

18.121 CITIZEN OBSERVER

Reference:

Procedure 18.120, Release of Information and Public Records

Purpose:

To share information on police investigations, general crime prevention and neighborhood information with businesses and citizens through the Citizen Observer website (www.citizenobserver.com) in an accurate and timely manner.

Information:

The Citizen Observer website brings law enforcement agencies, citizens and businesses together in a united crime prevention partnership. The need and ability to share accurate information quickly is paramount. The Citizen Observer website has developed a highly effective means of connecting citizens with local law enforcement that assists in addressing and inhibiting crime within local communities and neighborhoods.

Definitions:

Wanted Fugitive Alert – entered when all identifying data is known for a suspect who has a warrant or indictment for a felony or serious misdemeanor and preliminary attempts to apprehend have been unsuccessful.

Unsolved Crime Alert – entered when a suspect's identity is not known, or there is insufficient evidence to swear a complaint for a felony or serious misdemeanor and preliminary follow-up investigation has been unsuccessful in that regard.

Citizen Alert – entered for felonies and serious misdemeanors that just occurred and exigent circumstances indicate immediate notification of the citizenry at large, including but not limited to, all murders and robberies of financial institutions where the offense is not immediately cleared or there is no reason for a press release.

Business Alert – entered for felonies or serious misdemeanors that just occurred or exigent circumstances justify immediate notification of specific businesses including banks, auto shops, pawnshops, etc.

Press Release – entered when enlisting the aid of newspapers, radio or television media to help solve a crime or when it is desirable to inform the media of an apprehension or resolution to a crime.

School Alert – entered when information would be beneficial for parents, students and school personnel on activity concerning their school.

Procedure:

A. Entry of Alerts

1. Each district/section/unit will maintain at least two data entry personnel, assigned by the district/section/unit commander and trained by the Citizens on Patrol Coordinator, for the purpose of entering community information.
 - a. Only trained personnel or supervisors assigned to the neighborhood units may enter, edit or delete community or neighborhood information.
 - b. The Community Oriented Policing (COP) Coordinator will review entries daily.
2. Each district/section/unit will maintain at least two data entry personnel, assigned by the district/section/unit commander and trained by the COP Coordinator, for the purpose of entering criminal investigation information.
 - a. Only trained personnel or supervisors of the investigative unit responsible for the case investigation may enter, edit or delete information relating to criminal investigations or activity.
3. Only the Public Information Officer may enter media releases regarding general crime conditions, crime statistics, policies regarding crime and enforcement, unit or investigation successes, etc.
4. All commanders and supervisors assigned to district investigative units, Criminal Investigations Section, COP, Central Vice Control Section, and Youth Services Unit will be trained to enter Citizen Observer data.
 - a. Only trained personnel may enter information to the Citizen Observer website.
 - b. The COP Coordinator is responsible for the entry, maintenance and deletion of community information.
 - c. Each district/section/unit is responsible for the entry, maintenance and deletion of information regarding criminals, criminal activity and criminal investigations.

d. The Crime Stoppers Coordinator will review all entries daily.

B. Responsibility for Maintenance of Alerts

1. Crime Stoppers personnel will review and edit all entries for wanted fugitives, unsolved crimes, citizen alerts, business alerts and media releases referencing wanted persons, criminal investigations and apprehensions.
2. Personal Crimes Unit personnel will review and edit, when appropriate, all entries for missing persons and media releases referencing missing and found persons and Amber Alerts.
3. Youth Services Unit personnel will review and edit all entries of school alerts and media releases referencing same.
4. The Citizens on Patrol Coordinator will enter all neighborhood watch groups, neighborhood watch captains and neighborhood watch alerts, as well as review and edit all information entered by watch groups and captains.