
KING COUNTY SHERIFF'S OFFICE PRECINCT 3 STOREFRONT OFFICER

Standard Operating Procedures

October 2006

Storefront Officer

Standard Operating Procedures

Mission Statement/Purpose

- The Mission of the Storefront is to provide quality, professional law enforcement services, tailored to individual communities to improve public safety. The primary objectives of a Storefront Officer are Problem Solving and Community Oriented Policing. Storefront Deputies also serve in a supporting role to the reactive patrol force of the precinct.
- The focus and direction of individual Storefront Officers will be at the discretion of King County Sheriff's Office Precinct Commanders or Contract City Chiefs. The selection of special projects or problem emphasis will be through a team approach with the concurrence of the Storefront Sergeant. The direction is based upon information and desire from the unique service population of each precinct or contract city.

Community Policing Philosophy

It is the expectation of the Precinct 3 Command staff that Storefront Officers work within a Community Policing philosophy.

Community Policing is a philosophy of policing based on the concept that police officers and private citizens working together in creative ways can help solve contemporary community problems related to crime, fear of crime, social and physical disorder and neighborhood decay. The philosophy is predicated on the belief that achieving these goals requires that police departments develop a new relationship with the law abiding people in the community, allowing them greater voice in setting local priorities, and involving them in efforts to improve the overall quality of life in their neighborhoods. It shifts the focus of police work from handling random calls to solving problems.

Organization

- Storefront Officers are assigned as part of the King County Sheriff's Office precinct or Contract City staff. They are supervised by a Sergeant assigned by the Precinct Commander.

Storefront Officer Minimum Qualifications /Assignment of Personnel:

- Assignment as a Storefront Officer will be made through the process of application open to all qualified Department personnel. The process will include a formal interview and a review of prior performance.

- Potential Storefront Officer applicants must have a minimum of two years of police experience. The applicant may petition the Precinct Commander to waive the two-year minimum requirement. Applicants shall petition for the waiver by way of an Officer's Report directed through the Chain of Command to the Precinct Commander
- Applicants must have good communication skills, both verbal and written.
- Applicants must have the ability and desire to work with and supervise a staff of Volunteers.
- Applicants must understand and be willing to implement the philosophy of Community Oriented Policing.
- Applicants must place a high degree of importance upon working in partnership with the community within the Precinct or City area.
- New Storefront Officers should spend one week in training with a current Storefront Officer, preferably the out-going Storefront Officer.
- Normal assignments in the Unit will be a minimum of 2 years but this does not preclude removal where there is documented unsatisfactory performance, requests of individual deputies or administrative transfer of personnel assigned.

Training and Professional Memberships

- As time and resources allow, assigned personnel will be offered training associated with Crime Prevention, Working with Volunteers, Public Speaking, etc.
- Membership in professional organizations provides a forum for exchange of information between regional Storefront Officers and provides a network of contacts with private industrial security specialists. It is considered an element of training.
- Attendance at meeting and seminars sponsored by these organizations is encouraged as part of the on-going training program to keep Storefront Officers current in their specialty.
- When pre-approved, the Department will pay initiation fees, registration fees and associated costs for attendance at membership meetings/seminars of such professional organizations.

Appearance/Equipment/Uniforms

- Storefront Officers will maintain all required uniform equipment.
- Storefront Officers will work in a Department approved uniform including leather/nylon gear and firearms in the event they are called upon to perform a function requiring uniform patrol appearance.

- Variations of a Department approved uniform may be worn as directed by a supervisor.
- A Department-approved bicycle uniform may be worn when bicycle duties are to be performed during the shift.
- Storefront Officers will conform to all Department manual requirements on appearance and grooming appropriate to uniform patrol personnel.
- Storefront Officers will monitor their police radio at all times if in the field or in their office.
- Storefront Officers will notify Radio of their attendance at meetings, lengthy business contacts, training sessions or other department business.
- Storefront Officers will monitor their Department issue pager or cell phone if in a meeting where their police radio must be turned down.

Report Writing and Documentation

- Every investigative activity whether by assignment or self-initiated, will be logged into IRIS via either Incident Report, Follow Up, Log Entry or as directed. Reports will be completed at the end of shift. If field follow-up is necessary, then a report can be held over to finish collecting the needed information with the approval of the supervisor. Officers will use all available resources and techniques to ensure their reports are complete and as technically correct as possible.
- All cases, assignments and investigations will be completed as soon as practical except with supervisor's approval.
- Storefront Officers will meet all due dates unless given specific approval for extension by the Storefront Sergeant.
- Storefront Officers will manage the tabulation of the number of phone calls, walk in service requests, cases written and number of Problem Solving Projects they have initiated.
- Several log sheets are part of this SOP. They will be maintained by all Storefront Officers and include:
 - A Volunteer log, which will be maintained daily by working Volunteers (See Appendix).
 - A Quarterly Statistical report due March 31st, June 30th, September 30th, and December 31st (See Appendix).

Vehicles

- The Precinct Commander will designate appropriate vehicles for use by the Storefront Officers.

- All Department regulations pertaining to modification of Department equipment will apply. Vehicles will be kept serviced and in good working condition.
- Vehicles shall not be utilized for private use.

Weapons

- Officers will carry only Department approved firearms as defined in G.O. Manual 6.04.035 ' Primary Approved Firearms' guidelines.

General Responsibilities

- Officers will comply with all Federal and State Laws, Constitutions, legal procedures, Training Bulletins and Department Manual provisions.
- As each Storefront Office serves individual and unique communities, each will operate under it's own guidelines regardless of whether it is a Contract City or if it is Unincorporated KCSO.
- Recruit Officers on Phase II of the FTO Program may spend one day during their training at a Storefront Office. This is not mandatory and will only occur at the explicit request of the Precinct 3 FTO Sergeant.
- Precinct Storefront Officer meetings will be held twice a year and will include a Captain, Storefront Sergeant, Storefront Officers, School Resource Officers & Community Service Officers.
- Officers will notify their supervisor of significant community events or concerns that are brought to their attention. The Storefront Officer and Sergeant will decide if the event is one that should be attended by the Storefront Officer and will work together to identify additional resources/attendees as appropriate.

Work Schedules

- Storefront Officers will work an eight-hour shift in accordance with the Collective Bargaining Agreement.
 - The Four Creeks Storefront Officer's shift will be Mon. through Fri., 0700-1500 hours.
 - The Fairwood Storefront Officer's shift will be Mon. through Fri., 0900-1700 hours.
 - The Maple Valley Storefront Officer's shift will be designated by the Storefront Sergeant and the Contract City Chief.
- Storefront Officers will notify the Storefront Sergeant of any planned or unplanned absences.

