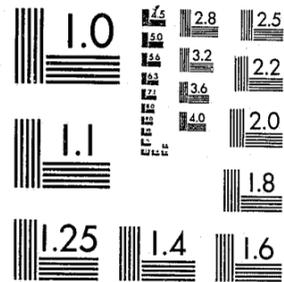


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National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

DATE FILMED

9/30/81

MF-1

VOLUNTEER CRIME PREVENTION PROGRAM

Coos Bay Police Department

A MANUAL FOR LAW ENFORCEMENT AGENCIES

Prepared by: Linda Bork
Crime Prevention Coordinator

78101



U.S. Department of Justice
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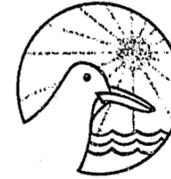
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NCJRS
MAY 11 1981
ACQUISITIONS



CITY OF COOS BAY

269-1181 - 500 CENTRAL - COOS BAY, OREGON 97420

The City of Coos Bay's first year Volunteer Crime Prevention Program has afforded the opportunity to implement, explore and evaluate the effects of recruiting, training and management of volunteers in a traditional police role. Goals and objectives of the program were achieved and in most cases exceeded the expectations of the grant. These objectives were reached by the continued combined efforts of both civilian volunteers and existing staff personnel.

We are of the opinion that future economical controls will mandate the need for social and service agencies to explore the utilization of community based resources, this includes the recruitment and utilization of citizen volunteers.

The need to emphasize crime prevention practices has long been overdue in today's society. Law enforcement agencies must make the necessary adjustments in setting their priorities to recognize this valuable approach to reducing crime within their jurisdiction. It is satisfying to note that Crime Prevention will continue to be a function of this Department after the grant funds are terminated.

This report will serve as a guideline for those agencies interested in utilizing volunteers as Crime Prevention practitioners.

Sincerely,

Max Gilfillan
Lt. Max Gilfillan
Crime Prevention Director

INTRODUCTION

The Coos Bay Police Department is comprised of three units; Administration, Support Services and Operations-(Crime Prevention, Patrol and Investigations.) Staff consists of approximately 33 paid personnel. The Department serves a population of 14,550 persons residing in a jurisdiction of 8.2 square miles. The city is primarily residential, but it has both a port and an industrial area. Population density is 1,774 persons per square mile, with minorities comprising 2.9 percent of the population.

The Coos Bay Police Department's Volunteer Crime Prevention Program, which was funded by a Law Enforcement Assistance Administration grant was initiated on February 1, 1979. The goal of the program was to organize a core of volunteers to work for and within the Police Department. These volunteers were to be trained as Crime Prevention non-paid practitioners. Managed by the paid coordinator with office assistance of a part-time clerk, the volunteers were trained to work in various Crime Prevention Projects.

The Grant was very ambitious, however, the program has been successful. We are proud to say that the volunteer and operational staff efforts have been rewarding.

The following information is provided as assistance for those interested in establishing a volunteer unit.

VOLUNTEER LIABILITY

Liability For Injuries or Damages Caused by Volunteers-Tort:

According to ORS 30.260, "Every public body is liable for its Torts and those of its officers, employees and agents acting within the scope of their employment or duties whether arising out of a governmental or proprietary function." Generally the agency is liable for injuries caused by the actions of officers, employees and agents (volunteers) if action is within the scope of their duties, "unless deemed willful and wanton." As an agent of a law enforcement agency, the volunteer can be treated in the insurance policy basically the same as other police personnel. Be sure to check the policies and make certain agents (volunteers) are covered with this Tort Liability. If not, contact your City Attorney and/or the insurance agent regarding coverage. Usually the cost of Tort Liability will be approximately half that of officer coverage. For example, in 1980 the Cottage Grove Police Department paid \$130 annually per volunteer in insurance through Lloyds of London. Coos Bay Police Department has a policy with the City through the State of Oregon Liability Pool. In this policy a premium has been established and volunteers have no effect on the amount.

State law places monetary limits on recovery and establishes specific procedures that must be followed by a person who claims an injury or loss as a result of an action by the agent. For further information on this matter, refer to ORS 30.270.

As with State, The Federal Tort law is again the same for volunteers as officers. Federal law does allow for punitive damages for any public body or its officers, employees or agents. Refer to ORS 30.265 for further details.

Liability for Injuries or Damages to Volunteers: SAIF

Acting as an agent of the agency, the volunteer is again covered basically the same as officers and other employees. Consequently, if the volunteer is injured or suffers a loss "within the scope of duties," they can look to the agency for compensation if they are less than 50% at fault. The agency of State Accident Insurance Fund can, in turn, seek indemnification from the responsible party unless that party is another agency agent.

Since volunteers, by definition are not employed to furnish services for a remuneration, they are not automatically eligible for or covered by workers compensation law. A special request must be made. In this request, the title and volunteer's responsibilities should be specified. The SAIF office will in turn assign a "class" number and a specified "rate per \$100 of payroll." An assumed wage of \$2.50 may be utilized. Volunteer days and hours must be recorded and reported to SAIF. Once this is reported to the local agency payroll clerk, the volunteer SAIF information can be added to the regular monthly report. The cost is minimal. For example, in one month 10 Coos Bay volunteers reported 47 hours. SAIF coverage at \$1.05 per \$100 of payroll at the assumed wage of \$2.50 an hour equalled \$4.75. An additional 14¢ per volunteer each day worked is also added to this amount. In this example, the monthly expense to employ 10 volunteers totaled \$7.69. Again, when the costs are compared to Full Time Equivalent and Staff Time Equivalent, the minimal expenses prove to be advantageous. For further information, refer to ORS 656.039 and/or the Workers Compensation Office.

Automobile Insurance:

Check with the City Attorney and/or the insurance agent to verify coverage. If volunteers as agents are not covered, add them to the policy to provide liability insurance. Again this coverage should be the same as other employees.

PROGRAM MANAGEMENT

Planning/Organization

Before implementing a volunteer program, the agency must determine where the need for volunteer assistance exists. An evaluation and assessment of crime problems and of community resources is necessary.

The agency must be reasonable in determining the kind and number of projects they wish to implement. Care should be taken not to overextend the program and to consider if an effective impact can be made on the target crime. Start small, make an impact and let the volunteer program grow with time and experience.

Volunteers are capable of performing any duties - provided the appropriate people are hired, they receive adequate training and they are treated as professionals. The volunteer unit should be placed where it will receive maximum support from police personnel. Volunteers must have access to the office and necessary resources. Steps should be taken not to isolate the volunteer unit from the rest of the agency.

When planning the program, involve all segments of the agency and members of the community. Establish an Advisory Board which will determine needs and set realistic goals and objectives which will make an impact on concerns of agency staff and the public. Again, be sure the agency is familiar with the proposed program and solicit their input. Before finalizing plans, review the goals and objectives. Be sure the program is consistent with resources and capabilities.

Implementation

In order to implement a volunteer program, a staff person must be assigned to coordinate and manage the volunteers. This coordinator should have the experience or be provided with the training that will enable them to manage volunteers. The coordinator must organize office procedures and develop necessary forms and office materials to meet program needs. After doing so, education must be provided to all agency staff to insure they fully understand the coordinator's role, the program's goals and objectives, and any job limitations they may have.

After staff orientation, the program should be prepared to announce itself to the public. This can be done through the news media and civic/community presentations. Be careful not to announce too early for fear of having persons volunteering or requesting services before the program is workable.

Recruiting can be done a number of ways - depending on your area, size of community, etc. Person-to-person recruiting is usually successful at presentations and group gatherings. One to one recruitment is probably most rewarding. Media recruitment may produce more persons which will also take more time to interview and screen.

Each potential volunteer should be interviewed at least once. If possible, involve a second interviewer. Before acceptance, a background study of the volunteer should be completed. During the interview the agency should explain what will be expected of this potential volunteer and what the agency can provide to them.

To screen the applicants, there are a number of things to consider:

- Do they have the ability to relate well with the agency, general public and fellow volunteers.
- Why do they want to volunteer.
- Are their ambitions compatible with program goals.
- Ability to learn or perform proposed tasks.
- Availability or any time restrictions.

If the applicant is not accepted as an agency volunteer, share with them why. Refer them to other volunteer programs where their talents may be of assistance.

Orientation

During the orientation process volunteers should become familiar with the building, their office, other volunteers, agency staff, learn about agency programs/operations and understand program rules and regulations.

Tours of the agency and other important buildings can be arranged for volunteers. This will provide them with the opportunity to meet department personnel and become familiar with their work areas.

Ride-alongs with patrol officers can be arranged in order for both officers and volunteers to meet one another. A minimum of three hour intervals and total of at least six hours of ride-alongs are recommended for each active volunteer. In this way there is even more contact for officers and volunteers and a contact and/or working relationship can be established.

Top management and/or other department staff must be involved in order to show support of the volunteer program and continue the personal contact. Having a guest speaker to welcome the group and having the speaker informally explain their role in the department and/or explain how the department benefits from the volunteer program is an excellent means of involving staff in the orientation.

Each volunteer should receive a written description of expectations. This can be in the form of a manual or handouts. Making the volunteers aware of department rules and regulations and program objectives and goals can be covered either on paper or verbally. Emphasizing such things as confidentiality and conduct as a representative of the agency reminds volunteers of their obligations and will make them proud to be a member of the program.

Placing Volunteers

The volunteer must be assigned to a project which is compatible with their abilities and interests, and which also meets with the program's goals. A volunteer working in a project with no enthusiasm or interest will quickly lose heart or not be as productive as possible. Placing the volunteer with a partner may also be helpful. Compatible teams can many times achieve much more than persons working individually, and also provide incentive towards each other. Not only is it important to place the volunteer in the "right" project, it is important to have alternate work roles. ie-canvassing in bad weather is impractical. Security surveys, block meetings or an operation identification project could be implemented. Training in residential crime prevention allows the volunteer the ability to perform any of these tasks.

