



POLICE DEPARTMENT COUNTY OF SUFFOLK
 ACCREDITED LAW ENFORCEMENT AGENCY
DEPARTMENT DIRECTIVE
 PDCS-2008-1

ORDER NUMBER 18-26

TYPE DEPARTMENT GENERAL ORDER		AUTHORITY STUART K. CAMERON ACTING POLICE COMMISSIONER		SIGNATURE	
SUBJECT/TOPIC/TITLE COMMUNITY RELATIONS AND COMMUNITY CRIME PREVENTION PARTNERSHIPS					
DISTRIBUTION ALL MEMBERS OF THE DEPARTMENT		SECTION CREATED 06/01/92	DATE EFFECTIVE 03/16/18	DATE AMENDED 03/16/18	

RULES AND PROCEDURES

CHAPTER 26: TITLE: COMMUNITY RELATIONS

SECTION 1: TITLE: COMMUNITY RELATIONS AND COMMUNITY CRIME PREVENTION PARTNERSHIPS

I. PURPOSE

To establish responsibility and objectives of the community relations function and community crime prevention partnerships.

II. POLICY

To foster and preserve open avenues of communication between the Department and the diverse communities which it serves in an ongoing effort to identify, understand and solve the contemporary problems facing those communities.

III. DEFINITIONS

A. Community - a group of people with a common characteristic or interest living together within a particular area.

B. Community Relations Database (CRD) - a database maintained as part of the Department's system of records for the purpose of tracking information regarding community issues and concerns.

C. Community Liaison Officer (CLO) - a sworn officer assigned to the Community Relations Bureau who is detailed on a full time basis to a designated Precinct in order to conduct community relations functions.

D. Community Oriented Police Enforcement (COPE) Officer - a sworn officer assigned to a specific Precinct to act as liaison between the community and the police department and assist the community in solving neighborhood problems.

E. Community Relations - the positive interaction between the people and the police, representing their unity and commonality of purpose.

F. Language Access Coordinator (LAC) - the sworn officer responsible for coordinating language assistance services throughout the Department.

G. Language Access Plan (LAP) - an administrative roadmap that explains how SCPD will implement measures to provide meaningful access to police services to persons with limited English proficiency.

H. Latino Community Advisory Committee (LCAC) - a committee comprised of representatives from Latino community organizations and advocacy groups which convenes quarterly to offer feedback regarding Departmental programs and performance.

I. School Resource Officer (SRO) - a sworn officer assigned as an on-site liaison between a particular school/school district and the Department.

J. Community Crime Prevention Partnerships - Programs and services offered by the Department in conjunction with community member participation to foster positive community relations by empowering community members with knowledge and tools to assist with crime prevention.

IV. REFERENCES

A. New York State Law Enforcement Accreditation Program (NYSLEAP) standards 29.1 (Community Relations - Responsibility of Personnel) and 29.3 (Community Relations - Crime Prevention).

V. RULES AND REGULATIONS

N/A

VI. PROCEDURE

A. RESPONSIBILITIES

1. All Department Personnel

a. It is the responsibility of every member of the Department to promote strong and meaningful community relations and community crime prevention partnerships through the fair and equitable provision of police services.

b. Through the diligent performance of duty, every member of the Department will promote broad community engagement and foster confidence and trust in the Department.

2. Community Relations Bureau

a. The Community Relations Bureau (CRB) shall be the lead command responsible for coordinating all Department-wide community relations initiatives as described in this Chapter.

b. Goals and objectives of the CRB:

(1) Strengthen relationships and build opportunities for open communication between the Department and Suffolk County's geographic and demographic communities.

(2) Increase participation of individuals from minority communities working in partnership with the Department on public safety issues.

(3) Respond to community concerns in an honest, timely, equitable and respectful fashion.

