



Metropolitan Police Department

Metropolitan Police Academy
4665 Blue Plains Drive, Washington, D.C., 20032



Lesson Plan Title: Neighborhood Safety Zones

Lesson Plan Number: N/A

Prepared by: John Foust

Date: June 5, 2008

New plan **Revision**

Time Frame: Two Hours

PARAMETERS

Audience: Recruits Officers or Sworn Officers

Number: Approx. Maximum of 100 students per session

Space: Large Classroom or auditorium

PERFORMANCE OBJECTIVES

At the conclusions of this training session, the student shall be able to:

1. Identify purpose of Neighborhood Safety Zones
2. Define Neighborhood Safety Zone
3. Define Neighborhood Safety Zone checkpoint
4. Define Neighborhood Safety Zone Manager's Report
5. State maximum number of days a NSZ can be established
6. Identify the person who may authorize establishment of a NSZ
7. List equipment that is necessary for a NSZ
8. Identify person responsible for completing Manager's Report
9. Explain the importance of respecting community activities
10. List legitimate reasons that one may enter a NSZ

- 11. Demonstrate proper procedures while at checkpoints
- 12. Identify minimum number of members required for a NSZ

ASSESSMENT TECHNIQUE

- 1. Instructor led classroom discussion
- 2. Classroom question and answer
- 3. Practical application/demonstration

INSTRUCTOR MATERIALS

- Overheads Slides Posters References
Videotapes Title: _____
Documents Title: _____

EQUIPMENT/SUPPLIES NEEDED

- | | |
|--|--|
| <input type="checkbox"/> Flipchart & Stands | <input type="checkbox"/> PowerPoint Presentation |
| <input type="checkbox"/> Flipchart Markers | <input type="checkbox"/> Video camera |
| <input type="checkbox"/> Masking Tape | <input type="checkbox"/> Televisions |
| <input checked="" type="checkbox"/> Marker Board | <input type="checkbox"/> Video-show |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Computers |
| <input type="checkbox"/> Projector Screen | <input type="checkbox"/> Videotape Player |

TRAINING PARTICIPANT HANDOUTS

<u>Number Required</u>	<u>Title(s)</u>
One for each student-	Special Order Neighborhood Safety Zones
One for each student-	Neighborhood Safety Zones (NSZ) Manager's Report
One for each student-	Neighborhood Safety Zone Pocket Card
One for each student-	PD Form 76 Stop and Contact Report

REFERENCES

Special Order SO-08-06: Neighborhood Safety Zones
General Order 304.10: Police Citizen Contacts, Stops and Frisks
General Order 301.03: Vehicular Pursuits

GENERAL COMMENTS

Although not necessary, it may be helpful to have legal counsel available to answer questions that may arise during the few presentations of this course.

LESSON PLAN PRESENTATION GUIDE

Introduction

Class length and objectives

Registration

Register students

I. BACKGROUND

The establishment of Neighborhood Safety Zones is an effective law enforcement tool for addressing violent crime. Vehicles are common instrumentalities of crime, particularly armed violent crime. It is in the interest of law enforcement to prohibit vehicles with no legitimate purpose to enter neighborhoods that have been victimized by spikes in violent crime. The U.S. Courts have found that the zones are constitutional when limited in scope, and when conducted for a legitimate law enforcement purpose.

This Special Order provides guidance for establishing Neighborhood Safety Zones, consistent with constitutional requirements, that provide high police visibility, prevent and deter crime, safeguard officers and community members, and create safer District of Columbia neighborhoods.

TRAINER NOTES

Introduces yourself and any guests that may be present. Discuss length of course and objectives.

Ensure sign-in sheets delivered to Academic Services at MPA

Focus in on vehicles

Neighborhood Safety Zones are lawful, officers must ensure that they follow the SO to keep these zones available for use as a tool to prevent and deter crime.

II. POLICY

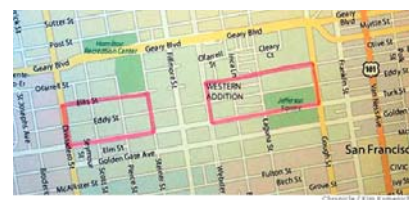
It is the policy of the Metropolitan Police Department to lawfully establish Neighborhood Safety Zones to promote the health, safety, and welfare of the District of Columbia residents and visitors.

