

GENERAL ORDER 45.1.1

Crime Prevention/ Community Outreach

GENERAL ORDER CROSS-REFERENCE: 16.5.2, 41.4.14, 45.2.1, 45.2.2

SUMMARY

Defines the purpose and structure of the Community Services Unit and provides an overview of community services, crime prevention programs, and problem solving resources available to the citizens of Springfield.

DISCUSSION

Crime prevention is as an integral component of the police mission. Community involvement is essential to effectively address crime. The Department is committed to the development and support of community crime prevention, including specific crime prevention and problem solving programs.

The Department offers a variety of crime prevention programs designed to enable citizens to take action that will reduce the likelihood of victimization. Crime prevention programs and presentations also provide citizens an opportunity to work with law enforcement and address issues such as personal safety, property crimes, community organizations, and other community needs that may be identified.

POLICY

I

The Administrative Sergeant shall coordinate daily operations of the Community Services Unit and other relevant activities associated with other components of the Department.

II

The Community Outreach Coordinator, under the general supervision of the Administrative Sergeant, shall be responsible for daily operations of specific crime prevention programs and community problem solving efforts.

III

All Department personnel shall be familiar with the community services and crime prevention information and programs available to citizens. The Community Services Unit shall facilitate this learning. When appropriate, citizens shall be referred to the Community Services Unit for additional information regarding programs to address their needs.

IV

The community services staff may be supported by citizen volunteers. Volunteers shall complete an application and undergo a background check. Potential volunteers will be interviewed to determine if they possess the skills required for a particular position. Volunteers shall be supervised by one staff person. Every effort shall be made to provide placement in a position that meets the Department's needs and volunteer's expectations. Orientation will be provided for new volunteers; additional training will be provided as needs dictate.

V

The Department strives to promote crime prevention programs for all citizens and proprietors in areas targeted for such activity. Techniques to accomplish this are described in greater detail below.

The Lock Out Crime (LOC) Project is staffed by trained volunteers who conduct home security inspections and assist residents in implementing the suggested security strategies. The Project offers free or discounted home security hardware based on ability to pay.

Home security inspections (HSI) are an integral component of the LOC Project. HSI's are offered to all burglary victims by letter and to other citizens upon request. When conducting HSI's, technicians will provide recommendations for security improvement that the homeowner may choose to implement. Technicians must consider fire safety with every recommendation. Business security inspection (BSI) may be available upon request.

The Citizens' Police Academy is a 10 week program coordinated by the Community Services Unit which introduces citizens to the operations of the Police Department.

Operation identification window decals shall be issued without positive proof that valuables have been engraved.

VI

To accomplish the Department's established goals the Community Outreach Coordinator shall maintain liaison with interested community groups, schools, civic organizations and other agencies.

The Community Outreach Coordinator may maintain involvement with state and local crime prevention organizations. Time commitments to these organizations require prior approval by the Administrative Sergeant.

Through liaison with the school administration and School Resource Officer, the Community Outreach Coordinator shall provide assistance in curriculum development, scheduling and education of children in crime prevention practices and techniques.

VII

Program maintenance efforts for established programs (Neighborhood Watch, SCPAAA, LOC include newsletters, monthly contact with key individuals, and ongoing information sharing. Information regarding crime or incidents of interest to program members shall be given in a timely manner.

VIII

The Office of the Chief is responsible for administration of the Neighborhood Watch Program as described in General Order 45.2.1.

IX

Speaking engagements and tours are a primary function of the Community Services Unit.

X

Monthly statistics reflecting the activity of crime prevention programs shall be reported to the Administrative Sergeant and Chief of Police.

XI

As part of the annual budget process, staff shall conduct an evaluation of crime prevention programs, utilizing information provided by the Community Services Unit . During this evaluation crime prevention staff will establish priority and goals for the coming year

Richard L. Lewis
Chief of Police