

**CRAIG POLICE DEPARTMENT  
Office of Chief of Police  
General Order**

**Date Issued: March 31, 2001**

**Revision Date:**

**Subject: Performance Expectations Reference: CACP STD.**

**TO: ALL PERSONNEL**

**I. POLICY:**

In accordance with the mission and values of this agency, all members of our organization must provide services that reflect integrity, respect, community service, problem solution, and the fair and equal treatment of all citizens. The Craig Police Department has certain performance expectations that will be considered when evaluating job performance.

**II. PROCEDURE:**

These procedures are set forth as examples of activities and practices that the department feels are important to the successful completion of our mission. They are not all inclusive.

- A. Members must place an emphasis on value driven customer service:
  - 1. Maintain a positive attitude when dealing with our clients.
  - 2. Make follow-up contacts with victims in a timely manner.
  - 3. Treat everyone equally, with respect and dignity.
  
- B. Quality Work Product:
  - 1. Reports should be detailed, timely and adequately represent the victim to provide for successful prosecution.
  - 2. Focus on thorough crime investigations, to include the initial crime scene, follow-up with neighborhood canvass and gathering statements.
  
- C. Patrol Activity: (During uncommitted time.)
  - 1. Day Shift:
    - a. Begin shift with drive-by security checks of businesses. Our goal is to find burglaries BEFORE the owners do.
    - b. Conduct foot patrols of the business areas and the mall. Make contact with owners/managers to get to know them and provide crime prevention information regarding security, theft, lighting, environmental design, etc. (Use that time to learn the layout of the business in case you have to search it in the middle of the night.) Watch for bicyclist and skaters that create a safety problem on the sidewalks. When in the mall contact youth that may be loitering around the area.

- c. Traffic enforcement, especially in school zones and areas where we have received complaints. When providing extra patrol for traffic complaints, stop by and talk with neighbors and let them know you are there and why.
- d. Extra patrols for vacation checks, etc.
- e. Walk the parks and visit with people.
- f. Have lunch with the senior citizens at Sunset Meadows, and with school kids when school is in session.
- g. Work warrant list.
- h. Take an active part in the Safety Belt Award Program, and any other Community Policing activities you may be working on.
- i. Officers involved in the Landlord/Tenant Program should maintain regular contact with the owners/managers of their assigned properties.

2. Night Shift:

- a. Foot patrol: After 0200 walk downtown area checking doors/windows, etc. Occasionally leaving business cards in doors. Walk around schools checking doors, windows, etc.
- b. Bar checks.
- c. Take an active part in the Business Card Program for businesses and residential areas, and any other Community Policing activities you may be working on.
- d. Traffic enforcement for DUI's etc. After the bars are closed traffic enforcement is secondary to patrol activity of businesses and any specific crime areas.

3. Keep yourself mentally and physically fit to perform your duties.

D. Teamwork and Cooperation

- 1. Keep each other informed of incidents and activities that may occur. This may be done at briefing or informally.
- 2. Ask other officers/members for assistance so that investigations are resolved in a timely manner, and be willing to offer assistance to other officers when appropriate.

**Approved by:**

**Date:**

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**Walter K. Vanatta**  
**Chief of Police**