



# TIVERTON POLICE DEPARTMENT

## GENERAL ORDERS

<b>Subject:</b> Community Policing Division		<b>General Order Number:</b> 610.10
<b>Section:</b> 600- Community Relations and Services		<b>Subsection:</b> 10 - Services
<b>Amends/Supersedes:</b>		
<b>Effective Date:</b> 05/01/2022	<b>Revised Date:</b> 05/01/2022	<b>Review Date:</b> As Needed
<b>Per Order Of:</b> Patrick W. Jones, Chief of Police		
<b>RIPAC:</b> 7.8		
<b>Distribution:</b> Sworn Department Members		

NOTE: This written directive is for the internal governance of the Tiverton Police Department, and is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

### I. PURPOSE

The mission of the Tiverton Police Department's Community Policing Division is to foster favorable community relations with Tiverton's citizens, business owners and community groups to enhance the quality of life, reduce fear of crime, preserve the peace and impartially enforce the law. This will be accomplished while maintaining a high standard of professionalism and integrity than generally expected of others, while respecting the dignity of each individual. Services will be rendered with courtesy, civility, and adherence to the provisions of the Constitution of the United States. The department will provide guidelines for its personnel to promote favorable community partnerships and interactions using the community-policing model.

### II. POLICY

The Tiverton Police Department will strive to form a partnership with the community in an attempt to prevent crime by identifying the types of crime and geographic areas in which they exist, as well as, identifying what types of response and crime prevention activities would be most effective. It will be the responsibility of all members (both sworn and non-sworn) of the Tiverton Police Department to become involved in the community in order to achieve these goals and objectives.

### III. OPERATIONS

- A. Community Policing Officers will be responsible for the development, implementation and promotion of programs that demonstrate to the community the various methods used to reduce the occurrence of crime and promote community involvement with the police department.
- B. Command/Supervision
  - 1. The Community Policing Supervisor shall report to the Uniform Division Commander (Captain).

2. All officers assigned to the Community Policing Division report to the Community Policing Supervisor.
- C. Division Structure
1. The Chief of Police shall have full authority and discretion to select, assign and transfer all members of the Community Policing Division. The Community Policing Supervisor shall be responsible for the School Resource Officer(s) (SRO), as well as, Special (Detail) Officers and Tiverton Police Pathfinders hired by the department. The basic structure of this division are based on the needs of the department and may be altered at the discretion of the Chief of Police.
- D. Hours of Deployment
1. The regular work schedule for the sworn officers assigned to the Community Policing Division (with the exception of the SRO) shall consist of four (4) eight (8) hour consecutive days of work, followed by two (2) consecutive days off. The eight hours scheduled during the four consecutive days of work can be fluid with the approval of the Community Policing Supervisor. The regular work schedule of the Community Policing Supervisor will be at the discretion of the Chief of Police.
- E. Mode of Transportation During Duty Hours
1. Patrol vehicle(s) assigned to Community Policing Officers will be at the discretion of the Chief of Police, or his/her designee and assigned by the patrol fleet manager.
- F. Division Responsibilities
1. Community Policing Officers will establish a liaison with existing community groups or establish groups where needed. Community Policing Officers will engage in those activities intended to bring them in closer contact with the citizens they serve.
  2. Community meetings utilized as information campaigns to disseminate information related to crime prevention and deter victimization, as well as, promote approaches designed to prevent crime are highly encouraged. These designed approaches may be in the form of implementing crime watch groups, neighborhood associations, or addressing residents or businesses for training them in crime prevention tactics.
  3. Publicizing department objectives, community problems and successes.
  4. Conveyance of information transmitted from citizen's organizations to the police department.
  5. Continuous enhancements of the police department's current practices regarding community-policing relations.
  6. Development of problem oriented or community policing strategies as appropriate.
  7. To assist in the planning, implementation and evaluation of programs that address community perceptions and misconceptions of crime.
  8. Community Policing Officers will continually evaluate the effectiveness of various community-policing programs to determine whether said programs should remain functioning as is, modified, or discontinued.
  9. Community Police Officers may be assigned to schools as mutually agreed upon by the Chief of Police and the Superintendent of the Tiverton School Department.

