

*Keith Porch, Chief of Police*

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# **GENERAL ORDER 45**

## **CRIME PREVENTION**

EFFECTIVE DATE: May 1, 2019

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**PURPOSE:** The purpose of this chapter is to outline the Division's efforts towards crime prevention initiatives and community relations efforts. In this chapter our Division demonstrates its commitment to maintaining efforts to reduce crime through community involvement and coordinated law enforcement efforts.

## 45.1 CRIME PREVENTION

### 45.1.1 CRIME PREVENTION FUNCTION

A. The Division will be committed to the development and perpetuation of community crime prevention programs.

- Supervisory personnel will receive **statistics and analysis** on crime activity listing crime types and locations.

- **Strategies for responses** to crime analysis figures will be discussed and finalized at monthly staff meetings.

- **E-mail notifications** may be sent to Neighborhood Watch Association Leaders and/or members by the Crime Analyst and/or Neighborhood Impact Section personnel with information about neighborhoods affected by identified crime trends and codes issues.

B. The Division's crime prevention function will **address community perceptions or misperceptions** of crime, particularly through the neighborhood watch program via Neighborhood Team Leaders.

- The Deputy Chief of Police will ensure that a periodic summary of all police activity occurring in neighborhood watch areas is provided to Neighborhood Team Leaders.

C. The effectiveness of crime prevention programs will be **evaluated and documented once every two years** by the Deputy Chief of Police or his/her designee.

- Any evaluation done on crime prevention programs will include recommendations for changes or modifications to current programs, if appropriate.

### 45.1.2 CRIME PREVENTION GROUPS

A. The Division will assist in **organizing crime prevention groups** in residential and business areas and shall prioritize programs which target specific types of crime and geographic areas based on an analysis of local crime data.

B. Data on types of crimes occurring within the City of Mansfield and within specific neighborhoods is made available to the public periodically through the media, Neighborhood Watch Meetings and the Division's website and reports.

C. Data on types of crimes occurring within specific neighborhoods as well as crime alerts is also made available, by an e-mail bulletin, to all neighborhood watch areas as requested through the specific watch coordinators.

D. The Neighborhood Team Leaders, officers, and detectives shall maintain liaison with interested community groups through attendance at neighborhood watch meetings, civic association meetings, by e-mail, phone, and through requested speaking engagements.

### 45.1.3 PREVENTION THROUGH PLANNING & ENGINEERING

The Division shall **provide crime prevention input** into the development and/or revision of zoning policies, building codes, fire codes, and residential and commercial building permits.

– The Chief of Police or his designee, through participation in Staff meetings, planning meetings, and Council meetings will provide the Codes and Permits Division with input that will enhance crime prevention efforts.

## 45.2 COMMUNITY RELATIONS

### 45.2.1 COMMUNITY RELATIONS FUNCTION

A. The Mansfield Division of Police is **committed to establishing close ties with and responding to the needs of the community**. The Division's Neighborhood Impact Section supervisor shall establish liaison with existing community organizations by encouraging members of the Division to become involved in these groups, by encouraging these groups to invite members to functions and make presentations, and by inviting these groups to become involved with this Division. In instances where community input is needed or desired to help the Division of Police fulfill its mission, Neighborhood Impact Section personnel will work with established or new community groups for that purpose, to include neighborhood watch association groups.

– **Implementation of special programs and initiatives is based on available resources and not all of the programs listed in this section, or proposed will be conducted routinely.** Involvement with the various initiatives, civic and community groups will be governed by the following guidelines:

– Availability of resources including personnel. Employees may be assigned to speak or attend a community meeting by any Division supervisor when available.

– Personnel attending the meeting shall be responsible for completing the Public Appearance Form after the meeting, which provides an overview of the meeting to include concerns to the Neighborhood Impact Section supervisor who shall summarize all concerns and needs to the Chief of Police.

– Personnel who wish to schedule themselves to participate in talks or activities within the city must first obtain approval from their supervisor, even if the activity will be conducted off duty, then complete the Public Appearance Form and forward to the Neighborhood Impact Section supervisor so the activity can be documented.

