

PALM BEACH GARDENS POLICE DEPARTMENT		
CRIME PREVENTION FUNCTION		
POLICY AND PROCEDURE 4.2.6.2		
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CONTENTS

- 1. Crime Prevention Program and Responsibilities**
- 2. Procedure**
- 3. Crime Prevention Functions**
- 4. Crime Prevention Unit**
- 5. Crime Prevention Activities**

PURPOSE: To establish guidelines for the functions of the crime prevention section.

SCOPE: All police officers/members

REVIEW RESPONSIBILITY: Patrol Operations Bureau Major

POLICY: This department is committed to the development and perpetuation of community crime prevention programs. The department and its members shall assist in organizing crime prevention groups in residential and business areas targeted for such crime prevention activities and maintain liaison with these and other interested community groups.

1. CRIME PREVENTION PROGRAM & RESPONSIBILITIES

- a. The crime prevention function and activities are hereby established under the control of the Community Involvement Unit (CIU) and shall involve all officers/members of this department.
- b. The crime prevention program's purpose is to provide for the safety and security of the public, their businesses, households and possessions by concentrating on activities appropriate for the prevention of crime in their homes; at businesses, and on the street. Those activities will include, but will not be .limited to the following:
 - i. Citizen awareness.
 - ii. Inspections of premises and recommendations concerning physical security.
 - iii. Dissemination of information concerning crime prevention techniques.
 - iv. Active solicitation of persons/groups interested in crime prevention
 - v. Coordination of activities of people/groups involved in the program.
 - vi. Coordination with crime analyst to provide crime trends and statistics for dissemination to divisions, to the public and to establish any impact upon crime prevention programs.
- c. Crime prevention activities/programs shall be aimed at a concerted effort to reduce the incidence of crime in the city and shall depend largely on public cooperation.
- d. The program assumes a universal approach to crime prevention and will utilize the services of CIU officers as crime prevention officers specifically selected, assigned, and trained for such duty.
- e. Officers assigned to CIU will have the primary responsibility for execution of all crime prevention activities. The planning for and coordination of crime prevention activities shall be the responsibility of the CIU Sergeant.

2. PROCEDURE

- a. Relationship between crime prevention officers and other units.
 - i. Crime prevention officers will maintain constant liaison with other units to ensure that pertinent information is properly shared and disseminated. Such information shall be routinely coordinated through the office of the Chief of Police or designee and the Operations Major.
 - 1. The CIU Sergeant or designee will attend the investigations and patrol briefing from time to time to receive and share information relative to crime and community concerns.
 - 2. Upon receipt of criminal information and/or information of a law enforcement concern or whatever nature, the receiving CIU officer will prepare the appropriate notification for dissemination to the affected unit.
 - 3. The Patrol Operations and Investigations Bureaus shall perform reciprocal liaison with the crime prevention unit to ensure a mutual sharing of information and concerns of the community.
 - ii. The CIU shall maintain liaison with the crime analyst for updated information on specific criminal activity and specific areas affected by same so that proactive measures can be established to combat same.
 - iii. This department, its members, and specifically those assigned to the CIU as crime prevention' officers shall be committed to correcting actions, practices and attitudes that may contribute to community tensions and complaints.
 - iv. Whenever circumstances dictate, members assigned as crime prevention officers shall notify the CIU Sergeant when a need arises for the assistance of an officer assigned to another bureau to conduct a program or presentation in the community. The CIU Sergeant or designee will notify the affected Bureau Major of the need for assistance by phone or memorandum. The notification may include:
 - 1. Explanation of need;
 - 2. Number of officers requested;
 - 3. Attire to be worn; and
 - 4. Any information concerning program, location or time.
 - v. All crime prevention activities shall be duty related and the guest officer(s) will participate during his/her regular duty hours. If circumstances dictate otherwise, arrangements shall be made by the CIU prevention officer and the officer(s) of the affected bureau.
 - vi. Specialized units subject to on-call status, (K-9, SWAT) will notify the communication center and the Sergeant of their location while on special duty with the CIU crime prevention officer.
 - vii. The CIU crime prevention officers will develop and utilize a language bank to assist in an event or presentation which requires the need of a language to be interpreted or spoken other than English at an event or presentation. Members fluent in a second or foreign language may be contacted by phone or memorandum via their Bureau Major or Sergeant for their participation. A language (or list) shall be maintained by the CIU Sergeant and in the communications center.
 - viii. Each request to assist the CIU in crime prevention programs/activities will be honored provided sufficient manpower is available.

