



# **NEIGHBORHOOD WATCH**



**PROGRAM IN FORCE**

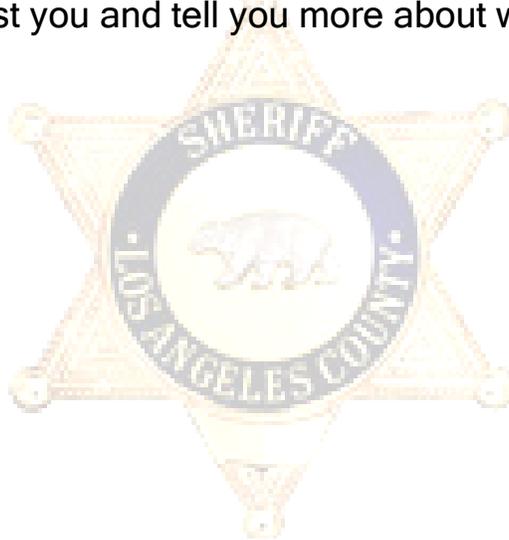
**Our neighbors report all  
Suspicious Persons to our  
Law Enforcement Agency**

## Introduction

The Neighborhood Watch program is the most effective means available for keeping crime out of our neighborhoods. It relies on the best crime fighting tool ever invented - a good neighbor. Fortunately, good neighbors are found everywhere. They live in houses and in apartment buildings and in urban, suburban, and rural areas.

When neighbors work together with law enforcement, one of the best crime fighting teams around is created. Be a good neighbor and make your community safer from criminal activity by starting a Neighborhood Watch program. Remember, the battle against crime will not be won by people acting on their own.

To help start your Neighborhood Watch is only a beginning. It can be the basis for an ongoing dialogue and cooperative relationship with law enforcement and other city and county agencies. When you're ready to set up your first Neighborhood Watch meeting, call upon your local Crime Prevention Deputy for your specific area. Your Crime Prevention Deputy will assist you and tell you more about working together to prevent crime in your community.



## What is Neighborhood Watch?

Neighborhood Watch, Block Watch, or Apartment Watch are all terms for a program with one goal... "Your Safety". Basically, Neighborhood Watch is a crime prevention program which enlists the active participation of citizens in cooperation with law enforcement to reduce crime in their communities.

This goal is accomplished through the combined efforts of you, your neighbors, your Sheriff's Department, and community organizations.

Neighborhood Watch involves citizens being trained to recognize and report suspicious activities in their neighborhoods. They also receive crime prevention training in home security, property identification strategies, and other pertinent crime prevention strategies.

In essence, Neighborhood Watch is simply, neighbors looking out for each other!

## Why Neighborhood Watch?

There cannot be a deputy on every corner, so citizen involvement is essential to combat crime. You and your neighbors are the ones who really know what is going on in your community.

By cooperating with each other and the police, people can help fight crime in their community in the most effective way - before it begins!

Neighborhood Watch members place stickers in their windows and post signs on streets, warning criminals that they are in an active Neighborhood Watch Community, and that "neighbors are watching out for each other."



## How Do I Start A Neighborhood Watch?

Start by contacting Industry Sheriff Station Crime Prevention Unit at 626-934-3075 and ask to speak to your area's Crime Prevention deputy. Ask the deputy to provide you with statistical information pertaining to your neighborhood. Additionally, ask your Crime Prevention deputy to assist you in facilitating your first meeting.

Then contact those neighbors you know and ask them to contact their neighbors. If your neighborhood is mainly single family dwellings, invite neighbors on both sides of the street and on the adjacent corners. There is no set size for a Neighborhood Watch. It can be five neighbors or a hundred, covering many blocks. When talking to your neighbors, discuss crime problems in your area, using the information you received from your Crime Prevention Deputy. Briefly explain the value of the Neighborhood Watch program.

During your conversations with your neighbors, be sure to mention that Neighborhood Watch does not require frequent meetings. Nor does it require that anyone take any personal risks to prevent crime.

