

DELRAY BEACH. POLICE DEPARTMENT
PATROL DIVISION
MEMORANDUM

TO: All Patrol Division Personnel

FROM: Captain Joseph L. Schroeder
Patrol Division

DATE: March 27, 1990

SUBJECT: COMMUNITY OUTREACH PROGRAM

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In our continuing efforts to improve community relations, the Patrol Division will be implementing a new program on Saturday, March 31, 1990. This program, entitled "Community Outreach," is a spin-off of the "Park and Walk" program from years ago. Through these one-to-one contacts between police officers and the citizens, we hope to break down any barriers, improve communication and bring us closer to the community we serve.

The Community Outreach program involves officers getting out of their cars and contacting residents and/or business owners in their zones during their shifts. The program will work as follows:

- A. Each uniformed patrol officer in an assigned zone would be required to make two personal contacts with either a business owner or homeowner during his or her shift (9:00 a.m. to 8:00 p.m. only) and distribute to them one of the Information Guides, During the personal contact, the officer will:
1. Introduce himself/herself.
 2. Inform the resident or merchant that the police are in the area and working toward making our community safe and drug free *
 3. Hand them a copy of the Information Guide, explain to them what it contains valuable information on Home Security and Crime Prevention, as well as other topics.
 4. Encourage them to assist the police in taking an active role in reducing crime in their neighborhood by reporting any suspicious or unusual activity they may see.
 5. Ask the person if there are any particular problems or questions they might answer.

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- B. A log book will be provided for each zone. Supervisors will be responsible for distributing the proper log book at briefing for the officers in the assigned zones. The supervisors will also provide each officer with three (3) Information Guides for distribution.

The officers, upon making their two personal contacts during their shifts, will be required to log the entry which will include:

1. Name of person he or she made contact with
2. Address of contact (home or business)
3. Date of contact
4. Time of contact
5. Telephone number

The log books will be turned in at the end of each shift for the supervisor to review, and will be given to the on-coming shift supervisors to distribute. When not in use, the log books will be kept in the lieutenants' office. The purpose for the log book is to ensure that the officers are making the required contacts and to prevent duplication of personal contacts at the same location by officers rotating zones and different shifts.

When officers are assigned multiple zones, the officer will receive a log book for each zone he or she is assigned. Officers will make every effort to make two (2) contacts per zone. Sergeants will also fill in when there are insufficient officers for all the zones. Everybody will participate.

- C. Supervisors will check the log books each and every day to ensure that at least two (2) contacts were made. Officers assigned to more than one zone will be given consideration as to the difficulty associated with being assigned to more than one zone. Officers assigned to only one (1) zone who do not make the two (2) contacts will have to explain in writing why. These written explanations will be forwarded to the Patrol Division Commander who will decide what action, if any, will be taken.

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The Community Outreach program is an excellent vehicle which will assist us in our efforts to change the public perception of our Department, We all know that we have an excellent Department, and what we must do is let people know about it.

Your cooperation is appreciated.



JtdSEPH L. SCHROEDER, CAPTAIN
Patrol Division Commander

JLS/phc

cc: Chief Kilgore
Major Lincoln
Major Cochrane
Sergeant Licata