

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE June 2, 2006	NUMBER 1514-D
SUBJECT Community Policing Initiative		
REVISED		
REFERENCE General orders 603, 1114-D & 1508	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 9

A. Purpose

To establish uniform guidelines for the practice of *Community Patrol* in the City of Anderson.

B. Policy

The primary purpose of practicing community policing is to improve the quality of life for City of Anderson residents through a community partnership that promotes safe and secure neighborhoods. Therefore, the City of Anderson Police Department places a premium upon serving the citizens of Anderson at the grass roots level in their neighborhoods and businesses. A priority will be placed upon officers making personal contacts with citizens on a daily basis.

C. Definitions

Community Patrol is a law enforcement philosophy that emphasizes citizen contact and swift and effective apprehension of criminals and traffic violators. Community patrol, as exercised by the City of Anderson Police Department, is high profile and exercises zero tolerance for issues that diminish the public safety and/or reduce the quality of life for citizens in Anderson City.

Shift Supervisor - For the purpose of this General Order, the highest ranking Supervisor-in-Charge of a work group consisting of patrol officers and support personnel who are assigned to a uniform patrol detail. Normally this term refers to the following work groups: A, B, C, D and Traffic.

Supervisor-in-Charge – For the purpose of this General Order, the highest ranking available supervisor for whom a subordinate serves. Normally the *shift supervisor* will be the *supervisor-in-charge* of uniformed personnel who are assigned and working their regular uniformed tour of duty. Personnel serving in operational areas outside of normal shift-work and/or personnel who are not assigned uniformed patrol assignments generally report to a position that can be referred to as a *Supervisor-in-Charge*.

D. Procedures

1. The Supervisor-in-Charge may assign personnel under their chain-of-command to bike patrol but the shift-supervisor must be notified.
 - a. In the absence of the *Supervisor-in-Charge*, the *Shift Supervisor* has all supervisory responsibility and authority for all personnel who are on-duty.
2. Law Enforcement (Uniformed Patrol)
 - a. Generally, as part of the shift-patrol component of the City of Anderson Police Department, officers shall be assigned to zones (i.e. neighborhoods or schools) with very limited boundaries.
 - b. Targeted areas for Community Patrol shall be selected primarily due to the crime rate.
 - (1) Areas with disproportionately high crime rates shall be prime candidates for the exercise of the Community Patrol philosophy. Some areas may be assigned more than one officer.
 - (2) High profile gatherings and places – such as fairs, concerts, community functions, and schools, etc – that may be a target for criminal activity may be targeted for community patrol.
 - (3) If officers are assigned bikes, such officers must have their supervisor’s permission to ride bikes from between 30 minutes prior to dark and 30 minutes after sunrise.
 - c. Assignments may be temporary.
 - (1) Example: Freedom Weekend Aloft, Christmas functions, graduation exercises, talks, speeches, etc.

- d. When patrolling **HIGH CRIME ZONES**, either on foot and/or bike, patrol officers **MUST** have a partner immediately present. The supervisor may elect to grant permission for officers to ride bikes or walk alone in areas generally deemed to be low crime areas such as downtown, etc.
- (1) Generally, officers will initially be assigned to a zone for period of one-month.
 - (2) Generally, following a one-month assignment to a zone, the following month the officer will be assigned for one month to the back-up zone for the zone previously assigned during the preceding period.
 - (a) This will allow the same officer contact with the two zones for an extended period of time.
 - (3) Generally, after a two-month assignment to a zone and as back up for that same zone, the third month the officer can be rotated to a new primary zone and back up zone.
 - (a) This will provide officers with an opportunity to get to know citizens and citizens to know the officers.
- e. Although the generally accepted mode of transportation for practicing community patrol is bicycles and/or foot, motor vehicles may be used when the use of motor vehicles would increase the effectiveness of law enforcement.
- (1) In order to best achieve the mission and/or to coordinate with the immediate and/or long-term goals of the City of Anderson Police Department, the acting supervisor may assign any department-maintained vehicle to any subordinate officer of the City of Anderson Police Department, at any time and for any reason deemed necessary.
 - (a) **EXCEPTION:** The officer must be trained and certified to safely operate the assigned vehicle.
 - (2) On order to best achieve the mission and/or to coordinate with the immediate and/or long-term goals of the City of Anderson Police Department, any supervisor may assign any subordinate officer of the City of Anderson Police Department, at any time and for any reason deemed necessary, to foot patrol. The shift supervisor must always be notified when an officer is on foot and/or bike patrol and notified of the area(s) to be patrolled.
 - (3) The following list provides examples of instances when the use of a motor vehicle may be deemed necessary (The list is not all-inclusive):

