


MONROE COUNTY SHERIFF'S OFFICE

General Order

<b>CHAPTER:</b> 70		<b>TITLE:</b> Community Involvement/Crime Prevention
<b>EFFECTIVE DATE:</b> June 20, 2013	<b>NO. PAGES:</b> 2	<b>AMENDED/REVIEWED:</b> June 13, 2013
<b>REFERENCE:</b> CFA 28.02b, CALEA 45.1.1, 45.1.2, 45.2.2 45.2.3, CALEA 45.2.1 a-f		<b>RESCINDS:</b>
 _____ <b>Sheriff of Monroe County</b>		

**I. PURPOSE**

The purpose of this directive is to establish guidelines and procedures for Community Involvement and Crime Prevention.

This directive shall apply to all Sheriff's personnel.

[CFA 28.02b]

**II. POLICY AND PROCEDURE**

**All members of the Sheriff's Office shall be responsible for:**

- Providing good community relations by presenting a professional and helpful demeanor at all times when dealing with members of the public and by answering questions regarding **the Sheriff's Office** accurately and completely, or referring the questioner to someone in the office who can answer their questions.
- Making every effort to insure each contact inspires respect, not only for himself/herself as an individual and professional, but one that generates the cooperation and approval of the public.
- Identifying sources of conflict between the Office and the community and encouraging efforts to resolve them. Information about such sources of conflict should also be forwarded to the applicable Division Director or District Commander.  
[CALEA 45.2.3]
- Achieving the Office's Community Involvement and Crime Prevention objectives.

**All Division Directors and District Commanders duties shall include:**

[CALEA 54.1.1 e] [CALEA 45.2.1 a-f]

- Preventing crime through citizen awareness, education, and public / private participation.
- Distributing pamphlets, fliers, newsletters on concerns of public and private safety of crime prevention related matters.
- Assisting and advising the Sheriff on matters of community concern.

- Evaluating crime reports and focusing prevention programs at those crimes and areas in which lives and property are endangered, in order of importance. These programs may include, but are not limited to:  
**[CALEA 45.1.1 b]**
  - Business security, business Crime Watch, and training programs.
  - Home security surveys.
  - Distributing and administering Operation Identification for commercial purposes.
  - Burglary / robbery alarm ordinance coordination and training programs.
  - Convenience Store Crime Watch, robbery education and training programs.
  - Hotel / Motel Crime Watch, education and training programs.
  - Monitoring false burglar alarms in accordance with the Monroe County False Alarm Ordinance.
  - In-service police training and education.  
**[CALEA 45.1.1 b]**
- Holding public and/or private meetings of a safety of crime prevention nature when requested.  
**[CALEA 45.1.2]**
- Enhancing Crime Prevention by assisting in the organization and promotion of crime prevention groups and programs in residential areas targeted for such activity, as well as on request.  
**[CALEA 45.1.2]**
- Administering the following Crime Watch programs:
  - The formation, administration and education of Citizen's Crime Watch groups.
  - Scheduling and administering residential security surveys.
  - Education and administration of Residential Operation Identification.

### III. REPORTS

At least every third year, the Major Of The Bureau of Law Enforcement shall prepare an evaluation report that determines the effectiveness of each crime prevention program. Such an evaluation may be conducted more frequently. This Evaluation will be done with the cooperation and input of all District and Division Commanders having responsibility for Crime Prevention Duties under their respective commands. This report shall be approved by the Law Enforcement Bureau Commander before being sent to the Sheriff via Chain of Command. (also see Ch.70 B – Media Relations)  
**[CALEA 45.1.1c] [CALEA 45.2.3]**

At least quarterly, the Major of the Bureau of Law Enforcement will prepare and submit to the Sheriff, via chain of command, a report that includes, at a minimum:

- A description of current concerns voiced by the community; **[CALEA 45.2.2a]**
- A description of potential problems that have a bearing on Law Enforcement activities within the community;**[CALEA 45.2.2b]**
- A statement of recommended actions that address previously identified concerns and problems;**[CALEA 45.2.2c]**
- A statement of progress made toward addressing previously identified concerns and problems.  
**[CALEA 45.2.2d]**