– Any personnel who are requested to or desire to represent the Division of Police at a function or meeting outside the city limits shall first receive approval from their supervisor and the Chief of Police or his/her designate before committing to the engagement and shall notify the Division having jurisdiction as a courtesy.

### **Neighborhood Watch Program**

This Division's neighborhood watches association program will be administered by the Deputy Chief or his/her designee. He/she will maintain a liaison with neighborhood watch coordinators and will make available information requested, as appropriate. The Neighborhood Impact Section will be responsible for ensuring that neighborhood watch coordinators receive information on police activity and news regarding

crime prevention and crime alert bulletins.

- Pertinent information relating to neighborhoods concerning crime activity should be forwarded to neighborhood watch groups as it is available.

- The Neighborhood Impact Section will provide training and other pertinent information to neighborhoods that seek to start a neighborhood watch group.

Upon receipt of a request for an appearance by a Mansfield Division of Police representative, which cannot first be filled by the Neighborhood Impact Section, the appropriate supervisor will be notified of the need for one of their personnel to appear. The supervisor will review the request and determine if staffing levels allow them to commit personnel. The supervisor will then acknowledge receipt of the form and assign an officer, if possible. The supervisor will then notify the Neighborhood Impact Section supervisor which officer has been assigned.

- If on-duty personnel cannot be used, a supervisor may assign an employee on city overtime to staff the event with the prior approval of the Chief of Police. The supervisor assigning the employee will be responsible for gaining necessary approvals and for identifying and providing the necessary resources for the activity.

- A minimum of 3 business days notice will normally be required for talks or other scheduled activities which require division personnel.

- The Neighborhood Impact Section supervisor will brief Division staff personnel at staff meetings about upcoming community relation activities or events.

B. Neighborhood Impact Section personnel will assist the Division's command staff in the formulation of policy relating to community involvement.

C. The Division will periodically **publicize objectives, community problems, and successes** utilizing the division website and local media.

D. Division members and particularly the Neighborhood Impact Section supervisor shall **convey information** transmitted from citizens' organizations to the Chief of Police and affected Division personnel.

- The Division's Public Appearance Program, Police Community Relations Committee and Community Surveys will provide input from the community to help in the development of policy, procedure, goals and objectives. The survey will be conducted on the internet via the website and by mail.

E. The Division will be sensitive to **improving practices** that directly and indirectly affect police-community relations. The Division will engage in many new and innovative initiatives. Some programs will be implemented only when time and resources permit to include new programs. Programs will be designed to improve communications with our residents with a goal of preventing and reducing crime and moving traffic violations.

- Modifications to policy, procedure, and/or division activities may need to be made after analyzing input from the community. Community relations programs and activities as well as surveys are designed to encourage community partnership and involvement.

Special programs include:

### **Citizen Observation Program**

The Citizen Observation Program is established to familiarize members of the community with police procedures as well as other persons interested in the Division of Police, such as friends or relatives of officers. Any member of the public who submits a request to ride with a Mansfield police officer in the Citizen Observation Program, except for visiting law enforcement officer(s), members of the city's management and/or legal staff, is subject to the following provisions:

- Requests to ride must be made on the Division approved form for ride-alongs, accompanied by an approval waiver. Juveniles will not be permitted to ride without prior approval of the Chief of Police and only on a limited basis, exception for Police Explorers who shall follow the guidelines set forth in the Law Enforcement Exploring Ride-along Program outlined in the Explorer General Order E-11. Waivers signed by the parent or guardian must be assigned for any juvenile.

- The request will be forwarded to the shift supervisor for approval. The shift supervisor will ensure a local record and NCIC check is conducted. Those individuals having any convictions for a felony crime or any crime of violence shall be denied permission to participate. The record and NCIC check shall be destroyed by the shift supervisor following reviews.

- If the request is approved the completed form and waiver will be forwarded to the Office of the Chief of Police. If the shift supervisor denies the request, a written explanation will be sent to the requesting individual and a copy forwarded to the Chief of Police.

