

I. **PURPOSE**

The purpose of this Standard Operating Procedure is to provide guidance for Deputy Sheriff's serving in the capacity of Crime Prevention Officers.

II. **POLICY**

It is the policy of the Fairfax County Sheriff's Office to promote, establish and maintain a close relationship with the community and respond to the needs of the public. Non-Standing Units are the lead community relations agents for the Sheriff's Office. Non-Standing Unit members are expected to meet specific requirements for the purposes of maintaining their skills. Non-Standing Unit members are expected to follow all SOP's and meet the minimum expectations of their Non-Standing Units.

III. **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 deputies who have received specialized training in the removal and reduction of crime risks.

**Crime Prevention Supervisor:** The designated supervisor who administers the overall mission and activity of the Crime Prevention Unit.

**Crime Prevention Officer:** A deputy who 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 Sheriff or his designee.

**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

IV. **PROCEDURES**

A. Selection Process

1. The selection process for Crime Prevention Officers is outlined below.
  - a. Vacant positions will be announced agency-wide, to include the selection criteria.
  - b. The candidate application process will include the deadline for the submission.
  - c. Minimum qualifications will be included in the announcement.

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- d. Components of the process will consist of interviews, review of personnel files, and supervisory recommendations.

**B. Training**

Crime Prevention training is mandatory. Crime Prevention training is designed to provide crime prevention officer candidates with the necessary knowledge and skills that will enable them to successfully perform their duties as crime prevention officers. The following outlines the core elements for crime prevention officer/specialist training for the Sheriff's Office.

**1. Crime Prevention Officer**

- a. 40-hour basic crime prevention course (mandatory).
- b. Field training phase with a senior crime prevention officer.
- c. Successfully complete Public Speaking 101.

**2. Crime Prevention Specialist**

- a. In addition to the 40-hour basic crime prevention course, an additional 40 hours of formal crime prevention training is required to become a Crime Prevention Specialist. Elements of this training are indicated as follows:
  - 1) Conducting Security surveys.
  - 2) Crime Prevention Through Environmental Design.
  - 3) Receive certification in assessing Locks/Alarms.
  - 4) Receive certification for assessing illumination condition.

The training must be administered by a certified crime prevention specialist or an expert in the crime prevention field. All training for the positions of crime prevention officer/specialist shall be completed in a time frame relative to the availability of training.

After initial training requirements are met, crime prevention personnel are required to participate in refresher courses that are approved by the crime prevention supervisor to sustain their skills. The Fairfax County Criminal Justice Academy and Crime Prevention Supervisor shall maintain records of all training provided to the crime prevention officers/specialists.

**C. Duties and Responsibilities**

- 1. Crime Prevention Officers/Specialists prepare and deliver presentations on a variety of law enforcement topics to businesses, schools, places of worship, and community groups. Crime Prevention Officers shall develop and present educational programs and materials relating to crime prevention and current crime trends. Under the direction of the crime prevention unit supervisor, crime prevention officers/specialists are expected to comply with the Non-Standing Unit Crime Prevention Expectations, stated in Attachment 1 and will be involved in the following activities:
  - a. Neighborhood Watch activities, Business Watch activities, Park Watch and Church Watch activities.
  - b. When required, provide information to the Sheriff's Office PIO for dissemination to the media.

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- c. When needed, participate in Cellular phone recycling (a program that provides additional funding for Victims of Domestic Violence).
- d. Conduct Security Surveys (CPTED) which consist of the following:
  - 1) Business surveys.
  - 2) Home surveys.
  - 3) Community surveys.
  - 4) Places of Worship surveys.
  - 5) Preconstruction plan reviews.
- e. Public speaking and educational presentations on crime and traffic concerns, to include the following topics:
  - 1) DWI, bicycle, aggressive driving, pedestrian, smart trailer, variable message boards, stealth pads.
  - 2) Personal safety, home security, business security, identity fraud, stranger danger, gangs.
- f. Plan and/or execute community events, such as National Night Out.
- g. Support other crime prevention organizations.
- h. Assist with development and training of new crime prevention officers.
- i. Attend scheduled crime prevention officer meetings and workgroups.



**STACEY A. KINCAID  
SHERIFF**

**08/10/2017  
DATE APPROVED**

**09/13/2017  
EFFECTIVE DATE**