10. Community policing activities may consist of, but are not limited to, the following:
  - a. Analysis of repeat calls for service especially when it pertains to special populations, such as, the elderly, juveniles, persons with special needs or disabilities and individuals with mental health concerns.
  - b. Working with neighborhood residents to identify and prioritize crime problems
  - c. Conducting citizen surveys
  - d. Addressing various conditions that lead to crime
  - e. Working with local government/community agencies and businesses to address crime and disorder problems
  - f. Attend community meetings
  - g. Promote anti-drug/destructive decision campaigns to local youth/juveniles
  - h. Organizing and coordinating public/child safety and wellness events

G. Secondary Assignments

1. Secondary assignments of the Community Policing Division are not an officer's primary assignment, but are part-time assignments where specialized training and/or certification are required. Selection of these secondary assignments maybe based on skills, knowledge, education, experience, seniority, performance evaluations and/or recommendations by the officer's supervisors. The descriptions of these secondary assignments that follow include, but are not limited to the duties and responsibilities of the officer assigned to these designations.
  - a. Riptide Grant Manager
  - b. Traffic Enforcement Coordinator
  - c. Bicycle Patrol Officer
  - d. Child Safety Seat Technician(s)
  - e. Comfort K-9 Officer
  - f. Peer Support/Officer Wellness Officer(s)
  - g. Crisis Intervention Team/Mental Health Officer(s)
  - h. Elderly Affairs Officer
  - i. Special Needs/Persons with Disabilities/Veteran's Affairs/Officer
  - j. School Resource Officer (SRO)
  - k. A.L.I.C.E. Instructor
  - l. Tiverton PD Pathfinders Coordinator
  - m. Citizen's Police Academy Coordinator
  - n. National Night Out Coordinator
  - o. Child Safety and Wellness Day Coordinator
  - p. Department's Social Media Manager
  - q. Tiverton Police Department Honor Guard Coordinator/Manager
  - r. Police Chaplain Correspondent
2. *Riptide Grant Manager*: The Community Policing Lieutenant/Sergeant will be responsible for managing the NHTSA funded Blue Riptide Grant each grant cycle year. This will include writing the grants necessary to procure federally funded monies to deploy additional traffic enforcement throughout the year, as well as, scheduling monthly enforcement shifts for

- officers to work. Additionally, provide monthly activity reports to the RI Office of Highway Safety.
3. *Traffic Enforcement Coordinator*: Responsible for the investigation of fatal, personal injury, and other accidents. Coordinates selective traffic enforcement programs, special event traffic problems, administers/manages the crossing guard program. Manages all speed monitoring devices, coordinates their placement based on community needs and tracks data obtained from these devices. Makes recommendations concerning traffic control and enforcement. Oversees the testing and maintenance of all department radar units.
  4. *Bicycle Patrol Officer*: Conduct bicycle patrols within the town to include, but not limited to areas such as Fogland Beach, Grinnell's Beach, The Boathouse waterfront, Tiverton Four Corners, Weetamoo Woods and Pardon Gray Preserve utilizing the department issued mountain bike.
  5. *Child Safety Seat Technician/Instructor*: CPS technicians and instructors will utilize their special certification(s) by conducting child passenger safety seat checks, where parents and caregivers receive education, support and guidance, as well as, hands-on assistance in the proper use of child restraint systems and safety belts in motor vehicles.
  6. *Comfort K-9 Officer*: The Tiverton Police Department will utilize a comfort therapy dog to serve those who are in need of comfort and a sense of well-being, such as, victims and some witnesses of criminal incidents, as well as, those who have endured emotional tragedy. The program will attempt to maintain reasonable availability for anyone who seeks either its assistance or who is otherwise identified as having a need for it. Additionally, the program may be used to encourage and cultivate positive relationships with the public through attendance at community events.
  7. *Peer Support/Officer Wellness Officer(s)*: The department will provide peer support for employees who are involved in a personal or professional crisis. A peer-support team member is a specially trained colleague, not a professional counselor or therapist. Peer support team members will be trained to recognize and refer cases that require professional intervention that are beyond their scope of training.
  8. *Crisis Intervention Team/Mental Health Officer*: CIT Officers will act as a bridge between patrol division officers who encounter town residents with mental illness and professional services provided by Newport Mental Health. CIT/Mental Health Officers will conduct follow-ups with residents within town that patrol shifts have encountered and deemed to be at risk. Drawing on the tenets of Community Based Policing, CIT/Mental Health Officers will work towards establishing positive associations with those individuals in mental health crisis and members of the Tiverton Police Department. This engagement can help establish trust between the mentally ill and Tiverton Police Officers, which can be crucial to determining the outcome of crises and those individuals identified as needing and receiving continued treatment.
  9. *Elderly Affairs Officer*: An officer in the Community-Policing Division will serve as the department's elderly affairs officer/advocate. This officer will follow up on reports encountered by the uniform patrol division concerning elderly residents who may need social services and assistance

with many different issues that may affect the elderly; such as, self-neglect, dementia, Alzheimer's, and elder abuse. Community-policing officers, including the elderly affairs officer will maintain a working relationship with the Tiverton Senior Center, the Rhode Island Office of Healthy Aging, and the East Bay Community Action Program. These officers will maintain contact with personnel from the Rhode Island Office of Healthy Aging regarding various issues (some involving criminal conduct) affecting the elderly.

