



BEAT COMMUNITY MEETINGS



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I. PURPOSE

This directive outlines and identifies the responsibilities of department members regarding the Beat Community Meeting.

II. BEAT COMMUNITY MEETINGS

A. Beat Community Meetings provide an opportunity for members of the community and Department personnel to:

1. exchange information and review official Department statistics, crime prevention materials, and beat activity information;
2. identify, discuss, and address emerging and chronic crime and disorder problems;
3. utilize the problem-solving model to develop comprehensive strategies to combat identified crime and disorder problems;
4. discuss and address previous and newly identified community concerns; and
5. provide feedback and follow-up information on previous meeting's discussions, identified problems, and implemented strategies.

B. Meeting Attendance

1. The following Department members are required to be in attendance at Beat Community Meetings:
 - a. On-duty 3rd watch beat officers.
 - b. On-duty 3rd watch community policing officer.
 - c. district community organizers.
 - d. Designated on-duty district tactical officer.
 - e. Designated on-duty field supervisor.
 - f. On-duty district coordination sector officer.
 - g. Community policing sergeant, when available.
 - h. 1st and/or 2nd watch beat officers, when requested and approved by the district executive officer or district commander.
 - i. Area Coordinators and Area Youth Service Coordinators, when requested.
2. The district watch operations lieutenants will attend one Beat Community Meeting per sector, per month.
3. When available, district executive officers and district commanders will attend the Beat Community Meetings.

NOTE: At minimum, the above-listed personnel will attend one Beat Community Meeting per sector, per month.

4. Area executive officers and area deputy chiefs will attend at minimum, one Beat Community Meeting per month in their Area.
5. The beat facilitator and community organizer will co-chair and assist in facilitating the Beat Community Meeting.

NOTE: A sworn member (beat officer, community policing personnel) will always co-chair the Beat Community Meeting with the beat facilitator and community organizer. In the absence of the beat facilitator, the on-duty field supervisor in attendance will co-chair, monitor, and assist in facilitating the meeting.

C. Meeting Format

1. **Each beat** will host a Beat Community Meeting. If appropriate, meetings may be held more frequently at the discretion of the district commander and in consultation with the community.
 - a. Each beat is required to host no less than six individual Beat Meetings in a calendar year.
 - b. In addition to the bi-monthly Beat Community Meetings, quarterly Sector meetings may be held at the discretion of the district commander and in consultation with the community. However, Sector meetings will not replace the bi-monthly Beat Community Meetings.
2. Meetings will be limited to one hour in length and scheduled in consultation with the community.
3. Meetings will be based on community collaborative discussions and have an emphasis on problem-solving and information sharing by the Department, the community, and governmental and nongovernmental agencies.
4. The community policing sergeant, beat facilitator, and the community organizer will meet prior to the Beat Community Meeting to develop and set a meeting agenda and will at minimum, include the following:
 - a. welcome, introductions, and announcements.
 - b. feedback and follow-up on progress made on previously identified problems, including arrest data and statistical information.
 - c. identification and analysis of new problems.
 - d. discussion of strategies, problem solving tactics and techniques, and coordination of responsibilities.
 - e. recap including the information on the next Beat Community Meeting.
 - f. all agenda, meeting notes, attendance, and other applicable reports will be uploaded to CEMS (Community Engagement Management System) following meeting by the community policing sergeant.
5. Following the beat community meeting, the community policing sergeant, the beat facilitator, and community organizer will meet for a post-action meeting. The post-action meeting will include the following topics:
 - a. follow up and address any community issues.
 - b. delegate tasks of community issues so that they may resolved be for future beat community meetings.
 - c. follow up with individual community members when necessary to close the loop of communication between the department and community members.
6. all agenda meeting notes, attendance, and other applicable reports will be uploaded to CEMS (Community Engagement Management System) following the post-action by the community policing sergeant.

D. Distribution of Materials and Resource Information

The community policing sergeant will be responsible to develop and ensure the following resource materials are available for review at Beat Community Meetings:

1. department issued tablet for community members to sign in and provide contact information.
2. meeting agenda.
3. appropriate arrest data and statistical queries to summarize activities that have taken place since the last Beat Community Meeting.

NOTE: Members will refer to the Department directives entitled "**News Media Guidelines,**" "**Department Reports, Publications, Survey Responses, and Official Statistics,**" and "**Freedom of Information**" for direction relative to the dissemination of sensitive information.

4. appropriate Community Alerts, crime pattern, and crime prevention information.
5. notifications of community events, activities, and functions.

