

 <p><b>BEL AIR POLICE DEPARTMENT</b></p> <p><b>POLICIES AND PROCEDURES</b></p> <p><b>CHARLES A. MOORE</b> CHIEF OF POLICE</p>	<b>CHAPTER: 1</b>
	<b>TITLE: Community Policing</b>
	<b>No. Pages: 9</b>

### **Mission Statement**

- We value and protect life and property.
- Through involvement in the community, we endeavor to understand its needs.
- Together with the community, we strive to achieve the highest quality of life, and to provide the core components of community partnerships and problem solving.

### **1:100 – Purpose**

The Bel Air Police Department (BAPD) is committed to the development and implementation of crime prevention programs and positive community relations through the Community Oriented Policing (COP) philosophy. Emphasis will be placed on using problem solving strategies, engaging members of both the business and residential communities to identify, analyze, and resolve problems in the Town of Bel Air.

### **1:101 – Definitions**

**Community Policing Supervisor (CPS)** - Police Supervisor assigned to implement and monitor the BAPD Community Policing Policy.

**Lead Community Policing Officer (CPO)** - Police Officer assigned to Community Policing duties.

**Tavern Liaison Officer (TLO)** - Police Officer assigned to a “Main Street” Tavern

**Citizen’s Advisory Board (CAB)** - A group consisting of citizens and business owners established to discuss community concerns, crime trends, and emerging police equipment and technology.

**CRASE Training** - Citizen Response to Active Shooter Event Training.

### **1:102 – Community Policing**

- A. The BAPD will be committed to the Community Oriented Policing (COP) philosophy. This philosophy employs strengths of traditional law enforcement, with an emphasis on community partnerships to aid in problem identification, analysis, and reduction.
- B. The BAPD COP plan will be transparent to the community. The results of COP programs and initiatives will be published regularly to the Town of Bel Air website, [www.belairmd.org](http://www.belairmd.org) and annually to the Maryland Police Training and Standards Commission (MPTSC). An emphasis will be placed on social media outreach to promote transparency and trust. A common theme among Community Policing advocates is that a “foundation of trust will allow police to form close relationships with the community that will produce solid achievements.” Without trust between police and the community they serve, effective policing is impossible.
- C. The COP plan extends to initiating and maintaining partnerships with the commercial and residential communities of the Town of Bel Air to reduce the opportunity for criminal activity.

## COMMUNITY POLICING

---

- D. BAPD members shall be committed to utilizing problem solving strategies, and all available public and private resources, when identifying and attempting to resolve problems that are of the greatest concern to the community.
- E. Emphasis shall be placed on long-term solutions to problems, with the goal of improving the quality of life in the communities within the Town of Bel Air.

### **1:103 – Officer's Responsibilities**

- A. All officers are responsible for providing basic crime prevention and awareness information (i.e. identity theft, senior citizen crimes, theft prevention tips) to citizens when answering calls for service or during casual citizen contacts. Officers should encourage citizens and business owners to participate in BAPD crime prevention programs and activities.
- B. The responsibility for the success of the BAPD community involvement objectives is shared by all BAPD officers. Only by coordinated efforts will a beneficial relationship exist between the police and the community we serve.
- C. BAPD officers are to communicate to the Community Policing Supervisor (CPS) or the Community Policing Officer (CPO), any concerns being voiced by the community, any problems currently being addressed, and any progress being made on previously reported problems. This may be done via personal contact, departmental e-mail, a copy of an incident report, etc.
- D. Any request by a business or homeowner's association for a community meeting will be forwarded to the CPS or Operations Commander, and he, or his designee, will respond. He shall determine if a BAPD officer will attend.

### **1:104 – Community Policing Supervisor**

The Community Policing Supervisor (CPS) duties will be assigned, as an ancillary duty, to a supervisor in the Patrol Division, under the direction of the Operations Commander. The CPS will be responsible for the following:

- A. Implementing, monitoring, and reporting of all community involvement initiatives and programs to the Chief of Police. Developing and facilitating the delivery of BAPD crime prevention programs.
- B. Utilizing data to target problem locations, and presentations to address community perceptions of crime. The CPS will review and share these statistics with the Citizens Advisory Board and ensure that statistics are consistent with the snapshot in crime documented in the BAPD Annual Report.
- C. Maintain responsibility of assigning proper resources (speed counting devices/radar trailer) to determine validity of traffic complaints.
- D. Assisting in the proactive organization of crime prevention groups in residential and business areas and upon request, maintaining liaison with these and other interested community groups. Also, performing crime prevention surveys when requested.

