



# City of Bellflower Community Policing Plan

January 1, 2017

## Table of Contents

<b>Section</b>	<b>Subject</b>
1	Mission Statements
2	Background
3	Introduction to Community Policing
4	Statement of Purpose
5	Public Safety Review Committee
6	City Management Team
6.a	City Manager
6.b	Director of Public Safety
6.c	Public Safety Supervisor
7	Sheriff's Department Management Team
7.a	Station Commander
7.b	Service Area Lieutenant
7.c	Special Assignment Sergeant
7.d	Detective Sergeant
7.e	Station Watch Commander
7.f	Sergeant/Field Supervisor
8	Support Team
8.a	Strategy Against Gang Environments (SAGE) Deputy District Attorney
8.b	Deputy Probation Officer
8.c	California Youth Authority and California Department of Corrections
8.d	Los Angeles County Fire Department
9	Field Team
9.a	Special Assignment Officers
9.b	Patrol Deputies - General Law and Traffic
9.c	No Calls Motorcycle Traffic Deputy
9.d	Detectives
9.e	Community Services Officers
9.f	Crossing Guards
9.g	Volunteers
9.g.1	Volunteers on Patrol (VOPs)
9.g.2	Sheriff's Department and City Volunteers (i.e., "Station Volunteers")
10	Neighborhood Watch
10.a	Neighborhood Watch District Representatives
10.b	Neighborhood Watch Captains
10.c	Neighborhood Watch Coordinator
11	Selection of Bellflower Deputies
12	Training of Bellflower Deputies
13	Bellflower Substation
14	School Program
15	Parks Program
16	Target Locations
17	Customer Care
18	Los Angeles Regional Crime Stoppers "Make The Call...Stay Anonymous"
19	Tax Measure P Enhancements

1. **Mission Statements.** The following are the mission statements adopted by the City of Bellflower, its Public Safety Department and the Los Angeles County Sheriff's Department:

- The mission of the City of Bellflower is to protect and enrich the quality of life to make Bellflower an excellent place to live, work and play.
- The mission of the Public Safety Department of the City of Bellflower is to protect and serve the Bellflower community by providing timely, efficient and effective law enforcement and law enforcement support services.
- The mission of the Los Angeles County Sheriff's Department is to enforce the law fairly and within constitutional authority; to be proactive in our approach to crime prevention; to enhance public trust through accountability; to maintain a constitutionally sound and rehabilitative approach to incarceration; to provide a safe and secure court system; to maintain peace and order; and to work in partnership with the communities we served to ensure the highest possible quality of life.

2. **Background.** The Los Angeles County Sheriff's Department has served the people of Los Angeles County for more than 150 years. Since the incorporation of the City of Bellflower in 1957, the City has contracted with the Sheriff's Department for law enforcement services. Historically, these services were provided with little or no participation by the City in the determination of the manner, means, quantity or quality of the service. During the past 35 years, the City changed in many significant ways: a dramatic increase in multi-family and tenant-occupied housing, a significant decrease in the number and size of retail and other commercial businesses, dramatically increased population and the shift of a predominantly white population to one that reflects the multi-ethnic, multi-lingual population of Southern California and Los Angeles County. Accompanying these changes was a sharp increase in crime. From 1984 to 1993, the Part I Crime Rate (the index of the most serious crimes against persons and property) increased by more than 35%. From 1986 to 1987 alone, the crime rate increased by 29%.

In 1991, a local resident and his fiancée were driving home at midnight when their car was hit by rocks being thrown by a group of young people. The driver, a lifelong Bellflower resident, got out of his car to confront the rock throwers and was shot and killed. The 29 year old victim, a respected member of our community, had no history of criminal activity or gang involvement. The subsequent investigation identified two individuals, both active gang members, with criminal records, as the probable killers. Due to a lack of sufficient evidence, they escaped prosecution. This random act of violence became the catalyst that brought the community, its government and its Sheriff's Department together to redefine our approach to crime and crime prevention.

In 1993, the City and Sheriff's Department began our transition to a community policing approach to public safety. Significant additional resources were committed and the City assumed an active role in our partnership with the Sheriff's Department. From the 1992-93 fiscal year to 1993-94, the City's budget for public safety and community policing increased by 33%. In the following years the City and Sheriff's Department commitment to community policing and the safety and welfare of our community has continued to grow.

3. **Introduction to Community Policing.** Community policing is the foundation of Bellflower's entire public safety program. Research over the past 25 years has shown the need to look for long term solutions in resolving persistent and recurring community problems. Studies indicate that in many communities, 30% of the calls for service emanate from 10% of the locations in the City. Because a good portion of a Deputy's time is spent responding to the same locations repeatedly, a problem oriented approach is necessary.

Using this approach, Deputies assigned to the City of Bellflower look beyond the individual call for service and address the underlying problems that create them. For example, a particular location may be experiencing a narcotics use problem, but the underlying cause is that the building has been allowed to fall into disrepair, inviting criminal activity. Once the underlying cause is identified, Deputies are expected to look for and apply tailor-made solutions to the problem. At times the solution to a problem may not be found in the realm of the criminal justice system. Because of this, they are not only encouraged to utilize the wide range of City resources available, but also those found throughout the community. These community resources include schools, churches, service clubs, non-profit organizations, and local businesses.

