



THE COMMUNITY POLICING OFFICE



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CALEA:			

I. PURPOSE

- A. establishes the roles and responsibilities of the district community policing office.
- B. defines the role of the district community policing office in regards to department members and the communities in which they serve.
- C. contains addenda which describe various Department community partnerships and engagement strategies supporting the implementation of the Department's community policing strategy.
- D. continues use of Older Adults/Disabled Monthly Report (CPD-52.307)

II. THE DISTRICT COMMUNITY POLICING OFFICE

A. The District Community Policing Office:

- 1. is committed to working closely with the community in order to produce a safe and secure environment for Department members and the communities in which they serve.
- 2. is committed to strong problem-solving in partnership with the community to address neighborhood problems that impact security, safety, and quality of life.
- 3. will serve as a bridge between the community and the district personnel in order to produce productive communication and positive policing outcomes.
- 4. will ensure that district personnel are provided with information regarding the communities they serve, including but not limited to their:
 - a. assets;
 - b. challenges;
 - c. community groups and leaders; and
 - d. business, residential, and demographic profiles.
- 5. will identify collaborative partnerships with community stakeholders to serve the specific needs of the community and address community problems.
- 6. will proactively maintain relationships and meet with community stakeholders including, but not limited to:
 - a. residential communities;
 - b. business communities;
 - c. religious communities;
 - d. civic communities;
 - e. educational communities;

- f. youth communities;
 - g. advocacy groups;
 - h. youth communities;
 - i. any other community-based group identified by the district Community Policing Office.
7. will encourage and create opportunities for Department personnel to participate in community activities that will lead to positive interactions with the community, including those that extend beyond the context of law enforcement duties and exemplify a commitment to community policing principles.
8. will create opportunities to highlight, reward, and encourage officer, supervisory, and district performances on the following criteria including, but not limited to:
- a. furthering community partnerships;
 - b. engaging in problem-solving techniques;
 - c. effective use of de-escalation;
 - d. exemplary and effective supervision;
 - e. spending more time on non-enforcement interactions with community members; and
 - f. implementing community-oriented crime prevention strategies.
9. will be staffed by the following personnel:
- a. community policing sergeant;
 - b. affinity liaison officer;
 - c. court advocacy officer;
 - d. faith based liaison officer;
 - e. older adults liaison officer;
 - f. youth liaison officer;
 - g. domestic violence liaison officer;
 - h. business liaison officer;
 - i. community organizer; and
 - j. designated community policing personnel.
- B. The Office of Community Policing will designate Department personnel to serve in positions as Community Liaisons who will serve as points of contact between the Department, the district Community Policing office, and organizations to assist with access to police services with positions including, but not limited to:
- 1. LGBTQ+ Liaison;
 - 2. Language Access Coordinator;
 - 3. Americans with Disabilities (ADA) Coordinator;
 - 4. Religious Minorities Liaison;
 - 5. Homeless Outreach Liaison;
 - 6. Immigrant Outreach Liaison; and

7. Any additional liaison as designated by the Office of Community Policing.

NOTE: The designated personnel will submit any issues or policy recommendations raised by community-based organizations or the community in order to improve access to police services in a To-From subject report to the Deputy Chief or designated commanding officer, Office of Community Policing.

C. The Office of Community Policing will designate Department personnel to serve in positions as Area LGBTQ+ Liaisons by serving as an additional resource between the district Affinity Liaison Officers and the citywide LGBTQ+ Liaison.

D. The foundation and principles of the district Community Policing Office will be the Seven Pillars of Community Policing as delineated in the department directive titled "[Community Policing Mission and Vision](#)".

III. ROLES AND RESPONSIBILITIES

A. The district commander will ensure that the district Community Policing Office is staffed with the required ten personnel, listed in section II-A-9 of this directive.

