WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Community Relations Unit		Policy # 5.1.51
Accreditation 5.1.51		
Effective Date: September 04, 2024	Revised Date:	
By Authority Of: Chief Michael A. Kelly	Signature: Michael A. Kelly	

5.1.51 COMMUNITY RELATIONS UNIT

A. POLICY

It is the policy of the West Norriton Township Police Department that, as part of our continuing commitment to Community Oriented Policing (COP), we should reach out to the community during community relations unit events and activities. It is with this in mind that the West Norriton Police Community Relations Unit was established. This unit's mission is to better serve the West Norriton Township citizens by making themselves more accessible and visible than officers on regular patrol through community events and meetings. The unit offers police administration a highly trained and dedicated community relations function that is not normally found within standard police response capabilities.

B. PURPOSE

The establishment of this unit allows the Police Department, through the Community Relations Unit, to reach out on a more personal level to the citizens and stakeholders of the community. The West Norriton Township Police Department shall continually strive to establish binding ties with the community and to keep the lines of communication open to the needs of the community. These needs should always be kept in mind and, whenever possible, be met by the Department.

C. PROCEDURES

1. Personnel and Training:

a. Officers assigned to the Community Relations Unit will be selected by the Chief of Police or his/her designee.

b. The officers assigned to the unit will be assigned to various community relations events and preplanned meetings with the community.
c. All officers assigned to the unit should seek out training that furthers their knowledge and understanding of Community Orientated Policing.
d. All officers assigned to the unit will apply for community relations training through normal departmental training protocols and be approved by the Chief of Police or his/her designee.
e. All WNPD Community Relations Unit members will wear the prescribed uniform of the day unless otherwise authorized by the Chief of Police and his/her designee.

D. OPERATIONS

1. The operations of an effective community relations unit are to establish direct contact with the community through the school system, community groups, and civic and professional organizations to gain support for law enforcement activities. Also, the West Norriton Community Relations Unit will organize, host, and attend various community events that bolster better communication and relations with the citizenry. The community relations officer will then contact Police Radio about the event, and the hours will be recorded in the daily log.

2. Community relations officers' duties, while hosting, planning, or attending an event, should concentrate on:

   a. Neighborhood patrol and crime prevention.
   b. Community policing and reducing the fear of crime.
   c. Organizing, hosting, and holding events that grant access directly with community members.
   d. Assisting regular patrol when necessary.
   e. Addressing the townships quality of life crimes and issues.
   f. Attending Township and community meetings to address the publics concerns and safety issues.
   g. Community safety and education.
   h. Organize police youth camps and youth outreach programs.
   i. Work with school officials to address various safety and security concerns.
   j. Develop relations with other community, business, and stakeholders within the township.
   k. Enforcement of all laws of the United States, the Commonwealth of Pennsylvania and the Township of West Norriton.

3. Officers of the West Norriton Twp. Police Department CRU Unit shall be available to meet with various civic organizations or members of the public upon request to answer questions and/or discuss pending problems within the community and provide suggestions as to how to deal with these problems.

4. Community Relations officers normally work as a two-person unit but may occasionally request additional officers to participate in and attend CRU

events. The CRU officers will forward these requests, which will be approved by the Chief of police or his designee.

5. Officers from all divisions of the West Norriton Township Police Department are encouraged to make suggestions as to what type of training may be needed based upon conditions within the Township and in areas that would improve the Community Relations function.

6. When requested the West Norriton Twp. Police Department CRU Unit may assist in the forming of community groups, such as Crime Watch groups, in areas where they will work toward the common good of the Township.

7. The community relations activities of the Department shall be included in the West Norriton Township Newsletter/Facebook Page when it is published

8. Community Relations officers will use approved departmental patrol vehicles for community relations events. The vehicles will be assigned by the Chief or his/her designee and recorded on the officer's daily patrol log.

9. Community Relations officers will request appropriate funding for supplies and community relations items from the Chief and his/her designee. These requests will be approved by the Chief or his/her designee.

10. The Community Relations policy should be reviewed at least once every three years to ensure that it is in line with the goals and objectives of the Department.