

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>PIO-004</b>
	Subject <b>Crime Prevention and Community Relations</b>	
	Special Instructions Replaces PIO-004 dated October 9, 2007	Effective Date <b>March 1, 2015</b>

**I. PURPOSE**

Establish guidelines for the creation, implementation, coordination, evaluation, and maintenance of the Department’s crime prevention and community relations programs.

**II. POLICY**

Department employees, as designated in this procedure, shall process and maintain Department approved crime prevention and community relations programs to meet community needs, concerns, and problems.

**III. PROCEDURE**

A. The Commander of the Public Information Office (PIO) shall, upon request of the Superintendent, submit a report on the Department’s community relations programs, to the Office of the Superintendent, for review and approval.

B. The Public Information Office shall:

1. Be responsible for the creation, implementation, maintenance, coordination, and evaluation of the Department’s crime prevention, traffic safety, and community relations programs;
2. Gather and evaluate information and develop programs relative to community needs, concerns, and problems, and evaluate the Department’s crime prevention, traffic safety, and community relations programs, as needed;
3. Create programs for presentation by agency personnel that address specific types of crimes in geographic areas containing excessive amounts of criminal activity;
4. Implement programs to correct and prevent escalation of such community unrest; and

C. PIO shall research the needs and concerns of the communities of their respective assigned regions and create, implement, and maintain programs within their respective assigned districts. They shall:

1. Coordinate programs for community groups and local agencies, addressing perceptions and misperceptions of crime;
2. Establish liaison(s) with foreign language specialists, business communities, citizens groups, and statewide organizations;

3. Assist in the organization of neighborhood crime prevention groups, through public information and education programs;

4. Facilitate programs in areas targeted for crime prevention and traffic safety activities including, but not limited to:

a. Security surveys;

b. Child identification programs;

c. Drug-related programs for schools and community groups; and

d. Identification of local types of crimes.

e. Crash prevention and general traffic safety;

f. New laws related to traffic safety.

D. Each district commander shall:

1. Solicit information from the communities in their service area relative to practices and attitudes that may contribute to community tension and grievances; and

2. Monitor crime prevention, traffic safety, and community relations programs and ensure promotion of these programs by all district personnel.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.