### Setting Up Your First Meeting

Be sure to set the meeting date far enough in advance to give everyone adequate notice. Select a time that is convenient for most neighbors and your Crime Prevention Deputy. Develop and distribute a flyer announcing the meeting. Also, attempt to follow up a few days before the meeting with phone calls.

If possible, meet in the home of a neighbor to foster an informal, comfortable atmosphere. You can also hold a meeting at your neighborhood church or possibly your local school. You can also contact your Crime Prevention Deputy for alternate locations available. 626-330-3322

# Your First Meeting

Remember, don't be disappointed if everyone cannot attend. One hundred percent neighborhood participation is desirable but is not required for the program to work.

During your meeting, distribute name tags. Also provide refreshments such as coffee and cookies. This creates a relaxed atmosphere and encourages people to "get to know each other". Introduce neighbors to each other.

Start the meeting on time. Introduce yourself and assistants, then ask neighbors to introduce themselves and tell where they live. Pass out a sign up sheet (attach: 7), Block Map Information Sheets (attach: 1) and a Phone Tree Sheet (attach: 4 or 5). Be sure to get as much information as possible so you can get "up and running" relatively quickly. Some neighbors may be apprehensive about providing information. So be sure to let them know that all the information obtained is strictly confidential and can also be utilized for disaster preparedness.

Always try to have a presentation of some type that is of interest to the group. The first meeting presentation will be by the Crime Prevention Deputy.

Ask your Crime Prevention Deputy to cover the following topics:

- Industry Sheriff's Station and its crime prevention programs
- The Neighborhood Watch program
- The specific crime problems in your area
- How to obtain Neighborhood Watch signs (information enclosed)
- Effective crime prevention techniques for home and neighborhood
- Other crime prevention programs available in your community
- How citizens can become law enforcement's "eyes and ears" and help them fight crime
- How to report a crime: What to look for; how to describe the person, vehicle or activity; and other information such as location or names, etc. that will help solve the crime

## How Do I Keep My Neighbors Involved?

The continuous interest and involvement of your neighbors is crucial to the success of your Neighborhood Watch. Although it is important to continue to address the problems of the neighborhood, other activities can help keep interest up.

Attend the quarterly Block Captain's meeting to get new and pertinent information on crime prevention and disaster preparedness. This helps keep the goals of your Neighborhood Watch fresh and timely.

Have a "Block Party". Have each household bring a favorite dish and party on the street. This is a great way to break the ice with new or reluctant neighbors. Get the kids involved, they are great at knowing what is going on in the neighborhood.

Take the group on a tour of different Sheriff's Department facilities. Your crime prevention deputy will be happy to assist you in setting up tours of the mail and communications facilities.

Have a Newsletter. Keep your people informed of what's happening. Make sure to send a copy to your Sheriff's Station's Captain.

## Group Volunteer Selections

On the first meeting following, you need to ask for volunteers who are willing to handle various responsibilities within the group. Some of which may consist of the following:

- Block Captain
- Alternate Block Captain
- Escort Service
- Secretary
- Flyer distribution
- Hosting future meetings
- Refreshment Committee

# The Block Captain

Most likely the Block Captain is going to be you. The Block Captain's role should consist of the following:

- The role of the Block Captain is the spokesperson for the group
- You also serve as the liaison between law enforcement and your Neighborhood Watch group
- You organize and arrange Neighborhood Watch meetings
- Recruit neighbors to share the responsibility of hosting meetings
- Maintain a current list of all members
- To seek people to handle various assignments such as:
  1. New members
  2. Vacation home watch
  3. Block parents
  4. Neighborhood patrol
  5. Fund raising
  6. Developing and maintaining block maps
  7. Material distribution
- Choose topics for future meetings
- Facilitate the acquisition of Neighborhood Watch signs (see Resource List: R-1).

(These signs are provided by your crime prevention unit and are installed free of charge by LA CO Road Dept. 818-458-5909 (see Resource List: R-2).

Remind members to call law enforcement with concerns, not the Block Captain. The Block Captain's role is to assist the watch, not to monitor problems.

