



Town of Lexington

Police Department

Subject: Crime Prevention	
Reference: 45.1.2; 45.1.3; 45.2.1(f)	
Effective Date: January 1, 2012	Review Date: Annually
By Order of: Mark J. Corr, Chief of Police	

Policy & Procedure

45A

GENERAL CONSIDERATIONS AND GUIDELINES

The Lexington Police Department is committed to establishing and implementing community relations and crime prevention programs, and is committed to establishing close ties with, and responding to, the needs of the citizens it serves. The Department will work to reduce victimization and to deter crime and criminals. Members of the detective bureau and patrol staff will be trained in the area of crime prevention. These officers will work to address and maintain the quality of life expected by residents of this town. Citizens' police academies, neighborhood-watch programs, presentations in schools and senior centers, and home security surveys are a few tools used in creating a successful crime prevention program.

It is the policy of the Lexington Police Department to have officers available to make community contacts, develop preventative programs and serve as liaisons to schools and other community based groups to help promote a safe community.

PROCEDURES

- A. Officers Trained in Crime-Prevention / Safety Responsibilities:
 - 1. Crime prevention/safety officers will work under the supervision of the Detective Bureau Commander (see also Lexington Police Department ***Job Description 20 – Crime Prevention / Safety Officer***). Officer(s) performing these duties will be responsible for the dissemination of information to citizens as it pertains to crime prevention. This shall include, but is not limited to:
 - a. Presentations at all levels of schooling in the town;

- b. Business and home security surveys;
 - c. Establishment of neighborhood watch programs;
 - d. Training of patrol officers and detectives in community relations and crime prevention;
 - e. Develop, coordinate and conduct citizen's academy to educate residents in the operations, philosophy, and services of the Department; and
Coordinate a program for multi-housing communities in town.
 2. As of January 2012, the Crime Prevention / Safety Officer is not a funded position. In the absence of a full-time position, the Detective Bureau Commander will coordinate the crime prevention and safety programs.
- B. Patrol Officer responsibilities:
 1. When appropriate, patrol officers shall be responsible for informing members of the public of the programs and services available to them. They shall inform citizens of potential crime problems in person or through established outreach programs such as:
 - a. The Department web-site: <http://www.lexingtonma.gov/police.cfm>;
 - b. Newspaper articles (both paper and on-line) by way of the Department's Public Information Officer (see also Department policy **54A – Public Information and the News Media**); and
 - c. Code Red Alert System a.k.a. Reverse 911, if appropriate. (See also Department policy **XXX – Code Red Alert System**.)
- C. Liaisons
 1. The Detective Bureau Commander or a designee will help develop community relations and crime prevention programs with interested community groups including local schools, citizen organizations, and civic organizations. The Bureau Commander should establish and maintain liaisons to provide a means of exchanging information and ideas to increase community services and crime prevention efforts of the Department. [45.1.2] [45.2.1(f)]
 2. The Detective Bureau Commander and the designated crime prevention and safety officers should become familiar with proposed changes and revisions in local by-laws, building codes and zoning policies that may impact the operation of the Department.
 3. The Captain of Operations, who is assigned to the Town of Lexington's Design Review Team, will provide input to the Chief of Police regarding building projects that may present security risks.

4. The Detective Bureau Commander, the Captain of Operations, or any other officer assigned to crime prevention and safety programs should provide input to the Chief of Police regarding any condition in Town, including bylaw changes that potentially create security problems or risks. [45.1.3]
- D. Drug Awareness Programs: The School Resource Officer, any Detective assigned to a Drug Task Force, or other designated safety officers will support drug awareness programs occurring in the community at different locations as needed or requested. The School Resource Officer (SRO) should make presentations in the school setting. (See also Lexington Police Department ***Job Description 21 – School Resource Officer (formerly D.A.R.E.)***.)
- E. Multi-Housing Communities: As needed, Detective Bureau Commander and the Family Services Detective, or others as assigned, will work with representatives from Multi-Housing Communities to develop programs that may be designed to help owners and managers of rental properties and condominium complexes keep illegal activities off of their property. The purpose of these programs will be to educate owners, managers, and tenants to improve quality of life in their communities. Owners and managers will be directed and encouraged to upgrade aspects of their property to standards that are known to help enhance safety, for example:
1. Improved Lighting
 - a. Ensure all over-head outside lighting is working, properly located, and timed;
 - b. Ensure all inside common space (hallway/foyer) lighting is working; and
 - c. Have all building numbers and names illuminated for ease of identification for responding emergency personnel.
 2. Signage
 - a. Ensure posting of appropriate signage in conspicuous areas;
 - i. No trespassing signs at entry points to the property;
 - ii. Towing signs at entry to lot areas, and entry to property; and
 - iii. Contact information for property management / maintenance.
 - b. Have buildings/units numbered properly in a conspicuous place. Also consider having signs on entry drives directing persons in a general direction (e.g. “building 6000 straight ahead,” or “Patriot Building next right.”).

3. Security Fencing and Gates
 - a. Install and aggressively maintain proper fencing to deter persons from passing through the property and to limit entry and exit.
 - b. In circumstances where added security is needed, a gate system to allow entry only to residents or invited guests may be beneficial.

4. Landscaping
 - a. Properly tended landscape (remove natural shrub / tree barriers that may shelter unwanted activity);
 - b. Keep larger bushes and trees away entry areas that would allow a person to wait in hiding for an unsuspecting victim to enter or exit the building; and
 - c. Keep larger bushes and shrubs away from window areas that would give a suspect the ability to access the home without being viewed by the passing by traffic or public.

F. Resources available for Crime Prevention

1. Internet / Web sites: Entering the phrase “Crime Prevention” into any search engine will get multiple worthy results. From there, the search can be narrowed down to specifics such as: Home Protection, Personal Protection, and Identity Theft Protection etc.
 - a. The Lexington Police Department has a web site (<http://www.lexingtonma.gov/police.cfm>) that allows easy access to an entire section devoted to Crime Prevention. Subtopics include: Identity Theft, Check Protection, Crime Prevention for Children, Driver Protection, Home Protection, Home Crime Prevention Information Sheet, Landscaping to Prevent Crime, Crime Prevention for Senior Citizens, and Halloween Safety Tips.
 - b. The police station also has much of this same information in paper form in the front lobby for the public to take with them.

2. Citizen Surveys: In an effort to identify and correct inadequate practices and to provide the means for community input, a survey of citizen attitude and opinion shall be conducted by the Department at approximately 5-year intervals (as funding permits). See Department policy **18A – Citizen Survey**. These survey results may help direct the Departments crime-prevention / safety program to areas of greater need.