3. CRIME PREVENTION FUNCTIONS

- a. The department and specifically those officers assigned to the CIU as crime prevention practitioners shall assist in the organizing of crime prevention groups and/or neighborhood associations.
- b. The function of the CIU in crime prevention shall include, but not be limited to the following:
 - i. Prioritize by specific target and upon citizen request those crime prevention programs that are shown to have an impact on those crimes which are being experienced by community citizens. Information used to determine what programs are effective shall be based on:
 - 1. Information received by the crime prevention section;
 - 2. Citizen contact;

3. Research;
4. Other police departments; and
5. Interpretation of crime data submitted from the crime analyst.
- ii. Conduct regular meetings regarding crime prevention and pertinent information with community groups and/or neighborhood associations and provide itinerary of meetings to the CIU Sergeant.
- iii. Develop and maintain liaison with interested community groups and conduct security surveys.
- iv. Prepare a quarterly report reflecting the number of presentations, persons attending, and all crime prevention activities. This report shall include the status on all programs provided by CIU and be forwarded to the Chief of Police.
- v. To utilize citizens ride-along-program to increase public awareness and interest in crime prevention.
- vi. Conduct crime prevention seminars, lectures and other activities assigned by the Chief of Police.
- vii. Prepare an annual report evaluating all crime prevention programs. This report may reflect what programs need to be re-evaluated based on the criminal data, citizen requests, success and failure of message, and material received from other sources which reflects a new trend or philosophy on prevention measures.
- c. Crime prevention program activities shall seek to provide input regarding land acquisition, commercial and residential development, zoning policies, buildings and fire cases.

4. CRIME PREVENTION UNIT (CPU) PREVENTION FUNCTIONS (PLANS)

- a. Through the crime prevention unit, this department aims to promote crime prevention programs for all citizens and proprietors in areas targeted for such activity.
- b. To coordinate the use of neighborhood associations and crime watch programs as crime deterrence and help groups of neighbors get together and watch out for each other, their homes and property.
- c. The CIU Sergeant ensures that the following crime prevention activities are accomplished. They include:
 - i. Targeting programs by crime type and geographic area on the basis of an analysis of local crime data
 - ii. Targeting programs to address community perceptions or misperceptions of crime.
 - iii. Evaluating the effectiveness of crime prevention programs.
 - iv. Supervise and monitor the crime prevention programs by:
 1. Attending crime prevention officer's meetings.
 2. Assisting the crime prevention section in the development and implementation of city-wide crime prevention programs.
 3. Recruiting, training and supervising volunteers through neighborhood crime watch.
 4. Arranging and directing recruit and in-service training on crime prevention.
 5. Maintaining records of crime prevention activities.
 6. Following up on all requests for crime prevention.
 7. The targeting of programs by crime type and geographic area based on an empirical analysis of local crime data; and
 8. The evaluation of all crime prevention programs is completed, at least once every three years.
 - v. Assist the CIU crime prevention officers in the development and implementation of city-wide crime prevention programs.

5. CRIME PREVENTION ACTIVITIES

- a. The CIU crime prevention officers shall maintain liaison with various civic organizations, the business community, private security agencies, statewide associations, and shall serve as the certified crime prevention practitioner(s).
- b. The crime prevention certified practitioner shall serve on the county crime prevention officers association. He/she shall brief the Chief of Police via the crime prevention unit Sergeant on technical committee

- concerns which impact public safety concerns, zoning policies, building or fire code violations and residential/commercial construction permits.
- c. The CIU crime prevention officers shall provide to those concerned citizens, programs that meet their community concerns based on the type of crime reported within their respective community. Those programs should be prioritized based on immediate need to include:
- i. Business and home security surveys.
 - ii. Personal safety programs.
 - iii. Alarm system survey.
 - iv. Crimes against the elderly.
 - v. Fraud seminars.
 - vi. Retail theft seminars.
 - vii. Driving & alcohol seminars.
 - viii. Armed robbery prevention.
 - ix. Residential/commercial burglaries.
 - x. Sexual assault programs.
 - xi. Consequences of crime presentation.
 - xii. Auto theft seminars.
- d. The objectives for the crime prevention officers shall be to:
- i. Maintain and update existing crime watch neighborhoods.
 - ii. Establish new crime watch neighborhoods.
 - iii. Provide crime watch signs in neighborhoods which are organized as crime watch areas.
 - iv. Provide residential security surveys.
 - v. Disseminate crime prevention information.
 - vi. Hold quarterly block captain meetings.

INDEX AS:

- CRIME PREVENTION FUNCTION

RESPONSIBILITY INDEX

- CHIEF OF POLICE
- FIELD OPERATIONS DIVISION ASSISTANT CHIEF
- PATROL OPERATIONS BUREAU MAJOR
- CIU SERGEANT
- OFFICERS

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APPROVED:

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Date