



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **CRIME PREVENTION**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The Cottage City Police Department is committed to the principle of crime prevention as a primary function of the Department and as a fundamental responsibility of every individual employee. To be effective, crime prevention must present a pro-active, integrated, and coordinated response by every member of the Department to both the realities of crime and citizens' perceptions and misconceptions about crime. The goals of the crime prevention efforts by the Department are to educate citizens and merchants to become more conscious of crime prevention/crime reduction techniques and activities they may engage in individually, in groups, or in concert with the Department. The Department seeks to increase the community's understanding of our activities as police officers, to increase the community's confidence in the Department, and to encourage a more active and broader participation by the community in our shared goals of crime prevention and effective, professional law enforcement.

The Department is committed, through its crime prevention efforts, to reducing every citizen's fear and/or misconceptions of crime and preserving the quality of life with Cottage City.

This General Order further defines the philosophy of the Department and every employee regarding crime prevention and establishes the mechanics of the Department's crime prevention programs.

II. GENERAL PROCEDURE

- A. Crime prevention is the primary function of this Department and seeks to create in the minds of Cottage City residents and business persons an awareness of the roles they can individually and collectively play in the reduction and/or prevention of crime. After developing that consciousness, the Department seeks to encourage individual, group, neighborhood, and community programs and activities to achieve the common goal of a reduction or prevention of crime.
- B. All personnel have responsibilities for achieving the Department's established crime prevention program objectives.
- C. Every employee of the Department is responsible for:
 - 1. Providing basic crime prevention information to victims at crime scenes;
 - 2. Pro-actively assessing possible crime prevention measures at every call for service and with every citizen or business contact;
 - 3. Informing citizens of the crime prevention/crime reduction programs available through the Department or any other relevant source and encouraging citizen participation in those programs.
 - 4. Being cognizant of, and responding in an appropriate manner to, violations of the Cottage City Code of Ordinances that negatively impact the quality of life in the community.
- D. The initiative and abilities in crime prevention/crime reduction demonstrated by an employee of the Department may be one of the factors considered by supervisory officer(s) when the employee's performance is evaluated.

III. CRIME PREVENTION PROGRAM PRIORITIES

- A. The majority of crime within Cottage City involves property crime; therefore, the focus of the Department's crime prevention programs will be to implement program(s) targeting property crime. If future crime analysis reveals a significant change in the pattern of predominant property crime, the focus of the Department's crime prevention program(s) will be reviewed and shifted to reflect more necessary and appropriate responses to the changing crime statistics and patterns.

- B. The Department will become pro-actively involved in any activities, functions, or meetings in which the objective is crime prevention/crime reduction.
- C. While on routine neighborhood patrol, every employee of the Department is responsible for pro-actively assessing possible crime prevention measures at every call for service and with every citizen or business contact.
- D. The Department seeks to encourage and include crime prevention/crime reduction objectives and input into the development and/or revision of any applicable sections of the Cottage City Code of Ordinances, building codes, zoning codes, and fire codes and residential building permits issued by Cottage City.
- E. Every member of the Department encountering a potential problem impacting crime prevention/crime reduction in Cottage City will either work towards a solution to the problem or notify and assist the appropriate agency having the necessary resources and jurisdiction over the problem.
- F. The Department will provide the citizens of Cottage City with accurate and timely information regarding crime patterns and specific crimes that impact the public safety through any appropriate media, including broadcast media, metropolitan area print media, brochures, and the local newsletter.

IV. CRIME PREVENTION PROGRAM MECHANISMS

- A. Residential and commercial security surveys will be conducted at the request of residents and business owners by trained police officers.
- B. The formation and growth of Neighborhood Watch programs will be encouraged and assisted by every member of the Department. The Department will assist a Neighborhood Watch by encouraging, supporting, and cooperating fully with the activities, programs, and information exchange of the Neighborhood Watch and the Neighborhood Watch "Block Captains."
 - 1. In any Neighborhood Watch program in which the majority of participants in the area express a desire for the posting of Neighborhood Watch signs, the area is eligible to request the posting of such signs at the geographic boundaries of its area. The Neighborhood Watch signs are budgeted items and funding for the signs will be acquired through the normal financial mechanisms of the Cottage City budget process.