- Due to the complexity of the Storefront Offices, shift schedules and hours will be flexible. Work hours will vary due to specialized assignments. On occasion, Officer's will receive short notice of work schedule changes. Every effort will be made by the supervisor to give notice before the special assignment.
- Prior approval by the Storefront Sergeant will be required, to flex or adjust a shift.

Geographic Boundaries

The Four Creeks Storefront Office is located at 12644 164 Av SE. The Officer assigned to this Storefront is responsible for community policing and problem solving in the geographic area designated by the F1 and F2 patrol districts.

- The Four Creeks Storefront Officer is responsible for assisting dayshift patrol with calls for service, as needed, during shift hours. Patrol staffing of the F1 and F2 districts relies heavily upon the presence of this Storefront Officer, therefore it is imperative that the Storefront Officer notifies radio of his/her availability to patrol, throughout the shift.

The Fairwood Storefront Office is located at 14201 SE Petrovitsky Rd. Suite C-10. The Officer assigned to this Storefront is responsible for community policing and problem solving in the geographic area designated by the F3, F4 and F5 districts.

Storefront Officer Responsibilities

Officers assigned to the Storefront Offices will:

- Work to reduce crime or the fear of crime in local neighborhoods.
- Work with patrol in targeting and solving specific community problems.
- Inform and educate the community, building community relationships.
- Coordinate with other agencies, sharing information to reduce crime and the fear of crime in adjoining neighborhoods.
- Provide direction and guidance for volunteers.
- Check and respond to email and voicemail daily.
- Answer telephones and correspondence pertaining to the Storefront Area
- Keep the Storefront clean and stocked with supplies.
- Produce monthly Block Watch or Community News Publications as directed by the Storefront Sergeant.

- Interview walk-in citizens and take necessary reports.
- Stock the Storefront with appropriate pamphlets that can be accessed by members of the community for educational purposes.
- Work to make the Storefront user-friendly to shift deputies by consistently updating the resources available to deputies.
- Assist patrol in responding quickly to in-progress crimes.
- Work in partnerships with community members to develop applicable community service programs for local neighborhoods.
- Evaluate and prioritize assigned or self-initiated projects.
- Use all available resources to successfully conclude problem solving projects, including using non-traditional methods. This will include monitoring and interfacing with patrol problem solving efforts/projects and providing whatever assistance is needed to bring them to closure.
- Attend one regularly scheduled roll-call session per week.
- Attend training classes and sessions when scheduled.
- Attend monthly Precinct 3 Top 5 meetings. Be prepared to brief attendees on your activities throughout the month, including a status report of current Problem Solving Projects.
- Read applicable Crime Information Bulletins, General Information Bulletins, Notices, and Memos put out by relevant department units.
- Read applicable Crime Analysis Bulletins and reports from surrounding agencies.
- Design a Resource Book for the Storefront Office. This resource book will include but is not limited to information regarding specific Storefront Problem Solving Projects, District "Hot Spots," Storefront maintenance, Volunteer rosters, and Neighborhood Association members contact information.
- Ensure that the Storefront Resource Book is consistently updated and available for use by volunteers, visiting deputies and the Storefront Sergeant.
- Conduct an on-going marketing campaign in the form of communication with other members of the department. Marketing will show off the efforts of the Storefront Officer to reduce crime and the fear of crime in the designated area and will serve to create a positive working relationship between the Storefronts, Patrol and Detectives. Storefront Officers will post statistics, newsletters, current Problem Solving Projects and their opinions about how Storefront Officers can best be utilized. Specific marketing strategies will be agreed upon by the Storefront Sergeant and Storefront Officers.

- Complete a quarterly statistics data sheet in a timely manner and forward to the Storefront Sergeant.
- Make a presentation regarding the Storefront Officer position and Storefront responsibilities during Citizen's Academy sessions.

Volunteers

- See G.O.M 7.04.000 Volunteer Manual.
- Volunteers will be recruited from the community at large. Volunteers must be at least 18 years old. Advertisements for the recruiting of volunteers can be made in local newspapers, community fliers, local colleges, at community functions or neighborhood meetings.
- All prospective volunteers must complete a volunteer application and undergo a background investigation conducted by the KCSO Background Investigations Unit. During the course of the investigation, prospective volunteers will undergo a polygraph test and an interview with the Storefront Officer they will be working with and the Storefront Sergeant.
- Volunteers are asked to donate at least 4 hours to Storefront duties each week. The specific hours will be set by the volunteer and the Storefront Officer.
- Volunteer supervision and on-going training will be the responsibility of the Storefront Officer and the Storefront Sergeant.
- The duties for each volunteer will be determined by the Storefront Officer and will vary at each Storefront. When assigning duties, the Storefront Officer should take into account the volunteer's skills and willingness to learn new skills. Volunteers shall receive proper training before performing their duties.
- With the exception of cleaning the facilities, Storefront Volunteers may assist you with any of the Storefront Responsibilities listed above.
- Volunteers will not be responsible for the cleaning of the Storefront facility.

Storefront Officer Supervisor Roles & Responsibilities

The Precinct 3 Storefront Sergeant will be assigned by the Precinct 3 Commander and will be directly supervised by a Captain. The following is a list of Roles and Responsibilities for the appointed or selected Precinct Storefront Officer (SFO) Supervisor.

The Storefront Sergeant will:

- Be familiar with the Precinct 3 Storefront Officer Standard Operating Procedure (S.O.P) and the individual guidelines for the Precinct 3 Storefronts.

