



COMMUNITY POLICING BUSINESS PUBLIC-SAFETY INITIATIVE



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RESCINDS:			
INDEX CATEGORY:	Human Rights and Community Partnerships		

I. PURPOSE

This directive introduces:

- A. a district-level community problem-solving initiative to address public-safety issues involving businesses within each district citywide.
- B. the two types of community policing business public-safety meetings:
 - 1. the business public-safety engagement meeting, and
 - 2. the business public-safety violence deterrence meeting.
- C. the position and the responsibilities of the district business liaison officer (BLO).
- D. the Business Public-Safety Plan form (CPD-21.247) and the Business Safety Plan Control Sheet (CPD-21.248).

II. GENERAL INFORMATION

- A. The Community Policing Business Public-Safety Initiative will be implemented through active engagement with businesses throughout each police district and will be focused on the strategies discussed at district-level business public-safety meetings.
- B. The business public-safety meetings will be:
 - 1. conducted in collaboration with the District Advisory Committee (DAC).
 - 2. held within each district's community room or designated locations as determined by the district commander or designated district member the rank of sergeant or above, with the assistance of the BLO and other designated personnel.
- C. All meeting participants including Department members, City departments, sister agencies, and community members will analyze the nature of business-related problems and work collaboratively to develop and implement strategies to impact or resolve identified problems.
- D. The district commander will have the discretion to determine which businesses or types of businesses that will be the focus of each meeting.

EXAMPLE: Meeting attendees can be based on the type of business within the district (e.g., convenience/liquor stores, gas stations, bars/clubs, etc.), by location (district-wide, sector, beat, ward, etc.), or by any other grouping as determined by the district commander.

- E. Each district will have a BLO designated by the district commander.

III. BUSINESS PUBLIC-SAFETY ENGAGEMENT MEETING

- A. The business public-safety engagement meeting will be held to:
1. improve public safety by engaging in a collaborative problem-solving effort with local businesses to reduce criminal activity and address quality of life concerns;
 2. exchange information and review a summary of crime statistics, crime prevention materials, and community alerts;
 3. address community concerns and review current business regulations with the involved businesses;
 4. discuss and request local businesses to participate in community policing programs, initiatives, and events;
 5. discuss established and innovative business practices and address previously and newly identified business concerns;
 6. provide feedback and follow-up information on previous meeting discussions, identified problems, and implemented strategies; and
 7. provide guest speakers, as needed, to achieve meeting objectives.

B. Meeting Format

1. Each district business public-safety engagement meeting will be held at minimum, quarterly. If appropriate, the meeting may be held more frequently at the discretion of the district commander in consultation with the DAC.
2. Meetings will be discussion-based and have an emphasis on problem-solving and information sharing by the Department, the business community, and governmental and nongovernmental agencies.
3. Meetings will follow a set agenda developed by the BLO in conjunction with the district commander, the DAC, and district community policing personnel. The agenda will include, but will not be limited to, the following:
 - a. welcome, introductions, announcements, and completion of the sign-in sheet (CPD-21-228);
 - b. feedback and follow-up on progress made on previously identified problems, including arrest data and statistical information;
 - c. scheduled speakers including Department members and other guest speakers to discuss operational best practices and other business or community-related topics;
 - d. identification and analysis of new problems;
 - e. discussion of strategies and coordination of responsibilities; and
 - f. recap including information on the next business public-safety engagement meeting.

C. Distribution of Materials and Resource Information

The BLO will be responsible to develop and ensure the following resource materials are available for review at business public-safety engagement meetings:

1. meeting agenda;
2. appropriate statistical queries to summarize activities that have taken place since the last business public-safety engagement 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.

3. appropriate community alerts, crime patterns, and crime prevention information; and

4. notifications of community events, activities, and functions.

IV. BUSINESS PUBLIC-SAFETY VIOLENCE DETERRENCE MEETING

- A. The business public-safety violence deterrence meeting will be held:
 1. as a direct approach to intervene with problematic businesses through positive business engagements and interactions;
 2. to develop and implement strategies to address crime trends in and around local businesses; and
 3. as an attempt to resolve business-related problems and discuss established and innovative business practices before enhanced enforcement and litigation efforts are required.
- B. Criteria for Identification of Problem Businesses
 1. Department members will use current crime trends and complaints to identify problem businesses within a district by using designated criteria.
 2. The identification of problem businesses will include, but is not limited to the following criteria:
 - a. increased amount of criminal activity occurring on or around the business property;
 - b. increased amount of violent crimes as a result of business operations;
 - c. premise where illegal activity is occurring;
 - d. calls for service;
 - e. arrest or other violation enforcement activity;
 - f. complaints of the use or selling of illegal contraband;
 - g. operating outside the scope of the business license or hours of operation; and
 - h. repeated business violations that contribute to public safety concerns.
 3. Identified problem businesses will be invited to attend the meeting with a certified letter via US Postal Service unless otherwise indicated in Item IV-C of this directive. Any required follow up for a response will be conducted by the district BLO telephonically, in person, or with written correspondence.
- C. Business public-safety violence deterrence meeting deconfliction
 1. Department members are required to deconflict with the Troubled Buildings Unit, the Vice and Asset Forfeiture Division, and any other applicable Department unit or City department and verify that any potential business to be invited to the business public-safety violence deterrence meeting is not under any current investigation or litigation.
 2. If deconfliction results indicate any current investigation or litigation, the identified problem business will not be eligible to attend a business public-safety violence deterrence meeting and a Business Public-Safety Plan, as indicated in Item IV-G of this directive, will not be developed.

