

Peoria Police Department Policy and Procedure Manual

Policy 4.30 Patrol Services Bureau Special Assignments



**“Our Community...
Our Commitment”**

I. POLICY

It is the policy of the Peoria Police Department to create and support a cooperative partnership with the community to deal with crime, fear of crime, and quality of life issues. This partnership is the core and foundation of Community Oriented Policing (COP). In order to foster a proactive approach to Community Oriented Policing, the Peoria Police Department has developed specialized assignments within the Patrol Services Bureau to better meet the needs of the community.

II. PROCEDURE

A. Neighborhood Action Team (NAT)

1. NAT shall be responsible for assisting with calls for service, the promotion of COP projects, and facilitating Town Hall and Community meetings.

2. NAT Supervisor responsibilities:

a. Review all COP Projects and ensure that proper paperwork is completed. After insuring all paperwork is in order, the NAT Supervisor will then assign a COP number to the project. The NAT Supervisor will also be responsible for tracking all COP Projects.

b. Provide a monthly report to the Bureau Lieutenant responsible for the NAT function. This report will be done in the form of a spread sheet and will contain:

- (1) COP Project Number.
- (2) Date initiated.
- (3) Name of initiating officer.
- (4) Officer's supervisor.
- (5) Location.
- (6) Topic of Project.
- (7) Status/activity of the COP Project.
- (8) When project was last updated.
- (9) Number of Town Hall meetings
[Month] [Yearly Total].
- (10) Number of Community Meetings
[Month] [Yearly Total].
- (11) Number of COP Projects initiated
[Month] [Yearly Total].
- (12) Number of Special Details worked by
Neighborhood Response Unit.
- (13) Number of Special Details worked by
Neighborhood Action Team.

3. Schedule the Neighborhood Action Team (NAT), Neighborhood Response Unit (NRU), and the Neighborhood Action Patrol (NAP).

4. Complete quarterly reports to include activity for NRU.

5. Coordinate the oral board selection process for NAT and NRU.

6. Ensure that all Peoria Police Department Police Mountain Bicycles receive preventive maintenance by a qualified bicycle mechanic on an annual basis.

7. NAT Officers will:

a. Assist with COP projects which are initiated by Patrol officers.

b. Be responsible for conducting COP Projects which they initiate, are a result of complaints to City Council, and complaints received through the office of the Chief of Police.

c. Complete a police mountain bike training course as approved by the Peoria Police Department prior to riding on duty. Only Peoria Police Department issued bicycles shall be ridden.

d. Be subject to adjustment of duty hours to facilitate COP Projects and special details.

B. Commercial Enforcement Unit (CEU)

1. The Commercial Enforcement Unit (CEU) shall be responsible for assisting Patrol Services with calls for service and the promotion of a safe environment for the patrons, owners and employees for commercial businesses within the City of Peoria through education and enforcement. The team will focus on service based businesses such as Restaurants, Bars, Theaters, Hotels and retail business.

2. Commercial Enforcement Unit Supervisor responsibilities:

a. Review all CEU reports and ensure that proper paperwork is completed.

b. Provide a monthly report to the Bureau Lieutenant responsible for the CEU function. This report will be done in the form of a spread sheet and will contain:

(1) Number of Business Contacts [Month] [Yearly Total].

(2) Number of Arrests [Month] Yearly Total].

(3) Number of Liquor Inspections [Month] [Yearly Total].

(4) Number of Business Security Reviews initiated [Month] [Yearly Total].

(5) Number of Special Details worked by Commercial Enforcement Unit.

c. Schedule the CEU.

d. Coordinate the oral board selection process for CEU.

e. Assist NAT Supervisor to ensure that all Peoria Police Department Police Mountain Bicycles receive preventive maintenance by a qualified bicycle mechanic on an annual basis.

3. CEU Officers will:

a. Assist with calls for service originating in the commercial districts of the City of Peoria. The primary focus of the CEU will be "service industry" businesses, i.e. Restaurants, bars, hotels and retail stores.

b. Be responsible for conducting Business Contacts which they initiate, Liquor Inspections, Business Security Reviews and follow up on business related issues which are a result of complaints to City Council, and complaints received through the office of the Chief of Police.

c. Teach classes to local business owners and employees regarding personal safety and target hardening as it is related to the business as a whole.

d. Complete a police mountain bike training course as approved by the Peoria Police Department prior to riding on duty. Only Peoria Police Department issued bicycles shall be ridden.

e. Be subject to adjustment of duty hours to facilitate CEU operations and special details.

C. Neighborhood Response Unit (NRU)

1. NRU shall be available for deployment in high crime areas where a serious crime has occurred. The deployment will be at the discretion of the NAT Supervisor, or Bureau Lieutenant. The types of crimes include, but are not limited to:

a. Homicide.

b. Aggravated Assault.

c. Gang Activity.

d. Burglaries.

2. All NRU officers shall be certified police officers who shall be required to complete a police mountain bike training course as approved by the Peoria Police Department prior to riding on duty. Only Peoria Police Department issued bicycles shall be ridden.

3. When riding at night, officers will be deployed in pairs unless otherwise ordered by the Unit Supervisor.

4. Officers are required to complete an activity log during each patrol. These logs are filed by the NAT Supervisor for quarterly report statistics.

5. Public Relations/Special Events: The NRU may be utilized for public relations or special events and to provide security and quick response in congested areas. This will be at the direction of the Peoria Police Department and will be coordinated by the NAT Supervisor.

6. Operation of Police Mountain Bikes

a. Officers will comply with the provisions of the State Traffic Law Title 28 when operating police bicycles on the roadway.

b. If a Unit member is involved in a traffic accident on a police bicycle the accident will be handled as outlined in Policy 4.08 G. Damage to City Vehicles. A report will be generated with a copy forwarded to the NAT Supervisor.

c. The approved bike uniform, Peoria Police Department issued bike helmet, eye protection, and gloves must be worn when riding a police bicycle, unless otherwise authorized by the Unit supervisor for covert activity.

7. The NAT Supervisor responsibilities regarding NRU are as follow:

a. To utilize the NRU in high crime areas in a timely manner or as directed by the Peoria Police Department.

b. To ensure that all bike officers attend at least one in service bike training course per year.

c. To ensure all officers' monthly activity is coordinated and all officers receive and complete their assignments, including the daily logs for the NRU.

d. Complete quarterly activity reports for the Chief of Police.

e. Ensure that all bicycles receive a preventive maintenance service once annually by a certified bicycle mechanic.

D. Neighborhood Action Patrol (NAP)

1. NAP is a special detail designed to put officers into designated areas on foot patrol. The purpose of NAP is to provide more personal contact between officers and the citizens. Officers for NAP will be taken from a list of officers who volunteer for the assignment.

a. At each shift change, the NAT Supervisor will post to all personnel that a list is being compiled for officers who want to volunteer for this assignment.

b. Qualifications for this assignment will be successful completion of probation, and a demonstration of commitment to Community Oriented Policing.

c. Assignments will be made by the NAT Supervisor.

2. The NAT Supervisor will be responsible for making the schedule for NAP officers. The assignments for NAP will be based on specific problems or needs of a neighborhood such as:

- a. High burglary rate.
- b. High incidents of juvenile problems.
- c. High incidents of thefts.
- d. Requests by citizens.
- e. Other needs as determined by the NAT Supervisor.

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