- Provide direction and mentoring for the Storefront Officer. This can be in the form of a verbal conference and/or can include written goals, training needed, or coaching/counseling provided.
- Maintain direct communication with all Storefront Officers.
- Oversee and ensure the sharing of information between the Storefront Officers and pertinent precinct personnel. This information sharing is for the purpose of team building, cooperation, and problem solving.
- Recommend and draft revisions to the S.O.P. as necessary to meet needs of the Storefronts and Storefront Officers.
- Any new SFO program initiatives or information packets will be forwarded to the Department SFO Coordinator to be added to the Storefront Officer S.O.P.
- Provide daily supervision to all Storefront Officers assigned to their precinct regardless of the Storefront Officer's Shift assignment. This includes maintaining daily attendance records and approving Vacation and Comp Time requests.
- Review and approve all non-patrol requests for overtime, generated by Storefront Officers.
- Check IRIS daily for overtime that may have been generated by Storefront Officers. Clear or address such requests in a timely manner.
- Ensure that Storefront Officers complete weekly and quarterly reports as directed. Unless otherwise directed, forward the quarterly reports through the Chain of Command to the Department Storefront Officer Coordinator on or before the quarterly due date.
- Meet with Precinct Command Staff as requested to report the status of projects, community events or specific needs of the Storefronts.
- Route weekly logs through the Storefront Captain, for informational purposes.
- Ensure that Storefront Officers receive the proper training to perform their duties.
- Ensure that each Storefront Office is properly maintained and has the needed and functional equipment in order for the Storefront Officer to properly perform his/her duties
- Ensure that all Storefront program initiatives follow the Department S.O.P. and G.O.M. and are in the best interests of the Sheriff's Department.
- Evaluate all requests for assistance by Storefront Officers for Unit Problem Solving Projects. The Supervisor will use all available resources to assist the Storefront Officer in successfully concluding problem solving projects.
 - Ensure that each Storefront Officer designs a specific Resource Book for the Storefront area. This Resource Book should contain information regarding specific

area “Hot Spots,” Storefront maintenance, Volunteer rosters, and Neighborhood Association members contact information. Each Resource Book should also contain information regarding the particular Storefront area demographics, CAU information, community contacts, and a catalog of problem solving projects, including results.

Program Evaluation

Program evaluation will be the responsibility of the Storefront Sergeant. The following criteria will be used to determine the overall effectiveness of the program:

- A. Crime statistics are recorded and published each month as a part of the regular Department reporting process. Comparison of these figures can be made on a regular basis. Due to the fluctuation in these statistics from month to month, the current month’s experience compared with the same month in the previous year would be the most valid indicator of program success.
- B. Feedback from the public in terms of letters, phone calls, and requests for meetings or other services will be evaluated and used as an indication of the continued acceptance of the program by the public or the need for any changes in program content during the year.
- C. The Unit Supervisor or Precinct Commander may establish productivity standards as a means of evaluating Unit or individual officer performance.

Storefront Programs

The focus and direction of individual Storefront Units will be at the discretion of Precinct Commanders or Contract City Chiefs. The direction of the Unit will be based upon information and desire from the unique service population of each precinct or contract city. Storefront Officer’s may be directed to initiate, coordinate or implement in their community, any of the programs listed below.

This list is not intended to be all-inclusive, nor is it the intent of the Precinct Command staff that each Storefront make every program listed a priority.

Those that have been identified by the Precinct Command Staff as essential and required are shown in bold text.

- Animal Safety and Control Programs (See Appendix-1)
- Bicycle and Scooter Safety Programs (See Appendix-2)
- Block Watch Programs (See Appendix-3)
- **Business Safety Surveys (See Appendix-4)**
- Business Watch Program (See Appendix-5)
- Child Safety Programs (See Appendix-6)

- Citizen Academy Program (See Appendix-7)
- Consumer Fraud Prevention Programs (See Appendix-8)
- Council of Neighborhoods Program (See Appendix-9)
- Court Notification Program (See Appendix-10)
- **Crime Free Multi-Housing / Landlord and Tenant Act Programs (See Appendix-11)**
- Crime Prevention Meetings and Programs (See Appendix-12)
- **Crime Prevention Through Environmental Design (See Appendix-13)**
- **Crime Trends Meetings / Pattern Alerts (See Appendix-14)**
- Data Base Programs (See Appendix-15)
- Disabled Parking Violation Notification Program (See Appendix-16)
- **Domestic Violence Services (See Appendix-17)**
- **Family and Teen Services Pamphlets (See Appendix-18)**
- **Gang Awareness Presentations (See Appendix-19) **Training Needed**
- **House Check Program (Vacation and Funeral Watch) (See Appendix-20)**
- **Log Sheets and Statistical Record Forms (See Appendix-21)**
- **Monthly Crime Recap Publications (See Appendix-22)**
- **National Night-Out Program (See Appendix-23)**
- **Neighborhood Traffic Safety Program / Street of the Week (See Appendix 24)**
- **Pamphlets (See Appendix-25)**
- Pedestrian Safety Grant Program (See Appendix-26)
- Personal Safety Training Programs (See Appendix-27)
- **Monthly Community Newsletters (See Appendix-28)**
- **Residential Safety Surveys (See Appendix-29)**
- **Robbery and Shoplift Prevention Programs (Business Related) (See Appendix-30)**
- School Programs (See Appendix-31) (Also See SRO SOP and Related Appendices)

- Senior Citizen Safety Programs (See Appendix-32)
- **Sex offender Monitoring Program (See Appendix-33)**
- **Victim Call Back Program (Burglary, Vandalism and Larceny Crimes) (See Appendix-34)**
- **Volunteer Programs (Training and Management) (See Appendix-35)**
- Workplace Violence Prevention Program (See Appendix-36)

**KING COUNTY SHERIFF'S OFFICE
STOREFRONT OFFICER'S STATISTICAL REPORT**

To:

From: Precinct # _____

Program / Project:	Current Period	Current: Year To Date	Prior Year 20__ to 20__
Residential Activity			
Crime Prevention meetings/ Neighborhoods represented:			
Residential Security surveys:			
Crime Prevention meetings:			
Block-watches formed/ Homes represented			
Commercial Activity			
Commercial Security surveys:			
Robbery / Shoplift training:			
Fraud Prevention training:			
C.P.T.E.D training:			
Business Watch programs Formed:			
Other Activities			
Newsletters mailed:			
Alert letters mailed:			
False Alarm reports:			
False Alarm citations:			
Bicycle / Pedestrian Safety Programs presented:			
Volunteers recruited/trained:			
Neighborhood meetings Attended:			
Citizen Academies taught:			
Landlord / Tenant training (Crime Free Multi-Housing):			
Personal Safety seminars:			
Court notification / Number contacted:			
Victim Call Back/ Number contacted:			
House Check/Funeral Watch Number contacted:			
Senior citizen's called:			
School programs Initiated or attended:			
Crime Trends Meetings attended:			
Crime Trends Bulletins:			
Monthly recap / quarterly newsletter publications			
Community meetings attended:			

Narrative Section

A. Highlights and significant activities during the reporting period.

B. Problems encountered during the reporting period.

C. Significant future activities

NOTICE

The Storefront Appendix Notebook contains information about various possible programs for educational and illustrative purposes only. None of the programs can be implemented without the specific written authorization from the Chief of Field Operations. Authorization must be obtained before any portion of any of the programs may be started.

