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**POLICE DEPARTMENT
CITY OF NEW YORK**



**A CITIZEN'S GUIDE
TO
COMMUNITY POLICING**

A CITIZENS GUIDE TO COMMUNITY POLICING

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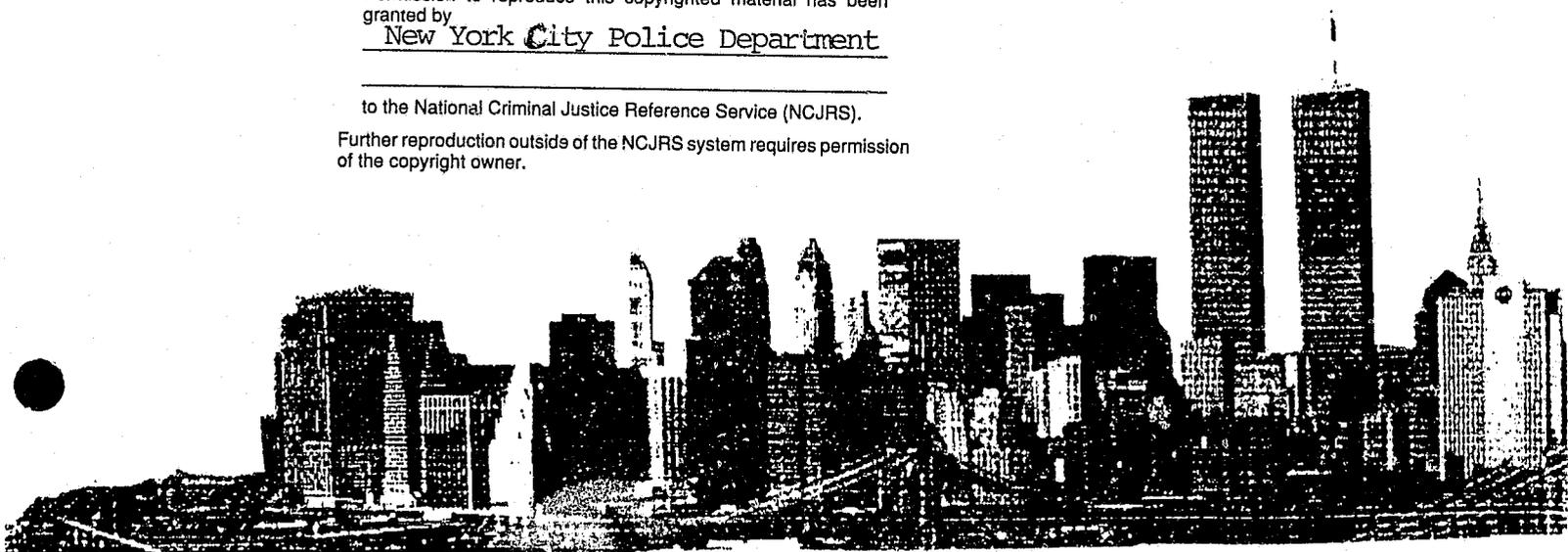
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A WORD FROM THE POLICE COMMISSIONER OF THE CITY OF NEW YORK

Your New York City Police Department has embarked upon a better way of policing the city. We believe community policing will serve the people and the communities of the city more effectively and will help make the city safer, reduce crime and make the city a better place to live, to work, to do business and to enjoy life.

Community policing is a new direction in police service and will need the understanding, the assistance and full participation of the people of the city and community organizations to become fully effective.

I ask that you read this booklet for your own information. More importantly, read it with a view toward thinking of ways in which you and your community organizations can join with your local police precinct to improve the city and keep yourself, your family, your neighbors and your community safer and more secure, and to help make our city a more harmonious place to live and work. It is your city and we are your Police Department. We want to work with you to help make this city the kind of place we all want and deserve.

Both the people and the police must work together to make community policing work well. Let us go forward together. There is no other way.