Once you have found the volunteer's interests and an idea of their capabilities and compatibility with the program, the volunteer is prepared for training.

Instructors

As the crime prevention practitioner gains knowledge of crime prevention concepts it becomes easier to provide training utilizing himself as the instructor. However, it is also important to promote the resources available in the community and within the department. Examples of available persons are - police officers, security personnel, locksmiths, power companys, businesses, chamber of commerces, state agencies . . . Even though these persons may not have training in "crime prevention," by having them share their knowledge in a specialized field, the unit gains support and increases crime prevention ties necessary for a continuing program.

Utilizing instructors from out of the area is also a means of training. They may be invited to share their expertise through the department, local chamber of commerce or local colleges. Arranging training at other departments may be a possibility. However, funds usually need to be available as reimbursement for transportation, food and lodging costs.

All training for volunteers may be considered as department "in-service" training. It may be possible to arrange college credits for attendance and payments for the instructors. This encourages further participation and recognizes the quality of the instruction.

Training - Short-term Volunteers

Short term volunteers such as civic groups or clubs who take on a special project for a short period of time may be treated somewhat differently than long term volunteers. If they are supporting the program and providing the manpower to implement the project, a training session can be arranged for them and persons in charge of the group (such as the president) could be responsible for the immediate supervision of the project.

Training - Long-term Volunteers

Specialized or on-the-job training should only be provided to those volunteers with a long term committment. As mentioned previously, the training should follow an orientation to department staff, facilities, programs, policies and proccdures. The training must be thorough and should provide the volunteer with the knowledge to perform their tasks confidently and professionally. However, keep in mind the volunteer (even after formalized training) will learn more and more with experience. Usually, everything can not be covered during the formal training. Giving the volunteer the basic methods, concepts and confidence to tackle a job is the beginning.

After the formalized training in a specialized field the department needs a demonstration of the volunteer's knowledge and capability to proceed with the program. This can be accomplished a number of ways ie-written and/or verbal or demonstrated exams. If the volunteer is unable to demonstrate their knowledge to you or the class, they will be unable to communicate crime prevention concepts to the public and should not be expected to do so.

Depending on your role as a coordinator, practitioner, or both, on-the-job training can be accomplished two different ways. The volunteer may accompany you during assignments and learn in that manner. However, once the program expands, volunteers may accompany other trained volunteers. The-on-the job training learning process will take longer but can be useful when taking on one or two volunteers at a time. These volunteers should still be required to demonstrate their crime prevention knowledge before an individual assignment is made.

It is imperative that a volunteer not be asked to make their first public appearance or to take on their first assignment alone. Not only must you be sure they will be effective; they also need the agency's support and assurance during this time.

The volunteers are usually very interested in their training and eager to learn all you have to offer. Providing them with the information and techniques to perform their job will mean the success or failure of the program.

Assignments

Immediately following training the volunteers are at their peak of enthusiasm. This is the time to direct that energy toward program goals. Volunteers may lose heart or interest if a project is delayed or falters. Consequently, assignments should be made as soon as possible.

Monitoring, Record Keeping, Evaluating

Time sheets which indicate each volunteer's hours and accomplishments are necessary for personal recognition and project evaluation. Monthly activity reports should summarize the activities providing a method of evaluation. It may be helpful to indicate volunteer FTE (full time equivalent) at an assumed wage and/or STE (staff time equivalent) as a means of justifying volunteer accomplishments.

Personnel files must be maintained on volunteers containing any pertinent information. It may be useful to include a narrative sheet to keep the file up-to-date. Records of all office correspondence, donations and gifts are also recommended.

Evaluation of the volunteer program can be accomplished through the activity reports; however, there are also other means. Informal performance evaluations or volunteer and public questionnaires are examples. The method of evaluation will depend on the program's goals and available resources.

Volunteer Management

Providing agency identification is a means of providing recognition and is necessary for the volunteer to perform their duties. Identification can vary, ie-agency I.D. cards, badges, pins, jackets, blazers or even magnetic car emblems. This recognition reminds the volunteer they are an important representative of the agency.

A designated work place or desk enables the volunteers to perform work within the agency. They need this in order to "feel" and be part of the department. A designated area which is not within the agency may tend to send a negative message of nonacceptance. Materials necessary for volunteer duties must also be readily available. This is another reason for an internal office. For example - it may not be feasible to have a projector only for volunteers and be kept in their office. Other staff may need it and vice versa. Access to frequently used equipment and materials along with uncomplicated office admittance is imperative for volunteer operation.

Regular volunteer meetings are necessary to cover work assignments and discuss past activities, assess problems and discuss future goals. Bi-weekly meetings are sometimes enough - however, it may be necessary to meet weekly. This is a time for volunteer input, and exchange of ideas. It may also be wise to show past achievements as an indication of success.

Recognizing volunteers with get-well cards, birthday cards and providing social activities gives the program that "personal" touch. Remember - they are volunteering their time and money (ie-personal automobile expenses) - the work must be enjoyable.

Certificates of completed training and special recognition ceremonies can show the volunteers and the community the agency's gratitude for their efforts. Local civic groups and clubs may assist with ceremonies.

Incentive for improvement and/or broadening of knowledge can be provided by allowing volunteers to change programs after a certain amount of time (usually six months). A means of advancement can add more responsibility in a position such as lead volunteer, project leader or an advisory board member. In this manner it is less likely a volunteer will become discontented and leave due to lack of interest.

Volunteers should be allowed to attend training and meetings relevant to crime prevention whenever possible. This can be accomplished by inviting at least one volunteer to attend along with the paid staff.

Articles and news releases providing names of volunteers and planned activities keep the public informed on the program and provides another means of recognition and motivation to the volunteers. Newsletters sent out monthly, bi-monthly or quarterly can explain accomplishments and have volunteer input. Radio and television talk shows can be arranged where volunteers speak on their involvement - why they volunteer and what they hope to accomplish.

Supervising volunteers is generally accomplished by treating them as paid staff. If there is a problem, explain why. Be honest and agree upon a decision to rectify the concern. This procedure will provide open communication and hopefully eliminate future problems of the same nature.

If there is more than one project implemented at a time, it may be necessary to recruit a volunteer to assist in coordinating the programs. In doing so, a reliable person with leadership abilities is necessary. They must also be capable of relating well to other volunteers. This assistant can be the liaison between the paid coordinator and the volunteers.

By taking some of the coordinating responsibilities, more time is available for planning and evaluation which is necessary for program success. The sole responsibility will still fall upon the Crime Prevention Coordinator. However, a reliable volunteer can greatly enhance the project's success.

PROGRAMS

PERSONAL SECURITY/RAPE VICTIM ASSISTANCE

Emergency Service

A victim who has been raped can call local crisis/information service lines or the Coos Bay Police Department and be referred to a volunteer from the Rape Victim Assistance Team. In addition, Bay Area Hospital, other agencies and other law enforcement agencies are aware of the Rape Victim Assistance Team's availability.

Advocacy Program

When a victim calls local hot lines or the police, they will determine exactly what her condition is. Specific questions are available to obtain needed information. If the victim wishes to talk with a volunteer, they will take the victim's telephone number, contact an RVA, who will immediately contact the victim. If the police are called, an RVA will meet the victim at the hospital or other designated place. If the victim wishes, an RVA may be called to the crime scene. If the victim wants to meet with an RVA, volunteers should have a partner so they are not going out alone to an unknown address. Upon contact with the victim, the RVA will serve as a calming influence giving support and information. As persons familiar with the police, hospital and legal factors of rape, the RVA will be able to offer choices and information to the victim as to what she may choose to do or not do.

Personal Security/RVA (continued)

Follow-up Services

RVA Volunteers are not in a position to provide extensive counseling for the emotional and psychological problems which may result. Women will be invited to join available support groups or will be referred to professional agencies if her problems are acute.

Information on where and when to go to be tested for venereal disease or possible pregnancy is provided. Resources and organizations available to the victim can be referred for special assistance or attention.

The RVA's will serve as a liaison between law enforcement and the victim. In doing so, the victim will be kept informed of case proceedings during prosecution. If the victim wishes, the RVA will also be available to accompany her to interviews and court proceedings.

Public Education

Speakers are available to present programs to schools, civic groups and organizations on the crime of rape or the RVA program. Our goals in these talks are to dispell some of the many misconceptions surrounding the crime, increase sensitivity and awareness and provide information on personal security.

SENIOR CITIZEN CRIME PREVENTION

To meet the special needs and problems of older adults in the community, presentations addressing these concerns are offered. Seniors are taught to report suspicious persons and activity. Police officers attend the sessions to encourage reporting of crimes and incidents which they may be victims of. A film, "Senior Power - And How To Use It," is shown to encourage senior citizens to take positive steps to protect themselves. Instruction is given on how to react in case of confrontations and basic prevention techniques are given. Effective devices for home security are also demonstrated.

A project to assist senior citizens with engraving their personal property has also been implemented. Property is engraved, and/or pictures are taken. A property list is also made and crime prevention stickers placed on doors and windows upon request. This service has generated enthusiasm and support from local organizations and citizens.

RESIDENTIAL CRIME PREVENTION

Coos Bay residents are offered information to help them reduce or eliminate the opportunities for burglary, theft and vandalism to occur. Security surveys, electric engravers and block meetings are made available upon request.

Victims of these crimes are periodically contacted in an effort to lessen the chance of victimization again. The above services are made available during this follow-up. The follow-up also allows the victim to express their fear and concerns of being violated.

