

FLORENCE POLICE DEPARTMENT GENERAL ORDER

Subject: <p style="text-align: center;">CRIME PREVENTION</p>	Procedure: <p style="text-align: center;">General Order 23.1.1 CALEA 45.1</p>	Total Pages: <p style="text-align: center;">6</p>
Authorizing Signature: Original with Authorizing Signature on File	Effective: 01/01/2011 <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinds	

I. POLICY

It is the policy of the Florence Police Department to improve the quality of life within the City of Florence by proactively engaging in crime prevention efforts that inform and educate our citizens.

II. PURPOSE

This written order establishes guidelines for the implementation and perpetuation of community crime prevention initiatives.

III. SCOPE

This written order is applicable to all personnel.

IV. GENERAL PROCEDURES

A. OVERVIEW

1. Crime prevention is a primary function of this Department and aims in creating in the minds of Florence residents and business persons an awareness of the roles they can individually and collectively play in the reduction and/or prevention of crime, then encouraging individual, group, school, neighborhood, and community adoption of programs and activities to reduce or prevent crime.
2. The Community Policing Division is responsible for the effective implementation of the Department's crime prevention programs. These officers are responsible for planning and coordinating crime prevention activities. They serve as crime prevention liaison officers with the business community and local citizens' organizations.

B. CRIME PREVENTION PROGRAM PRIORITIES

1. The majority of crime in the City of Florence involves property crimes. A significant portion of this crime involves unsecured property, inadequately identified property, and inadequate provisions for security. Accordingly, departmental crime prevention programs, while only part of a comprehensive law enforcement effort, will target prevention of property crime. An

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evaluation of all crime prevention programs will be made annually. This evaluation should consider all the elements of each program and decide whether the program should continue to function as is, or whether it should be modified or discontinued.

2. In targeting the prevention of property crime, several departmental programs will be emphasized:
 - a. Security surveys of residents and businesses will be conducted by sworn officers.
 - b. Development of neighborhood and business watch programs will be encouraged. Once organized, these programs should receive assistance in the maintenance of ongoing activities, programs, and in the exchange of information.
 - c. Business oriented programs may be conducted in cooperation with local business organizations, or individual businesses. These programs will focus on reducing incidents of crime within the business, such as a focus on shoplifting, forged or bad checks, inventory control, and/or employee screening, etc.
 - d. Public educational programs such as talks, appearances, visits, tours, public service announcements, etc., will focus on specific crime problems and their reduction or elimination.
3. Current crime prevention initiatives should reflect a current analysis of crime data by type and geographical location. The programs will specifically target particular crimes that are occurring in particular areas of the City.
4. The police department will assist in organizing crime prevention groups in residential areas targeted for such activity, as well upon request.
5. Officers should notify the Community Policing Division when any citizen, citizen organization, or business makes a request for crime prevention information or services.
6. The Community Policing Division Commander will keep the Chief of Police updated on crime prevention activity during regular staff meetings.

C. SECURITY SURVEYS

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1. Usually, advance appointments will be set up for security surveys. Personnel receiving requests for a security survey will submit the name, address, and telephone number of the person requesting the survey to the Community Policing Division, at the end of his tour of duty.
2. While conducting the security survey, the officer has an excellent opportunity to provide information concerning other crime prevention activities, i.e., property marking, Neighborhood Watch, etc. At the same time, the officer has an opportunity to learn about the citizen and problems in the neighborhood. Information received, which may be of value in improving police responsiveness, should be passed along to patrol supervisors or to CID for follow up when necessary.
3. Recommendations for security improvements should be general in nature and should not include a specific brand or a particular place of business as a provider of services.

D. NEIGHBORHOOD WATCH PROGRAMS

1. Neighborhood Watch consists of relatively informal groupings of business and/or residences, and their occupants banding together to look out for each other and to report problems and suspicious activity to the police in their geographical areas.
2. Any request for assistance in forming such a group should be referred to the Community Policing Division, who will encourage the effort by providing information, speakers, etc. All patrol officers should encourage the growth of such groupings. The Department will assist in providing program services and materials.
3. Once a Neighborhood Watch group has been established, the officer establishing the group will conduct periodic follow-ups with the group to help maintain interest and enthusiasm. This liaison duty will be conducted as needed with Watch leadership, sharing of relevant information, coordination of program assistance and encouraging growth of the area membership.

