



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

930 - CRIME WATCH SIGNS

GENERAL ORDER: 2014-125
ISSUED: September 30, 2014

EFFECTIVE: September 30, 2014

REVIEWED/APPROVED BY:
Captain Regina Howard
DATE: September 30, 2014

ACTION: Creation of SOP

WILEAG STANDARD(S): NONE

930.00 POLICY

To aid in establishing and maintaining effective, measurable crime prevention activities that can be directly correlated with the department's neighborhood crime watch program.

930.10 PURPOSE

The crime watch sign program was created to assist residents, businesses, property owners and the police department in identifying neighborhood crime watch areas, business watch areas and block watch areas. The program shall strive to achieve the crime prevention and crime reduction goals of neighborhood watch, business watch and block watch groups and associations as provided in city of Milwaukee ordinance 116-4.

930.20 ELIGIBILITY

The Chief of Police shall establish eligibility guidelines for participation of neighborhoods, businesses and block watch groups in the crime watch sign program.

930.30 SIGN TYPES

A. NEIGHBORHOOD CRIME WATCH AREA

Signs installed at locations along the perimeter of the participating neighborhood crime watch area announcing to persons passing the signs that they are entering a neighborhood crime watch area and residents of the area report suspicious activity to the police department.

B. BUSINESS WATCH AREA

Signs installed in a business watch area indicating that a business watch program is in effect and the participating business report suspicious activity to other businesses in the area and to the police department.

C. BLOCK WATCH AREA

Signs installed on an individual block announcing the presence of a neighborhood block watch and that residents report suspicious activity to the police department.

930.40 PROCEDURE

- A. A neighborhood association, business or block watch group interested in participation in the crime watch sign program shall apply to the police department through the community liaison officer at the district police station.
- B. The organization representative shall complete a neighborhood crime watch sign authorization form in its entirety and return the original copies of the forms to the district community liaison officer (CLO) for assessment and final authorization by the district captain. The district CLO shall file original copies of the authorization form and add the citizen-based club, association or organization block watch roster data to the appropriate electronic file (e.g., spreadsheet) for the purpose of registering citizens to receive communication from the department via a variety of technology-based tools (e.g., MPD neighborhood crime watch app).
- C. After receiving signed authorization from the district commander, the district CLO shall return a copy of the authorization form to the club, association or organization representative, at which time, the organization may submit the form and appropriate payment to the sign manufacturer (vendor). No funds for signage shall be accepted by the police department nor received from a citizen or neighborhood crime watch group/organization.
- D. District CLOs shall ensure that the official copy of the authorization form is filed at the district station and a copy submitted to the Office of Community Outreach and Education at the Police Academy. Arrangement for sign pickup and short term storage for all signs shall be conducted upon completion from the vendor.
- E. District CLOs shall communicate with DPW to determine an approximate date for sign installation and communicate same to organization representatives. Upon installation of signage, district CLOs shall stamp the original authorization form "installed," and include the date.

930.50 SIGN STANDARDS

To ensure consistent and effective signage, the Chief of Police shall, in coordination with the commissioner of Public Works, set standards for each of the three types of crime watch program signs described in section 930.30. These standards may relate to sign placement, size, wording, color, reflectivity and any other characteristic that the chief and commissioner deem appropriate. In addition, as required by Wis. Stat. § 66.0429(2), the design of each sign type must be approved by the Wisconsin Department of Transportation.

930.60 SIGN INSTALLATION

The Department of Public Works shall install all signs to be placed under the crime watch sign program. Signs shall be installed on city poles in the public right-of-way. Sign installation shall be at no cost to the neighborhood association, participating business or block watch club, but the association, business or club shall be responsible for any maintenance costs or costs related to damage, lost or stolen signs.

930.70 SIGN COSTS

At the discretion of the sponsoring neighborhood association, business or block watch club, the fabrication of crime watch program signs may be performed either by the city or by private vendor selected by the citywide block watch council. In either case, signs shall be fabricated in accordance with the standards promulgated by the Chief of Police and commissioner of Public Works. The neighborhood association, business or block watch club shall be responsible for all sign fabrication costs.



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:jss