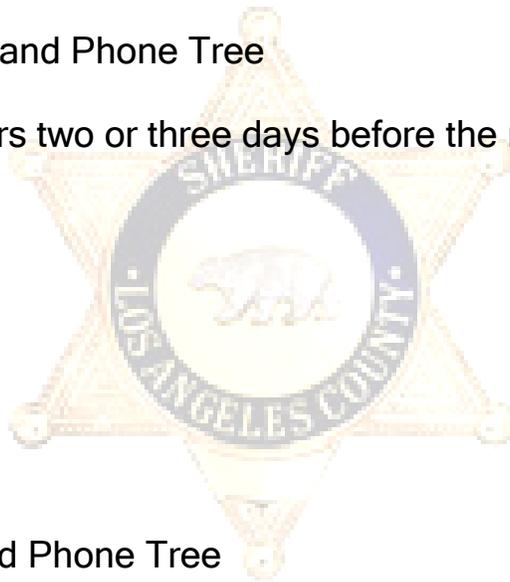
In order to share the work load and responsibilities, the Block Captain position can be rotated on a regular scheduled basis. If there is a change in Block Captains, please notify your Crime Prevention deputy.

# Block Captain's Checklist

Make copies of the following to use a checklist in order to help you make all your meetings successful.

## Before the meeting:

- Talk to your neighbors and gather support
- Schedule the meeting with the person or organization making the presentation.
- Establish the meeting place
- Distribute flyers
- Prepare a Block Map and Phone Tree
- Remind your neighbors two or three days before the meeting



## During the meeting:

- Pass out name tags
- Offer refreshments
- Update Block Map and Phone Tree
- Establish a topic for the next meeting
- Reemphasize the goals of the group

## After the meeting:

- Distribute up to date copies of the Block Map and Telephone Tree
- Distribute a Newsletter
- Plan periodic alternate activities

## Escort Service

Some of your neighbors may have difficulty attending Neighborhood Watch meetings. Elderly neighbors occasionally feel reluctant to venture from their homes at night or in the evening. Neighbors who are disabled may not be able to attend meetings.

Don't exclude these people as they are often the best "eyes and ears" of your neighborhood.

Assign an "escort" who is willing to offer assistance or transportation to those wishing it. An occasional phone call to those who still cannot attend will verify the interest and goodwill of the group.

Reaching out to as many neighbors as possible will increase the effectiveness of your Neighborhood Watch. Neighbors are more likely to offer assistance if they feel the group has a genuine concern for their safety.

## Making A Block Map

The following pages show samples of a Block Map Information Sheet and a Sample Block Map.

At the first meeting you should have each neighbor fill out the information sheet as completely as possible. Make sure you appoint someone to give the information sheet to those neighbors who are not in attendance so you can complete a Block Map.

Appoint someone to draw the map. Remember it does not have to be fancy. A person with good computer skills is often the best choice.

This map and information sheet allows neighbors to check with each other if they witness suspicious activity and give important information during an emergency. Also included is a Family Preparedness Checklist. Be sure to make copies and pass them out to your neighbors.

See sample Neighborhood Watch Map (attach: 1), Block Map Information Sheet (attach: 2) and family Disaster Preparedness Checklist (attach: 3)

## Developing A Phone Tree

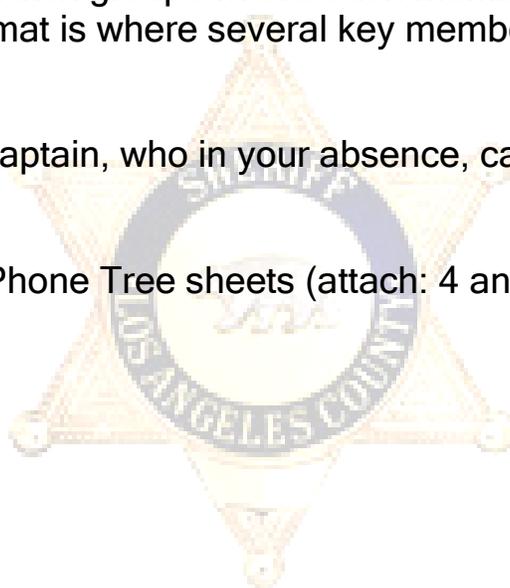
A Phone Tree should be established and completed on the first meeting. A Phone Tree allows for fast and effective communication between neighbors and can be used in a variety of situations. For example, a resident who is the victim of a crime should call the Sheriff's Department. Next they should call the person at the head of the Phone tree, who would then call the next tier of neighbors, and so on. This is a quick and efficient way to alert the entire neighborhood and generates potential witness information for the Sheriff's Department.