10. *Special Needs/Person with Disabilities/Veterans Affairs Officer*: This liaison officer will be responsible for working with Tiverton's special needs populations. These populations include, but are not limited to military veterans who require special services, as well as, individuals with physical and mental disabilities. This officer will foster pragmatic communications and relationships positively so barriers can be broken down and strategies developed to better interact with our residents with special needs. The purpose is so patrol officers can better interact to calls for service they may be responding where individuals with special needs may reside. It is encouraged that this officer compile a list of residents within our community that have special needs. Family-members or caregivers would voluntarily provide information about their loved ones and the particular services they may need when and if an officer respond to their residence. This will provide dispatchers and the officers responding to incidents a pre-existing knowledge of any precautionary measures that should be taken.
11. *School Resource Officer (SRO)*: The primary responsibility of the SRO is to protect lives and property for the citizens and public school students by enforcing, Federal, State and Local criminal laws and ordinances, and to assist school officials with the enforcement of School Policies and Regulations regarding student conduct. The SRO shall assist the Department's Juvenile Detective in making recommendations as to whether a case involving a juvenile should be referred to the Tiverton Juvenile Hearing Board or Family Court. The SRO shall assist the Department's Juvenile Detective in making recommendations to available counseling services or other human resource agencies.
12. *A.L.I.C.E. Instructor(s)*: Department ALICE Instructor(s) are committed to teaching response methods to increase survivability in a violent intruder event. Department certified ALICE instructors will coordinate with Tiverton's public school administrations to organize and conduct this training as frequently as possible.
13. *Tiverton PD Pathfinder Manager*: Responsible for coordinating the Tiverton Police Department's "Pathfinder Program" and support staff members of the Tiverton High School in the execution of the Law and Public Safety Pathway Program.
14. *Citizens Police Academy Coordinator*: Responsible for coordinating Tiverton Police Department's Citizen's Police Academy.
15. *National Night Out Coordinator*: Responsible for coordinating the annual National Night Out Event.
16. *Child Safety and Wellness Day Coordinator*: Responsible for coordinating the annual Child Safety and Wellness Day Event.

17. *Department's Social Media Manager*: Manage the department's social media accounts such as, Facebook, Instagram and department webpage.
  18. *Tiverton Police Department Honor Guard Coordinator/Manager*: Will be responsible for the management, training and functions performed by the members of the Tiverton Police Department's Honor Guard unit throughout the calendar year.
  19. *Police Chaplain Liaison Officer*: This officer will be the liaison between the Tiverton Police Department and appointed police chaplain for the department. Police Chaplains provide confidential support in several key areas of law enforcement and the communities they serve. These areas include, but are not limited to officer wellness and support, spiritual support and community police engagement. Additionally, chaplains provide counseling and referrals to mental health services or other faith leaders for officers in need of help and confidentiality.
- H. Review of Service
1. On a quarterly basis, the Sergeant of the Community Policing Division will prepare and submit a report to the Community Policing Lieutenant that will be forwarded to the Chief of Police which will include the following:
    - a. A description of current concerns voiced by the community
    - b. A description of potential problems that have a bearing on law enforcement activities within the community.
    - c. A statement of recommended actions that address previously identified concerns and problems.
    - d. A statement of progress made toward addressing previously identified concerning problems.
    - e. Identify any department training needs through interviews and information provided by the residents of Tiverton.
  2. All officers are encouraged to transmit information relevant to the above quarterly report elements. This information may be relayed via e-mail, or memorandum to the Community Policing Sergeant for quarterly report consideration.
    - a. Members of the Community Policing Division shall submit relevant quarterly report information in accordance with procedures established by their Community Policing Supervisor.
- I. Evaluation of Services
1. In order to evaluate the attitudes and opinions of the town residents, the department will conduct a citizen survey at least once every three (3) years in an effort to measure:
    - a. Overall department performance
    - b. Overall competence of officers
    - c. Residents' perceptions of officers' attitudes and behaviors
    - d. Resident opinion of the safety and security within the Town of Tiverton
    - e. Recommendations and suggestions for improvement