Appendix 1

Animal Safety and Control Programs

Purpose:

To act as a liaison between King County Animal Control and the citizens of King County and to inform and educate the public about laws and regulations governing animals in King County. Storefront Officers will also provide resource material to the public about King County Animal Control services. Additionally, Storefront Officers will provide education and training to lessen the possibilities of confrontations between the public and dogs or other animals.

Methodology:

Storefront Officers, by using the pamphlets provided by Animal Control and other information obtained via the Internet, veterinarian offices, or animal rights organizations can educate citizens at public presentations or school functions.

Personnel / Participants:

Storefront Officers, School Resource Officers, Animal Control Officers, local veterinarian offices.

Supplies:

Pamphlets and fliers distributed by King County Animal Control, local veterinarian offices or animal rights organizations. Statistics and other information can be located on the Internet.

Appendix 2

Bicycle and Scooter Safety Programs

Purpose:

The purpose of these programs is to increase the knowledge and safety of bicyclists and scooter riders in King County. To teach children rules of the road, which hopefully will be remembered when they are old enough to drive. The local community will benefit when children and adults bicycle and ride their scooters in a safe manner.

Methodology:

Bicycle crashes can result in serious injury. In 1997, more than 500,000 people in the United States were injured badly enough to need emergency care as a result of bicycle crashes. Since scooters hit the market in late 1999, there has been a 700% increase in emergency room visits relating to scooter injuries. At the request of schools or families, officers can provide training to increase safety awareness to children and adults who ride in an unsafe manner. Bicycle and scooter "Rodeos" can be planned and executed at any time during the year.

Personnel / Participants:

Storefront Officers, School Resource Officers, local school districts, kids and their families.

Supplies:

Various bicycle safety fliers obtained through the Property Management Unit. Bicycle and Scooter Safety Manual, Rodeo videos provided by Officer Jon Wong of the Shoreline Police Department.

Appendix 3

Block Watch Program

Purpose:

Blockwatch, or Neighborhood Watch, is a means of enlisting groups of homeowners to work together to make their neighborhood or residential complex, crime-free and, if crime occurs, to increase the likelihood of obtaining good suspect information leading to criminal apprehension by the police.

Methodology:

Storefront Officers, based on individual requests or referral from patrol officers, shall contact citizens to schedule a Blockwatch Orientation Meeting for the designated geographical area.

Storefront Officers will offer the participants individual residential security surveys.

A Block Captain or the Storefront Unit Officers will designate Coordinators as the point-of-contact for newsletters, advisories, and other administrative contacts. Instruction sheets will be given to the Captains / Coordinators at the time of the Orientation Meeting.

Units will keep a record of qualified and probationary Block-watches.

Personnel / Participants:

Storefront Officers, Block Watch Captain, Local Neighborhood members

Supplies:

Handout materials published by the Department will be requisitioned from the Property Management Unit. Block Watch signs and decals shall be ordered from a commercial vendor, in accordance with Department supply system requirements.

Appendix 4

Business Safety Surveys

Purpose:

Most criminal activity occurring to businesses is driven by two factors: desire and opportunity. Business surveys will help to prevent the second factor, opportunity, from occurring. The purpose of Business Safety surveys is to provide advice to business owners about the safety and security of their business and their business location. The survey provides a means of identifying weaknesses to a business owner's store defense system. Knowledge of potential business security weaknesses will assist a business owner in preventing criminal activity from occurring at their work site.

Methodology:

Getting business owners more involved in the decision making process of what they can do to make their work site safer is vital. Storefront Officers can provide advice and business owners have the option to act on that advice.

Personnel / Participants:

Storefront Officers, business owners

Supplies:

Business surveys

Appendix 5

Business Watch Program

Purpose:

To establish a sense of community awareness among business owners and the police in order to ensure safety and to prevent crimes against business.

Methodology:

Storefront Officers, based on individual requests or referral from patrol officers, or upon direction from Precinct Command staff, shall contact business owners to schedule a Business Watch Orientation meeting for the designated business sector geographical area.

Storefront Officers will offer the participants individual business security surveys

Storefront Officers will publish Business Alert Program Newsletters and / or Citizen Advisories according to the frequency needed by crime trends in the Precinct area.

Units will keep a record of qualified and probationary Business-watches.

Personnel / Participants:

Local merchants and law enforcement

Supplies:

Handout materials published by the Department will be requisitioned from the Property Management Unit. Business Watch signs and decals shall be ordered from a commercial vendor, in accordance with Department supply system requirements.

Appendix 6

Child Safety Programs

Purpose:

To provide education materials and training to parents on the dangers that face children in today's society. Educational material is also available for the children themselves.

Methodology:

Storefront Officers can present training or material at public presentations or social functions. Educational material will also be made available at Storefront Offices.

Personnel / Participants:

Storefront Officers, School Resource Officers, parents and their children

Supplies:

Various educational fliers and pamphlets are available through the Property Management Unit. Educational material is also available on video, or through various web-sites.

Appendix 7

Citizen Academy Program

Purpose:

The purpose of the Citizen's Academy is to inform citizens about police work in general; specifically the King County Sheriff's Office and its contract cities. By having better-informed citizens, the Department creates a partnership between police and citizens.

Methodology:

Classes for the Citizen's Academy will be held one night a week, three hours per night for 13-weeks. The classes will consist of the introduction of area Precincts and contract city command staffs, speakers from various units within the Sheriff's Office and contract cities to give an overview of the unit's functions and how and why that function is performed. Tours are also given of the Washington State Criminal Justice Training Commission Academy, the King County Jail, the King County Communications Center, and AFIS (Automated Fingerprint Identification System). Students are given the opportunity to do a four-hour ride-along with a patrol officer. Also optional is a range day where the students are given the opportunity to fire various weapons used by commissioned Department members.

Personnel / Participants:

Participants include interested citizens from the unincorporated area or contract cities who wish to attend. A criminal history check is required of citizens before admission into the Citizen's Academy. Department personnel are selected to teach at the Academy based on their expertise in their given area of instruction.

Supplies:

Supplies consist of a three ring binder Citizen's Academy notebook, which is given to each student. Also furnished each class night are coffee, soda, water, and various other "goodies." The Sheriff's Office always furnishes the drinks and food for nights when no one else has signed up to bring anything. A supply of ammunition will be required in case there is a range day.