- (a) During inclement weather, extremely windy, cold, or hot days.
 - (b) When working traffic enforcement.
 - (c) Under any environmental circumstances when working Street Level Criminal Apprehension, motor vehicles may be used.
 - (d) Community Patrol is a “physical demanding” assignment. Therefore, with their supervisor’s approval, officers may utilize motor vehicles on days – or during periods - when they have become fatigued or “drained”.
- (4) Generally, unless otherwise instructed by their immediate supervisor, when assigned to operate a patrol car or other motor vehicle, officers will spend all available time out of the patrol car or other vehicle making contact with citizens in neighborhoods and businesses.
- (a) Officers will, at all times, remain within a reasonable distance of their assigned vehicle - regardless of type - in case they are dispatched to an emergency call.
 - (b) Officers will call-out to dispatch and the supervisor at all locations to document time-out.
 - i. The supervisor may elect to “copy direct” to alleviate the officer from being required to send the same message twice via radio.
- f. Dissemination of General Information, Public Relations Lectures, Speeches, Tours, and Talks, etc.
- (1) The Community Patrol initiative ensures that information sheets are made available to all officers to disseminate to the public on an as-needed basis. These types of sheets will contain contact numbers to assist the public with questions outside of law enforcement.
 - (a) These will include city services.
 - (2) All department officers will be responsive to the public by forwarding any concerns received via any type of communication to the proper division within the department. These concerns may be forwarded thru the supervisor of the shift by entering the concern into the report to the Chief of Police and/or via email. It will be the responsibility of the appropriate division head to address the concern(s) in a timely manner.

- (a) EXAMPLES: Complaints regarding reckless driving would be forwarded to the Traffic Services Division, drug complaints would be forwarded to Vice-Narcotics, and thefts would be forwarded to the Investigative Services Division.
 - i. SPECIAL NOTE: The section above is intended for illustration only and IS NOT an all-inclusive list.
 - (b) If communications are emailed, the Chief of Police and Major should be copied.
- (3) Bike-patrol is a high-profile program with a required specific-skill-set within the Community Patrol Philosophy, therefore the shift bike-patrol officers will be expected to assist with community related programs.
- (a) Events to which certified bike-patrol officers may be assigned include but are not limited to (this list is not all-inclusive):
 - i. crime watch meetings,
 - ii. citizens group meetings,
 - iii. downtown events,
 - iv. events at the fairgrounds or civic center and
 - v. other functions that are selected by the chief of police.
 - (4) Public Relations Lectures, Speeches, Tours, etc. shall be considered temporary assignments and must be scheduled and assigned through the Chief of Police, the Major or a person designated by the Chief of Police.
 - (a) Under no circumstances shall an officer schedule an event without first communicating with the supervisor in charge and/or the affected Division Captain.
3. All City of Anderson Police Officers are certified police officers and are therefore assigned both criminal and traffic enforcement, etc.
4. The community patrol initiative shall primarily measure officers' performance by the following means:
- a. The crime rate prior to the implementation of community policing in an area will be recorded and documented.

- (1) If possible, in the targeted areas, a three (3) year crime trend prior to the implementation of community patrol should be charted and graphed.
 - (2) The crime rate after the implementation of community patrol shall be compared to the crime rate prior to the implementation to track the progress, change, and relocation of crime within the city.
5. Intelligence should be gathered both overtly and covertly in the targeted areas. Intelligence gathered should include (this is not an all inclusive list):
 - a. Places, people, vehicles, and residences that are - or potentially are – utilized by persons suspected in illegal activity.
 - b. Potential hideaways for criminal suspects.
 - c. Identification of run-down houses and buildings that are a source of nuisance for the neighborhood.
 - d. Conferring with local citizens – both adult and child – in a positive manner.
 - (1) “Listening” to the citizen should be stressed in order to hear the information that citizens attempt to convey “between the lines”.
6. Uniform patrol officers shall work with all other components of the City of Anderson Police Department in its effort to decrease crime through pro-active law enforcement.
 - a. Patrol officers may elect to exercise both traffic and criminal apprehension in order to improve safety within the City of Anderson.
7. The exercise of Community Policing by the City of Anderson Police Department shall stress “Zero Tolerance” as follows:
 - a. The primary function of sworn members of the City of Anderson Police Department is **Law Enforcement** as necessary. Therefore:
 - (1) Although the patrol division will typically be assigned criminal law enforcement duties, the patrol division shall continue to maintain a strong emphasis on traffic patrol.
 - (2) Police officers assigned to traffic functions shall continue to maintain a strong emphasis on criminal apprehension.
8. The Community Patrol initiative shall focus on “grassroots” tactical strategy in order to apprehend and prosecute criminal offenders.

