



University of Wisconsin–Madison Police

Policy: 45.1

SUBJECT: CRIME PREVENTION & COMMUNITY INVOLVEMENT

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INDEX:

- 45.1.1 CRIME PREVENTION PRIORITIES
- 45.1.2 LIAISON WITH CRIME PREVENTION GROUPS
- 45.1.3 CRIME PREVENTION INPUT
- 45.1.4 POLICE LIAISON PROGRAM
- 45.1.5 COMMUNITY INVOLVEMENT FUNCTION
- 45.1.6 COMMUNITY INVOLVEMENT REPORT
- 45.1.7 TRANSMITTING RELEVANT INFORMATION
- 45.1.8 SURVEY OF CITIZEN ATTITUDES
- 45.1.9 COMMUNITY RIDE-ALONG PROGRAM
- 45.1.10 SECURITY CRIME PREVENTION SERVICES

POLICY:

The University of Wisconsin–Madison Police Department is committed to the development and perpetuation of proactive community crime prevention programs. All employees play a role in the success of the crime prevention effort. The Department shall implement procedures that attempt to identify, prioritize, and work to resolve contemporary community problems. The goal is to improve the quality of life in the community.

DEFINITIONS:

“Community” refers to a group of any size where members work, study, or live within a specific geographic locality, share government, and often have common interests or needs.

“Community policing” is a philosophy that promotes organizational strategies, and supports the systematic use of partnerships and problem solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

“Crime prevention” refers to any initiative or policy which reduces or eliminates the aggregate level of victimization or the risk of individual criminal participation. It includes community-based programs to reduce the incidence of risk factors related to criminal participation and the rate of victimization, as well as efforts to change perceptions.

PROCEDURE:

45.1.1 CRIME PREVENTION PRIORITIES

The following procedures shall guide the Department crime prevention priorities:

- A. The Department is committed to crime prevention as a Department-wide philosophy, not just a specific program. All employees play a role in the Department crime prevention efforts. Consequently, the success of Department crime prevention strategies and tactics depend on all personnel working together in partnership with the community. Specific crime-prevention programs, which are intended to reduce the incidence of criminal activity in a community, shall be developed, implemented and maintained by Department members.
- B. Programs shall be developed to address community perceptions or misperceptions of crime. The key to any successful crime prevention program is an active, involved, and educated public. While this involvement may take many forms, the program includes the following:
 - 1. The Police Liaison program, which utilizes problem solving and other crime prevention measures.
 - 2. Safety education programs, which provide preventative education on personal safety issues for all age groups.
 - 3. Badger Watch, which provides education in crime prevention strategies on crimes specific to particular areas.
 - 4. Security surveys, which provide inspections of residential and commercial buildings for security recommendations to reduce potential criminal opportunity.
 - 5. Citizens’ Academy which exposes community members to a variety of Department functions.

- C. The Investigative Services Captain or designee shall utilize crime data to identify crime activity by crime type and geographic area. Such information shall be used by field services in targeting crime prevention methods.
- D. Crime prevention programs shall be evaluated by the Field Services Captain on an annual basis with appropriate recommendations documented and forwarded to the Chief of Police.

45.1.2 LIAISON WITH CRIME PREVENTION GROUPS

The following governs organizing crime prevention groups in residential and business areas:

- A. Community police officers shall maintain active roles in community interest and civic organizations with an emphasis on the positive exchange of police and citizen concerns. Any Department employee who has special expertise or knowledge may be called upon to present a program to community organizations or groups.
- B. The Day Shift Patrol Sergeant or designee coordinates the Badger Watch program. Community police officers shall meet with Badger Watch members and address concerns pertaining to security, safety, and policing efforts in their respective buildings.
- C. The Day shift Lieutenant and/or the Investigative Services Captain may organize other crime prevention groups or problem solving measures using crime analysis as a guiding factor.

45.1.3 CRIME PREVENTION INPUT

The following procedures shall guide the Department in its efforts to provide crime prevention input:

- A. The Department shall provide crime prevention input into the development and/or revision of zoning policies, building codes, fire codes, and residential/building permits. The Infrastructure Security Unit shall be proactively involved in this process as an integral element in ensuring that crime prevention concerns from the law enforcement perspective are addressed prior to legal enactment or construction.
- B. The Infrastructure Security Unit shall maintain a close working relationship with personnel from the Madison Fire Department, Facilities Planning and Management, Environmental Health and Safety, the Dean of Students Office, UW Housing, and state and federal regulatory commissions. Each of these components has a vested interest in receiving crime prevention input related to the development and/or revision of zoning policies, building codes, fire codes, and building permits.

