



MIDDLETON POLICE DEPARTMENT

DATE
April 5, 2011

POLICY
8.1.02

SUBJECT: **Crime Prevention**

REVIEWED
July 13, 2018

History: 2010\1, Updated: 8/2014
[WILEAG \(5th Ed.\) Standards](#): None

The Middleton Police Department is committed to the development and perpetuation of effective proactive community crime prevention programs. Crime prevention is considered to be an essential police function for which each officer and all components in the department are responsible. Preventing crime demands an integrated, coordinated department and community effort.

The Chief of Police will designate one officer as a Community Awareness Officer. The Community Awareness Officer (CAO) is a specialized assignment primarily responsible for development, implementation and perpetuation of effective proactive crime prevention and community awareness programs. Additionally, the officer assigned to the position of CAO should have a wide general knowledge of crime prevention theory and practice.

Some of the responsibilities of the CAO include:

1. Volunteers in Police Service (VIPS) Coordinator
2. Citizen Emergency Response Team (CERT)
3. Internship Program
4. Explorer Post
5. Citizen Academy Coordinator
6. Police Observer Program & Tours
7. Business Watch Program
8. Neighborhood Watch
9. Anti-Victimization and Crime Prevention Education & Community Presentations
10. Facilitate Community Engagement and Problem Solving efforts
11. Security Surveys
12. Property Identification Program
13. Review of Building Plans, and Zoning and Building ordinances from a crime prevention perspective
14. Coordinate National Night Out
15. Coordinate Community Surveys
16. Special Event Planning
17. Provide Training to members of the department and the public
18. Liaison with Community Organizations, Committees, City Departments, Law Enforcement Agencies, and Government on issues of Crime Prevention & Volunteerism
19. Perform the duties of an Investigator or Patrol Officer when needed
20. Department Liaison for the MiCopp organization
21. Alcohol Compliance Checks
22. Other duties as assigned

Based on the duties of the CAO, officers assigned to this position should have the following skills, knowledge and abilities:

1. Ability to plan, organize, and perform work assignments with initiative and judgment.
2. Ability to work independently and possess strong time management skills.
3. Skill in establishing and maintaining effective relationships with co-workers and community members.
4. Ability and willingness to occasionally work flexible hours to meet the needs of the position.
5. Ability to make effective presentations.
6. Knowledge of principles and practices of crime prevention and volunteer management.
7. Ability to instruct and train others.
8. Strong desire to work with the public to provide quality customer service.
9. Strong computer skills in Excel, PowerPoint, and MS Word.

The Community Awareness Officer shall annually prepare a written report to the Chief of Police detailing the department's crime prevention activities for the past year.