Community policing is based on the cooperative resolution of community safety problems, when the root cause has been identified. Citizens and Deputies will participate in, and be responsible for, strategy design and problem solving

that emphasizes comprehensive responses to public safety issues. The key to problem solving is a joint effort by Deputies and citizens using both public and private resources. These resources are dictated by the uniqueness of the problem and its most effective resolution. Essential to this process are Deputies with good interpersonal skills who take a sincere interest in, and are sensitive to the needs of the citizens of the City of Bellflower.

In order for the needs of the City to be met effectively, communication between City and Sheriff's personnel and members of the community is essential. Through their combined efforts, it is expected that crime within the City will decrease. This can only be achieved by having dedicated and efficient personnel working toward the same goals. It is very important that the Deputies feel that this is their City, and in return the citizens must feel as if the Sheriff's personnel are in fact the City's police department.

**4. Statement of Purpose.** Beginning in 1994, the City of Bellflower and the Los Angeles County Sheriff's Department transitioned to a Community Policing Plan. Community policing is a strengthening of the partnership between the citizen, the City's law enforcement, and government. The plan encourages citizen participation in crime reduction and allows greater coordination with City government to address public safety issues. As members of the community, Deputies will act as catalysts to coordinate the necessary resources to eliminate specific community safety problems.

As additional resources were put into place, it became apparent that we needed a well developed and documented policing plan to give all personnel a defined set of goals and objectives. The first edition of the City's Community Policing Plan was published in 1995. That plan formalized the new working relationship between the City and Sheriff's Department and laid out our mutual commitment to the community to improve the quality of their lives through the wise and prudent application of the additional resources given us to combat crime.

The policing plan delineates specific programs including the Special Assignment Team, Patrol Deputies, Community Service Officers, and various citizen volunteer programs. Each segment is important to the overall success of the policing plan and interacts accordingly. Each program will be continually evaluated for effectiveness in addressing the immediate needs of the community, with specific duties, deployment, and responsibilities modified when appropriate.

The Community Policing Plan seeks to create a true partnership between the City of Bellflower, the Los Angeles County Sheriff's Department and members of our community. It emphasizes long term solutions to problems affecting the community, while at the same time addressing more urgent needs.

The key to the success of Bellflower's Community Policing Plan is planning. Strategic planning, with measurable long and short range goals provides a "road map" for the success of the program. Formal planning defines the program's direction and provides for its' continual evaluation. Quality planning, crucial to a successful program, requires commitment, common sense, and compassion.

The team concept to planning will provide a comprehensive approach to public safety issues. It will ensure that all resources available are utilized effectively to deal with the needs and priorities of the community. Increased coordination among the citizens of the City of Bellflower and their law enforcement personnel will foster the feeling that they are indeed a community based team working together to resolve public safety issues.

By setting goals for the program, the City can continually review their resources and be assured that they are being used in the most effective manner possible. By monitoring and evaluating the effectiveness of the program, it will continue to move forward, fostering a renewed sense of hope among our residents.

Without proper planning, the Community Policing Program will be threatened. Public safety issues challenging law enforcement today are much more complex than those of yesterday. The issues of today challenge not only law enforcement, but the entire community. Members of the Community Policing Team must look beyond law enforcement techniques to address an issue; otherwise the impact of this program will be short lived. Planning takes time and effort, but lack of planning can result in the loss of something much more valuable: the peace and safety of our community.

**5. Public Safety Review Committee.** Created under the authority of the Bellflower City Council, the Public Safety Review Committee advises the Council concerning the City's Community Policing Plan. The charge to the Committee includes reviewing and making recommendations concerning priorities, goals, objectives, resources, budget, and strategic planning. The Committee is comprised of the five members of the Public Safety Commission and the six Neighborhood Watch District Representatives. The Chair and Vice Chair of the Commission serve as Chair and Vice

Chair of the Committee as well. The Director of Public Safety and the Lieutenant/Service Area Manager serve as advisors to the Committee. The Committee meets quarterly.

## 6. City Management Team.

a. **City Manager.** Section 2-3 of the Bellflower Municipal Code creates the Office of City Manager. Under the direction and control of the City Council, he is responsible for the efficient administration of all the affairs of the City that are under his control. As Administrative Head of the City government, his duties and powers include control over the Public Safety Department. Acting through the Director of Public Safety, the City Manager establishes policies, sets priorities, and provides overall direction to accomplish the objectives set by the City Council.

b. **Director of Public Safety.** Under the general direction of the City Manager, the Director of Public Safety is the head of the Public Safety Department. His duties include:

- o Directing the day-to-day activities of the Public Safety Department, including the supervision of department employees and operation of the Bellflower Sheriff's Substation.
- o Preparing the Public Safety Department's budget and presentation of the proposed budget to the City Council, Public Safety Commission and Public Safety Review Committee.
- o Providing day-to-day management oversight for contract law enforcement, law enforcement helicopter, animal control, SAGE District Attorney, Deputy Probation Officer, and Crossing Guard services.
- o Supervising the City's public safety and community policing programs, including Neighborhood Watch.
- o Preparing and presenting staff reports for consideration by the City Council, Public Safety Commission, Public Safety Review Committee, and community groups.
- o Coordinating the activities of the Public Safety Department and Sheriff's Department with other City departments.
- o Managing the City's law enforcement grant programs.
- o As Assistant Director of Emergency Services, this person is responsible for emergency management and preparedness programs, including training of all City staff.

