis figures will be discussed and finalized at monthly staff meetings.

- **E-mail notifications** may be sent out through the Community Education Unit with information to neighborhoods affected by identified crime trends.

B. The agency's crime prevention function will attempt to **address community perceptions or misperceptions** of crime, particularly through the neighborhood watch program and the liaison with officers assigned to those neighborhoods.

- The Services Bureau Commander will ensure that a **periodic summary of all police activity** occurring in neighborhood watch neighborhoods is sent to all neighborhood liaisons.

C. The effectiveness of crime prevention programs will be **evaluated and documented once every three years** by the Services Bureau Commander or his/her designee.

- Any evaluation done on crime prevention programs will include **recommendations for changes or modifications** to current programs, if appropriate.

45.1.2 CRIME PREVENTION GROUPS

The agency will assist in **organizing crime prevention groups** in residential and business areas and shall prioritize programs which target specific types of crime and geographic areas based on an analysis of local crime data.

- **Data on types of crimes** occurring within the City of Dublin and **within specific patrol areas** is made available to the public through the Division's quarterly and annual reports.

- **Data on types of crimes** occurring within the City of Dublin and **within specific neighborhoods** is also made available, by an e-mail bulletin, to all neighborhood watch areas through the specific watch coordinators.

- The Crime Prevention Coordinator and district patrol officers shall **maintain liaison** with interested community groups through attendance at neighborhood watch meetings, civic association meetings, by e-mail, phone, and through requested speaking engagements.

45.1.3 PREVENTION THROUGH PLANNING & ENGINEERING

The agency shall **provide crime prevention input** into the development and/or revision of zoning policies, building codes, fire codes, and residential and commercial building permits.

- The Chief of Police or his designee, through participation in Staff meetings, planning meetings, and Council meetings will provide the Planning Division with input that will enhance crime prevention efforts.

45.2 COMMUNITY RELATIONS

45.2.1 COMMUNITY RELATIONS FUNCTION

A. The Dublin Division of Police is **committed to establishing close ties with and responding to the needs of the community**, subsequently, the agency's Community Relations Coordinator shall establish liaison with existing community organizations by encouraging members of the agency to become involved in these groups, by encouraging these groups to invite members to functions and make presentations, and by inviting these groups to become involved with this agency. In instances where community input is needed or desired to help the Division of Police fulfill its mission the Community Relations Coordinator may also work to establish community groups for that purpose, to include neighborhood watch groups. The community relations coordinator will also be responsible for ensuring that neighborhood watch coordinators receive information on police activity and news regarding crime prevention and crime alert bulletins.

- Involvement with the various civic groups will be governed by the following guidelines:
 - Personnel may be assigned to speak or attend a community meeting **by any agency supervisor**.
 - Personnel attending the meeting shall be responsible for filling out the "**Meeting Worksheet**" after the meeting, which provides an overview of the meeting to the Community Relations Coordinator and other personnel.

Neighborhood Watch Program

This agency's neighborhood watch program will be **administered by the Support Services Commander or his/her designee**. He/she will maintain a liaison with neighborhood watch coordinators and will make available information requested, as appropriate.

- **Pertinent information** relating to neighborhoods concerning crime activity should be forwarded to neighborhood watch groups as it is available.
- **The community relations coordinator or his/her designee will provide** training and other pertinent information to neighborhoods that seek to start a neighborhood watch group.
- Personnel who wish to **schedule themselves to participate in talks or activities** within the city must first obtain approval from their supervisor, even if the activity will be conducted off duty, then complete the "Meeting Worksheet" and forward to the Community Relations Coordinator so the activity can be documented.
- Any personnel who are requested to or desire to represent the Division of Police at a **function or meeting outside the city limits** shall first receive approval from a Bureau Commander before committing to the engagement and shall notify the agency having jurisdiction as a courtesy.
- Upon receipt for a request for an appearance by a Dublin Division of Police representative, which cannot first be filled by the Community Relations Coordinator, the **appropriate supervisor** will be notified of the need for one of their personnel to appear. The supervisor will review the request and determine if staffing levels allow them to commit personnel. The supervisor will then acknowledge receipt of the form, and assign

an officer, if possible. The supervisor will then notify the Community Relations Coordinator who has been assigned.

- If on-duty personnel cannot be used, a supervisor may assign an employee on city overtime to staff the event, if appropriate. The supervisor assigning the employee will be responsible for identifying and providing **the necessary resources for the activity.**

- A minimum of **3 days notice** will normally be required for talks or other scheduled activities that require the use of personnel other than the Community Relations Coordinator.

- The Community Relations Coordinator will **brief agency staff personnel** at staff meetings about upcoming community relation activities or events.

B. The Community Relations Coordinator will assist the agency's command staff in the formulation of policy relating to community involvement.

- Assistance in the development of community involvement policy may simply be a review of current or proposed policy. It could also be a more detailed evaluation with new policy proposed.

C. The agency will **publicize objectives, community problems, and successes** as a part of an annual report and as part of regular quarterly reports. The agency will utilize the media to keep the community informed about highlights during the course of the year primarily with the cooperation of the City's Community Relations Division.

D. Agency members and particularly the Community Relations Coordinator will be encouraged to **convey information** transmitted from citizens' organizations to agency personnel.

- **Modifications in policy and/or procedure** may be necessary as a result of input from the community, particularly in regard to correcting actions, practices, and attitudes that may contribute to community tensions and grievances.

- The **City's Community Survey** will be the primary tool for gathering input from the community to help in the development of policy, procedure, goals and objectives.

