

THURMONT POLICE DEPARTMENT

| | | | |
|--|--------------------------------------|---|--|
| GENERAL ORDER | <i>Date Issued: June 6, 2007</i> | <i>Effective Date: June 6, 2007</i> | <i>Order No: Chapter 30.1</i> |
| <i>Authority: Chief of Police Gregory L. Eyer</i> | | | <i>Manual Page No:</i> |
| <i>Subject: Crime Prevention & Community Relations</i> | | | <i>Replaces Page No:</i> |
| <i>CALEA Standard: 45</i> | <i>Distribution: ALL</i> | <i>Amends:</i> | <i>Number of Pages: 7</i> |
| <i>Related Documents:</i> | | | <i>Rescinds:</i> |

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

The purpose of this order is to establish the Crime Prevention Program for the Thurmont Police Department.

II. POLICY:

It is the policy of the Thurmont Police Department to establish close ties with the community and respond to its needs. The Thurmont Police Department will commit resources to developing programs for crime prevention in homes, businesses, and schools.

III. DEFINITIONS:

CPO: Crime Prevention Officer

IV. PROCEDURE:

A. Responsibility:

1. The crime prevention functions of the Thurmont Police Department shall be the responsibility of the CPO. When acting in such capacity the CPO shall report to the Deputy Chief of Police.

2. The CPO shall receive specialized training in this field, as soon as practicable following appointment to the position.
3. The designation of Crime Prevention Officer does not relieve other department members of their responsibility to maintain sound crime prevention procedures and practices.
4. Any Department member who has information regarding community concerns or problems may forward the information to the Crime Prevention Officer for action through the following procedure:
 - a. Prepare a memo or incident report describing the nature of the community problem or concern, which has come to their attention.
 - b. Forward a copy of the memo to the Crime Prevention Officer or indicate on the incident report that a copy is forwarded to the Crime Prevention Officer for review.
 - c. After addressing the concern, the Crime Prevention Officer, when necessary, will provide a status report to the agency member who initiated the memo or incident report.

B. Foreign Language Specialists:

1. The CPO shall monitor the Thurmont Police Department's access to foreign language specialists. The resources available for this purpose may include, but are not limited to the A.T.&T. language banks, Local Hospitals, and other law enforcement agencies.

C. Targeting of Programs:

1. Crime Prevention programs shall be structured to address:
 - a. Crime type based on the variation and seriousness,
 - b. Personal safety programs for pre-school and grade school children,
 - c. Loss Prevention seminars for local merchants,
 - d. Crime prevention programs for residents, and
 - e. Drug Abuse Prevention Programs.
2. Locations where crimes are occurring, or the need is present.

3. The number of crimes occurring, or the frequency of occurrence.
4. Community perceptions or misperceptions of crime.
5. Upon request the CPO shall conduct security inspections of residences and businesses in Thurmont. The CPO shall fill out a Thurmont Police Security Checklist for each security inspection and furnish each owner with a copy of the checklist. The CPO shall retain a copy of each checklist. Only members who have completed a basic Crime Prevention Practitioners School shall perform Residential and Commercial Surveys.
6. Thurmont Police Department Officers finding any crime hazard in Thurmont shall, as soon as possible, attempt to notify the owner of the property where the hazard is present.

D. Other Assistance to Community Groups:

The Thurmont Police Department shall assist various community organizations in other ways:

1. Providing crime prevention or other information brochures and other assistance, upon request;
2. Maintaining an information stand at the police department from which crime prevention related material can be obtained;
3. Making community groups and individual citizens aware of the crime prevention services officered by the Police Department. The awareness of this, and other crime prevention issues, can be accomplished through, but not limited to, the following communications mediums:
 - a. Town of Thurmont Newsletters;
 - b. Community Newspapers;
 - c. Elementary School Parent-Teacher Organizations; and
 - d. Community-Access Cable Television Stations.

E. Community Relations Will Provide:

1. Assistance in the formation of and maintaining liaison with Neighborhood Watch Groups, and other community groups in Thurmont. While the CPO should assist in the implementation of such groups, the initiative for

establishing a Neighborhood Watch Group should come from citizens themselves. Such groups should initiate contact with neighbors, in order to publicize neighborhood watch.

- a. Such groups shall be kept aware of criminal activity within their specific areas, as well as preventive measures that may reduce the risk,
 - b. Such information shall be forwarded through an identifiable person in the group that has been designated by the group and made known to the police department,
 - c. The group shall be responsible for reporting suspicious activity to the police department and forward community concerns about personal and property protection through the CPO.
 - d. Included in this category of groups shall be the members of the Town of Thurmont Public Works, Water, Engineering, and Parks and Recreation Departments.
2. Information to all department Personnel on their responsibility for achieving the agency's community relations objectives.
 3. Community Relations policies for the Thurmont Police Department.
 4. Publicize the Department's objectives, problems, and successes.
 5. Convey information transmitted from citizens' organizations to the appropriate department supervisor.
 6. Improving Police-Community relations procedures.
 7. Identify training needs through interviews with citizen representatives or those involved in internal investigations, and conferences with supervisors.
- F.** The CPO shall maintain liaison with local business and civic associations and other crime prevention groups to insure that the needs of the community are met. Examples of such groups are Fraternal Organizations, and homeowners associations.

G. Local Government Use of Crime Prevention Input:

At the request of the Town of Thurmont Zoning Commission the CPO may provide input as to crime prevention issues involving property or structures.

The CPO shall, in such instances, evaluate said property or structures as far as physical security, and environmental design as it relates to crime prevention.

H. Community Policing

1. The Thurmont Police Department has a foundation in community service with a philosophy that promotes and supports organizational strategies. The goal is to enhance the quality of life, seek solutions, reduce the fear of crime through problem solving and community-police partnerships, and foster a sense of security ion both individuals and the community.
2. The Department has an agency wide policy to involve average citizens as partners in the process of reducing and controlling the contemporary problems and improving the overall quality of life in the community.
3. The Department identifies six (6) common factors of the community policing philosophy:
 - a. Partnership
 - b. Empowerment
 - c. Problem-solving
 - d. Accountability
 - e. Service Orientation
 - f. Feedback

These factors lay the framework for all community policing efforts.

4. Community Policing reflects both a philosophical as well as a corresponding stylistic manner of how policing will be accomplished. Personnel must effectively utilize the resources available to them both inside as well as outside the Department. It is up to every member of the Department to embrace the overall philosophy and adopt a mind set of true community policing.

I. Evaluation of Programs

1. On at least a quarterly basis the Crime Prevention/Community Relations Officer will prepare a report for the Chief of Police which includes the following information:

- a. Current community concerns,
- b. Potential problems with bearings on law enforcement activities,
- c. Recommend actions that address previously identified concerns and problems,
- d. Evaluation of Crime Prevention activities presented during the last quarter.

ATTACHMENTS:

DOCUMENT DATES:

Amended Date:

Review Date:

Review Date:

Rescinds:

Order Written by: Lt. Shawn R. Tyler

Order Edited and Approved by: Chief Gregory L. Eyer

CALEA Standards included in this Order
Chapter 45 Crime Prevention & Community Relations
45.1 Crime Prevention 45.1.1, 45.1.2, 45.1.3
45.2 Community Relations 45.2.1, 45.2.2, 45.2.3