

Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date December 31, 2022		APD.SOP.7032 Crime Prevention Unit
Applicable To: All Employees		Review Due: 2026
Approval Authority: Chief Darin Schierbaum		
Signature: Signed by DS		Date Signed: 12/30/2022

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1. PURPOSE

The purpose of this directive is to establish policies and procedures for the Crime Prevention Unit (CPU).

2. POLICY

The Atlanta Police Department is committed to mobilizing community involvement to implement community crime prevention programs. The CPU shall use security inspections, surveys, and crime analysis data to develop crime reduction strategies throughout the city.

3. RESPONSIBILITIES

3.1 The Community Oriented Policing Section (COPS) Commander shall monitor the implementation of this directive. The COPS Commander is responsible for the evaluation of findings from citizen opinion surveys, conducted at least once every two (2) years, and shall submit recommendations to the Chief of Police. (CALEA 6th ed. Standard 45.2.2)

3.2 The CPU is the coordinator and provider of community crime prevention programs. The Community Liaison Unit (CLU) and Zone Patrol Officers shall serve as the liaisons for organized community groups, social organizations, business groups, civic organizations, and schools. The CPU shall assist in establishing community groups, neighborhood watch, and other programs. All employees within the department are responsible for achieving crime prevention objectives, but the primary responsibility for crime prevention programs shall rest with the CPU. (CALEA 6th ed. Standard 45.1.2a, b)

3.3 The CPU commander is responsible for the implementation of this directive, the daily supervision of unit employees, and the coordination between the CPU crime prevention programs and patrol zones. The CPU Commander reports directly to the COPS Commander.



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- 3.4 Crime Prevention Inspectors (CPI) Senior shall supervise inspectors on special projects as directed and provide written reports of the details.
- 3.5 CPIs are responsible for Neighborhood and Business Watch programs as well as crime prevention efforts within their assigned beats or zones.
- 3.6 The Tactical Crime Analysis Unit (TCAU) shall be responsible for providing statistical crime data of areas with high incidents of criminal activities to the Crime Prevention Unit (CPU).
- 3.7 Zone commanders shall actively involve CPIs in their community involvement and crime prevention efforts and shall support the work of the CPU.
- 3.8 The CPIs are responsible for promoting crime prevention measures, working with the community, and actively soliciting public involvement in identifying quality-of-life crimes.
4. ACTION
 - 4.1 The Crime Prevention Unit Commander Shall:
 1. Review, analyze, and manage the use of crime prevention programs. The programs will be used to address crime patterns and develop crime-fighting techniques. (CALEA 6th ed. Standard 45.1.1 a)
 2. Allocate crime prevention programs and resources in vulnerable areas. Document findings and prepare an evaluation report for the Chief of Police. (CALEA 6th ed. Standard 45.2.1c)
 3. Utilize current crime trends and statistics to develop crime deterrent initiatives in specified areas. (CALEA 6th ed. Standard 45.2.1b, c)
 4. Ensure information concerning crime prevention tips, activities, and programs are forwarded to Public Affairs Unit for dissemination to the public. (CALEA 6th ed. Standard 45.1.2c, d)
 5. Develop and maintain requests for crime prevention services, Neighborhood and Business Watch programs, and CPU-related activities addressing community involvement with the Atlanta Police Department. (CALEA 6th ed. Standard 45.1.1b)
 6. Monitor input from the public and APD employees to identify the crime prevention training needs of Department employees. Assist the Training Unit to provide appropriate training for CPU employees and other sworn personnel.
 7. Provide the CPIs with information on Department objectives, problems, and successes for presentation at Neighborhood Planning Units (NPU) and other public meetings.
 8. Provide a quarterly report to the Chief of Police identifying community concerns and problems. The report should include recommended actions and progress. Assist the command staff in developing community involvement policies for the department, including improving department practices in police-community interaction. (CALEA 6th ed. Standard 45.1.2e)
 - 4.2 The CPI Senior shall:



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1. Act as the liaison between the Community Services Division (CSD) and the Department of Public Works (DPW) to ensure that crime watch signs are properly erected. This requires reviewing submitted maps for accuracy and completeness and establishing a monitoring system for all neighborhood and business watch sign requests and removing signs from inactive watch areas.
2. Monitor the Neighborhood Watch program to ensure that each inspector maintains files and updates active or inactive status in accordance with this SOP. The inspector shall maintain records for all Neighborhood Watch Programs.
3. Provide National Night Out information and coordinate a National Night Out Activity Calendar for the Unit.
4. Supervise inspectors on special projects and provide written reports of the projects.