- Household members of officers may participate in the observation program but may not ride with a family member without prior approval of the Chief of Police.

- Dress code guidelines established for non-uniform personnel shall apply to ALL observers.

- Riders may only participate four times per year and may only ride one time annually with the same officer.

- Riders will be instructed prior to riding that their activities will be strictly limited to observation.

- The administrative assistant to the Chief of Police shall maintain a file of ride along requests and waivers for a period of one year following signature date.

- In the event a pursuit ensues while a civilian is riding, the officer shall take the following action.

- Pursuit will only be initiated in compliance with guidelines in General Order 41.2.2.

- If at all possible, the pursuit will be turned over to another unit.

- If the pursuit cannot be turned over to another unit, the civilian rider will be left at the most readily available safe location and the officer will ensure that a non-involved unit is notified of the location for pick up of the rider as soon as practical.

- Non-sworn individuals participating in the program may not be armed with lethal or less lethal weaponry at any time. (This includes individuals holding Concealed Carry Permits issued/recognized by the State of Ohio). This does not include Auxiliary Unit members of the Police Division who have successfully completed training and certification in less-lethal options (O.C Pepper Spray, Taser, etc.).

## **LAW ENFORCEMENT EXPLORING RIDE-ALONG PROGRAM**

The Law Enforcement Exploring Ride-along Program provides the opportunity for qualified Law Enforcement Explorers to accompany authorized police officers on patrol duties. Explorers will ride along as observers to gain practical experience with regard to the methods and techniques used during patrol operations. Explorers are subject to the provisions outlined in the Citizens Observation Program and

Explorer General Order E-111.

The Law Enforcement Exploring Ride-along Program shall only be operational if the Division of Police has met all criteria for certification through Learning for Life for an approved Exploring Ride-along Program. The following certification guidelines and provisions are further outlined in Explorer General Order E-11.

- Purpose and objective of the program
- Hold harmless and release form for Division of Police and Learning for Life must be signed by

Explorer and legal Guardian if Explorer is under the age of 18.

- Medical release form permitting Division of Police employees or representatives to authorize emergency medical treatment for Explorers.
- Prohibition of Explorers under 18 years of age participating in Ride-alongs between the hours of 0000 and 0600
- Prerequisite training for Officers and Explorers (to include Youth Protection Training overview) participating in the ride-along program.
- Police actions and calls for service that Explorers **may** participate in during a ride-along.
- Advance notice of police actions and calls for service which Explorers **may not** participate in during ride-along.
- Spontaneous emergency protocols and high risk call procedures for Officers and Explorers.
- Adherence to Law Enforcement Exploring policy on driving police vehicles, bloodborne pathogens, Hepatitis B declination, covert activities and all other applicable policies as outlined in the Learning for life guideline.
- Authorized uniform and equipment for Explorers along with recommendation that, if available, a protective vest be worn by the Explorer while participating on a Ride-along.

### **Citizen's Radar Patrol Program**

The citizen's radar patrol program is a new program and will be developed to involve the community more directly with the Division and to foster a sense of cooperation within the community. Members of the community who work within this program will assist the police division by running stationary radar in selected locations, assisting with the mobile speed trailer and stealth stat to help raise awareness within their community of speeding problems.

- Members of the Auxiliary Unit and community who desire to volunteer as members of the citizen's radar patrol program will undergo training from a member of the Division in the proper use of radar equipment. Volunteers participating in this program will also be instructed in proper procedures to include instructions prohibiting any direct attempts to contact or confront, in any way, drivers that are observed while involved in the program.

### **Crime Alert Program**

The Crime Alert Program is designed to “harden” potential targets of crime. Personnel will use the two part Crime Alert Card to document prevention issues such as; security lights not working, doors or access points not secured, garage door left open, damage to fences etc. The card will be forwarded to the Neighborhood Impact Section where the issue will be recorded and a letter transmitted to the property or business owner notifying them of the potential problem and requesting they consider taking corrective action.