Property Identification is made available by supplying electric property engravers at the City Library, the Department, Fire Station #2, or wherever a group may gather. Marking property and posting crime prevention stickers deters both burglaries and thefts and also aides the police in recovering stolen goods in the event they are stolen. The Unit instructs individuals to use their Oregon Driver's License number as the identifying mark. For those who do not have a driver's license, a unique State Identification Number is provided through the Department of Motor Vehicles. Citizens are advised to take pictures of items that do not lend themselves well to marking. The owner places the Identification or Driver's License number issued to them and a brief description of the item with the photograph. Crime Prevention warning decals are placed on the windows or doors participating in Operation Identification. In addition, a property inventory sheet is supplied to aid the owner in reporting missing items in case of a theft or some other kind of loss. A copy of this inventory sheet can be filed with the police if the owner desires. To help explain the importance of Operation Identification and how it works for the citizen and police, an information brochure is also distributed.

Security Surveys which examine windows, doors, locks, lighting and other security factors help the resident be aware of security risks. Recommendations are given for improving physical security of the home.

Neighborhoods are presented with block meetings in a resident's home, as requested. They are encouraged to work cooperatively in watching and reporting suspicious activity or persons to the police. Police also attend the meetings to answer questions. A film, "Neighborhood Watch," is shown to encourage their participation in reducing or preventing crimes. Locks and hardware for effective home security are also demonstrated.

COMMERCIAL PROGRAM

On duty police officers and the crime prevention coordinator provide services to business owners in an effort to point out weaknesses that make the buildings vulnerable. Doors, locks and windows are examined. The perimeter area of the business is also inspected to determine if lighting is adequate and if shrubbery is trimmed for routine surveillance by police.

On duty police officers check businesses for security risks and follow-up with appropriate recommendations to the owner or contact the crime prevention unit with the security risk. During the follow-up, the business owner is advised of the risk and informed of ways to eliminate or reduce the opportunity for intruders or vandalism.

Burglary victims are contacted with an information packet containing security materials to make businesses more secure. Crime warnings publicized on radio also help owners take precautions or extra security measures when burglars victimize a particular area or district.

COMMERCIAL - SHOPLIFTING PREVENTION

Presentations and seminars to help stores prevent loss from shoppers are offered locally.

Store owners are encouraged to establish a shoplifting policy and actively apprehend and prosecute the thieves - both legally and civilly. How to apprehend shoplifters is discussed in length and taught by "role playing" typical employee situations.

A shoplifting film is available through the department which serves as a training aid to alert employees to the problem and to provide them with prevention techniques.

MEDIA PROGRAM

The local media is utilized effectively for the dissemination of crime prevention information. Coos Bay's Crime Prevention Unit features an information campaign which designs materials for radio, television and newspaper use.

News releases are made frequently to inform the public of crime prevention activities or new services available through the department. Three local newspapers publish these articles.

Five radio stations and three television stations utilize public service announcements which are developed locally. A state-wide media campaign has also made more public service announcements available to the stations. The announcements address current crime problems within the city and encourage citizens to practice crime prevention methods.

Several flyers and brochures have been developed to provide information on the volunteer program, recruitment, residential crime prevention, rape and personal security. Many brochures are available on a wide variety of subjects and are distributed throughout the community.

CONCLUSION

The Coos Bay Volunteer Crime Prevention Program has concluded a successful first year of operation. The goal of the program has been reached by firmly establishing a community based program staffed by trained volunteer practitioners within the Coos Bay Police Department.

The program has grown progressively and reactions to volunteers in crime prevention has been favorable. Those who come into contact with the program are usually supportive of our cause. We have had tremendous coverage by local news media which has strengthened the program within the community. The department has become more supportive of the volunteer program with increased understanding of roles, training and increased involvement with volunteers and crime prevention concepts. Departmental staff involvement has been addressed in the second year grant. Our goal at this time is to make crime prevention an accepted and active part of every individual within the department which will in turn reach the community to enhance the volunteer program.

The title "Crime Prevention" in itself is overwhelming. If a program overextends itself by trying to implement too many projects at a time, it will be difficult to see tangible results. Our grant was ambitious and this has been a concern for us. Volunteers, especially, must see their accomplishments. It is better to work a few effective projects than to overextend.

It is a full time job to coordinate and manage volunteers. Other responsibilities such as recruiting, training, serving as liaison and a practitioner are also essential elements of the coordinator's job. We have found it difficult to find volunteers to serve as "project leaders." A few projects have such volunteers. However, others are coordinated solely by the Volunteer Coordinator.

If the Volunteer Coordinator tries to be an active practitioner and a volunteer coordinator, over extension will occur. The practitioner's role must not interfere with the role of Volunteer Coordinator. However, if a Practitioner's role is to have volunteers enhance the program, then less time will go towards volunteer management. The Coordinator/Practitioner must be aware of their role and find the medium which is in line with program goals. This, as stated, is difficult since managing volunteers alone takes most of a Coordinator's time.

This is where department personnel need to be aware of the crime prevention unit's expectations and limitations. Volunteers have certain duties and have their limitations. To have an effective volunteer program, the Coordinator is an inactive practitioner and other paid police personnel and volunteers take on active practitioner responsibilities. The Coordinator primarily serves as coordinator of these crime prevention activities. If a law enforcement agency is supporting crime prevention concepts and implementing them, all personnel will be involved. All referrals do not go to the Crime Prevention Unit. Duties and roles are made clear and the responsibility is shared cooperatively among crime prevention volunteers, paid personnel and the community.

Crime prevention units are becoming part of law enforcement agencies in Oregon and throughout the nation. Volunteers have proven to be effective resources to assist these agencies in promoting community involvement in crime prevention techniques. Police are also realizing the validity of crime prevention concepts and are becoming actively involved with crime prevention programs. The Coos Bay Police Department is proud to be one of the first agencies to actively promote crime prevention. The sooner all police agencies implement crime prevention techniques within patrol and involve the community by asking citizens to take some responsibility for security, the sooner we will be closer to reducing or eliminating the criminal opportunity.

PROGRAM MATERIALS

The following are examples of program materials utilized by this office. The material has been divided into basic categories to provide a sampling of volunteer management information . . .

OFFICE MATERIALS

In deciding office procedures, forms must be designed. Listed below are examples:

1. Recruitment flyers
2. Agreement/application forms
 - a. Long and short
3. Orientation outline
4. Training outlines
5. Job descriptions
6. Program orientation information
7. Volunteer code
8. Program benefits
9. Certification requirements
10. Organizational sheet
11. Driving agreement/reminder
12. Card file system
13. Form letters
14. Activity reports - weekly/monthly
15. Cards - thank you, get well and etc.

VOLUNTEER RECRUITMENT

WANTED

A HUNDRED YEARS AGO A SINGLE SHERIFF COULD USUALLY CONTROL ALL THE CRIME A TOWN HAD, AND THAT WAS AT A TIME WHEN SHOOT-OUTS WERE FREQUENT AND HOMESTEADS FAR APART, WHEN SIX-GUNS WERE AS COMMON AS BOOTS AND OUTLAWS AS DEADLY AS HANGING.

BUT THE SHERIFF'S JOB WAS MADE EASIER BY THE SUPPORT OF THE TOWNS-PEOPLE. FRIENDS WATCHED OUT FOR THEIR NEIGHBORS. THEY KNEW WHAT NORMAL BEHAVIOR WAS IN THEIR COMMUNITY SO THEY RECOGNIZED SUSPICIOUS ACTIVITIES. PEOPLE WERE NOT AFRAID TO CRY "THIEF!" IF THEY NEEDED THE SHERIFF'S HELP.

THE OLD-TIME SHERIFFS HAVE NOW BEEN REPLACED BY MODERN POLICE DEPARTMENTS, BUT THE POLICE CANNOT CONTROL CRIME ALL ALONE, THEY STILL NEED PEOPLE TO BE GOOD NEIGHBORS. THE COOS BAY POLICE DEPARTMENT HAS A NEW CRIME PREVENTION PROGRAM WHICH IS HELPING NEIGHBORHOODS ORGANIZE TO PROTECT THEMSELVES AGAINST BURGLARY, RAPE, VANDALISM, ECT.

YOUR COMMUNITY ALREADY HAS A COORDINATOR, NOW IT NEEDS DISTRICT REPRESENTATIVES AND COMMUNITY VOLUNTEERS; PEOPLE WHO WILL HELP ESTABLISH COMMUNICATIONS BETWEEN THE NEIGHBORS AND THE LOCAL POLICE; PEOPLE WHO CARE.

EXCHANGE THE SIX-GUN FOR THE TELEPHONE. TALK TO YOUR NEIGHBORS, ORGANIZE, AND JOIN TO PREVENT CRIME.



VOLUNTEER CRIME PREVENTION PROGRAM - COOS BAY POLICE DEPARTMENT - 500 CENTRAL - COOS BAY, OREGON 97420. (503) 268-1181 (EXT. 226)

INTERVIEW/SCREENING



VOLUNTEER ACTIVITIES



RESIDENTIAL PROGRAM

Block Meetings - Will contact citizens door to door and will respond to requests, set time and date, and conduct the meeting.

Security Surveys - Initially residential, commercial upon request as program develops - depending on volunteer resources.

Engraving - Elderly and handicapped upon request or in pre-planned, organized projects, such as a housing authority complex.

GROUP MEETINGS

Conducted for citizens, schools, and businesses covering various crime prevention projects.

SENIOR CITIZEN PROGRAM

Will offer services and information to meet the special needs and problems of the older adults in the community.

CHILD SAFETY PROGRAM

Teach children safety and good security habits.

MEDIA PROGRAM

Design and produce crime prevention materials to be used for public education and information. Produce Public Service Announcements and other media material. Assist in writing and editing the office crime prevention newsletter.

RECRUIT

Volunteers will be assigned to specific businesses and organizations to recruit new volunteers. Contact to be established regularly and may also keep crime prevention articles in businesses or organizations' newsletter.

SPECIAL PROJECTS

Victim Advocate Team - To provide assistance, information and support to victims of violent crimes.

Women Security - Rape prevention, self defense.