Appendix 8

Consumer Fraud Prevention Programs

Purpose:

Fraud and con games cheat people out of money, sometimes their life savings, every day. This information is intended to alert potential victims to some of the ways in which a fraud can be committed and ways to prevent or report the crime of consumer fraud if it does occur.

Methodology:

Storefront Officers can present this information at community meetings, neighborhood council meetings, and block watch meetings or at the request of citizens.

Personnel / Participants:

Storefront Officers, King County Fraud Unit, local citizens

Supplies:

Fliers and educational resources regarding Fraud crimes.

Appendix 9

Council of Neighborhoods Program

Purpose:

The council of neighborhoods is a committee of neighborhood association members who meet on a monthly basis to discuss neighborhood issues with City representatives.

Methodology:

Storefront Officers attend these regular meetings to listen to community concerns, which may be of interest to local law enforcement. These concerns can be brought to the attention of patrol, Precinct supervisors and/or the Precinct Commander

Personnel / Participants:

City representatives, neighborhood association members, law enforcement

Supplies:

Meeting minutes material

Appendix 10

Court Notification Program

Purpose:

To remind individuals of their upcoming court date, thereby reducing no-shows (warrants issued) and court actions associated with the missing a court date (fees, court costs, and warrants).

Methodology:

The local court provides a list of upcoming court dates to the Storefront Officer. Volunteers then call the offender using the telephone number that was provided by the court. It is important to provide training to local patrol officers to remind them to get current and active phone numbers (and record them) when arresting an individual.

Personnel / Participants:

Court personnel, Storefront Officer, Volunteers

Supplies:

Court call list, telephone

Appendix 11

Crime Free Multi-Housing / Landlord and Tenant Act Programs

Purpose:

This program is designed as a partnership between law enforcement and rental property managers to help tenants, owners and managers keep drugs, gangs and other illegal activities out of rental properties. This program also serves to reduce repeat call count for law enforcement services for all types of disturbances and criminal activities.

Methodology:

Proper maintenance and observation techniques and the use of the crime free lease addendum attached to the rental agreement will help potential renters understand the consequences of conducting criminal activities in rental units.

Personnel / Participants:

Law enforcement, property owners, property managers, tenants, street crimes units, precinct detectives and code enforcement

Supplies:

Reference materials; including RCW's, Landlord tenant agreement, Crime Free Multi-Housing reference manual and the Landlord Tenant Act

Appendix 12

Crime Prevention Meetings and Programs

Purpose:

To gain support of the community for crime prevention programs by means of an organized information exchange. Officers provide crime prevention tips and literature and answer questions and concerns of the community. Community members have an opportunity to meet each other to form a stronger community.

Methodology:

The key to a successful crime prevention program is the support of your community and neighborhoods. A positive working relationship with law enforcement empowers citizens to take action in making change for their family, home, block, neighborhood and community. The easier it is for people to participate in crime prevention practices, the more successful a program will be. When questions arise involving crime in certain neighborhoods it is vital that you involve as many residents as possible. Enlist the input of as many residents as possible, regardless of their position on any given question. This is not quick, and it is not efficient, but it is the best approach for the health of the program. Whatever the program may be that you decide to implement, you must be able to gain the support of the community and police department in order for it to operate effectively.

I. Mobilization of a Group

1. Suggest to citizens that they hold a "Community Forum on Crime."

- Assist with making a flyer to promote and announce the meeting
- Make contact with area agencies (i.e. schools, churches, and businesses).
- Facilitate the community forum in the form of an open meeting.
- Communicate to the citizens that the police department is only "facilitating," not "doing it" for the citizens.

2. Determine what the citizens in the community want done

- Have each citizen fill out a 3X5 card with name, address, phone number, and concerns. For example:
 - Ask each citizen to indicate if they think they need a police substation (i.e. write COPS on the card).

- Ask each citizen to indicate if they think we need a Neighborhood Observation Patrol (Write NOP)
- Ask each citizen to indicate if they are willing to be involved (write VOL)

3. Compile a report and schedule a second meeting

- Make flyers for the meeting announcing what will be discussed.
- Make it at a place that is large enough for the original group, plus others.

II. Second Meeting

1. Review the report and designate tasks further

- Suggest a **task force** to address the identified issues.
- Ask for citizens who are willing to fill the positions of the task force on a temporary basis.
- Establish a bank account for the solicited funds
- Form **Action Teams** based on the information gathered in the report. (I.e. a COPS Substation Team, a N.O.P. Team, Traffic / Streets /Lighting Team, School Security Team etc.).
- Seek a Chairperson and Secretary for each team.
- Ask that interested citizens divide up into teams that they want to participate in.

2. Break into subdivisions of “Action Teams” based on the information gathered in the report. (i.e. a COPS Substation Team, a Neighborhood Observation Policing Team, Traffic / Streets /Lighting Team, School Security Team)

- Give the task force and action teams 30-45 minutes to organize and begin their duties.
- Close the meeting by setting the next community task force meeting (emphasizing that the Chairperson from each Action Team attends the meeting).

III. Duties

1. Task force member’s duties

- Develop a one sentence “purpose” for the COMMUNITY TASK FORCE.
- Schedule a monthly Community Forum for citizens.
- Set the agenda for those meetings
- Establish a bank account for the deposit of solicited funds for the Action Teams to meet their goals.

- Research option for joining an existing non-profit organization or for becoming an own entity.

2. Action Team member duties

- Develop a team roster
- Itemize concerns that were discussed.
- Itemize the probable solutions to those concerns or problems
- Itemize the assets of the community existing with regard to those issues and concerns.
- List resources in the community to help the Action Team address the issues.
- Schedule meetings for the Action Team at a time and place that is convenient for team members.

IV. Working on the Problem

1. Based on the concerns of the Task Force and Action Team members, the prioritized list must be tackled

- Meetings with the police department administrators must be scheduled to announce your support and your list of concerns.
- A plan of action must be presented along with any financial requests for assistance.
- The use of volunteers is very important and must be thoroughly explored in terms of safety, security, and time required to run a program.
- Citizens should be willing to show their support for the program by volunteering their time to it.

Personnel / Participants:

Law Enforcement Personnel: Storefront Officers, Crime Prevention Officers, Fraud Unit Detectives and Patrol. Business owners, community leaders, citizens, and volunteers.

Supplies:

Crime Prevention literature, sign-up sheet, videos, power-point equipment, meeting room/facility

Crime Prevention Through Environmental Design

Purpose:

CPTED is a program designed to reduce crime through environmental design. Placing safety and security concerns in the design process before construction does this and remodeling is started.

