


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 13.01</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: COMMUNITY OUTREACH PROGRAM</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: C.H.A.M.P.S., School Resource Officer, Neighborhood Watch, Citizens Academy, Law Enforcement Explorer Scouts</p>	<p>State Certification Standards: 6.8</p>		

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures for the Community Outreach Program and its responsibilities within the Rabun County Sheriff's Office.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office to work closely with the residents of Rabun County in order to establish community relations, pro-active crime prevention, and drug and gang awareness programs.

DISCUSSION

The prevention of crime and the establishment of an effective community involvement program is a mutual responsibility between all Sheriff's office personnel and the citizens in the community. The Community Outreach Program is responsible for the supervision of all crime prevention activities and shall have the responsibility for planning, developing, coordinating and maintaining crime prevention and community involvement programs, policies and procedures for the department.

The Community Outreach Program serves as a school liaison within the Rabun County School System and acts as a resource with respect to delinquency prevention; provides guidance on ethical issues in the classroom setting; provides individual counseling and/or mentoring to students; and explains the law enforcement role in society. The Community Outreach Program shall be responsible for the supervising and maintaining the C.H.A.M.P.S. Program (Choosing Healthy Alternatives and Methods Promoting Safety) within the Rabun County school system.

DEFINITIONS

C.H.A.M.P.S. — Choosing Healthy Alternatives and Methods Promoting Safety is a collaborative effort by certified law enforcement officers, educators, students, parents, and the community to offer an educational program in the classroom to prevent or reduce drug abuse and violence among children and youth. The C.H.A.M.P.S. program offers preventive strategies to enhance those protective factors that appear to foster the development of resiliency in young people who may be at risk for substance abuse or other problem behaviors. These strategies focus on the development of skills that offer positive alternative activities to drug abuse.

P.O.S.T. – The Georgia Peace Officers Standards and Training Council

P.T.S.A. – The Parent, Teacher and Student Association

I. STRUCTURE OF THE COMMUNITY OUTREACH PROGRAM

- A. A deputy will supervise the Community Outreach Program and who will be responsible for the staffing and coordination of all Community Outreach activities. This supervisor will be under the authority and direction of the Uniform Patrol Division Commander.
- B. Each deputy assigned to the Community Outreach Program will be a certified deputy and will be responsible for maintaining the training needed to successfully complete assigned tasks as directed by the Community Outreach Program Supervisor.

II. TRAINING FOR DEPUTIES ASSIGNED TO THE COMMUNITY OUTREACH PROGRAM

- A. The deputy(s) assigned to the position(s) of crime prevention will have completed the required 40 hours of Crime Prevention Training and any other training determined to be necessary for the completion of the assignment. Each deputy shall report to the supervisor of the Community Outreach Program, keeping the unit supervisor aware of all programs, problems, or special assignments.
- B. The deputy(s) assigned to the position(s) of C.H.A.M.P.S./School Resource Officer shall have completed the required 80 hours of C.H.A.M.P.S. Training for non-CHAMPS certified instructors, and/or a 25-hour C.H.A.M.P.S. transition course if CHAMPS certified, and any other training determined to be necessary for the completion of the assignment. C.H.A.M.P.S. deputies will be responsible for teaching the elementary C.H.A.M.P.S. program in accordance with the policies written and outlined by the Rabun County Sheriff's Office, Rabun County School System, and the Georgia Department of Education. Each officer shall report to the supervisor of the Community Outreach Program, keeping the unit supervisor aware of any programs, problems, or special assignments.

Note: At no time shall an instructor deviate from the established C.H.A.M.P.S. policies and guidelines for instruction of the C.H.A.M.P.S. curriculum.

III. PERSONNEL SELECTION

- A. Deputies selected for the position of C.H.A.M.P.S. Instructor will be selected through the use of the promotional process. Program Instructors shall be sworn deputies with a minimum of two years experience and possess the necessary education, character, and demonstrated ability to deal with

young people. Among the criteria for consideration are job knowledge, experience, training, education, appearance, attitude, and law enforcement bearing.

IV. CHAIN OF COMMAND

- A. Deputies assigned to the Community Outreach Program are first and foremost law enforcement officers. As a deputy assigned to the Rabun County Sheriff's Office Community Outreach Program, each deputy shall follow the Community Outreach Program Chain of Command.
- B. All school related activities will be coordinated through the administrative staff of the deputy's respective school.

V. UNIFORMS AND APPEARANCE

- A. Deputies assigned to the Community Outreach Program are perceived both as a member of the Rabun County Sheriff's Office and as member of the school facility where they are currently instructing in the C.H.A.M.P.S. program. When making presentations or attending school functions, the deputy shall be attired in the approved duty uniform.

VI. DUTIES AND RESPONSIBILITIES

- A. Community Outreach Program deputies shall work Monday-Friday, 0730 hours to 1600 hours.
- B. Programs and special events might make it necessary for the Community Outreach Program Supervisor to revise scheduled hours to allow for the successful completion of these times.
- C. Leave time (vacation or personal) must receive prior approval from the Community Outreach Program Supervisor. The exception will be an absence because of an unforeseen emergency or illness. Planned leave shall be submitted in a manner that will allow for alternative scheduling of officers.
- D. Deputies assigned to Crime Prevention
 - 1. Will be available to the public to assist in answering any questions about crime prevention and be able to relate such information to the public in a manner that reflects favorably on the Rabun County Sheriff's Office;
 - 2. Will also make every effort to remain updated on the latest crime prevention techniques and on the instructional techniques necessary to provide the information to the citizens of Rabun County; and
 - 3. Will also provide a quarterly report of activities to include meetings, crime prevention talks, instruction, materials passed out, community type programs and other information concerning activities.
- E. C.H.A.M.P.S. Instructors are responsible for:
 - 1. Providing a visible, active law enforcement presence on school campuses dealing with the instruction of C.H.A.M.P.S. curriculum. The school system and the Rabun County Sheriff's Office administration should approve presentations. Programs should be planned far enough in advance to allow for the inclusion in the school curriculum. C.H.A.M.P.S. Instructors will communicate to school administration any law enforcement concerns relating to the school. This could include

campus security, student unrest or problems, illegal activity, etc. Instructors will establish a liaison and open communications with students, parents, and school staff;