Youth Program - Teach young people how to participate more fully in the criminal justice system. Shoplifting and other local problem areas may be covered.

Commercial Program - Internal theft, security surveys.

MISCELLANEOUS ACTIVITIES

a) Social committee for special functions. May help in planning and implementing special projects.

b) Assist in training of new volunteers.

c) Distribute brochures throughout the city.

d) May occasionally be called upon to transport other volunteers.

e) May do research on crime prevention projects and submit them to the office.

CRIME PREVENTION PROGRAM AGREEMENT

To provide a Coordinator of Volunteers who will be responsible for the hiring, firing, orientation, training and supervision of all Volunteer Practitioners. The Coordinator will be available to guide and assist Volunteers during their scheduled working hours, and will serve as the link between the Volunteers and other department staff.

To furnish a written job description for each position open to Volunteers, with appropriate information concerning desirable experience, skills and education.

To train Volunteers to a level that will permit them to begin their work confidently.

To continue the Volunteer's training, either within the department or elsewhere, to whatever extent is necessary to maintain continuing competence.

To provide Volunteers with working conditions equal to those of other employees doing similar work, including space, equipment and supplies.

To provide evaluations of Volunteer performance on the job at suitable and regular intervals, including the number of hours worked.

To offer Volunteers promotion to more responsible jobs within the department's volunteer program.

To include Volunteers in department conferences when possible and otherwise to promote full understanding among the Volunteers of the department's workings and decisions.

To reimburse Volunteers directly for out-of-pocket expenses required by their work, to provide gasoline reimbursement at the established rate and to provide all other possible benefits which are also available to department employees.

To provide Volunteers with a certificate of service for satisfactory work, and to supplement the certificate with a detailed recommendation if requested by a Volunteer applying for a job elsewhere.

To maintain adequate public liability and other insurance coverage for Volunteers during those hours when they are actually working for the department. To maintain this, volunteers must turn in time sheets.

VOLUNTEER CODE OF ETHICS

To work a specified number of hours each month on a schedule acceptable to the Agency.

To become thoroughly familiar with the Agency's policies and procedures, both written and verbal, set forth by the Agency for Volunteers.

To be prompt and reliable in reporting for scheduled work, and to provide the Agency with an accurate record of hours worked by signing in or out when entering or leaving.

To notify the Agency's Director of Volunteers if unable to work as scheduled. This will be done as early as possible to permit reassignment of another volunteer if necessary.

To attend orientation and training sessions as scheduled, and to undertake continuing education when provided by the Agency to maintain continuing competence.

To respect the function of the Agency's paid staff and contribute fully to maintaining a smooth working relationship between paid staff and volunteers.

To carry out assignments in good spirit and to seek the assistance of the Director of Volunteers in any situation requiring special guidance.

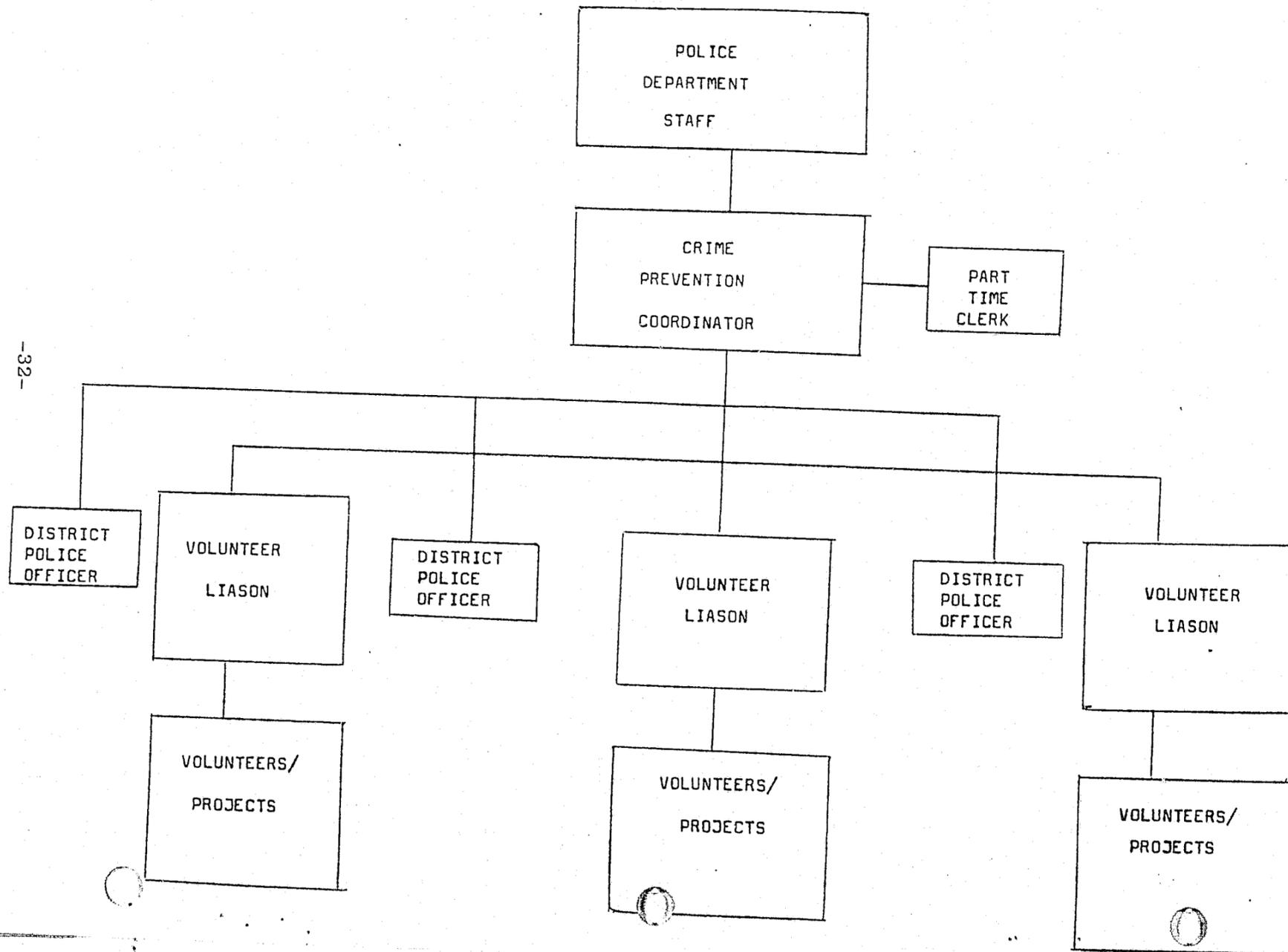
To consult with the Director of Volunteers before assuming any new responsibilities affecting the Agency.

To accept the Agency's right to dismiss any Volunteer for poor performance, including poor attendance.

To notify the Director of Volunteers in writing at least two weeks in advance of any resignation or request for leave of absence from the Agency's Volunteer program.

To exercise caution when acting on the Agency's behalf in any situation, and to protect the confidentiality of all information relating to the Agency.

ORGANIZATION OF CRIME PREVENTION PROGRAM



CERTIFICATION REQUIREMENTS

Completion of the following:

Tour of the Police Department
Two Ride-a-longs with a police officer or 6 hrs.
Completion of the "pass"- "no pass" training:

1. Program Orientation
2. Program Overview on Crime Prevention
3. Specialized program material

Demonstrate their knowledge of crime prevention information and techniques as presented in the formalized classroom training.

In addition, volunteers will be expected to:

Conduct one (1) presentation or activity under supervision of one of the Crime Prevention Program's trainers or representatives.

Crime Prevention Program
Coos Bay Police Department

Crime Prevention Activities

If you decide to volunteer and be trained and certified by the Coos Bay Police, it will be necessary to sign the attached application agreement form. If you do not wish to sign the form, you may still participate in other crime prevention activities..

Information Contained in Volunteer Folder

The only information contained in the volunteer's folder will be the application agreement form, background information, if any, and information regarding the volunteer's activities while participating in the crime prevention volunteer program.

Background Check

This is a check through the police computer system to ascertain if the applicant has a past criminal history. This check is made to protect the citizens of Coos Bay, the volunteer, and the City of Coos Bay. A prior record does not necessarily prohibit the applicant from participation. Each case will be reviewed on its own merit.

How the Information will be stored

All information pertaining to the applicant will be kept in the applicant's personal folder and locked in a filing cabinet along with other volunteer folders and separate from all other police and city records. Access to these folders will be limited to volunteer related activities only and not for general police use.

How the files will be Disposed of

When the volunteer leaves our crime prevention program, upon request of the volunteer, we will close their personal file and submit a request in writing to the state archivist for authorization to destroy the file, pursuant to ORS 192.420.

