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| <b>ENFORCEMENT PROCEDURE</b>  |                            |   | <b>530.00</b>           |
|  |                            | <b>COMMUNITY SERVICES PROGRAM</b>   |                         |
|   |                            |  |                         |
| <b>ISSUED:</b> 08-30-93   | <b>EFFECTIVE:</b> 09-08-93 | <b>REVISION:</b> <del>13-</del><br><u>1216-08</u>                                   | <b>PAGES:</b> <u>43</u> |

**CONTENTS:** This procedure consists of the following numbered sections:

- I. GENERAL
- II. RESPONSIBILITIES
- III. ANNUAL EVALUATION AND REVIEW

**PURPOSE**

The purpose of this standard operating procedure is to establish uniform guidelines for the function of the Community Services Program. It is the policy of this department to develop and implement proactive community-oriented policing programs. It shall be the responsibility of all personnel to familiarize themselves with the community policing philosophy and programs of this department and actively support these programs to ensure their successful operation.

**SCOPE**

This procedure shall apply to all Punta Gorda Police Department personnel.

**DISCUSSION**

The primary function of the Community Services Section is the prevention of crime through citizen awareness, education and citizen participation. Community awareness of actual or potential problems and citizen participation in correcting the problems is essential. The section also develops, promotes, and maintains relationships through open lines of communication between law enforcement and the community. A mainstay of gathering and retaining this support is an agency effort. Outreach and sincerity in promoting community policing through community policing programs is a vital component in forming a solid partnership between law enforcement and the community. The primary objective is to upgrade the overall quality of life within the community.

**DEFINITIONS**

1. **Crime Prevention Informational Database (CPID)** – An informational collection of crime prevention tips available to all Punta Gorda Police Department Personnel that is located on the internal Punta Gorda Police Department computer network.
2. **School Resource Officer (SRO)** – A certified law enforcement officer who is permanently assigned to provide coverage to a school or a set of schools. The SRO performs three roles at school: law enforcement officer, law-related advisor, and law-related education teacher.

**PROCEDURE**

- I. GENERAL** – The Community Services Section Supervisor shall be responsible for:
- A. Maintaining a liaison with interested community groups, homeowners associations, etc. through correspondence, personal contact and periodic meetings, thereby seeking out and addressing areas of concern and problems that are present in the community;
  - B. Providing the public with updated information on changes in the laws and safety programs;
  - C. Participating with concerned citizens in forming and coordinating special interest groups such as Punta Gorda Police Department Neighborhood Watch groups;
  - D. Attending public meetings which address any law enforcement concerns voiced by the community;
  - E. Attending selected community policing workshops, seminars, and training schools;
  - F. Developing educational community policing presentations relating to specific crimes;
  - G. Analyzing crime trends and crime impact to aid in the development of programs that will address these problems;
  - H. Maintaining all Neighborhood Watch records;
  - I. Conducting community policing studies of selected problem areas;
  - J. Maintaining a strong alliance with Southwest Florida Crime Stoppers;
  - K. Ensuring that all segments of the public are thoroughly informed concerning city sex offenders; and
  - L. Maintaining the Punta Gorda Police Department Crime Prevention Informational Database (CPID).
- II. RESPONSIBILITIES**: The Community Services Section Supervisor shall be responsible for the administration of the following agency programs:
- A. Neighborhood Crime Watch;
  - B. Business and Home Security Surveys;
  - C. Safety Tips for Men and Women;
  - D. Crimes Against the Elderly;
  - E. Fraud Seminars;
  - F. Retail Theft Seminars;

- G. Armed Robbery Prevention;
- H. Drug Awareness Programs;
- I. Community Interest Groups;
- J. Community Policing Problem Area Studies;
- K. Bank Security Group;
- L. "Stranger Danger" child safety programs; and
- M. Jammers Youth Basketball Program.

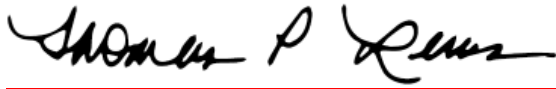
### **III. SCENARIO-BASED OR ROLE-PLAY DEMONSTRATION/PRESENTATION**

- A. It shall be the responsibility of the Community Services Supervisor to ensure that any community demonstration or presentation requiring the use of actual or simulated firearms or other weapon system used in a scenario or role play will have a minimum of one designated safety officer whose sole responsibility will be to ensure the safety and well-being of the participants and others involved.
- B. The designated safety-officer(s) shall be responsible to ensure that all weapons, simulated and real are free of live ammunition.
- C. The designated safety officer shall be responsible to ensure that a first aid kit and an Automated External Defibrillator are present at the site.

### **III.IV. ANNUAL EVALUATION AND REVIEW**

- A. The Community Services Section Supervisor shall conduct an annual written evaluation of the agency programs detailed in paragraph II of this policy. The evaluation should include recommendations regarding:
  1. Efficiency;
  2. Effectiveness;
  3. Suggested modifications; and
  4. Continuance of individual programs.
- B. The written annual evaluation will be forwarded to the Support Services Commander and Chief of Police for review.

APPROVED



ALBERT A. ARENAL THOMAS P. LEWIS, CHIEF OF POLICE

STAFF REVIEW: ~~03-10-98; 06-01-00; 07-16-02; 08-09-04; 08-21-07; 01-22-08; 09-19-11; 12-10-13~~