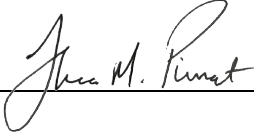


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 117	Section: ADMINISTRATION	Effective Date: MAY 2018
Title: CRIME PREVENTION AND COMMUNITY RELATIONS		
Accreditation Standards: ADM.20.01, ADM.20.03, ADM.21.01, ADM.21.02		
Review Date: JANUARY 2024	Total Pages: 3	Chief of Police: 

I. CRIME PREVENTION FUNCTION

- A. The Department is committed to the development, implementation, and perpetuation of comprehensive proactive crime prevention programs. These programs will strive to anticipate, recognize, and appraise current crime risks. Once defined, action will be initiated to remove or reduce those risks. Crime prevention is a primary function for all officers. Each officer has an individual responsibility for achieving the goals of crime prevention and community relations programs. Through constant, continuous communication, officers assigned to community policing sectors will discuss concerns in their areas of assignment, proactive efforts, and methods of preventing crime with their supervisors within the framework of the Department's Crime and Traffic Accountability Program. Preventing crime demands an integrated and comprehensive effort from all employees in partnership with the community. All supervisors, officers, and civilian employees are responsible for assisting in the achievement of the crime prevention goals of the Department.
- B. The Crime and Traffic Accountability Program is the conduit through which activities of the Department's crime prevention function are coordinated and implemented. The assigned community policing sector officer(s) will analyze local crime by timing, type, and geographic area. With this analysis, crime prevention initiatives will be developed and implemented to serve the community's most pressing needs. The community policing sector officer(s) will constantly strive to serve the community's needs and on a monthly basis, the officer's initiatives and responses will be coordinated and evaluated by supervisory and command officers to address the crime prevention and public safety needs of the community.

II. COMMUNITY LIAISONS

- A. The community policing sector officers will maintain an active interest and participation in all interested civic, business, educational, and social groups within their assigned areas. Through the Crime and Traffic Accountability Program and community policing officers, the Department offers guidance and assistance to any interested party in the prevention of crime.
- B. The community policing officers will attend and/or plan, organize, and implement community meetings in residential and commercial areas throughout their community policing sectors. These meetings will facilitate open communication and rapport building, and should address safety and security needs in the home or business, and the neighborhood.
- C. In addition to community meetings, the Department offers programs on security for homes or businesses, providing programs to prevent substance abuse in schools and the community, gang resistance, and offering programs to educate members of the community on local problems and solutions. Officers will target areas that would benefit from these programs and will also be available to all public and private groups, or any citizens who request these services.

III. NEW CONSTRUCTION SECURITY

- A. Officers trained and certified as Crime Prevention Specialists or trained in Crime Prevention through Environmental Design will provide security recommendations upon request to any interested citizen or businessperson who is building or remodeling a structure in the Town of Leesburg. These officers will

work cooperatively with the Planning and Zoning Department to provide assistance in implementing crime prevention input into the development or revision of zoning codes, building codes, or building permits.

- B. The Leesburg Police will constantly strive to increase the community's understanding of police activities, increase citizen confidence in the Department, and encourage a broad participation throughout the Town in the law enforcement effort. The community policing officers will serve as liaison between the Leesburg Police and the business community, local citizen organizations, civic associations, private security organizations, and regional or statewide organizations within their assigned sectors.

IV. COMMUNITY RELATIONS FUNCTION

- A. The community policing officer(s) will establish direct contact with the community in order to gain support for law enforcement activities. Programs conducted by the officer(s) will include but not be limited to:
 - 1. Facilitating security surveys for homes and business;
 - 2. Community group development and maintenance;
 - 3. Educational programs for all ages to be conducted at schools, businesses, community gatherings, or at the police facility.
- B. The community policing officer(s) shall constantly strive to establish crime watch groups in the business and residential areas of the Town where groups do not exist.
- C. All contacts, official and unofficial, between a departmental employee and citizens in any grouping constitutes a vital part of the Leesburg Police crime prevention program. All employees are responsible to ensure these contacts contribute to the development of a positive image of the Department.
- D. Community Policing.
All employees of the Leesburg Police share in the responsibility of attaining good community relations. The Department has an active community policing program which involves the assignment of officers to specific sectors of the Town. Officers assigned to these sectors are encouraged to meet with residents and business persons, and to volunteer their time and expertise in addressing concerns and problems. Officers desiring to give a presentation to any group shall outline the details of the program with the appropriate supervisor and then request approval from the Field Operations Division commander prior to making arrangements.