c. **Public Safety Supervisor.** Under the general direction of the Director of Public Safety and the Sheriff's Service Area Lieutenant, this person provides law enforcement support services to the Sheriff's Department and the Bellflower community. The duties of the Public Safety Supervisor include:

- o Supervising day-to-day operations of the Bellflower Sheriff's Substation and assigned personnel in the office and field.
- o Providing information and services to the public and takes reports of criminal and other incidents.
- o Coordinating support services with Deputies and other personnel working at the Substation.
- o Coordinating field support requirements with the Station Watch Commander, Field Supervisors, Bellflower's Service Area Lieutenant and SAO Sergeant, including management and scheduling of personnel, vehicles, and other resources.
- o Supervising parking enforcement and Crossing Guard operations.
- o Assisting in the management of various public safety and community policing programs, including Neighborhood Watch and volunteer programs, and emergency management and preparedness.
- o Assisting in collection efforts relative to "false alarms," "D.U.I." invoices, and "fireworks" violations.
- o Representing the City in the filing of small claims actions and restitution hearings in Bellflower Superior Court.
- o Preparing, providing, and presenting documentation and courtroom testimony in furtherance of collection efforts.

## 7. Sheriff's Department Management Team.

a. **Station Commander.** The Commander of the Lakewood Regional Sheriff's Station (Captain) is the *de facto* Chief of Police for the City of Bellflower. He is ultimately responsible for the deployment of both the City of Bellflower's dedicated service units and regional forces. The Captain must have continual interaction with the City Manager, Director of Public Safety, and Bellflower's Service Area Lieutenant. With a competent Bellflower Policing Team providing pertinent, sound information, the Captain will be able to provide the most effective and efficient law enforcement services to the City.

The Captain and the City Manager are the primary administrators in the command structure within the Community

Policing Plan. Because of this, it is essential that both their staffs communicate essential information and work toward the common goals. The Captain of the Regional Sheriff's Station will assume the following duties within the Community Policing Plan:

- Act as "Chief of Police" for the City of Bellflower.
- Give final approval of any change that is deemed necessary in the Community Policing Plan.
- Ensure that activities are conducted in conformance with the law, sound police practices, and departmental policies.
- Attend City Council meetings and City functions as needed or requested.
- Maintain ongoing dialogue with City Manager and staff relative to community safety issues.
- Interact with community groups to provide community safety information.

**b. Service Area Lieutenant.** The Lieutenant is an administrative conduit between City administrators and the Regional Sheriff's Station. The Lieutenant manages the administrative functions relating to the daily operation of general policing functions within the City. The Lieutenant oversees the daily activities of both general patrol and the Special Assignment Team. The Lieutenant acts as the intermediary between the City and department management, line supervisors, policing units, and the citizens of Bellflower. It is the responsibility of the Lieutenant to ensure that the needs of all parties concerned are appropriately addressed:

- Coordinate efforts of both Special Assignment Team and Patrol Deputies.
- Work directly with the City Manager, Assistant City Manager, and the Director of Public Safety to assure that all City needs and expectations of the Sheriff's Department are being met.
- Assist Deputies and Sergeants with day-to-day City activities.
- Address concerns of the citizens of the City of Bellflower.
- Prepare weekly reports for the City Council.
- Attend all City Council meetings.
- Attend all Public Safety Review Committee meetings.
- Attend all Public Safety Commission meetings.
- Maintain open communication with the City Council, City Manager, and Director of Public Safety.
- Oversee the general operations of Sheriff's personnel assigned to the Substation.
- Oversee the operations of the various programs administered by Sheriff's personnel.
- Maintain liaison with Service Area Managers of other contract cities as well as neighboring municipal police departments for purposes of exchanging information about current operations, crime trends, and innovations in community policing programs and practices.

**c. Special Assignment Sergeant.** The Special Assignment Sergeant is the first line supervisor for all deputies assigned to the City. The Sergeant is essential in assisting the City's department heads in the planning of various public safety activities. The Sergeant is important as a direct contact between City staff and the City's law enforcement line personnel. The continued interaction between City staff and the Special Assignment Sergeant allow the City's law enforcement needs and desires to be known, and carried out. The Sergeant is responsible for ensuring that the City's law enforcement resources are utilized in a manner that is both effective and prudent. The Sergeant acts for the Lieutenant in his absence and have the following additional responsibilities:

- Supervise the Bellflower Special Assignment Team and patrol personnel.
- Conduct both training and orientation for newly assigned Deputies and Community Service Officers.
- Plan and execute special operations in coordination with specialized Sheriff's Department units and with outside federal, state, and local law enforcement agencies.

