

## **DEPARTMENT GENERAL ORDER 99-48**

OFFICE of the CHIEF OF POLICE  
REPLACES: SOP 401.17.00

DATE: September 2, 1999

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### **CRIME PREVENTION**

#### **I. PURPOSE.**

Pro-active law enforcement measures designed to prevent, suppress, and mitigate crime serve as an effective compliment to the department's community relations programs. As such, those department employees assigned to the community relations unit shall also perform a crime prevention function in a continuing effort to develop and maintain a cooperative relationship with specific population groups and the community at large. To assist in this process, the following guidelines have been established to provide direction in the performance of their tasks.

#### **II. DEFINITIONS.**

Crime Prevention - Programs and strategies undertaken by the Police Department which are intended to anticipate and forestall criminal activity within the community as a whole, or a subdivision thereof.

#### **III. CRIME PREVENTION FUNCTION.**

As part of this agency's commitment to pro-active law enforcement, a crime prevention function has been incorporated into the duties assigned to the Community Relations Unit. Assigned to the Field Operations Bureau, and operating under the direction of same, Community Services Officers shall develop and initiate programs suitable to further the intent of the crime prevention program, and will additionally serve as an informational conduit between the department and interested community/business groups. Specific programs shall include, but not be limited to:

- 1). Neighborhood Watch.
- 2). Business Watch.
- 3). Residential Security Inspections.
- 4). Business Security Inspections.
- 5). Community Education and Awareness Seminars.
- 6). Personal Protection/Safety Seminars.
- 7). Crime Phone Messaging System.

To accomplish their assigned mission, the department's crime prevention function will, upon review of the department's Daily Activity Sheets and crime analysis data:

- 1). Target programs and/or informational releases by crime type and geographic area.
- 2). Target programs and/or informational releases to address community perceptions or misperceptions of crime.

#### A. Crime Phone Messaging System

Of major importance in the timely dissemination of crime-related information is the department's Crime Phone Messaging System. This shall be utilized to inform residents of: a). Criminal activity, b) crime prevention information, and c) information in regard to arrests and clearances.

Generally, the following criminal incidents will be announced on the crime phone:

- 1). Homicides, particularly those occurring in residential areas and the suspect is still at large.
- 2). Rapes, Attempted Rape, and certain Sexual Assaults.
- 3). Robberies, with particular emphasis on street and strong-arm robberies in residential areas.
- 4). Burglaries, with special emphasis on First and Second Degree residential crimes.
- 5). Auto thefts.
- 6). Frauds, with specific emphasis on "pigeon drops," telephone fraud, and repair swindles.
- 7). Other incidents which may be indicative of a developing pattern.

When one of the above incidents occur and it has been determined that: a) the

incident is current, b) a crime has actually been committed, and c) that reporting said incident will not jeopardize the criminal investigation, the Community Services Officer shall prepare a script covering a specific incident and submit same for approval to the Commander of the Field Operations Bureau or his designate. If an incident is unusual, or a planned broadcast message differs greatly from the norm, the text of the script and the decision to put it on the crime phone shall require the approval of the Chief of Police.

Once message approval has been obtained, the Community Service Officer handling the broadcast, shall then direct the message to the appropriate geographic area(s). Incidents shall generally be reported to those areas of the City in which they occurred, and to adjoining areas that may experience the same type of crime. This may be one Neighborhood Watch area, several subdivisions, or the entire City depending upon the type of crime and the potential of other areas to be victimized.

Crime phone messages shall be initiated as the need arises, and the Community Services Unit will maintain a chronological file of all messages according to the calendar year in which they were broadcast.

The Commander of the Field Operations Bureau shall monitor the planning, organization, and operations of the unit's activities, and serve as an informational conduit between the unit and Chief of Police.

#### IV. CRIME PREVENTION TRAINING.

Community Service Officers shall be trained in crime prevention at an accredited college or university, or shall be certified as qualified, following testing, via the Missouri Department of Public Safety.

#### V. CRIME PREVENTION GROUPS.

Community Services Officers will assist in the development and organization of residential and business watch groups, establish rosters of the individuals and businesses involved, and maintain a liaison with these and other interested groups. To accomplish the latter, involved officers (to include selected detective personnel) shall conduct periodic phone contacts and attend monthly or annual meetings. Information will be transmitted to the various crime prevention groups by departmental presentations at such meetings or via the crime phone messaging system.

#### VI. CRIME PREVENTION REPORTS.

Officers assigned to the crime prevention function shall prepare and submit a monthly report to the Commander of the Field Operations Bureau. This report will include information in regard to:

- 1). DARE and Safety Classes at schools.
- 2). Neighborhood Watch Enrollments/Meetings.
- 3). Business Watch Enrollments/Meetings.
- 4). Residential Security Inspections.
- 5). Business Security Inspections.
- 6). Crime Phone Message Reporting.
- 7). Personal Protection Seminars.
- 8). Safety/Security Articles/Handouts.

The bureau commander shall incorporate the above information in his own monthly report to the Chief of Police, and use the information to establish targeted goals for the future.

#### VII. EVALUATION OF CRIME PREVENTION PROGRAMS.

The Police Department's crime prevention programs shall be periodically evaluated by the Commander of the Field Operations Bureau and the unit's staff. Each individual program will be reviewed in turn, to determine the program's effectiveness, the amount of resources (personnel and material costs) required to conduct the program, and if same should be retained, modified, or deleted. Suggested alterations to specific programs, based on the internal review and additional input from local citizenry (if any), shall be forwarded to the Chief of Police at the conclusion of the review process. Changes will then be initiated as necessary.

BY ORDER OF:

RICHARD T. MORRIS  
Chief of Police

RTM:dld

CALEA Reference: 45.1.1/45.1.2