



Clayton County Police Department PROCEDURES

Subject COMMUNITY AFFAIRS & CRIME PREVENTION		Procedure # G1	
Authorizing Signature 	Effective 03-26-2019	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds (see below)	Total Pages 12

I. PURPOSE

The purpose of the policy is to establish procedures for the implementation and maintenance of educational and crime prevention programs within Clayton County; and the utilization of employee alternatives, including civilian volunteers in assisting with and/or performing certain departmental functions and tasks.

Use of education and crime prevention programs, and civilian volunteer resources, will promote positive community relations by allowing members of the community to learn about, and participate in, departmental operations and efforts, and share in the responsibility of serving their community. Civilian volunteer services will also allow departmental employees to focus more time on activities that require law enforcement authority or expertise.

II. POLICY

A. A designated unit, and/or personnel, shall be dedicated to developing, implementing, maintaining and managing general community affairs, the Department's relationship with the community, and the educational and crime prevention programs within Clayton County. The designated unit and/or personnel will be referred to as the Community Affairs Unit and/or the Community Liaison.

1. The designated unit, and/or personnel, shall utilize proactive and reactive methods in the performance of their activities and duties.

- a. The proactive method will include, but is not limited to, partnerships with the residential and commercial entities of the community, neighborhood watches, homeowners' associations, the Clayton County Board of Education and the school system, community activists, stakeholders, the Citizen Police Academy (CPA), and Volunteers in Police Services (VIPS).
 - b. The reactive method will include, but is not limited to, assisting officers of the Department with conducting patrols of targeted geographic areas, follow-up investigations, and area canvasses.
2. It shall be the policy of the Department to provide the citizens of Clayton County with a centralized source of educational and crime prevention programs to ensure that families, homes and businesses are more secure; to provide educational and crime prevention programs to the community, neighborhoods and business organizations; and to establish close relationships and coordinated efforts with the community by applying the philosophies of Community-Oriented Policing, Intelligence-Led Policing and Problem-Oriented Policing.
 - B. This Department strives to maintain an atmosphere of trust and cooperation within the community it serves. As a law enforcement Department, our primary concern is public safety. Since we depend on the community to help us prevent crime, as well as solve crimes, we must work in partnership through structured programs to maintain the atmosphere of trust.
 - C. Conditions and requirements of this policy may be waived or modified at the discretion of the Chief of Police, or designee. Any such waivers or modifications should be noted in the citizen volunteer employee files to avoid future conflicts.
 - D. A documented survey of citizen attitudes and opinions shall be conducted annually regarding overall departmental performance; overall competency of departmental personnel; citizens' perception of officers' attitudes and behavior; community concern over safety and security within the department's service area; and, citizens' recommendations and suggestions for improvements. The surveys shall be stored and maintained for future reference. (CALEA 45.2.4)

III. ORGANIZATION & OPERATION

A. Planning & Scheduling

The Community Affairs Unit Commander shall be responsible for the creation and distribution of a weekly event agenda. The agenda will be distributed each Friday to the Chief of Police, Deputy Chief(s) of Police, Division Commanders, all Captains (Sector and/or Unit Commanders), Community

Liaison, and the County Board of Commissioners' Constituent Aides. The agenda may be distributed via County email system.

Each Friday, the Community Affairs Unit Commander, or designee, shall notify the weekly-duty Major scheduled for the following week, in person or by telephone, of any events scheduled during their upcoming week of duty.

B. Unit and/or Personnel Responsibilities

1. Departmental personnel designated to attend a community meeting (e.g., neighborhood watch groups; homeowners' associations; etc.) shall document and note the details and topics discussed or covered. Following the meeting, departmental personnel shall complete a meeting debriefing memorandum and forward it to the concerned Sector Captain.
2. Departmental personnel designated to attend a community meeting shall not depart from the meeting until it is completed and all persons in attendance have also departed.
3. As directed and/or approved by the Chief of Police, the Community Affairs Unit Commander, or designee, will schedule periodic meetings with community business groups, neighborhood watch groups, homeowners' associations, and community leaders.

IV. DEFINITIONS

Citizen Volunteer: A civilian affiliated with this Department, who has applied, qualified and been accepted to serve in a part-time, unsalaried, non-sworn capacity.

Community-Oriented Policing: A philosophy that combines traditional aspects of law enforcement with prevention measures, problem solving, community engagement and community partnerships.

Intelligence-Led Policing: A policing model which is built around risk assessment and risk management and is a strategic, future-oriented and targeted approach to crime control, focusing upon the identification, analysis and management of persisting and developing problems or risks.