E. District commanders will:

1. oversee the overall scheduling, management, and maintenance of the Beat Community Meetings.
2. review and approve the required Beat Community Meeting reports.
3. ensure that community policing sergeants receive the support needed from district personnel.
4. facilitate transfer of information and response to requests for resources between the district and outside units.
5. review the schedule of Beat Community Meetings to ensure that:
 - a. a Beat Community Meeting is regularly scheduled and held for each beat within their district of command, at minimum, once every other month.
 - b. meetings are scheduled in such a manner to minimize the impact on district operations.
 - c. the schedule of meetings for the upcoming month and any change in the regular schedule is disseminated accordingly.
 - d. information relative to Beat Community Meetings is made available to the public on department approved social media web sites, including posting the information on the district's calendar on the www.chicagopolice.org web portal.
6. ensure civilians volunteering for service as a beat facilitator or co-facilitator complete the Application for: District Advisory Committee and Subcommittee Membership/Officer Positions, Beat Facilitator/Co-Facilitator (CPD-21.707) and:
 - a. complete the District Commander Interview Form (CPD-21.708) when interviewing civilian volunteers for the above described service positions.
 - b. ensure the applications and interview forms are reviewed, approved, and retained according to establish procedures.

F. District Executive Officers will:

1. monitor Beat Community Meetings, including attendance by Department and community members.
2. provide recommendations for improved effectiveness or to reconcile any deficiencies discovered pertaining to Beat Community Meetings.

3. submit a To-From Subject Report quarterly to the Office of Community Policing with any recommendations or deficiencies discovered pertaining to Beat Community Meetings.

G. District station supervisors will:

1. ensure proper beat and supervisory sector coverage whenever beat officers and field supervisors are attending a meeting.
2. ensure that information regarding upcoming Beat Community Meetings and the names of officers assigned to a beat are provided when requested by community members,
3. upon being notified by the assigned beat officers' inability to attend a scheduled Beat Community Meeting, assign a replacement officer from the rapid response car assigned to that sector to attend the meeting.
4. allow on-duty beat officers to attend other community-sponsored meetings or events on their beat as often as possible, when it is determined that their presence is beneficial and it does not interfere with operational needs.

NOTE: The PCAD event for Community Interaction (COMINT) will be used for officer-initiated positive non-enforcement communication/interaction with community members and attendance at community-sponsored meetings or events.

H. The watch operations lieutenant will:

1. identify and provide personnel to attend Beat Community Meetings unless operational requirements dictate otherwise.
2. ensure that the required members are notified to attend the appropriate Beat Community Meeting.
3. attend beat meetings, at minimum, one per sector, each month.

I. The field and tactical lieutenant will:

1. identify and provide personnel to attend each Beat Community Meeting unless operational requirements dictate otherwise.
2. attend beat meetings as directed by the district commander.

J. The community policing sergeant will:

1. be responsible for the overall scheduling and management of all Beat Community Meetings in the district to which they are assigned.
2. coordinate with the beat officers and beat facilitator when developing the agenda and topics for the Beat Community Meetings.
3. as appropriate, attend district beat community meetings and DAC meetings.
4. coordinate with the appropriate district personnel to discuss issues raised at the Beat Community Meetings.
5. ensure that the meeting is open to the public and held at a public location in compliance with the Department directive entitled "**Human Rights and Human Resources.**" The meeting location should be on the beat.

NOTE: Private homes or those establishments whose primary source of income is derived from the sale or consumption of alcohol will not be used as locations for meetings.

6. ensure that community members are informed of the identified priority problems of the district-level strategies in compliance with the department directive " District Strategic Plan."

7. ensure that a schedule of meetings for the upcoming month is established, and any change in the regular schedule is provided to the district commander, the Office of Community Policing, and posted on department approved social media web sites and the district calendar on the www.chicagopolice.org web portal.

NOTE: At minimum, this schedule will include a listing of the locations, dates, and times of the meetings for each beat.

8. ensure the watch operations lieutenant and the tactical lieutenant are notified of the required beat officers and appropriate additional district personnel are notified to attend the appropriate Beat Community Meeting.
9. coordinate requests for guest speakers, outside unit participation, and various resources needed for the meeting.
10. develop and ensure the materials and resource information are available for review at the Beat Community Meeting.
11. monitor and audit Beat Community Meetings which can include, but is not limited to:
 - a. attending Beat Community Meetings and completing Beat Community Meeting Evaluation Forms.
 - b. monitoring Department and community attendance.
 - c. ensuring the problem solving, information sharing, follow-up, and accountability aspects of the Beat Community Meetings are maintained.
 - d. ensuring that Beat Community Meetings are approved in CEMS (Community Engagement Management System) and that any approved agenda, meeting notes, attendance, and any other applicable reports are uploaded post meeting.
12. review, approve, and forward the Beat Community Meeting notes, as appropriate.
13. ensure that notified subordinate Department members not present at the meeting are informed of issues raised at the meeting and initiate an investigation of any unexcused absence according to the procedures outlined in the Department directive entitled "**Complaint and Disciplinary Procedures.**"

NOTE: When appropriate, supervisors will utilize the less serious transgression No. 19, Inattention to Duty, for unexcused absences from Beat Community Meetings.

