

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 536-S

REFERENCE STANDARDS: 45.1.1 45.1.2 45.2.1 45.2.2
 45.2.3 45.2.4 45.2.5

SUBJECT: Strategic Enforcement and Prevention Unit

PURPOSE: The Strategic Enforcement and Prevention Unit, (SEP), is established to inform the community of ways to reduce or remove the opportunity for crime, and for ways to reduce the occurrence of traffic crashes and traffic related incidents/violations.

I. ADMINISTRATION AND ORGANIZATION OF THE STRATEGIC ENFORCEMENT AND PREVENTION UNIT (45.1.1)

A. Crime Prevention shall be one of the chief functions of the SEP Unit.

1. The Deputy Chief of Operations will be responsible for the overall administration of this function.
 - a. targeting programs by crime type and geographic area on the basis of analysis of crime data; (45.1.1a)
 - b. targeting programs to address community perceptions/misperceptions of crime; (45.1.1b)
 - c. evaluating the effectiveness of crime prevention programs every three years; (45.1.1c)
 - d. preparing press publications and electronic bulletins on crime prevention efforts.
2. The individual officers assigned to the crime prevention function will have the primary responsibility for:
 - a. planning programs;
 - b. coordinating and presenting programs;
 - c. disseminating crime prevention information;
 - d. reporting every quarter on activities of the section, to include: (45.2.2)
 - (1) current concerns voiced by the community (45.2.2a)
 - (2) describing potential problems that may have an impact on the law enforcement function (45.2.2b)

- (3) recommended actions to address potential problems and concerns (45.2.2c)
- (4) a progress statement addressing these concerns and problems (45.2.2d)
- (5) quarterly reports will be forwarded to the Dayshift Patrol Lieutenant for distribution up to the Chief of Police.
- e. establishing and maintaining liaison with other agencies and crime prevention organizations.

B. The following guidelines are established to identify the role of other members of the department relative to the crime prevention function, the SEP Unit, and the community: (45.2.3)

- 1. Patrol and Service Personnel shall:
 - a. report crime prevention problems such as lighting to a crime prevention officer;
 - b. take action on those problems requiring immediate attention such as open doors or windows;
 - c. participate in the presentation of programs when needed;
 - d. maintain a working knowledge of the department's crime prevention programs and inform the public that these programs are available to them, and advise the SEP Unit of such requests.
- 2. Support Services personnel shall:
 - a. provide information to the public upon request;
 - b. provide crime data analysis information to the SEP Unit.
- 3. Investigators shall:
 - a. provide support information, to the crime prevention unit, such as preliminary crime pattern analysis and criminal methods as it develops.
 - b. participate in the presentation of programs when necessary.

II. OPERATIONS OF THE STRATEGIC ENFORCEMENT AND PREVENTION UNIT

A. Establish Crime Prevention Programs

- 1. The following crime prevention programs shall be established and conducted as on-going programs:
 - a. Neighborhood Watch - Neighborhood Watch groups within residential and business areas create public awareness and foster a sense of common purpose, which enables the police to perform more effectively. Several methods may be utilized to help establish programs throughout the community. (45.1.2)
 - 1) publicity
 - a) newspaper articles

- 2) Village "Highlighter" publication
- 3) Cable T.V. commercials
- 4) public speaking engagements
- 5) crime prevention booths
 - a) carnival festivals
 - b) shopping malls
- 6) E-Alerts
- 7) Electronic crime bulletins
- 8) The social media program Police and Citizens Connected, (PACC)

b. Active support of Neighborhood Watch groups:

- 1) disseminate crime analysis information to block captains.
- 2) telephone/email contact with block captains, by Crime Prevention Officers, to alert them to criminal activity or potential hazards within their neighborhoods.
- 3) follow up meetings between Neighborhood Watch groups and Crime Prevention Officers semiannually, or more frequently, if necessary.

