**DUBLIN POLICE DEPARTMENT**

STANDARD OPERATING PROCEDURE

# SECTION: M-002 PUBLIC HOUSING OFFICER

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**STANDARD COVERED: NA *CHIEF KEITH MOON***

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I. PURPOSE

To provide guidelines for Officers who are assigned to work in Public Housing. To establish the basic job description of Dublin Police Officers assigned to work in the Public Housing Authority (PHA) developments in the City of Dublin.

### II. SCOPE

Dublin Police Officers funded and assigned to the 15PHA developments in the City of Dublin.

### III. JOB RESPONSIBILITIES

A. Dublin Police Officers assigned to work in public housing are responsible for the delivery of supplemental law enforcement to the residents of the Public Housing Authority developments. Specifically, Officers are expected to perform Community Based / Community Oriented Problem-Solving functions, including performing the following duties and responsibilities.

* 1. Respond to all calls, both emergency and non-emergency in nature, involving the PHA developments and residents.
  2. Engage in proactive policing strategies; develop and maintain rapport with public housing residents, thus fostering an atmosphere of cooperation, compassion, coordination, peace, and order within the PHA developments.
  3. Encourage residents to report any and all suspicious or criminal activities, and suspected/observed abuse or neglect of people, animals, or property.
  4. Assist victims and homeless people by referring them to other agencies, when appropriate, for further assistance.
  5. Periodically engage in foot patrols throughout the shift in all public areas of the PHA development to deter disorder and/or crime.
  6. Work with youth in PHA developments to help them understand and comply with laws and regulations.
  7. Work with residents, PHA staff, and city departments to help clean up PHA developments, including removal of graffiti, trash, and debris.
  8. Work with PHA Residents Councils to develop crime prevention programs, resident patrols, and youth-oriented programs.
  9. Make presentations and speeches to resident or tenant organizations and groups, as assigned.
  10. Remain alert to the emergency needs of residents and visitors, and take the appropriate action to protect life and property.
  11. Develop and maintain a working knowledge of judicial and criminal law in the areas of self-incrimination; right to counsel; arrest; search and seizure; interrogation and confessions; and the collection and preservation of evidence.
  12. Investigate the activities of suspicious persons, as encountered or upon resident complaint, using standard police techniques and in conformance with legal requirements to determine the identity, activity, and reason for the presence of the suspicious persons.
  13. Issue citations for violations of Public Housing Authority regulations, and vehicle and local ordinances in conformance with legal requirements and police department policies and procedures.
  14. Direct vehicle traffic as required to ensure a safe, orderly flow of traffic.
  15. Serve warrants and summonses in compliance with legal requirements and Police Department policies and procedures in order to comply with court orders.
  16. Interrogate suspects in accordance with legal requirements and Police Department policies and procedures using standard interrogation techniques and strategies.
  17. Search individuals and their personal property prior to taking them into custody in compliance with legal requirements and Police Department policies and procedures using standard police search techniques to ensure the safety of the officer, other Police department personnel, arrested persons, and the PHA residents.
  18. Incarcerate arrested persons as required in accordance with legal requirements and Police Department policies and procedures using standard police techniques in order to detain arrested persons pending further investigations and/or processing through the criminal justice system.
  19. Assist in the securing of crime scenes and in the gathering and processing of evidence.
  20. Promptly and properly prepare and submit the required reports of the Public Housing Authority and the Police Department on each shift.
  21. Enforce towing of abandoned or stolen vehicles.
  22. Counsel juvenile and adult residents, referring them to the appropriate persons or agencies for further assistance.
  23. Assist other police officers, as appropriate, accepting and adhering to lawful directions and orders issued by a superior officer.
  24. Assist prosecuting attorneys in the preparation of court cases and, as required testify at judicial trials and hearings.
  25. Maintain a professional decorum and attitude in all dealings with Authority Administration and Staff, residents, visitors, superiors, and other department personnel; conduct personal life in a manner that sets a positive example for residents, especially youths.
  26. Maintain good health and physical condition.
  27. Operate a police vehicle within an assigned geographic area, at the direction of a supervisor or at their own discretion, according to standard police techniques and strategies in order to deter and detect criminal activity.
  28. Operate closed circuit television cameras and monitors in public housing developments, as required for the purpose of deterring criminal activity and arresting violators.
  29. Attend training courses, including HUD training, as assigned, to increase and enhance professional knowledge, skills, and ability.
  30. Maintain liaison with all law enforcement officers, Public Housing Authority officials, and related agency personnel to exchange information and facilitate cooperative and collaborative efforts.
  31. Work in an overtime status as requested by the PHA Executive Director and approved by the Dublin Police Department.
  32. Provide and service necessary to further the PHA’s mission and objectives that are not restricted by legal or Police department policy.
  33. Perform other duties as assigned.