Lee P. Brown
POLICE COMMISSIONER

NEW YORK CITY

POLICE DEPARTMENT VALUES

**In partnership with the community
we pledge to:**

- * Protect the lives and property of our fellow citizens and impartially enforce the law**
- * Fight crime both by preventing it and by aggressively pursuing violators of the law**
- * Maintain a higher standard of integrity than is generally expected of others because so much is expected of us**
- * Value human life, respect the dignity of each individual and render our services with courtesy and civility**

WHAT IS COMMUNITY POLICING?

Community Policing is an improved way of delivering police service at the neighborhood and community level. It is concerned with delivering appropriate, localized police service which is effective, and which meets the stated mission of the New York City Police Department for the benefit of people in the city, in their own communities and as individuals.

That mission is to protect life and property, to detect and apprehend law breakers, to keep the peace and order of the city and to render necessary emergency service.

Community Policing is a style or philosophy of policing and not a specific tactic. Community Policing is an improvement of the police profession. It is a way to build upon the well established system that exists which is both effective and accepted.

The patrol function is the "heart" and "backbone" of the New York City Police Department. The officers "on patrol" include the officers in the blue and white radio car, on horseback, on harbor launches, in helicopters and especially the police officer patrolling our communities "on foot".

We have returned the old "cop on the beat", but with a difference. Community Patrol Officers are now assigned a permanent foot-post or "beat" for which they are responsible. They must become familiar with the people, the places and the problems of their "beat".

The community will now become the focus of Community Policing. The emphasis will be on the local problems and the cooperation between community residents and business people in reducing crime, solving problems and improving the quality of life in their community.

Community Police Officers are trained in a variety of ways. As problem solvers, they are trained to identify problems and devise strategies to deal with crime and order maintenance problems in their beat area. The police officer conducts residential security and crime prevention surveys, gives safety lectures and conducts follow-up visits to victims of serious crimes.

As organizers, they are knowledgeable in forming community and block organizations to address neighborhood problems and help residents/merchants prevent crime. He/she is involved with Senior Citizen and Youth Help programs.

As planners, the Community Police Officers are knowledgeable about the conditions on the beat and they schedule tours of duty to correspond to the hours needed to correct conditions.

As a patrol officer, the Community Police Officer handles calls for service in the beat area, actively attempting to keep a "clean" beat area and is an information link between area residents, local leaders and the various members of the precinct (Anti-crime officers, Community Affairs, Precinct Detectives, etc.).

Community Policing depends upon the relationship between the officer and the resident and organizations on his/her beat. This is done by assigning the same officer in the same area on a long-term basis so that the residents can develop the trust needed to cooperate with the police to provide information and assistance to achieve realistic goals. This requires a willing cooperation and a willing understanding between the police and the community.

COMMUNITY POLICING AND YOU

Community Policing is an effort by the Police Department to assist local residents and businesses to deal even more effectively with the problems of crime and disorder which adversely affect the quality of life at the neighborhood level. It is an extended and modernized adaptation of the old "cop on the beat." It seeks to combine the skill, resources and experience of the police service, with the talent, knowledge, resources and concern of those who live or work within a particular precinct.

The heart of Community Policing is the cooperative effort between precinct police and the residents and business community of the local precinct. They work together to find ways to solve local police related problems, to improve police service, and to improve the relationship between the people of the community and the police who serve them.

The key is the "Beat Officer", who is assigned a specific geographic part of the precinct as his permanent responsibility. Beat Officers make it their business to learn all they can about the police related problems and situations on their beat and make every effort to work with the residents and business people in the beat area to solve those problems. The Beat Officer is fully trained in methods of organizing community groups to meet local needs, in working with groups in problem solving processes, and in assessing programs and results to benefit the neighborhood and its people.