VOLUNTEER APPLICATION/AGREEMENT

STATEMENT OF PERSONAL HISTORY

Crime Prevention Program
Coos Bay Police Department

1.

| | | |
|------------|--------|------|
| First Name | Middle | Last |
|------------|--------|------|
2.

| | |
|---|------------------|
| Former names you have used (maiden, etc.) | 3. Date of Birth |
|---|------------------|
4.

| | | |
|----------------|------|----------|
| Street Address | City | Zip Code |
|----------------|------|----------|
5.

| | | |
|-------------------|----------------|-------------|
| Home Phone Number | Message Number | Work Number |
|-------------------|----------------|-------------|
6. Previous out of state address in the last 10 years?
7. Previous Work or Volunteer Experience: Employer?
8. Education (optional):
9. Skills, Special Interests, Foreign Language:
10. List Clubs - Service Groups you are currently a member of:
11. Why do you want to be a volunteer?:

12. In Case of Emergency Notify:

Name and Relationship

Address

Home Phone Number Work

13. Have you ever been convicted of a criminal offense? _____

If yes, please explain, list date and location: _____

14. Can you commit yourself to 12 hours per month for 6 months? _____

15. What days and hours are most convenient? _____

16. Do you have your own transportation? _____ License No.: _____

_____ Current Ore. Drivers License?

17. Please choose the following activities by interest in which you would like to become involved:

- | | |
|----------------------------------|------------------------------------|
| _____ Public Speaking | _____ Residential Crime Prevention |
| _____ Child Safety | _____ Commercial Crime Prevention |
| _____ Writing, Editing | _____ Senior Citizens Program |
| _____ Volunteer Management | _____ Youth Crime Prevention |
| _____ Media and Public Relations | _____ Victim Advocate |
| _____ Women's Security | |

Other: _____

18. References: _____

19. Do you have any physical or medical conditions which could limit the type of activities you are able to participate in? If yes, please explain:

20. I have completed the above questions and to the best of my knowledge what has been stated is true.

Signature of Applicant

Date

VOLUNTEER APPLICATION FORM

SHORT-TERM VOLUNTEER

NAME _____

ADDRESS _____ Phone _____ (home)

Date of Birth _____ Phone _____ (work)

Skills, special interest, foreign language

Do you have your own transportation? _____

IN CASE OF EMERGENCY NOTIFY: _____

Name

Address

Phone Relationship

Volunteer Area of Interest: _____

If you are interested in becoming an RVA and/or assisting with public education, answer the questions on a separate page and return to the below address. Applicants will be reviewed for possible interviews. Thank you for your interest.

Name _____
Address _____
Phone _____

RVA Program Questionnaire

1. What do you see as the benefits and drawbacks of working with rape victims?
2. Have you ever had any contact with the police? Explain.
3. How does rape affect you?
4. Do you personally know of someone who has been raped? If so, was the treatment she received from the police/hospital satisfactory?
5. Why do you feel women get raped?
6. How did you find out about the RVA Program?

RETURN TO:

Rape Victim Assistance Program
P.O. Box 1118
Coos Bay, OR 97420

THANK YOU!

RVA APPLICATION/AGREEMENT

First Name _____ Middle _____ Last _____
Former names used _____
Street Address/Mailing _____ City _____ Zip _____
Home Phone _____ Work Phone _____ Message Phone _____
Birth Date _____ Drivers License # _____

Previous out of state residence _____

Have you been convicted of a criminal offense? _____
If so, please explain; list date and location. _____

Do you have your own transportation? _____

Which are most interested in participating _____
_____ Victim Advocacy
_____ Public Education

Do you have any physical or medical conditions which could limit the type of activities you are able to participate in? _____

References: _____

"I have completed the above questions and to the best of my knowledge what has been stated is true. I understand that information or knowledge of names and cases obtained during my work will be held strictly confidential."

Signature _____ Date _____

INTERVIEW SUGGESTIONS

1. What do you do with your leisure time?
2. Tell me about your family.
3. Using three adjectives, describe yourself.
4. What makes you angry and how do you deal with your anger?
5. What has been the biggest disappointment in your life, and how did you deal with it?
6. What would you consider as an ideal volunteer job for you?
7. How does your family feel about you being involved in working with crime victims?
8. What kind of people do you work best with? Are there types of people you feel you'd be unable to work with?
9. Tell me about your prejudices.
10. What things have you done that have given you the greatest satisfaction?
11. Why are you interested in doing volunteer work?
12. Thinking back, what are the most significant decisions you have made in your life and how do you feel about them?
13. What is your energy level?
14. What do you like best about yourself?
15. If you could improve something in yourself, what would it be?
16. What is stress to you, and how do you cope with it?

Volunteer's Name _____

Screening Committee Worksheet

Rating Range
1-5 Scale

| | |
|--|--|
| 1. Relationship between goals and program | |
| 2. Appearance | |
| 3. Attitude - i.e., self, stress situation | |
| 4. Openness - frankness about feelings, doubts | |
| 5. Objectivity - ability to be non-judgmental | |
| 6. Does the person demonstrate understanding, compassion, empathy? | |
| 7. Insight into what the program involves re. time | |
| 8. Willingness to perform additional duties | |
| 9. Acceptability of individual into program | |

24 hour duty _____
 training _____
 6 months _____
 babysitting _____

VOLUNTEER DRIVER AGREEMENT

I, as a volunteer, understand that I am acting as an agent of the City of Coos Bay Police Department.

If I use my private automobile in my volunteer activities, I declare that:

- a) It will be of the private passenger type only and in good mechanical condition.
- b) I will continuously maintain liability insurance (as required by Oregon law) on my automobile and will not knowingly drive any uninsured vehicle in the course of my volunteer duties.

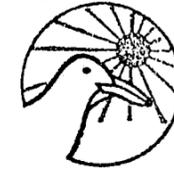
If I use an automobile registered to the City of Coos Bay in my volunteer activities, I agree that:

- a) The automobile will be used for trips directly related to my volunteer assignments and not for personal purposes.
- b) I represent the Crime Prevention Program for the City of Coos Bay Police Department, and while driving a City of Coos Bay vehicle I will be a responsible representative of the program.

When my assignments necessitate the use of either my private or a City of Coos Bay automobile, I understand that I must endeavor to operate the vehicle in accordance with the traffic laws.

Signature of Volunteer

Date



CITY OF COOS BAY

P. O. BOX 1118
COOS BAY, OREGON 97420

NOT ACCEPTED

Your interest in the Volunteer Crime Prevention Program and your willingness to come into the office to speak with me is greatly appreciated.

After talking with you and reviewing the interests which you indicated, I am sorry to say we have no projects to meet your interests and qualifications at this time.

Your application is on file in the office. Should a project arise which you could possibly assist in, you may be contacted.

Thank you for your interest in the Crime Prevention Program.

Sincerely,

Rollie Pean
Chief of Police

Linda Bork
Crime Prevention
Volunteer Coordinator

RP/LB/jdc

JOB DESCRIPTIONS

VOLUNTEER LIAISON

JOB DESCRIPTION

DESCRIPTION

The volunteer liaison will assist in the coordination of crime prevention projects. They will act as a liaison between other volunteers in the project and the program coordinator. Some contact may also be made with police officers. Work will involve some direct crime prevention services, i.e. conduction of group meetings for residents and the business community, conduct security surveys, and assist in recruiting and training other volunteers from the community.

OTHER EXAMPLES OF WORK

Assist volunteers in organizing and developing:

- a) Neighborhood associations and group crime prevention programs and resolving neighborhood problems.
- b) Assist volunteers in delivering crime prevention services to the community.

KNOWLEDGE AND SKILLS

- a) Knowledge of crime prevention procedures and techniques. Due to the complex and challenging position of the Volunteer liaison, they will be required to attend any available training to expand their knowledge on crime prevention.
- b) Must be able to communicate effectively, both verbally and in written form.
- c) Ability to establish rapport with people of diverse backgrounds and interests.

Work is performed independently under the direct supervision of the program coordinator.

JOB DESCRIPTION

SENIOR CITIZEN PROGRAM

Title: Senior Program Representative

Description

Volunteers will be working with the elderly and handicapped in the community. They will have training which will enable them to perform such tasks as pinning windows, making barking dog tapes, installing wide angle viewers, marking valuables and posting decals for those unable to do so for themselves. Volunteers will also present programs on personal safety to make seniors aware of ways they can protect themselves and to lessen their fear of crime.

Knowledge and Skills Required

Training will be provided to offer skills required to perform the named duties.

- a. Knowledge of the Crime Prevention Program and goals.
- b. Knowledge of home and personal security and ability to install security devices, and ability to engrave valuables and explain its purpose.
- c. Ability to understand and relate to problems of the elderly.
- d. Ability to speak informally to small groups of citizens.
- e. Ability to communicate both verbally and in written form.
- f. Knowledge of the operation of department movie and slide projectors and tape recorder.

VOLUNTEER ORIENTATION

Work is performed independently under the general direction of the Volunteer District Representative and directly under the Program Coordinator, cooperatively.

* * * * *

TO:

FROM: LINDA BORK, CRIME PREVENTION VOLUNTEER COORDINATOR

DATE: AUGUST 20, 1979

RE: VOLUNTEER ORIENTATION

MONDAY, AUGUST 27th

COOS BAY POLICE DEPARTMENT

10:00 AM - 11:00 AM - CITY HALL AND POLICE DEPARTMENT TOUR

11:00 AM - 11:20 AM - VOLUNTEERS AND LAW ENFORCEMENT
OFFICER EURA WASHBURN

11:20 AM - 12:00 PM - DOG AND DEMONSTRATION *Cpl. David Main*
CORPORAL DAVID MAIN

12:00 PM - POLICE DEPARTMENT POLICIES
LINDA BORK, COORDINATOR

VOLUNTEERS TO ATTEND:

BARBARA CHANEY

EUGENE DUBUQUE

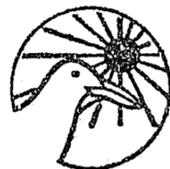
HELEN DUBUQUE

KAREN GRAHAM

JOYCE HOLLOWAY

COPY

VOLUNTEER TRAINING/WRITTEN EXAMINATIONS



CITY OF COOS BAY

P. O. BOX 1118
COOS BAY, OREGON 97420

May 7, 1979

Crime Prevention Volunteer Program
Residential Project Training

TRAINING OUTLINE: 12 Hours

Tuesday May 8, 1979 6:30PM to 9:30PM

Introduction to Crime Prevention
Crime Prevention History & Principles
Local Crime Prevention Program(s)
Property Engraving

Wednesday May 9, 1979 6:30PM to 9:30PM

Locks & Hardware
Doors & Frames
Alarms
Windows & Glazing Materials
Landscaping
Lighting

Thursday May 10, 1979 6:30PM to 9:30PM

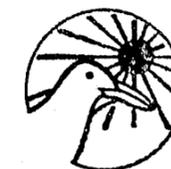
Security Surveys
Field Experience

Friday May 11, 1979 6:30PM to 9:30PM

Block Meetings
Public Speaking
Evaluation & Review
Test & Demonstration

TOTAL HOURS-12

COPY



CITY OF COOS BAY

P. O. BOX 1118
COOS BAY, OREGON 97420

CRIME PREVENTION AND THE ELDERLY
TRAINING SCHEDULE

DATE: Tuesday, September 25, 1979

TIME: 8:30AM - 4:00PM

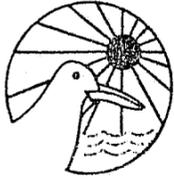
PLACE: Coos Bay Police Department
Training Room

| | |
|--------------|--|
| 8:30 - 9:00 | Introductions and welcome Project goals |
| 9:00 - 12:00 | Security modifications and practical experience Instructor - Peter Schiff |
| 12:00 - 1:00 | Lunch |
| 1:00 - 4:00 | Crime Prevention for the Elderly Instructor - Officer Eura Washburn |

COPY

This training is necessary for those who will be working in the Senior/
Security Modification Program. Others interested in attending are welcomed.
Credit has been arranged through SWOCC.

