

# PHOENIX CRIME FREE MULTI-HOUSING PROGRAM



## Police Officer Placement Solution (P.O.P.S.)

The POPS Program was initiated to enable the City of Phoenix and various rental communities in recruiting police officers to become residents in their community. This program is an element of an overall commitment between the city and its neighborhoods related to crime prevention and a Community Based Policing philosophy.

The intended goal of the POPS Program is to enhance the quality of life in our neighborhoods by making them safe enough for people to live without fear of crime.

The benefits to the community resulting from the placement of officers in their communities as they become familiar with the area are:

- A strong deterrent to crime through officer involved resident crime prevention education
- An open line of communication between the community and the police, (the POPS officer will receive the daily email crime reports )
- The presence of marked police take-home vehicles (when available)
- Continuing financial benefit from stabilized or improved property values

Officers that volunteer to live at properties participating in the program are expected to be good neighbors and a resource to their community. All direct police or security service will continue to be handled through crime stop, 911, private security companies, or non-resident off-duty officers working within the guidelines of departmental off-duty policies.

The benefits to the officers are:

- Mutually agreed upon financial incentives related to rent, utilities or furnished apartments
- A marked take-home police vehicle (up to 2 per precinct when available), provided that the location of the residence, ideally, is within the same police precinct in which they work. (Due to the current budget constraints the benefit of a marked police vehicle is not possible until further notice.) T

The requirements for officers to participate are:

- Fulltime employee in a uniformed assignment
- Not on probation
- Positive written recommendation from their chain of command
- Completion of an 8-hour block of instruction on the Crime Free Multi-Housing Program Phase I Seminar
- A PMG of "Met Standards" on each of their last two evaluations.
- One uniformed officer per approved rental unit
- Uniformed officer understands rental unit or part cannot be occupied, rented or sub-leased to an unauthorized tenant.

The requirements for apartments to participate are:

- Notification of their interest to participate in the POPS Program to the City of Phoenix Crime Free Coordinator
- Completion and certification in all three phases of the Crime Free Multi-Housing Program and actively demonstrates an effort to keep illegal activity out of rental property.
- Completion and approval of a program application. Only certified properties that complete the application process and are approved will be accepted as POPS Program locations.

To obtain applications for officers or apartments, or other related information, contact the Crime Free Multi-Housing Coordinator, Officer Connie Stine in the Patrol Operations Bureau at (602) 495-6897, office fax (602) 534-2346.

Additional Information:

The following information and requirements outline the key elements of the Police Officer Placement Solution (POPS) Program:

Initiated in October of 1993, involving single-family residences, public housing, and multihousing apartments. Incentives were offered for officers to buy or rent identified properties throughout the City of Phoenix to promote an increased police presence in struggling neighborhoods. Currently, the program involves only fully certified Crime Free Multi-Housing properties.

The department does not currently require officers to attend community meetings; however, individual commitments will likely be *negotiated* during determination of financial incentives being received by the officer from the housing location. Officers are encouraged to become involved with their neighbors as citizens and participate whenever possible in crime prevention efforts (i.e. Responding to daily crime call emails, develop a community Block Watch, promote "Getting Arizona Involved in Neighborhoods" (G.A.I.N), Phoenix Neighborhood Patrol, Faxnet1, etc.).

With the approval of the Public Safety Committee and City Council the Precinct Commanders were authorized the use of a minimum of two marked police vehicles per precinct by participating POPS officers, based on availability, provided that the POPS location is in the same precinct in which the officer works. (Some exceptions may be approved.) Officers may only use those assigned cars for travel back and forth between their workstation and the POPS location when off-duty. (Marked police vehicles are not always wanted by the property owner. This wish is not a disqualifying element to participate in the POPS Program.)