## **COMMUNITY POLICING**

---

- E. Providing evaluations to the Chief of Police on the effectiveness of all crime prevention and COP programs and initiatives. Evaluations shall be structured to be both quantitative and qualitative. The evaluations shall also include the following:
  - 1. A description of current concerns voiced by the community.
  - 2. A description of potential problems that have a bearing on law enforcement activities within the community.
  - 3. A statement of recommended actions that address previously identified concerns and problems.
  - 4. A statement of progress made toward addressing previously identified concerns and problems.
  
- F. Recommending priorities for action on the basis of pertinent data. This will include:
  - 1. The crime types that present the greatest community interest.
  - 2. Where the concerns are most prevalent.
  - 3. What types of programs would be most effective in addressing those concerns.
  - 4. Incorporating the input of studies (local and others) into neighborhood traffic enforcement strategies to be utilized by Patrol Supervisors to tailor their squad's enforcement efforts.
  
- G. The CPS will act as the Chairman of, and the BAPD liaison to, the Citizen's Advisory Board.

### **1:105 – Community Policing Officer**

The Community Policing Officer (CPO) duties will be assigned, as an ancillary duty, to the BAPD School Resource Officer, under the direction of the CPS. The CPO will be responsible for the following:

- A. Advisor to the BAPD Explorer Scout Post 9010
  
- B. Assisting in the proactive organization of crime prevention groups in residential and business areas and upon request, maintaining liaison with these and other interested community groups.
  
- C. Establishing the following functions at a minimum:
  - 1. Providing input on developing community involvement policies and programs for the BAPD.
  
  - 2. Encouraging all citizens and citizens' organizations to utilize conventional methods and electronic methods to convey positive and negative concerns/communications to

the BAPD. An email "[communityconcerns@belairmd.org](mailto:communityconcerns@belairmd.org)" has been created to assist in this function.

3. Improving BAPD practices bearing on police-community interaction.
4. Identifying community needs through interviews and discussion with citizen representatives, and attendance at local community meetings.
5. Distributing crime prevention literature, staffing information booths and alerting victims on how best to avoid future victimizations.
6. Establishing, coordinating and perpetuating the following crime prevention programs within the community:
  - a. Security Survey Program, as designated by the Chief of Police
  - b. Neighborhood Watch Program
  - c. KidPrint ID Program
7. Evaluations and progressive input toward improving the BAPD's community relations programming on a continual basis.
8. Maintaining close contact with other law enforcement agencies and officers, particularly the patrol officers engaged in field assignments.

### 1:106 – Community Foot Patrols

- A. Community foot patrols create many opportunities for mutually beneficial interactions between the community and the BAPD, such as:
  1. Encouraging a cooperative informational dialogue.
  2. Reducing citizens' fear of criminal activity.
  3. Increasing patrol officer visibility in residential and business communities.
  4. Disseminating crime prevention information.
  5. Identifying criminal or suspicious behavior.
  6. Reducing the opportunities for crime and disorder
- B. Community foot patrols help to promote BAPD's COP philosophy and enhance police community relations.
- C. Patrol officers will actively seek contact with citizens and business representatives in an attempt to identify concerns and to provide information and service. Any actions that promote positive police-community interaction are encouraged.

## COMMUNITY POLICING

- D. Patrol officers have the following responsibilities when conducting community foot patrols:
1. At the shift supervisor's direction (and keeping environmental conditions in mind), conduct a minimum of one (1) foot patrol per shift during early and late shifts. The foot patrol locations will include, but are not limited to (in order of priority):
    - a. Main Street and Bond Street
    - b. Shopping Centers
    - c. Apartment complexes
    - d. Residential areas conducive to foot patrol
    - e. Public parks and other open space areas
    - f. Schools and other government buildings
    - g. Isolated business locations
  2. Advise communications that they have initiated a foot patrol and provide the location. The patrol officer will carry his portable radio and be available for dispatched calls. Upon clearing the foot patrol, he will notify communications that he is in service.
  3. Document each foot patrol and time on the officer's daily activity report.
  4. Bicycle patrols will be considered foot patrols.
- E. Their efforts should be geared to as many citizen interactions as possible.
- F. Supervisors responsibilities pertaining to community foot patrols are as follows:
1. Shall ensure that patrol officers under their supervision are performing foot patrols consistent with this policy.
  2. Shall assign officers specific foot patrols, such as residential or commercial areas to positively impact problem or target areas.
  3. Shall closely review the daily activity form for accuracy, noting any deficiencies regarding foot patrol activities and will promptly bring it to the patrol officer's attention for appropriate action.
  4. Supervisors are encouraged to actively participate in initiating their own foot patrol activities whenever possible, specifically when two supervisors are working.
  5. Shall monitor calls for service to ensure that officers are not cleared from foot patrols unnecessarily, which will allow the officer time to achieve the goals of this policy.

