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Effective Date	January 1, 2010		



Wilkesboro Police Department

Electronic Written Directives Document

I. PURPOSE

To establish the procedures for departmental crime prevention and community relations activities.

II. POLICY

It shall be the policy of the Wilkesboro Police Department to provide the citizens of Wilkesboro a comprehensive program designed to suppress and prevent crimes of violence and property loss.

III. CRIME PREVENTION

A. The Wilkesboro Police Department's crime prevention function provides for the following:

1. Targeting programs by crime type and geographic area on the basis of an analysis of local crime data.
2. Targeting programs to address community perceptions or misperceptions of crime.
3. Conducting a documented evaluation of the effectiveness of crime prevention programs; at a minimum of once every three years.

B. Security Surveys

1. Citizens Request. Upon request, officers assigned to a Crime prevention project will conduct residential and business surveys and make appropriate recommendations directed toward reduction of criminal opportunity. Officers conducting surveys will forward the survey form to the Patrol Captain.
2. Post Crime Surveys. Officers conducting the initial investigation of criminal activity shall advise the victim or appropriate person of the Department's Crime Prevention effort and if the victim wishes, the officer will submit a request to the Patrol Captain, so a security survey or other security recommendation can be made as soon as possible.

C. Community Crime Prevention Programs

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1. Requests for community programs will be forwarded to the Crime Prevention Coordinator (Patrol Captain) for recording and rescheduling.
2. The Crime Prevention Coordinator (Patrol Captain) will be available to assist other officers conducting programs.

D. Crime Prevention Equipment and Literature

Crime Prevention literature and equipment will be kept in the police department. Any request for this equipment or literature should be forwarded to the Crime Prevention Coordinator (Patrol Captain).

E. The Crime Prevention function of Patrol shall assist in organizing crime prevention groups in residential and business areas and maintain liaison with these and other interested community groups.

F. If granted the opportunity by town government, the crime prevention function shall provide input into development and/or revision of zoning policies, building codes, fire codes, and residential/commercial building permits.

IV. COMMUNITY RELATIONS

A. The community relations function shall provide the following:

1. Establish liaison with formal community organizations and community groups.
2. Informing all personnel that they are responsible for achieving the agency's community relations objectives.
3. Developing community relations policies for the agency
4. Publicizing agency objectives, problems and successes.
5. Conveying information transmitted from citizens' organizations to the agency.
6. Improving agency practices bearing on police-community relations.
7. Identifying training needs through interviews with citizen representatives, consultations with those involved in internal investigations and conferences with supervisors.

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8. Establishing community groups where they are needed.
- B. At least quarterly, the community relations officer or designee shall prepare and submit to the Chief of Police, a report that includes the following:
1. A description of current concerns voiced by the community.
 2. A description of potential problems that have a bearing on law enforcement activities within the community.
 3. A statement of recommended actions that address previously identified concerns and problems.
 4. A statement of progress made toward addressing previously identified concerns and problems.
- C. A survey of citizen attitudes and opinions is conducted a minimum of every three years with respect to:
1. Overall agency performance
 2. Overall competence of agency employees
 3. Officers' attitudes and behaviors toward citizens
 4. Concern over safety and security within the agency service area as a whole
 5. Recommendations and suggestions for improvements.
- D. To accomplish this task, copies of the citizen survey questions may be assigned to patrol team, officers will distribute the forms to citizens either by door to door service or at random. This survey can be completed at a later time and sent by mail to the police department or the citizen can deliver it to the police department. The survey may also be done online through the departments web-site.
- E. The completed surveys will be compiled for results. The completed Citizen Survey report will be posted in the officer's room. The report should be viewed to see if the concerns of the community are met so that we may improve service in the community if needed. A copy of the Citizen Survey report with a written summary will be forwarded to the Chief of Police.

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V. REFERENCES

CALEA 45.1.1, 45.1.2, 45.1.3, 45.2.1, 45.2.2, 45.2.4 AND 45.2.5