

SOP 1-34 (Formerly 4-5)

Effective: 09/08/2023 Review: 09/08/2024 Replaces: 04/11/2022

1-34 CRIME PREVENTION UNIT (CPU)

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

International Crime Free Association National Neighborhood Watch Program National Night Out Campaign

D. Rescinded Special Order(s)

None

1-34-1 Purpose

The purpose of the Crime Prevention Unit (CPU) policy is to provide goals and organizational structure for Crime Prevention Unit personnel and define responsibilities.

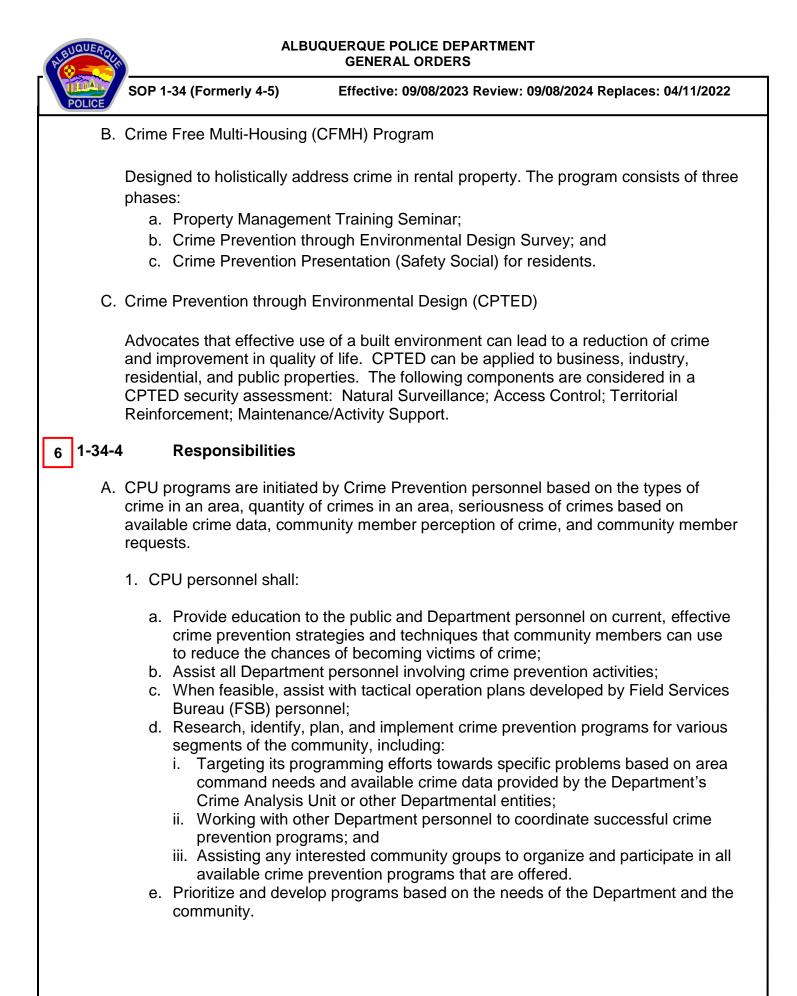
1-34-2 Policy

It is the policy of the Albuquerque Police Department (Department) to facilitate proactive and reactive community-oriented activities, including crime prevention programs, positive police and community relations, information exchange through training programs, workshops and presentations, and educating the community about how to not become a victim of crime. The goal of crime prevention programs and police-community relations is the prevention and reduction of crime in the community.

N/A 1-34-3 Definitions

A. Neighborhood Watch Program

A block-by-block organizing effort designed to empower neighbors to become active and share the responsibility for crime prevention.





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B. Crime Prevention Specialist (CPS) Area Command Management

The CPS's supervisor at each area command shall evaluate their performance to assess their management of the crime prevention programs.