**d. Detective Sergeant.** The Detective Sergeant is the immediate supervisor for the Deputies assigned to the City as Investigative Detectives. This position is crucial in ensuring that active and workable cases are investigated thoroughly and filed with the appropriate court once the investigation is concluded. The Detective Sergeant is responsible for making necessary notifications to public safety administrators as to the progress of highly sensitive criminal investigations to the extent of legal restrictions and in such a manner as to not hamper the integrity of the case being worked. Some of the other duties and responsibilities of the Detective Sergeant include:

- Read and assign complaint reports to detective personnel for investigative follow-up.
- Monitor the progress of the investigations and approve written supplemental reports and findings.
- Liaison with specialized investigative units of the Sheriff's Department and with outside federal, state, and local

investigative agencies.

- Prepare written statistical reports concerning number of cases handled, arrests having been made (both adult and juvenile), cases filed, cases solved, and ultimate disposition of court.
- Monitor crime analysis products for indications of crime trends and other circumstances warranting the attention of the local management team.

e. **Station Watch Commander.** The Regional Station Watch Commander is the Station Commander's representative and is responsible for management and supervision of station and field operations occurring during his watch. As an extended member of Bellflower's Community Policing Team, the Watch Commander's additional responsibilities include:

- Be familiar with local concerns and priorities, and knowledgeable about City and community resources available to assist the Sheriff's Department and members of the community.
- Recognize by name City Council Members, Public Safety Commissioners, Neighborhood Watch District Representatives, City Manager, Director of Public Safety, other key staff, and other high profile members of our community.
- Make notifications of events occurring in or affecting the City during his watch to designated City staff in cases in which the Station Commander receives telephone notification, and in serious criminal or non-criminal incidents involving City Council Members or their families, or City employees.

f. **Sergeant/Field Supervisor.** Under the direction of the Watch Commander, one or more Sergeants/field supervisors as assigned to oversee field operations through the area served by regional station. As an extended member of Bellflower's Community Policing Team, the Sergeant/field supervisor's additional responsibilities include:

- Be familiar with local concerns and priorities, and knowledgeable about City and community resources available to assist the Sheriff's Department and members of the community.
- Recognize by name, City Council members, Public Safety Commissioners, Neighborhood Watch District Representatives, City Manager, Director of Public Safety, other key staff, and other high profile members of our community.
- Maintain a dialogue with Bellflower's Service Area Lieutenant, Special Assignment Sergeant, and Director of Public Safety about crime trends, unusual occurrences and other operational issues affecting service delivery or quality of life, or requiring the attention or action by the Special Assignment Team or other local resources.

8. **Support Team.** The Strategy Against Gang Environment (SAGE) Deputy District Attorney meets weekly with the City and Sheriff's Department's management teams to discuss current operations and long range planning.

a. **Strategy Against Gang Environment (SAGE) Deputy District Attorney.** The Strategy Against Gang Environment (SAGE) Deputy District Attorney program was established by the Los Angeles County District Attorney's Office to provide alternative methods to combat gang activity. Where the traditional criminal judicial process has been less than effective, the SAGE District Attorney seeks to employ the civil process to provide relief from gang activity and gang environments. In Bellflower, the SAGE District Attorney has focused on environmental conditions that promote and encourage gang activity. Bellflower's SAGE Deputy District Attorney works closely with Sheriff's deputies, City staff, state parole, county probation, local courts, Bellflower residents, and business and apartment owners and managers. SAGE helps landlords and tenants work together to improve living conditions, evict tenants engaged in criminal activities and attract better tenants. SAGE also works with Bellflower motels and the City's Code Enforcement Division to abate conditions that support prostitution activity.

b. **Deputy Probation Officer.** Established by the County of Los Angeles Probation Department, the Gang Crime Suppression Program (GCSP) was developed to provide specialized probation services throughout the County. A specially assigned Probation Officer was contracted to work within the City of Bellflower in an attempt to concentrate efforts toward the proper and constant case load supervision of those individuals who are currently under the auspices of the probation system. The Probation Officer will monitor and enforce terms and conditions of probation on assigned and non-assigned court-ordered adult and juvenile probationers. Maintain awareness of gang and criminal activity through intelligence gathering and sharing. Develop and maintain a strong presence in the community by working closely with community groups, local law enforcement, the public safety team, and other service providers. Conduct home calls, police ride-alongs, and serve in a support capacity in various law enforcement operations. Assist Special Assignment Officers in response to the prevention and enforcement of criminal activity and compliance operations.

c. **California Youth Authority and California Department of Corrections.** The City of Bellflower, as in all heavily populated cities, has a segment of parolees living within the community. In the past, these parolees have been able to return to the community after serving their sentence undetected and, if they desired, resume their criminal activities.

The Parolee Program is designed to ensure that the parolee population is more closely monitored and therefore the community is safer. Parolee information is very important to the front line law enforcement officer. Because many parolees return to the community and commit the same type of crime, knowing they are back in the community and ensuring they are attended to can deter new criminal activity or can expedite their capture. The information also can assist the deputy in solving crimes shortly after they occur.