III. DEFINITIONS

When used in this directive, the following terms shall have the meaning designated:

1. Member – Sworn employee of the Metropolitan Police Department (MPD).
2. Neighborhood Safety Zone (NSZ) – Delineated geographic area designated by the Chief of Police in response documented crimes of violence the purpose of which is to provide high police visibility, prevent and deter crime, safeguard officers and community members, and create safer District of Columbia neighborhoods.
3. Neighborhood Safety Zone Checkpoint – A location at the perimeter of the NSZ where vehicles are stopped for the purpose of determining whether the operator has a legitimate reason for entering the NSZ.
4. Neighborhood Safety Zone Manager – Member the rank of Lieutenant or above who manages the individual Neighborhood Safety Zone operation.
5. Neighborhood Safety Zone (NSZ) Manager's Report (PD

Draw an example of a NSZ on the board. Two zones are illustrated here:



Checkpoints: Draw examples of checkpoints. Number of checkpoints will be determined by resources, size of zone, etc. Setup of checkpoints will be discussed shortly.



The Manager's Report is a required document to be discussed in detail when procedures are discussed.

<p>Form 907-A) – Report completed by the NSZ Manger that documents why, when, where, and how an NSZ was conducted.</p>	
<p>IV. REGULATIONS</p> <p>A. An NSZ may be established solely in response to crimes of violence occurring in a designated location.</p> <ol style="list-style-type: none"> 1. The NSZ shall be established for a specific and legitimate law enforcement purpose, (e.g., recently reported criminal incident(s) including homicides, shootings, robberies, and other offenses as approved by the Chief of Police). 2. The NSZ shall be targeted to promote community safety interests while minimizing interference with normal community activities. 3. Consistent with part V.F, below, each NSZ checkpoint shall be conducted systematically so as to minimize or eliminate police officer discretion in stopping vehicles from entering the NSZ. 4. The NSZ shall be established for no more than five (5) days, unless the Chief of Police approves an extension of no more than five (5) additional days. <p>B. The recommendation to establish an NSZ, and the selection of the location for an NSZ, shall be made by an official</p>	<p>Established for a specific law enforcement purpose-not for general law enforcement or fishing expeditions</p> <p>Important to minimize interference to the community</p> <p>Important to understand goal and purpose of each checkpoint.</p> <p>10 days maximum: No more than 5 days at first, COP may authorize additional days</p> <p>Commander or above makes recommendation</p> <p>COP or designee must approve NSZ</p>

