**DUBLIN POLICE DEPARTMENT**

STANDARD OPERATING PROCEDURE

# SECTION: M-012 DOWNTOWN OFFICER FUNCTIONS

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

**N/A**

**I. PURPOSE:**

To establish a uniform procedure for the assignment, training, and duties of the “Downtown Officer” position for the Dublin Police Department. This position was created to provide prompt, visible, and available law enforcement to the businesses located within the downtown area and to the citizens who patronize these businesses. The assignment of an officer to this position will ensure that an officer will be readily available should a call for service arise in this zone and also serve as a deterrent to crime occurring in this area.

**II. SCOPE:**

This procedure is applicable to all sworn Dublin Police Officers assigned to the downtown zone.

**III. PROCEDURES:**

A. The Dublin Police Department Downtown Officer Position will be multi-functional with the emphasis being on community policing, public relations, and crime prevention. The downtown officer’s primary assignment will be to remain visible in the area while performing routine checks inside the businesses as well patrolling as the parking areas within the zone to prevent crimes from occurring.

B. Minimum qualifications for selection as the Downtown Officer – the position is open to officers who have completed the probationary period and hold the rank of patrolman. Applications for the position will be solicited from qualified officers of the department.

*There will only be one full-time Police Officer assigned to this position. This officer will typically work a 09:00 to 17:00 workday and also work other functions/events as needed.*

C. The Downtown Officer will utilize the UTV when conditions permit, as this vehicle will give the officer greater mobility in the downtown area than a standard patrol vehicle. The assigned officer will follow Dublin Police Department Policy M-011 in the operation of the UTV. The Downtown Officer will utilize an assigned patrol vehicle when unfavorable conditions (weather/workload) exist.

E. Duties. The Downtown Officer will be required to perform the following duties:

a. While on foot patrol in the downtown zone, the officer will patrol in and out of businesses within the zone on a daily basis, talking with merchants, employees, and shoppers.

b. Respond to all calls dispatched within this zone.

c. Remain visible on streets, sidewalks, and parking lots within this zone.

d. Discuss problems or potential problems with merchants within the zone and work with the

merchants and the Chief of Police or his designee to correct or solve these issues.

e. Will serve as the police department’s point of contact and event coordinator, for all City of Dublin events (Parades, St Patrick’s events, etc.). Will coordinate with other City departments and the event organizers. The officer will also assign sufficient police personnel needed to complete the task.

F. Zone Boundaries. The downtown zone will basically encompass the general downtown Dublin area and is defined as the geographical area bounded by Church Street, Gaines Street, Madison Street, and the Oconee River. This will include businesses and residences located on both sides of each street. This officer may also assist in answering calls and/or backing up other officers within close proximity of this zone if necessary.

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