4.3

CPIs shall:
(CALEA 6th ed. Standard 45.1.2a-e)

1. Collaborate with beat officers, crime analysts, and the community to develop crime prevention initiatives. Serve as a liaison between the department and the community to establish partnerships that create a safer Atlanta.
2. Encourage resident participation in crime prevention by assisting neighborhoods and commercial establishments with organizing and maintaining active crime watch programs, coordinate and conduct crime watch meetings, and meet with residential and commercial groups to discuss problems and solutions.
3. Consult with beat officers, investigators, and TCAU to identify crime patterns and trends. Develop prevention strategies for residents and training for officers.
4. Conduct burglary follow-ups within ten (10) working days of the report and offer to perform a security survey for the victim. The follow-up and security survey is independent of an investigative follow-up.
5. CPIs shall also conduct security surveys of homes and businesses upon referral or request.
6. Conduct crime prevention activities assisted by the CPI, Senior and the CLU Commander. The activities will include personal safety workshops, community events, youth, and senior citizen presentations or programs, Neighborhood and Business Watch programs, and community education.
7. Prepare daily activity sheets, weekly and monthly reports, forms for meetings attended and projected events, project meetings, etc., Citizens Reporting Form for Crime (Form APD 335), and other Community Services Forms. Convey information and concerns from community organizations to the COPS Commander. (CALEA 6th ed. Standard 45.2.1 a, d)
8. Maintain permanent files on Neighborhood Watch and Business Watch programs, senior citizen data sheets, special events, National Night Out, Crime Prevention Month, and crime prevention literature for reference and follow-up.
9. All files, including Neighborhood Watch and Business Watch groups and senior citizen data sheets shall be organized by beat, in alphabetical order and secured by the CPI.



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10. Attend NPU meetings to address issues concerning crime.
 11. Assist zone commanders with the Citizen Advisory Councils (See APD.SOP.4030 "Citizen Advisory Councils").
- 4.4 Neighborhood Watch Program
(CALEA 6th ed. Standard 45.1.2)
- 4.4.1 The purpose of the Neighborhood Watch Program is to organize and assist residential crime prevention groups.
 - 4.4.2 The CPI Senior shall offer assistance in meetings and training of Neighborhood Watch groups.
 - 4.4.3 CPIs are responsible for Neighborhood Watch Programs and crime prevention efforts within their assigned beats or zones to ensure they remain viable.
 - 4.4.4 CPIs shall encourage citizen participation and assist residential groups with organizing and maintaining active Neighborhood Watch Programs.
 - 4.4.5 When establishing a new Neighborhood Watch Program or re-establishing a non-active program, the CPI shall direct the community residents to prepare and distribute announcements soliciting attendance and participation in Watch meetings. When possible, the CPI will assist block captains or neighborhood liaisons with organizing the Neighborhood Watch program.
 - 4.4.6 When possible, CPIs shall attend Neighborhood Watch meetings. Additionally, beat officers should be encouraged and given the time to attend meetings.
 - 4.4.7 CPIs shall educate residents on protecting neighborhoods and accurately reporting suspicious persons, crimes, problems, and nuisances to police and the appropriate city departments.
 - 4.4.8 The block captain or neighborhood liaison should maintain a listing of the Neighborhood Watch program members, including names, phone numbers and addresses.
 - 4.4.9 CPIs shall make the following information available to citizens:
 1. Crime statistics
 2. Advice on various locking devices for windows and doors, and other security measures
 3. Personal safety information for children, women, and the elderly
 4. How to obtain a free Crime Prevention Through Environmental Design (CPTED) report
 5. How to access other City services (sanitation, building inspectors, etc.)
 6. How to access detailed crime information for their neighborhood
 - 4.4.10 CPIs shall maintain separate files for each Neighborhood Watch group, with each file containing separate folders for crime reports, surveys, correspondence, and information on special events, meetings, maps, and rosters.