### **1:200 – Citizen Advisory Board**

### **1:201 – Mission Statement**

The Bel Air Police Department is committed to engaging our community partners, both in the residential and commercial areas of the Town. The Citizen Advisory Board (CAB) will act as another

## COMMUNITY POLICING

---

conduit through which the residents and business owners in the Town of Bel Air can have input into BAPD's community policing efforts. The goal of the CAB is reinforcing the partnership between the BAPD and the communities we serve, and through this partnership, to identify problems of significant concern, and work together to attempt to resolve them.

### 1:202 – Operations Plan

- A. The CAB shall consist of five (5) members of the Town of Bel Air community. Three (3) of the members will be residents of the Town, two (2) will be persons who own businesses operating in the Town. The term of a CAB member will be for two (2) years with an opportunity to serve one (1) additional term at the discretion of the Chief of Police.
1. The CAB will be open to Town residents and business owners 18 years of age or older. Residents include homeowners and residents of rental properties, apartments etc. Town resident members shall be residents of the Town for a period of not less than two years. Business owner members, while not required to be residents, must have been operating a business in the Town for at least one year. Members may not be an employee of any department within the municipal government of the Town of Bel Air.
  2. The Town of Bel Air will advertise for interested parties through the Town of Bel Air website [www.belairmd.org](http://www.belairmd.org), and social media. Applications will be made available through the automated application system accessible through [www.belairmd.org](http://www.belairmd.org)
  3. The CPS will be responsible for vetting candidates for the CAB. The vetting process will include a criminal history check, driver's license check, and an interview with BAPD Command Staff.
  4. The Chief of Police will make all appointments to the CAB.
- B. The CAB will meet quarterly, or at such times as it may determine, at the direction of the Board Chairman and the CPS. The CPS will prepare the meeting agenda, and will be responsible for recording the minutes of the meeting, and reporting the results of the meeting to BAPD Command Staff.
- C. Any CAB member missing consecutively scheduled CAB meetings may be removed and replaced at the discretion of the Chief of Police.
- D. Any decisions or determinations made by the CAB will be advisory in nature, and are not binding on the operations, policies or procedures of the BAPD.

### 1:300 – Police Explorer Scout Post 9010

#### 1:301 – Mission Statement

Law Enforcement Exploring is a hands-on program open to young men and women who have completed the 8th grade through 20 years old, and who are interested in a career in law enforcement or a related field in the criminal justice system and meet Boy Scouts of America requirements.

The program offers young adults a personal awareness of the criminal justice system through training, practical experiences, competition, and other activities. Additionally, the program promotes

## COMMUNITY POLICING

---

personal growth through character development, respect for the rule of law, leadership, physical fitness, good citizenship and patriotism.

### 1:302 – Operations Plan

- A. The CSO will act as the senior advisor to the Police Explorer Post.
- B. Additional advisors for the Explorer Post may be sworn or non-sworn members of the BAPD, or interested citizens. The CSO will be responsible for vetting candidates for civilian advisors. The vetting process will include a criminal history check, driver's license check, and an interview with the CPS. Annual checks of advisors will be conducted and the results provided to the CPS and the Chief notified if negative results found.
- C. All advisors will be responsible for completing the on-line "Learning for Life" certification program.
- D. Explorer Scout meetings will be scheduled by the Senior Advisor, and must be attended by at least one (1) advisor.
- E. Members of the Explorer Post are expected to comport themselves in a manner befitting representatives of Exploring and of the BAPD at all times
- F. Recruiting, organization, and discipline of the Explorer Post will be the responsibility of the CSO, under the guidelines of Learning for Life.

### 1:303 – Explorer Youth Camp

In effort to increase outreach to the youngest members of our community, Explorer Post 9010 shall organize and supervise a summer youth camp in cooperation with the BAPD and the Town of Bel Air. The camp will be open to children 8-14 years old.

The camp will be both a recruiting tool for the Explorer Post, as well as an opportunity for the youngest members of our community to get a glimpse of what the officers of the Bel Air Police Department do every day to make their community safe.

