

Pasco Police Department Policy Manual

CRIME PREVENTION AND COMMUNITY RELATIONS	Chapter No. 45
Effective Date: 04/01/2018 Revised: 010/20/2021	Reference: AO 223 Volunteers Explorer Program Manual

45.1.1 CRIME PREVENTION ACTIVITIES

The Pasco Police Department is committed to developing and initiating proactive crime prevention programs to enhance the livability and sense of community in our City. The department recognizes that as a police agency, we are partners with our citizens. Programs are designed to help citizens anticipate, recognize, and appraise crime risks and initiate actions to remove or reduce the risk.

Crime prevention must be an ongoing, multifaceted, and coordinated department effort. All supervisors, officers, and civilian employees are responsible for helping achieve the department's crime prevention goals.

The Crime Analyst will provide personnel with periodic reports of criminal activity by type and geographic area. The crime statistics will be utilized to create and evaluate crime prevention programs that target the identified crimes by location and educate the public. Such programs include Block Watch, Business Watch, online crime mapping, Crime Free Multi-Housing, Victim Services Program, Citizen Police Academy, home and business security surveys, and Crime Prevention through Environmental Design (CPTED).

An evaluation of these programs occurs every even year to decide if each program should be continued, modified, or ended. The Resource Sergeant documents findings and submits to the Deputy Chief or designee.

45.1.2 ORGANIZING COMMUNITY GROUPS

The Area Resource Officers (ARO) identifies programs that target specific crimes identified and serve as a liaison for existing community organizations.

The Chief's Advisory Committee solicits input from the community and provides that input to the department regarding policy.

Businesspersons, civic organizations, special interest groups, and individuals are encouraged to contact or meet with the ARO to voice ideas, needs, and concerns. The ARO's will maintain communication with the community through newsletters, surveys, public forums, radio talk shows, social media, Block Watch, Citizen Police Academy, and service groups. Also, conduct programs such as National Night Out in August and other ongoing crime prevention programs throughout the year.

Block Watch: This program is designed to reduce neighborhood crime, particularly residential burglary, in areas of single-family and duplex homes.

Business Watch: This program is designed to reduce crime in commercial communities, employee theft, and credit card fraud.

Public Presentations: Public presentations will be on subjects such as crime prevention, personal safety, business security, and robbery prevention. The subject matter will be on the needs of the business or group requesting the presentation.

Public Communication: The ARO's maintain communication with members of the public. Citizens may contact the ARO's directly to provide or seek information. Some methods used to disseminate information are through social media, press releases through the PIO, public service announcements (PSA), and public forums.

Crime Free Multi-Housing: This program is designed to reduce crime in multi-family housing properties. The primary method used is the training of property owners and managers to properly screen potential tenants, improve property conditions, and establish a block watch group on-site.

45.3.1 VOLUNTEER PROGRAMS DESCRIPTION

Volunteers of the Pasco Police Department are civilian community members and are not paid for time served. All volunteers must pass an internal background investigation that are approved by the Chief of Police. Volunteers can be assigned to non-law enforcement community service functions, which include but are not limited to fingerprinting services, miscellaneous clerical duties, assisting Area Resource Officers or being involved with the Pasco Police Explorer Post. Pasco Reserve Officers are voluntary specially commissioned Reserve Peace Officers that have successfully completed the requirement set for the [RCW 43.101.080 \(19\)](#).

P.A.S.C.O. (Pasco Area Safe Community Organization)

1. **Fingerprinting:** The volunteer fingerprinting program consists of a core of volunteers trained to take citizen fingerprints and fill out all paperwork specific to the purpose of fingerprinting. Volunteers attend on-the-job training with the citizen volunteer coordinator and Police Service Specialists to learn how to fingerprint. Scheduling of the fingerprint volunteers is coordinated by the citizen volunteer coordinator and supervised by a Police Service Specialist. Fingerprinting volunteers will wear a nametag provided by the department while working at the station.
2. **Clerical:** The volunteer clerical program consists of a core of volunteers trained to complete, process and file various types of reports and other documents within the different divisions and the Records Unit of the police department. Volunteers attend on-the-job training with the citizen volunteer coordinator, the Police Service Specialists, and other personnel as needed to learn how to complete, process and file various types of reports and other documents.
3. **Crime Prevention:** The volunteer crime prevention program consists of a core of volunteers trained to assist the AROs in providing a variety of services to the community, including home and business security inspections, victim assistance, planning and staffing community meetings and training events. Volunteers attend the Citizen's Police Academy and then on-the-job training with the AROs and other members of the police department to learn various aspects of crime prevention and how to perform certain functions related to crime prevention.

Explorers

The department sponsors a police explorer program aimed at younger community members (typically high school to college) that are interested in a career in law enforcement. The program

will focus on community events and assisting in non-law enforcement activities within the police department. Full program information is available in the Explorer Program Manual.

45.3.2 TRAINING

Volunteers receive training for each specific duty they perform. The Pasco Police employee assigned to supervise that volunteer provides training. Volunteers do not perform any duties that require sworn officer status.