The same Phone Tree can be used to relay information about future meetings, a missing child or pet, or disaster information.

The following pages are sample Phone Tree formats. The first version is best suited for smaller Neighborhood Watch groups where each member need only call one or two neighbors. The second format is where several key members commit to calling from 4 to 10 neighbors.

Select an Alternate Block Captain, who in your absence, can take your place at the top of the Phone Tree.

See Neighborhood Watch Phone Tree sheets (attach: 4 and 5)



## Attachments:

- A-1 Neighborhood Watch Map
- A-2 Block Map Information Sheet
- A-3 Disaster Preparedness Checklist
- A-4 Neighborhood Watch Phone Tree Sample (small group)
- A-5 Neighborhood Watch Phone Tree Sample (large group)
- A-6 “Twenty Things You Can Do To Reduce Alcohol, Other Drugs and Gang Problems In Your Neighborhood”
- A-7 Sign In sheet



# Sample Emergency Preparedness Map





# Block Map Information

Last Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

If applicable, Landlord's name: \_\_\_\_\_ Phone: \_\_\_\_\_

## OUR FAMILY

Adult's Names:

Work Address:

Phone:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Children at Home:

Age: School:

Phone:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Pets: \_\_\_\_\_

**Neighbor contact person** (person with key to our home, knows phone numbers to call in case of an emergency, likely to know where we are):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Our home has the following equipment for use in case of disaster:

___ pool	___ portable pump	___ generator	___ C/B, Cellular
___ Ham radio	___ extinguisher	___ tools	___ motorcycle
___ BBQ	___ camping equip.	___ 4-wheel drive	

Family members have the following skills for use in a disaster:

___ doctor	___ nurse	___ CPR training	___ carpentry
___ electrical	___ cooking	___ plumbing	___ 1 <sup>st</sup> aid training

In the event no one is home, we give permission for the gas, water, and electricity to be shut off if it is necessary for the safety of our house and our neighborhood:

Signatures: \_\_\_\_\_

Date: \_\_\_\_\_

**Please include my name and phone number on the Call Tree**

**Map:** On the reverse, draw an outline of your home with address and its location on the street, and indicate location of gas, electric, and water shutoff valves.

# Family Disaster Preparedness Checklist

1. Has your family discussed disaster preparedness?
2. Do you have enough disaster supplies to last 3 days?
3. Do you have a disaster supply kit in each car?
4. Have you or other family members had CPR training in the last 3 years?
5. Have you or other family members had 1<sup>st</sup> aid training in the last 3 years?
6. If you take medications, do you have an extra week's supply plus a copy of all prescriptions?
7. Do you have smoke detectors in your home?
8. Do you have a charged ABC fire extinguisher and does your family know how to use it?
9. Does your family know how to turn off all utilities?
10. Have you safeguarded your most important family records?
11. Has your family discussed where to meet outside the home in case of a disaster?
12. Does your family know where to meet outside your neighborhood in case of an evacuation?
13. Has your family had an earthquake drill in the past year?
14. Do you have an out-of-area (out-of-state) disaster phone contact?
15. If you have school-age children, do you know if their school or day care center has a disaster plan? Do you know what it is?
16. Have you designated a person to pick up your child or children if you are unable to do so?
17. Does your neighbor have a key and permission to check your home in case of a disaster?
18. Have you reduced earthquake hazards in your home?
  - a. Have you strapped the water heater?
  - b. Installed strong cupboard latches?
  - c. Anchored heavy furniture to wall studs?
  - d. Secured items which might fall (TV, computer, clocks, books, etc.)?