Methodology:

By controlling the environment, a space can become uninviting to crime. This is done through border definition, determining legitimate uses for space, lighting, landscaping, and determining safety practices for unsafe areas. With proper design, natural surveillance by citizens and officers can be utilized at its full potential.

Personnel / Participants:

Law enforcement, builders and developers, parks department, property owners and managers, and city/county planners.

Supplies:

CPTED Reference Manual. CPTED training is provided through the Washington State Crime Prevention Association. Materials for the program are provided with the training class.

Appendix 14

Top 5 Crime Trends Meetings / Pattern Alerts

Purpose:

The objective of the crime trends meeting is to provide the Precinct Commander with information necessary to effectively allocate his or her resources. This monthly meeting will consist of the Precinct Commander, the Crime Analysis Officer, the Detective Sergeant, the Street Crimes Unit Sergeant, the Storefront Officer, the School Resource Officer, and a representative (from each shift) of Patrol Sergeants or their Patrol Officer designees. It is recommended that this meeting be held immediately before or after the Precinct monthly staff meeting. This meeting will provide a forum for the Precinct Commander and his or her staff to receive direct input in all crime trends occurring within the Precinct area.

Of particular essence to the crime trends notion is the commitment to respond to whatever crime trend is appearing within the Precinct area and to effectively allocate all available precinct resources to the elimination of that trend. The Crime Trends meeting forum realistically allows the Precinct Commander to act directly in response to Crime Analysis Unit and Storefront Unit input. The Crime Trends meeting causes that date to be sensitized and relayed on a monthly basis to all Precinct Administrative staff, including operational supervisors. An ancillary and extremely beneficial aspect of the meeting is the coordination that occurs between units and the resource allocation process.

Methodology:

The Crime Trends meeting concept is essential to a problem-solving project model. The problem solving concept holds that any and all available Precinct resources are available to be directed to successfully addressing whatever crime problem is current and pressing within the geographic area of the Precinct. Alternative solutions to crime trends identified are often forthcoming at the Crime Trends meetings and the most viable of those solutions is to be reduced to a problem solving project mission on the appropriate problem solving forms and assigned for implementation by any combination of Precinct resources. Precinct Administrative assistants will forward the minutes of the monthly Crime Trends meeting to the Precinct Commanders Office for information and coordination purposes.

Personnel / Participants:

The Precinct Commander, the Crime Analysis Officer, the Detective Sergeant, the Street Crimes Unit Sergeant, the Storefront Officer, the School Resource Officer, and a representative (from each shift) of Patrol Sergeants or their Patrol Officer designees.

Supplies: Problem Solving project report forms, meeting minutes

Appendix 15

Data Base Programs

Purpose:

To keep track of necessary data and make it available nearly instantaneously. Each database is designed to be user friendly and simple for very complex queries.

Methodology:

Databases are designed from police wish lists using Microsoft Access programs. Precinct computer personnel or County/contract City computer technicians can assist in setting up databases. Examples of databases include: House check rosters, crime statistic logs, false alarm information and statistics, pawn shop logs, Crime Re-cap information, and Blockwatch rosters.

Personnel / Participants:

Database designer with officer input prior to software design, data base input personnel, Trainer to make data available to those that need to use the database, and a database designer to provide updates and correct problems.

Supplies:

Computers, networks, Microsoft Office 1997 or most current Office release.

Appendix 16

Disabled Parking Violation Notification Program

Purpose:

The purpose of the VOLUNTEER DISABLED PARKING ENFORCEMENT PROGRAM is to reduce the number of drivers who park illegally in designated disabled spaces in King County, and to educate the public about the proper use of disabled parking.

Methodology:

King County Sheriff's Office Volunteers, working in teams of two, will patrol public and private property where disabled parking spaces are located. They will inspect vehicles found in these spots for valid handicapped parking permits and will leave an official notice of infraction a written warning on vehicles found to be parked illegally in disabled parking spaces. When volunteers notice improper or missing signage or lack of disabled parking spots at a business location, that information will be noted and sent to the Code Enforcement Unit for further follow-up.

The King County Sheriff's Office Volunteer Disabled Enforcement Program operates under State law R.C.W. 46.13.381 (13) (a) through (13) (d) as follows:

Section 13 (a) A law enforcement agency authorized to enforce parking laws may appoint volunteers with a limited commission, to issue notices of infraction for violations of this section of R.C.W. 46.61.581. Volunteers must be at least 21 years of age. The law enforcement agency appointing volunteers may establish any other qualifications the agency deems desirable.

Section 13 (b) an agency appointing volunteers under this section must provide training to the volunteers before authorizing them to issue notices of infraction.

Section 13 (c) A notice of infraction issued by a volunteer appointed under this subsection has the same force and effect as a notice of infraction issued by a police officer for the same offense.

Section 13 (d) A police officer or a volunteer may request a person to show his or her photo identification card or special parking placard when investigating the possibility of a violation of this section. If the request is refused, the person in charge of the vehicle may be issued a notice for infraction for a violation of this section.

Personnel / Participants:

Law enforcement, trained volunteers, and code enforcement.

Supplies: Infraction booklet

Appendix 17

Domestic Violence Services

Purpose:

The purpose of providing domestic violence services is to work toward ending any form of abuse or violence by increasing understanding about the effect of violence on families. Storefront Officers will provide information, education and resources to victims and their abusers on services available to end the violence. Officers will also provide the victims of domestic violence with the assistance needed to separate themselves from the situations via court orders, domestic counseling and shelters for victims of domestic violence.

Methodology:

Storefront Officers can provide domestic violence information upon request from an individual or group. Officers also have the responsibility to distribute information and provide assistance when they come into contact with domestic violence situations, while assisting patrol, or if a citizen walks in to the Storefront Office.

Personnel / Participants:

Law enforcement, local Courts, Domestic Violence Unit, Domestic Violence Advocates, Eastside Domestic Violence Task Force programs, and various shelters throughout King County.

Supplies:

Pamphlets and fliers distributed by the above participants.

Appendix 18

Family and Teen Service

Purpose:

To provide information, education and resources which will strengthen family units in King County

Methodology:

Storefront Officers have a multitude of resources and educational materials at their fingertips. When Officers come into contact with teens or families who may be in need of assistance (shelter, food, clothing, counseling, etc.) then the Officer should distribute information and provide any assistance possible.

Personnel / Participants:

Law enforcement, local churches, crisis clinic, shelters, center for human services

Supplies:

Various fliers from the participants outlining assistance available and educational material from those participants acquired from the Property Management Unit.