The Beat Officer is supervised by a Community Policing Sergeant. This sergeant is responsible for supervising his officers by frequent consultations about the conditions in their assigned beat areas, problems identified and strategies implemented to solve them. Supervisors are also responsible for getting to know the area residents and merchants and getting feedback on community conditions and the officer's performance. Overall, the precinct Commanding Officer is ultimately responsible for police service in the precinct, including community policing.

Individual residents and business people and their community and neighborhood organizations play an important part in the Community Policing process. Police experience has shown over the years that the people of the precinct know more about their needs for police service than anyone else. When the community works with the local police, they form an unbeatable combination for community safety, security, quality of life improvements, local problem identification, problem solving and mobilization of community concern and action. It is the principle of "neighbor helping neighbor." Therefore, Community Policing cannot happen without your understanding, cooperation and participation either as an individual or as part of a community organization.

HOW THE POLICE DEPARTMENT AND THE CITIZEN CAN WORK TOGETHER IN THE PRECINCT

The Police Department is a vast organization with more than 30,000 uniformed and non-uniformed employees. It has city-wide responsibility to maintain the peace, protect life and property, prevent crime, find criminals and maintain order in the city.

The city of New York has nearly 8,000,000 inhabitants in all walks of life, occupations, religions, colors, languages and interests. The Police Department has a responsibility to all.

In order to make the Police Department more responsive to local needs and problems, the Police Department is divided in to 75 local police precincts or districts.

In addition to the local precinct organization, there are also city-wide units such as Special Operations Division (including our Aviation Unit, Harbor Unit, Mounted Unit, Emergency Service Unit, Etc.), the Detective Bureau, Narcotics and Public Morals Division and other specialized and sometimes centralized city-wide units which cover all parts of the city.

Each precinct is commanded by a ranking officer of the rank of Captain or above. The commander is responsible for all police service within his precinct. He is in charge of a competent and professional staff consisting of lieutenants, sergeants, police officers and civilian personnel. He also has direct access to many of the city-wide units. Often it is with the cooperation of these specialized units that problem solving is undertaken.

The local police precinct is where actual day-to-day police work (patrol, traffic control, etc.) happens. The men and women of the police precinct are the police officers you see on your streets each day and night, keeping watch and responding to calls for police service of all kinds. They ride the blue and white police cars (Radio Motor Patrol Cars) and walk foot posts or "beats."

A beat is a local stretch of street or other small geographic area within a precinct for which the beat police officer is held responsible.

WHERE DOES THE COMMUNITY RESIDENT FIT IN?

Each precinct and community is unique in its makeup and its problems. Many problems encountered include quality of life issues, crime-related problems dealing with drugs and vandalism and problems relating to youth.

Working with the Police Department and the local precinct provides each citizen with an important opportunity. Community organizations and individuals can involve themselves in a number of ways (Block Watchers, tenant patrols, or youth outreach programs).

The Beat Officer in your immediate area is the key to dealing with local problems. The Beat Officer is responsible for learning all about local conditions, local problems and local resources. The "Beat Officer" is also responsible for working to find ways to solve those problems.

These problems cannot be solved without the community becoming involved. Residents are encouraged to help the problem solving process by exchanging information with the beat officer, thereby helping to set Department priorities and policies.

HOW YOU CAN TAKE PART IN COMMUNITY POLICING

Every precinct in the city of New York has opportunities for citizen participation with the police in making Community Policing work well.

Each precinct has a Community Affairs Officer who is an expert in local precinct-wide conditions, problems and situations. They are specially selected, trained and experienced Police Officers or Detectives. Community Affairs Officers coordinate special programs such as the Drug Buster Program, Blockwatchers, Tenant and Neighborhood Patrol groups, and of course, the Precinct Community Council and Youth Council.

The NYPD Community Affairs Division devises, tests and assesses each community's needs for use of special precinct level programs. The Division also trains precinct level Community Affairs Officers and coordinates special projects.