NOTE: Department members will document all deconfliction results on the Business Safety Plan Control Sheet (CPD-21.248) and in the appropriate section of the Business Public Safety Plan (CPD-21.247). Department members will also explain the results of the deconfliction in the "final analysis and evaluation of the plan" section of the Business Public Safety Plan (CPD-21.247).
- D. Meeting Format
 1. Each district business public-safety violence deterrence meeting will be held at minimum, quarterly. If appropriate, individualized status meetings may be held more frequently at the

discretion of the district commander in consultation with the DAC and other any other involved Department unit or City agency.

2. Meetings will be discussion-based as well as individualized with identified businesses to discuss problem-solving and crime-reduction strategies with Department members, community members, governmental, and nongovernmental agencies.
3. Meetings will follow a set agenda developed by the BLO in conjunction with the district commander, the DAC, and district community policing personnel. The agenda will include, but not limited to, the following:
 - a. welcome, introductions, announcements, and completion of the sign-in sheet (CPD-21.228);
 - b. feedback and follow-up on progress made on previously identified problems, including arrest data and statistical information;
 - c. scheduled speakers including Department members and other guest speakers, to discuss operational best practices and other business or community-related topics;
 - d. identification and analysis of new problems;
 - e. discussion of strategies and coordination of responsibilities;
 - f. development of individual business safety plans; and
 - g. recap including information on the next business public-safety violence deterrence meeting.

E. Distribution of Materials and Resource Information

The BLO will be responsible to develop and ensure the following resource materials are available for review at business public-safety violence deterrence meetings:

1. meeting agenda;
2. appropriate statistical queries to summarize activities that have taken place since the last business public-safety violence deterrence 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.

3. appropriate community alerts, crime patterns, and crime prevention information; and
4. notifications of community events, activities, and functions; and
5. copies of any related documentation for the individualized safety plan for each business.

F. Business Public-Safety Plan

1. The district commander, or his or her designee the rank sergeant or above, and the BLO will develop a safety plan with each identified problem business. This plan may have input from the DAC or any other involved Department unit or City agency.
2. The safety plan will:
 - a. be individualized to each business based upon the identified problems and the agreed upon strategies for resolution, and
 - b. contain goals with time lines for achievements as well as flags for additional action or enforcement.
3. The safety plan may consist of the applicable problem-solving strategies delineated in Item V-B of this directive.

4. The BLO will document the safety plan and all related progress on the Business Public Safety Plan Form (CPD-21.247).

NOTE: Department members will ensure each generated business safety plan and the associated identifying information is documented on the district's Business Safety Plan Control Sheet (CPD-21.248).

V. PROBLEM-SOLVING STRATEGIES

- A. Problem-solving strategies can be implemented to resolve current problems businesses are experiencing and prevent future problems from occurring.
- B. The district commander or his or her designee the rank sergeant or above will lead the assembled panel in both types of meetings in collaborating on problem-solving strategies including, but not limited to:
 1. eligibility requirements for participating in the trespass affidavit program, as outlined in the Department directive entitled "**Trespass Affidavit Program**,"
 2. hiring security personnel,
 3. obtaining security cameras,
 4. linking outdoor security cameras to OEMC through the Private Sector Camera Initiative,
 5. utilizing the "Smart 911 System" through OEMC,
 6. posting additional warning or no trespassing signs,
 7. encouraging business participation in community meetings,
 8. reducing the promotion of products that attract potential criminal offenders,
 9. maintaining a log book of information such as suspected criminal activity, subject descriptions, and the date/time of police contact,
 10. voluntarily changing the hours of operation,
 11. conducting training for proper business practices,
 12. performing screening of potential employees,
 13. changing the management company, if applicable,
 14. communicating with the beat and any assigned foot officer(s), and
 15. contacting the Department of Business Affairs and Consumer Protection (BACP) for assistance.

