

“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
2201.3 CRIME PREVENTION FOR APARTMENT COMMUNITIES PROGRAM**

EFFECTIVE:	6/22/2021
RESCINDS:	2201.2
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	COMMUNITY INVOLVEMENT SECTION COMMANDER
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE:	ORLANDO ROLÓN

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POLICY: It is the policy of the Orlando Police Department to help tenants, owners and managers of rental properties reduce illegal activities within their communities. The Orlando Crime Prevention for Apartment Communities Program (CPFACP) was implemented to help tenants, owners, and the managers of rental properties provide a safer environment within their communities and through an overall community policing approach.

PROCEDURES:

1. PROGRAM

The program utilizes requirements for certification with the goal of reducing crime on rental properties and increasing resident and manager collaboration. All these requirements must be met and maintained to be certified by the Orlando Police Department.

The officers of the Crime Prevention Unit (CPU) will provide a four-hour training seminar (created by the Crime Prevention Officers) to all apartment managers that participate in this program. As a requirement of the program, every apartment manager shall attend this four-hour training seminar for certification. Should the property manager change, the new manager has one year in which to attend the four-hour training seminar.

Certification that the rental property meets the minimum-security requirements that are set forth by the Crime Prevention for Apartment Communities Program. The minimum-security requirements are as follows:

- a. Dead-bolt locks on all unit entry doors.
- b. Eye views with a 180-degree view on each unit entry door.
- c. Anti-lift/slide devices on sliding door and windows.
- d. Strike plates with three-inch screws.
- e. Properly trimmed trees and shrubs (away from buildings and lights to eliminate hiding places, and minimum/maximum canopy and shrub heights).
- f. Lighting that meets City Code standards
- g. Overall Common areas access and visibility evaluation

To comply with the requirements, the CPU officers will conduct one annual Crime Prevention Through Environmental Design (CPTED) survey to ensure requirements are being met.

Required implementation of our Neighborhood Watch Program, annual manager meetings will be conducted with Orlando Police Department CPU officers. These meetings will ensure that managers and their tenants remain actively involved in the program.

2. MANAGERS' RESPONSIBILITIES

Every participating property manager will be responsible for hosting at least one manager/tenant neighborhood watch meeting annually to remain a part of this program. If the manager fails to follow any of the requirements as outlined in this policy, it will result in immediate termination from this program.

Participating complexes will have Neighborhood Crime Watch signs posted at their entrances identifying them as a member of both CPFACP and the Orlando Police Departments Neighborhood Watch Program.

3. CRIME PREVENTION UNIT RESPONSIBILITIES

It is the responsibility of each officer assigned to the Crime Prevention Unit (CPU), to maintain a positive working relationship with all the apartment properties within their respective districts. Each CPU officer shall be required to attend state-sponsored Crime Prevention courses to include both CPTED for Residential and Commercial properties. CPU officers are assigned to the Community Relations Division and report to the Crime Prevention Unit Supervisor.

CPU officers will be responsible for coordinating when new apartment properties within their district are interested in becoming a member of the CPFACP program. CPU officers will be facilitating the 4- hour manager training course, for apartment managers in their respective districts.

Each CPU officer will be solely responsible for maintaining accurate and updated information on all CPFACP certified properties in their respective districts and share the data with the CPU Sergeant. The CPU Sergeant will be responsible for maintaining a master list of certified properties, and statistical data as it relates to crime rates for each certified property.

CPU officers will have the responsibility of initiating contact with the apartment properties within their districts and preparing those properties for the CPFACP program by conducting all CPTED surveys.

To ensure compliance of the CPFACP requirements, CPU officers will conduct an annual Crime Prevention Through Environmental Design (CPTED) survey of each certified property to ensure requirements are being met. CPU Officers are responsible for the following:

- Maintain an active list of apartment properties enrolled in the program.
- Serve as the primary liaison between the apartment properties and the Orlando Police Department.
- Ensure all properties enrolled in the program keep their certification current through (CPTED), Crime Prevention Through Environmental Design and strict adherence to CPFACP requirements.
- Provide a list of all participating apartment properties to all Patrol Captains and Lieutenants. The list will be maintained and updated on a semi-annual basis.
- Ensure all managers of certified properties are notified of calls for service on their properties monthly.