Problem-Oriented Policing: A philosophy that involves the identification and analysis of specific crime, disorder problems and trends in order to develop effective response strategies in conjunction with ongoing assessment(s).

Volunteers In Policing (VIP) Program: A program designed to allow citizen volunteers to serve their community by performing certain functions and tasks that benefit the Department and community, as well as serving to increase community relations.

V. RESPONSIBILITIES & THE BASIS FOR PROGRAMS

- A. Regardless of the existence of a designated unit or personnel committed to such duties and responsibilities, all departmental personnel share the duties and responsibilities of crime prevention as well as achieving and maintaining positive community relationships.
- B. Educational and crime prevention programs shall be based on statistics obtained through crime analysis of crime types and trends within defined geographic areas. The programs will inform the community and address community perceptions and/or misperceptions about crime and/or the response to crime. Topics of educational and crime prevention programs shall focus on the types of crimes that present the greatest problems; the most severe crimes; the geographic areas where crime prevention activities could be most effective; what types of programs would be most effective in combating crime; and, the roles of the community and law enforcement in combating crime.

VI. EDUCATIONAL PROGRAMS

The Department shall develop, implement and maintain programs that educate the public about the duties, roles, and cooperation between the community and law enforcement to successfully combat crime.

These programs may include, but are not limited to, internships; courses and/or curriculum on related topics; first-hand observation of on-duty law enforcement in various capacities; and, organizations and/or clubs intended to develop the interest of potential or future law enforcement professionals.

A. Citizen's Police Academy (CPA)

CPA was established by the Department to educate adults regarding the function and operations of the Clayton County Police Department in order to improve their understanding of the role of law enforcement in society; to serve as a resource for the neighborhoods in the community on how law enforcement operates; and to provide general guidance and advice on specific issues that affect citizens in Clayton County.

B. Explorers Program

The Explorers are a dedicated group of non-sworn volunteers between the ages of fourteen to twenty-one (14-21) years of age that are interested in the challenging career of Law Enforcement. The Explorer Program, which is a division of the Boy Scouts of America, is a program designed to provide young people with an opportunity to learn and train in a law enforcement environment. Clayton County Police Department Post 927 serves members

within Clayton County, with the goal of teaching leadership skills and an appreciation for their community. Thereby developing adults that will continue to enrich and give back to the community as responsible adults. The Explorers shall provide assistance to, and part-time staffing of, the community events and crime prevention programs. They shall be utilized in the planning, organization, and presentation of programs within their expertise, abilities, and training.

Note: Units with the responsibility of operating, managing and maintaining any juvenile-related law enforcement and/or prevention programs shall conduct an annual review and complete a written evaluation for each program.

C. Ride-A-Longs

1. Through ride-a-longs the Department encourages and permits adult citizens to participate in the direct observation of sworn personnel performing law enforcement duties. Ride-a-longs are conducted for the primary purpose of informing the community of, and addressing community perceptions and/or misperceptions, about crime and/or the response to crime.
2. Candidates shall meet the following criteria to be eligible for participation in the program:
 - a. Must be eighteen (18) years of age or older;
 - b. No felony or recent misdemeanor convictions on the candidate's criminal history;
 - c. Reside and/or work within the boundaries of Clayton County;
 - d. Must consent to and sign a Release to Hold Harmless; and
 - e. Provide a copy of the candidate's current driver's license.

Upon successful completion of the application process, notification shall be made to the Chief of Police, or designee, that the candidate has met the criteria for eligibility to participate as a Ride-A-Long.

The number of ride-a-longs permitted, and the final approval of each candidate to ride with an officer, is at the discretion of the Chief of Police.

3. Adult family members of police officers can apply for a Ride-A-Long to better familiarize them with the challenges faced by their loved one. This family familiarization Ride-A-Long will be with an officer or supervisor who is not related by blood or marriage to the applicant. The applicant must complete and sign the Release and Hold Harmless agreement prior to the

Ride-A-Long. As the intent of this section is to provide familiarization of routine police work to an officer's family member, it is limited to no more than once every twelve months.

See *Appendix C of this procedure for the Release and Hold Harmless / Police Vehicle form.*

D. Student Internships

Through student internships the Department provides opportunities for college undergraduates and graduates to participate in, learn, and directly observe law enforcement activities in an effort to encourage their interest in the law enforcement profession and recruit more interested and qualified candidates for employment with the Department.

The number of intern positions available, and the final approval of each candidate to become an intern, is at the discretion of the Chief of Police.