B. LANGUAGE ASSISTANCE

1. The Commanding Officer of the CRB is designated as the Language Access Coordinator for the Department

2. The Language Access Coordinator (LAC) shall be responsible for the provision of all language assistance services

a. The LAC shall create, maintain and distribute a list of Department members who are authorized to provide interpretation and translation services as part of their routine duties (DAI List as defined in Rules and Procedures Chapter 26, Section 5, Language Access Plan and Policy).

b. The DAI List shall be maintained as described in Rules and Procedures Chapter 26, Section 5.

c. The CRB shall be responsible for the coordination and provision of translation services for the Department as described in Rules and Procedures Chapter 26, Section 5.

3. The Language Access Plan

a. The LAC shall create, maintain, review and update the Department's Language Access Plan (LAP).

b. The LAP will detail how the Department will implement its policies and procedures in order to provide meaningful access to those with limited English proficiency.

c. The LAP shall be reviewed and updated at least annually, utilizing:

(1) Input from Community Liaison and C.O.P.E. Officers

(2) Input from the Community Advisory Committee

(3) Review of information recorded on Community Meeting/Presentation forms

(4) Review of information recorded on Language Assistance Tracking Forms

(5) Information obtained from written Community Surveys

(6) Information exchanged via the Department's internet portal and social media pages

d. The LAC shall cause the LAP to be translated into Spanish, and other non-English languages which are commonly used within the County.

e. The LAC shall distribute the LAP as broadly as possible throughout the Police District, and shall ensure that it is available in print in Department buildings with public access, on the Department's website, and in any other location in the County where individuals go to seek police assistance.

f. The LAC shall redistribute the LAP anytime a significant change is made.

C. COMMUNITY ENGAGEMENT PROGRAMS

1. Community Liaison Officers (CLOs)

a. Assignment

(1) CLOs are assigned to the CRB and detailed to a Precinct on a full time basis.

(2) Selection

(a) Members of the Service seeking assignment as a CLO shall forward a Transfer Application (PDCS-1036) through their chain of command to the CRB.

(b) A panel consisting of the Commanding Officer of the CRB, the Deputy Police Commissioner and two (2) CLOs will conduct interviews on an as-needed basis to fill vacancies.

(c) Bilingual members seeking assignment as CLO shall identify all languages spoken on their Transfer Application.

(1.) Preference for assignment will be given to members who speak a non-English language which is commonly spoken in the Precinct of requested assignment.

(2.) Bilingual members must have a current language assessment on file.

(3.) Bilingual members selected for assignment as CLO must take the DAI certification assessment as described in Rules and Procedures Chapter 26, Section 5.

b. Duties

(1) Arrange, coordinate publish and attend monthly meetings of community residents.

(a) Members required to attend

(1.) Precinct C.O., X.O. or Captain

(2.) CLO

(3.) An officer assigned to patrol duties in that Precinct.

(b) Agenda

(1.) Old business - follow-up to requests or questions from prior month's meeting

(2.) New information regarding Department operations, initiatives programs and incidents

(3.) Question and answer

(2) Review, on a monthly basis, all concerns submitted to SCPD by members of his or her precinct to assess community issues.

(3) Refer all complaints of police misconduct involving discriminatory policing to a supervisor.

(4) Meet at least once a week with the Precinct commander to communicate any concerns or issues that he or she has received during the previous week, along with any other relevant information pertaining to SCPD's relationship with Suffolk County residents.

(5) Identify organizations operating in the geographic area covered by the Precinct, to include:

(a) Community groups including neighborhood watch police/community crime prevention partnerships; civic organizations; and their leaders

(b) Advocacy groups serving particular demographics

(c) Religious organizations and leaders

(d) Schools

(e) Unofficial leaders with status in the community

(6) Literature and signage - CLOs shall post and maintain the required signage and literature in all public access areas of the Precinct to which they are assigned.

c. Reporting

(1) Each CLO shall maintain a daily record of activity reflecting:

(a) Community events attended

(b) Educational presentations

(c) Interactions with individuals

(d) Issues identified and action taken

(2) Each CLO shall post their hours of availability in a conspicuous location in the public areas of their Precinct of assignment, and on the Department's web site.

