

**NEIGHBORHOOD POLICING INITIATIVE PILOT-PROGRAM**

ISSUE DATE:	09 June 2021	EFFECTIVE DATE:	09 June 2021
RESCINDS:			
INDEX CATEGORY:	Department Notices		
CALEA:			

I. PURPOSE

This directive:

- A. introduces the Neighborhood Policing Initiative Pilot Program which is a comprehensive crime-fighting strategy that relies on improved communication and collaboration between community stakeholders, Bureau of Patrol personnel, Bureau of Detectives personnel, and certain specialized units.
- B. introduces use of the following forms:
 - 1. Neighborhood Policing Program—Daily Activity Report ([CPD-21.142](#))
 - 2. Neighborhood Policing Program—Problem Solving Report—Identification ([CPD-21.141-A](#))
 - 3. Neighborhood Policing Program—Problem Solving Report—Follow Up ([CPD-21.141-B](#))
 - 4. Neighborhood Policing Program—Problem Solving Report—Closure ([CPD-21.141-C](#))

II. DEFINITIONS

For purposes of this directive, the following definitions apply:

- A. **District Management Team**—a team consisting of members designated by the district commander. The District Management Team will counsel, advise, and direct district members to ensure effective and coordinated implementation of district coordination officer (DCO) strategies.
- B. **District Coordination Officer (DCO)**—a police officer assigned to the Neighborhood Policing Initiative Pilot Program directly responsible for building and maintaining relationships with community stakeholders, identifying chronic crime conditions, addressing community-oriented concerns, and establishing problem-oriented solutions.
- C. **District Coordination Sergeant (DCS)**—a sergeant assigned to the Neighborhood Policing Initiative Pilot Program directly ensuring that district coordination officers (DCOs) are building relationships with community stakeholders, identifying chronic crime conditions, addressing community-oriented concerns, and establishing problem-oriented solutions while also ensuring strategic responsibilities are assigned to district personnel.
- D. **District Coordination Lieutenant (DLO)**—a lieutenant assigned to the Neighborhood Policing Initiative Pilot Program directly overseeing the district coordination sergeant (DCS) and the district coordination officers (DCO).
- E. **District Coordination Area (DCA)**—a geographic area assigned to a district coordination officer (DCO) encompassing three district beats based on demographics, existing community relationships, crime patterns, and gang activity.
- F. **District Resource Guide**—a comprehensive document maintained by the district coordination and district community policing office. This guide will include contact information and contain various resources to district personnel including schools, hospitals, community stakeholders, and outreach organizations.

III. SCOPE

- A. The Neighborhood Policing Initiative Pilot Program will be piloted in districts 003, 004, 005, 006, 007, 009, 010, 011, 015, and 025.
- B. The Neighborhood Policing Initiative Pilot Program will be operate in conjunction with the district community policing office whose responsibilities are delineated in the Department Directive "The Community Policing Office."
- C. The program will consist of two district coordination officers (DCO) per district coordination area (DCA) and five district coordination areas.
- D. The district commander will be in overall command of the program within in their district. The district commander is assisted by a district coordination lieutenant (DLO) and two district coordination sergeants (DCS).

IV. TRAINING

- A. The Deputy Chief or Commanding Officer, Office of Community Policing, will provide all training topics and materials for the Neighborhood Policing Initiative Pilot Program.
- B. The Deputy Chief, Training and Support Group, will approve all training topics and materials for the Neighborhood Policing Initiative Pilot Program.
- C. The Chief, Bureau of Detectives, will ensure DCOs receive Bureau of Detective training appropriate for their duties and responsibilities.
- D. DCOs will have the opportunity to be assigned future trainings, opportunities to work with other agencies, access to resources to aid in the resolutions of issues affecting assigned areas, and additional opportunities for professional development and networking.

