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BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

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45.1 COMMUNITY ORIENTED POLICING UNIT (CALEA 45.1.2; 45.2.1; 45.2.3)

The Community Oriented Policing (COP) Unit has been established in the Charleston Police Department as a proactive unit to aid in the organization's effort for community outreach and crime prevention initiatives in the City of Charleston. The goal of the COP unit is to establish and implement community oriented policing strategies throughout the department by creating and maintaining community partnerships, problem solving and ensuring organization transformation. Organized under the Community Oriented Policing Division, the COP Lieutenant and Community Outreach Coordinator report to the Division Commander and manage the COP Unit. The COP Unit operates not only as a singular unit, but also works closely with all organizational elements within the Charleston Police Department in order to further the outreach and prevention tasks of the agency as a whole, through integrated and coordinated action.

The Department supports its COP Unit in its mission of outreach to the community and the reduction of crime through proactive measures of community education via direct presentations, use of the media, all forms of electronic communications, and any available venues of information exchange. It is also supported by other assets within the Department for analysis in helping to identify targeted areas of criminal activity. The COP Unit is also tasked with duties of Community Relations (Refer to the General Order regarding Community Relations). Under provisions of that order, the Unit also initiates and maintains the following:

1. Establishes liaison with community groups - formal and informal;
2. Information dissemination to all agency personnel from citizen groups;

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3. Developing and improving practices and policies bearing on this function;
4. Identifying training needs through interviews with citizens, consultation with citizen representatives, supervisors, and complainants in Internal Affairs matters;
5. Publicizing agency objectives, problems, and successes; and
6. Establishing community groups where needed.

### 45.2 COP UNIT STAFFING

Officers assigned to the COP Unit are responsible for permanent assignments to Community Outreach, Charleston Housing Authority and Bridgeview Village. Officers review daily crime and weekly Ops Stat reports to plan patrols and community interactions. COP team officers utilize foot and bicycle patrols in identified areas to problem solve, interact with the community to build partnerships and deter crime. COP teams plan, implement and oversee community events. They develop and expand programs to engage citizens with an emphasis on the youth of the community to include participation in summer camps, police athletic leagues, police explorers and mentor programs.

**Crime Stoppers** - The COP Unit serves as the Crime Stoppers contact and coordinator for South Carolina Coastal Counties. Crime Stoppers is an anonymous tip forum for citizens to submit a tip regarding crime. Tips are received electronically and disseminated to the proper law enforcement agency daily through an online application. Crime Stoppers coordinators review and present information to the Crime Stoppers board members, monitor tip lines, tip IDs, tip status, and rewards. Coordinators ensure recipient lists are updated and kept current. The Coordinator attends monthly and quarterly board meetings to present reports, to include the tips that lead to an arrest. The Crime Stoppers Facebook page is updated daily with posts from news articles requesting assistance from the citizens, such as the identity or whereabouts of a suspect.

**Crime Prevention**- Designated officers, located within the COP unit, will serve as Crime Prevention coordinators. Coordinators will be responsible for providing information and guidance to protect potential victims from criminal acts by anticipating the possibility of and eliminating or reducing the opportunity for it to occur. Coordinators will deliver crime prevention services to their respective communities, through a presentation or on-site security survey and provide safety recommendations. A presentation may occur at, but not limited to, the following locations: a school, neighborhood meeting, or senior citizen center. An on-site security survey may occur at a person's home, church, school, business, or apartment building. The Crime Prevention coordinators will assist in all community requests to create a Neighborhood Watch Program.

**Housing Authority/Bridgeview Village**- Officers assigned to the Charleston Housing Authority and/or Bridgeview Village, under the direction of the COP Lieutenant, will serve as liaisons to these communities and work to obtain accountable relationships with the employees, Governmental Agencies, residents, and other citizenry.

Officers provide expertise and innovative avenues to prevent criminal behavior and victimization in its communities. Officers are responsible for multiple tasks that are inclusive, but not limited to the daily routine of patrol. These tasks include the following:

1. Assessing the impact of criminal activities on housing properties. Creating viable solutions to eliminate and/or reduce the crime rate in the area, patrolling these properties and interacting with residents.