B. The district community policing sergeant will:

1. provide the overall management of the district Community Policing Office.
2. ensure that information received by the district Community Policing Office that has an immediate impact on field operations is forwarded to the watch commanders for dissemination to relevant district personnel.
3. perform all duties and responsibilities pertaining to the community policing sergeant listed in Department directive titled "[Community Policing Mission and Vision](#)."
4. perform all duties and responsibilities pertaining to the community policing sergeant listed in Department directive titled "[Beat Community Meetings](#)."
5. perform all duties and responsibilities pertaining to the community policing sergeant listed in Department directive titled "[District Strategic Plans](#)."
6. perform all duties and responsibilities pertaining to the community policing sergeant listed in Department directive titled "[Community Concerns and City Service Requests](#)."
7. 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 affinity liaison officer will:

1. lead the district effort in conducting outreach, building strong relationships, and problem solving with affinity communities based on:
 - a. race;
 - b. gender;
 - c. sexual orientation;
 - d. language;
 - e. nationality;
 - f. intellectual/developmental disabilities;
 - g. socio-economic class;
 - h. family structure; and

- i. religion.
2. serve as a point of contact between district personnel and members of all affinity groups in the district in which they serve including, but not limited to:
 - a. LGBTQ+ individuals;
 - b. religious minorities;
 - c. immigrants;
 - d. individuals with disabilities; and
 - e. individuals experiencing homelessness.
3. organize and support engagements created by the Department, co-created by the Department and community groups, and created by community organizations that directly support various affinity groups.
4. identify chronic conditions, concerns, and/or challenges facing members of various affinity groups by working closely with them to establish problem-solving oriented solutions.
5. maintain familiarity with best practices regarding policing and each affinity group in the district in which they serve.
6. coordinate with Community Liaisons to ensure Department wide organizing, engagement, and services.
7. provide information, assistance, and resources to victims of hate crimes by coordinating by serving as a point of contact between the victim and the Civil Rights Unit who investigate hate crimes.
8. ensure a district log of affinity outreach organizations within the district are entered into the Community Engagement Management System (CEMS) with the following information:
 - a. contact names;
 - b. addresses;
 - c. phone numbers;
 - d. available resources that the affinity outreach organization provides to the Department and the community.
9. ensure any engagement between the community, the Department, and affinity outreach organizations are entered into the Community Engagement Management System (CEMS).
10. provide recommendations or feedback to the Office of Community Policing about potential issues, policy conflicts, and/or improvement on Department engagement.
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.
- D. The court advocacy liaison officer will:
 1. coordinate with the community regarding court cases that have a direct impact on their neighborhood.
 2. ensure the district advisory council court advocacy subcommittee is conducted at a minimum, once every two months, and is entered into the Community Engagement Management System (CEMS).
 3. create an outreach strategy for the community to attend court cases with the Court Advocacy Program.

4. attend court cases when applicable to the district and cases being tracked.
5. assist the District Advisory Committee (DAC) or court volunteers (by utilizing the district van if possible) to attend possible court hearings for high profile community concern cases.
6. reach out to the state attorney or clerk of the court to gather information on community concern court cases to share at DAC subcommittee meetings.
7. monitor and keep a log of any outcomes of ongoing community concern court cases.
8. perform any other duty identified by the district commander deemed necessary for the successful implementation of the Department's community policing mission and vision.

E. The faith-based liaison officer will:

1. establish and maintain partnerships with the clergy in their districts.
 2. coordinate information received from clergy within their district and relate information to relevant district personnel.
 3. serve as point of contact for district personnel when personnel are seeking guidance on the following faith based topics including, but not limited to:
 - a. religious customs;
 - b. religious holidays; and
 - c. religious traditions.
 4. ensure a district log of the following information of all faith based institutions and faith based leadership within the district is entered into the Community Engagement Management System (CEMS):
 - a. contact names;
 - b. addresses; and
 - c. phone numbers.
 5. ensure a community outreach strategy within faith-based locations for the following, including but not limited to:
 - a. public awareness;
 - b. community alerts;
 - c. beat meeting flyers; and
 - d. crime prevention and educational information.
 6. coordinate with faith-based leaders to provide information regarding the establishment of block clubs and neighborhood watches.
 7. ensure periodic contact and visits to faith-based locations within in the district.
 8. ensure a special event number is obtained and visits conducted during religious observances and times of heightened security.
 9. ensure notification to the district commander and watch commander of faith based-activities and locations during religious observances and times of heightened security alerts.
- NOTE:** District commanders will allocate additional resources as needed to address faith-based observances and heightened security alerts.
10. perform any other duty identified by the District Commander deemed necessary for the successful implementation of the Department's community policing mission and vision.

