



ORDER NUMBER 20-11

TYPE DEPARTMENT GENERAL ORDER	AUTHORITY GERALDINE HART 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 03/13/20	DATE AMENDED 03/13/20

RULES AND PROCEDURES

CHAPTER 26: TITLE: COMMUNITY RELATIONS

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

I. PURPOSE

To establish the objectives of the community relations and crime prevention programs and to assign responsibilities for each function.

II. POLICY

To foster and preserve open avenues of communication between the Department and the diverse communities 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 - 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. Every member of the Department will promote broad community engagement by participating to the greatest extent possible in organized community events and informal interactions with members of the communities they serve.

2. Community Relations Bureau

a. The Community Relations Bureau (CRB) shall be the lead command responsible for coordinating Department-wide community relations activities.

b. Goals and objectives of the CRB:

(1) Strengthen relationships and build opportunities for open communication between the Department and all communities it serves.

(2) Increase participation of individuals from diverse 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, review and update the Department's Language Access Plan (LAP).

b. 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 as described in Rules and Procedures Chapter 26, Section 5.

3. The Language Access Plan

a. 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.

b. 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 Latino Community Advisory Committee;

(3) Information recorded on Community Meeting/Presentation forms;

(4) Information recorded on Language Assistance Tracking Forms;

(5) Information obtained from the Community Survey; and,

(6) Information exchanged via the Department's social media.

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

d. The LAC shall disseminate the LAP as broadly as possible throughout the Police District.

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, the Executive Officer of the CRB, and the Deputy

Police Commissioner 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 community meetings.

(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; and,

(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;
and,

(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; and,

(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; and,

(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's Commanding Officer.

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 topics 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. 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, income, 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 Programs

a. Direct solicitation

(1) The Commanding Officer of CRB shall solicit input and feedback from formal and informal community leaders and advocates regarding the success of:

(a) The Department's LEP efforts;

(b) Programs and efforts designed to engage the Latino community; and,

(c) All programs and efforts of the CRB.

(2) 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 community survey instrument in conjunction with a suitable contract vendor.

(1) The 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) Success of programs and efforts designed to engage the Latino community; and,

(e) CRB community engagement programs and efforts.

(2) The Commanding Officer of the CRB shall cause the results of the community survey to be made public and available in all languages identified as relevant in Chapter 26, Section 5.

D. Community Relations Database

1. The CRB shall maintain a database for the storage of information pertaining to community relations activities.

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. Community Meeting Report, PDCS-1310;

b. CLO tour reports

3. The Commanding Officer of CRB shall utilize the database to monitor and analyze community relations activities Department-wide.

4. Precinct Commanders, CLOs and COPE Officers shall utilize information in the database to coordinate community relations activities within their respective Precincts.

E. Electronic Memo Book Entries

1. Consistent with the procedures contained in Rules and Procedures Chapter 2, Section 14, Patrol Division personnel shall record their participation in all community activities, formal or informal, in their Electronic Memo Book.
2. The Police Technologies Bureau shall ensure that Electronic Memo Book entries for community activities appear on Patrol Division members' monthly productivity statistics.
3. The Commanding Officer of CRB shall include an accounting of Patrol Division members' participation in community activities in the annual Community Relations Report.

VII. ACCREDITATION

A. NYSLEAP - 29.1, 29.3

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