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2. Identify potential problems and/or concerns affecting the wellbeing of the community. Analyze potential problems that could contribute to criminal activity including lighting, visibility, fencing, etc. in accordance with crime prevention.
3. Perform criminal background checks on applicants for housing. Provide new resident orientation and conduct home visits. Maintain and update the "Prohibited Persons" list. Review all housing related incident reports and all housing response forms. Any issues shall be brought to the attention of the CHA Director of Security and/or Bridgeview Village Management.
4. Assists with compiling information for evictions due to criminal activity and testify in court proceedings as necessary. Attend conferences with the property managers, residents and attend housing community meetings. Assist Charleston Police Department detectives, other law enforcement agencies and other governmental agencies with ongoing investigations.
5. These personnel, if not bilingual, will have an updated list of available interpreters where language barriers may possibly prevent the COP Unit from effectively interacting with the citizens and visitors of the community.

### 45.3 QUARTERLY CRIME PREVENTION REPORT (CALEA 45.1.1 c; 45.2.2; 45.2.3)

The COP Unit will review the weekly crime statistical data from the Crime Intelligence Unit. On an as needed basis, the COP Unit Lieutenant will request statistical data for specific communities and geographical areas with criminal activity. The COP Lieutenant will be able to evaluate current prevention programs, and make suggested changes as needed, and/or identify new prevention programs to assist the community.

Quarterly, a designated crime prevention officer will prepare and submit a report through the chain of command to the Chief of Police. This report will include descriptions of concerns expressed by community members, as well as problems in the community that may have a bearing on law enforcement activities. This report will also review earlier identified law enforcement and/or community concerns and provide a statement on the progress of previously recommended actions. This report will conclude with a statement of recommendations addressing the problems and concerns.

Any member of the police department obtaining information regarding crime trends or any community concern requiring action by the COP Unit will report such concerns to the COP Lieutenant, Community Outreach Coordinator, or his/her designee. These reports may be made in person, by memorandum, or sent electronically.

In addition, the COP Lieutenant will conduct a documented evaluation of the Department's entire crime prevention program, agency response, and community efforts in the End of Year report.

### 45.4 NEIGHBORHOOD WATCH PROGRAMS (CALEA 45.2.1)

The COP Unit will contact citizens in problem areas for the purpose of educating the citizens to recent crime problems and prevention methods and to establish Neighborhood Watch Programs. The officer will be available for consultation about Neighborhood Watch Programs to those citizens actively seeking this type of service.

The COP Unit will periodically contact the heads of neighborhood associations and Neighborhood Watch Groups to update data about the area and point out the trouble spots in that area. The officer will solicit information and ideas from the groups since these groups contain a cross section of many professions. This would allow the COP Unit to assist in strengthening preventive measures with maximum citizen involvement.

### 45.5 INFORMATION EXCHANGE WITH CITY AGENCIES (CALEA 45.1.3)

The COP Unit will contact key personnel within the engineering, zoning, and planning offices of the City to inform them of the

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COP Unit's role in helping to establish safer communities through the practice of outreach and crime prevention.

### 45.6 CRIME PREVENTION PROGRAMS (CALEA 45.1.1 a, b; 45.2.1)

The Charleston Police Department sponsors certain crime prevention programs for all citizens and proprietors in the City of Charleston. Of the many various programs utilized, two beneficial programs employed by the Department are the Neighborhood Crime Watch Program and the McGruff Program. The COP Unit will also perform security surveys and other services as needed.

### 45.7 CITIZEN SATISFACTION AND SAFETY SURVEY (CALEA 45.2.4; 45.2.5)

The Charleston Police Department will continuously maintain an electronic copy of the Agency's Citizen Satisfaction and Safety Survey available to the general public through the internet, or other avenue if deemed more effective. The survey's maintenance, updates, and tabulation is the responsibility of the COP Unit.

At a minimum, the survey will contain the following polling information for completion by the general public and review by this Department:

1. Citizens' perception and opinion of Officer's performance and behavior
2. Overall proficiency of Department staff;
3. Overall Department performance;
4. Community concern over safety and security within the Department's jurisdiction; and
5. Citizens' proposals and suggestions for improvements.

Annually, the COP Unit will collect and submit the results and produce a comprehensive report and analysis to the Chief of Police. The results of the surveys will be reported to the Chief of Police for consideration and action, which may include:

1. The implementation of new or modification of departmental programs ;
2. The adaptation or modification of Department Training ;
3. Crime prevention;
4. Increasing Public Awareness as to the public's perception of the Departments performance; and
5. Redistribution of agency resources.