2. A member of the Department, designated by the Chief of Police, shall be responsible for maintaining regular contact, as a liaison, with an established Neighborhood Watch program to ensure the sharing of relevant information, the coordination of Neighborhood Watch programs with the Department, and the continued growth of the Neighborhood Watch membership. The liaison officer shall be responsible for providing the Chief of Police a written report on the status and activities of the Neighborhood Watch program on a semi- annual basis, or within any time frame determined by the Chief of Police.
- C. Upon request, City police officers will provide house checks for City residents when they are away from their homes for more than twenty- four (24) hours. See General Order 5-45.
 - D. The Department will encourage the use of engraving tools by residents to mark personal property for future identification and will provide such engraving tools to any resident within a reasonable period of time and without financial obligation incurred by the resident.
 - E. The Chief of Police will assign a member of the Department the responsibility of proactively responding to graffiti and "tagging" activities with the jurisdictional boundaries of the Department. The responsibilities of this officer may include, but are not limited to :
 1. Identifying and assisting in the prosecution of subjects involved in graffiti and "tagging";
 2. Interacting with subjects involved in graffiti and "tagging";
 3. Public education and awareness programs;
 4. Maintaining intelligence files on graffiti and "tagging" activities and subjects; and
 5. Establishing liaison with other public agencies that share the common goal of suppressing graffiti and "tagging" activities. The graffiti/"tagging" abatement officer will provide a written report on his/her activities to the Chief of Police at least once per year, unless more frequent written reports are requested by the Chief of Police.
 - F. The Department will actively encourage citizen participation in a Ride Along program so that a greater level of understanding and communication may be developed between the officers of the Department and the community they serve. See General Order 5-13.

- G. A "Bicycle Safety Program," which may include a "Bicycle Rodeo," will be developed and coordinated by a member of the Department designated by the Chief of Police.
- H. Officer presentations at resident homes to individuals and/or groups and tours of the Department's facilities and vehicles will be encouraged to address the community's perceptions and/or misperceptions about crime and the role of law enforcement and the police officer in the community.

V. CRIME PREVENTION OFFICER

- A. A member of the Department will be designated by the Chief of Police as responsible for the coordination and development of all the Department's crime prevention efforts. The community services/ crime prevention duties of this officer will be in addition to the regular duties of a patrol officer. The delegation of community services/crime prevention duties to this officer will not result in additional financial compensation and will not be construed as either a promotional or tenured assignment. The community services/crime prevention assignment and its duties and obligations will remain at the discretion of the Chief of Police.
- B. The duties, responsibilities, and obligations of the community services/crime prevention assignment may include, but are not limited to:
 - 1. Neighborhood Watch liaison;
 - 2. Business Watch liaison;
 - 3. Citizen education and awareness programs;
 - 4. Coordination of home and business security surveys;
 - 5. Developing, maintaining, and presenting any problems related to crime prevention, home and personal security and safety, citizen education and awareness, or any programs or presentations determined to be appropriate by the Chief of Police;
 - 6. Distributing literature to individual residents or neighborhood groups and information to the community through media sources regarding crime prevention and community safety and security;
 - 7. Personally attending, or ensuring Department representation, at community meetings on crime prevention;

8. Providing input regarding crime prevention/crime reduction into the development and/or revision of any applicable building codes, zoning codes, fire codes, and building permits;
9. Maintaining liaison with other local, state, and national public and private crime prevention programs to facilitate the exchange of information, make recommendations for improvements or change and to learn new concepts of crime prevention that may be utilized effectively by the Department; and,
10. Presenting, or ensuring the presentation, of any relevant crime prevention programs to individual citizens, citizen groups, business groups, civic organizations, schools, etc. either within the jurisdictional boundaries of the Department, or outside those jurisdictional boundaries with the prior approval of the Chief of Police.

VI. EVALUATION OF CRIME PREVENTION PROGRAMS

- A. Any officer of the Department delegated by the Chief of Police the responsibility for developing or coordinating a crime prevention program or presentation shall submit a written report to the Chief of Police, through the chain of command, detailing the location, date, time, and nature of the presentation, the number of participants, and an analysis of how the presentation was received by the audience. The evaluation shall include recommendations as to whether a program or presentation should be modified, left unchanged, or discontinued.
- B. Unless requested more frequently by the Chief of Police, in December of each year, the member of the Department delegated the responsibilities of the community service/crime prevention assignment shall submit a written report to the Chief of Police evaluating the effectiveness of all existing crime prevention programs. The written report may include recommendations for changes or improvements in existing crime prevention programs or the inclusion of new crime prevention programs and suggestions for crime prevention goals and objectives for the succeeding calendar year.