2. Community Oriented Police Enforcement (COPE) Officers

a. Assignment

(1) COPE officers are assigned to each Precinct's COPE Section.

(2) Selection of COPE officers shall be made by the Precinct commander.

(a) Selection preference shall be given to those bilingual officers speaking a non-English language which is commonly

spoken in the Precinct of their assignment.

(b) Bilingual members selected for assignment as COPE officers must take the DAI certification assessment as described in Rules and Procedures Chapter 26, Section 5.

b. Duties

(1) All COPE officers shall engage in routine community policing, community crime prevention partnerships, and community outreach, which may include:

(a) Attending neighborhood association meetings to provide input or answers and provide information on crime prevention strategies

(b) Attending school functions to educate children about safety and crime prevention

(c) Assisting the community in solving non-emergency problems, and addressing community decay issues such as abandoned vehicles, graffiti, abandoned buildings, code enforcement violations, and illegal dumping

(d) Meeting with business owners to provide input or answers and provide information on crime prevention strategies

(e) Helping the community to become self-reliant

(2) COPE officers shall not be called upon to enhance or replace routine patrol operations except in emergency situations with the expressed permission of the Precinct commanding officer.

(3) COPE officers shall actively engage with individuals in their respective areas of assignment, e.g., officers assigned to units in business districts should interact with

business owners, and officers assigned to school and residential areas should interact with school personnel and residents.

c. Reporting

(1) COPE officers shall submit to their supervisors a monthly activity report documenting:

(a) The amount of time they dedicated to community-oriented policing activities and community crime prevention partnerships

(b) The type of community-oriented activities in which the officers have engaged

(c) The organizations and individuals the officers have contacted

(2) COPE supervisors shall enter COPE officer activity into IRS via the CLO/COPE Tour Report.

3. School Resource Officers (SROs)

a. Assignment

(1) SROs are assigned to the Community Relations Bureau at the discretion of the Commanding Officer of the CRB.

(2) SROs assigned to individual Precincts are assigned at the discretion of that Precinct Commander.

b. Duties

(1) Establish and maintain a close partnership with school administrators in order to enhance a safe school environment.

(2) Assist school officials in emergency crisis planning and building security matters.

(3) Increase the visibility and accessibility of police to the school community.

(4) Build working relationships with the school's staff and student and parent groups.

(5) Develop and implement classes in law related education to support the educational efforts of the faculty.

(6) Collaborate with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary.

(7) Assist in conflict resolution efforts.

(8) Interact with students and promote the profession of police officer by being a positive role model.

c. Reporting - SROs shall enter their daily activity into the CLO/COPE Tour Report.

4. Recruitment Function

a. All recruitment efforts will focus on providing equal opportunity for all applicants regardless of race, color, religion, gender, gender identity, age, national origin, sexual orientation, political affiliation, disability, marital status, or any other factor not directly related to job performance.

b. Officers are assigned to the recruitment function at the discretion of the Commanding Officer of the Community Relations Bureau.

c. Duties

(1) Officers will maintain positive and productive relationships with community leaders, educational institutions and religious organizations.

(2) Continuous efforts will be made to recruit eligible applicants at high schools and colleges.

(3) Officers shall promote the benefits of policing as community service.

5. Community Survey Program

a. Direct solicitation survey

(1) The Commanding Officer of CRB shall conduct a satisfaction survey of community and political leaders within the Latino community regarding the success of:

(a) The Department's LEP efforts;

(b) All programs and efforts of the CRB designed to engage the Latino community.

(2) This survey shall be conducted on a quarterly basis.

(3) Information obtained through direct solicitation shall be recorded with sufficient specificity to allow accurate identification, tracking, analysis and reporting.

b. The Commanding Officer of the CRB will develop a written survey instrument.