The New York City Police Department is the only major urban police agency with a full Deputy Police Commissioner overseeing community affairs operations and programs. The Deputy Commissioner for Community Affairs is also responsible for the Crime Prevention Division, the Youth Services Division and School Program to Educate and Control Drug Abuse, or "S.P.E.C.D.A.", a cooperative drug education program with the City Board of Education.

THE COMMUNITY AFFAIRS OFFICER IN THE PRECINCT

This officer is specially designated to work with community groups in helping to fulfill the police mandate, which is the preservation of life and property, maintaining the peace and reducing and eliminating crime in the area.

Through the Precinct Community Council, he or she will keep your neighborhood organization informed of police related events. The Community Affairs Officer will help you and your organization obtain training and direction and will make programs available to you and to those concerned citizens who want to help the police. The Precinct Community Affairs Officer is a vital nerve center in the precinct command structure.

To contact the precinct Community Affairs Officer, simply call the precinct telephone number and ask for the Community Affairs Office and you will be connected.

The Community Affairs Officer is the person to speak with about local problems and possible solutions to those problems within the precinct community. If the Community Affairs Officer does not have the resources, he will make contacts and referrals to a higher command, or to other city agencies who can help.

Call the Precinct Community Affairs Officer to become involved in any of the following programs:

- Precinct Community Council/Youth Council
- Block Watchers
- Drug Busters
- Neighborhood Patrols
- Tenant Patrol Groups
- Civilian Radio Motor Patrols
- And a variety of locally created programs.

YOU AND YOUR BEAT OFFICER - "THE NEW TEAM"

The Beat Officer in your immediate area where you live, work or do business is your key to community policing.

Make yourself known to the Beat Officer, and take the time to get to know this valuable community resource. He or she knows how the New York City Police Department works and what is occurring in the local precinct. The Beat Officer is a valuable local resource for you and your neighbors.

At the same time, the Beat Officer needs your input as well. If there are local problems of which he is not yet aware, you can render a very valuable service by letting the Beat Officer know about recurring local problems.

In some communities, local residents and business people will walk with the Beat Officer and introduce the Beat Officer to other residents and business people to help familiarize him or her with the community. The more the Beat Officer knows about the problems of the area, the more he can do to help eliminate those problems.

In many precincts, there is a program called "Community on Patrol," or COP, in which community residents and business people wearing bright orange jackets walk their own residential or business street for an hour or two a day in company with the local patrol or Beat Officer to help familiarize that officer with local conditions. You should consider joining that group or forming one in your own precinct if one doesn't already exist.

The success of Community Policing is dependent on the combined efforts of you and your Beat Officer working together. This is a rewarding and worthwhile way to take part in making your own neighborhood a better and safer place to live and work.

COMMONLY ASKED QUESTIONS ABOUT COMMUNITY POLICING

"WILL THE COMMUNITY HAVE "INPUT" INTO COMMUNITY POLICING?"

The whole concept behind community policing is community involvement. Voice your concerns at your Community Council Meeting, to your Beat Officer or to the Precinct Commanding Officer.

"WILL THE BEAT OFFICER PATROL SEVEN DAYS A WEEK, 24 HOURS A DAY?"

The Beat Officer will schedule his/her tour of duty according to the hours needed to correct a condition/problem on his beat. Precinct patrol officers will cover the beat area when the Beat Officer is unavailable.

"HOW MANY BEAT OFFICERS WILL BE ASSIGNED IN EACH PRECINCT?"

The number of beats and beat officers will vary according to the needs of the community. Each Precinct Community Council has an input in helping the Precinct Commander determine this number.

"WHAT IS A BEAT?"

A beat is a local stretch of street or other small geographic area within a precinct which the Beat Police Officer is held responsible. This officer is expected to be familiar with police related needs and problems of his beat area.

"IS THERE A DIFFERENCE BETWEEN CPOP AND COMMUNITY POLICING?"

The Community Policing Program (CPOP) was a small version of community policing which was conducted as a limited, localized program.