V. ROLES AND RESPONSIBILITIES

- A. The district coordination lieutenant (DLO) will:
 - 1. perform duties in uniform and in a marked patrol car.
 - 2. report directly to the district executive officer and district commander.
 - 3. ensure scheduling of DCSs and DCOs reflect community needs of the assigned DCA.
 - 4. oversee, review, and approve all DCOs and DCSs activities related to identified crime and disorder problems within the DCOs assigned DCA.
 - 5. ensure DCOs are identifying and addressing crime and quality-of-life problems within their assigned DCA.
 - 6. review and provide final approval of license premise checks within the DCO's assigned DCA.
 - 7. ensure maintenance and accuracy of the district resource guide.
 - 8. review and approve submitted Department form Neighborhood Policing Program—Daily Activity Report ([CPD-21.142](#))
 - 9. review and approve submitted Department forms Neighborhood Policing Program Problem Solving and forward forms to the district commander including the:
 - a. Neighborhood Policing Program—Problem Solving Report - Identification ([CPD-21.141-A](#))
 - b. Neighborhood Policing Program—Problem Solving Report - Follow Up ([CPD-21.141-B](#))
 - c. Neighborhood Policing Program—Problem Solving Report - Closure ([CPD-21.141-C](#))
 - 10. serve as a liaison with the Training and Support Group to ensure DCSs and DCOs are up to date on all required training.

11. perform any other duty identified by the district commander deemed necessary for the successful implementation of the Department's community policing mission and vision.
- B. The district coordination sergeant (DCS) will:
1. perform all duties in uniform and in a marked patrol car.
 2. report directly to the district coordination lieutenant (DLO).
 3. ensure tours of DCOs are scheduled based on the community needs of the assigned district coordination area.
 4. ensure that DCOs are patrolling the assigned District Coordination Area in a manner that strengthens lines of communications with residents.
 5. ensure that the time and resources of the DCOs are being used effectively and efficiently.
 6. review and approve all activities related to identified crime and disorder problems within the DCOs assigned (DCA).
 7. provide coordination, support, and guidance to DCOs including but not limited to:
 - a. coaching;
 - b. mentoring;
 - c. shadowing; and
 - d. remedial training.
 8. assist DCOs with activities involving interdepartmental agencies and external community groups including, but not limited to:
 - a. Bureau of Detectives;
 - b. Bureau of Counterterrorism;
 - c. Chicago Public Schools;
 - d. Alderman's office;
 - e. Streets and Sanitation;
 - f. Faith-Based groups; and
 - g. Community Outreach organizations.
 9. confer with the District Management Team, external departmental agencies, and community stakeholders to ensure DCOs are meeting the required district needs. The District Management Team may include but is not limited to:
 - a. District Commander;
 - b. District Executive Officer;
 - c. Tactical Lieutenant;
 - d. Watch Operations Lieutenant;
 - e. District Coordination Sergeant;
 - f. District Intelligence Officer;
 - g. Assigned Area Detective (with management approval); and
 - h. Strategic Decision Support Center Sergeant.

10. ensure DCOs are coordinating efforts and engaging community stakeholder by addressing community concerns within the assigned DCA.
 11. ensure enforcement of license premise check within DCOs assigned DCA.
 12. ensure DCOs are identifying at-risk youth and refereing them to outreach organizations that will help in the mitigation of at-risk behavior. These may include but are not limited to:
 - a. Chicago Police Explorers Program;
 - b. Chicago Park District Programs;
 - c. Chicago Public Schools After School Programs; and
 - d. Police Athletic and Arts League (PAALS).
 13. ensure DCOs are assisting assigned Area detectives with open cases in the assigned DCA.
 14. ensure DCOs are thoroughly and accurately documenting follow-up investigations.
 15. ensure that DCOs are creating an environment that will empower community stakeholders to self-initiate problem-solving techniques.
 16. coordinate with district community policing sergeant for successful presentation of informational meetings.
 17. ensure all events and incidents with community stakeholders are presented to the district executive officer and district commander.
 18. review and maintain master DCA resource guide for accuracy and completeness.
 19. review and approve submitted Department form Neighborhood Policing Program—Daily Activity Report ([CPD-21.142](#))
 20. review and approve submitted Department forms Neighborhood Policing Program Problem Solving and forward them to the District Coordination Lieutenant including the:
 - a. Neighborhood Policing Program—Problem Solving Report - Identification ([CPD-21.141-A](#))
 - b. Neighborhood Policing Program—Problem Solving Report - Follow Up ([CPD-21.141-B](#))
 - c. Neighborhood Policing Program—Problem Solving Report - Closure ([CPD-21.141-C](#))
 21. confer with Domestic Violence Liaison (DVLO) to ensure the identification of recurrent domestic violence offenders with a propensity for violence who reside in the DCOs assigned DCA.
 22. ensure awards are submitted for extraordinary results delineated by the Department directive titled "[Description Of and Eligibility For Department Awards](#)."
 23. perform any other duty identified by the district commander deemed necessary for the successful implementation of the Department's community policing mission and vision.
- C. The district coordination officer (DCO) will:
1. perform duties in uniform and in a marked vehicle.
 2. report directly to a district coordination sergeant.
 3. be assigned to work the 4th watch, giving them the needed flexibility to tour their district coordination areas as needed.