45.1.4 POLICE LIAISON PROGRAM

The Department has established a police liaison program with the University residence halls to build positive relationships and establish trust and confidence among students, housing, staff and police and to provide a forum for education on safety and security related issues. The following procedures have been developed:

- A. The University Housing / Police Liaison Program shall be staffed primarily by police officers from second and third shifts. Officers interested in being a liaison officer should have least one year of Department experience. The number of officers and residence halls involved in the program may change from year to year based on recommendations by UW Housing and police supervisors, staffing levels, and the number of volunteers for the program.
- B. A minimum thirteen month commitment, August through the following August, is expected from officers who are members of the UW Housing / Police Liaison Program.
- C. Liaison officers shall report directly to the 2nd shift patrol sergeant for issues related to the position or program.
- D. Officers are expected to promote an educational liaison type of relationship with the students and staff in their respective units. Although the number and designation of target areas may change from year to year, officers may be expected at times to take part in programs in other areas outside their primary area of responsibility, upon request.
- E. Liaison officers are encouraged to be creative and self-motivated in this program and to encourage involvement during house meetings, house fellow training programs, and other crime prevention programs. Officers should also interact one-on-one with student residents and housing staff.

- F. Liaison officers are expected to attend liaison officer meetings and to notify the unit coordinator if they are unable to attend.
- G. If liaison officers have activities to attend in their unit or desire to spend time in their unit on a specific date, the shift supervisor should be advised in advance, if possible. Officers involved in this program will be allowed to flex their hours on a voluntary basis, when staffing levels permit, in order to make themselves available for functions or presentations which may take place on otherwise off-duty time. If staffing levels do not permit such flexibility, any overtime must be approved by the coordinator or another supervisor.
- H. Liaison officers assigned to a specific unit will be allowed to use discretion with regard to answering enforcement type calls (i.e. underage drinking parties where citations are likely to be issued) in their respective unit unless staffing levels or availability make it absolutely impossible for another police unit to respond. This exception is not intended to be used to the advantage of the officer, but rather to preserve the liaison relationship of the assigned officer with the residents in their respective unit. Liaison officers will be expected to keep their coordinator informed of important issues, and to maintain a calendar log of activities related to his or her area.
- I. Liaison officers are allowed to dress in a Department polo shirt or other plain clothes when it is appropriate and when staffing levels permit.

45.1.5 COMMUNITY INVOLVEMENT FUNCTION

The following procedures shall guide the Department's community involvement function:

- A. The Day Shift Patrol Sergeant directs and implements specific crime prevention, community education, problem solving, and community involvement activities. The community policing unit tasks include the following:
 1. Establishing liaison with existing community organizations or establishing community groups where they are needed.
 2. Assisting in the development of community involvement policies for the Department.
 3. Publicizing Department objectives, community problems and successes.
 4. Conveying information transmitted from citizen organizations to the Department.
 5. Improving Department practices bearing on policy and community interactions.
 6. Developing problem-oriented and community policing strategies.
- B. Although all employees of the Department are responsible for maintaining favorable community involvement, community policing personnel will have primary responsibility for community involvement programming. Each community officer will attempt to identify, prioritize, and work to resolve contemporary problems such as crime, drugs, fear of crime, and social and physical disorder, with the goal of improving the quality of life in the community. Geographical areas shall be defined for each community officer assignment.
- C. Each designated geographical area will be staffed by a community officer selected specifically for that area through a selection process. Assignments to community officer shall be for a minimum of two years. At the end of the second year, the community's continued need for a community officer will be evaluated and a recommendation made regarding the viability of the position. If the community police officer position is to continue, the Department may reassign the position to the current community officer for another two-year term or begin the selection process to assign a new community officer. If the officer's employment status changes during his/her two-year assignment, another officer shall be selected to fill the community officer position.
- D. Community needs will dictate the work days and hours of the community police officer's assignment. The officer must be willing to vary days and hours in order to meet the needs of the community. Community officer work schedules are kept current, maintained, and approved by his/her supervisor. Community officers may occasionally be assigned to assist patrol if operational needs require the assistance.
- E. Community officers are responsible for a variety of duties that include, but are not limited to:
 1. The safety and security needs of the community members within the assigned area by allowing community members to define problems and identify issues of concern.
 2. Research, develop and conduct presentations on topics of concern within the community.
 3. Use community input and Department crime prevention resources to develop materials and training programs aimed at reducing crime and the perceptions of crime.