**Note: According to the Internal Revenue Service as of February 1998, there are no restrictions or requirements for officers to report the financial incentives (Form 1099), they receive from their POPS apartments as long as they are not providing a direct service to the apartments in exchange for those incentives (i.e., security guard, etc.).**

The following instructions are related to the application procedure:

1. Complete an application package and submit to the Community and Patrol Services, Community Programs Sergeant for approval through the chain of command. A confirmation notice will be sent upon approval of your application.
2. To register for the Crime Free Multi-Housing Phase I Seminar contact the citywide CFMH Coordinator preferably by emailing [connie.stine@phoenix.gov](mailto:connie.stine@phoenix.gov) or call Officer Connie Stine at (602) 495-6897. Upon completion attach a copy of the CFMH Phase I certificate to the application and forward to the Community Programs Sergeant Kelly Harrison in the Community Relations Bureau. Your name will be added to the POPS approved for placement list pending final approval.
3. Final approval will require a copy of a completed lease agreement, not to exceed six months, which identifies the POPS location selected and the terms, including a list of any incentives provided by the selected property, to be forwarded to the Community Programs Sergeant in the Community and Patrol Services Bureau for review and filing.
4. A memo will be forwarded to the applicant and a copy to their immediate supervisor for the division file confirming your approval and participation in the POPS Program.
5. The POPS officer should be aware that if the property owner/management require you to sign a Form 1099 *at any time*, the officer will become responsible for outstanding income tax obligations.

Note: Failure to complete these steps will disqualify you from participation in the POPS Program.

Sergeant Kelly Harrison  
Phoenix Police Department  
Patrol Operations Bureau  
620 West Washington  
Phoenix, AZ 85003 Office (602) 495-2419 Fax (602) 495-2346



## COMMENTS & ENDORSEMENT

Immediate Supervisor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

### OTHER COMMENTS & ENDORSEMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewing  
Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

Commanders  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** According to the Internal Revenue Service as of February 1998, there are no restrictions or requirements for officers to report the financial incentives (Form 1099), they receive from their POPS apartments as long as they are not providing a direct service to the apartments in exchange for those incentives (i.e., security guard, etc.).

# RESUME

If you have never completed or compiled a resume, there are a few basics to remember. The resume should be typed, written in plain English, and limited to one page if possible. There are many books that give pointers on resume preparation, or if you are still in school, there are resources available through the student services office. This resume will be in memo form (see the attached sample).

The P.O.P.S. resume should include:

- \* Your reason/s for participating in P.O.P.S.
- \* Your current assignment and duties
- \* Special skills or qualifications, i.e., bilingual, involvement in community based programs, etc.
- \* Personal Information
- \* Any special housing needs or desires (number of bedrooms, area for pets, ramped entrances, etc.).
- \* Area or neighborhood preferred.

Attach the resume and your past two performance ratings to the application form provided.

---

## GENERAL INFORMATION

Submit the resume and application to your chain of command for comments and an endorsement from your immediate supervisor. The signed applications will be forwarded to the Community Programs Sergeant for review and approval. Upon approval, a letter will be sent with additional instructions.

In the event that your application is approved but you decide not to participate in the POPS Program, please notify Community Programs Sergeant Kelly Harrison or Officer Stine in writing by memorandum or email so your program status can be updated. Occasionally updates regarding participation are submitted to the City Council regarding this program, therefore, your timely notification will ensure the accuracy of information being reported.

**NOTE:** Forward completed application, resume and ratings to:

**Sergeant Kelly Harrison  
Phoenix Police Department  
Community & Patrol Services  
Community Programs  
620 West Washington St.  
Phoenix, AZ 85003  
Office: (602) 495-2419 FAX (602) 495-2346**

# **SAMPLE**

**To: Sgt. S. Smith**

**From: Off. James J. Jones #9999**

**Subject: P.O.P.S. Application**

---

## **PURPOSE**

**I would like to live in a neighborhood of concerned residents actively working to promote a safe environment and concern about each other. I am a good neighbor and often will bring a wife and/or child into the area that will participate in community activities. I would be willing to accept a transfer to work in the same area I would be living.**

## **CURRENT ASSIGNMENT**

**I am currently assigned to the Central City Precinct in the 53J squad. My work hours are 3:30 PM to 1:30 am, Monday through Thursday. I am assigned to routine patrol and have been in this position for ten years. Additionally, I am certified a sign language interpreter.**

## **PROFESSIONAL EXPERIENCE**

**During my career as a Phoenix Police Officer, I have held the following assignments: Patrol Officer, Walking Beat Officer and Field Training Officer. These positions have allowed me to develop skills in interpersonal communications and problem solving.**