1. Student internship candidates shall meet the following criteria to be eligible to participate in the program:
 - a. Be eighteen (18) years of age or older;
 - b. Currently enrolled in an accredited college or university program which awards credit for participation in an internship program;
 - c. Must have the approval of the concerned college or university faculty advisor or sponsor;
 - d. Must pass a routine background check;
 - e. Agree to a waiver of liability as required by the Department; and
 - f. Have a flexible schedule to work irregular hours when needed.
2. Program Description
 - a. The internship program is designed to provide an overview of the various components of an urban police department, including, but not limited to, patrol operations, criminal investigations, administration and training.
 - b. The program format is flexible to accommodate the educational needs of the intern, the requirements of the intern's college or university, and the commitments of the Department.

VII. CRIME PREVENTION PROGRAMS & MEASURES

The Department shall develop, implement and maintain programs that focus on the prevention and reduction of crime in both residential and commercial areas. These programs may include, but are not limited to, assessing current security measures and techniques of residential and commercial properties; recommending crime prevention measures and techniques; encouraging citizen involvement in community and/or neighborhood crime prevention programs; and, assisting with the development and structure of crime prevention organizations or associations within the community.

Evaluations of all crime prevention programs implemented by the Department shall be conducted quarterly. Quarterly reports of those evaluations will be completed, stored and maintained for future reference.

A. Neighborhood Watch and/or Home Owners Associations (HOA)

The Department places a priority on the organization and maintenance of Neighborhood Watch Programs in residential and commercial areas which are consistently targets of crimes. Such programs are designed to show, teach and encourage tenants, residents, and home and business owners, better security measures and how to work together in the best interests of their community and property.

As it relates to such programs, officers shall perform residential and commercial property and/or area security assessments at the requests of concerned citizens.

B. Community Time Management (CTM)

CTM is the responsibility of all officers of the Department when patrolling the unincorporated portions of the County. CTM is a crime prevention measure implemented by the Department.

1. Officers conduct *targeted patrols* in response to notable crime trends and patterns determined through crime analysis (e.g., geographic areas, day of the week, time of day, etc.).
2. Officers conduct *general patrols* specifically requested by citizens. Citizens may request general patrols of a residential or commercial property while they are away from the property for temporary periods of time (e.g., homeowner is on vacation, etc.) or when the security of the property is temporarily compromised (e.g., building cannot be secured due to damage from recent burglary, etc.).

3. Other patrols may be conducted at the request of citizens. Officers and citizens may contact a Watch Office to determine the appropriate Sector or Beat of the location.
4. Officers assigned to a Beat, where an area or residential or commercial property to be checked is located, shall be responsible for the corresponding targeted or general patrol(s). Upon completion of each targeted or general patrol, Officers shall update the CTM Log on the departmental intranet website with the date, time, location and disposition of the patrol.

VIII. VOLUNTEERS IN POLICING (VIP) PROGRAM

A. Command

1. Citizen Volunteers will be assigned to and administered by the Community Affairs Unit.
2. The Community Affairs Unit Commander, or designee, will supervise the Citizen Volunteers.
3. The Community Affairs Unit Commander, or designee, will ensure that Citizen Volunteers are properly assigned, scheduled and organized, as necessary.
4. The Community Affairs Unit Commander, or designee, will maintain updated files on the citizen volunteers.

B. VIP Pre-requisites

1. In order to provide for the best service to the community and the Department, requirements must be established to ensure that the most qualified volunteers are accepted into the VIP Program.
2. In order to be considered for a citizen volunteer position with this department, the following requirements must be met successfully:
 - a. Must be at least 18 years of age;
 - b. Attended and successfully completed the Clayton County Police Department's Citizen Police Academy. Exceptions will only be made at the discretion of the Chief of Police;
 - c. Must be a Clayton County resident; and
 - d. Undergo an application and acceptance process as to include:

- 1) Submitting an “employment” application for the Citizen VIP Program;
- 2) Pass a background investigation process;
- 3) Any other processes as may be required; and
- 4) Approval and acceptance into the VIP Program by the Chief of Police, or designee.

C. VIP Orientation

Once accepted into the VIP Program, citizen volunteers will undergo an orientation that will include:

1. Reviewing and signing an “Awareness Statement;”

See Appendix B of this procedure for the Awareness Statement.

