

GENERAL ORDER

FAIRFAX COUNTY POLICE DEPARTMENT

SUBJECT: CRIME PREVENTION UNIT

NUMBER: 530.12

CANCELS ORDER DATED: 4-1-11

ISSUE DATE: 7-1-12

I. PURPOSE

This General Order establishes guidelines, procedures, roles and responsibilities, and defines the supervisory levels and lines of authority for the Crime Prevention Unit and its delivery of services to the community and the Department. It also establishes reporting procedures and responsibilities for the Crime Prevention Unit and the Department.

II. DEFINITIONS

Crime Prevention: Crime prevention is the anticipation, recognition, and appraisal of crime risks and the education and action which will remove or reduce such risks.

Crime Prevention Unit: A decentralized unit comprised of officers assigned to district stations who have received specialized training in the removal and reduction of crime risks. Although a decentralized unit, its officers often work together depending on the assignment.

Crime Prevention Coordinator: The designated supervisor assigned to the Community Resources Division, Youth Services Section, who administers the overall mission and activity of the Crime Prevention Unit.

Crime Prevention Officer: An officer who, operating out of a district station, has received specialized training in the application of crime prevention strategies and techniques to meet community and departmental needs.

Crime Prevention Specialist: An officer who has met the requirements under *Code of Virginia* §§ 9.1-161 and 9.1-162 which establish the responsibilities of the crime prevention specialist, to include approval from the Chief of Police.

Crime Prevention Through Environmental Design (CPTED): CPTED is a concept that requires the crime prevention officer 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 which creates the opportunity for crime.

GENERAL ORDER
FAIRFAX COUNTY POLICE DEPARTMENT

SUBJECT: CRIME PREVENTION UNIT

NUMBER: 530.12

CANCELS ORDER DATED: 4-1-11

ISSUE DATE: 7-1-12

III. DUTIES AND RESPONSIBILITIES

A. Crime Prevention Unit

The fundamental role of the Crime Prevention Unit is gathering and disseminating criminal and traffic related information to the Department and the community. This requires excellent communication skills and close working relationships with all entities of the Department. Crime prevention officers prepare and deliver presentations on a variety of law enforcement topics to a wide range of business, educational, and residential community groups. Officers shall develop and present educational programs and materials relating to crime prevention and current crime trends.

At the direction of the crime prevention coordinator, the following activities and programs shall be the responsibility of the unit's members:

1. Neighborhood Watch, Business Watch and Park Watch.
2. Work with the Public Information Office for material editing and to disseminate such materials through media as needed.
3. Cellular phone recycling - a program that provides additional funding for crime prevention training and outreach efforts.
4. Security surveys (CPTED).
 - Business surveys
 - Home surveys
 - Community surveys
 - Preconstruction plan reviews
5. Public speaking and education on crime and traffic concerns.
 - DWI, bicycle, aggressive driving, pedestrian smart trailer, variable message boards, stealth pads
 - Personal safety, home security, business security, identity fraud, stranger danger, gangs
6. Plan and/or execute community events.
7. Develop and execute new programs at the direction of the crime prevention coordinator.
8. Support crime prevention organizations.
9. Receive training to achieve state certification as a crime prevention

GENERAL ORDER
FAIRFAX COUNTY POLICE DEPARTMENT

SUBJECT: CRIME PREVENTION UNIT

NUMBER: 530.12

CANCELS ORDER DATED: 4-1-11

ISSUE DATE: 7-1-12

specialist; recertification should be completed every three years.

10. Assist with development and training of new crime prevention officers.
11. Attend scheduled crime prevention officer meetings and workgroups.
12. Write, edit, maintain and revise departmental crime prevention brochures, handouts and newsletters.

The Crime Prevention Unit also maintains computerized records of scheduled meetings, Neighborhood Watch participants, Neighborhood Watch mapping and National Night Out registrants. The unit, working in cooperation with the grant coordinator, also applies for and manages grant funding for programs, outreach efforts and operational needs.

B. Crime Prevention Officers

In addition to their responsibilities as part of the Crime Prevention Unit, crime prevention officers shall, at the direction of their district commander, assist in station-level investigative, patrol and enforcement efforts to ensure that the law enforcement needs of the community are met. Crime prevention officers serve as a liaison between the Department and the community.