(1) The written community survey shall solicit assessments of:

(a) The CRB's success in engaging the community

(b) Overall perceptions of the Department's performance

(c) Success of the Department's LEP efforts

(d) CRB community engagement programs and efforts

(2) The Commanding Officer of the CRB shall make the written community survey available in all non-English languages identified as relevant in Chapter 26, Section 5.

(3) The Commanding Officer of the CRB shall distribute the written community survey as broadly as possible throughout the Police

District, and shall ensure that it is available in print in Department buildings with public access, on the Department's website, and in any other location in the County where individuals go to seek police assistance.

(4) Completed community surveys shall be returned to the CRB for analysis.

(a) The CRB will forward completed surveys to the Research and Development Section.

(b) The Research and Development Section shall provide the CRB with an analysis of the data retrieved from completed community surveys for review and action.

D. Community Relations Database

1. The CRB shall maintain a database for the storage of information required by this Chapter.

2. The Commanding Officer of CRB, or his/her designee, shall enter, or cause to be entered into the database information contained on the following Department forms:

a. Language Assistance Tracking Form, (PDCS-7042)

b. Community Survey

c. Community Meeting Report, (PDCS-1310)

d. Activity reports

(1) C.O.P.E. monthly activity reports;

(2) C.O.P.E./CLO tour reports.

3. The Commanding Officer of CRB shall utilize the database to conduct quarterly analysis of CRB programs, Department LEP efforts and LAP updates.

E. Community Relations and Community Crime Prevention Partnership Programs - In addition to the aforementioned community related functions and activities, the Department has a number of other community focused programs. Further information on the subsequently listed programs can be procured by contacting a representative of the specified command. Contact information for the respective commands can be obtained from the 'Phone Services'

link on the Department's internet portal: <http://scpdhome/portal/>. These programs include, but are not limited, to the following:

1. Suffolk County Civilian Police Academy - an interactive educational program aimed towards building trust between police and community residents by opening up lines of communication. The mission of the Civilian Police Academy is to familiarize the community with the operation, procedures, and policies of the Department and better acquaint them with the role of police officers in their community. Each session generally meets sixteen times, once a week for three hours. The Police Academy Bureau can be contacted for further information on this program.
2. Suffolk County Police Youth Academy - a community outreach program in which high school students are given an opportunity to experience training similar to actual recruit training and learn about the various commands in the Police Department. The Police Academy Bureau can be contacted for further information on this program.
3. Auxiliary Police Program - a volunteer Civil Defense organization equipped and trained to assist the Suffolk County Police Department, serving as additional 'eyes and ears', in an effort to improve police response to the needs of residents of Suffolk County and to assist the police during times of natural or man-made disaster. Dedicated and caring community members serve in the Auxiliary Police Program. The Suffolk County Police Department's Emergency Management Section can be contacted for further information on this program.
4. Police Explorer Program - a program open to males and females from ages 14-20 which gives the participants insight and exposure into the skills and techniques needed to succeed in life and as a police officer. Police explorers have the benefit of seeing first-hand what the law enforcement profession entails and are able to determine whether or not they would like to pursue policing as their chosen profession. Each precinct's Community Oriented Police Enforcement (COPE) office can be contacted to learn more about the Police Explorer Program offered in the respective precinct.
5. Student Internship Program - Suffolk County has established the student internship program to assist college and high school students in furthering their education and experience in various fields of study. The Department, as a County agency, is a participant in

this program and offers unique opportunities for students with interest in the field of criminal justice to observe the operations of a law enforcement agency. The goal of the program is to expose the selected students to a wide variety of commands within the Department. The students will experience how these commands interact in order to provide efficient and effective police services within communities served by the Department. Rules and Procedures Chapter 26, Section 3 (Student Internship Program) contains additional information on this program. The Police Academy Bureau can be contacted for further information on this program.