E. EDUCATIONAL PROGRAMS

1. A variety of crime prevention and community relations educational programs are offered by the Police Department to community groups, organizations, businesses, etc. Included are programs on specific crime prevention problems such as personal security, home security, burglary prevention, robbery, checks, shoplifting, etc. Programs can be conducted at the department or anywhere in the community, for all age groups and interests. Programs can include audio-visual materials, handouts, etc.

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2. Requests for educational programs should be directed to the Community Policing Division, who will coordinate the details and assign responsibility for the activity.

F. CITIZENS POLICE ACADEMY

1. The Department hosts a Citizens Police Academy. The program is designed to give Citizens an overview of the daily operations of the Police Department. The CPA is coordinated by a sworn member of the department, designated by the Chief of Police.
2. The Coordinator is responsible for selecting instructors and courses for presentation at the CPA.
3. Police officers and employees who serve as Instructors at the Citizens Police Academy must exemplify the highest personal and professional standards as they are the individuals who serve as role models for the Citizens attending the CPA.
4. DUTIES OF COORDINATOR:
 - a. Supervises activities of citizens attending CPA functions and classes.
 - b. Schedules instructors, dates and times, range dates.
 - c. Receives applications for attendance, conducts background checks for participants, and coordinates all necessary communications with attendees.

G. FALSE ALARM REDUCTION

1. The Community Police Officers coordinate all false alarm reduction efforts based on notifications of officers and/or based upon their research of CAD call data.
2. By reducing false alarms, Community Police Officers improve the efficiency of patrol officers, eliminating needless responses to false alarms, whereby keeping patrol officers available for other proactive patrol duties.

H. PUBLIC SAFETY ANNOUNCEMENTS

1. The Community Policing Division will coordinate between the department and media/advertising entities for the distribution of public safety announcements.
2. These PSA's should be geared towards crime problems and or public safety tips. The PSA's should be targeted towards particular crimes or problems, seasonal crimes or problems, and/or general crime prevention or safety tips.

V. ROLE OF COMMUNITY POLICE OFFICER

A. The Community Police Officer's responsibilities in the crime prevention efforts include:

1. The development and maintenance of informational programs for presentation to the public. These programs should be focused on community awareness of crime problems and partnerships to form a basis for dealing with these problems.
2. The Community Police Officer should make appearances, presentations, and contacts concerning crime prevention issues based on current needs, trends, and problems; and at the request of the community or as assigned.

B. **COMMUNITY LIAISON FUNCTION**

1. Community Police Officers act as liaison between the police department and community organizations and community groups where needed;
2. Assist in the development of community involvement policies for the agency;
3. Work with media/advertising entities to publicize police department goals and objectives, raise awareness for crime trends and community problems, and police/community successes. (i.e., annual reports)
4. Conveying information from citizens and citizen organizations to the appropriate division of the police department;
5. Engaging and participating in programs that improve police/community interaction; and
6. Assist in the development and implementation of problem oriented and/or community policing strategies for the department.

VI. QUARTERLY PROGRESS REPORTS

A. Once a quarter, the Commander of the Community Policing Division, or his designee, will submit a report to the Chief of Police covering:

1. A description of current concerns voiced by the community;
2. A description of potential problems that may have, or are having a bearing on police activity within the City;
3. A statement of recommended actions that address these concerns or problems;
4. A statement of progress made toward addressing these concerns or problems.

B. **DEPARTMENT-WIDE INVOLVEMENT**

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1. All members of the department should forward information received from the community to the Community Policing Division regarding concerns expressed by community members.
2. Division Commanders should ensure that employees are forwarding quality of life complaints, problems, and issues to the Community Policing Division.
3. Email is the preferred method of transmitting this information.
4. Information received from other members of the department should be a part of the progress report mentioned above.

VII. PROGRAM EVALUATION

- A. A documented evaluation of the crime prevention programs within the Community Policing Division will be conducted at least once every three years. A copy of this evaluation will be presented to the Chief of Police during a staff meeting. The evaluation should include the following:
 1. An evaluation of the types of crimes presenting the greatest problem;
 2. An evaluation of where the problems are most severe; and
 3. An evaluation of the crime prevention efforts that have addressed these issues.

VIII. CITIZEN SURVEYS

- A. The Police Department will coordinate the administration of a Citizen Survey at least every three years. The survey should assess the community's view of:
 1. Overall agency performance;
 2. Overall competence of agency employees;
 3. Citizen's perception of officer's attitudes and behavior;
 4. Community concern over safety and security within the agency's service area; and
 5. Citizen's recommendations and suggestions for improvement.
- B. This survey may be administered electronically by using the website, in person, by phone, or by mail.
- C. A written summary of the survey results will be compiled and provided to the Chief of Police.