



# SYKESVILLE POLICE DEPARTMENT

Crime Prevention

General Order 7-1

Effective: 08/22/17

Authorized By: *Michael A. Spaulding* Chief of Police

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## I. PURPOSE

To provide Sykesville Police Department personnel with the procedures and expectations for crime prevention.

## II. POLICY

All members of the Sykesville Police Department will be responsible for the provision of crime prevention resources and programs to the citizens of Sykesville, Maryland.

## III. PROCEDURES

### A. Priority Programs and Community Relations Functions

The Sykesville Police Department will coordinate and/or assist in the analysis of crime within Sykesville, Maryland, targeting programs by crime type and area. Crime prevention programs will address community perceptions of crime. The effectiveness of crime prevention programs shall be evaluated periodically.

1. Through effective use of proactive crime prevention training, community-oriented policing and problem solving methodologies, officers will be the problem solvers for the community.
2. Effective use of the media is important to share programs and successes with our citizens. Currently we utilize cable television, social media, our town website, town Newsflash, Nixle and print media. Regular press releases can be issued to accomplish our goals and to educate the community.
3. Members of our Police Department are representatives on appointed councils, volunteer organizations, faith-based organizations, and fraternal organizations. An open relationship exists between our officers and the public we service from all levels of our Department.
4. Interaction with concerned citizens brings about positive changes to policies, procedures, training, and community involvement.

### B. Neighborhood Watch

1. Department personnel shall make every effort to organize, maintain and encourage the development of Neighborhood Watch Groups throughout the community.

2. Neighborhood Watch Groups shall have a civilian coordinator who shall appoint local block captains with direct interaction between the Police Department and the Watch Groups.
3. Complete listings of Neighborhood Watch programs and coordinators shall be provided and updated on a regular basis.
4. The goal of Neighborhood Watch is to have neighborhood protection. The assistance of the Police Department will be made available.
5. The Police Department will interact with individual citizens, community groups, neighborhood watches, and business to address concerns that are voiced by the public. Remedies can be developed and achieved with a cooperative effort.

C. Crime Prevention Programs

1. In addition to Neighborhood Watch Groups, the Police Department will participate in programs which will have a positive effect on the prevention and reduction of crime in the community. These programs include, but are not limited to, commercial and residential security checks, personal safety, house checks, sexual assault prevention, substance abuse education, and other programs which are supported by media and printed materials and literature.
2. Upon citizen request, officers will speak on such subjects as crime prevention for the elderly and disabled, shoplifting, vandalism, commercial armed robbery, bank security, burglary prevention and other subjects.
3. As a community relations and crime prevention service to the community, the Sykesville Police Department provides patrol checks of houses where residents are temporarily out of town, on vacation or on business trips. The following rules apply in performing this service:
  - a. House checks will be made by Sworn officers and/or Auxiliary Officers.
  - b. House checks will be made for no more than 30 days, with extension requests required for special needs.
  - c. Residents are required to notify the Sykesville Police Department when they return home early.

- d. Requests for this service will be made by via the completion of SPD Form #95, House Check form. These forms can be obtained in person at the Sykesville Police Department or submitted on-line through the Police Department page on the Town website. Department personnel will see that the request is posted on the bulletin board once received.
- e. Officers who complete these checks will document the same in the Interact RMS on their Officer Daily Log.
- f. House and business checks will be made whenever the workload permits.

D. Liaison with Community Groups

- 1. Many groups have diverse ideas and needs that may be incorporated into crime prevention programs, or modify or create new crime prevention programs to meet specific needs of these groups.
- 2. Department personnel shall maintain communication with homeowners by way of security surveys, watch meetings and formal presentations, if requested.
- 3. Business owners, civic organizations, local, state and national crime prevention organizations and other allied police agencies will meet on a regular basis, and Department personnel will attend these meetings, if requested.
- 4. Any other interested citizens or groups will be encouraged to contact the Police Department to request attendance by officers at meetings and events.

E. Residential Security Survey

- 1. Patrol Officers shall utilize the MCCPI Home Security Survey form (two pages), which is located in the PowerDMS under “Forms”.
- 2. Patrol Officers performing a survey shall initiate a Call for Service – Community Policing event in the Interact RMS with a notation regarding the specific details.
- 3. Only officers who have completed a certified Residential Security course will conduct a Residential Security Evaluation.

4. Group Supervisors will maintain a record of Residential Security Surveys performed by each of their officers. These will be reflected in monthly and yearly reports.
5. Group Supervisors will submit the name of any officer who successfully completes 50, 250, 500 or 1,000 Residential Surveys to the Maryland Crime Prevention Institute for suitable recognition annually in the Crime Prevention Awards Program.

F. Commercial Security Survey

1. Patrol Officers shall utilize the Maryland Community Crime Prevention Institute Commercial/Industrial Security Survey form (located in the PowerDMS under “Forms”).
2. Patrol Officers performing a survey shall initiate a Call for Service – Community Policing event in the Interact RMS with a notation regarding the specific details.
3. Officers who are certified to complete Commercial Security Surveys must be graduates of a basic crime prevention course or an approved advanced crime prevention course on Commercial Security Surveys.
4. If an officer is requested to perform a Commercial Security Survey, but is not certified to perform this service he/she shall refer the request to the patrol supervisor.
5. Group Supervisors shall maintain a record of Commercial Security Surveys performed by each of their officers. These will be reflected in monthly and yearly.
6. Group Supervisors will submit the name of any officer who successfully completes 50, 250, 500 or 1,000 Residential Surveys to the Maryland Crime Prevention Institute for suitable recognition annually in the Crime Prevention Awards Program.
7. A report shall be completed for each Commercial Security Survey conducted. A more detailed business assessment may be attached.

**IV. CANCELLATIONS**

This General Order cancels and replaces the following policies: General Order 45.2, entitled Crime Prevention Operations, dated December 20, 2001.