



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-34 (Formerly 4-5)

Effective: 06/24/20 Review Due: 06/24/21 Replaces: 1/10/2018

**1-34 CRIME PREVENTION UNIT (CPU)**

**1-34-1 Purpose**

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

**1-34-2 Policy**

It is the policy of the Albuquerque Police Department (the Department) to provide goals and organizational structure for the Crime Prevention Unit.

**1-34-3 Section Goals**

- A. The Department is committed to the development and perpetuation of community crime prevention programs. The Crime Prevention Unit provides education to the public and Department personnel on current, effective crime prevention strategies and techniques which the people of Albuquerque can employ to lessen the chances of being victims of crimes.
- B. The Unit will work with all organizational components of the APD involving crime prevention activities. Resources permitting, the Crime Prevention Unit 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. The Crime Prevention Unit will research, identify, plan, and implement programs for various segments of the community. The Unit 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 Unit will work with other Sections and Units to coordinate successful Crime Prevention programs. The Unit 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 Unit'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 Unit Manager will be responsible for the evaluations of all Crime Prevention programs annually.

**1-34-4 Composition of the Crime Prevention Unit**

- A. The Crime Prevention Unit will be divided into two primary functional components.



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1. Area Command Crime Prevention Specialists (CPS)
2. Senior Crime Prevention Specialist

**1-34-5 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 Crime Prevention Specialists 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. Coordinate all aspects of Crime Free Multi-Housing Program with Crime Prevention Specialists and International Crime Free Association certified personnel.
  - g. Organize the Neighborhood Watch program (NWP), which includes: preparing and sending Starter Packets and routing files to Specialists for scheduling, Neighborhood Organized Against Crime (NOAC/NWP) street sign payments, placements, maintaining Block Captains' database and providing direct assistance to Block Captains.
  - h. Organize and facilitate Spring and Fall Block Captain Conferences.
  - i. Prepare CPU Program literature, which includes material, development and distribution.
  - 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 Surveys 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 Crime Prevention Specialists when needed.
  - q. Review Design Review Board (DRB) and Environmental Planning Commission (EPC) referrals required by City Ordinance.
  - r. Receive, review and process all Citizen Contact Center/311 referrals, and Mayor's Office referrals for the Police Department.



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- 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 Crime Prevention Specialists.
- v. Submit Monthly and quarterly activity reports to the Manager of the Real Time Crime Center.
- 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 Specialist (CPS)

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 community 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 work with and serve as a liaison to other agencies, City Departments and APD sections to ensure successful crime prevention programs.
- g. Specialists will assist designated Block Captains after the Neighborhood Watch presentation as needed to ensure adequate implementation and follow-up of the 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, 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.



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- n. Specialists will address rental property issues through the Crime Free Multi-Housing Program. They will be prepared to conduct Crime Prevention Through Environment Design (CPTED)/Security Surveys and submit written reports of findings, present Tenant Watch training, assist with the landlord/manager training class and provide on-going assistance as needed.
- o. Specialists will implement, plan, prepare and present new programs based on community needs identified by the Senior Crime Prevention Specialist and/or Area Commander.

**1-34-6 Proactive and On-Going Crime Prevention Activities**

- A. Unit Crime Prevention Specialists will be proactive and provide resources and expertise to all segments of the community. Crime Prevention Specialists will encourage public and law enforcement participation in the following programs, with additional programs to be developed based on community needs, Senior Crime Prevention Specialist and/or directions from the Area Commander.
  - 1. All CPSs 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 Auto Burglary Prevention
    - 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/LeadsOnline
    - 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