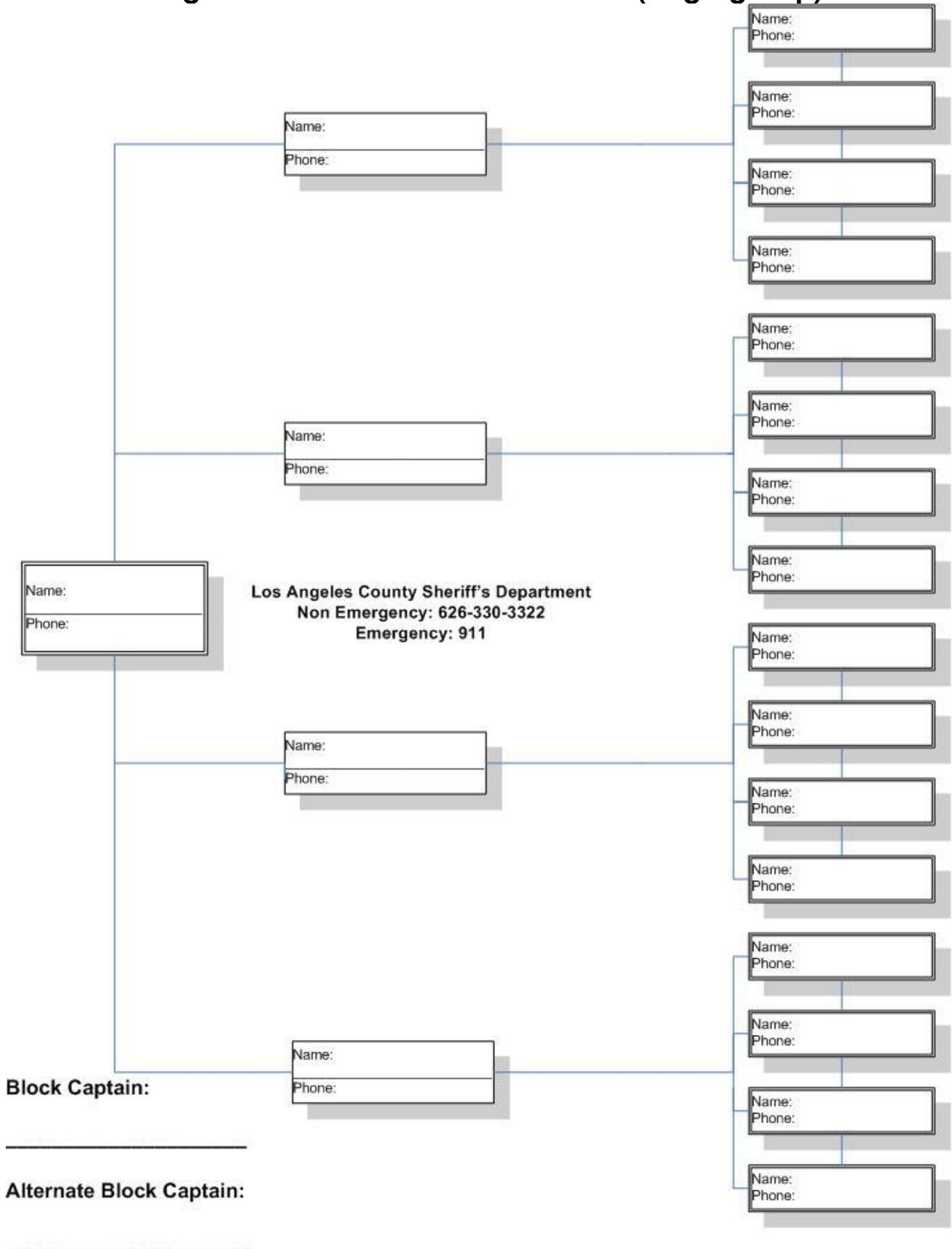
# Neighborhood Watch Phone Tree (small group)