### **Theft from Vehicle Reduction Program**

The goal of this program is to reduce thefts from vehicles. A notification card is available which is placed on the windshield of vehicles identified as a potential target of thefts. Volunteers will check parking areas which have been identified by Crime Analysts as having high theft rates. The volunteers walk the lot and when they identify a vehicle with items in plain view which may make the vehicle a target, the “Warning Card” is placed on the vehicle asking the owner to consider removing items of value from plain view helping us to reduce thefts.

The program also makes available stickers that are provided to hotels, motels which are placed on check in material asking visitors to place items of value in their vehicle in secure areas to help us reduce thefts.

### **TOP 10 Initiatives**

The goal of this initiative is to reduce trouble spots within the City of Mansfield through problem-solving strategies. Each month the supervisor in the Neighborhood Impact Section is provided a summary of the top 10 locations patrol officers have responded to during the prior 60 days. Personnel then work the list to identify the cause for the “repeat returns to a single location” with the goal of helping to solve the issues resulting in the multiple requests for police resources. Issues identified range from alarm problems to loud music or domestic issues. Personnel are challenged with the task of “intervening” with resources to solve the problem from alarm repairs to counseling. A secondary goal is to reduce overall calls for service at these locations to free patrol time and other resources for preventive patrol strategies.

### **Citizen’s Police Academy**

The Division’s Neighborhood Impact Section is tasked with organizing and presenting, with the assistance of other members of the Division, a citizen’s or youth police academy program. This program was developed to help increase the sense of partnership with our community’s population and to foster a better understanding of the role of law enforcement. This program is held at the discretion of the Chief of Police.

- Members of the community who desire to enroll in the youth or citizen’s police academies can do so on-line, or in person at the Division of Police.

### **Police Bike Rodeo**

Members of the Division of Police Neighborhood Impact Section working with trained bicycle officers and volunteers are tasked with organizing and presenting an annual Mansfield Police Bike Rodeo when resources are available. This event is designed to reduce bicycle thefts and promote bicycle safety for the youth community.

- Members of the Neighborhood Impact Section and those certified to operate Division bicycles will



provide logistical support and staffing for this event with needed assistance from Patrol Section personnel as well as citizen volunteers.

F. The Chief of Police and Command Staff with the input of the Neighborhood Impact Section will be responsible for assessing, altering and developing new community policing strategies that involve the community to help achieve Division priorities.

#### **45.2.2 CITIZEN SURVEY**

This Division will **conduct period surveys of its citizens**. At least every two years the Division of Police will conduct surveys to gauge citizen's attitudes and feelings concerning police services. This will include the online citizen survey which is found on the Division's website at: [www.mansfieldpolicedepartment.com](http://www.mansfieldpolicedepartment.com). In addition, this Division will conduct a survey of citizens who have come in contact with a division member through a call for service or through arrest, citation or a traffic stop. In these surveys this Division will seek to measure the following:

- A.** The **overall performance** of the Division.
- B.** The **overall competence** and professionalism of its employees.
- C.** Citizen's perceptions of officer's and other employee's **attitudes and behaviors**.
- D.** The community's **concerns about safety and security** within the City of Mansfield.
- E.** Any **recommendations and/or suggestions** by citizens for improvements to the level of service provided by this Division.
- F.** A written summary of the survey results will be provided to the Chief of Police and Command Staff for review.
  - The Division of Police also encourages the public to provide input during community meetings, and through other events held to discuss concerns about safety and security. The Division routinely seeks public input at such meetings to assess employee demeanor, policy and procedure effectiveness, and other recommendations or suggestions for improvements to the quality of service provided by this Division.
  - Community surveys received by this Division in compliance with G.O. 45.2.4 will be periodically summarized, evaluated and results discussed at Chief's Staff Command Meetings. Trends identified in such surveys will be addressed by specific Sections or may result in policy changes as approved by the Chief of Police or his/her designate

#### **45.2.3 COMMUNITY RELATIONS REPORTS**

The Neighborhood Impact Section supervisor or his/her designee will prepare at a minimum a **quarterly report** to the Chief of Police that includes, at a minimum:

- A.** A description of **current concerns** voiced by the community. These concerns can be obtained from input from neighborhood groups or civic associations or from citizen complaints or comments.

