



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-34 (Formerly 4-5) Effective: 04/11/2022 Review: 04/11/2023 Replaces: 06/24/2020

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**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**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D. Rescinded Special Order(s)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

**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.

**N/A 1-34-3 Definitions**

None

**6 1-34-4 Responsibilities**

A. CPU programs are initiated based on the types of crime in an area, quantity of crimes in an area, seriousness of crimes based on available crime data, community member perception of crime, and community member requests.

1. CPU personnel shall:



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-34 (Formerly 4-5) Effective: 04/11/2022 Review: 04/11/2023 Replaces: 06/24/2020

- a. Provide education to the public and Department personnel on current, effective crime prevention strategies, and techniques that community members can use to reduce the chances of becoming victims of crime;
- b. Assist all Department personnel involving crime prevention activities;
- c. When feasible, assist with tactical operation plans developed by Field Services Bureau (FSB) personnel;
- d. Research, identify, plan, and implement programs for various segments of the community, including:
  - i. Targeting its programming efforts towards specific problems based on area command needs and available crime data provided by the Department's Crime Analysis Unit or other Departmental entities;
  - ii. Working with other Department personnel to coordinate successful crime prevention programs; and
  - iii. Assisting any interested community groups to organize and participate in all available crime prevention programs that are offered.
- e. Prioritize and develop programs based on the needs of the Department and the community.

B. 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 (CPS)

1. The Senior CPS shall:

- a. Provide education, information, and services to all elements of the community interested in crime prevention;
- b. Maintain and evaluate the crime prevention programs on a weekly, monthly, and quarterly basis;
- 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 National Neighborhood Watch Program, which includes:
  - i. Preparing and sending National 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.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-34 (Formerly 4-5) Effective: 04/11/2022 Review: 04/11/2023 Replaces: 06/24/2020

- h. Organize and facilitate spring and fall Block Captain conferences;
- i. Prepare CPU program literature, which includes material development, and distribution;
- 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;
- 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 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 CPSs, when needed;
- q. Review Design Review Board (DRB) and Environmental Planning Commission (EPC) referrals;
- r. Receive, review, and process all Community Contact Center/311 referrals, and Mayor's Office referrals for the Department;
- s. Present personal safety and crime prevention information to each Citizen Police Academy class;
- t. Provide procedural and topic content training to new CPSs;
- 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 CPSs 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;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-34 (Formerly 4-5) Effective: 04/11/2022 Review: 04/11/2023 Replaces: 06/24/2020

- 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;
- h. 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;
- k. Encourage participation in commercial security surveys, residential surveys, business watches, McGruff the Crime Dog, and other programs offered by the Department;
- l. 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;
- o. Be prepared to conduct crime prevention through:
  - i. Crime Prevention Through Environment Design (CPTED)/security surveys;
  - ii. Submission of written reports of findings;
  - iii. Presentation of tenant watch training;
  - iv. Assistance with the landlord/manager training class; and
  - v. Provision of on-going assistance, as needed.
- p. Implement, plan, prepare, and present new programs based on community needs as identified by the Senior CPS and/or area commander.

**6** 1-34-5 **Proactive and On-Going Crime Prevention Activities**

A. General Responsibilities

1. A CPS shall:

- a. Be proactive and provide resources and expertise to all segments of the community; and
- b. Encourage community members and Department personnel to participate in CPU programs, with additional programs to be developed based on community needs, Senior CPS's, and/or directions from the area commander.

B. Presentations and Public Education

1. A CPS shall be able to provide presentations and public education on:

- a. Neighborhood and business watch;
- b. Residential and commercial security surveys;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-34 (Formerly 4-5) Effective: 04/11/2022 Review: 04/11/2023 Replaces: 06/24/2020

- c. Personal safety;
- d. Auto theft prevention and auto burglary prevention;
- e. Child safety;
- f. Internet security and safety;
- g. Identify theft prevention;
- h. Scams and fraud;
- i. Workplace safety;
- j. School safety;
- k. Realtor safety;
- l. Construction site security;
- m. Teen safety for drugs, alcohol, and guns;
- n. Travel safety;
- o. Home/apartment burglary prevention;
- p. ReportIt at [ReportIt at ReportIt.leadsonline.com](https://reportit.leadsonline.com);
- q. Domestic violence;
- r. Crime free multi-housing;
- s. Property inspections;
- t. Landlord/manager training;
- u. Tenant watch training;
- v. Preparing crime databases as required by the area commander;
- w. McGruff the Crime Dog Program;
- x. Seasonal safety programs; and
- y. National Night Out Campaign.