For further information contact Linda Bork at 269-1181 ext. 226.



CITY OF COOS BAY

269-1181 - 500 CENTRAL - COOS BAY, OREGON 97420

DATE: February 25, 1980
TO: Property Identification Volunteers
FROM: Linda Bork, Volunteer Coordinator
RE: Training Session

WHEN: Tuesday, March 4th
6:30 PM - 8:30 PM
WHERE: Coos Bay Police Department
Conference Room
City Hall

COPY

Course Outline: Project Goals
Orientation to Crime Prevention
Senior Citizens and Crime Prevention
Property Identification
Questions commonly asked
Movie - Neighborhood Watch
Review/Exam

This training is necessary for those persons who have not been trained in this subject and would like to participate in the Senior Engraving Program.

Please call me to verify attendance.

See you then!

RESIDENTIAL CRIME PREVENTION

1. What are the two most effective methods you would recommend for Property Engraving?
 1. _____
 2. _____
2. Even though you have a Serial Number on your property, you should also _____.
3. A cylindrical lock is a _____ lock recommended only for interior doors.
4. What recommendation would you make if you find a key-in-the-knob lock on the main door?
 1. Door with window _____
 2. Door without window _____
5. What is the minimum bolt throw you would recommend on any dead bolt lock _____.
6. Strike plates should be installed with _____ screws and should have _____ screw holes.
7. On French or double doors, you would install a _____ on the inactive door.
8. When recommending the use of a padlock and/or hasp, they should both be made of _____.

9. Name three ways double hung windows can be secured:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

10. What are the three recommended ways to secure a sliding glass door or window:

- 1. _____
- 2. _____
- 3. _____

11. Trees and shrubs can be used to a burglars advantage in the following ways:

- 1. _____
- 2. _____
- 3. _____

12. List two ways that proper outdoor lighting is an effective deterrent against crime.

- 1. _____
- 2. _____

13. Exterior lighting should be mounted _____ and _____ in order to avoid glare.

14. Give your own definition of Crime Prevention and its purpose.

15. One-third of all burglaries occur because:

- _____ Locks are installed improperly
- _____ Doors and windows are left unlocked

16. A cylindrical lock is best suited for:

- _____ A privacy lock only
- _____ Exterior security doors

17. Never recommend a spring latch lock for security unless it is used with an auxiliary _____.

18. Any deadbolt lock should have at least a _____ throw, and should be made of _____ steel to prevention cutting or sawing.
19. A single cylinder deadbolt lock should only be recommended when:
 _____ There is glass in the window or glass nearby.
 _____ On a solid core door with no glass within 30 inches.
20. A double cylinder deadbolt lock is recommended when:
 _____ There is glass within 30 inches and the door is solid.
 _____ The door is paneled door.
21. A double cylinder deadbolt lock requires the use of a key on both sides of the lock.
 _____ True _____ False
22. An adequate strike plate should have a minimum of _____ to _____ inch screws.
23. For additional support, a strike should have the following amount of screw hole.
 _____ A. two
 _____ B. four
 _____ C. three
24. A combination deadbolt/spring latch is primarily used for the following purpose:
 _____ A. More security than a double cylinder deadbolt.
 _____ B. Allows panic exit.

25. A cross bar is used on doors that are:
 _____ A. Seldom used.
 _____ B. Not required as an emergency exit.
 _____ C. All of the above.
26. A flip/hinge lock should be place high or low on the doorway to make it more difficult for an intruder.
 _____ True _____ False
27. A good padlock should have the following features:
 _____ A. Case hardened steel shackle.
 _____ B. Heel and toe locking features.
 _____ C. Non-removable key feature.
 _____ D. All of the above.
28. A flip lock is not installed:
 _____ A. With the existing lock
 _____ B. High or low on the door.
 _____ C. As maximum security.
29. Chain locks improve security and should be recommended for every exterior door.
 _____ True _____ False
30. A hollow core door can withstand a lot of force and is recommended for all primary exterior doors.
 _____ True _____ False

RESIDENTIAL CRIME PREVENTION

31. A solid core door is made of solid wood construction and is recommended for all primary exterior doors.

True False

32. To increase visibility of any visitor, you should install a _____.

33. Panel doors can be easily defeated in the following way:

_____.

34. Overhead rolling doors should be secured on the inside with a _____ on the track, above a _____.

35. List two of the ways that doors with windows can be secured:

1. _____
2. _____

36. Exterior door hinges can be secured by _____ to prevent removal.

37. Pre-hung doors are difficult to kick in:

True False

38. Framed in doors provide more security than a pre-hung door.

True False

39. Properly engraved property can aid the police in apprehending offenders and returning property to the rightful owners.

True False

RESIDENTIAL CRIME PREVENTION

40. The most effective number recommended for property engraving is:

_____.

41. Engraving property with addresses, birth dates, phone numbers or initials are good ways to prove ownership.

True False

42. List at least two items that you would recommend a photograph of rather than engraving:

1. _____
2. _____
3. _____
4. _____

43. You should only engrave on removeable parts of the property.

True False

44. Where should warning stickers be placed, after property has been engraved:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> A. Doors | <input type="checkbox"/> C. Visible & Vulnerable areas |
| <input type="checkbox"/> B. Windows | <input type="checkbox"/> D. All of the above |

45. In addition to engraving, citizens should fill out a _____.

46. The head of the engraver can be adjusted to increase or decrease the depth of the engraving.

True False

47. Serial numbers on property is sufficient and does not need to be engraved.

True False

48. Polycarbonate glazings are _____ times stronger than glass.

RESIDENTIAL CRIME PREVENTION

49. Acrylic plastics have the following features:

- A. Distortion free
- B. Combustible material
- C. Bullet resistant
- D. All of the above
- E. None of the above

50. Tempered glazings are used for _____ purposes and are frequently used for _____ doors or _____ doors.

51. Wired windows are primarily used for _____.

52. The most common type of glazing used in residences is _____.

53. Two of the most common windows found in Coos Bay are the _____ and the _____ windows.

54. List two ways that unsecured sliding glass doors or windows are defeated.

- 1. _____
- 2. _____

55. Basement, garage and door windows can be secured in three ways IF the area is unoccupied or will not block any emergency exits.

List at least two ways to secure them:

- 1. _____
- 2. _____

56. If fences are recommended, to be effective they should be _____ to _____ feet high.

RESIDENTIAL CRIME PREVENTION

57. Fences and walls if improperly located can provide:

- 1. _____
- 2. _____

58. Good lighting is the cheapest protection currently available to the homeowner.

- True False

59. When making exterior lighting recommendations on houses, you should take the following factors into consideration:

- 1. _____
- 2. _____

60. The best location for outside lights on the house is _____.

61. The most critical problem in many residential neighborhoods is not the level or amount of lighting in outdoor areas, but the _____ of the light.

62. Electric timers should be used to turn on and off the following items:

- 1. _____
- 2. _____

63. How do most perimeter alarms scare off intruders:

- 1. _____
- 2. _____
- 3. _____

64. Pressure mats are activated by _____.

QUESTIONS COMMONLY ASKED - HOW WOULD YOU RESPOND?

65. "If a burglar comes in my house, I'm gonna shoot him."

66. "What if I mark my property and then move out of state?"

67. "Why is it when I call the police, it takes them so long to respond?"

68. "If a burglar really wants to get in, they will."

69. Name atleast four common means of entry by a burglar.

1. _____
2. _____
3. _____
4. _____

70. Give a brief explanation of a security survey and explain its purpose.

71. The door leading from the house to the garage should be treated as an exterior door.

___ True ___ False

72. When conducting a security survey, each room should be surveyed completely separate from the rest of the house.

___ True ___ False

73. Name atleast three considerations to make before and during a security survey of a home.

1. _____
2. _____
3. _____

74. While you will explain different techniques for security, try not to _____ until after the survey is concluded.

PROPERTY IDENTIFICATION

INFORMATION CHECK

1. Properly engraved property can aid the police in apprehending offenders and returning property to rightful owners.

// True // False

2. The most effective numbers for property engraving are:

A. _____

B. _____

3. Engraving property with addresses, birth dates, phone numbers or initials are good ways to prove ownership.

// True // False

4. What are the least amount of places you should engrave each item?

A. _____

5. List at least two items that you would recommend a photograph rather than engraving.

A. _____

C. _____

B. _____

D. _____

E. _____

6. You should only engrave on removable parts of the property.

// True // False

7. Where should warning stickers be placed, after property has been engraved.

// A. Doors

// C. In Conspicuous Places

// B. Windows

// D. All of the above

8. In addition to engraving, citizens should fill out a _____

9. Descriptions of property are not sufficient information to obtain recovery of property.

// True // False

PROPERTY IDENTIFICATION

Page 2

10. The head of the engraver can be adjusted to increase or decrease the depth of the engraving.

// True // False

11. Serial numbers on property is sufficient and does not need to be engraved.

// True // False

"CRIME PREVENTION & SENIOR CITIZENS"

NARRATIVE

- 1) NAME THREE WAYS AN OLDER ADULT MAY EXPERIENCE THE IMPACT OF A CRIME:

- 2) DESCRIBE SOME CHANGES AN OLDER ADULT EXPERIENCES WHICH MAKES HIM (HER) MORE VULNERABLE TO CRIME:

TRUE & FALSE

- 3) AS YOU GROW OLDER YOU MUST EXPECT TO DEPEND UPON OTHERS.
- 4) OLDER PEOPLE ARE MORE LIKELY TO BOTHER THE POLICE WITH REPEATED CALLS.
- 5) IT IS VERY HARD TO QUESTION AN OLDER PERSON.

