

2.408 COMMUNITY POLICING

Community policing is a philosophy that promotes organizational strategies that support the systematic use of community outreach, partnerships, involvement, and problem-solving techniques in an attempt to prevent crime and address conditions that give rise to public safety problems such as crime, social disorder, and fear of crime.

2.408.02 Responsibilities – Generally (45.1.1, 45.1.2, 45.2.1, 45.2.2, 45.2.3, 45.2.4, 45.2.5)

- A. Employees will actively conduct and/or participate in the agency's community policing efforts consistent with their job classifications and assignments.
- B. The Chief will work with commanders to:
 1. Develop community policing policies and practices for the agency;
 2. Improve agency practices bearing on police community interaction;
 3. Develop problem oriented policing strategies;
 4. Develop crime prevention groups within the university community and maintain liaison with these and other interested community groups;
 5. Establish priority crime prevention programs that minimally:
 - a. Target crimes by type and location on the basis of local crime data; and
 - b. Address community perceptions or misperceptions of crime; and
 6. Publicize the agency's crime prevention objectives and the community's crime prevention problems and successes.
- C. The commander responsible for operationally coordinating the agency's community policing functions, hereafter "community policing commander" will:
 1. Work with other commanders to ensure community policing activities are assigned and coordinated throughout the agency;
 2. Maintain and make available an up-to-date, descriptive list of the agency's priority crime prevention programs;
 3. Ensure documented evaluations of priority crime prevention programs are conducted and submitted to the Chief at least every three years.
- D. The commander responsible for the agency's planning function, hereafter "planning commander," will ensure documented surveys of citizen attitudes and opinions are conducted with compiled results and summaries submitted to the Chief at least every three years. These surveys must minimally address:
 1. Overall agency performance;
 2. Overall competence of agency employees;
 3. Citizens' perception of officers' attitudes and behavior;
 4. Community concerns over safety and security within the agency's primary jurisdiction; and
 5. Citizens' recommendations and suggestions for improvements.
- E. Commanders will ensure:
 1. Their subordinates Participate in crime prevention and community policing activities and establish and maintain liaison with community groups and organizations as assigned; and
 2. Required reports are completed and submitted monthly through the chain of command to the Chief.
- F. Any officers primarily assigned to the community outreach function will work with their respective commander to ensure certain community policing activities are assigned to and completed by patrol officers and investigators.
- G. Employees who conduct crime prevention and community policing activities such as presentations and programs, meetings with community groups, etc., will ensure that the activities are recorded by Communications in CAD and subsequently documented in **Community Policing After Action Reports (UPO.081.D)**.

1. Completed reports will be reviewed and approved as appropriate by supervisors and submitted to employees' respective commanders.
2. Commanders will use reports as one of their source documents for monthly reports.

2.408.04 Building Assignment Program

(45.2.2, 45.2.3)

A. The Building Assignment Program (BAP):

1. Is a program that implements critical elements of the agency's Mission Statement and community policing philosophy;
2. Is a program that involves all officers below the rank of sergeant assigned to the patrol and investigations functions; and
3. Involves assigning officers to specific buildings within the community to organize the resources of the community, the agency, and other organizations to meet the policing and public safety needs of the community.

B. Buildings will be reassigned as necessary because of personnel changes. This will require officers being assigned additional buildings on a temporary basis until new officers are hired, complete field training, and subsequently assigned their own buildings.

C. THE COMMANDER RESPONSIBLE FOR THE PATROL FUNCTION, HEREAFTER "PATROL COMMANDER," COORDINATES THE BAP FOR THE AGENCY AND ENSURES THAT ALL OFFICERS BELOW THE RANK OF SERGEANT ARE GIVEN BUILDING ASSIGNMENTS AND THEIR SUPERVISORS ARE AWARE OF THE ASSIGNMENTS.

D. COMMANDERS WILL:

1. Ensure officers and supervisors are held accountable and evaluated based in part on BAP performance expectations as described during the goal setting segment of the EPRD (Employee Performance Review and Development) process;
2. Provide any needed guidance, support, and assistance to officers and supervisors;
3. Serve as a go-between as necessary to facilitate BAP activities with other commanders and citizens in the community;
4. Review officers' **BAP Monthly Reports (UPO.098.D)** to ensure they address required elements before electronically consolidating the reports, preparing a synopsis and forwarding all materials to the Chief with a copy to the community policing commander by the 15th of the month.

E. **BAP Monthly Reports (UPO.098.D)** must minimally address:

1. Current concerns voiced by the community;
2. Potential problems that have a bearing on agency activities within the community;
3. Recommendations to address previously identified concerns and problems; and
4. Statements of progress made toward addressing previously identified concerns and problems.

F. Reports reviewed by the Chief will be forwarded through the chain of command to the Police Planner for retention consistent with the agency's records retention and destruction schedule.

G. SUPERVISORS WILL:

1. Ensure their subordinates are:
 - a. Assigned buildings;
 - b. Held accountable and evaluated based in part on BAP performance expectations as described during the goal setting segment of the EPRD process;
2. Help with:
 - a. Action planning and documentation;
 - b. Time management to ensure subordinates are given the opportunity to complete BAP duties;
3. Review for approval their subordinates' **BAP Monthly Reports (UPO.098.D)** to ensure they address required elements before submitting them electronically to their respective commanders soon enough to have the reports reviewed, consolidated, and submitted to the Chief by the 15th of the month; and
4. Periodically:

- a. Visit subordinates' buildings to ensure reported conditions match observed conditions; and
 - b. Review subordinates' BAP documentation to ensure they are keeping appropriate records.
- H. OFFICERS have BAP duties and responsibilities that include, but are not limited to:
1. Knowing who the primary stakeholders are in each building and how, when, and where to contact them;
 2. Ensuring that primary stakeholders know who their BAP officers are and how, when, and where to contact them;
 3. Volunteering for calls for service within their assigned areas when appropriate and available;
 4. Being aware of current crime, quality of life, and security conditions and concerns;
 5. Being points of contact with partnering on-campus departments;
 6. Using intra- and inter-departmental resources to accomplish BAP objectives;
 7. Working with their supervisors and respective investigators to ensure that appropriate crime prevention activities are conducted in their buildings;
 8. Conducting walk-through building inspections as needed;
 9. Conducting **BAP Problem Solving Projects (UPO.099.D)** that follow the SARA format of:
 - a. Scanning;
 - b. Analysis;
 - c. Response; and
 - d. Assessment;
 10. Maintaining a documentation system for each building that includes, but is not limited to:
 - a. Stakeholder contact information;
 - b. Reports pertaining to actual crimes and situations that may increase the probability of crime;
 - c. Correspondence between stakeholders and other involved parties;
 - d. Work orders placed and follow-up disposition;
 - e. Records of activities conducted, such as building inspections, presentations, meetings, etc.; and
 - f. Problem solving projects; and
 11. Completing **BAP Monthly Reports** and submitting them electronically to their supervisors by the 5th of each month.