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| <b>FAIRFAX COUNTY<br/>POLICE DEPARTMENT</b><br><br><b>GENERAL ORDER</b> | SUBJECT:<br><b>CRIME PREVENTION UNIT</b> |                         | NUMBER:<br><b>538</b>   |
|  | EFFECTIVE DATE:<br>August 11, 2022       | REVIEW:<br>August, 2025 |   |
| RESPONSIBLE ENTITY: PATROL BUREAU  |  |                         | <input type="checkbox"/> New Directive<br><input checked="" type="checkbox"/> Replaces: 530.12<br><input type="checkbox"/> Revised: |
| ACCREDITATION STANDARDS  | CALEA:                                   | VLEPSC:                 |   |

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the Department's Crime Prevention Unit (CPU).

II. POLICY

It is the policy of the Fairfax County Police Department (FCPD) to effectively deliver crime prevention tips and strategy services to general public. The role of the CPU is to gather and disseminate crime and community-related information to both the Department and the Fairfax County community. Crime Prevention Officers (CPO) are expected to develop and present educational programs and materials relating to crime prevention strategies and current crime trends to members of the public. CPOs also prepare and deliver presentations on law enforcement topics to a wide range of business, educational, and residential community groups.

III. DEFINITIONS

- A. Certified Crime Prevention Community Program: Department of Criminal Justice Services program that publicly recognizes and certifies localities that have implemented a defined set of community safety strategies as part of a comprehensive community safety/crime prevention effort. Recertification occurs in three-year cycles.
- B. Crime Prevention: The anticipation, recognition, and appraisal of crime risks and associated education and awareness initiatives to remove or reduce such risks.
- C. Crime Prevention Coordinator: A designated supervisor(s) who administers the overall mission and activities of the CPU in a non-standing command structure.

- D. Crime Prevention Officer: A sworn officer operating out of a district station who has received specialized training in the application of crime prevention strategies and techniques to meet both Department and community needs.
- E. Crime Prevention Through Environmental Design (CPTED): CPTED is a concept that required the CPO to work with planners, engineers, landscape designers, landscape architects, arborists, end users/owners, public development agencies, and others in an effort to create safer designs in new and existing developments. This exercise identifies and helps minimize existing environmental hazards surrounding a building or space that may create the opportunity for crime.
- F. Crime Prevention Specialist: A sworn officer, [approved by the Chief of Police](#), who has met the requirements of the [Code of Virginia](#).
- G. Crime Prevention Unit (CPU): A decentralized unit that falls within the purview of the Department's Community Engagement and Equity Division and is comprised of sworn officers assigned to district stations who have received specialized training in the removal and reduction of crime risks.

#### IV. DUTIES AND RESPONSIBILITIES

- A. **Responsibilities**: The following activities and programs shall be the responsibility of CPU members:
  1. Neighborhood Watch, Business Watch, Worship Watch, and National Night Out.
  2. Security Surveys (CPTED) for businesses, homes, communities, and preconstruction plan reviews.
  3. Public speaking and education initiatives on crime and community concerns.
  4. Planning and execution of community events.
  5. Development of new initiatives at the direction of the Crime Prevention Coordinator, station command, or the Chief of Police.
  6. Support of crime prevention organizations.

7. Achieve state certification as a crime prevention specialist and attend recertification training as required (typically every three years).
  8. Provide and attend advanced crime prevention training to support CPU goals.
  9. Assist with the development and training of new CPOs.
  10. Attend all scheduled CPO meetings and workgroups.
  11. Draft, edit, revise, and maintain Department crime prevention brochures, handouts, and social media platforms in accordance with Fairfax County and Department public release of information guidelines.
  12. Assist the Public Affairs Bureau (PAB) with the creation and dissemination of relevant information to the general public.
- B. **Community Initiatives:** Members of the CPU shall attend and maintain records of scheduled community meetings, all Watch programs and participants, and National Night Out registrants. CPU members may also, in cooperation with the grant coordinator, apply for grant funding for crime prevention programs, outreach efforts, and operational needs.
- C. **Certified Crime Prevention Community Program Certification:** To obtain certification, a locality must meet twelve (12) core community safety elements/strategies augmented by a minimum of seven (7) approved optional elements. Police department resources and other agencies involved in recertification include the following:
1. Crime Prevention Unit
  2. Domestic Violence
  3. School Resource Officers/School Liaison Commander
  4. Crime Analyst Unit
  5. Victim Services Section
  6. Planning and Research Bureau
  7. Fairfax County Neighborhood and Community Services
  8. Fairfax County Faith in Action Committee
  9. Fairfax County Public Schools
- D. **Other Duties as Assigned:** In addition to their CPU duties, CPOs shall, at the direction of their district commander, assist in station-level patrol, enforcement, and investigative initiatives as needed to serve the needs of the community.