<p>the rank of Commander and above.</p> <p>C. Each NSZ shall be approved, in advance, by the Chief of Police or designee, provided that the designee shall not hold a rank lower than Assistant Chief of Police.</p> <p>D. Only those members who have successfully completed all NSZ-related training required by the Chief of Police may participate in the implementation of an NSZ. NSZ-related training shall include specific limitations on members' exercise of discretion in determining whether a vehicle will be permitted to enter the NSZ.</p> <p>E. Each member assigned to an NSZ shall wear an MPD-approved visibility vest and be provided other required equipment (e.g., cones, light tower).</p> <p>F. For the purpose of implementing an NSZ, members shall not stop vehicles that are exiting the NSZ.</p> <p>G. For the purpose of implementing an NSZ, members <u>shall not stop pedestrians</u>.</p> <p>H. Generally, vehicles shall be not searched during an NSZ operation. However, if in the course of conducting an NSZ, a member develops reasonable suspicion or probable cause to believe that a crime is being committed, the member may detain the motorist to an extent reasonably necessary to investigate. Under such circumstances, a motorist may consent to search, or, if incident to arrest, a search of the interior passenger area of the vehicle (including containers) may be performed.</p> <p>V. PROCEDURAL GUIDELINES</p>	<p>Officers cannot participate in NSZ unless trained</p> <p>NSZ officers must wear approved visibility vest. Use other equipment as necessary</p> <p>Do not stop vehicles exiting</p> <p>Do not stop pedestrians</p>
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<p>A. An NSZ location shall be selected for the purpose of addressing a neighborhood violent crime problem. Evidence to support the existence of a neighborhood violent crime problem may include:</p> <ol style="list-style-type: none"> 1. Pertinent violent crime data; 2. Information contained in citizen and community reports and complaints relevant to documented violent crimes; and 3. Information gathered from criminal intelligence sources relevant to documented violent crimes. <p>B. Documentation of the evidence prepared based on Part V.A above, and an explanation of how the evidence supports the purpose of the NSZ, as described in Part IV.A above, shall be preserved and attached to the PD Form 907-A [Neighborhood Safety Zone (NSZ) Manager's Report] associated with the NSZ.</p> <p>C. In selecting an NSZ location, the following criteria shall be considered:</p> <ol style="list-style-type: none"> 1. The NSZ shall not unnecessarily interfere with routine community activities; 2. There shall be sufficient space for deploying members assigned to the NSZ; 3. There shall be sufficient space on the roadway for deploying one (1) or more marked MPD vehicles such that the vehicle(s) are clearly visible; 	<p>Evidence of crime problem is a necessity</p> <p>May come from many sources</p> <p>Evidentiary documentation is attached to PD Form 907-A (manager's report)</p> <p>Respect community activities, minimize interference</p> <p>Have sufficient space</p> <p>MPD vehicle(s) must be on roadway, clearly visible</p>
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<p>4. There shall be sufficient space for deploying equipment to alert vehicle operators approaching the NSZ;</p> <p>5. NSZ operations shall cause minimum delays to normal traffic patterns; and</p> <p>6. The area shall permit a sufficient number of checkpoints for establishing an adequate perimeter.</p> <p>D. Each NSZ checkpoint shall be staffed by a minimum of five (5) officers and one (1) official the rank of Sergeant or above.</p> <p>E. An official, of at least the rank of Lieutenant, shall be designated as the NSZ Manager and may increase, but not decrease, the NSZ staffing depending on factors such as location, level of criminal activity, and number of stops.</p> <p>F. Each member assigned to an NSZ shall:</p> <p>1. Be equipped with a visibility vest, flashlight, cones, flares, Notice of Infraction (NOI) books, PD Form 61-D (Violation Notice) books, and PD Forms 76 (Stop or Contact Report);</p> <p>2. Identify himself/herself, his/her assigned District or element, the reason for the NSZ, and the reason for the stop;</p> <p>3. Inquire whether the operator of the stopped vehicle has a <u>legitimate</u> reason for entering the NSZ as follows:</p>	<p>Use cones or other equipment to alert approaching vehicles</p> <p>Discussion point- have class provide examples of appropriate and inappropriate areas</p> <p>Checkpoints: Minimum 5 officers, 1 sergeant</p> <p>NSZ Manager= Lieutenant or above</p> <p>Consideration should be given to assessing need for additional perimeter patrol support to address safety of extra pedestrian traffic that may result from denial of vehicle entry to the NSZ</p> <p>Be properly equipped</p> <p>Identify yourself & explain the purpose of the stop. This is important to convey the reason for the use of the NSZ.</p>
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<p>Note: Legitimate reasons are:</p> <ol style="list-style-type: none"> a. The person resides in the NSZ; b. The person is employed in the NSZ or is on a commercial delivery; c. The person attends school, or is taking a child to or picking a child up from a school or day-care facility in the NSZ; d. The person is a relative of a person who resides in the NSZ; e. The person is seeking medical attention, is elderly, or is disabled; f. The person is attempting to attend a verified organized civic, community or religious event within the NSZ; or g. An official the rank of sergeant or above assigned to the NSZ approves the entry under exigent circumstances. <ol style="list-style-type: none"> 4. Request operator identification when attempting to determine the legitimacy of the reason for entering an NSZ. 5. Require proof of the reason for entry; the operator must provide information sufficient for the member to verify the accuracy of the reason. This may include, but is not limited to, a telephone number of the address to which 	<p>Make inquiries</p> <p>Ask the class: What do you think are legitimate reasons for entering NSZ?</p> <p>Discuss the reasons</p> <p>Discuss exigent, explain that an official should decide</p> <p>The discretion to permit entry into an NSZ under “exigent circumstances” as that term is used in section V F. 3. of the Special Order should be limited to decision making, when time and circumstances permit, by the MPD official of the rank of Sergeant or above, assigned to the NSZ (as stated in section V F.3.g.)</p>
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<p>the person seeks entry (which the member may use to verify that the resident/occupant expects the person(s)) and/or an invitation to a verified organized civic, community, or religious event located within the NSZ.</p> <p><u>Note:</u> Persons cannot be compelled to proffer a reason for entry into an NSA; however, failing to provide a reason for entry is sufficient for denial of entry.</p> <p>6. Deny a stopped vehicle access to the NSZ when it is determined that the motor vehicle operator does not have a legitimate reason for entering the NSZ; and</p> <p>7. Arrest any vehicle operator who refuses to comply with lawful police direction with <i>Failure to Obey</i> (Title 18 DCMR § 2000.2).</p> <p>G. The NSZ Manager shall:</p> <p>1. Prior to establishing the NSZ, the NSZ Manager shall:</p> <p>a. Verify that adequate natural lighting or street lighting is present;</p> <p>b. Verify that adequate space is available for safe operations, deployment of personnel, traffic flow, and parking for the vehicles of arrested persons;</p> <p>c. Notify the affected District's Watch Commander of the</p>	<p>For vehicles barred from entry, officers should be instructed to inform the drivers that they can park the vehicle and walk into the secured area, or that they are free to otherwise drive away.</p> <p>When legitimate reason does not exist, <u>deny</u> access to the vehicle</p> <p>Operator can turn around or park</p> <p>Officers should be instructed to provide an egress point for vehicles that are either turned away or do not wish to approach the check-point.</p> <p>Officers should be instructed that refusal to answer any or all questions should not be viewed as a basis for suspicion, and such drivers should be allowed to depart without being further detained.</p> <p>Make arrest if there is no compliance</p> <p>Manager (lieutenant or above) duties:</p> <p>Documentation</p> <p>Inspection</p>