The deputies will assist the parole agents in doing parole visits and random parole searches. In return, the parole agents will assist the deputies when a parolee is suspected of committing a crime within the City. The interaction of these two elements of the Community Policing Plan will work to make the City safer and reduce crime.

d. **Los Angeles County Fire Department.** The Los Angeles County Fire Department serves as the City of Bellflower's municipal fire department. The Division IV Assistant Fire Chief, headquartered in Cerritos, functions as the City's de facto fire chief. Due to the wide range of emergency and fire prevention services provided, the Fire Department is possessed of a unique view of the community policing issues facing the Bellflower community. The Fire Department maintains, at the operational level as well as the management level, close contact with City staff and the Sheriff's Department to facilitate mutual support and the two-way exchange of information.

9. **Field Team.** Bellflower's field team consists of all the elements of our community policing team, sworn and non-sworn, full and part-time, and volunteers, assigned to field operations and support of field operations.

a. **Special Assignment Officers.** The Special Assignment Officer (i.e. deputy) is an integral part of the policing plan. Once a Patrol Deputy becomes unable to resolve a particular problem because of limited time or available resources, the district Special Assignment Officer becomes responsible for addressing this public safety issue.

The Special Assignment Officer is most often the final resource for citizens, who have a continuing neighborhood problem. By the time the citizen contacts the Special Assignment Officer, the problem has usually been ongoing for a substantial period of time. This can lead to the citizen being very frustrated and expecting a quick resolution. The Special Assignment Officer must assure the citizen that the problem will be properly addressed. They also must explain that the actions necessary to resolve the problem may take time, during which frequent contact with the citizen will be maintained.

The Special Assignment Officer is also a vital link for the Neighborhood Watch program. Information obtained from the Neighborhood Watch Captains is crucial in assuring that the neighborhoods within the Special Assignment Officer's assigned districts remain safe and free of crime. Continual contact with the Neighborhood Watch Captains in their district is therefore very important.

Many of the Special Assignment Officer's responsibilities are too broad to specifically list, however some of their duties are to:

- Participate in assigned district programs.
- Participate in special enforcement operations (e.g. DUI checkpoints, saturation patrols, narcotics surveillance).
- Participate in probation and parole sweep operations.
- Assist patrol deputies with problems that require additional time or resources.
- Provide assistance to Detectives in locating suspects.
- Handle any problems that are brought to the City Manager's attention.
- Attend Neighborhood Watch meetings.
- Develop and maintain a working relationship with the Neighborhood Watch Captains in their reporting district.
- Participate in meetings with the City Manager as requested to keep City officials apprised of trends in the community.
- Utilize City and community resources to solve community problems.

b. **Patrol Deputies - General Law and Traffic.** The Patrol Deputy is probably the most crucial position in the overall policing plan. They alone can assure the success of this program. The Patrol Deputy makes numerous daily contacts with citizens of the community, many of whom have just been the victim of a crime. Other citizens they encounter are attempting to resolve a persistent neighborhood problem. The Patrol Deputy is often their first contact after they have become frustrated by the problem. If he cannot resolve the problem, the Patrol Deputy must be aware of the resources that are available throughout the community to handle the problem. He must either make the appropriate notifications or aid the citizen in contacting the necessary resources to bring resolution. In short, the Patrol Deputy must become a "problem solver". The Patrol Deputy's responsibilities shall include the following:

- Provide the most professional and quality law enforcement possible.
- Become a part of the community by creating genuine bonds with business owners and residents.
- Assist citizens with their day to day problems, even though they may not be specific "law enforcement" problems.
- Handle all calls for service in a professional manner, realizing that enforcing the letter of the law may not always be the most effective manner to resolve the problem.
- Assure that all calls for service are responded to in a timely manner.
- Convey all pertinent information to the Special Assignment team.
- Be knowledgeable about City and community resources available to help resolve problems even though they may not be a "law enforcement" issue.

c. **No Calls Motorcycle Traffic Deputy.** Beyond the traditional patrol/traffic force, the City of Bellflower contracts for one additional motorcycle traffic unit to meet the majority of the community's traffic enforcement demands. This unit is not given calls for service (e.g., traffic collisions) during their daily deployment, so they are best suited to concentrate efforts on "modifying the behavior of motorists who make poor driving decisions." Furthermore, when complaints come into the substation regarding excessive speeding, reckless driving around elementary schools, etc., most often the complaints are given to the unit for handling.

d. **Detectives.** The Detectives are an essential component to a successful policing plan. Responsible for all follow-up investigation of complaint reports written by field personnel, Bellflower Detectives determine if a case has workable information, interview all percipient victims, witnesses and suspects, evaluate any physical evidence collected and determine the proper course of action for filing the case through the District Attorney's Office. They also work closely with the Substation staff to assure that the appropriate information is properly entered into the crime analysis system. In addition, Bellflower Detectives are responsible to:

- Handle criminal cases that occur within the City of Bellflower, actively investigating all leads, evidence and statements made relative to a criminal incident and conduct follow-up investigations as necessary.
- Prepare investigative supplemental reports as to findings and recommendations for filing purposes.
- Work closely with outside agencies in cases where other policing areas may have similar crimes involving the same suspects.
- Conduct surveillance, prepare and serve search and "Ramey" warrants as situations dictate.
- File cases through the District Attorney's Office in the court having legal jurisdiction.
- Appear in court as the "investigating officer" and assist the District Attorney in active prosecution of the cases.
- Close active cases through presentation to the District Attorney's Office.
- Be available at the Bellflower Substation on a daily basis for the citizens of the community.
- Work closely with Substation staff to assure that crime analysis information is properly interpreted for entry into and retrieval from the computer system.
- Work closely with Substation staff to detect developing trends.

