



ALBUQUERQUE POLICE DEPARTMENT
FIELD SERVICES BUREAU ORDERS

SOP 4-5

Effective: 01/10/18 Review Due: 01/10/19 Replaces: 09/10/15

4-5 CRIME PREVENTION SECTION

4-5-1 Policy

The purpose of the Crime Prevention Section is to facilitate pro-active and reactive community-oriented activities that include: crime prevention programs; positive police and community relations; information exchange through training programs, workshops and presentations; educating citizens of Albuquerque on how to avoid becoming a victim of various types of crime.

4-5-2 Section Goals

- A. The Albuquerque Police Department is committed to the development and perpetuation of community crime prevention programs. The Crime Prevention Section provides education to the public and department officers on current effective crime prevention strategies and techniques which citizens can employ to lessen the chances of being victims of crimes.
- B. The Section will work with all organizational components of the APD involving crime prevention activities. Resources permitting, Section personnel will assist in Tactical Operation Plans developed by Field Services or other department Sections with crime prevention ideas, techniques, and general assistance as needed.
- C. Section personnel will research, identify, plan, and implement programs for various segments of the community. The Section will target its programming efforts towards specific problems based on Area Command needs and available crime data provided by the APD Crime Analysis Unit or other departmental entities. The Section will work with other Sections and Units to coordinate successful Crime Prevention programs. The Section will assist any interested community groups to organize and participate in all available crime prevention programs offered.
- D. Crime prevention programs will be prioritized and developed based on the needs of the department and the community. The Section's programs will be targeted by crime types, quantity of crimes in an area and seriousness of crimes based on available crime data as well as the perception of crime and community requests. The Section Manager will be responsible for the evaluations of all Crime Prevention programs annually.

4-5-3 Composition of the Crime Prevention Section

- A. The Crime Prevention Section will be divided into two primary functional components.
 1. Area Command Crime Prevention Specialists
 2. Central Crime Prevention Unit



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4-5-4 Job Descriptions

A. Senior Crime Prevention Specialist

1. The Senior Crime Prevention Specialist will provide education, information, and services to all elements of the community interested in crime prevention. These duties include, but are not limited to:
 - a. Ensure that needs and services are rendered.
 - b. Be responsible for maintaining and evaluating the programs on a weekly, monthly, and quarterly basis.
 - c. Randomly monitor assigned personnel during their scheduled presentations and make appropriate recommendations.
 - d. Monitor written materials, brochures and related program information and update those items as needed.
 - e. Implement new programs as needed based on community needs.
 - f. Oversee all aspects of Crime Free Multi-Housing Program.
 - g. Organize the Neighborhood Watch (NW) program, which includes: preparing and sending Starter Packets, routing files to Specialists for scheduling, receiving and processing the completed NW files. NOAC/NW street sign payments, placements, maintaining Block Captains' database and providing direct assistance to Block Captains.
 - h. Serve as Board Member for the Albuquerque Block Captains Association (ABCA); organize and facilitate Spring and Fall Block Captain Conferences; attend quarterly Board Meetings.
 - i. Prepare CP Program literature, which include brochure development, printing, folding and distribute to CP staff and the community.
 - j. Communications and program implementation with Area Commands, Chief's Office, other City Departments and the community.
 - k. Coordinate the annual National Night Out event.
 - l. Conduct educational Safety Presentations for all segments of the community on a variety of topics and issues.
 - m. Provide direct assistance or make appropriate referral for incoming calls and emails from the community.
 - n. Conduct property Security Inspections to all types of environments, settings and facilities.
 - o. Assist Neighborhood Association efforts to develop Neighborhood Watch and other Crime Prevention programs.
 - p. Provide assistance to all CP personnel when needed.
 - q. Review DRB and EPC referrals required by City Ordinance.
 - r. Receive, review and process all Citizen Contact Center/311 referrals for the Police Department.
 - s. Conduct Crime Prevention and Community Policing instruction for each Cadet Class.
 - t. Present Personal Safety and Crime Prevention information to each Citizen Police Academy class.
 - u. Provide procedural and topic content training to new CP Personnel.



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- v. Submit Monthly and Yearly Activity Reports to the Operations Review Lieutenant.
- w. Provide assistance and direction for initiatives and special projects referred by Chain of Command.
- x. Participate in interview and selection process for new CPS's at the discretion of the Area Commander.

B. Crime Prevention Unit Personnel (CP Specialist)

1. The duties of a Crime Prevention Specialist include, but are not limited to:

- a. Report directly to the Area Commander or designee.
- b. Specialists will prepare, schedule and present the Neighborhood Watch Program to individual blocks.
- c. Specialists will prepare, plan and present crime prevention related topics to businesses and social groups.
- d. Specialists will attend and incorporate available training on a regular basis to maintain the most current and up-to-date information possible.
- e. Specialists will research, identify, plan and implement programs for the various segments of the community whenever possible.
- f. Specialists will assist designated Block Captains after the Neighborhood Watch presentation as needed to insure adequate implementation and follow-up of the program.
- g. Specialists will work with and serve as a liaison to other agencies, City Departments and APD sections to insure a successful Neighborhood Watch Program.
- h. Specialists will assist the neighborhoods in their Area Command with all aspects of the Neighborhood Watch Program, including organizing watches, conducting meetings, responding to concerns and problems, follow-up and additional neighborhood needs.
- i. Specialists will attend and be on time for all necessary meetings, functions and activities.
- j. Specialists will respond to all messages, referrals and inquiries as directed by the Area Commander or designee.
- k. Specialists will encourage participation in Commercial Security Surveys, Residential Surveys, Business Watches, Site Plan Review, McGruff and other programs offered by the Department.
- l. Specialists will be proactive in contacting neighborhoods and other areas within the city that show a need for any programs available as well as other Units in the Area Command.
- m. Specialists will make bilingual presentations available when possible.
- n. Specialists will adjust hours as required to meet the needs of the Program.
- o. Specialists will address rental property issues through the Crime Free Multi-Housing Program. They will be prepared to conduct CPTED/Security Inspections and submit written reports of findings, present Tenant Watch training, assist with the landlord/manager training class and provide on-going assistance as needed.



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- p. Specialists will implement, plan, prepare and present new programs based on community needs identified by the Senior Crime Prevention Specialist and/or Area Commander.

4-5-5 Proactive and On-Going Crime Prevention Activities

- A. Section personnel will be proactive and provide resources and expertise to all segments of the community. Personnel will encourage citizens/law enforcement participation in the following programs, with additional programs to be developed based on community needs, Senior Crime Prevention Specialist and/or Area Commander direction.
 - 1. All CP Specialists should be able to provide presentations and public education on the following topics:
 - a. Neighborhood Watch
 - b. Business Watch
 - c. Residential Security Surveys
 - d. Commercial Security Surveys
 - e. Personal Safety
 - f. Auto Theft Prevention and Driving Safety
 - g. Child Safety
 - h. Internet Security and Safety
 - i. Identify Theft Prevention
 - j. Scams, Fraud and Con Games
 - k. Workplace Safety
 - l. School Safety
 - m. Realtor Safety
 - n. Construction Site Security
 - o. Teen Safety (drugs, alcohol, guns)
 - p. Travel Safety
 - q. Home/Apartment Security
 - r. Reportit/Leads On-line
 - s. Domestic Violence
 - t. Crime Free Multi-Housing
 - i. Property Inspections
 - ii. Landlord/Manager Training
 - iii. Tenant Watch Training
 - u. Preparing crime data based on Area Commander requirements
 - v. McGruff Program
 - w. Seasonal Safety Programs
 - x. National Night Out