Appendix 19

Gang Awareness Presentations

Purpose:

To provide information to citizens about gangs and the activities in which gang members are involved in. To provide information to parents regarding the signs they can look out for to determine if their children are becoming involved in a gang or gang activities.

Methodology:

Kids join gangs for various reasons. Storefront Officers need to provide assistance to parents to help identify those reasons. Storefront Officers also need to point parents in the right direction and to help them find assistance with reducing the reasons for a child to join a gang.

Personnel / Participants:

Citizens, Storefront Officers, School Resource Officers

Supplies:

Various fliers and pamphlets, Gang Awareness videos

Appendix 20

House Check Program

(Vacation and Funeral Watch)

Purpose:

To provide assistance to citizens who wish to maintain the security of their homes while they are gone on vacation or away for a specific period of time.

Methodology:

A group of volunteers from the Shoreline Police Neighborhood Centers will be trained in the procedures of making a house check. Volunteers will then go in teams of two, during daylight hours, and will check on city residences based on the house check request. House check requests will be completed by the homeowner on the Department approved House check form, and entered into a database by the volunteers or, in the event a volunteer is not available, by the Precinct Administrative support staff. The homeowner provides private information such as mother's maiden name to act as a password to activate or deactivate future house checks by phone or via e-mail.

Personnel / Participants:

Volunteers, Storefront Officers, citizens, Precinct Administrative support staff

Supplies:

Vacation House Check request form, locally built database (See Shoreline Police Department Westside center for an example of the database technology), jackets or vests identifying volunteers as such, cellular phones, citizen patrol vehicles

Appendix 21

Log Sheets and Statistical Record Forms

Purpose:

Log sheets and statistical recording forms accurately account for the services provided to the public by logging the type and number of calls, and the service and assistance provided to citizens and staff. As the budget tightens, these log sheets can be used to justify and confirm the necessity of Storefront Offices and their services. The log sheets and statistical records for each year will be maintained at the Storefront Office.

Methodology:

Officers will keep a log of the details they are involved in and provide that information to their supervisors as part of their weekly recap. Volunteers log the type and number of telephone calls and walk-ins they receive and the disposition of the services that they provide.

Personnel / Participants:

Volunteers, Storefront Officers, Volunteer coordinators

Supplies:

Log sheets

Appendix 22

Monthly Crime Recap Publications

Purpose:

To have a listing of Part I and Part II crimes in certain areas. Storefront officers, to identify crime trends in a given area, can use the recap information. Area block watch groups and business watch participants to identify areas of concern in their neighborhood may also use the list.

Methodology:

Storefront Officers may utilize information in IRIS, CAD computers, the Research and Planning Unit, and / or contact the Crime Analysis Unit for crime recap information.

Personnel / Participants:

Storefront Officers, Research and Planning Unit, Crime Analysis Unit, Block Watch Captains, Business Watch participants, Citizens

Supplies:

Applicable data, paper, Microsoft Publisher

Appendix 23

National Night-Out Program

Purpose:

National Night Out is designed to (1) Heighten crime and drug prevention awareness; (2) Generate support for, and participation in, local anticrime efforts; (3) Strengthen neighborhood spirit and police – community partnerships; and (4) Send a message to criminals letting them know neighborhoods are organized and fighting back.

Methodology:

From 7 to 10 p.m. on the date designated by the National Association of Town Watch, residents in neighborhoods throughout King County and across the nation, are asked to lock their doors, turn on outside lights and spend the evening outside with neighbors and police. Many neighborhoods throughout King County will be hosting a variety of special events such as block parties, cookouts, parades, visits from police, flashlight walks, contests, youth activities, and anti-crime rallies.

Personnel / Participants:

Neighborhood associations, Block watch groups, local law enforcement

Supplies:

Supply kits are available from the National Association of Town Watch at:

P.O. Box 303

Wynnewood, PA 19096

(610) 649-7055 (800) NITE- OUT / Fax (610) 649-5456

Web site- www.natw.org

Appendix 24

Neighborhood Traffic Safety Program

Purpose:

Improve safety on neighborhood streets by wisely using financial and staff resources to ensure neighborhoods are treated consistently.

Methodology:

Through education, enforcement, and engineering, the Neighborhood Traffic Safety Program will reduce traffic concerns and increase safety in neighborhoods where the program is in use.

Personnel / Participants:

City / County engineers, local citizens, law enforcement officers

Supplies:

Radar reader boards, radar trailers, fliers, see NTSP manual

Appendix 25

Pamphlets

Purpose:

Storefront Officers need to be aware of available information and pamphlets provided by the King County Sheriff's Office and other local agencies.

Methodology:

Alphabetical listings will be made in the Appendix of all pamphlets. Additional pamphlets will be listed as they are discovered.

Personnel / Participants:

Storefront officers. Community Service Officers may have information about where to obtain pamphlets.

Supplies:

Pamphlets and Master Pamphlet list

Appendix 26

Pedestrian Safety Grant Program

Purpose:

The goal of the program is to improve pedestrian safety on and around the roadways in King County by providing information to officers about grants available to qualified agencies and organizations to fund innovative safety programs, projects and services. See Appendix 28 for information regarding Pedestrian Safety Grants and for what programs and projects will be covered by such grants.

Methodology:

Officers identify an area where pedestrian safety has become an issue due to high traffic volumes, poor roadway design or pedestrian carelessness. Areas are identified through statistics and observations. Storefront Officers may then write a grant proposal to obtain funds for enforcement and education in the targeted area.

Personnel / Participants:

Patrol officers, Crime Analysis Unit, Storefront Officers, and Volunteers

Supplies:

Specific information and statistics on targeted area, grant proposal forms. Videos are also available

Appendix 27

Personal Safety Training Programs

Purpose:

Everyone wishes a police officer would be nearby when confronted with fear, threatening behavior, or an actual assault. Realistically, officers are not everywhere all the time. For the most part, individuals will need to take their own personal safety in to their own hands.

Methodology:

To provide information and training on personal safety techniques to lessen the fear of crime, or the possibility of becoming a crime victim.

Personnel / Participants:

Law enforcement, citizens

Supplies:

Various personal safety fliers, videos

Appendix 28

Monthly Community Newsletters

Purpose:

To provide citizens current information on crime in their geographic area, and to provide crime prevention tips to reduce their chances of being victims of a crime. The newsletter also serves as a means of advising the community of neighborhood and police department functions, events and training programs that they may attend.