## **EDUCATION**

**Glendale Community College- Glendale, AZ.**

**\* Associates Degree in Justice Studies, 1998**

## **PERSONAL**

**Born: 8/31/61**

**Married: (Spouses's name) Janet J. Jones**

**Children: One, (name) Jane**

## **HOUSING NEEDS**

**Size: Two bedrooms, or one bedrooms and a den**

**Special features: Garage**

**Preferred neighborhood: Central Phoenix between Camelback and McDowell Roads.**

**Things to know and to consider before applying for the POPS :**

- 1. The officer is required to attend the Crime Free Phase I Seminar training. (This can occur after meeting an apartment manager who is interested in joining the Crime Free Program and wants an officer to live at their property. This can be the first step in developing a partnership.)**
- 2. If the officer's chain of command approves the request the officer can contact the precinct Crime Free Officer to determine a location wanting a POPS officer. He can also contact the City Crime Free Coordinator to ask for suggestions. When he/she determines a perspective property to "negotiate an agreement" the officer will contact the Program Sergeant to see if the property meets the needs of the POPS Program. At this point the lease agreement is between the officer and the management/owner. Some contracts have resulted in:
  - a. Reduced/free rent**
  - b. Paid utilities**
  - c. Sometimes the officer needs 2 or more bedrooms resulting in the officer paying the difference****
- 3. The minimum contract would be for 6 months.**
- 4. The approved POPS officer should contact his Precinct Crime Free Officer.
  - a. There may be properties looking for a POPS officer.**
  - b. The property must be a fully certified property, passing all three phases and is posted with the Phoenix Crime Free Multi-Housing Program signs.**
  - c. The officer may contact any rental property on his own. (Successful partnerships have been developed when the officer and management become certified together.)****
- 5. The officer is expected to be involved "with" the management and become the "community officer," providing/arranging crime prevention training such as Block Watch.**
- 6. Per our department policy the POPS officer may not take pay where he lives. But in the same token he is not the "personal" police officer of the property and he is not expected to *patrol* the property. Management understands that they must call to report any activity and not give the officer a pager.**
- 7. The officer's email address will be put into the RENT system (see CF Overview) for the hosting property in order to track the daily crime calls for the property. With this information he can work with the Precinct Crime Free Officer and the management to help lower calls.**
- 8. Luxury apartment properties that have no obvious "crime" issues may not fit the purpose of the POPS program.**
- 9. An approved officer may not rent, and/or sub-lease any part of the unit to an unauthorized tenant.**
- 10. In the event the property sells during lease agreement the officer will be permitted to stay until their six month lease expires and/or with a 30-day notice from the officer wishing to dissolve the lease agreement.**

## Police Officer Placement Solution (P.O.P.S.)

Dear Rental Property Owner,

**Have you ever wished a police officer lived in your Multi Housing community? If so, read on.**

An opportunity to improve communication between the Phoenix Police Department and the multihousing industry was made possible through a program called P.O.P.S. or Police Officer Placement Solution. During the development of the community based policing philosophy within the Phoenix Police Department a greater need to assist rental property residents, managers and owners in crime prevention became apparent. A program called the Phoenix Crime Free Multi-Housing Program, a part of the International Crime Free Multi-Housing Program, was developed. This is not only available statewide by most major cities, but also in 46 states, all provinces in Canada, and many other countries. This international effort is a three part certification process that enables the property owner to post the Crime Free Multi-Housing signs on the property and to utilize its advertising opportunities. In addition, the owner is required to meet the minimum-security standards and to provide crime prevention training for residents. Following full certification the property may then be matched with a P.O.P.S. officer.

As of March 2009, one hundred seventy-one training seminars have been presented free of charge to more than 10,000 attendees from the city of Phoenix, the state of Arizona, as well as from out of state. This has resulted in a safer living environment, an improved quality of life for residents in the multihousing community and fewer calls for service for the police department. More importantly for you, it is a sound business investment. Many rental property owners have offered to open satellite police offices and/or to make an apartment available free of charge to an officer. The Phoenix Police Department offers these concepts as a crime prevention strategy through the expansion of the original P.O.P.S. Program.