V. CITIZEN SURVEY

A citizen survey is available on the Police Department website. The questionnaire solicits information from citizens on topics including but not limited to:

- 1. Overall agency performance;
- 2. Overall competence of agency employees;
- 3. Officers' attitudes and behaviors toward citizens;
- 4. Citizen concern over safety and security within the community as a whole;
- 5. Citizen concern over safety and security on the street where the citizen lives;
- 6. Citizen suggestions and recommendations for improvements. The results of the survey will be provided to the community through notification to all local media organizations.

VI. RIDE-ALONG PROGRAM

The Department offers a ride-along program that allows civilians or non-members an opportunity to accompany patrol officers during their tour of duty. By participating in this program, citizens are exposed to a realistic view of a Leesburg Police patrol officer's job. To provide a uniform, safe, and responsible ride-along program, the following procedures have been established:

- A. Eligibility – The Ride-Along Program is open to all persons eighteen years of age or older.
- B. Procedures - No person shall participate in the Ride-Along Program without completing the following procedure and receiving approval:

1. Application.
 - a. An application for Ride-Along Program, LPD Form #337, shall be completed along with a Ride-Along Waiver and Release of Claim, LPD Form #338. Both forms shall be submitted to the Records Unit at least 10 days prior to the requested ride-along. The time period may be waived at the discretion of the Field Operations Division commander.
 - b. Upon submission of the ride-along application and waiver forms, the Records Unit shall forward the paperwork to the Field Operations Division Commander or designee.
 - c. Applicants will be interviewed by the Field Operations Division commander or designee. The Field Operations Division Commander or designee will review the application and related information to include a criminal history record check, NCR LinX check, license check, and warrant check. Any person convicted of any felony or any misdemeanor involving theft or violence will be denied participation in the program.
 - d. Final approval or denial of the application will be at the discretion of the Field Operations Division Commander or designee.
 - e. Exceptions to the criteria specified in this directive may be granted by the Chief of Police or Deputy Chief of Police.
2. Conduct /Responsibilities.
 - a. Supervisors are to ensure that any individual participating in a ride-along is advised of, and in compliance with the instructions on LPD Form #337. This shall be accomplished prior to participation in the program.
 - b. The officer assigned the ride-along participant is responsible for their safety and conduct. The officer shall review the Ride-Along Orientation Check-Off Sheet, LPD Form 338-A, with the participant prior to the start of the Ride-Along. The participant and the Officer shall sign the Check-Off Sheet indicating they understand and will comply.
 - c. Any misconduct on the part of the participant shall be reported to a supervisor immediately. The supervisor or responsible officer may terminate the participant's privilege to ride along at any time.
 - d. Participants are not permitted to be involved in any police action, for example, searches, arrests or interrogations, unless specifically requested for assistance in accordance with the Code of Virginia, Section 18.2-463 which states:
"Refusal to aid officer in execution of their office. If any person on being required by an officer refuses or neglects to assist them:
 - (1) In the execution of their office in a criminal case;
 - (2) In the preservation of the peace;
 - (3) In the apprehending or securing of any person for the breach of peace; or
 - (4) In any case of escape or rescue, they shall be guilty of a Class 2 misdemeanor".
 - e. Participants shall not be permitted to remain with prisoners in the absence of officers.
 - f. All participants will be issued departmental identification badges by the police supervisor. These badges will be worn in a visible location on an outer garment above the waist during the ride-along. Participants will identify themselves, when asked to do so during the program, as a citizen observer or ride-along. Departmental personnel need not wear the identification if they are in uniform.
 - g. At the termination of the ride-along the officer shall file an Incident Report. The report will be classified as "Ride-Along". The Incident Report, LPD Form #337, LPD Form #338, and LPD Form #338-A, shall be forwarded to the Field Operations Division Commander or designee. The officer shall document in the Incident Report, the date and times of the ride-along and any extraordinary circumstances (i.e. pursuits, injuries sustained by the participant, participant removal, etc.), problems, or concerns raised during the ride-along.