

	<b>Winchester City Sheriff's Office</b> <b>Manual of General Orders</b>	<b>Effective Date:</b> May 1, 2014 Accreditation Standards: <b>ADM .21.01</b>
	<b>Administration</b> <b>120</b>	<b>Original Policy:</b> May 1, 2014 <b>Last Review Date:</b> October 31, 2023 <b>Next Review Date:</b> October 31, 2024
<b>Subject: Crime Prevention</b>		<b>By Authority of:</b> <hr/> <b>William E Sales, Sheriff</b>

## I. PURPOSE

The purpose of this general order is to state this office's commitment to establishing and maintaining good community relations with the citizens of Winchester City and also to maintain liaison with community groups and business organizations. This general order also addresses the duties of Crime Prevention within the Administrative Services Division. Crime Prevention programs may be developed after analyzing the needs of the community.

## II. POLICY

Crime Prevention is the anticipation, recognition, and appraisal of crime risks and the initiation of action to remove or reduce such risks. Crime Prevention aims at creating in the minds of Winchester residents and businesspersons, an awareness of the roles they can individually and collectively play in the reduction and/or prevention of crime. Crime Prevention encourages individuals, groups, schools, and neighborhoods, in the community to follow-up and participate in activities to reduce/prevent crime. The Administrative Services Division works to: 1) establish and maintain meaningful communications and responsive working relationships with the community and schools, 2) anticipate and recognize crime potential; and 3) initiate activities to reduce criminal opportunity and promote citizens' safety and sense of security.

## III. COMMUNITY RELATIONS

- A. The Winchester City Sheriff's Office is committed to establishing close ties with and responding to the needs of the community. The Sheriff's Office must strive for the establishment of a climate in which a deputy may perform his/her duties with the acceptance, understanding, and approval of the public. Community relations are manifested by positive interaction between people and the Sheriff's Office, and their unity and common purpose.
- B. Each deputy is responsible for approaching the public in a professional courteous manner in order to maintain the cooperation and approval of the community.
- C. No deputy shall allow his/her individual feelings to enter into public contacts.
- D. Deputies should strive to familiarize themselves with the services available through local agencies, both public and private. In order to assist citizens in need, a list of agencies and their telephone numbers are available to citizens and all deputies thru the ECC.
- E. The Sheriff and Chief Deputy will continue to develop community relation polices for the Sheriff's Office.

#### **IV. CRIME PREVENTION**

It shall be the policy of the Winchester City Sheriff's Office to establish a close relationship with the community through frequent and positive contacts by all employees and to respond to community needs through proactive crime prevention programs.

##### **A. RESPONSIBILITY**

1. The Sheriff will direct a coordinated effort with employees in developing crime prevention policies for the Sheriff's Office.
2. The Sheriff will be responsible for the administration of the crime prevention programs.
3. Other employees of the Sheriff's Office may assist in crime prevention on an as needed basis.
4. Every deputy is expected to provide basic information and suggestions on crime prevention to members of the residential and business community in efforts to reduce the possibility of citizens becoming victims of crime.
5. Every deputy is expected to be familiar with the programs and services offered by the Sheriff's Office through the crime prevention officers.
6. Every deputy is expected to identify observed personal safety hazards and provide advice regarding measures that may prevent the possibility of a person becoming a victim of a crime.

##### **B. PROGRAMS**

###### **1. BUSINESS / RESIDENTIAL / PERSONAL SECURITY:**

- a. Neighborhood Watch – The Administrative Services Division will be responsible for establishing neighborhood watches on request, and also in targeted areas.
- b. Security Surveys – The Administrative Services Division will be responsible for conducting security surveys of residences and business, upon request, to determine security weaknesses and make recommendations to improve security in and around the home or business.
- c. Operation Identification – The Sheriff's Office endorses Operation Identification and will provide information and engraving tools on a loan basis at no cost to the citizen. If requested, the crime prevention officer will mark any items requested for the citizen.
- d. Residential Security Checks – Upon request of any citizen, the Sheriff's Office will provide residents of Winchester with Residential Absentee Security Property Checks, for the duration the resident will be absent from the residence.
- e. Video Taped Inventory – The Administrative Services Division will, upon request, provide videotaping of any City of Winchester resident's personal property.



The Sheriff will act as the liaison with established Neighborhood Watches and other community groups interested in crime prevention programs and will be responsible for establishing new Neighborhood and Business Watches upon request.

## 2. COMMERCIAL / ASSET SECURITY

- a. The Sheriff will be responsible for visiting merchants and businesses in targeted areas and upon request, distribute printed material on crime prevention to the owners/ managers of businesses and their employees.
- b. Topics covered by such programs will include but not be limited to the following:
  - (i) Shoplifting – Instruct merchants and their employees on how to reduce and prevent losses.
  - (ii) Robbery – Identify weaknesses and make recommendations for improvements in the physical layout, as well as, the operating procedures of retail business; instruct employees on how to react in such occurrences.
  - (iii) Burglary – Conduct security surveys identifying weaknesses and making recommendations for improvements in areas of physical and operational security.
  - (iv) Bad Checks – Advise what merchants and their employees can do to reduce their losses from bad checks and instruct on the proper procedure to follow if a bad check is received.
  - (v) Business Checks – The Sheriff's Office will provide businesses in the City of Winchester with random security checks during business and non-business hours.
  - (vi) Security Surveys – The Sheriff will be responsible for conducting security surveys of residences and business, upon request, to determine security weaknesses and make recommendations to improve security in and around the home or business.