14. ensure that a member of the community policing office make contact with each beat facilitator at least once a week.
 15. evaluate requests from community groups seeking the presence of Department members at community-sponsored meetings to determine if their attendance at the meeting is beneficial.
- K. Sector and rapid response sergeants will:
1. as directed, attend meetings to support the problem-solving process. When attending a Beat Community Meeting, the assigned supervisor will:
 - a. ensure that the meeting follows the agenda and that it proceeds in an orderly manner.
 - b. designate an officer to complete the required Beat Community Meeting reports and notes.
 - c. actively participate in the meeting and the problem solving process.
 2. ensure proper beat coverage when beat officers are out of service at a meeting.

3. as assigned, provide temporary supervisory coverage for supervisors who are out of service at a Beat Community Meeting.

L. Area Coordinators will:

1. supervise staff working with residents, community organizations, city departments and agencies, and police personnel on developing action plans and initiatives to address crime problems and neighborhood conditions that produce crime.
2. implement strategies and programs to expand community awareness of the Office of Community Policing and promote attendance that reflects the demographics of the beat being served.
3. encourage residents to have sustained participation in meetings with department members.
4. participate in district management meetings to identify and prioritize neighborhood crime problems.
5. develop strategies to address problems through community policing efforts.
6. act as liaison with other city departments and local elected officials to ensure the proper coordination and delivery of city services to support the Office of Community Policing related projects and initiatives to resolve crime problems.
7. prepare management reports on activities of the district's Community Policing office and progress toward meeting performance management objectives.
8. work with staff and community organizations in developing strategies to identify and solve neighborhood crime and disorder problems.
9. direct the distribution of education materials and community alert materials as part of community outreach efforts,
10. participate in development and delivery of Community Policing orientation and training workshops to community members.

M. Community Organizers will:

1. develop and implement plans for outreach, recruiting, and organizing community residents.
2. coordinate and conduct orientation workshops and seminars to integrate new participants into the elements of Community Policing strategies.
3. attend and participate in beat community meetings.
4. facilitate problem solving between Department staff, city departments, community service providers, and community residents.
5. resolve identified community problems.
6. develop and maintain working relationships with community leaders.
7. prepare and distribute informational brochures and pamphlets relating to program activities.
8. provide materials and supplies to assist the communities in understanding and implementing the Community Policing strategies.

N. Beat Facilitators will:

1. assist in setting the beat meeting agenda.
2. chair or co-chair the beat meeting.
3. keep the beat meeting focused on the problem-solving process.
4. identify community-based strategies to complement law enforcement strategies.
5. identify volunteers to assist community-based strategies to complement law enforcement strategies.
6. publicize beat meeting in the community by visiting businesses, community centers, places of religious worship, and other community gathering places.

7. identify community training needs that will help enhance the problem solving process.
 8. communicate with members of the beat team between meetings on emerging issues or problems on the beat.
- O. Beat officers will:
1. attend Beat Community Meetings when notified to attend. If a notified beat officer is unable to attend a Beat Community Meeting, the officer will notify their station supervisor prior to the meeting.
 2. publicize upcoming Beat Community Meetings by visiting businesses, community centers, places of religious worship, and other community gathering places.
 3. identify guest speakers and other resources needed for an upcoming meeting and notify the community policing sergeant.
 4. prepare for the meeting by reviewing relevant documents.
 5. attend meetings during their tour of duty or as designated representatives from their watch, in the prescribed seasonal field uniform.
 6. if on-duty, notify the Office of Emergency Management and Communications (OEMC) when attending the meeting and turn off their radios while the meeting is being conducted.
 7. actively participate in the meeting and the problem solving process.
 8. when designated, complete the required Beat Community Meeting reports and submit them to the community relations sergeant for approval.
 9. if on-duty, return to service promptly following the meeting by informing their supervisor and the OEMC of their availability.
- P. Rapid response and tactical officers will:
1. provide relevant information to beat officers and supervisors for the meeting.
 2. attend Beat Community Meetings as required or when notified by the district station supervisor to assist in the problem-solving process.
 3. actively participate in the meeting and the problem solving process.
 4. as assigned, provide temporary coverage for beat units attending a meeting.
- Q. Officer assigned to the community policing office will:
1. assist the community policing sergeant in scheduling, publicizing, and preparing materials for beat community meetings.
 2. attend Beat Community Meetings as notified by the community policing sergeant.

Authenticated by: KC

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