e. **Community Services Officers.** Under the general direction of the Director of Public Safety, and the immediate direction of the Public Safety Supervisor and Sheriff's Department Service Area Lieutenant, Community Services Officers work without direct supervision to provide law enforcement support services to the Sheriff's Department and the Bellflower community. They are valuable resources to the policing plan, able to assist citizens in accessing the resources necessary to resolve their particular public safety problem. The Community Service Officer is also utilized to keep the deputies up-to-date with information they receive at the Substation, either via telephone or in person. Each Community Service Officer may be assigned specific additional collateral responsibilities as needed. Their duties include:

- Respond to and handle “non-workable” calls for service as dispatched by Lakewood Station.
- Direct customers to City and other public services affording non-law enforcement solutions to their problems.
- Assist in the training and supervision of other employees and volunteers, as assigned.
- Maintain target location and case tracking files. Call citizens that are designated contacts for target program locations.
- Lift latent fingerprints from property crime scenes.
- Perform such additional collateral duties as may be assigned.

f. **Crossing Guards.** Crossing Guards are an integral part of Bellflower traffic safety and Community Policing Plan. Foremost, Crossing Guards are responsible for the safety of elementary school children crossing the street at their assigned intersections. Their high-profile activity serves to alert oncoming traffic to the presence of children. By their example and direction, they teach children how to cross streets safely. They also serve as additional eyes and ears for law enforcement personnel, keeping especially alert for unsafe drivers who put children at-risk and for suspicious individuals loitering near schools, school routes, and near children.

g. **Volunteers.** Volunteers from both City and Sheriff’s Department programs are available to support the City’s Community Policing Plan.

1. **Volunteers on Patrol (VOPs).** The VOPs are local residents who have received limited training and are used to augment administrative, clerical and patrol resources of the Sheriff’s Department. Under the direction of the station commander, VOPs assist with desk operations, patrol functions, and community outreach programs. The latter include kid-print, vacation checks, park patrols, and crowd and traffic control for special events.
2. **Sheriff’s Department and City Volunteers (i.e., “Station Volunteers”).** The Sheriff’s Department and City Volunteers are available to assist with a variety of clerical and customer service tasks at the Substation. Normally these Volunteers do not work in the field.

10. **Neighborhood Watch Program.** Based on the concept of “neighbors helping neighbors” Bellflower’s Neighborhood Watch program serves our community by working with the Public Safety Department and Sheriff’s Department to reduce crime. Neighborhood Watch members serve as additional eyes and ears for the Sheriff’s Department, reporting criminal or other unusual activities in their neighborhoods.

a. **Neighborhood Watch District Representatives.** The City is divided into six Neighborhood Watch districts that correspond to the six original reporting districts created by the Sheriff’s Department to better keep track of crime and service statistics and police reports (a seventh reporting district was subsequently created by dividing district three into two reporting districts, but the number of Neighborhood Watch districts was not increased).

The Neighborhood Watch Captains in each district select one of their members to represent the district. The term of office for District Representatives is two years, expiring concurrently with the next municipal general election and after they are re-appointed or their successor is appointed and qualified. The duties of the District Representative include:

- Serve as a member of the Public Safety Review Committee.
- Chair monthly meetings of the Neighborhood Watch Captains in their district.
- Meet or speak weekly with the Special Assignment Officer assigned to their district.
- Meet or speak monthly with the Neighborhood Watch Coordinator.
- Work independently, in concert with their district’s Captains, and with City and Sheriff’s Department staff, to promote new members to join existing Neighborhood Watch groups and help to form new Neighborhood Watch groups.

b. **Neighborhood Watch Captains.** The Neighborhood Watch Captain is one of the most vital positions in the Community Policing Plan. The plan is truly a partnership between the members of the community and their City representatives. Without their extra eyes and ears in the community, the Sheriff’s Department and City government’s effectiveness would be greatly diminished. These volunteers are the best source of information within the City. They live, and often work within the City and are often aware of invaluable public safety information.

The Neighborhood Watch Captains are invaluable in dispensing information from the City of Bellflower and the Sheriff's Department to members of the community. This can make community members more aware of public safety issues, stopping criminals before they have a chance to commit their crimes. A group of dedicated Neighborhood Watch Captains is essential to the policing plan. The Neighborhood Watch Captains' duties include:

- Maintain a communications system so that important public safety information can be quickly disseminated throughout the community.
- Be available to members of their block, so they can gather information to be passed on to their Special Assignment Officer for follow-up.
- Work closely with the City and Sheriff's Department to keep their block watch active and running efficiently.
- Serve as the block's public safety representative.
- Host Neighborhood Watch block meetings on a regular basis.
- Work with the Community Relations Deputy to educate block members on disaster preparedness.
- Look after neighbors homes when they are away.
- Report all unusual activity to the Sheriff's station immediately.
- Inform new residents of the program and assist them in becoming involved.