* * * * *

"YOUTH IS LIKE A FRESH FLOWER IN MAY. AGE IS
LIKE A RAINBOW THAT FOLLOWS THE STORM OF LIFE.
EACH HAS ITS OWN BEAUTY."

- DAVID POLIS -

RVA FINAL REVIEW

1. Explain the events which immediately follow a reported rape in our community.
 - a. Officer contacts victim at crime scene or hospital
 - b. Officer obtains any available information on suspect for possible apprehension and determines if further action is necessary.
 - c. Victim taken to hospital for examination
 - d. RVA is notified by dispatcher and meets officer & victim at hospital
 - e. Victim may have interview with officer following the examination
 - f. Crime scene is processed as soon as possible

2. Briefly describe the judicial (court) procedures involved in a rape case.
 - a. Investigation
 - b. Arrest
 - c. Preliminary hearing (possibly Information)
 - d. Grand jury
 - e. Arraignment-plea(inform of charges)
 - f. Omnibus hearing
 - g. Plea negotiations
 - h. Trial
 - i. Sentencing

3. Describe the role of Rape Victim Advocate; what are the elements she may add to the Criminal Justice System when dealing with a victim of rape, and how do you see these elements as complementary to other agencies involved?
 - a. Role-support victims, answer questions, assist through procedures.
 - b. Added elements to system-personalization, sensitivity.
 - c. Assistance to agencies-reduces work load and much of personal responsibilities to victim

4. Explain briefly (as you might to a victim who has just reported that she was raped) the hospital procedures involved in an evidentiary gathering examination after an assault.
 - a. Exam & vitals taken to determine injuries and well being.
 - b. Exam & clothing needed as evidence.
 - c. Will remove all clothing to go to police for lab tests
 - d. Pelvic exam
 - e. Comb pubic hairs (pick up possible assailant hair)
 - f. Pluck head & pubic hairs (to compare to suspects and compare with any found at crime scene)
 - g. Tests from vaginal area for possible semen
 - h. Anal or throat swabs if determined necessary

5. If the case you are called to assist on is not a "good rape"(a case where the evidence gathered is not sufficient for prosecution) what do you see as your role with the victim of that crime; both short and long term?
 - a. Provide support & help her to understand why prosecution isn't possible and how it is to her benefit
 - b. Keep in touch by calling periodically or visiting if determined necessary
 - c. Refer to available resources and remind of follow-up VD exams

6. Describe what you feel are the benefits and drawbacks of using the polygraph (lie detector) in a rape case.
- will help to support case and will assist in a stronger case during plea negotiations
 - Victim may feel they are being treated as the criminal and having to prove their innocence

If the investigator/officer on your case informs you that he intends to have your victim take a polygraph exam, briefly explain how you would communicate that to the victim and what further action you would take, if any, to assist her.

- Same as above-strengthen case
May offer to be near in viewing room, show her machine & room ahead of time

If the investigator/officer informs you he intends to have the victim take a polygraph exam and you feel strongly that it is not warranted in the particular case (extremely good physical evidence, injuries, seminal fluid, vaginal trauma, etc) what would your response be? Keep in mind your role as advocate for the victim and yet not a sworn member of any agency of the Criminal Justice System.

- Go to coordinator for assistance to find real purpose for exam
- Or if have established a relationship with the officer/investigator, ask them for the purpose of the exam

Advocate is behind the victim; not the system. The rare occasion that the system seems to be against the victim can be handled creatively and tactfully; supporting the victim and not hindering the case or relationship with agencies involved.

7. If you arrive at the hospital and meet the victim, begin to establish a trust relationship with her, just in time to see her male "significant other" rush into the emergency room door storming that he is going to "get that SOB"..., what is your response? What is your responsibility to him, to your victim, etc.?
- If officer is available, he may speak with "significant other". Taking him away from the victim for a time to settle down and explain the victim's needs.
 - If the officer is not available, your responsibility towards the victim is to calm the man in her life. Talk with him in a supportive manner which would make clear the victim's needs. Possibly dispell some myths which may be helpful for him to better understand the crime.

RVA Written Examination

- 1) Explain the events which immediately follow a reported rape?
- 2) Define Forcible Compulsion.
- 3) Briefly explain judicial and court proceedings of a rape case.
- 4) Explain available response options provided during presentations.
- 5) Provide a full and accurate definition of Rape 1,2, and 3.

VOLUNTEER WEEKLY ACTIVITY REPORT

Name _____ Date _____ to _____

Please indicate hours and activity spent towards Crime Prevention. Also indicate number of contacts and mileage per activity.

| DATE | HOURS | MILEAGE | NUMBER OF CONTACTS | ACTIVITY |
|------|-------|---------|--------------------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

TOTAL MILEAGE _____

These records are necessary for your records and program evaluation. Please help the volunteer program by returning this form to the Volunteer Program every week and/or the 25th day of every month you volunteer.

Comments or Questions:

NEIGHBORHOOD BLOCK MEETING EVALUATION

MEETING DATE: _____

MEETING TIME: _____

SPEAKER (S) : _____

BLOCK ADDRESS _____

NUMBER IN ATTENDANCE: _____

NUMBER OF HOUSEHOLDS REPRESENTED: _____

NUMBER OF HOUSEHOLDS INVITED: _____

SUMMATION OF PRESENTATION: _____

FOLLOW-UP: _____

| WINDOWS | | RECOMMENDATIONS |
|-------------------|-----|-----------------|
| ___ DOUBLE HUNG | S U | |
| ___ SLIDING | S U | |
| ___ CASEMENT | S U | |
| ___ LOUVER | S U | |
| ___ OTHER | S U | |
| ___ LIGHTING | S U | |
| ___ SHRUBBERY | S U | |
| ___ MISC. OPENING | S U | |
| ___ MISC. OPENING | S U | |

COMMENTS OR OTHER RECOMMENDATIONS: _____

INSPECTED BY: _____

DATE: _____

REQUESTS FOR SERVICES

DATE: _____

NAME _____

PHONE: HOME _____

ADDRESS _____

WORK _____

SERVICE REQUESTED:

BLOCK MEETING - DATE _____

SECURITY SURVEY - DATE _____

PRESENTATION - DATE _____

OTHER - _____

ASSIGNED TO: _____ DATE: _____

OTHER INFORMATION:

PROGRESS REPORT

NAME _____

DATE _____

TITLE _____

PURPOSE OF THIS REPORT:

To take a personal inventory, and to pin-point weaknesses and strengths. Each person has strong or weak points and this report is designed to indicate those while making suggestions for improvement. At the same time, input and suggestions are welcomed towards improving the program.

* * * * *

1) JOB KNOWLEDGE - Information concerning project activities and the ability to express that knowledge to others.

Lacks knowledge of some phases of project and expressiveness.

Understands most tasks and can answer most questions asked.

Understands phases of project and expresses knowledge well.

2) ACTIVITY - Amount of hours and tasks accomplished.

Meets requirements of 12 hrs. monthly.

Very industrious.

Superior production record.

3) ATTITUDE - A healthy behavior toward the public and other staff members with a positive image.

Needs improvement.

Favorable.

Healthy.

4) DEPENDABILITY - Does required activities well with a minimum of supervision.

Sometimes requires prompting.

Reliable.

Very dependable.

5) PUNCTUALITY - Arrives at scheduled meetings and activities on time.

Needs improving.

Generally punctual..

Very punctual.

6) APPEARANCE - Personal impression made on others. (neatness, dress, manner, etc.)

Needs improvement.

Generally personable.

Very personable.

7) CREATIVITY - Has new ideas, better ways of doing things and is imaginative with the drive to initiate and utilize their creativity.

Occasionally has new ideas.

Frequently suggests new ideas.

Continually seeks new and better ideas and projects.

IMPROVEMENTS CAN BE MADE BY:

STRONG POINTS CAN BE USED MORE EFFECTIVELY BY:

OTHER COMMENTS / PROGRAM OR SELF EVALUATION:

* * * * *

Completed by _____
Name Title

A copy of this report has been given to me and has been discussed with me.

Signature Date

RECOGNITION



CITY OF COOS BAY

P. O. BOX 1118
COOS BAY, OREGON 97420

COPY

DATE: May 30, 1979

TO:

FROM: Linda Bork, Crime Prevention Volunteer Coordinator, Coos Bay Police Dept.

SUBJECT: Volunteer Certification Ceremony

Date: Tuesday, June 5, 1979

Time: 10:00 a.m.

Location: Council Chambers, City Hall, Coos Bay

Speakers: Chief Rollie Pean - Welcome Volunteers and announce National Burglary
Prevention Month

Mayor Donald Poage - Present Certifications

Special Guests: Chief Paul Smith, Cottage Grove

Charles Bangle - Crime Prevention Volunteer, Cottage Grove

Marion McIntosh - Crime Prevention Volunteer, Cottage Grove

For further information please contact me at 269-1181 ext. 226.

Thank you.