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- 4.4.11 Neighborhood Watch groups shall conduct a minimum of three crime prevention meetings per year, maintain regular contact with the CPI through its block captain, participate in citywide training, and Crime Prevention Month to remain active and maintain the Neighborhood Watch signs. The CPI may recommend additional neighborhood participation criteria with the approval of the Crime Prevention Unit Commander.
- 4.5 Business Watch Program
(CALEA 6th ed. Standard 45.1.2)
- 4.5.1 The purpose of the Business Watch Program is to organize and assist crime prevention groups in commercial areas.
- 4.5.2 The CPI, Senior shall assist in meetings and training of Business Watch groups.
- 4.5.3 CPIs are responsible for Business Watch Programs and crime prevention efforts within their assigned beats or zones.
- 4.5.4 CPIs shall provide services and crime prevention education programs that address physical security and the control of environmental conditions. Business burglaries shall receive the highest priority for crime prevention efforts. CPIs shall:
1. Establish Business Watch programs in commercial areas where criminal activity has increased.
 2. Organize meetings of business owners and managers interested in starting a Business Watch program
 3. Monitor Business Watch programs to ensure they remain viable.
 4. Conduct personal safety programs for employees of businesses, civic, social, and professional groups
 5. Conduct CPTED of businesses which have reported a burglary or when requested by the businesses.
- 4.6 Youth Program
- 4.6.1 The purpose of the Youth Program is to develop and implement initiatives to address safety issues involving youth.
- 4.6.2 The Crime Prevention Unit shall:
1. Work closely with the Police Athletic League and other units in coordinating juvenile and youth programs.
 2. Provide speakers for schools, social and civic groups, and churches to discuss crime prevention topics.
- 4.7 Program Evaluation
- 4.7.1 The COPS Commander shall monitor, modify, or replace community crime prevention programs to ensure that the needs of the community are met. The COPS Commander shall prepare a



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quarterly report identifying the department's collaborative community crime prevention efforts. The report will be submitted to the Chief of Police, Division Commander, Zone Commanders, and the Planning, Research, and Accreditation Unit. The report will include: (CALEA 6th ed. Standard 45.2.1a-e)

1. A description of current community concerns with input from Zone Commanders and other APD employees.
2. A description of potential problems that challenge enforcement activities within the community, including current crime problems cited by Field Operations Division (FOD) and Criminal Investigations Division (CID) Commanders.
3. Recommendations that address previously identified concerns and problems.
4. Progress report on previously identified concerns or problems.

4.7.2 The COPS Commander shall conduct a documented evaluation of the effectiveness of APD crime prevention programs at least once every two (2) years. The report shall include recommendations for improving the Department's crime prevention effort. The COPS Commander will distribute copies of the report to the Chief of Police and the Planning, Research and Accreditation Unit (PRAU). (CALEA 6th ed. Standard 45.1.1c)

4.7.3 The COPS Commander shall ensure that a community survey of city residents is conducted at least once every two years. The survey will rate the residents' experiences and interactions in the following areas: (CALEA 6th ed. Standard 45.2.2a-e)

1. The Department's overall performance
2. Department Employees' overall competency
3. Resident perception of officers' attitudes and behavior
4. Public concern regarding safety and security within the city
5. Resident concern over safety and security within their home and neighborhood
6. Resident recommendations and suggestions for improvements in the services delivered by the Department

4.7.4 The COPS Commander shall compile the results of the survey and provide a written summary to the Chief of Police. A copy of this summary shall be provided to Division Commanders, Zone Commanders, and the Planning, Research, and Accreditation Unit. (CALEA 6th ed. Standard 45.2.2f)

5. DEFINITIONS

5.1 Business Watch: An organization of businesses in a geographic area developed for cooperative crime control measures.

5.2 Citizen Advisory Councils: A mechanism for citizen involvement in the management of their municipal resources.



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- 5.3 Crime Prevention through Environmental Design (CPTED): A multi-disciplinary approach to deterring criminal behavior by designing a physical environment that positively influences human behavior.
- 5.4 Neighborhood Planning Unit (NPU): Citizen advisory councils that make recommendations to the Mayor and City Council on zoning, land use, and other planning-related matters. The City of Atlanta is divided into twenty-five Neighborhood Planning Units (NPUs).
- 5.5 Neighborhood Watch: An organization of neighbors devoted to crime and vandalism prevention within a neighborhood.
- 5.6 Security Surveys/Inspections: A critical on-site analysis of a residence or business to identify security deficiencies and to make recommendations for improvement.
6. CANCELLATIONS

APD.SOP.7032 "Crime Prevention Unit"; effective November 15, 2018.
7. REFERENCES

APD.SOP.4030 "Citizen's Advisory Council"

Commission on Accreditation for Law Enforcement Agencies (CALEA), 6th ed. Standards; 45.1.1, 45.1.2, 45.2.1, 45.2.2
8. SIGNIFICANT CHANGES

No changes to content. Only minor changes to formatting and grammar.