c. **Neighborhood Watch Coordinator.** The Neighborhood Watch Coordinator is the Public Safety Supervisor or Community Services Officer assigned this collateral duty in addition to their normal duties. The duties of the Neighborhood Watch Coordinator include:

- Act as a point of first contact for residents seeking information on the program, or to join or start a Neighborhood Watch group.
- Work with residents to plan initial meetings for new groups.
- Represent the City at initial and other meetings.
- Assist and advise District Representatives and Neighborhood Watch Captains.
- Facilitate and track the expenditure of budget monies allotted to each Neighborhood Watch district.
- Act as liaison and advisor to the Neighborhood Watch quarterly newsletter staff.
- Maintain and regularly update the roster of active Neighborhood Watch Captains.
- Oversee the assembly of the informational packet mailed monthly to all Neighborhood Watch Captains.
- Coordinate Neighborhood Watch representation at special events.
- Maintain and distribute supplies of materials specific to the program.
- Assist in the development of strategies aimed at expanding the program.

11. **Selection of Bellflower Deputies.** The City's ultimate goal to make the community a safer place to live, work and play can only be achieved by having dedicated, efficient personnel working toward this goal. It is very important that the deputies feel that this is their City, and imparts on the citizens the feeling that the Sheriff's Department is in fact the City's police department.

With this understanding in mind, the selection of each deputy sheriff to work within the City of Bellflower is of the utmost importance. City officials have placed great confidence in the regional station commander and his command staff in the selection of these deputies. The individual deputies chosen will be selected as if the City was hiring a member of its own police department. The following criteria shall be used as a basis for selection:

- Ability to adapt to the changing needs of the City of Bellflower.
- Sets personal goals and objectives that are for the good of the City, citizens of Bellflower and the Sheriff's Department.
- Works in a professional and efficient manner.
- Outstanding interpersonal skills.
- Open to suggestions and new ideas.
- Ability to continually work on a situation or problem until it is resolved, utilizing all City and community resources.
- Positive overall law enforcement skills.
- High personal integrity.
- Ability to work with members of City government and citizens of a culturally diverse community.
- Be knowledgeable of City codes and regulations.
- Be knowledgeable of and promote City programs (e.g., Neighborhood Watch, Code Enforcement, BRIM, etc.).
- Be innovative and creative in developing solutions to community-based problems.

**12. Training of Bellflower Deputies.** The Los Angeles County Sheriff's Department is committed to maintaining stability within the City of Bellflower. When new deputies are assigned to the City, it is essential that they receive a formal orientation to the Bellflower Policing Plan, the City, and the community. This will guarantee that they are aware of the various City and community programs and resources. It will also ensure that all deputies are aware of the priorities and goals set by the City of Bellflower and the community. They will know exactly what is expected of them, and what they can expect from the City.

It will be the responsibility of the Special Assignment Sergeants to ensure that all deputies receive the required orientation upon their assignment to the City. As part of their introduction, deputies will be issued an orientation package containing various tools to aid in the completion of their job tasks. The Bellflower Policing Plan will be discussed in detail, emphasizing their interaction, function and responsibility. They will also be given an overview of the various City departments, their operation and functions.

By formalizing the orientation program, both the deputy and the City of Bellflower will start with an excellent relationship. The City will know that even when new personnel are assigned to the City, the new deputy will start with a firm foundation and the law enforcement in the community will not suffer.

When a deputy is assigned to the City of Bellflower, the deputy shall receive an orientation package that shall include the items listed below:

- Bellflower Community Policing Plan
- City parking citations
- Code Enforcement request forms
- Charges for extraordinary police services form
- Mini BMC cheater card
- Patrol Observation cards
- Neighborhood Watch Captains roster
- City staff phone list
- City departments responsibility chart
- Business cards
- Referral numbers for outside agencies
- Substation access card and alarm codes

**13. Bellflower Substation.** The Bellflower Substation is essential to providing the citizens of Bellflower with direct access to law enforcement services. It is a focal point for community pride, and serves to foster the feeling that the Sheriff's Department is their "police department."

The Substation houses the City's Public Safety Department, including the Director of Public Safety, Public Safety Supervisor, Neighborhood Watch Coordinator and other City public safety staff. It also houses the Sheriff's Department's Service Area Manager (Lieutenant), Special Assignment Sergeant, Detective Sergeant, Detectives, Special Assignment Officers, and provides work space for patrol deputies. In addition, the Substation provides space for the (SAGE) Deputy District Attorney and the Deputy Probation Officer.

The Substation is not a full service "police station". Many of the essential functions associated with a police station are housed in the Regional Sheriff's Station, including: Watch Commanders, dispatchers, 911 operators, jail, property room, armory and motor pool. Unlike the regional station, which functions daily, 24-hours a day, the Substation is open Monday through Friday 8:00 a.m. to 7:00 p.m. with every other Friday from 9:00 a.m.-3:00 p.m., Saturday 9:00 a.m. to 3:00 p.m., and closed on Sundays and holidays. Bellflower deputies are afforded 24-hour a day access to the Substation.