E. The agency will be sensitive to **improving practices** that directly and indirectly affect police-community relations.

- **Modifications to policy, procedure,** and/or division activities may need to be made after analyzing input from the community. Community relations programs and activities should be designed to encourage community partnership and involvement.

- The **Community Education Unit Supervisor** is normally tasked with coordinating community relations activities for the Division of Police.

Citizen's Ride-Along Program

The **citizen's ride-along program** is established to familiarize members of the community with police procedures as well as other persons interested in the Division of Police, such as friends or relatives of officers. Any member of the public who submits a request to ride with a Dublin police officer in the citizen's ride-along program, except for members of the city's management team, including legal staff, are subject to the following provisions:

- **Requests to ride** must be made on the agency-approved form for ride-alongs, accompanied by an approval waiver. **Juveniles** will not be permitted to ride.

- The **request will be forwarded** to the shift supervisor for approval then forwarded to the office of the Chief of Police or his/her designee for final approval. In emergency or unusual situations, the shift supervisor may approve the request. If the shift supervisor denies the request, a written explanation will be sent to the requesting officer and a copy will be forwarded to the Chief of Police. If the request is approved, a copy will be sent back to the requesting officer prior to the ride date.

- Riders may only participate **once every 180 days**.

- Riders will be instructed prior to riding that their activities will be **strictly limited to observation**.

- The administrative assistant to the Chief of Police **shall maintain a file** of ride along requests and waivers.

- In the **event a pursuit ensues** while a civilian is riding, the officer shall take the following action.

- Pursuit will **only be initiated in compliance** with guidelines in General Order 41.2.2.

- If at all possible, the pursuit will be **turned over to another unit**.

Citizen's/Youth Police Academy

The division's Community Education Unit is tasked with organizing and presenting, with the assistance of other members of the division, a **citizen's or youth police academy program**. This program has been developed to help increase the sense of partnership with our community's population and to foster a better understanding of the role of law enforcement.

- Members of the community who desire to **enroll in the youth or citizen's police academies** can do so on-line, or in person at the Division of Police headquarters.

SAMPLE POLICY
This may not represent the agency's current procedure.

The Dublin Division of Police Bike Rodeo

Members of the Division of Police trained as bicycle officers are tasked with organizing and presenting the annual **Dublin Police Bike Rodeo**. This event is designed to promote bicycle safety for the youth community.

- Members of the bicycle unit provide most of the **logistical support and staffing** for this event with some assistance from Communications, Patrol and the Community Education Unit.

F. The Division's Bureau Commanders, with the input of the Community Relations Coordinator will be responsible for developing strategies, if necessary, that involve the community to help achieve Division goals and/or objectives.

45.2.2 COMMUNITY RELATIONS REPORTS

The Community Relations Coordinator will prepare a **quarterly report** to the Chief of Police that includes, at a minimum:

A. A description of **current concerns** voiced by the community. These concerns can be obtained from input from neighborhood groups or civic associations or from citizen complaints or comments.

B. A description of **potential problems** that have a bearing on law enforcement activities within the community.

C. A statement of **recommended actions** that address previously identified concerns and problems. Recommended actions should be consistent with the agency's goals and objectives, mission statement and core values while attempting to correct the perceived problem.

D. A **statement of progress** made toward addressing previously identified concerns and problems.

E. The effectiveness of community relations programs will be **evaluated and documented once every three years** by the Services Bureau Commander or his/her designee.

- Any evaluation done on community relations programs will include **recommendations for changes or modifications** to current programs, if appropriate.

45.2.3 COMMUNITY RELATIONS INFORMATION

Information will be **forwarded to the Community Relations Coordinator** through reports of community meetings and civic associations, neighborhood watch groups, responses from questionnaires and surveys (including the random call survey study), and feedback from speaker/activity request forms.

- The activities indicated in General Order 45.2.1 are **coordinated and evaluated** by the Community Relations Coordinator to ensure the report submitted to the Chief of Police includes relevant and timely information.

45.2.4 CITIZEN SURVEY

This agency and the City will **conduct surveys of its citizens**. At least every three years, the City, in conjunction with the Division of Police, will conduct a community-wide survey to gauge citizen's attitudes and feelings concerning City services. In addition, this agency will conduct a survey of citizens who have come in contact with a division member through a call for service or through arrest, citation or a traffic stop. In these surveys this agency will seek to measure the following:

- A. The **overall performance** of the agency.
- B. The **overall competence** and professionalism of its employees.
- C. Citizen's perceptions of officer's and other employee's **attitudes and behaviors**.
- D. The community's **concerns about safety and security** within the City of Dublin.
- E. Any **recommendations and/or suggestions** by citizens for improvements to the level of service provided by this agency.

The Division of Police **encourages the public to provide input** through community meetings, and through other events to discuss concerns about safety and security, employee demeanor, policy and procedure, and other recommendations or suggestions for improvements to the quality of service provided by this agency.

45.2.5 SURVEY SUMMARY

For each community survey completed by this agency in compliance with G.O. 45.2.4 the results will be compiled by the Community Relations Coordinator and forwarded to the Services Bureau Commander. He/she will then forward a summary of these results to the Chief of Police.

CROSS REFERENCE TO STANDARDS AND POLICIES:

CROSS REFERENCE TO FORMS: Speaker Request Form, Civic Association Meeting Information Form, Neighborhood Watch Quarterly Newsletter

SAMPLE POLICY
This may not represent this agency's current procedure.