**Los Angeles County Sheriff's Department**  
**Non Emergency: 626-330-3322**  
**Emergency: 911**

**Block Captain:**  
 \_\_\_\_\_

**Alternate Block Captain:**  
 \_\_\_\_\_

# Neighborhood Watch Phone Tree (large group)



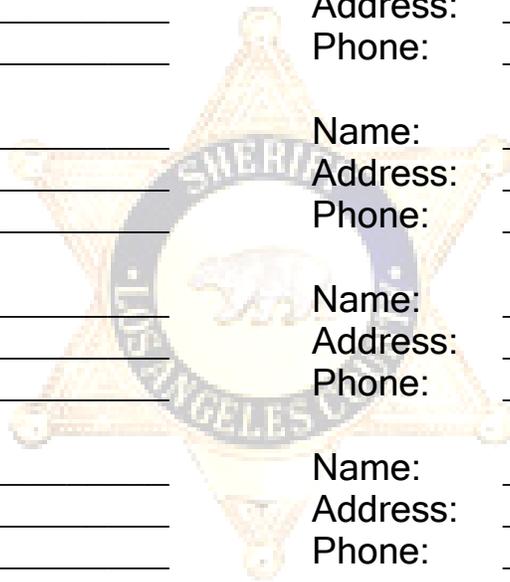
## **“Twenty Things You Can Do To Reduce Alcohol, Other Drugs and Gang Problems In Your Neighborhood”**

1. Walk around your block everyday
2. Make a map of your neighborhood
3. Pick up dangerous garbage
4. Get acquainted with the police
5. Communicate with absentee property owners and landlords
6. Use the telephone to call for assistance
7. Remove graffiti
8. Remove abandoned cars
9. Replace broken street and park lights
10. Stop inappropriate use of your neighborhood street and parks
11. Interrupt automobile drug deals by increased lighting, outside family activities and by calling law enforcement
12. Stop drug problems on abandoned property
13. Interrupt public and underage drinking
14. Start a neighborhood trash clean-up campaign
15. Start, or join a Neighborhood Watch
16. Start a Neighborhood Patrol
17. Start a Neighborhood Safety Committee
18. Have neighborhood parties and celebrations
19. Create a Drug-Free Zone in your neighborhood
20. Develop a neighborhood support system

List taken from book of same name. Written by David Gray (The EMT Group, Inc., 3090 Fite Circle, Suite 201, Sacramento, CA 05827 (916) 363-9415

*Please Sign In ...*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_



## Additional Information

The following is a list of available information and services from governmental agencies and private organizations that will help you create a successful Neighborhood Watch.

### Resource List

The Sign Center: Crime Prevention Service Center  
P.O. Box 4097, San Diego, CA 92164 (619) 298-1102  
*Neighborhood Watch signs, Property Identification Kits and miscellaneous crime prevention items.*

Los Angeles County Road Department: Traffic and Lighting Division, (626) 300-4708; Road Maintenance, (626) 337-1277; Construction Projects, (626) 458-3173; Building Rehabilitation, (626) 458-3193.

California Earthquake Preparedness: BEAT THE QUAKE!  
Governor's Office of Emergency Services, Public Affairs.  
2800 Meadowview Rd., Sacramento, CA 95832 (916) 262-1843

Crime Prevention Resource Guide: LASD, Crime Prevention Unit, Industry Sheriff's Station, 150 N. Hudson Ave., Industry, CA 91746 (626) 330-3322

Southern California Edison, Street Light Maintenance (800) 655-4555

Los Angeles County Animal Control (626) 962-3577

Regional Planning/Zoning Enforcement (213) 974-6453

California Highway Patrol, Baldwin Park Office (626) 338-1164

California Highway Patrol, Santa Fe Springs Office (562) 868-0503

Graffiti Hotline (800) 675-4357

CA Missing Children Hotline (800) 222-3463