F. The older adults liaison officer will:

1. ensure that district advisory council older adults subcommittee is conducted at a minimum, once every two months, and is entered into the Community Engagement Management System (CEMS).
2. actively seek out and enroll older adults in the Emergency Identification Program by creating an outreach strategy through the following, but not limited to:
 - a. older adults organizations;
 - b. civic and community groups;
 - c. places of religious worship;
 - d. hospitals;
 - e. public agencies; and
 - f. any other stakeholder identified by the Community Policing Office.
3. maintain records of all Emergency Identification Bracelets enrolled in the program in the district.
4. ensure accurate and up to date information listing all older adults who are registered is entered into the CLEAR Application database.
5. make periodic visits to older adult facilities and nursing homes to assess conditions and obtain an event number.
6. partner with other resource agencies to perform wellness check on older adults in their community to ensure their safety and well-being.
7. review and investigate case reports to identify patterns of abuse and suspected abuse in nursing homes.
8. maintain contact with their Area Detective Division regarding crimes and patterns against older adults.
9. help identify and obtain services for older adults that reside alone and other vulnerable older adults.
10. review case reports pertaining to financial abuse of older adults.
11. report cases of elder abuse, neglect, and financial exploitation to the Illinois Department on Aging Adult Protective Services.
12. report cases of self-neglect to the following agencies including, but not limited to:
 - a. Chicago Department of Family and Support Services;
 - b. Chicago Department on Aging; and
 - c. Any other appropriate agency.
13. conduct roll call training and keep district personnel informed on issues effecting the older adult community.
14. assist older adults to court proceedings in conduction with the Court Advocacy Program and Court Advocacy Liaison Officer.
15. ensure the Older Adults/Disabled Monthly Report ([CPD-52.307](#)) is completed on a monthly basis, forwarded through the appropriate chain of command, and uploaded to the Community Engagement Management System (CEMS).

16. reach out to older adults who have been victims of financial abuse by offering further assistance through the resources of outside departments including, but not limited to:
 - a. Department of Family and Support Services;
 - b. Illinois Department on Aging;
 - c. Mayor's Office for People with Disabilities;
 - d. Cook County Public Guardians Office;
 - e. Cook County States Attorney's Office Elder Abuse Unit; and
 - f. Cook County Center for Disability and Elder Law.
 17. perform any other duty identified by the district commander deemed necessary for the successful implementation of the Department's community policing mission and vision.
- G. The youth liaison officer will:
1. create strong and lasting relationships with youth in their district by creating a safer community that is a crucial component for effective policing strategies.
 2. ensure the district advisory council youth engagement subcommittee is conducted at a minimum, once every two months, and is entered into the Community Engagement Management System (CEMS).
 3. ensure a district log of all youth based organizations within the district are entered into the Community Engagement Management Systems (CEMS) with the following information:
 - a. contact names;
 - b. addresses;
 - c. phone numbers; and
 - d. available resources that the youth based organization provides to Department and the community.
 4. coordinate youth engagement priorities that have been identified in the district strategic plan.
 5. make periodic contact and visits to youth based organizations within the district.
 6. coordinate with the School Resource Officers (SRO) in their district.
 7. ensure an accurate list of schools within the district with staff names and phone numbers are entered into the Community Engagement Management System (CEMS).
 8. conduct youth forum/seminars on safety related topics based on community and district needs at minimum, once a year.
 9. create outreach strategies for district youth related programs in their district with the following stakeholders including, but not limited to:
 - a. youth organizations;
 - b. civic and community groups;
 - c. places of religious worship;
 - d. beat community meetings;
 - e. public agencies; and
 - f. any other stakeholders identified by the Community Policing Office.

