**DUBLIN POLICE DEPARTMENT**

STANDARD OPERATING PROCEDURE

# SECTION: M-019 CRIME SUPPRESSION UNIT

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

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**I. PURPOSE:**

To establish and prescribe guidelines and procedures for the organization, implementation, and management of the Department Crime Suppression Unit (CSU).

**II. SCOPE:**

This procedure applies to all sworn Dublin Police Officers assigned to the CSU; the SOP also applies to the department as a whole.

**III. OBJECTIVES, RESPONSIBILITIES, AND DUTIES:**

A. The Dublin Police Department is committed to the active and aggressive pursuit of preventing and reducing crime in the community. To help achieve this goal, and complement other community policing efforts of the department, a Crime Suppression Unit (CSU) will be created and staffed with highly skilled and trained officers to perform intensive patrol response duties.

B. Basic duties of the unit include, but are not limited to:

1. Respond to all “Felony in Progress” calls.
2. Respond to all fights, shots fired, large crowds, etc., as backup to patrol.
3. Attend and conduct community events.
4. Unless on a specific assignment, assist patrol with calls if the patrol shift is shorthanded.
5. Walk areas as assigned and speak with residents to gather information regarding any concerns the residents may have. Provide residents with business cards that have contact information.
6. Attend one (1) Neighborhood Watch meeting per month with a different group each month.
7. Serve arrest warrants routinely unless otherwise directed by your supervisor.
8. Assist CID with high-profile cases as needed (e.g., homicide).
9. Conduct and maintain gang investigation and intelligence files using the Formulytics Data Base.
10. Conduct drug interdiction and drug investigations.
11. All other duties as assigned.

C. The prevention of crime and establishment of effective community relations is a mutual responsibility between all police personnel and the citizens in the community. This department's policy is to establish close community relations and proactive crime prevention programs for the residents of the City of Dublin in response to their needs. One of the primary functions of the CSU will be to act as an integral part of the department’s community policing efforts. CSU officers will get to know the community through one-on-one contact with individuals to learn and understand both individual and community concerns. These officers will then work with community members to solve community problems and take action to resolve issues.

D. The CSU is organized under the Special Services Division (SSD); officers will function under and be accountable to the SSD Commander or his designee. CSU officers will normally perform a myriad of duties, and work varying hours, based on the task(s) and/or problem(s) at hand. At times when the SSD Commander or his designee is not available, working CSU officers will be accountable to the Patrol Shift supervisor on duty.

E. The CSU will primarily wear the class “P” uniform. Under special circumstances/duties, the unit commander may authorize the wearing of other uniforms or clothing.

F. The CSU will work an 84-hour pay cycle, primarily in 12-hour shifts unless there is a department/public need to deviate. Work schedules are based on department/public needs and are subject to change for that reason. Any overtime must be approved beforehand.

**IV. SELECTION AND ASSIGNMENT:**

A. The Chief of Police is responsible for the staffing and selection process for CSU inclusion. If there is a CSU vacancy, the Chief of Police will normally conduct a selection board for CSU membership. However, in special/extenuating circumstances, the Chief of Police may assign an officer of his choice to the unit in the department's best interests.

B. If a board is to be conducted for a vacant position, a memorandum explaining application procedures will be posted on the department bulletin board and/or digital notification in the form of email. A scheduled board will convene in the near term to review all applications for the position; the board will be comprised of the Chief of Police, Assistant Chief (Major), SSD supervisors, and select senior CSU members. The board will conduct scheduled interviews and review any applications submitted by interested applicants. Once interviews and reviews are completed, the board will make a recommendation to the Chief of Police. This recommendation may include:

1. the best-qualified applicant, or

2. more than one applicant if the board feels two or more are equally qualified, or

3. to ‘non-select’ if the board feels that none of the applicants are qualified.

The selection for unit assignment or decision to ‘non-select’ will be made by the Chief of Police, whose decision on the matter will be final.

C. While there are no definitive selection criteria for a CSU position, applicants should:

1. possess good investigative skills.

2. possess good administrative skills.

3. be willing to work varying and non-conforming shifts.

4. be experienced with narcotics and drug enforcement/cases.

Applicants MUST be:

1. responsible.

2. highly motivated.

3. self-starters.

4. able to work without supervision.

5. able to work in many types of environments.

6. willing and able to work and converse with the public.

7. flexible.

8. committed to making the City of Dublin a better place to work and live.

D. An officer chosen/selected for assignment to the CSU will be notified; assignment to the unit will be at a point/date chosen in the best interest to the department.