Community Policing is better described as a philosophy than as a police tactic. It is an improved way of offering police service at the community/neighborhood level.

"WHO IS MY BEAT OFFICER? HOW DO I FIND OUT WHO HE/SHE IS?"

Call your local precinct (see listing of phone numbers in booklet) and ask for the Community Policing Unit. They will be able to let you know who your Beat Officer is, when he/she is next scheduled to work and what his/her beat area is.

"SHOULD I CALL MY BEAT OFFICER FOR AN EMERGENCY? WHEN SHOULD I SEEK OUT MY BEAT OFFICER?"

For a genuine EMERGENCY call 911. Do this to save a life or stop a crime in progress. You will get immediate help. For other situations and problems not requiring immediate police emergency help, call the precinct, or talk to your Beat Officer while he/she is "on patrol" in your beat.

"WHEN SHOULD I CALL MY BEAT OFFICER? WHAT KIND OF PROBLEMS?"

Speak with your Beat Officer when there is a police-related problem of a non-emergency nature, when there is a recurring problem affecting the safety and security of the area where you live, or when there is a quality of life problem which you and your neighbors cannot solve without police help (loud radios, graffiti, noisy traffic conditions, problem children, etc.)

"WILL COMMUNITY POLICE OFFICERS OR BEAT OFFICERS PATROL ONLY ON FOOT?"

Mostly, but not necessarily. Sometimes they will use police cars or scooters, depending upon the needs of the community and the area they patrol.

"WHAT HOURS WILL MY BEAT OFFICER WORK?"

The specific hours a Beat Officer will work in a particular area and precinct will vary according to the needs, the crime patterns, and the local conditions. Consult your local precinct on this matter.

"WILL MY BEAT OFFICER BE AVAILABLE FOR MEETINGS, LECTURES, ETC.?"

The Community Police Officer is specifically trained in conducting lectures and attending community meetings. He/she is also knowledgeable in organizing resident/merchant groups. Simply get in contact with your beat officer and inform him/her of the meeting you would like attended. It is important to remember to give the officer advanced notice so they could schedule their tour of duty to meet this specific need.

"CAN MY BEAT OFFICER HELP ME IN REACHING OR DEALING WITH OTHER CITY AGENCIES?"

Your beat officer has access to other city agencies either through the precinct or through direct contacts. Simply let your beat officer know what you need and he/she will assist you.

"HOW CAN I REACH MY BEAT OFFICER IF I DO NOT SEE HIM/HER ON THE STREET?"