E. **Crime Prevention Officers:** CPOs act as liaisons between the station and the community, and ensure all needs are met through the following activities:

1. Community-based projects in coordination with station command.
2. Maintain station inventories of crime prevention materials.
3. Attend business/residential community meetings.
4. Provide roll call training on crime prevention topics.
5. Assist first-line supervisors with PSA assignments.
6. Maintain community contacts.

V. **ORGANIZATION AND LINES OF AUTHORITY**

A. **Organization:** The CPU operates as a decentralized team unit under the direction of the Crime Prevention Coordinator and Patrol Bureau commanders to which each CPO is assigned. Overall program oversight, training, and technical supervision of all CPOs are provided at the direction of the Community Engagement and Equity Division.

1. **District Station Commanders:** District station commanders are responsible for daily oversight of their assigned CPO to ensure station needs are met, and shall coordinate with the Crime Prevention Coordinator in regards to administrative control, general supervision, evaluations, discipline, and direction of daily operations of the CPO at each station.
2. **Crime Prevention Coordinator:** The Crime Prevention Coordinator shall coordinate with all district station commanders to ensure CPO duties are performed in a timely and acceptable manner. The Crime Prevention Coordinator shall also provide requisite training assignments that are identified and ensure Department support is provided whenever needed. Station commanders shall work cooperatively with the Community Resources Division Commander to resolve scheduling conflicts where they occur.

VI. **TRAINING**

A. The following mandatory training requirements shall be performed by CPU members to ensure continuity in deliverance of services and maintenance of records for the Department, as well as to provide CPOs with the necessary knowledge needed to perform their duties and responsibilities.

## 1. Crime Prevention Unit

- a. Basic crime prevention (40 hours)
  - Crime Prevention History and Theory.
  - Crime Prevention Law, Policy, and Liability.
  - Virginia State Police Crime Prevention Programs/Services.
    - Crime Prevention.
    - HEAT.
    - Fraud.
  - Office of the Attorney General-Crime Prevention Programs/Services.
  - Security Hardware and Technology.
  - Intrusion Systems and CCTV.
  - Security Lighting.
  - Crime Prevention Through Environmental Design (CPTED).
  - Conducting Security Assessments
    - On-Site Security Assessment Practical.
  - Communication Skills and Use of Social Media.
  - Community Safety Programs.
    - Neighborhood Watch.
    - Business Security.
    - Houses of Worship.
  - School and Community Threat Assessments.
  - School Safety, School Resource Officers, School Security Officers.
  - DCJS Regulation of Private Security.
  - Crime Prevention Specialist Certification.
  - Certified Crime Prevention Community/Campus.
  - Fairfax County Crime Prevention Policy and Procedures.
- b. Field training with a senior CPO.

## 2. Crime Prevention Specialists

- a. Required three (3) years of law enforcement experience.
- b. Eighty (80) hours of crime prevention topics, to include:
  - Crime Prevention History and Theory.
  - Crime Prevention Law, Policy, and Liability.
  - Virginia State Police Crime Prevention Programs/Services
    - Crime Prevention.
    - HEAT.
    - Fraud.

- Office of the Attorney General Crime Prevention Programs/Services.
- Security Hardware and Technology.
- Intrusion Systems and CCTV.
- Security Lighting.
- CPTED.
- Conducting Security Assessments
  - On-Site Security Assessment Practical.
- Communication Skills and Use of Social Media.
- Community Safety Programs
  - Neighborhood Watch.
  - Business Security.
  - Houses of Worship.
- School and Community Threat Assessments.
- School Safety, School Resource Officers, School Security Officers.
- DCJS Regulation of Private Security.
- Crime Prevention Specialist Certification.
- Certified Crime Prevention Community/Campus.

B. Advanced Training in Crime Prevention topics taught by national leaders in Crime Prevention should be made available to CPOs in CPTED, Security Enhancing Technology, Social Media, and Internet topics, as well as any topic that may advanced CPU levels of proficiency.

C. Training on the above topics shall be administered by a certified crime prevention specialist or expert in the listed field. All CPO training shall be completed in a timely manner, to include crime prevention specialist training. Once initial training requirements are attained, CPU personnel shall complete all refresher training as needed. The Fairfax County Criminal Justice Academy shall maintain all unit training records.

## VII. LEGAL REFERENCES

- A. [Va. Code Ann. § 9.1-161](#), Crime prevention specialists; duties.
- B. [Va. Code Ann. § 9.1-162](#), Eligibility for crime prevention specialists.  
General Order 538 becomes effective on the above date and rescinds all previous rules and regulations pertaining to the subject.

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ISSUED BY:

APPROVED BY:



Chief of Police



County Executive