

Burleson Police Department

Administrative Policy and Procedures

Number: 05-006.

Document Title: Crime Prevention / Community Relations

Effective Date: 8/15/2008

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CALEA Standards Referenced: 45.1.1a-c; 45.1.2a-e; 45.2.1a-e; 45.2.2a-f

ISSUING AUTHORITY: _____

Billy Cordell, Chief of Police

- I. The Burleson Police Department shall continue to pursue Community Crime Prevention Programs and commit itself to the perpetuation of all such programs.
 - A. Each officer and civilian employee shall be made aware of the purpose and goals of the Community Crime Prevention Program and be encouraged to participate in the program. Each employee shall remember they are a part of the Community Crime Prevention Program of the Department. [45.2.1a/b]
 1. Development of Crime Prevention Programs shall be the responsibility of the Community Resource Office(s). Community Resource Officers shall regularly review offense reports and liaison with the crime analyst and patrol officers / supervisors to develop strategies toward preventing crime. [45.1.2b / 45.2.1a/b/c] Using the accumulated data Crime Prevention Programs can be created based on: [45.2.1c]
 - a. Nature of the offense being committed [45.1.1a]
 - b. Geographic area in which offenses are being committed [45.1.1a]
 - c. Community perceptions of crime in the area [45.2.1a / 45.1.1b]
 2. Evaluations of Crime Prevention and Community Relations Programs should be done at least once every two (2) years. [45.1.1c] The Community Resource Officer(s) shall review with the Support Bureau Captain all operative programs presently being given. Those programs found to be obsolete will be discontinued. Those programs found to be still pertinent will remain in effect. The information contained in this procedure shall be incorporated into a quarterly report to the Chief of Police. The quarterly report is the responsibility of the CRO Sergeant. [45.1.2b / 45.2.1d/e]
 3. Crime Prevention Liaison [45.1. 2a] All personnel are responsible to liaison with the community however; CRO's shall have the primary responsibility to maintain regular contact. [45.1.2a/e / 45.2.1a] Liaison shall be maintained with community groups by:
 - a. Organizing or establishing interested citizens in various residential areas to form crime-watch groups. These groups

- may be comprised of citizens who are concerned about mutual neighborhood protection. [45.1.2a / 45.2.1a/c]
- b. Utilizing opportunities to promote Crime Prevention through use of literature, videos, speakers, and the City of Burleson website. [45.1.2c / 45.2.1c]
 - c. Relying on patrol officers, while in the normal course of their duty of protecting citizens and property, to encourage the public to contact Crime Prevention personnel for assistance. [45.2.1b] The Crime Prevention personnel will encourage active participation from all citizens. [45.1.2e]
4. **Teddy Bear Program**
The Burleson Police Department shall provide teddy bears to children who are victims of a crime or otherwise involved in a traumatic situation. The purpose of this program is to allow officers to take positive action that will enhance the health and promote the feeling of security of children who have been victims. It shall be the responsibility of the Professional Standards Division to administer the Teddy Bear Program.
- a. Personnel will keep at least one (1) teddy bear in the vehicle for use in incidents involving emotional or physical trauma to a child.
 - b. Department Personnel dispensing a bear shall complete the replacement request form, including the Unit number, CFS number, nature of incident, name and age of the recipient. CRO's will maintain the teddy bears.
- NOTE:** Bears can be given to those other than children at the officer's discretion. It is often appropriate and comforting to give these to older children and even the elderly.
5. **Community Response**
- a. Every two (2) years a survey of citizen attitudes and opinions will be conducted. This will be done by either the Professional Standards Division or another means in conjunctions with other City Services. This survey will include opinions about:
 1. overall agency performance [45.2. 2a]
 2. overall competence of agency employees [45.2. 2b]
 3. Officers' attitudes and behavior toward citizens [45.2. 2c]
 4. concern over safety and security within the agency's service area as a whole [45.2.2d]
 5. recommendations and suggestions for improvement [45.2.1c / 45.2.2e]

6. A written summary of the results will be compiled by the Accreditation Manager and provided to the chief of police. [45.2.2f]