B. Nuisance Abatement Program

1. The SEP Unit will document a property that has met the criteria as a Nuisance Property as defined by Hanover Park ordinance. The Lieutenant of the Investigations Unit will identify and designate such nuisance properties, and forward the information to the SEP Unit.
2. The SEP Unit will review the request, obtain copies of the appropriate police reports concerning the property in question, and send notification via certified mail to the property owner(s) notifying them of the incident(s) and the village nuisance ordinance.
3. The SEP Unit will maintain a current list of all active nuisance properties and property owner(s) who have received notification of the nuisance issues.
4. The SEP Unit will send notification via certified mail to the property owner(s) who are in violation of a second or subsequent nuisance occurrence, advising the owner(s) of a nuisance hearing date.
5. The SEP will prepare, in advance, all documents to be presented at the hearing and send a set of all related information to the Hanover Park prosecuting attorney prior to the hearing date.

C. Trespass Agreements and List

1. The SEP Unit maintains the agreements between property owners and the Village of Hanover Park.
2. The SEP Unit reviews and ensures that properties are in compliance with the criteria of the agreement.
3. The SEP Unit annually sends out information packets to property owners advising them of any changes to the laws.
4. The SEP Unit assists property owners/managers with locating and making notification to subjects being banned, after the owner's/manager's attempted notification via certified mail have failed. Sworn officers shall then attempt to make personal service of the notification.
5. The SEP Unit will update and maintain a list of individuals who have been properly served and are banned from properties that have fit the criteria of the program.

D. Liquor Enforcement

1. The SEP Unit will notify the Village President of their intent to conduct liquor stings.
2. The Village President will send out proper notification to all legally licensed businesses within the village, notifying them that the police department will be conducting liquor enforcement checks.
3. The SEP unit with the assistance of a minor under the age of 21 will provide the minor with Official Advanced Funds (OAF) and direct them into the designated business for the purpose of purchasing alcoholic beverages.
4. The SEP Unit will document those businesses that are non-compliant by writing an official police report, and issuing the person or business in violation the appropriate local ordinance citation, or other form of arrest as the situation dictates.
5. The SEP Unit will forward all reports and documentation of those businesses in violation to the liquor commission for review.
6. The SEP Unit will conduct at least two liquor enforcement stings per year.

E. Tobacco Enforcement

1. The SEP Unit will notify the Village President of their intent to conduct tobacco stings.

2. The Village President will send out proper notification to all legally licensed businesses with the village, notifying them that the police department will be conducting tobacco enforcement checks.
3. The SEP Unit with the assistance of a minor under the age of 18 will provide the minor with Official Advanced Funds (OAF) and direct them into the designated business for the purpose of purchasing tobacco products.
4. The SEP Unit will document those businesses that are non-compliant by writing an official police report, and issuing the person or business in violation the appropriate local ordinance citation, or other form of arrest as the situation dictates.
5. The SEP Unit will forward all reports and documentation of those businesses in violation to the Village President's Office for review.

F. Fingerprinting of Fee Applicants

1. The SEP unit will complete all fingerprint requests for applicable school districts that require their employees to be fingerprinted.
2. The SEP unit will fingerprint all new taxi cab drivers who are applying for a Village of Hanover Park taxi cab permit.
3. The SEP unit will fingerprint all newly hired employees of businesses holding liquor licenses issued by the Village of Hanover Park.
4. The SEP Unit will fingerprint employees of local pawnshops as required by ordinance.

G. Administration of the Vehicle Impound Program

1. The SEP Unit is responsible of the overall maintenance of the impound program.
2. The SEP Unit will send via certified mail a notification of hearing date to the owner of the seized vehicle within 10 days of the vehicle being seized,
3. The SEP Unit will send notification to all vehicle owners and lien holders notifying them of the status of their vehicle, and location of vehicle, including the process of claiming the vehicle.
4. The SEP Unit will coordinate administrative hearings for the hearing officer and village attorney.
5. The SEP Unit will maintain all hearing records from administrative hearings.
6. The SEP Unit will close out impound hearings notifying the finance department of the status of adjudicated cases, and any refunds that are to be made.