- The youth camp will be overseen by the CSO, with the assistance of members of the Explorer Post.
- Instruction and demonstrations will be provided by sworn and non-sworn members of the BAPD, and by members of the Explorer Post, in subject matter areas with which they are familiar.

### 1:400– Tavern Liaison Officer Program (TLOP)

#### 1:401 – Mission Statement

We endeavor to increase public safety, maintain good order, and establish a strong, positive working relationship with the ownership, management, and staff of the Town of Bel Air taverns. Through committed, conscientious and personal engagement, officers will work to enhance the image of the

## COMMUNITY POLICING

---

Town of Bel Air as a safe and desirable entertainment destination, and the reputation of the Bel Air Police Department as a prepared, professional, community oriented organization.

### 1:402 – TLOP Operations Plan

The Tavern Officer Liaison Program (TLOP) will engage every member of Squad 3 in its success. Each officer will be assigned one of the “Main Street” taverns and will henceforth be identified as the Tavern Liaison Officer (TLO) for this business.

### 1:403 – TLO Responsibilities

Each TLO will meet individually with the manager (and/or owner where appropriate) of their assigned tavern, to obtain as much operational information about the specific location as possible. The TLO will maintain this information in a binder where it is accessible to him/her. A copy of the TLO binder will be kept in such a manner as to be accessible to the Squad Sergeant, and available to the department if necessary. This information will include, but is not limited to:

- A. Owner name and contact information
- B. General Manager name and contact information
- C. Night Manager name and contact information (if different than above)
- D. Security Supervisor name and phone number
- E. Emergency Contact (i.e. key holder) if different than above
- F. Alarm Company name and phone number
- G. Building capacity/capacity map per State Fire Marshal
- H. Sketch of interior floor plan of business, special attention to location of offices, cash registers, and points of ingress/egress including emergency exits
- I. Social Media outlets for business (website, Facebook page, Twitter handle etc.)

The TLO will:

- A. Provide the tavern owner/manager/security supervisor with a means to contact him and the Squad Sergeant directly (departmental e-mail addresses *at minimum*).
- B. Evaluate the physical plan of the business, and, where appropriate, make observations to the management or security personnel any perceived deficiencies in safety or security, such as interior or exterior lighting, blocked or ineffective points of ingress/egress, surveillance blind spots and the like. The TLO will report the findings of this inspection to the Squad Sergeant, a copy of this report to be maintained in the TLO binder for periodic review. The State Fire Marshall will be notified if findings are adverse.
- C. Make random, frequent visits to the tavern and network with management, security, and staff, to discuss current concerns, recent crime trends, etc. Through this contact, and by monitoring social media, TLO should be aware of, and report on, any upcoming special



## COMMUNITY POLICING

---

events or promotions planned at the tavern which might have an effect on the deployment of squad resources. TLO will also be expected to develop these contacts into sources of other information as well, be that in the area of gang activity, CDS intelligence, or information on other crime occurring in the area.

- D. Coordinate with the tavern on any special events (such as St Patrick's Day, New Year's) that may require special attention of the police department, and, with the Squad Sergeant, complete any detail reports required for these events.

### 1:404 – Squad 3 Sergeant Responsibilities

It will be the responsibility of the Squad Sergeant to act as the conduit for the tavern owners/managers to the Police Department administration, and the Town government where appropriate. The Squad Sergeant will:

- A. Establish and maintain a rapport with tavern management, so as to be available to act in the TLO's absence. The Squad Sergeant will familiarize themselves with the TLO binder for each tavern, and be responsible for maintaining the departmental copies of all TLO reports. TLO and Squad Sergeant will review any perceived deficiencies located by the TLO during his initial evaluation and determine if there is a possible course of action to remedy them.
- B. Review monthly TLO reports, and discuss trends or emerging problems with TLO for possible remediation.
- C. Prepare Executive Summaries of all tavern related activity for the Police Department Administration. The Executive Summary will contain the following information:
1. Number, type, and disposition of calls for service at taverns
  2. Number of arrests/civil/criminal citations at taverns/tavern related
  3. Number of DUI/DWI arrests by BAPD officers directly attributable to Bel Air taverns
  4. Number of persons issued banning notices from taverns, and from which
  5. Any upcoming promotions/events determined to potentially have an effect on deployment of departmental resources and manpower
  6. Other information as deemed necessary
- D. Executive Summaries will be used for presentation purposes at quarterly tavern meetings.

APPROVED:



---

Charles A. Moore, Chief of Police  
Date: January 2, 2017

END