

• DELRAY BEACH POLICE DEPARTMENT

MEMORANDUM

TO: Chief Charles Kilgore  
FROM: Sergeant Ross Licata  
DATE: January 29, 1990  
SUBJECT: COMMUNITY RELATIONS ACTIVITY

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I would like to propose a Community Relations Program that our agency consider implementing which I feel will have long lasting, positive effects on our Department's image in the community.

The Community Relations Section recently redesigned the Delray Beach Police Department's Information Guide that contains valuable information pertaining to reporting crime, contacts with police department personnel, crime prevention citizen information for filing complaints and remaining anonymous when providing information. Each of these areas have been identified through personal contacts with local residents over the past several years as the main focus of citizen questions and concerns. The information guide was developed for distribution throughout the community to better inform and to answer many of the questions people have pertaining to these areas.

The program that I would like to propose will deal with the distribution of our Information Guide by uniformed police officers throughout the business and residential areas in the City.

In an effort to get each of our police officers personally involved in Community Relations activities and promoting our agency the following can be implemented:

- A) Each uniformed patrol officer in an assigned zone would be required to make two personal contacts with either a business owner or homeowner during his or her shift (**daytime only**) and distribute to them one of the Information Guides. During the personal contact the officer can:
  - 1) Inform the resident or merchant that the police are in the area and working towards making our community safe and drug free.

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- 2) Hand them a copy of the Information Guide, explaining to them that it contains valuable information on Home Security and Crime Prevention, as well as other topics.
  - 3) To encourage them to assist the police in taking an active role in reducing crime in their neighborhood by reporting any suspicious or unusual activity they may see.
- B) A log book will be provided for each zone. Supervisors will be responsible for distributing the proper log book at briefing for the officers in the assigned zones.

The officers, upon making their two personal contacts during their shift, will be required to log the entry which will include:

- 1) Name of person he or she made contact with
- 2) Address of contact (home or business)
- 3) Date of contact
- 4) Time of contact
- 5) Telephone number

The log books will be turned back in at the end of the shift for the supervisor to review, then will be given to the on-coming shift supervisors to distribute.

The purpose for the log book is to insure that the officers are making the required contacts and to prevent duplication of personal contacts at the same location by officers rotating zones and different shifts.

I strongly feel that by committing to this program it can only have positive effects on our image and overall effectiveness in the community. The citizens will be informed and will appreciate the fact that their police are concerned enough to make a personal contact in a positive nature. It will provide a program that will help us meet our standards of getting overall participation in community relations and crime prevention activities by all employees, and will provide an avenue for us to solicit additional support from our local citizens to assist in our fight against crime by reporting this type of activity to the police.

I would also propose that we take a proactive approach to informing our citizens of this program before it begins to eliminate any confusion as to the intentions of our personal contacts. This can be accomplished through the media, Community and Crime Watch Groups, City of Delray Beach News for Neighborhood Newsletter, Delray Beach Police Department Crime Watch Newsletter and local churches.

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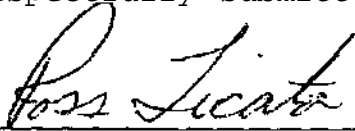
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By promoting this program, it will show the citizens that we are committed to reducing crime in our city and it will help restore confidence in our citizens towards the Police Department to those that may have been influenced by all of the negative publicity over the past several months.

Your consideration in this program will be greatly appreciated.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Ross Licata".

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ROSS LICATA, SERGEANT  
Community Relations Section

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cc: Major Cochrane  
Major Lincoln