The Substation is used for Neighborhood Watch activities, crime analysis, development of a citywide disaster plan, and completion of reports. Bellflower Detectives are assigned directly to the Substation. This allows the citizens to have access to their Detectives within their City. Bellflower Patrol Deputies have 24-hour access to the Substation. This brings the Patrol Deputies completely into the program and give them better access to the resources provided by the City of Bellflower. It also allows for information to be passed between all members of the Policing Team. All of this ensures that the community receives the best possible law enforcement services.

**14. School Program.** The City of Bellflower and the Los Angeles County Sheriff's Department both realize that the children of the community are its future. Because of this, the educational program within the City must ensure that the children of the community are safe while en route to and from school, and during their time at school. The perception of safety is a critical element in the quality of the educational system within any community.

Every member of the Special Assignment Team is responsible for schools in his/her reporting district. The Special Assignment Officer will be responsible for handling public safety issues at the school, as well as those that might indirectly affect the school. They will help the school staff, when appropriate, in handling "non-law enforcement" related issues. The Special Assignment Officer will help the staff in resolving the problem, if possible. When necessary, they will attempt to connect the school staff with the proper agency or City service that can aid in resolving the problem. The Special Assignment Officer is available as a support system to the school staff, not to be used in place of school counselors, teachers, and/or security officers. Staff members must understand that the deputy is there to help them, as a direct representative of the City.

**15. Parks Program.** The City of Bellflower is very proud of its three main parks. It is important that the citizens of the City of Bellflower feel and are safe when they visit these parks. The Special Assignment Officers assigned to each reporting district will be responsible for the parks in their area. Those assigned to the areas that include Thompson Park, Caruthers Park, and Simms Park will check in weekly with the assigned staff at their respective parks. These visits are required and will be made to enhance communications between all parties. Shared information will assist the deputies in combating crime, and will alert park employees to possible emerging problems. Each City staff member must understand that they have the full support of their deputy.

Police visibility is essential to the success of the program. City parks are a central gathering place for both the children of the community and their families. Because of this, the Bellflower Policing Plan places the parks on a level of priority surpassed only by the City's schools.

**16. Target Locations.** The Target Location program is designed to resolve persistent problems. In the past, we addressed the visible symptoms of a problem without ever addressing the underlying cause. With the addition of resources we now seek both long and short term solutions, to resolve both the symptoms and the cause.

Once a location has been identified as a continual problem, it will be designated as a Target Location. The Target Location will become the responsibility of the deputies assigned to the reporting district where the problem is occurring. The assigned deputies will be responsible for formulating a plan to solve the problem.

A "target" location does not necessarily have to be a "law enforcement" problem. The deputies must be aware that sometimes the solution to the problem can come from other City or community resources. The Special Assignment Officers will be expected to assist the citizens of the community with ways to eradicate the problem.

**17. Customer Care.** The City of Bellflower Public Safety Department is concerned with providing competent and courteous service to the community it serves. In order to ensure the highest possible level of service, the Department seeks written feedback by providing customer service response forms to the public. In addition, Community Services Officers are assigned to make follow-up courtesy phone calls to recent users of Public Safety and Sheriff's Department services. These courtesy calls and response forms are additional methods the Department utilizes to measure how well it meets the overall needs of the community.

**18. Los Angeles Regional Crime Stoppers "Make The Call...Stay Anonymous.** The purpose of Los Angeles Regional Crime Stoppers is to prevent and reduce crime, by forming a partnership among the community, law enforcement and the media to offer anonymity and cash rewards to anyone providing information leading to an arrest, thereby making the community a safer place for all who live or work in the region.

Crime Stoppers encourages members of the community to assist local law enforcement agencies in the fight against crime by overcoming the two key elements that inhibit community involvement fear and apathy.

Crime Stoppers provides a telephone number and Web Tips to encourage citizens in the community to volunteer vital information helpful to law enforcement agencies to fight against crime.

Callers can remain anonymous and are eligible to receive a cash reward if the information given leads to an arrest or criminal filing of a felony or misdemeanor offender.

Crime Stoppers relies on volunteer Directors and tax deductible contributions from the public in order to operate the administration of the program.

Call 1-800-222-TIPS (8477) or Text TIPLA plus your tip to 274637 (CRIMES)

**19. Tax Measure P Enhancements.** In March of 2013, the residents of Bellflower voted to increase their Utility Users' Tax from 5% to 7% for a five-year period. Known as Tax Measure P, the additional funding (approximately \$1.5M) is a general tax that is designed to help bolster public safety, enhance economic development activities, and restore some of the parks programming and special events.

Measure P specifically helped the Public Safety Department pay for two additional 40-hour patrol deputies, new license plate reading technology, security cameras in Thompson Park, and two off-road vehicles used by deputies to patrol the City's parks and miles of river/bike trails. These areas are difficult to access with traditional patrol vehicles and the new "quads" effectively extend the reach of deputies in order to better keep Bellflower recreational areas safe.

The passing of Tax Measure P – particularly during a difficult economic recession – was a clear statement that the residents of Bellflower are willing to partner together in the process of making this community an excellent place to live, work, and play.