REMINDER: In accordance with the "**Rules and Regulations of the Chicago Police Department**," Department members are prohibited from recommending any professional or commercial service or advising any person engaged in professional or commercial service that such professional or commercial services may be needed.

- C. Department members will continue to follow the community policing problem-solving strategies as delineated in the Department directive entitled "**Community Relations Strategy**."

VI. RESPONSIBILITIES

- A. The Deputy Chief, Community Policing Group, will:
 1. coordinate the implementation of the business public-safety initiative with district commanders and District Advisory Committees (DACs);

2. collaborate with the Community Policing Advisory Panel (CPAP) for additional strategy development, when necessary; and
 3. establish BLO training in conjunction with the Training Division.
- B. The Community Policing Group will act as the liaison with district command staff and personnel on the implementation of business public-safety meetings and assist in achieving the desired outcomes.
- C. Business Public-Safety Meetings will be chaired by the district commander or a designee, the rank sergeant or above and coordinated by the district BLO. The following on-duty personnel will attend:
1. district watch operations lieutenant and field lieutenants, when requested,
 2. district tactical lieutenant, when requested,
 3. a designated district sergeant,
 4. district community policing personnel,
 5. district intelligence officer (DIO), when requested,
 6. a designated member from the Community Policing Group,
 7. district troubled buildings officer, if applicable, and
 8. any other personnel designated by the district commander or designee, as necessary to accomplish meeting purposes.
- D. The following listed specialized units will provide resources to district personnel to assist with the collaborative problem-solving effort with local businesses when requested:
1. Troubled Buildings Unit (TBU) personnel,
 2. Vice and Asset Forfeiture Division personnel,
 3. Narcotic Division personnel,
 4. Gang Investigation Division personnel,
 5. Deployment Operations Section (DOC) gang analyst personnel,
 6. appropriate area, Bureau of Detectives personnel, and
 7. appropriate Office of Operations personnel.
- E. The following listed City of Chicago departments and other community organizations may offer resources to district personnel to assist with the collaborative problem-solving effort with local businesses when requested:
1. Department of Law,
 2. Department of Buildings,
 3. Department of Business Affairs and Consumer Protection (BACP),
 4. Department of Public Health,
 5. Department of Streets and Sanitation,
 6. Department of Planning,
 7. Chicago Fire Department,
 8. appropriate Ward office personnel,
 9. Cook County State's Attorney's Community Justice Center (CJC) personnel,
 10. the Office of Emergency Management and Communications (OEMC),
 11. local chambers of commerce,
 12. other security agencies operating in the district, if applicable, and
 13. any other relative stakeholders as determined necessary by the district commander or designee.

F. Business Liaison Officers (BLOs)

The district business liaison officer will be designated by the district commander. The BLO will:

1. report directly to the district commander, or designee, the rank sergeant or above;
2. participate in all required training designated by the Community Policing Group;
3. adhere to the objectives established by the Community Policing Group to establish and strengthen relationships with the businesses within their respective district;
4. coordinate business public-safety meetings and select local businesses to be included;
5. serve as the point of contact for businesses within the district;
6. liaison with other Department units, City departments, and community organizations, when appropriate;
7. liaison with identified problem businesses; and:
 - a. identify and contact the license holder, business operator, and property owner of each involved problem business;
 - b. liaison and deconflict with TBU, the Vice and Asset Forfeiture Division, and any other applicable Department unit or City department and verify that any potential business to be invited to the business public-safety violence deterrence meeting is not under any current investigation or litigation;
 - c. set a plan of action with business representatives and establish completion dates for agreed upon progress;
 - d. document meetings with the involved problem businesses and the outcomes;
 - e. review crime trends, incidents, and arrests pertaining to the involved problem businesses for follow-up meetings;
 - f. monitor the progress of the involved problem businesses and conduct premise checks in coordination with the district commander, as necessary;
8. ensure the effected watches are notified of any community concerns identified at a business public-safety meetings as well as any plan of action and progress updates for the involved problem businesses;
9. ensure the procedures and protocols established in the Department directive entitled "**City Licensed Premises and Licensees**" are followed;
10. address any concerns identified by district Strategic Decision Support Center personnel involving business within the district as delineated in the Department directive titled "Strategic Decision Support Centers: Operations and Accountability;" and
11. assist the appropriate Bureau of Detectives and Area Technology Center (ATC) personnel with any investigations involving businesses within the district, when needed.

G. District commanders

District commanders will be responsible for the analysis, development, and implementation of the Community Policing Business Public-Safety Meetings.

NOTE: A review of community relations endeavors through the CompStat process will provide a forum for analyzing the effectiveness on the implemented strategies and the Department's support of field operations as delineated in the Department directive entitled "**Community Relations Strategy**."

Authenticated by: KC

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