





POLICIES AND PROCEDURES MANUAL

	CRIME PREVENTION	
	POLICY NUMBER: 45-1	ISSUING AUTHORITY 
	EFFECTIVE DATE: June 12, 2025	Christine A. Elow Police Commissioner

I. GENERAL CONSIDERATIONS AND GUIDELINES

Crime prevention, community involvement, and the use of volunteers are concepts that often merge when seen as vehicles for strengthening community partnerships. While some members of the department may work specifically and exclusively in crime prevention functions, all members of the department are responsible for enhancing the quality of life for Cambridge constituents.

Crime prevention duties include speaking to various groups on crime prevention methods, distributing crime prevention literature, staffing information booths, alerting victims, including children, on how best to avoid future victimization, developing crime prevention materials for use by the media, and developing or maintaining a liaison with neighborhood groups.

The department seeks to develop partnerships and resources within the community to build problem-solving coalitions, to instill a sense of mutual responsibility for enhancing public safety, and to increase the community's capacity to resolve issues related to crime and the fear of crime.

The department believes in the philosophy of proactive community interaction, endeavors to establish formal relationships with existing community groups, and takes an active role in organizing such groups where needed.

II. POLICY

It is the policy of the Cambridge Police Department to:

- A. promote the view that proactive crime prevention and community engagement are the responsibility of every member of the department;
- B. define problems of safety and security in partnership with constituents, not by the police department alone;
- C. use social media, e-mail, and other methods, to communicate with the community regarding issues of safety and security; and

- D. encourage internal partnerships between members of the department to promote crime prevention efforts.

III. DEFINITIONS

- A. *CPTED*: Crime Prevention Through Environmental Design.

IV. PROCEDURES

- A. 45.1.1 (M) Crime Prevention Activities

1. The crime prevention function of the Cambridge Police Department will provide for the development of problem-oriented and community policing strategies to include the following.
 - a. Focusing on programs by crime type and geographic area based on crime data.
 - (1) Members of the Crime Analysis Unit read all police reports and publish a roll call briefing based on their analysis of data three times each week. These briefings are reviewed by the Shift Commander who presents the report in roll call along with commensurate assignments.
 - (2) When there is an identifiable emerging or existing trend, the Crime Analysis Unit shares that information internally with supervisors and leadership, including the Director of Communications and Media Relations, who then communicates with other units in the department and any external agencies as appropriate.
 - (3) The information is also shared with the officers who work in the Neighborhood Sergeants Program.
 - b. Focusing on programs to address community concerns.
 - (1) To address community concerns, officers should focus on a combination of meetings, both in-person and virtual, notifications online and in person, including door to door campaigns, being visible at events in the community, and taking part in community activities.
 - (2) Also, members of the department should conduct day to day collaborations and partnerships with community members.
 - c. Conducting a documented evaluation of crime prevention programs, at least once every two years.
 - (1) The Director of Communications and Media Relations will conduct a documented evaluation of crime prevention efforts at least once every two years.
 - (2) The evaluation and report will include information from a variety of department units, such as the work performed in the Family and Social Justice Unit.

B. 45.1.2 (O) Organizing Community Groups

1. The department will assist in organizing community groups with an interest in crime prevention, to include:
 - a. establishing a liaison with existing community organizations or establishing community groups where they are needed;
 - b. assisting in the development of community involvement policies for the agency;
 - c. publicizing agency objectives, community problems, and successes;
 - d. communicating crime trends and problems amongst citizens, businesses, and the department; and
 - e. supporting department practices impacting police community interaction.

C. 45.1.3 (O) Prevention Input

1. The department provides crime prevention input for the development and revision of zoning policies, building codes, fire codes, and residential/commercial building permits.
 - a. The department provides commercial and residential security assessments according to the principles of CPTED. New businesses can request and receive guidance in developing their security assessments and plans. Also, the Director of Communications and Media Relations has created web pages to enhance these efforts.
 - b. Members of the department attend City Vision Zero meetings to work on reducing roadway and traffic crashes including issues related to bicyclists and pedestrians.

D. 45.2.1 (O) Community Input Process

1. The department will maintain a collaborative community involvement process that accomplishes the following:
 - a. identifies current community concerns;
 - b. identifies potential problems that have bearing on law enforcement activities within the community;
 - c. develops recommended actions addressing concerns and problems;
 - d. provides for a statement of progress; and
 - e. provides quarterly reporting to the Police Commissioner.

(1) The Director of Communications and Media Relations will perform this function with the assistance of members within the command staff.

E. 45.2.2 (O) Citizens Survey

1. Every two years, the City Manager conducts a documented survey of citizen attitudes and opinions that includes questions regarding the police department and its performance. The

survey is conducted by phone and online and typically receives approximately 3,000 responses.

2. In addition to the City survey, the department conducts surveys, such as the one conducted by members of the Domestic Violence Unit, in partnership with outside agencies. These outside agencies conduct their own surveys to identify victim needs for services, the results of which inform the department surveys.
3. The documented surveys will address citizen attitudes and opinions with respect to:
 - a. overall agency performance;
 - b. overall competency of agency employees;
 - c. citizens' perception of officers' attitudes and behavior;
 - d. community concern over safety and security within the agency's service area;
 - e. citizens' recommendations and suggestions for improvements; and
 - f. results are compiled with a written summary provided to the Police Commissioner.

F. 45.2.3 (M) Accreditation Public Comment

1. The department will maintain and provide a notice on the departmental website providing service community providers a perpetual link to the CALEA public access portal to allow for comment on the performance of the agency.

G. 45.3.1 (M) Volunteer Program Description

1. The department has a volunteer program referred to as the Auxiliary Police Department. Members are not sworn officers and are limited to the duties and functions they authorized to perform.
2. The Auxiliary Police Department is described as follows.
 - a. The Auxiliary Police Department is the only department program or unit staffed by volunteers who do not receive monetary compensation of any kind. They are not sworn officers and have no authority to make a full custody arrest or to carry weapons; the only equipment they are authorized to carry is handcuffs, OC spray, and a department radio.
 - b. Auxiliaries assist with community events, road races, traffic direction and control. One marked cruiser is assigned to the program, which is clearly identified and labeled as Auxiliary on the front quarter panel.
 - c. According to the department website: The Cambridge Auxiliary Police Department has been serving the city of Cambridge since 1941. Originally created as a civil defense measure, the Auxiliary Police Department consists of volunteers who assist the Cambridge Police Department with traffic and crowd control at parades, festivals, road races, and other city events and may perform other duties as assigned.

H. 45.3.2 (M) Volunteer Training

1. Volunteers shall receive training in authorized and assigned duties.
 - a. Auxiliary officers shall receive training in their authorized and assigned duties as well as in their issued equipment according to state standards.
 - b. Additional training includes de-escalation tactics and basic self-defense.
- I. 45.3.3 (M) Uniforms
 1. The authorized uniforms worn by members of the Auxiliary Police Department will clearly distinguish them from sworn officers.
 2. Auxiliaries wear a badge marked with an insignia identifying them as auxiliaries. A patch on the uniform with the word auxiliary also distinguishes them from sworn officers.