2. Being present on campus during normal school hours on scheduled teaching days as outlined in program policy;
3. Assisting each afternoon with bus duty to provide positive interaction with students and parents;
4. Being available for conference with students, parents and facility members in order to assist them with problems of a law enforcement nature;
5. Whenever possible or practical, attending parent faculty meetings to solicit support and promote understanding of the C.H.A.M.P.S. Programs. Attendance at one P.T.S.A. program per school year will be required;
6. Providing a quarterly report of activities to include meetings, counseling, instruction, community type programs and other information concerning activities;
7. Attending school board meetings when requested or appropriate; and
8. Maintaining required in-service hours and/or effective teacher training hours as mandated to maintain certification in the C.H.A.M.P.S. curricula.

VII. REPORTING PROCEDURES

- A. The Community Outreach Program Supervisor shall, on an annual basis, formulate goals and objectives and compile such information into a report. This report shall be forwarded to the Commander, Uniform Patrol Division and the Chief Deputy no later than the end of January of the following year.
- B. Reports should reflect the unit and each individual deputy's activities in each community program and/or function.
- C. The Community Outreach Program Supervisor shall, on a quarterly basis, compile a report to indicate arrests or warnings. This report shall be forwarded to the Commander, Uniform Patrol Division and the Chief Deputy no later than the last day of the month. The report should list names, addresses, incident type, and other appropriate information regarding the arrestee or contact.

VIII. NEIGHBORHOOD WATCH PROGRAM

A. The national Neighborhood Watch Program (NWP) was started in 1972 by the National Sheriff's Association to build relationships between law enforcers and community members to reduce crime and improve the quality of life in their communities. Since 9/11 the Neighborhood Watch Program has expanded its mission under the USAonWatch program to include securing the homeland by encouraging, promoting, and empowering people to get involved in their communities through specialized emergency preparedness, emergency response training, and terrorism awareness. The goal of the program is to create a well- trained, better informed, and better prepared citizen to partner with law enforcers in providing a more secure and prepared community.

B. The Rabun County Sheriff and the Rabun County Sheriff's Office (RCSO) through the Rabun County Sheriff's Auxiliary (RCSA) sponsor and operate the Rabun County Neighborhood Watch Program.

1. The RCSA administers the program by providing support, and facilitation of the RCSO efforts in establishing an effective NWP for Rabun County.
 - a. Area Coordinators - RCSA members act as Area Coordinators for the local communities in which they reside in the County and the established NW programs within their area of responsibility. In this capacity, RCSA Area Coordinators provide their local NWPs with support materials, program focus areas/training, guidance, and a local point of contact for their needs.
 - b. County Coordinator - The RCSA has an Auxiliary member assigned as the County Neighborhood Watch Program Coordinator to administrator and facilitate activities between the RCSO, RCSA, and national NWP in obtaining and providing support materials and training programs.
2. RCSO provides liaison and support to the NW efforts of the RCSA through the Director of Training.

IX. SHERIFF'S CITIZENS ACADEMY

- A. The Rabun County Sheriff's Citizens Academy is an interactive program designed to inform citizens about the role of the Sheriff's Office in our community and allow them to gain firsthand knowledge about the inner workings of the Sheriff's Office.
- B. Program - consists of ten sessions lasting three hours each, conducted in both a classroom setting about the inner workings of the Sheriff's Office. Class members learn about all aspects of the Sheriff's Office. They also become familiar with other agencies which are a vital part of law enforcement in Rabun County. These may include the court systems, 911 -EMS and area fire departments, District Attorney, Coroner, City Police Department, GBI and others.
- C. Objective - of the Sheriff's Citizens Academy is to educate and produce well-informed citizens who can then become goodwill ambassadors for Rabun County.
- D. Class Size- consist of 20 participants who have been selected on a first come, first served basis. Classes are held each Tuesday evening from 6:00 to 9:00 P.M. There are two classes per year, a spring and a fall class. fall class.
- E. Program coordinator- The Sheriff's Auxiliary provides the program coordination and oversight. RCSO provides liaison and assistance through the Director of Training.

X. LAW ENFORCEMENT EXPLORER SCOUT PROGRAM

- A. The Law Enforcement Explorer Program is a Sheriff's Department youth oriented program affiliated with the offices of the Boy Scouts of America (BSA) and Learning for Life. Its primary purpose is to provide, through actual hands-on experience under the direct supervision and instruction of a deputy, a means by which young men and women may experience law enforcement orientation. This allows them an opportunity to

understand the role and responsibilities of the law enforcement officer and to determine if they would like to pursue a career in law enforcement.

- B. The program provides the Sheriff's Department with additional human resources capabilities and opens an important avenue of understanding with an energetic, concerned society of young people.
- C. The program is designed to instill discipline, responsibility, and a sense of purpose in the county's youth.
- D. Program instruction and coordination is provided by a deputy volunteer.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County