Methodology:

Storefront Officers may utilize information in IRIS, CAD computers, the Research and Planning Unit, and / or contact the Crime Analysis Unit for information.

Personnel / Participants:

Storefront Officers, Patrol, Precinct Detectives, Precinct Street Crimes Unit Detectives, Research and Planning Unit, Crime Analysis Unit, Block Watch Captains, Business Watch participants, Citizens

Supplies:

Applicable data, paper, Microsoft Publisher, See Community Newsletter example in the Appendix.

Appendix 29

Residential Safety Surveys

Purpose:

Most criminal activity is driven by two factors: desire and opportunity. Residential surveys will help to prevent the second factor, opportunity, from occurring. The purpose of Residential Safety surveys is to provide advice to citizens about the safety and security of their home. The survey provides a means of identifying weaknesses to a resident's home defense system. Knowledge of potential home security weaknesses will assist a homeowner in preventing criminal activity from occurring at their residence.

Methodology:

Getting citizens more involved in the decision making process of what they can do to make their home safer is vital. Storefronts Officers can provide advice and homeowners have the option to act on that advice.

Personnel / Participants:

Storefront Officers, citizens

Supplies:

Residential surveys

Appendix 30

Robbery and Shoplift Prevention Programs

(Business Related)

Purpose:

The purpose of this program is to reduce crimes against businesses through training and education.

Methodology:

Robbery, shoplift and other crimes cost businesses millions of dollars each year. Shoplifting alone costs Washington merchants over 60 million dollars per year. These losses are then passed on to consumers (citizens). Officers can provide training to employers and employees at the request of a business representative. Officers can also take a proactive approach and contact business owners / managers when they notice a trend of crimes involving a particular business.

Personnel / Participants:

Business owners, managers, and employees, local law enforcement, and retail loss prevention officers.

Supplies:

Business security surveys, pamphlets and fliers obtained through the Property Management Unit

Appendix 31

School Programs

Purpose:

Police interface with the youth of the community has long been recognized as a positive step to deter juvenile participation in a criminal lifestyle. Storefront Officers will work in cooperation with School Resource Officers as a prime resource for the Department and its relations with the youth of the community. Ingenuity, rather than strict guidelines, is encouraged to tailor programs meeting the needs and desires of the local community and the school districts serviced by the Precincts.

Methodology:

The Storefront Officer, teaming with School Resource Officers and local school districts can provide training, information, education, and services to a school or to students when requested by a school or in conjunction with school functions.

Personnel / Participants:

Storefront Officers, School Resource Officers, students, and local school district officials

Supplies:

Handout materials published by the Department will be requisitioned from the Property Management Unit. Additional supplies shall be ordered from a commercial vendor, in accordance with Department supply system requirements.

Examples of School Programs:

Cross Guard training

Open houses

Career days

Science Fairs

Gang Awareness presentations

PTA Adopt a Road programs

Pre-school / day care presentations

21st Century Learning Center Grant Committee

Special school / Student committees / Activities

School Resource Officer program

Training

Curriculum Development

Summer School visits

Teen Court

Youth Council

DUI Panel

ASAP Program

Emergency Plan

Explorer Program

Appendix 32

Senior Citizen Safety Programs

Purpose:

Senior citizen safety is of grave concern to law enforcement officials. The purpose of these safety programs is to provide training and education to our senior citizens in an effort to reduce their chances of being victims of a crime.

Methodology:

Senior citizens are frequently the victims of crime. Through residential security surveys, personal safety training and informational fliers obtained from the Property Management Unit, Officers can teach senior citizens on types of crimes targeted at them and help to prevent those crimes from occurring.

Personnel / Participants:

Storefront Officers, Volunteers, Fraud Unit

Supplies:

Residential security surveys, personal safety material, personal safety packets, fraud prevention materials, and assorted crime prevention fliers

Appendix 33

Sex Offender Monitoring Program

Purpose:

Sex offender release into the general public affects all citizens in the community they are released in to. The Sheriff's Office is committed to maintaining safety and security for all the citizens and communities in King County. Sex offender release notification is a requirement under current Washington State law. Storefront Officers will keep a bulletin board of current sex offenders at their storefront. A community meeting is required for level 2 and level 3 offenders released into the community.

Methodology:

Storefront Officers receive sex offender release / change of address information from the King County Sexual Assault Unit. The Storefront Officer (in cooperation with the local school district) then arranges a meeting at the closest elementary school or another appropriate location to the release address. Detectives will make the presentation with the assistance of the Storefront Officer.

Personnel / Participants:

S.A.U. Detectives, Storefront Officer, local school district, local community members

Supplies:

S.A.U. will provide all fliers and other distribution material.

Appendix 34

Victim Call-Back Program

(Burglary, Vandalism and Larceny Crimes)

Purpose:

To ensure that the victims of burglaries, vandalism's and thefts have reported any additional loss, suspect information, or any other pertinent information via the alternative call handling or the victim follow-up form. The volunteers may also pass on questions to the Burglary / Larceny Detective Unit. This service frees Precinct Detectives to continue working cases with fewer interruptions.

Methodology:

Volunteers may be asked to make calls to victims at the discretion of the applicable Precinct Detective Sergeant and the Storefront Officer overseeing Precinct volunteers. Volunteers will be provided basic information about the case and the contact person and will also have a boilerplate to read from when contacting a victim.

Personnel / Participants:

Volunteers, Storefront Officers, Detective Units

Supplies:

Victim call back boilerplate, Alternative Call handling forms, Precinct specific call / activity logs.

Appendix 35

Volunteer Programs

Training and Management

Purpose:

To train volunteers in accordance with Department Policies and Procedures.

Methodology:

Volunteers need to be trained to perform a wide variety of functions. No matter what duties the volunteers perform, they need to maintain and present a positive image of the King County Sheriff's Office and its contract cities. This professional image will be maintained through proper and thorough training.

Personnel / Participants:

Volunteers, Storefront Officers

Supplies:

Volunteer training manual

Appendix 36

Workplace Violence Prevention Program

Purpose:

To lessen the possibilities of violence in the workplace propagated by known or unknown assailants.

Methodology:

Workplace violence potential will be reduced through the use of business security surveys, robbery and shoplift prevention training and personal safety training. The availability of training should be made known to businesses through business watch programs, the Council of Neighborhoods, block watch meetings or any other public forum.

Personnel / Participants:

Storefront Officers, citizens, business owners

Supplies:

Business security surveys, Business watch pamphlets, robbery and shoplift training program material, and personal safety training material.