6. Neighborhood Watch Programs - Neighborhood Watch is one of the oldest and most effective crime prevention programs in the country, bringing citizens together with law enforcement to deter crime and make communities safer. The idea behind a neighborhood watch is to educate private citizens on how to recognize and report suspicious activities while promoting community relations. Neighborhood watch members channel information between neighbors and law enforcement officials in their combined efforts to prevent crime. Each precinct's Community Oriented Police Enforcement (COPE) office can be contacted to learn more about any Neighborhood Watch Programs offered in the respective precinct. The Community Relations Bureau can also be contacted by Department members seeking information on establishing Neighborhood Watch Programs.

7. School Active Violence Emergency (SAVE) Hotline - The SAVE hotline is open to all public/private schools, daycare facilities, and colleges within the police district. The SAVE Hotline is a rapid, reliable, inexpensive system that is simple to utilize. Using a dedicated phone line placed in one or several locations throughout a building, the system automatically bypasses normal communication channels and immediately dials the Suffolk County Police 911 communications center supervisor. The supervisor views an instant display of the exact incident location and can provide immediate verbal communication to the caller. Additionally, the caller will be kept on the line to provide additional details as events unfold. The Community Relations Bureau, the Department's liaison to schools, can be contacted to learn further information about this crime prevention program.

8. Suffolk County Police Department (SCPD) SHIELD Program - The Homeland Security and Criminal Intelligence Bureau administers the SCPD SHIELD program, a multi-dimensional crime prevention partnership between the Suffolk County Police Department and the private sector that seeks to increase public safety through the sharing of important and timely information. This program was designed to promote homeland security initiatives and business continuity, as well as promote the exchange of information that is critical to the success of protecting Suffolk County residents and businesses. SCPD SHIELD enables the Department to electronically send out information to the general distribution group, or to a specific sector (i.e., colleges/universities, hospitals, schools, malls/retail, utilities, petroleum, technology, hotels/motels, financial institutions, corporate security, and civic leaders). In addition, SCPD SHIELD connects local, state and federal law enforcement agencies operating in Suffolk County, as well as public transportation, and other governmental agencies. As a result, SCPD SHIELD's multi-tiered approach allows messages to be customized for law enforcement, security directors, or chambers of commerce and civic organizations. The Homeland Security and Criminal Intelligence Bureau can be contacted to learn more about the SCPD SHIELD program. Additional community crime prevention partnership endeavors/seminars offered within the SCPD SHIELD program by the Homeland Security and Criminal Intelligence Bureau include, but are not limited, to the following:

a. Active Shooter - Seminars are individually designed for management, staff or general audiences. Seminars are typically 60 to 90 minutes in length and are designed to inspire discussion and offer suggestions for improvements in critical incident planning.

b. Safety in the Sanctuary - Designed for houses of worship, the Active Shooter seminar is modified to meet unique challenges faced by religious centers.

c. How to Develop an Internal 'See Something, Say Something' Program - Create a safe and anonymous work place violence/anti-terror reporting program.

d. Detecting and Reporting Suspicious Activity - Seminar presents best practice recommendations for security professionals and organizations.

e. How to Develop Emergency Action Plans - Seminar designed for management or security supervisors.

f. Bleeding Control Basic (B-Con): Designed for civilians to learn how to recognize and control life-threatening bleeding associated with massive wounds before Emergency Medical Services (EMS) arrives. This course is associated with the Department of Homeland Security's (DHS's) national "Stop the Bleed" campaign. The course is delivered by the Suffolk County Police Department's Medical Crisis Action Team (MEDCAT) and Stony Brook University Hospital Trauma Center.

9. Police Athletic League (PAL) - The Community Relations Bureau coordinates and supervises the activities of the Suffolk County Police Athletic League, Inc. which is responsible for promoting the principles of good sportsmanship and citizenship by encouraging participation in various sports, handicrafts, indoor and outdoor activity programs, promoting the profession of law enforcement and providing youth with a positive role model. The Community Relations Bureau can be contacted for additional information on PAL programs.

