

Pasco Police Department Policy Manual

CRIME PREVENTION AND COMMUNITY RELATIONS	Chapter No. 45
Effective Date: 04/01/2018 Revision Date: 1/31/2019	Reference: Explorer Program Manual

45.1.1 CRIME PREVENTION ACTIVITIES

The Pasco Police Department is committed to developing and initiating proactive crime prevention programs to enhance the livability and sense of community in our City. The department recognizes that as a police agency we are partners with our citizens. Programs are designed to help citizens anticipate, recognize and appraise crime risks and initiate actions to remove or reduce the risk.

Crime prevention must be an ongoing, multifaceted and coordinated department effort. All supervisors, officers and civilian employees are responsible for helping achieve department crime prevention goals.

Crime analysis will provide personnel with periodic reports of criminal activity by type and geographic area.

Promotion of crime prevention programs that target specific crime types and geographic areas based on an analysis of local crime data and address community perception or misperception of crime. Such programs include: Block Watch, Business Watch, use of social media, public online crime mapping, Crime Free Multi-Housing, Victim Services Program, Citizen Police Academy, home and business security surveys and Crime Prevention through Environmental Design (CPTED).

Evaluation of these programs occurs every even year to decide if each program should be continued, modified or ended. The Resource Sergeant documents findings and submits to the Deputy Chief or designee.

45.1.2 ORGANIZING COMMUNITY GROUPS

The Area Resource Officers (ARO) identifies programs that target specific crimes identified and serve as a liaison for existing community organizations.

The Chief's Advisory Committee solicits input from the community and provides that input to the department regarding policy.

Businesspersons, civic organizations, special interest groups and individuals are encouraged to contact or meet with the ARO to voice ideas, needs and concerns. The ARO will maintain communication with the community through newsletters, surveys, public forums, radio talk shows, social media, Block Watch, Citizen Police Academy and service groups. Conduct programs such as: National Night Out in August and other ongoing crime prevention programs throughout the year.

Ongoing Crime Prevention Programs

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1. **Block Watch:** This program is designed to reduce neighborhood crime, particularly residential burglary, in areas of single family and duplex homes.
2. **Business Watch:** This program is designed to reduce crime in commercial communities, employee theft and credit card fraud.
3. **Public Presentations:** Public presentations will be made on subjects such as crime prevention, personal safety, business security and robbery prevention. The subject matter will be focused on the needs of the business or group requesting the presentation.
4. **Public Communication:** The ARO maintains communication with members of the public. This is done through all contacts with the public and with specific information providing and seeking tools such as: social media, press releases through the PIO, public service announcements (PSA) and public forums.
5. **Crime Free Multi-Housing:** This program is designed to reduce crime in multi-family housing properties. The primary tools are: training of property owners and managers, proper screening of potential tenants, improving the conditions of the property and establishing a block watch group on-site.

45.3.1 VOLUNTEER PROGRAMS DESCRIPTION

Volunteers of the Pasco Police Department are not commissioned law enforcement officers and they are unpaid. All volunteers must pass a background investigation and serve at the will of the Chief of Police. Volunteers are assigned to non-law enforcement community service functions, which include but are not limited to fingerprinting citizens, miscellaneous clerical duties, assisting the ARO, Pasco Police Explorer Post and Pasco Reserve Officers. All police department volunteers, except Explorers and Reserve Officers, report to assigned ARO.

A. P.A.S.C.O.

1. **Fingerprinting:** The volunteer fingerprinting program consists of a core of volunteers trained to take citizen fingerprints and fill out all paperwork specific to the purpose of fingerprinting. Volunteers attend on-the-job training with the citizen volunteer coordinator and Police Service Specialists to learn how to fingerprint. Scheduling of the fingerprint volunteers is coordinated by the citizen volunteer coordinator and supervised by a Police Service Specialist. Fingerprinting volunteers will wear a nametag provided by the department while working at the station.
2. **Clerical:** The volunteer clerical program consists of a core of volunteers trained to complete, process and file various types of reports and other documents within the different divisions and the Records Unit of the police department. Volunteers attend on-the-job training with the citizen volunteer coordinator, the Police Service Specialists, and other personnel as needed to learn how to complete, process and file various types of reports and other documents.
3. **Crime Prevention:** The volunteer crime prevention program consists of a core of volunteers trained to assist the AROs in providing a variety of services to the

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community, including: home and business security inspections, victim assistance, planning and staffing community meetings and training events. Volunteers attend the Citizen's Police Academy and then on-the-job training with the AROs and other members of the police department to learn various aspects of crime prevention and how to perform certain functions related to crime prevention.

B. Explorers

The department sponsors a police explorer program aimed at younger community members (typically high school to college) that are interested in a career in law enforcement. The program will focus on community events and assisting in non-law enforcement activities within the police department. Full program information is available in the Explorer Program Manual.

45.3.2 TRAINING

Volunteers receive training for each specific duty they perform. The Pasco Police employee assigned to supervise that volunteer provides training. Volunteers do not perform any duties that require sworn officer status.

Volunteer Function	Department Position Responsible
Fingerprinting	Police Services Specialists and Evidence Technician
Clerical	Police Services Specialists, department Secretaries and other personnel
Crime Prevention	Area Resource Officer
Explorer	Refer to Explorer Program Manual

45.3.3 CIVILIAN RIDE-ALONG PROGRAM

The ride-along program was developed to help the public better understand the Pasco Police Department and to help individuals who are interested in law enforcement get exposure to the profession. The Field Operations Captain is responsible for reviewing all ride-along requests prior to the ride-along taking place. The captain may approve or deny ride-along requests using established department criteria. Sergeants may ask or direct officers to accept a civilian rider. The following guidelines should be applied to any ride-along requests.

- A. Criteria- A background records check on all ride alongs will be reviewed for criminal history along with suitable factors before riding in a patrol vehicle.
- B. Citizens Academy- Ride along requests may be referred to participate in the departments Citizen Academy as an alternative to a ride along to better understanding the department.
- C. Waiver- The department liability waiver will be completed before riding in a department vehicle.
- D. Notification - Officers will notify the on-duty shift supervisor and Dispatch any time they have a civilian rider.

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