4. Use creativity to problem-solve ongoing safety and security issues within the community.
5. Become an active and involved member of the community, willing to serve in organizations and on committees as appropriate.
6. Assist with security surveys as requested, gather and share intelligence with patrol shifts, security officers, and detectives.
7. Liaison with other law enforcement and civilian entities to facilitate information sharing.
8. Respond to calls for service when available and provide appropriate levels of enforcement within the community when necessary.
9. Conduct case follow-up as assigned.
10. Prepare, coordinate, and disseminate tasks to be completed on a monthly basis. A monthly summary of accomplishments and activities is required and shall be forwarded to their supervisor.
11. Maintain office space and Department supplied equipment and supplies in a professional manner.
12. Participation in the Badger Watch program, which is a key duty for the community officer assignment.

45.1.6 COMMUNITY INVOLVEMENT REPORT

The following procedures govern the preparation and dissemination of community involvement information:

- A. At least quarterly, the Captain of Field Services or designee will prepare and submit to the Chief of Police a report that includes, at a minimum:
 1. A description of current concerns as voiced by the communities.
 2. A description of potential problems that have a bearing on law enforcement activities within the community.
 3. A statement of recommended action that address previously identified concerns and problems.
 4. A statement of progress made toward addressing previously identified concerns and problems.
- B. Reports should also be disseminated to other field services managers to permit time to react, to alleviate concerns, and to avert problems.

45.1.7 TRANSMITTING RELEVANT INFORMATION

The following shall establish procedures for transmitting relevant community-involved related information:

- A. Relevant community-involved information received by an agency member shall be transmitted to the Day Shift Patrol Sergeant. Transmittal of such information shall be accomplished through memorandum, electronic mail, formal report, informal conversation, and staff or Department meetings.
- B. Department members shall convey relevant information in a timely manner to ensure there is an evaluative loop in the community-involvement/ community policing actions. Compliance with this procedure shall reduce the likelihood of misinterpretation and assure that information being gathered by personnel is incorporated into the decision making process.

45.1.8 SURVEY OF CITIZEN ATTITUDES

The following procedure shall govern the use of surveys designed to capture citizen attitudes and opinions:

- A. A survey of citizen attitudes and opinions shall be conducted at a minimum of every two years with respect to the following:
 1. Overall agency performance.
 2. Overall competency of agency employees.
 3. Citizens' perceptions of officers' attitudes and behaviors.
 4. Community concern over safety and security within the agency's service area.
 5. Citizens' recommendations and suggestions for improvements.
- B. The Director of Communications may carry out the survey or the survey may be carried out by others with guidance. Depending on a variety of conditions and circumstances, surveys may be conducted by mail, computer, personal contact or telephone. Well established and accepted research practices will be used during the development and implementation of the survey instrument. The content of each survey may be combined with questions relating to victimization and other issues.
- C. The results of the survey of citizens' attitudes shall be compiled, with a written summary, and provided to the Chief of Police. Survey results should be made available to the community when deemed appropriate.

45.1.9 COMMUNITY RIDE-ALONG PROGRAM

The following shall govern procedures for the Department ride-along program:

- A. Authorization for ride-alongs must be cleared in advance by the ride-along coordinator or O.I.C.
- B. All persons riding in or driving State vehicles are required to use the appropriate safety restraints, except when a tactical situation would make it impractical.
- C. The person riding along will wear Department issued identification.
- D. Ride-along Waiver must be completed and turned in to the ride-along coordinator.
- E. A ride-along is prohibited from entering any residence without the express consent of the resident.
- F. There is a limit of two ride-alongs per person per year without prior authorization from the Field Services Captain.
- G. Ride-alongs will be granted according to established Department priorities. These priorities are maintained by the Ride-along Coordinator.

45.1.10 SECURITY CRIME PREVENTION SERVICES

The following outlines crime prevention services performed by the security division:

- A. Many officers are trained to perform security surveys of buildings on and off campus when requested. Surveys of campus buildings often take the form of a “complete building check” (C.B.C.) which involves a review of an entire building and a report on any security discrepancies that are found. Staff assigned to conduct security surveys shall be appropriately trained and certified.
- B. Officers complete reviews of exterior lighting on campus, both quantity and quality, and report any deficiencies for repair or remediation.
- C. Security officers engage in concentrated area patrols, alone and with police officers, in parking lots, around residence halls and other parts of the campus that have been shown to have a higher risk of illegal behavior.
- D. Security officers employ the principles of Problem Oriented Policing and Community Oriented Policing in their daily patrols of campus buildings and grounds.
- E. Security officers work in close partnership with Police and Police Community Officers as well as Infrastructure Security to help maintain a safe campus, conducive to its teaching mission.