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. Recommended actions should be consistent with the Division's goals and objectives, mission statement and core values while attempting to correct the perceived problem.

D. A **statement of progress** made toward addressing previously identified concerns and problems.

#### **45.2.4 COMMUNITY RELATIONS INFORMATION**

Information will be **forwarded to the Neighborhood Impact Section supervisor** through reports of community meetings and civic associations, and neighborhood watch groups as well as feedback from public appearance forms that may be relevant in evaluating community input. This information will be included in the periodic reports submitted by the NIS Supervisor or his/her designee to the Chief of Police.

#### **45.3.1 AUXILIARY VOLUNTEER PROGRAM**

A. Auxiliary members, including VIPS volunteers and chaplains, are **not sworn officers**.

B. **Chaplains** for the division of police provide support, guidance, and counsel to members of the Mansfield Division of Police and to the public, especially in times of emotional crisis (suicides, homicides, etc.) All Division chaplains will maintain a close working relationship with the agency chaplain liaison officer and will be available to assist officers in emergencies where their services would be of benefit to department personnel or the public. Chaplains may also act as a resource for agency personnel or the public in spiritual or other specialized matters, when requested.

Other special functions or duties Division chaplains may perform at the request of the Chief of Police or the agency's chaplain liaison officer include:

- Representing the agency at public functions.
- Chaplains are encouraged to maintain an average of four hours per month of agency involvement, which can be in the form of a ride along, attending roll call sessions and meetings.

The Chaplain Coordinator is expected to maintain membership in The International Conference of Police Chaplains (ICPC). Chaplains shall be issued an official identification card, jacket, hat, shirt and badge when such items are available. When called to a scene the senior chaplain shall wear an identifiable garment or identifying badge on their outer clothing. Chaplains shall be willing to maintain an agency issued pager for around the clock availability. Transportation to training and calls for service shall be the responsibility of the individual chaplain. Chaplains are subject to all the rules, regulations, and procedures of this agency. The chaplain liaison officer, currently the detective sergeant, is appointed at the discretion of the Chief of Police.

The **Auxiliary Program** will include Auxiliary Officers, the Divisions Law Enforcement Explorer Post and Volunteers In Police Service Programs such as civilian volunteers to include Neighborhood Watch Associations, youth program leaders and community volunteers who assist the Division in the prevention of crime and the identification and apprehension of violators.

- Auxiliary Officers must be at least 18 years of age and must pass a background investigation and have a good driving record

- Explorer Post participants must be at least 14 years of age
- Volunteers are subject to a records check

Auxiliary Officers will report to the shift commander for assignment which may include crime prevention patrol and/or administrative duties alone (following a one year probation and evaluation by the Reserve Program Coordinator and required training) or with sworn or civilian police personnel while on probation. Auxiliary Officers are expected to work at least **four hours per month**.

- **Auxiliary Officers and other involved in the Auxiliary Program are prohibited from making arrests, confronting suspects or attempting to apprehend or stop violators under normal conditions.**
- **Examples of Auxiliary duties include, but are not limited to; community service details, house checks, building checks, traffic control, taking “no suspect” reports, parking violations, vehicle tows and other support functions allowing full time sworn officers to resume normal patrol.**

#### **45.3.2 AUXILIARY TRAINING**

**Auxiliary personnel shall receive training and certification in any authorized equipment, tools and/or assigned duties** in which they have been authorized.

#### **45.3.3 AUXILIARY UNIFORMS**

**Uniforms worn by auxiliary members shall be clearly distinguishable from the uniforms of sworn members.** Chaplains are authorized to wear the division’s formal uniform with a chaplain’s badge for formal events, but shall not wear the uniform when performing customary chaplains’ functions.

**CROSS REFERENCE TO STANDARDS AND POLICIES:** Mansfield Division of Police Uniform Manual

**CROSS REFERENCE TO FORMS:** Public Appearance Form, Neighborhood Watch Newsletters, Citizen Observer Form