LB/jdc

Coos Bay Police Department
COOS BAY, OREGON

COPY

Crime Prevention Certificate

This certifies that

PEGGIE VOTH

has successfully completed training for the
RAPE VICTIM ASSISTANCE TEAM

DATED THIS THIRTY FIRST DAY OF JANUARY, 1980

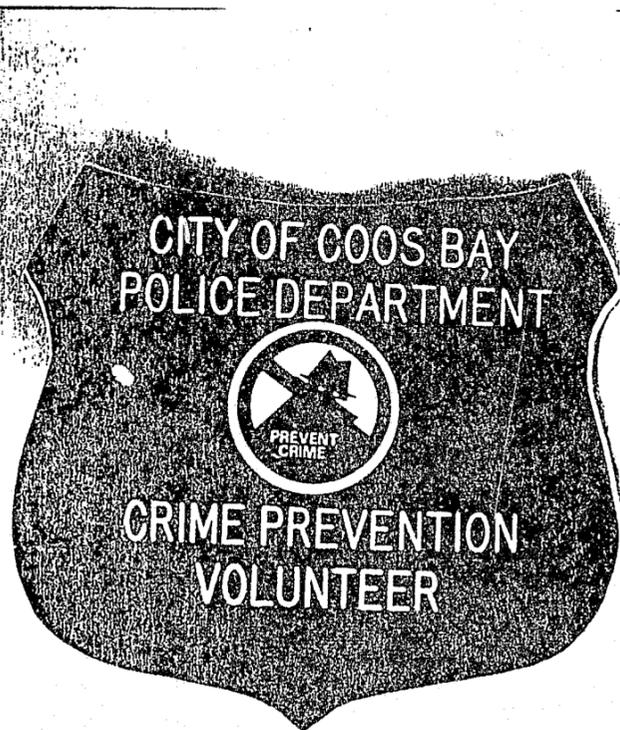
Douglas W. Hilgard
CITY MANAGER

Leslie T. Sean
CHIEF OF POLICE

-78-

*Sincerely hoping
that you'll soon be feeling
much better.*

*A Birthday wish
Sincerely meant
For the nicest day -
You've ever spent!*

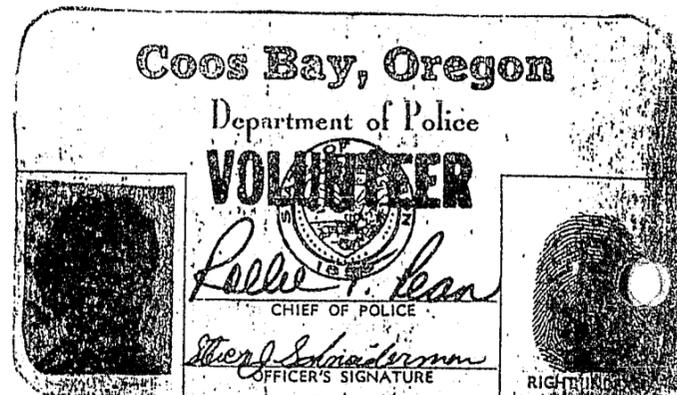


**VOLUNTEER
CRIME PREVENTION PROGRAM**

Coos Bay Police Department
P.O. Box 1118
500 Central
Coos Bay, OR 97420

269-1181

"CRIME PREVENTION
BEGINS WITH YOU"



CRIME PREVENTION ASSOCIATION OF OREGON
STATEWIDE STANDARDS FOR CRIME PREVENTION

November, 1980

Preamble:

Patrol, investigation, apprehension and prosecution are all essential elements of law enforcement. However, they are generally "reactive" responses to crime. Crime prevention, another equally important element of law enforcement, is a "proactive" response to crime. The Crime Prevention Association of Oregon defines crime prevention as a cooperative citizen/law enforcement effort designed to reduce the opportunity for crime to occur.

STANDARD 1: CRIME PREVENTION PROGRAMMING

Standard 1.1: Establishing a Crime Prevention Program

Every law enforcement agency should establish a crime prevention program, the design and content of which meets these Statewide Standards for Crime Prevention.

Standard 1.2: Program Composition

Every law enforcement agency should plan its crime prevention programs and distribution of services around local crime problems and target populations. Programs should be developed consistent with resources and capabilities.

Standard 1.3: Program Staffing

Every law enforcement agency should have at least one person whose assigned responsibilities include, in part or in full, specific crime prevention programming. Selection of personnel to staff crime prevention programs should be based on an individual's ability to perform the responsibilities of the position.

Commentary: The duties of the person(s) assigned to crime prevention will vary between jurisdictions, but the primary responsibility of the position(s) should be to ensure that crime prevention programs are on-going. When selecting personnel to staff crime prevention programs, law enforcement agencies should consider both commissioned and non-commissioned persons.

STANDARD 2: ESTABLISHING POLICE ACCEPTANCE

Standard 2.1: Organizational Placement

An agency's crime prevention program should be placed within the organization wherever it will receive the maximum support from agency command and line personnel.

Standard 2.2: Agency Policy and Procedures

The administrator of every law enforcement agency should ensure that agency policies and procedures reflect support for crime prevention activities and that the necessary commitment is given to those activities to afford the program positive recognition by other members of the agency.

Standard 2.3: Officer Job Descriptions and Evaluations

Every law enforcement agency should include a crime prevention component in its line officer position descriptions and evaluations.

Commentary: Examples of components may include:

- performance of residential and commercial security survey checks
- media presentations
- initiative and use of the crime prevention activities in routine duties

Standard 2.4:

Crime prevention programs should be designed to assist and include line officers.

STANDARD 3: COMMUNITY SUPPORT FOR CRIME PREVENTION

Standard 3.1:

Every law enforcement agency should ensure input into the design and implementation of crime prevention programs from a broad range of community and government groups.

Commentary: Examples of groups whose support and input should be solicited include, but are not limited to, the following:

- civic and social groups
- neighborhood organizations
- city/county agencies
- schools and churches

Standard 3.2:

Every law enforcement agency should ensure the development of a basic media campaign designed to maximize visibility of the agency's crime prevention program.

Commentary: Examples of media campaigns may include the following:

- distribution of crime prevention literature
- radio and television interviews
- posters carrying crime prevention messages
- public service announcements
- generating news coverage of crime prevention activities

STANDARD 4: TRAINING

Standard 4.1:

Every entry level law enforcement officer should have 40 hours of crime prevention instruction as part of the basic police academy training for the Board on Police Standards and Training (BPST) certification.

Commentary: The curriculum should be developed in cooperation with the Crime Prevention Association of Oregon.

Standard 4.2:

Every law enforcement officer or civilian assigned to crime prevention should receive a minimum of 80 hours of basic crime prevention training through BPST.

Commentary: Law enforcement officers who have received 40 hours of crime prevention training at the basic academy would only be required to complete an additional 40 hours. Training received through a recognized national crime prevention institute may be substituted for BPST training.

Standard 4.3:

Every supervisor should receive a minimum of 8 hours of crime prevention instruction during the basic supervision course.

Commentary: In order for supervisors to effectively direct and evaluate personnel, they need a basic understanding of crime prevention techniques.

STANDARD 5: USE OF VOLUNTEERS

Standard 5.1:

Every law enforcement agency should use volunteers (non-paid personnel) whenever possible to supplement existing crime prevention resources. Duties, role, and activities of non-paid personnel should be clearly delineated in written agency policy and position descriptions and should be made known to all agency personnel.

CONTINUED

1 OF 2

Standard 5.2:

Selection of non-paid personnel to staff crime prevention programs should be based on an individual's desire and ability to perform the responsibilities of the position.

Commentary: Non-paid personnel can perform many of the duties of paid personnel if qualified, motivated, and adequately trained. Examples of non-paid staff duties might include the following:

- public speaking
- security recommendations
- distribution of crime prevention literature
- coordinating other volunteers
- liaison work with senior citizens and other groups
- staffing information booths
- answering information phones

Standard 5.3:

Every law enforcement agency should ensure that its volunteers receive training in crime prevention commensurate with their job responsibilities.

STANDARD 6: CRIME ANALYSIS

Standard 6.1:

Every law enforcement agency should establish a crime analysis operation which provides crime information for both tactical and crime prevention purposes.

Commentary: Crime analysis can be a minimal operation such as reviewing crimes by type, location, and date to more analytical approaches if agency staff and equipment permit.

STANDARD 7: STATEWIDE COORDINATION

Standard 7.1:

Every law enforcement agency should ensure cooperation and participation in statewide information sharing activities through Oregon Crime Watch. Each agency should designate a contact person associated with its crime prevention program whose responsibility is to provide information regularly to Oregon Crime Watch.

Standard 7.2:

Every law enforcement agency should ensure active participation and membership of its crime prevention personnel in the statewide association of crime prevention practitioners.

STANDARD 8: FUNDING

Standard 8.1:

The administrator of every law enforcement agency should endeavor to locate and utilize alternative funding to supplement existing resources whenever appropriate.

Commentary: Alternative funding can be secured in the form of services, equipment, or money and can be obtained from any of the following:

- service clubs
- private foundations and businesses
- volunteers
- other government agencies
- grants

STANDARD 9: MINIMUM SECURITY STANDARDS

Standard 9.1:

Every law enforcement agency should seek the enactment of local ordinances that establish minimum security standards for all new construction and for existing commercial and residential structures.

Commentary: Law enforcement agencies should make an effort to educate builders, planners and architects as to environmental designs providing safety and security features. In doing so, an attempt should be made to provide input into the local planning and building process.

STANDARD 10: PROGRAM JUSTIFICATION

Standard 10.1:

Every law enforcement agency should ensure adequate documentation of crime prevention program efforts.

Commentary: Examples of program documentation may include the following:

- tracking the type and amount of services delivered to a community
- assessing the community's attitude toward the police and crime prevention efforts
- determining a program's impact on crime