9. Selection

- a. The selection process for Patrol Officers may be either:
 - (1) Competitive or
 - (2) Noncompetitive.
- b. When openings exist:
 - (1) If the selection process is competitive, all certified officers who are eligible shall be subject to the same test, administered in the same fashion.
 - (2) If the selection process is non-competitive, the Chief of Police and/or his designee may select officers.
- c. As per general order 603, when openings exist in community patrol, whether or not the selection process is competitive,
 - (1) The job announcement shall be announced and
 - (2) Eligibility factors will be listed with the job announcement.
- d. Community Policing is a high profile and extremely physical assignment. Therefore, ultimately, only officers who are in top physical condition will be accepted into this program.

10. Uniforms and Safety Equipment

- a. Appropriate uniforms, as approved by the Chief of Police, will be worn by all Patrol officers. Officers assigned foot, bike, or other types of physical transportation may be assigned alternate uniforms. All uniform apparel worn by all officers must be approved by the Chief of Police. (See general order 1508)
 - (1) After the officers are finished riding they are to change from bike shorts back into long pants, unless instructed otherwise by the shift supervisor.
- b. All safety equipment must be worn. The Chief of Police and/or the Shift supervisor will make certain that shift officers assigned to Community Policing have all of the necessary safety gear. The officers are responsible and will be held accountable for wearing their assigned safety gear.

- (1) When cycling, officers will follow all safety regulations and state laws. All bike-safety equipment (helmet, gloves, eye protection and etc.) issued by the City of Anderson Police Department to Bike Officers for cycling activities will be worn and/or used while operating the bicycles. Officers will not ride bikes during inclement weather unless approved by the shift supervisor.
- c. During inclement weather and/or weather that is atypical for a particular period or season, the Community Patrol supervisor, with the approval of the Chief of Police, may elect to alter the uniform requirements. Any and all changes will be in writing and signed. A written, signed and dated memo will suffice.
 - (1) An email which is utilized for this purpose does not require a signature if it bears the senders name, the date it was sent and effective date(s).

11. Bike Patrol

- a. Officers riding bikes may “float” citywide if possible and if feasible.
- b. Officers riding bikes will assist in zones when the assigned officer assigned to the zone is out of the patrol car.
- c. Officers riding bikes can be utilized to walk and talk in areas where it is determined there is a need for two officers.
- d. Officers riding bikes will be available for special events as needed and as feasible.
- e. Officers riding bikes will adhere to all traffic laws.
- f. Officers riding bikes will always set a good and safe example for other bikers to emulate.
- g. All bike officers will clean and inspect their assigned bikes daily.
 - (1) Bike officers are responsible for maintaining all of their equipment and will report any damage to the equipment and worn out or unsafe equipment directly to the supervisor of Community Patrol.
- e. See general order 1114-D for physical training and readiness training standards.
 - (1) Special Teams Readiness Training and Physical Fitness Training and Standards are in addition to any Readiness Training and Physical Fitness Standards set by the department as a whole.

- (a) The Chief of Police may elect to waive some general training and physical fitness standards for special teams if the Readiness Training received by Special Teams members meets or exceeds the general training required (in general) for all members and if it is acceptable with training standards set by the South Carolina Criminal Justice Academy.

E. Hours of Operation for Bicycle Patrol

- 1. Beginning April 1st and continuing through November 1st of each year, those officers who are trained and certified to ride patrol bicycles may be allowed to patrol their designated zones on bike.
- 2. As a safety precaution, a minimum of two officers will ride together, unless approved by the supervisor.
 - a. If the Shift Supervisor determines that it is safe to do so, an officer may be allowed to ride alone.
- 3. During the daytime, the shift supervisor(s) may allow up to six hours for certified bike officers to ride during a tour of duty.
 - a. If deemed reasonable and necessary by the shift supervisor, the shift supervisor may allow more time for bike patrol.
 - (1) The shift supervisor will make the final decision concerning how many officers are allowed to ride during a single tour of duty and the duration of the period of time allowed for bike-patrol.
 - (b) The shift supervisor must take into account manpower needs when determining how many personnel to allocate to bike patrol and for how long.
- 4. During the hours of 20:00 to 08:00 officers should ride near the beginning or the end of the shift (during daylight) unless the Chief of Police has authorized bike patrol for a special detail or special event. The shift supervisor(s) may be flexible with the hours based on the number of officers certified to ride and the perceived level of safety.

By order of:



Martin D. Brown, Chief of Police

5-26-2006
Date