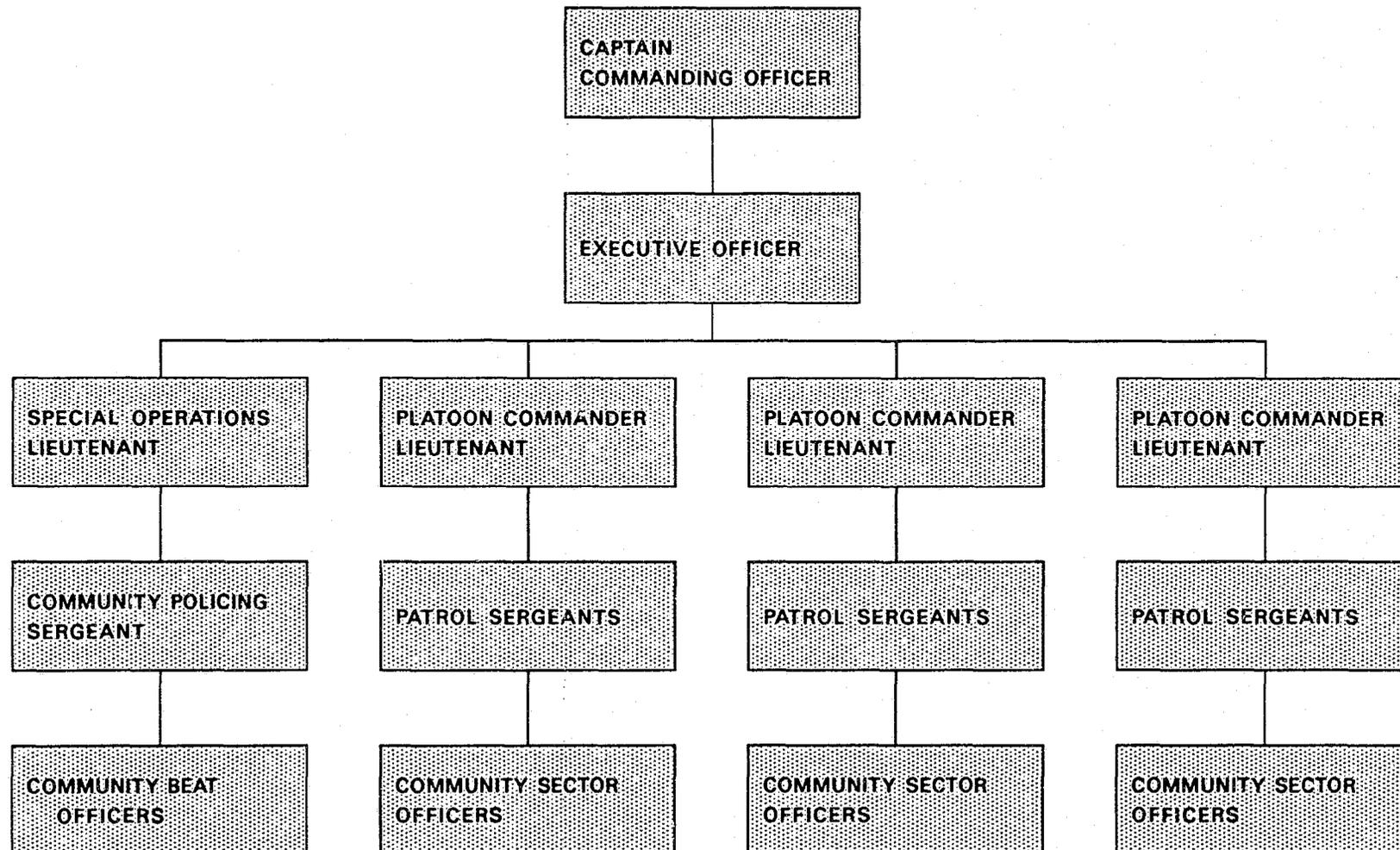
Call your local precinct's Community Policing Unit to contact your Beat Officer. Each office is equipped with an answering machine so a message can be left for the officer if no one is available to take your message. But remember - to save a life or stop a crime - call 911 immediately.

"DOES COMMUNITY POLICING MEAN BETTER POLICE SERVICE FOR ME?"

Yes, it does. Community Policing means localized police service tailored to local problems and situations. This service is performed by a knowledgeable, capable officer who knows you and your block and who knows how to handle your problems. It is a pro-active, decentralized approach designed to reduce crime and disorder and to reduce the fear of crime in your community. But your cooperation and involvement is essential if Community Policing is to work well. **SO GET INVOLVED.**

COMMUNITY POLICING

ORGANIZATIONAL CHART



IMPORTANT INFORMATION

I LIVE / WORK IN THE _____ PRECINCT

IT IS LOCATED AT _____

THE PRECINCT PHONE IS: _____

THE COMMUNITY AFFAIRS OFFICER(S) NAME(S):

THE COMMUNITY AFFAIRS OFFICERS PHONE NUMBER

IS: _____

I LIVE / WORK ON BEAT NUMBER _____

MY COMMUNITY BEAT OFFICER(S) NAME(S) :

THE BEAT / COMMUNITY POLICE PHONE NUMBER IS:

THE PRECINCT COMMUNITY COUNCIL MEETS ON

THE COUNCIL PRESIDENT IS:
