

YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: Crime Prevention	NUMBER: GO 2-18A
EFFECTIVE DATE: January 23, 2019	REVIEW DATE: December 12, 2018
AMENDS/SUPERSEDES: GO 2-18, August 15, 2017	APPROVED:  Sheriff
VLEPSC: ADM.20.01, ADM.21.01, ADM.21.02	

1 **INDEX WORDS**

2
3 Business programs,

- 4 • Business Watch
5 • Security surveys
6 • [CPTED](#) (crime prevention through environmental design)

7 Crime prevention officer

8 Residential programs,

- 9 • Neighborhood Watch
10 • Operation Identification
11 • Security surveys

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13 **POLICY**

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15 Crime prevention is the anticipation, recognition, and appraisal of crime risks and the initiation
16 of action to remove or reduce such risks. As such, crime prevention is the responsibility of each
17 employee of the York-Poquoson Sheriff's Office. In all of their daily business, deputies shall
18 actively apply crime-prevention ideas and methods. Therefore, it is the Sheriff's policy to
19 promote crime prevention by developing and implementing procedures and programs, which
20 reduce the opportunity for or lessen the loss arising from crime.

21
22 Crime Prevention aims at creating in the minds of York County and Poquoson residents and
23 business persons an awareness of the roles they can individually and collectively play in the
24 reduction and/or prevention of crime, and then encouraging individual, group, school,
25 neighborhood, and community follow-up and activities to reduce/prevent crime.

26
27 The Crime Prevention Unit within the Community Services Division works to:

- 28 • Establish and maintain meaningful communications and responsive working relationships
29 with the community and schools;
30 • Anticipate and recognize crime potential; and
31 • Initiate activities to reduce criminal opportunity and promote citizens' safety and sense of
32 security.

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34 **PURPOSE**

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36 The purpose of this administrative order is to affirm the commitment of the York-Poquoson
37 Sheriff's Office to the prevention and suppression of crime, and to establish policies, goals, and
38 objectives by which this commitment can be realized.

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PROCEDURES

- All deputy sheriffs have a responsibility for the crime prevention function and its support.
- All deputies upon request and when appropriate shall provide basic crime prevention information when requested by the public.
- Deputies will make referrals to the appropriate resource either within or outside the department in response to crime prevention requests, which exceed their knowledge or capability.
- Deputies will only advise that recommended crime prevention techniques may lessen the probability of victimization, but shall not state that the use of any crime prevention suggestion will prevent that person or another from becoming a crime victim.
- Crime prevention officers are assigned the responsibility for effective implementation of the Sheriff's Office's crime prevention program, and working with shift supervisors and division commanders.
- Crime prevention officers will execute these responsibilities and ensure an active, planned, coordinated, integrated crime prevention response.
- Crime prevention officers will serve as crime prevention liaison with:
 - The business community,
 - Schools,
 - Neighborhood Watch groups,
 - Civic organizations,
 - Private security, and
 - Statewide associations.
- The Sheriff's Office through its crime prevention officers will provide recommendations and input to other county departments, boards and commissions, and interested community groups, to include:
 - Input into development and/or revision of zoning policies,
 - Building codes,
 - Fire codes, and
 - Residential and commercial building permits, if requested by the York County Board of Supervisors.

CRIME PREVENTION OFFICERS

- Crime Prevention Officers are responsible for developing, implementing, and coordinating the Sheriff's Office crime prevention program.
- Crime Prevention Officers shall study crime trends that are generally considered preventable and develop procedures and programs to reduce the opportunity or lessen the loss from crimes.
- Crime Prevention Officers shall consult with deputies, supervisors, and investigators to analyze crime and suggest how it can best be combated.
- Crime prevention officers shall establish a working relationship with other local, state, and national government and non-government crime prevention programs to exchange information on past, current, and planned crime prevention activities.

- 85 • Crime prevention officers shall develop an expertise in all phases of crime prevention
86 including, but not limited to:
 - 87 ○ Security hardware;
 - 88 ○ Alarm/warning systems;
 - 89 ○ Lighting;
 - 90 ○ Media relations;
 - 91 ○ Public speaking;
 - 92 ○ Use of volunteers.
- 93
- 94 • Crime prevention officers shall establish a working relationship with architects,
95 developers, contractors, and others in the building trades to identify and correct practices
96 used in the planning, design, and construction of any building and the space surrounding
97 it, which create the opportunity for crime.
- 98 • Crime prevention officers shall establish through the Sheriff’s Office Public Information
99 Officer, a working relationship with print and broadcast news media to promote and
100 advertise crime prevention procedures and programs.
- 101 • Crime prevention officers shall establish a working relationship with professional,
102 neighborhood, civic, and community groups to develop, promote, and implement crime
103 prevention programs.
- 104 • The crime prevention officer shall coordinate with fire prevention personnel to ensure
105 that crime prevention procedures and programs do not compromise fire safety programs
106 and that fire safety programs do not compromise crime prevention programs.

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108 **FORMAL PROGRAMS**

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- 110 • Crime prevention program priorities
 - 111 ○ Annually, about 90 percent of the crime in York County involves property crime.
 - 112 ○ A significant portion of this crime involves unsecured property, inadequately
113 identified property, and inadequate provisions for security.
 - 114 ○ Sheriff’s Office crime prevention programs are one important part of a comprehensive
115 law enforcement effort, targeting the prevention of property crime.
 - 116 ○ In targeting the prevention of property crime, the Sheriff will emphasize (5) five
117 programs, which include:
 - 118 ■ Conducting security surveys of businesses, schools, and residences by trained
119 deputies.
 - 120 ■ Developing and assisting neighborhood and business watch programs and by
121 aiding in the maintenance of on-going activities, programs, and information
122 exchange.
 - 123 ■ Conducting business oriented programs, normally in cooperation with local
124 business organizations, aimed at reducing the incidence of crime in county
125 business, e.g., focusing on robbery prevention, shoplifting, bad checks, inventory
126 control, employee screening, etc.
 - 127 ■ Public educational programs, talks, visits, appearances, tours, media releases, etc.
128 aimed at drug abuse, computer related crimes, and other specific crime problems
129 and their education or elimination.

- 130 ▪ House checks of residential properties when the owner or occupants are gone for
131 a period of time, e.g. military deployment, vacation, etc. (See [GO 2-12, Patrol](#)
132 [Operations](#)).
- 133
- 134 ○ The Sheriff’s Office will target crime prevention programs by crime type and
135 geographical area as determined by an analysis of local crime data from different
136 parts of York County.
- 137 ○ The Sheriff’s Office will target crime prevention programs to address the public
138 safety needs of the community. As stated above, the majority of these programs will
139 target property crime, which has the highest rate of occurrence. However, programs
140 will also be conducted on crimes against persons as the need arises.
- 141 ○ Information obtained from the Sheriff’s Computerized Information System, data
142 collected from citizen surveys, and information from the York County business
143 community will be utilized to address actual crime problems, help to dispel false
144 perceptions of crime, and to evaluate the effectiveness of crime prevention programs.
145 See [GO 1-26, Crime Analysis](#).
- 146
- 147 ● Security surveys
 - 148 ○ Trained deputies will conduct security surveys of residences and businesses.
149 Normally, advance appointments will be set up for these surveys.
 - 150 ○ Checklist forms will be prepared by the deputy performing the survey and left with
151 the person requesting the survey.
 - 152 ○ Recommendations for security improvements should be general in nature and should
153 not include a specific brand or a particular place of business as a provider of services.
 - 154 ○ In order to provide for subsequent follow-ups of recommendations, the surveying
155 deputy should provide basic information concerning the survey and all
156 recommendations should be in writing.
 - 157 ○ While conducting security surveys, the deputy has an excellent opportunity to provide
158 information concerning other crime prevention activities, such as property marking,
159 property inventory, neighborhood watch, etc. At the same time, the deputy has an
160 opportunity to learn about the citizens and problems in the neighborhood.
 - 161 ○ Input received of value in improving agency responsiveness should be provided to
162 shift supervisors.
 - 163
 - 164 ● Neighborhood/business watch
 - 165 ○ Neighborhood/Business Watch consists of relatively formal groupings of businesses
166 and/or residences and their occupants banding together to look out for each other and
167 their geographical areas and to report problems and suspicious activity to the Sheriff’s
168 Office.
 - 169 ○ Any request for assistance in forming such a group should initially be referred to a
170 Crime Prevention Officer who will encourage the efforts by providing information,
171 speakers, etc.
 - 172 ○ Patrol deputies should encourage the growth of such groupings.
 - 173 ○ A crime prevention officer shall make an introductory presentation to the interested
174 Neighborhood Watch group, help establish the group, and maintain contact with the
175 group once established.