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<p>anticipated location, date, and time;</p> <p>d. Conduct roll call with all members assigned to the NSZ;</p> <p>2. Ensure all stop locations are clearly defined using barricades, lights, cones, and/or flares to reduce excessive traffic backup;</p> <p>3. Ensure a marked vehicle is positioned in the event a vehicular traffic stop is necessary;</p> <p>4. Ensure that members employ the stop method that requires that every vehicle attempting entry is stopped;</p> <p>5. Ensure, when practical, at least two (2) members approach each stopped vehicle;</p> <p>6. In the event that all assigned members become involved with multiple stops and/or traffic is affected, approve the temporary suspension of the NSZ checkpoint stops until the vehicular congestion is relieved;</p> <p>7. Ensure that each instance of a stopped vehicle is documented on a PD Form 76 (Stop or Contact report)</p> <p>a. For vehicles that are denied entry, the PD Form 76 shall include the operator information, vehicle description, vehicle tag number and reason for denial.</p>	<p>Notify District Watch Commander</p> <p>Conduct roll call with members</p> <p>Check perimeters</p> <p>Marked vehicles</p> <p>Use 2 members when possible</p> <p>Temporarily suspend NSZ when necessary</p> <p>Convey documentation</p>
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<p>b. For vehicles that are permitted entry and in cases where the operator elects to leave the checkpoint without providing information, the PD Form 76 shall include the vehicle tag number, and where appropriate, the reason for entry.</p> <p>8. Ensure that the documentation required by Part VB above is attached to the PD Form 907-A; and</p> <p>9. Transmit the original PD Form 907-A and all accompanying documentation to the Watch Commander prior to the end of the tour of duty in which the NSZ was conducted.</p> <p>H. The Police District Watch Commander shall:</p> <p>1. Record the NSZ notification on the Watch Commander's Report and notify, in turn, the Command Information Center (CIC);</p> <p>2. Review, sign, and date the PD Form 907; and</p> <p>3. Ensure that a copy of the signed and dated PD Form 907 is forwarded to the CIC and the Police District Administrative Office.</p> <p>I. The Police District Commander shall:</p> <p>1. When requesting the establishment of an NSZ in his/her District, meet the requirements of Part V.A. and V.C. above;</p>	<p>Watch Commander Duties:</p> <p>Record and notify CIC</p> <p>Review, sign, date PD Form 907</p> <p>Forward 907</p> <p>District Commander Duties:</p> <p>Review criteria for establishment of NSZ</p>
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<p>2. Ensure that only members who have successfully completed all required training participate in the NSZ;</p> <p>3. Prepare a memorandum to the Chief of Police, through the chain of command, that includes:</p> <ul style="list-style-type: none"> a. Proposed date(s) and times that an area should be declared an NSZ; b. Evidence used in making the selection of the location, date(s), and times; c. Justification for the determination consistent with Part V.A and V.C above; d. Plan specifying the resources to be used to mark the area as an NSZ and the deployment of personnel and resources to the NSZ; and e. Detailed map outlining the boundaries of the proposed NSZ; <p>4. Upon the approval of the Chief of Police for establishing an NSZ and prior to the establishment of the NSZ:</p> <ul style="list-style-type: none"> a. Ensure the procurement and distribution of a sufficient quantity of notices containing information regarding the NSZ to residences and businesses; 	<p>Ensure training</p> <p>Write memorandum to COP</p> <p>Notify Residents</p>
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<p>b. Ensure the procurement of a sufficient quantity of posters entitled, "Warning, This Area Has Been Declared A Neighborhood Safety Zone", from the Reproduction Section, Police Business Services Division, Corporate Support Bureau;</p> <p>c. Ensure the NSZ posters are properly completed; located, at a minimum, around the borders of the NSZ; and secured to available objects (e.g., lamp posts) or placed on wooden stakes;</p> <p><u>NOTE:</u> Any member who observes an individual injuring, breaking, or destroying any NSZ poster may charge the individual with a misdemeanor <i>Destruction of Property</i> (D.C. Official Code § 22-303).</p> <p>5. Ensure that at least one (1) member assigned to the affected Patrol Service Area(s) included within the NSZ is assigned to each checkpoint;</p> <p>6. Upon the expiration of the NSZ time period, direct members of his/her command to promptly remove all signs and other identifying documents and equipment from the boundaries and areas within the former NSZ;</p>	<p>Procure posters</p> <p>Ensure proper placement of posters</p> <p>Destruction of posters is illegal</p> <p>NSZ members must include at least 1 member from PSA</p> <p>Ensure removal of posters and equipment when finished</p>
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<p>7. Following the expiration of the NSZ time period, submit a report to the Chief of Police, through the chain of command, within ten (10) business days, with the following information:</p> <ul style="list-style-type: none"> a. Location of the NSZ, including the exact boundaries; b. Personnel and other resources allocated to the NSZ; c. Time(s) and date(s) of: <ul style="list-style-type: none"> (1) Distribution of notices to the residences and businesses located within the NSZ; (2) Period that the NSZ was implemented; (3) Marking of the boundaries with posters; and (4) Removal of all posters from the former NSZ; d. Number of locations at which posters were placed; e. Number and type of crime index offenses that occurred in the NSZ during the NSZ time period; f. Total number of vehicles stopped, vehicles denied 	<p>Submit Report to COP within 10 days</p>
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<p>access, and any arrest related to the NSZ;</p> <p>g. Number and type of complaint(s) received as a result of NSZ activities;</p> <p>h. Any significant event or unusual incident that occurred in the NSZ during the NSZ time period, and</p> <p>i. After-action evaluation of the NSZ operation;</p> <p>8. When the NSZ abuts the boundary of another Police District, notify the Commanding Officer of the affected district;</p> <p>9. Establish and maintain a District file as follows:</p> <p>a. A separate folder shall be established each NSZ;</p> <p>b. The folder, at a minimum, shall include:</p> <p>(1) Copy of the recommendation memorandum submitted to the Chief of Police with the signature of approval of the Chief;</p> <p>(2) All documents supporting the recommendation for the establishment of the NSZ;</p> <p>(3) Record of when,</p>	<p>Notify other districts if necessary</p> <p>Establish District file</p>
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	<p>how, and by whom the NSZ notices and posters were distributed and posted;</p> <p>(4) Enforcement documentation and crime statistics for the NSZ time period;</p> <p>(5) Information about any unusual or significant incident; and</p> <p>(6) A copy of the final report to the Chief of Police.</p>	
J.	The Director, Corporate Support Bureau shall be responsible for the preparation of the NSZ warning posters.	Corporate Support prepares posters
K.	The Assistant Chief, Patrol Services and School Security Bureau, shall forward to the Chief of Police each request for the establishment of an NSZ he/she has approved.	Assistant Chief of Patrol Service forwards requests to COP for NSZ
L.	The General Counsel shall: <ul style="list-style-type: none"> 1. Review all requests for the establishment of an NSZ for legal sufficiency; and 2. Advise the Chief of Police, in writing, whether the request for an NSZ meets legal requirements. 	General Counsel Reviews General Counsel advises COP
M.	The Chief of Police shall: <ul style="list-style-type: none"> 1. Approve or disapprove each request for the establishment of 	Chief of Police Duties: Approve or Disapprove