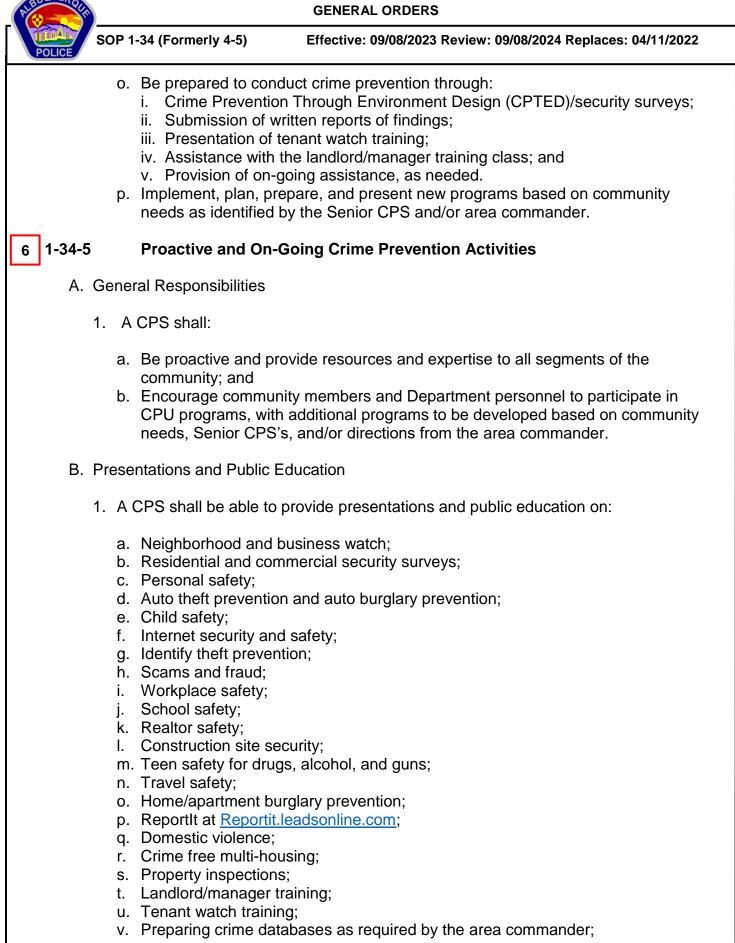
- C. Senior Crime Prevention Specialist
 - 1. The Senior CPS shall:
 - a. Provide crime prevention education, information, and services to interested individuals and organizations;
 - b. Maintain and evaluate the crime prevention programs on a weekly, monthly, and quarterly basis, taking into account community interest, participation, and the effectiveness in reducing crime;
 - c. Randomly monitor assigned CPS's during their scheduled presentations and make appropriate recommendations;
 - d. Monitor written materials, brochures, and related program information and update those items as needed;
 - e. On an as needed basis, implement new programs based on community needs;
 - f. Coordinate with CPS's and International Crime Free Association certified personnel on all aspects of the International Crime Free Association's Crime Free Multi-Housing Program;
 - g. Organize the Neighborhood Watch Program, based on the National Neighborhood Watch model, which includes:
 - i. Preparing and sending Neighborhood Watch Program starter packets;
 - ii. Routing files to the area command CPS for scheduling;
 - iii. Neighborhood Organized Against Crime street sign payments and placements;
 - iv. Maintaining a Block Captain database; and
 - v. Providing direct assistance to Block Captains.
 - h. Organize and facilitate spring and fall Block Captain conferences;
 - i. Prepare, maintain and distribute CPU program literature;
 - j. Communicate and implement crime prevention programs within each area command, the Office of the Chief of Police, other City departments, and the community;
 - k. Coordinate the annual National Night Out Campaign event;
 - I. Conduct educational safety presentations for all segments of the community on a variety of topics and issues;
 - m. Provide direct assistance or make appropriate referrals for incoming calls and emails from community members;
 - n. Conduct property security surveys to all types of environments, settings, and facilities;
 - o. Assist neighborhood association efforts to develop Neighborhood Watch Programs and other crime prevention programs;
 - p. Provide assistance to all CPS's, when needed;
 - q. Review Design Review Board (DRB) and Environmental Planning Commission (EPC) referrals;



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- r. Receive, review, and process all referrals from Community Contact Center/311 and the Mayor's Office;
- s. Present personal safety and crime prevention information to each Citizen Police Academy class;
- t. Provide procedural and topic content training to new CPS's;
- u. Submit monthly and quarterly activity reports to the Real Time Crime Center (RTCC) Manager;
- v. Provide assistance and direction for initiatives and special projects that are referred by the chain of command; and
- w. Participate in interviews and the selection process for new CPS's at the discretion of the Area Commander.
- D. Crime Prevention Specialist (CPS)
 - 1. A CPS shall:
 - a. Report directly to the Area Commander or their designee;
 - b. Prepare, schedule, and present the Neighborhood Watch Program to individual blocks;
 - c. Prepare, plan, and present crime prevention-related topics to businesses and community groups;
 - d. Attend and incorporate available training on a regular basis to maintain the most current and up-to-date information possible;
 - e. Whenever possible, research, identify, plan and implement programs for the various segments of the community;
 - f. Serve as a liaison to other agencies, City departments and Department personnel to ensure crime prevention programs are successful;
 - g. On an as needed basis, assist the designated Block Captains after the Neighborhood Watch Program presentations for adequate implementation and follow-up of the programs;
 - Assist neighborhood associations in each 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. Attend all necessary crime prevention program meetings, functions, and activities, and arrive on time for each event;
 - j. Respond to all messages, referrals, and inquiries as directed by the area commander or their designee;
 - Encourage participation in commercial security surveys, residential surveys, business watches, McGruff the Crime Dog, and other programs offered by the Department;
 - I. Be proactive in contacting neighborhoods and other areas within the City that show a need for any available programs, as well as other units in the area command;
 - m. When possible, give bilingual presentations on crime prevention;
 - n. Address rental property issues through the International Crime Free Association's Crime Free Multi-Housing Program;





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- w. McGruff the Crime Dog Program;
- x. Seasonal safety programs; andy. National Night Out Campaign.