Volunteer Function	Department Position Responsible
Fingerprinting	Police Services Specialists and Evidence Technician
Clerical	Police Services Specialists, department secretaries and other personnel
Crime Prevention	Area Resource Officer
Explorer	Refer to Explorer Program Manual

45.3.3 CIVILIAN RIDE-ALONG PROGRAM

The ride-along program was developed to help the public better understand the Pasco Police Department and help individuals interested in law enforcement get exposure to the profession. The Field Operations Captain is responsible for reviewing all ride-along requests prior to the ride-along taking place. The captain may approve or deny ride along requests using established department criteria and may deny any request at any time for any reason. Ride-along requests may be referred to participate in the Department's Citizen Academy as an alternative to a ride-along to understand the department better. The captain will forward all approved applications to a patrol sergeant for assignment.

The purpose of this policy is to establish a process for citizens to ride with a Pasco Police officer during the officer's police duties. The citizen rider must be of sound character, have no history (recent or past) of engaging in activities which would in any way discredit or compromise the integrity of the Pasco Police Department. The Department must ensure that an acceptable rider is fully informed of the Department's expectations of the rider's behavior and/or limitations. This policy applies to all full-time commissioned police officers, reserve officers, non-commissioned police department employees, and volunteers of the Department. Included are the policy guidelines governing the department's Citizen Ride-Along program.

1. All prospective riders will be furnished with the Department's Ride-Along Policy and Application and the Ride-Along Request and Liability Waiver, both of which must be read and signed by the applicant and submitted back to the Department at least twenty-four hours prior to the date the applicant wishes to ride.
2. The Records Division will receive and process the completed application and will complete a full background check of the applicant, including Washington Crime Information Center (WACIC), National Crime Information Center (NCIC), Department of Licensing (DOL), Department of Corrections (DOC), and Police Records Management System (PRMS). The results of the background check will be recorded on the

application, and the application will then be forwarded to the Field Operations Captain for approval and assignment of riding date and shift. The shift supervisor or the assigned officer will notify the applicant of the date and time on which the applicant is to ride.

3. While the Department may decline any request at any time for any lawful reason, the following negative information discovered via the applicant's criminal history check shall be grounds to DISQUALIFY the applicant from riding:
 - Warrants for arrest, either active or recently cleared
 - Active or inactive DOC status
 - Convicted sex offender status
 - Respondent in Domestic Violence Primary Aggressor (DVPA) no-contact or protection orders
 - Suspended or revoked driver license
 - Confirmed gang member or associate
4. The following negative information discovered via the applicant's name check may also disqualify the applicant, but the decision to disqualify will rest with the Field Operations Captain, and will not be automatic:
 - History of two or more Field Incident (FI) contacts
 - Two or more instances of Failure to Appear (FTA) in prior five years on DOL record
 - History as a suspect in a single felony, or misdemeanors

In these instances, the captain will take into consideration factors as to the nature of the offenses in question, when they occurred, and other such relevant information. The list of disqualifying factors is not necessarily exhaustive, and the captain may also disqualify an applicant if there are other articulable reasons to deny an applicant's request to ride.

5. The Chief of Police has the authority to overrule this policy where deemed appropriate for persons engaged in certain journalism or research projects. All department employee immediate family member ride-along requests may be approved by a patrol sergeant. All civilian ride-alongs are limited to no more than one time per year, except immediate family members may participate no more than one time per quarter. The limit on ride-alongs will not apply to civilian employees of the Department, Mental Health Professionals, Reserve Officers, Explorers, employees of associated communications centers, and persons under active consideration for employment by the Department as either full-time or reserve police officers.
6. Sergeants may ask or direct officers to accept a civilian rider. Sergeants will assign civilian riders to ride only with experienced full-time officers who are not on probation. There should not be more than one citizen rider per shift, except when a citizen rider who is one of the above-mentioned categories exempt from the established ride

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limitation also wishes to ride, and if the shift supervisor deems that there are sufficient personnel to allow a second rider on the shift.

7. Citizen riders are observers only and are not, under any circumstances, to become involved either verbally or physically in the calls to which the host officer responds. Officers are further reminded that they are not to engage in vehicle pursuits, respond to in progress domestic violence calls, or other potentially violent calls, when there is a citizen rider in the police vehicle.
8. The host officer may also terminate the ride-along at his/her own discretion if a situation develops which the officer thinks will place the citizen rider at unreasonable risk of harm. The host officer also has a duty and obligation to terminate the ride-along if the rider fails to abide by the ride-along policy, or if the rider's presence in any way impedes the officer's performance of assigned duties. The host officer should consider alternative responses and safe approaches when responding to in progress violent calls with a civilian rider. Officers shall not participate in a pursuit while there is a rider in the patrol vehicle.
9. Officers are encouraged to address questions and concerns of their riders. Prior to beginning the ride-along officers will ensure the Ride-Along Orientation Checklist is completed with the rider. This may be waived for immediate family members who are familiar with the policy and expectations.
10. Refer to the Citizen Ride-Along Policy and Application, Ride-Along Request and Liability Waiver, and the Ride-Along Orientation Checklist for additional information.