10. facilitate and maintain relationships with youth by establishing regular meetings to serve as an opportunities to provide input to the Department on issues affecting their lives and their communities that will represent a racially, geographically, and socio-economically diverse cross section of City youth including, but not limited to:
 - a. at-risk youth; and
 - b. youth who have been arrested, incarcerated, or otherwise involved in the criminal or juvenile legal systems.
 11. maintain and coordinate established youth-based and school programs in their district including, but not limited to:
 - a. Youth District Advisory Council (YDAC);
 - b. Youth Engagement Subcommittee;
 - c. Peer Jury;
 - d. D.A.R.E.;
 - e. G.R.E.A.T.;
 - f. Bridging the Divide;
 - g. Neighborhood Youth Corps;
 - h. Heroes to Heroes;
 - i. Police Athletic and Arts League (PAALS);
 - j. Officer Friendly; and
 - k. Police Explorers.
 12. perform any other duty identified by the district commander deemed necessary for the successful implementation of the Department's community policing mission and vision.
- H. The domestic violence liaison (DVLO) officer will:
1. ensure that district advisory council domestic violence subcommittee is conducted at a minimum, once every two months, and is entered into the Community Engagement Management System (CEMS).
 2. review domestic violence cases within their district.
 3. serve as a point of contact for the Department and community members who have experienced sexual assault and domestic violence.
 4. reach out to victims to offer services and resources to ensure victims safety and well-being.
 5. develop community awareness programs for domestic violence to help promote change in the community and to educate the community on how wide spread domestic violence is in their community.
 6. help those experiencing domestic violence to learn about the resources available to them and their families.
 7. perform all duties and responsibilities related to domestic violence liaison officer (DVLO) listed in Department directive titled "[District Advisory Committee \(DAC\)](#)."
 8. perform any other duty identified by the district commander deemed necessary for the successful implementation of the Department's community policing mission and vision.
- I. The business liaison officer (BLO) will:

1. coordinate with businesses that reside in their district to coordinate police services that may better serve and strengthen relationships between the Department and the community in which they serve.
2. perform all duties and responsibilities related to the business liaison officer (BLO) listed in Department directive titled "[Community Policing Business Public-Safety Initiative](#)."
3. perform any other duty identified by the district commander deemed necessary for the successful implementation of the Department's community policing mission and vision.

J. The community organizer will:

1. develop and implement plans for outreach, recruiting, and organizing community residents.
2. coordinate and conduct orientation workshops and seminars to integrate new participants into the elements of the community policing mission and vision.
3. attend and participate in beat community meetings.
4. facilitate problem solving between Department staff, city departments, community service providers, and community residents.
5. resolve identified community problems.
6. develop and maintain working relationships with community leaders.
7. prepare and distribute informational brochures and pamphlets relating to program activities.
8. provide materials and supplies to assist the community in understanding and implementing the Department's community policing mission and vision.
9. perform any other duty identified by the district commander deemed necessary for the successful implementation of the Department's community policing mission and vision.

K. The designated community policing officers will:

1. assist district personnel and community residents in scheduling, arranging, publicizing, and preparing materials for all Beat and District Advisory Committee related meetings.
2. offer input on district issues and programs as related to beat and district priority problems.
3. assist District Advisory Committee (DAC) members and subcommittee members in community policing efforts.
4. maintain necessary records as directed by the district commander.
5. maintain good relations with local neighborhood groups, businesses, schools, older-adults community, churches, civic and youth organizations.
6. disseminate all relevant information to the community regarding City and district sponsored events and engagements.
7. motivate and encourage community organizations to meet with department members to discuss matters of mutual interest pertaining to beat and district priority problems.
8. perform any other duty identified by the district commander deemed necessary for the successful implementation of the Department's community policing mission and vision.

Authorized by KC

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Superintendent of Police

21-032 SPC

ADDENDA:

1. S02-03-01 - Beat Community Meetings
2. S02-03-02 - District Strategic Plans
3. S02-03-03 - Community Concerns and City Service Requests
4. S02-03-04 - Ride-Along Program
5. S02-03-05 - Peer Jury Program
6. S02-03-06 - Drug Abuse Resistance Education (D.A.R.E.) Program
7. S02-03-07 - Gang Resistance Education and Training (G.R.E.A.T.) Program
8. S02-03-08 - Gun Turn-In Program
9. S02-03-09 - Trespass Affidavit Program
10. S02-03-10 - Social Media Outlet: Twitter
11. S02-03-11 - Officer Friendly Program
12. S02-03-12 - Bridging the Divide Program
13. S02-03-13 - Community Policing Business Public-Safety Initiative
14. S02-03-14 - District Advisory Committee (DAC)

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