an NSZ.	requests
<p>VI. CROSS REFERENCES</p> <p>A. D.C. Official Code § 22-303 (Malicious Burning, Destruction, or Injury of Another's Property)</p> <p>B. Title 18 (Vehicles and Traffic) DCMR § 2000.2</p>	Two references are related to this SO. Officers should read these prior to working in a NSZ.
<p>VII. ATTACHMENTS</p> <p>Attachment A: Neighborhood Safety Zone (NSZ) Manager's Report</p> <p>Attachement B. NSZ Pocket Cards</p>	<p>Distribute a copy of the Manger's Report, so that officers may see what documentation is necessary for a NSZ.</p> <p>Distribute pocket cards, so that officers have a quick reference when working in a NSZ.</p>
<p>VIII. REVIEW, DISCUSSION, APPLICATION</p> <ol style="list-style-type: none"> 1. Review contents of above material 2. Select officers from the class to participate in application exercises 3. Bring officers to the front of the class 4. Draw a NSZ on the board and establish checkpoints 5. Present officers with various situations of citizen encounters 6. Request that officers address checkpoint encounters in appropriate manner 7. Repeat with other officers as time permits 	<p>Distribute copy of PD Form 76</p> <p>Time allotted for this class is two hours. Take part of the remaining time to review and then perform classroom applications.</p>