Each station has a unique set of demographics and their needs are met through a variety of activities to include:

- a. Working on projects specific to the demographics of the assigned district station in coordination with station command.
- b. Conducting and/or assisting with car seat inspections.
- c. Scheduling and coordinating auxiliary officers, volunteers and interns assigned to the crime prevention officer.
- d. Maintaining station inventory of crime prevention material.
- e. Attending business and residential community meetings.
- f. Making roll call presentations.
- g. Coordinating PSA assignments.
- h. Attending Citizen Advisory Committee (CAC) meetings.
- i. Maintaining community contacts.

GENERAL ORDER
FAIRFAX COUNTY POLICE DEPARTMENT

SUBJECT: CRIME PREVENTION UNIT	NUMBER: 530.12
CANCELS ORDER DATED: 4-1-11	ISSUE DATE: 7-1-12

- j. Provide emergency preparedness strategies for critical infrastructure within each district station.

IV. ORGANIZATION AND LINES OF AUTHORITY

The Crime Prevention Unit operates as a team under the direction of the unit's coordinator and as a decentralized unit under the organizational control of Patrol Bureau commanders to which the officers are assigned.

Although the unit is decentralized among district stations, overall program oversight, training, and technical supervision of all crime prevention officers are provided by the Community Resources Division, Youth Services Section. Each district station commander is, nevertheless, responsible for the day-to-day oversight of the assigned crime prevention officer to ensure that district stations' needs are met. District station commanders, together with the crime prevention coordinator, are responsible for the administrative control, general supervision, evaluation, discipline and direction of day-to-day activities of the crime prevention officer of each district station.

The crime prevention coordinator assigned to the Youth Services Section shall coordinate with each district station commander to ensure the duties of crime prevention officers are performed in a timely and acceptable manner. They shall provide for any training requirements identified and ensure any departmental or station-level support is provided when needed. Station commanders shall work cooperatively with the Community Resources Division commander to resolve any scheduling conflicts that may arise.

V. TRAINING

The following is a guideline of mandatory training to ensure continuity in the deliverance of services and maintenance of records for the Department. This training will give crime prevention officers the necessary knowledge needed to fulfill the mission and properly perform their duties.

A. Crime Prevention Unit

- Basic crime prevention
- Field training with senior crime prevention officer
- Neighborhood Watch program (recruitment, set-up, records maintenance, sign allocation, training)

GENERAL ORDER
FAIRFAX COUNTY POLICE DEPARTMENT

SUBJECT: CRIME PREVENTION UNIT	NUMBER: 530.12
CANCELS ORDER DATED: 4-1-11	ISSUE DATE: 7-1-12

- Public speaking
- Brochure and newsletter formatting
- Event planning

B. Crime Prevention Specialist

- Security surveys (recruitment, presentation, utilization of forms, records maintenance)
- CPTED
- Locks/alarms certification
- Lighting certification

Training may be combined for any of the above listed training topics. The training is to be administered by a certified crime prevention specialist or an expert in the listed field. All training for the position of crime prevention officer shall be completed in a time frame relative to the availability of training. Crime prevention officers shall meet the requirements necessary to be a crime prevention specialist in a timely manner.

After initial training requirements are met, personnel shall participate in refresher courses organized through the unit. The Fairfax County Criminal Justice Academy and Community Resources Division, Youth Services Section shall maintain records of all training provided to the unit.

VI. LEGAL REFERENCE

Code of Virginia
§ 9.1-161
§ 9.1-162

VII. ACCREDITATION STANDARDS REFERENCE

VLEPSC

ADM.
21.01
21.02

GENERAL ORDER
FAIRFAX COUNTY POLICE DEPARTMENT



SUBJECT: CRIME PREVENTION UNIT
CANCELS ORDER DATED:

NUMBER: 530.12
ISSUE DATE: 4-1-11

This General Order becomes effective July 1, 2012 and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:

A handwritten signature in black ink, appearing to be 'M. M.', written over a horizontal line.

Chief of Police

APPROVED BY:

A handwritten signature in black ink, appearing to be 'Edward L. L...', written over a horizontal line.

County Executive