2. Assigning an Employee Number;
3. Issuing an Employee ID Badge (this badge should not grant any electronic access);
4. Completing necessary paperwork to establish an Employee File;
5. Chain of command orientation;
6. General orientation on various roles they may be tasked with;
7. Policy orientation, especially pertaining to this policy; policies relevant to duties, functions, tasks and departmental components that citizen volunteers perform and/or will interact with;
8. Signing and understanding confidentiality requirements; and
9. Understanding their role and that they are not certified officers, and do not have arrest powers.

D. VIP Training

1. Citizen Volunteers, in order to perform assigned tasks and functions, must be properly trained. It is a benefit to the community and the Department to ensure that citizen volunteers are properly trained in order to perform assignments at a professional level.

2. Citizen Volunteers will receive supervised on-the-job training; any other training deemed beneficial or necessary.
3. Citizen Volunteers should be supervised at all times, to ensure proper guidance and direction.

E. VIP Restrictions

Unless otherwise properly authorized, citizen volunteers:

1. Must openly wear their Employee ID Card at all times when performing in a VIP capacity;
2. Are not to be issued any keys or any other access;
3. Are not allowed to possess weapons of any kind, while on departmental property or in performing VIP functions;
4. Must wear clothing that is readily distinguishable from those worn by sworn Officers and/or is in compliance with the dress code outlined;
5. Are not to be issued any departmental equipment;
6. Are prohibited from operating County or departmental vehicles;
7. May only perform tasks that do not require the status of a sworn law enforcement officer;
8. Must never represent themselves, directly or indirectly, as law enforcement officers or as any other full-time employee;
9. Will always represent themselves as volunteers; and
10. May not volunteer more than twenty-four (24) hours per week, unless otherwise specifically authorized by the Chief of Police, or designee.

F. VIP Duties

1. Assignment of citizen volunteers should take into account many factors, to include their abilities, training, experience, limitations and other factors. Utilizing citizen volunteers in a consistent manner will insure more professional and competent results.
2. Components and areas of the department that citizen volunteers may best be utilized, in a supporting or indirect role, include: Records, Reception/Front Desk, Criminal Investigations Unit, Community Affairs Unit, and any other areas where administrative non-sworn functions exist.

3. Citizen volunteers may sometimes be asked to provide services on week-ends, holidays or during off-peak hours (other than 0800-1700 hours).
4. Citizen volunteers may be utilized in the following capacities, with the proper qualifications and/or training:
 - a. Telephone communications;
 - b. Filing of records and documents;
 - c. Assist with public presentations, functions and events (this may involve week-ends or evenings);
 - d. Data entry / scanning documents;
 - e. Staffing public information locations;
 - f. Manual labor;
 - g. Assistance with other departmental administrative non-sworn functions; and
 - h. Any other activity that is properly authorized.

G. VIP Performance

1. Citizen volunteers will be expected to provide satisfactory and regular volunteer services and adhere to departmental rules and regulations.
2. Citizen volunteers are expected to volunteer at least eight (8) hours per month.
3. Citizen volunteers are subject to quarterly and annual evaluations.
4. Citizen volunteers will be required to have a Driver's Record Query and a Criminal History Check conducted every six (6) months.
5. Must be fully fit for duty and able to perform, when reporting for volunteer work.
6. If a volunteer is found not to meet expectations or is unable to otherwise meet expectations or needs, for any reason, considerations and actions may be taken to remedy the situation, up to and including release from the VIP Program.

7. Citizen volunteers serve at the discretion of the Chief of Police, are not subject to due process considerations and shall have no property interests in their continued service. Citizen volunteers can be removed at any time, without recourse or just cause.

H. General

1. Status as a citizen volunteer does not preclude volunteers from applying for and seeking actual employment with this Department, when positions become available.
2. Citizen volunteers are considered to hold a provisional/temporary status.
3. Citizen volunteers are not compensated in any way and do not receive benefits of any kind, other than workers compensation.
4. Citizen volunteers who wish to ride with on-duty uniformed officers may do so after completing the ride-a-long application process and being approved for the ride-a-long. Ride-a-longs are not considered part of the VIP Program. *See also subsection V.C. Ride-A-Longs of this procedure.*
5. Any citizen volunteer, who has been previously removed or resigned from the program, may be considered for reinstatement. A citizen volunteer who wishes to be reinstated may submit a typed letter outlining their desire to be reinstated into the program. Reinstatement will be at the discretion of the Chief of Police.
6. Acceptance into the VIP Program is not guaranteed, particularly when it comes to available positions.

IX. CANCELLATION

This procedure rescinds and supersedes procedure *G1: Community Affairs/Crime Prevention*, dated May 7, 2013.