IX. SUMMARY/ EVALUATION

1. Ask students if they have any questions.
2. Address any concerns/questions
3. Dismiss class

Fifteen minutes should be allotted for the closing and final questions.



**Metropolitan Police Department
Washington, D.C.
Neighborhood Safety Zone (NSZ) Manager's Report**



Date: [DD/MM/YY]	District:	NSZ Lieutenant: [Print: Last, First, Middle Initial]
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Checkpoint Locations: [Intersection(s) and/or Address(es)]

Purpose:

Time Began: [Hour, Minute]	Time Ended: [Hour, Minute]
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Time Paused: [Hour, Minute]	Time Resumed: [Hour, Minute]
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District Watch Commander Notified: [Rank, Last Name, First Name, Badge Number, Date /Time Notified]

Stop Procedure: [For Example: All Vehicles; Every Third Vehicle]

Total # Vehicles Passed Through NSZ:	Total # Vehicles Stopped From Entering NSZ:	Total # Vehicles Failing to Stop at NSZ:
Total # of NOIs Issued:	Total # of PD 76s Completed:	Total # of PD 61-Ds Issued:

ARRESTS







Arrest Number	CCN	Name of Arrestee	Charge(s)	Disposition

NSZ Lieutenant 's Full Signature: [First Name, Middle Initial, Last Name]	Date of Signature:
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Reviewed by Watch Commander: [Print Rank, First Name, Middle Initial, Last Name, Badge Number]

Watch Commander's Full Signature: [First Name, Middle Initial, Last Name]	Date of Signature:
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NSZ Pocket Cards

<p>Legitimate reasons to enter the NSZ are:</p>  <p>The person:</p> <ul style="list-style-type: none"> • resides in the NSZ; • is employed in the NSZ or is on a commercial delivery; • attends school or a day-care facility, or is taking a child to or picking a child up from a school or day-care facility in the NSZ; • is a relative of a person who resides in the NSZ. • is seeking medical attention, is elderly, or is disabled; and/or • is attempting to attend a verified organized civic, community or religious event within the NSZ; or <p>An official the rank of sergeant or above assigned to the NSZ approves the entry under exigent circumstances,</p>	<p>Legitimate reasons to enter the NSZ are:</p>  <p>The person:</p> <ul style="list-style-type: none"> • resides in the NSZ; • is employed in the NSZ or is on a commercial delivery; • attends school or a day-care facility, or is taking a child to or picking a child up from a school or day-care facility in the NSZ; • is a relative of a person who resides in the NSZ. • is seeking medical attention, is elderly, or is disabled; and/or • is attempting to attend a verified organized civic, community or religious event within the NSZ; or <p>An official the rank of sergeant or above assigned to the NSZ approves the entry under exigent circumstances,.</p>
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