7. The SEP Unit will work with the records supervisor and maintain administrative hearing records in accordance with state laws in regards to records destruction.
8. The SEP Unit will review vehicle impound files for administrative fees that are not paid and for vehicles that are not claimed. In accordance with state statute, the SEP Unit will send out proper notification to towing companies in regard to Certificates of Purchase, in lieu of towing and storage fees on unclaimed vehicles, when applicable.
9. A report on the status of the impound program since the date of inception will be submitted to the Dayshift Patrol Lieutenant monthly.

H. Administration of the Automated Law Enforcement Traffic System

1. The SEP Unit will administer the Automated Law Enforcement Traffic System. (Red Light Camera)
2. The SEP Unit will review and issue citations to those vehicles that are in violation of disobeying a red signal
3. The SEP Unit will coordinate administrative hearings for offenders who receive violations in the mail.
4. The SEP Unit will document results of the program monthly, and maintain information on the village website in accordance with state statutes.
5. The SEP Unit will produce a monthly report on red light signal violations.
6. The SEP Unit will maintain and update regularly, a report of vehicle crashes that occur within the boundaries of the intersection of red light camera enforced intersections.
7. The SEP Unit will produce a report for the Illinois Department of Transportation in accordance to their requirements and guidelines.

I. Traffic Crash Analysis Administration

1. The SEP Unit will review all crashes that occur within the Village of Hanover Park on an annual basis.
2. The SEP Unit will prepare a report that focuses on problem areas and will suggest plans of action to help reduce crashes at given locations.

3. The SEP Unit will initiate directed patrols as required in problem areas, in efforts to reduce crashes.

J. School Zone Traffic Enforcement

1. As a main component of school zone traffic enforcement, the SEP Unit will focus on the safety of the children in school zones and enforce traffic and parking violations accordingly.
2. The SEP Unit will conduct monthly directed patrols in school zones enforcing speed, seat belt, car seat and cell phone use, and any other state safety laws that are applicable.
3. The SEP Unit will utilize the parking enforcement officers to help enforce parking related issues in the school zones.
4. The SEP Unit will review and enforce all complaints of bus stop arm violation received from the school districts or any other source.

K. Departmental and Village-Wide Special Events Coordination

1. The SEP Unit will coordinate the police department's planning for the annual Cops Day picnic.
2. The SEP Unit will coordinate requests from schools in regard to assembly team presentations.

L. Deployment and Administration of Speed Measuring Devices

1. The SEP Unit will coordinate and deploy speed measuring and recording devices at the request of citizens and public and police department officials.
2. The SEP Unit will analyze the data recorded, make recommendations and implement directed patrols as necessary to help reduce speeding within the village.

M. Specialized Traffic Enforcement Initiatives

1. The SEP Unit will coordinate traffic enforcement initiatives that are implemented by the Illinois Department of Transportation.
2. The SEP Unit will set up safety belt enforcement zones to insure compliance of the seat belt requirement statutes which also includes child booster seat and infant car seats.

3. The SEP Unit will organize and participate in DUI saturation patrols, and other appropriate DUI countermeasures in accordance with initiatives implemented by the Illinois Department of Transportation.
4. The SEP Unit will conduct periodic studies of parking related problems identified within the village, and make recommendations for changes based on the study to the Development and Review Committee.

N. Parking Enforcement Officer Administration

1. The SEP Unit will conduct routine parking enforcement activity in the Village of Hanover Park's Metra train commuter parking lot.
2. The SEP Unit maintains the responsibility for the direct supervision of the department's parking enforcement officers.
3. The SEP Unit will review parking mediations in the event a citizen who has been issued a parking citation, contests the issuance of the citation. In the absence of the SEP Unit, the Code Enforcement Unit supervisor will review parking mediations.