- 176 ○ Once a Neighborhood/Business Watch has been established, periodic officer follow-
177 ups to help maintain interest and enthusiasm is essential.
- 178 ○ Liaison duties include periodic contact with organization leadership, sharing of
179 relevant information, coordination of program assistance, and encouraging growth of
180 the area membership.
- 181 ○ Neighborhoods wishing to participate in Neighborhood Watch are encouraged to also
182 participate in Operation Identification.
- 183 ○ To establish a successful program, the Sheriff's Office recommends a 70%
184 neighborhood involvement.
- 185 ○ The Sheriff's Office will assist any neighborhood wishing to form a group that has
186 obtained 50% participation.
- 187 ○ The Crime Prevention Officers shall maintain a list of all Neighborhood Watch
188 programs with names, addresses, and phone numbers of coordinators and block
189 captains.
- 190 ○ The Crime Prevention Officers shall provide routine crime reports to the
191 Neighborhood Watch groups detailing the crimes that have been reported within their
192 specific neighborhoods.
- 193
- 194 ● Educational programs
 - 195 ○ A variety of crime prevention and community relations educational programs are
196 offered by the York-Poquoson Sheriff's Office to community groups, organizations,
197 businesses, schools, etc.
 - 198 ○ The Crime Prevention Unit shall offer on a routine basis programs on specific crime
199 prevention problems such as, but not limited to:
 - 200 ▪ Personal security,
 - 201 ▪ Home security,
 - 202 ▪ Burglary prevention,
 - 203 ▪ Robbery prevention,
 - 204 ▪ Shoplifting.
 - 205
 - 206 ○ Programs may be conducted at the Sheriff's Office or at other locations in the
207 community, for all age groups and interests.
 - 208 ○ Programs can include audiovisual presentations, handout materials, and
209 demonstrations.
 - 210 ○ Requests for educational programs should be directed to the Crime Prevention office,
211 which will arrange the details and assign responsibility for the activity.
 - 212 ○ Participation in such activities should be reflected on an annual report and should
213 indicate the types and frequency of programs, activities and presentations.
 - 214
 - 215 ● [Crime prevention through environmental design](#) (CPTED)
 - 216 ○ Environmental design, or physical planning, is another approach to preventing crime.
 - 217 ○ Its objective is to improve security in residential and commercial areas by limiting
218 criminal opportunity through the use of physical barriers.
 - 219 ○ It encompasses the consideration of building sites, quality of materials used in
220 construction (particularly doors, windows, and locks), architectural design of

- 221 structures, and the role of trees, shrubbery, lighting and fencing in the prevention of
 222 crime.
- 223 ○ Environmental factors that are also relevant include careful planning of streets,
 224 walkways, and other arteries.
 - 225 ○ CPTED's goal is to prevent crime through designing a physical environment that
 226 positively influences human behavior.
 - 227
 - 228 ● Operation identification
 - 229 ○ Operation Identification is the retention of serial numbers or other identifying marks
 230 property owners use to assist in the identification and recovery of stolen property.
 - 231 ○ When the property has no serial number, the owner is encouraged to permanently
 232 engrave the property in several places with an easily recognized and traced
 233 identification mark such as a driver's license number.
 - 234 ○ The Crime Prevention office shall maintain a number of engravers for persons
 235 wishing to identify their property.
 - 236 ○ The Crime Prevention office shall establish procedures for the loan of engravers for
 237 such purposes.
 - 238 ○ The Crime Prevention office will inform citizens and businesses about the on-line
 239 property recording services free of charge available through Leads on Line called
 240 ReportIt at <https://reportit.leadsonline.com>.
 - 241 ○ The Crime Prevention office will inform citizens and businesses about the availability
 242 of the [ProtechDNA](#) property identification service.
 - 243
 - 244 ● Business programs
 - 245 ○ Business watch
 - 246 ■ Business watch is a program similar to neighborhood watch, with the exception
 247 that it focuses on the business community instead of residential areas.
 - 248 ■ Upon request, the crime prevention officer will provide financial institutions,
 249 commercial businesses, and private citizen's guidance on handling:
 - 250 ➤ Verified alarms;
 - 251 ➤ Reporting crimes in progress or crimes that just occurred.
 - 252
 - 253 ■ Specific topics on which employees shall receive a briefing include:
 - 254 ➤ Employees' responsibilities for protecting their safety and the safety of their
 255 patrons.
 - 256 ➤ How to use decoy money and explosive money packages.
 - 257 ➤ Tips to avoid hostage taking and on appropriate behavior if taken hostage.
 - 258 ➤ Protection of evidence.
 - 259
 - 260 ● Other programs
 - 261 ○ There are many other crime prevention programs aimed at specific types of crimes.
 262 Many of these programs can be incorporated into public educational programs or
 263 Neighborhood Watch activities as needed.
 - 264 ○ Some of these programs are:
 - 265 ■ Auto theft prevention;
 - 266 ■ Child safety;

- 267 ▪ Street lighting;
- 268 ▪ Check fraud;
- 269 ▪ Victim services;
- 270 ▪ Senior citizen crime prevention;
- 271 ▪ Bicycle theft;
- 272 ▪ Community relations. See [GO 2-18, Community Relations](#); and
- 273 ▪ Crime analysis.
- 274 ▪ Coast Guard new student indoctrination

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REPORTING

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- Reports shall be completed annually and submitted to the Commander of the Administrative Services division.
- The following data should be used to document crime prevention productivity:
 - Neighborhood Watch
 - Number of initial Neighborhood Watch presentations.
 - Number of follow-up Neighborhood Watch contacts/presentations.
 - Operation Identification
 - Number of times engraver loaned out.
 - Security surveys
 - Number of formal security surveys conducted by crime prevention personnel (residential and business)
 - Number of follow-up visits to site where security surveys were previously conducted.
 - Rate of compliance to recommendations found during follow-up visit
 - Educational programs
 - Number and types of programs
 - Other programs
 - Number and types presented