10. Crime Prevention Through Environmental Design (CPTED) - Community Relations Bureau officers are available to conduct site surveys, security assessments and make presentations at local Chambers of Commerce meetings offering crime prevention strategies. The Community Relations Bureau can be contacted for additional information on CPTED programs.

11. 'Crash Course in Crash Avoidance' Driving Instruction Program - Police Academy driver training instructors with the assistance of the Community Relations Bureau's School Resource Officers periodically offer this program to teenagers between 16-19 years old to improve driving skills and impart knowledge on driver safety issues as a means to prevent crashes. The Community Relations Bureau can be contacted for additional information on this program.

12. Ident-A-Kit Program - is a child safety identification program. Personnel from the Community Relations Bureau oversee this program and attend community events to offer this service. The Community Relations Bureau can be contacted for additional information on this program.

13. Community Education Program on Hate Crimes - Hate Crimes Section staff conduct community presentations which focus on explaining hate crimes and the role their command assumes in the investigation of hate crimes. The Hate Crimes Section can be contacted for additional information on this program.

14. Community Education Program on Internet Safety and Protecting Children On-Line - Computer Crimes Unit staff conduct community presentations on Internet Safety and Protecting Children On-Line. The Computer Crimes Unit can be contacted for additional information on this program.

15. Community Education Program on Identity Theft Protection - Identity Theft Unit staff conduct community presentations on identity theft, the role of the Identity Theft Unit, and crime prevention measures to protect one's identity. The Identity Theft Unit can be contacted for additional information on this program.

16. Community Education Program on Domestic Violence and Elder Abuse - Domestic Violence and Elder Abuse Bureau staff conduct community presentations on domestic violence and elder abuse. The Domestic Violence and Elder Abuse Bureau can be contacted for additional information on this program.

17. Safe Boating Course Program - Marine Bureau personnel teach the New York State (NYS) Safe Boating Course to community members in an effort to teach the fundamentals of safe boating operation. The Marine Bureau can be contacted for additional information on this program.

18. 'Operation Medicine Cabinet' Prescription Drug Take Back Program - In order to address the environmental and public health concerns associated with the abuse of prescription medication and the improper disposal of medications, the Department conducts a program entitled "Operation Medicine Cabinet" to assist members of the community with the

proper disposal of these medications. The purpose of this program is to collect pharmaceutical waste that consists of controlled substances, prescription medications, unwanted medications and over-the-counter medications that are no longer needed or have passed their expiration date. Needles and/or liquid medications shall not be accepted. Only items from private households shall be accepted. Pharmaceutical waste from pharmacies, veterinarians, or any other pharmaceutical business shall not be accepted. Secure mailbox-type receptacles, which are bolted to the floor, are located in the lobby of each precinct. Members of the community shall deposit pharmaceutical waste into these receptacles. The community member making the deposit and the type of pharmaceutical waste being deposited shall remain anonymous. The precincts shall not require any type of identification. Property Section personnel shall be responsible for collecting the pharmaceutical waste from the receptacles when needed as the receptacles are nearing capacity. The Community Relations Bureau can be contacted for additional information on this program.

19. Crime Stoppers Program- The Department's 'Crime Stoppers and Public Information Bureau' assists community members by answering a 1-800-220-TIPS telephone line regarding criminal activity while assuring informant anonymity when requested. Information is forwarded by the 'Crime Stoppers and Public Information Bureau' to the appropriate investigating command and records are maintained of the information obtained. The 'Crime Stoppers and Public Information Bureau' is the liaison between the investigating commands and the Crime Stoppers of Suffolk County, Inc. The 'Crime Stoppers and Public Information Bureau' prepares and presents cases for caller reward consideration to the Reward Committee of Suffolk County Crime Stoppers, Inc. The 'Crime Stoppers and Public Information Bureau' can be contacted for additional information on this program.

VII. ACCREDITATION

A. NYSLEAP - 29.1, 29.3

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