P.O.P.S. received an approval from the City Council to expand it citywide in 1995 following a pilot project. P.O.P.S. exists in rental multihousing exclusively. Preliminary incentives for property owners who participate in this program will include:

- An officer who is involved within the community he/she resides and will facilitate Block Watch meetings in addition to other crime prevention education for the residents.\*
- A good faith measure to lower court awards in liability cases.
- The possible presence of the officer's police vehicle on your property. (Vehicles may be subject to availability. *Current* budget restraints are eliminating the marked vehicle until further notice.)
- Improved communication between you and the police department. The officer will receive the daily email of crime calls reported at the property and make recommendations when appropriate regarding particular crime trends.

Minimum requirements for multihousing property owners established by the program include:

- The property must earn full certification in the Phoenix Crime Free Multi-Housing Program. (All 3 phases). For further information see Crime Free Program Overview.
- The owner will be responsible for negotiating a 6-month lease contract with the applying officer regarding issues of rent, utilities, and apartment furnishings in exchange for his residency and community involvement.\* Both the officer and the management/owner will be expected to remain certified during the lease agreement.
- *The owner/manager/landlord understands that the officer is not to wear a company pager and is not a "personal" police officer who responds to police calls within the property.*

\*Management may require the officer to coordinate crime prevention awareness through the Block Watch, Identity Theft, Phoenix Neighborhood Patrol, Watch Your Car, G.A.I.N. and Faxnet 1 crime prevention programs.

Incentives for Phoenix Police Officers who are selected to participate in the P.O.P.S. Program will vary according to the contract negotiated with the selected properties. Aside from those benefits (free or reduced rent and utilities, furnished/unfurnished apt. etc.), the individual precinct commanders will

determine whether or not the officer will be permitted use of a take home marked patrol vehicle.  
(Based on availability)

**Note: According to the Internal Revenue Service as of February 1998, there are no restrictions or requirements for officers to report the financial incentives (Form 1099), they receive from their POPS apartments as long as they are not providing a direct service to the apartments in exchange for those incentives (i.e., security guard, etc.).**

The Phoenix Police Department will not place any requirements on their officers selected for the program. Officers will be encouraged to be a good neighbor and to become an active member of the multihousing community by becoming the point person for the development of a Block Watch.

If you are interested in offering Phoenix Police Officers a package of financial incentives designed to attract them to apply for residency, please complete the attached form and mail it to:

Sergeant Kelly Harrison  
Phoenix Police Department  
Community & Patrol Services  
Community Programs  
620 West Washington St.  
Phoenix, AZ 85003  
Office: (602) 495-2419 FAX (602) 495-2346

**Jack F. Harris**  
**Phoenix Police Chief**

# (P.O.P.S) Program

(Please Print)

Apartment Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Apartment Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

1. Has your property been fully certified with the Phoenix Crime Free Multi-Housing Program?  
\_\_\_\_\_ (Yes/No) If so, what was the certification date? \_\_\_\_\_

2. Financial incentives I am willing to offer include: (Check one)

RENT: Free Rent \_\_\_\_\_ Reduced Rent \_\_\_\_\_ Reduction \_\_\_\_\_%

UTILITIES: Free Utilities \_\_\_\_\_ Reduced Utilities \_\_\_\_\_ Reduction \_\_\_\_\_%

FURNISHINGS: Furnished Unit. \_\_\_\_\_ Unfurnished Unit \_\_\_\_\_

SIZE: Studio \_\_\_\_\_ Normal Unit Rent: \_\_\_\_\_

1BR \_\_\_\_\_ Normal Unit Rent: \_\_\_\_\_

2BR \_\_\_\_\_ Normal Unit Rent: \_\_\_\_\_

3BR \_\_\_\_\_ Normal Unit Rent: \_\_\_\_\_

Other Incentives include:

\_\_\_\_\_  
\_\_\_\_\_

Complete and mail this form to:

**Sergeant Kelly Harrison  
Phoenix Police Department  
Community & Patrol Services  
Community Programs  
620 West Washington St.  
Phoenix, AZ 85003  
Office: (602) 495-2419 FAX (602) 495-2346**