

# **COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE**

**Subject: COMMUNITY RELATIONS / CRIME PREVENTION**

**Date of Issue: 01-01-1999**

**Number of Pages: 4**

**Policy No. C100**

**Review Date: 06-01-2007**

**Distribution: Departmental**

**Revision Date: 04-01-2011**

## **I. Purpose**

To establish procedures for community relations and crime prevention efforts of the department.

## **II. Statement of Policy**

It shall be the policy of the Covington Police Department to provide the citizens of Covington with a centralized source of assistance in making their families, homes and businesses more secure; to provide proactive crime awareness and crime prevention programs to the community, neighborhoods and business organizations; and to establish close relationships with the community through our Community Policing philosophy and Crime Prevention programs.

It shall also be the policy of the Covington Police Department to involve all department personnel in a citywide community relations effort to include working to establish an attitude that the police are an integral part of the community and that police/citizen interaction is essential to achieve a harmonious balance that allows for the normal application of law enforcement.

## **III. Shared Responsibility**

All police department personnel share the responsibility for crime prevention and achieving good community relations. The Support Services/Community Outreach Division shall have the overall responsibility for coordinating and planning all crime prevention and community relations programs for the department.

## **IV. Crime Prevention**

The Support Services/Community Outreach Division in cooperation with the Patrol Division Team lieutenants should develop crime prevention programs and procedures based on an analysis of crime type and geographic area based on an analysis of local crime data conducted at each Command Staff meeting. In addition, they should develop programs to address community perceptions or misconceptions of crime. The department should decide which types of crimes present the greatest problems, where the problems are most severe or where crime prevention activities could be most productive and what types of programs would be most effective in combating crime.

- A. The purposes of crime prevention programs are:
1. To offer education programs to the public on general crime prevention measures;
  2. To disseminate information to home and business owners on crime prevention techniques;
  3. To provide inspections, at the owner's request, of the premises (business, residential) concerning physical security;
  4. To provide the news media with articles relating to preventive measures on specific crimes;
  5. To encourage citizen involvement in community crime prevention programs.
- B. Established crime prevention programs
1. Residence Checks / Extra Patrol
    - a. Citizens may request that police officers check their residence or business while they are out of town. A request form will be completed and shall be entered into Spillman as a property watch by a CSR. Officers assigned to that zone shall be responsible for checking the residence or business and shall mark the date and time in the log. Extra patrol may be granted upon a citizen's request for a specific time period in special situations. Extra patrol request will be handled in the same procedure as residence checks.
    - b. Citizens may also request an officer to perform a residential or business security survey. Officers shall complete the form with comments and give to owner.
  2. Neighborhood Watch Programs (S.C.A.N.)

The Support Services/Community Outreach Division shall be responsible for organizing and maintaining a Safer Covington Action Network (S.C.A.N.) Program in residential areas that are consistent targets of crimes against persons or property. The program is designed to show homeowners better security measures by the use of proper locks, proper lighting, etc., and to have homeowners work closely together to look out for each other's property.
  3. Explorer Program

The Explorer Program, in conjunction with the Boy Scouts of America, is a program designed to provide accepted young people an opportunity to work and train in a law enforcement environment. [P215- Police Explorer Program.doc](#)

## **V. Community Relations**

- A. It is the responsibility of all personnel to promote good community relations, recognizing that the actions and demeanor of any employee in dealing with the general public can have a significant effect on the image of the department and ultimately its overall effectiveness and level of acceptance within the City. In serving the public, each employee shall make his or her contact one that inspires respect, not only for the employee as an individual and a professional, but one that generates the cooperation and approval of the public.
- B. The establishment of an effective and efficient community relations program is of significant importance to this department. The objectives of effective community relations are to establish direct contact with the community through the school system, community groups, and civic and professional organizations in order to gain community support of law enforcement activities. It shall be the policy of this department to correct any actions, practices and attitudes that may contribute to community tensions or ill will.
- C. The Support Services/Community Outreach Captain shall establish and maintain the Community Relations Plan for the police department. This plan shall include provisions for:
  - 1. Developing community relations policies that reflect both agency objectives and input from the community;
  - 2. Establishing liaison with local organization and community groups and conveying information gathered from these groups to the agency;
  - 3. Publicizing agency objectives, problems and successes;
  - 4. Identifying training needs through interviews with citizen representatives, consultations with those involved in internal investigations and conferences with supervisors;
  - 5. Assisting in the development of community involvement policies for the department;
  - 6. Improving police community relation practices;
  - 7. Establishing community groups, if none exist.

The Community Relations Plan should serve as an effective means of eliciting public support and should serve to identify community problems.

## **VI. Support Services/Community Outreach Quarterly Reports**

On at least a quarterly basis, the Community Outreach captain shall prepare a report to the Chief of Police to include, at a minimum:

- A. A description of any current concerns voiced by citizens;
- B. A description of any potential problems that might have a bearing on activities of the department;
- C. A statement of recommended actions that address previously identified concerns and problems;

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

If any member of the department receives information or complaint that should be addressed by the Support Services/Community Outreach Division, they should forward that information to the Support Services/Community Outreach captain or other member of the unit for follow-up and response to the person or persons providing the information or complaint.

**VII. Public Opinion Survey**

A public opinion survey will be available to citizens concerning the functioning and operation of the Covington Police Department on the website. Surveys may also be handed out at meetings conducted by or attended by members of the Support Services/Community Outreach Division. Information gathered from this survey will be used in the development of agency policies and procedures and modification of practices, when warranted. The survey will attempt to solicit opinions on:

- A. Overall agency performance;
- B. Overall competence of employees;
- C. Officers' attitudes and behavior towards citizens;
- D. Citizens concerns over their safety and security; and
- E. Suggestions for improvements.

***This SOP supersedes any SOP previously issued.***

BY ORDER OF THE CHIEF OF POLICE:

*Stacey L. Cotton*  
Stacey L. Cotton  
Chief of Police