III. SECURITY SURVEYS

- A. The Crime Prevention Unit will provide this free service to the community, which targets areas for special attention as well as responding on request. Surveys shall be scheduled by appointment only with a Crime Prevention Officer.
- B. Types
 1. Residential
 2. Commercial
- C. Examples of Corrective Measures
 1. Marking property.
 2. Improving exterior lighting.
 3. Installing effective lock mechanisms
 4. Installing burglar alarms where appropriate.
- D. The officer conducting each survey shall disseminate information on prevailing types of crime that may affect a residence or business.

- E. Written survey results shall be written as an incident/offense report in the Field Based Reporting (FBR) system.

IV. CITIZEN SURVEYS (45.2.4)

- A. A documented survey of citizen attitudes and opinions will be conducted to ensure the effectiveness of the department as a whole. It should be used as a platform for organizational learning, asking specific questions about the quality of policing in the community. This survey may be administered on an annual basis but will be conducted at least once every three years. The survey should address a broad cross section of residents and businesses: victims and others who have had recent contact with the police, employees, and/or direct observation. It may be conducted by mail, in person, electronically, by telephone, or using a combination of these methods. The survey will cover, at a minimum, the following:
 - 1. The overall performance of the department. (45.2.4a)
 - 2. The overall competence of department employees. (45.2.4b)
 - 3. Citizens' perception of officers' attitudes and behaviors. (45.2.4c)
 - 4. The community's concern over safety and security within the department's service area. (45.2.4d)
 - 5. Citizens' recommendations and suggestions for improvements. (45.2.4e)
- B. The data collected from this survey will be received by the employees assigned to the SEP Unit and forwarded to the Dayshift Patrol Lieutenant for inclusion in reporting on the department's performance in whole.
- C. The results of the survey shall be compiled by employees assigned to the SEP Unit and a written summary provided to the Chief of Police. (45.2.5)

V. CRIME PREVENTION SEMINARS

- A. Community meetings provide opportunities for disseminating information before a large audience. Seminars shall be scheduled by the department on a regular basis, as well as by request.
 - 1. Scheduled seminars shall be publicized in available media.
 - 2. Topics of concern may include loss prevention, missing children, etc.
 - 3. School Assemblies - SEP Officers shall conduct seminars before school-age audiences upon request of school administrators.

VI. MAINTAINING COMMUNITY LIAISONS (45.2.1)

- A. Preventing crime requires the cooperation of a concerned public and the police working together by anticipating and responding to individual problems unique to a particular area or common within the Village. This ongoing relationship should be maintained by the SEP Officers and/or other police employees by:
1. Establishing liaison with existing community organizations or establishing community groups where they are needed. (45.2.1a)
 2. Informing all personnel that they are responsible for achieving the department's community involvement activities.
 3. Assisting in the development of community involvement policies for the department. (45.2.1b)
 4. Publicizing agency objectives, community problems, and successes. (45.2.1c)
 5. Responding promptly to information received through correspondence and forwarding that information to the responsible parties or organizations, and conveying information transmitted from citizens' organizations to the agency. (45.2.1d)
 6. Improving agency practices bearing on police community interaction. (45.2.1e)
 7. Developing problem oriented or community policing strategies. (45.2.1f)
 8. Preparing a quarterly report to include: (45.2.1d)
 - a. A description of current concerns voiced by the community;
 - b. A description of potential problems that have a bearing on law enforcement activities within the community;
 - c. A statement of recommended actions that address previously identified concerns and problems; and
 - d. A statement of progress made toward addressing previously identified concerns and problems.

VIII. IN-SERVICE TRAINING (45.2.1g)

- A. SEP Officers shall ensure that Department members are kept current on available crime prevention programs. This shall be accomplished via roll call training, bulletins, SharePoint, and handouts on a regular basis.