4. ensure relationship building with community stakeholders, identifying chronic crime conditions, addressing community-oriented concerns, and establishing problem-oriented solutions.
5. proactively engage in duties to establish, build, and maintain beneficial lines of communication and working relationships among all segments of their assigned DCA while using Department and community-based resources to problem-solve.
6. cultivate information on gang activity, burglaries, robberies, and thefts and engage in the information-sharing process with district intelligence officers, robbery and burglary teams, and the SDSC Room.
7. work collaboratively with beat and rapid response officers, district information officers, detectives, community policing officers, tactical teams, members from other Department units, and community-based resources to effectively implement problem-oriented solutions.
8. patrol DCA in a manner that strengthens lines of communications with residents.
9. coordinate with school administrators and assigned school resource officers in their assigned DCA to build positive relationships with students.
10. coordinate and lead efforts to engage community stakeholders in efforts to address community concerns within their assigned DCA. The engagements will include, but not be limited to:
 - a. preventing and addressing crime and disorder problems;
 - b. establishing continuous communication with stakeholders and officers assigned to areas within their assigned DCA while keeping them apprised of the developments and implementations of strategies to address crime and disorder problems.
 - c. identifying problematic buildings, businesses, and taking enforcement actions including, but not limited to:
 - (1) requesting a supervisor and conducting a license premise check;
 - (2) documenting and referring properties to the Troubled Buildings Unit; and
 - (3) serving as a liaison with the Troubled Building Unit.
 - d. identifying and addressing crime and quality-of-life problems within their assigned DCA by developing and coordinating with interdepartmental personnel and other City agencies.
11. identify at-risk youth and refer them to outreach organizations that will help in the mitigation of at-risk behavior, outreach organizations will include but not be limited to:
 - a. Chicago Police Explorers Program;
 - b. Chicago Park District Programs;
 - c. Chicago Public Schools After School Programs; and
 - d. Police Athletic and Arts League (PAALS).
12. assist assigned area detectives with open cases in their assigned DCA by:
 - a. conducting canvasses;
 - b. intelligence sharing;
 - c. witness locations;
 - d. review and identify possible crime patterns in their assigned DCA; and

- e. retrieving video footage as directed by area detectives.
- 13. complete and submit the Department form Neighborhood Policing Program—Daily Activity Report ([CPD-21.142](#)) to the DCS before the end of the member's tour of duty.
- 14. submit completed Department forms Neighborhood Policing Program Problem Solving to the DCS including the:
 - a. Neighborhood Policing Program - Problem Solving Report—Identification ([CPD-21.141-A](#))
 - b. Neighborhood Policing Program - Problem Solving Report—Follow Up ([CPD-21.141-B](#))
 - c. Neighborhood Policing Program - Problem Solving Report—Closure ([CPD-21.141-C](#))

Authorized by KC

18-011 DK/CM/SPC

David O. Brown
Superintendent of Police