

ALBUQUERQUE POLICE DEPARTMENT
*** PROCEDURAL ORDERS***

Effective: 01/15/01

ADDITION TO MANUAL EFFECTIVE
BY SPECIAL ORDER 01-07

2-27 CRIME PREVENTION ACTIVITIES

POLICY:

It is the policy of the Department to engage in crime prevention activities with an emphasis on educating the citizens of Albuquerque on how to avoid becoming a victim of various types of crimes. Our educational efforts are designed for all citizens regardless of age, sex or occupation. The programs range from residential burglary prevention in Neighborhood Watch, to personal safety, child abuse prevention, fraud and con prevention for seniors, and business-related programs. Additionally, the Crime Prevention Unit will obtain data and other information from Area Commands and Divisions to accurately report crime prevention activities.

2-27-1 TRANSMITTAL OF CRIME PREVENTION INFORMATION

- A. Periodically, Department personnel attend neighborhood watch meetings, business owners meetings and other community functions where issues concerning the Police Department and the community are addressed. Additionally, through daily work activities personnel are advised of issues concerning the Police Department and the community.
- B. When personnel are provided with input from the community the following areas should be addressed and transmitted to the Crime Prevention Unit through the area command Crime Prevention Specialist that may include but are not limited to:
 - 1. Descriptions of current concerns voiced by the community.
 - 2. Descriptions of potential problems that have a bearing on law enforcement activities.
 - 3. Any recommendations or actions that address concerns and problems.

C. Personnel will utilize the Police Community Action Plan Form (PD 3903) to record the above information. The original of the form will be filed at the area command/division, and a copy will be forwarded to the Crime Prevention Section in order to prepare and distribute their quarterly report.

2-27-2 TENENT INCIDENT CARD FOR LANDLORDS

- A. The Apartment Incident Response Card (AIRC) PD #3098 should be completed when responding to:
 - 1. Any disturbance, nuisance, or criminal complaint at an apartment complex or any rental property.
 - 2. Offenses which include assault, disturbance, domestic violence, drug activity, theft, trespass, vandalism, etc.

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cont'd

- B. Cards do not have to be completed when:
 - 1. Making contact with a witness(es).
 - 2. Investigating an incident that did not occur at the complex.
 - 3. A complaint is of a sensitive nature, (i.e., sexual assault, child molestation, child abuse/neglect, etc.).

- C. Procedure for filling out the AIRC
 - 1. The original of the card will be provided to the apartment manager either in person or left in a designated drop-box or mail slot. The original could be presented to the CFMHC in the absence of a drop-box or mail slot.
 - 2. The hard copy should be submitted to the Crime Free Multi-Housing Coordinator (CFMHC) at the end of the shift

- D. Crime Free Multi-Housing Coordinator Responsibilities:
 - 1. Upon receiving the card(s), the CFMHC will attempt to identify the contact person and make contact with the manager.
 - 2. If the CFMHC identifies a pattern of unlawful activity or continuous calls for service at a particular complex or unit, he/she will make copies of the cards and submit the findings to the manager.
 - 3. The CFMHC will also make contact with the manager requesting that they take immediate action to alleviate the situation.
 - 4. The CFMHC will continue to monitor the situation to bring the problem(s) to a resolution.