



# NEIGHBORHOOD WATCH HANDBOOK

*HEAR IT SEE IT REPORT IT*



provided to you by our concerned citizens and:

**DOUGLAS COUNTY SHERIFF'S OFFICE**

Sheriff Darren M. Weekly

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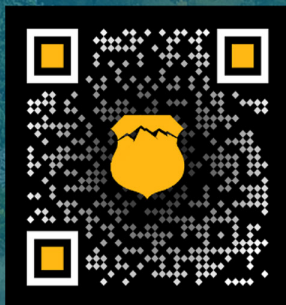
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Douglas County Sheriff's Office  
Darren M. Weekly, Sheriff

Dear Residents of Douglas County,

In life there are all sorts of issues that come about no matter your ethnic, social, or age group. Bullying, peer pressure, substance abuse, scams as well as the other topics can affect each and every person in the community if proper steps are not taken to deter it. The problems can be tackled, but it takes not only the law enforcement agencies, but also the resources and active support from all areas of the community.

While the law is an effective deterrent, educating our community is the best protection against the issues discussed in this book. Whenever the opportunity arises where we can inform the public about the problems and dangers connected with bullies, drugs, guns, gangs, scams and so on, we feel it is our responsibility to do so. This book is designed to inform and educate all walks of life, regardless of age, social standing or otherwise, about how to be better protected against the dangers that come along with life in this world.

Please read over the information hereafter and keep in mind it is a guide touching on many important topics. We encourage each member of the community to research further, discuss amongst one another, and teach others what you have learned. Please feel free to reach out to your Douglas County Sheriff's Office if you need any assistance, we are here and happy to help.

We would also like to thank the businesses who placed ads in these books. Your support helps us to receive the educational materials we use within our community. We also thank the entire community for your support and cooperation and assure you that you have our full support and cooperation as well.

Sincerely,

A handwritten signature in black ink that reads "D. M. Weekly".

Sheriff Darren M. Weekly  
Douglas County Sheriff's Office

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# NEIGHBORHOOD WATCH

## *Promotes Neighborliness!*



Neighborhood Watch programs provide residents with the feeling of ownership for their community by promoting the belief that it is everyone's responsibility to see that their community is a safer place to live.

Neighborhood Watch encourages residents to be alert for suspicious activity in the area and interact with each other by exchanging information about work schedules, vacation plans, types of vehicles belonging to the residents, etc. Regular monthly, bi-monthly, or quarterly meetings offer resident updated information on current crime trends and allows residents the opportunity to plan watch programs for their area.

Do Neighborhood Watch programs really work? A recent study by the U.S. Department of Justice COPS Office found “across all eligible studies combine, Neighborhood Watch was association with a reduction in crime.”

Some advantage of a Neighborhood Watch include:

- Reduces crime and prevents crime
- Provides direct contact with local law enforcement
- Increases awareness about activity in the community
- Helps neighbors get to know each other
- Assists the local law enforcement and their crime prevention efforts.



For more information or questions regarding Neighborhood Watch programs in your area, please refer to the front of this book for local contact information.

*To read the entire study on “Do Neighborhood Watch Programs Really Work”  
[www.cops.usdoj.gov/files/RIC/Publications/e040825133-res-reviews3.pdf](http://www.cops.usdoj.gov/files/RIC/Publications/e040825133-res-reviews3.pdf)*



# NEIGHBORHOOD CRIME PREVENTION: A JOINT RESPONSIBILITY



The prevention of crime - particularly crime involving residential neighborhoods - is a responsibility that must be shared equally by law enforcement and private citizens. The fact is, the impact on crime prevention by law enforcement alone is minimal when compared with the power of private citizens working with law enforcement and with each other. Neighborhood Watch is based on this concept of cooperation, and nationwide statistics prove that it works. When citizens take positive steps to secure their own property and neighbors learn how to report suspicious activity around their homes, burglary and related offenses decrease dramatically.

Posting Neighborhood Watch signs on your street and putting labels or decals in your windows tells a criminal that:

- You are not an easy target!
- They are probably being watched right now!
- You have taken the steps necessary to deter crime in your neighborhood!

When a member of a Neighborhood Watch sees a suspicious person or vehicle, or a crime in progress, they call the police to report it.

**You should NEVER attempt to apprehend a suspect.**  
*This is the job of the law!*



# IS YOUR NEIGHBORHOOD VULNERABLE?



Crime feeds on apathy. If people simply “mind their own business,” their entire neighborhood is vulnerable. *Is your neighborhood vulnerable?* Take the following test to help determine if you need a Neighborhood Watch program:

1. Do you know all of your neighbors?
  2. Do you watch your neighbor’s house when they are away?
  3. Do your neighbors watch your home when you are away?
  4. Do you and your neighbors work together on neighborhood problems?
  5. If you hear or see something suspicious, do you call your local law enforcement?
  6. Is your active involvement in your neighborhood and community important?
  7. Do you talk to the youth in your neighborhood?
  8. When you see youngsters misbehaving, do you correct them?
  9. Do you accept complaints about your own children?
  10. Do you know what is going on in your neighborhood?
- The security of the community and its citizens depend upon the people themselves.
    - You and your neighbors are the ones who really know what is going on in your neighborhood.
  - No law enforcement agency can effectively protect life and property without the support and cooperation of the citizens its serves. We need your eyes and ears.
  - Every citizens should be a Neighborhood Watch Member who is a concerned, public spirited person who watched their neighborhood and reports criminal activity to their local law enforcement.





# *How did Neighborhood Watch Groups start?*

The modern day concept of Neighborhood Watch originated in the late 1960s, at a time when the crime rate had begun to escalate, and citizens and the law enforcement personnel alike began to feel genuine alarm. The Los Angeles Police Department enlisted the assistance of citizens in reported suspicious activity in an attempt to stem the rising tide of property crimes. This was the birth of today's Neighborhood Watches.

The National Sheriff's Association took this concept a step further in 1972 when it organized the National Neighborhood Watch Program (NNWP) with funding from the Law Enforcement Assistance Administration.

The purpose was to encourage citizens to join in community crime prevention efforts - resulting in the creation of thousands of local residential watch groups nationwide. Citizens worked first to make their own homes less inviting targets for burglars, and secondly they worked in conjunction with their neighbors and law enforcement to reduce the likelihood of crime in their neighborhood.



## *The Neighborhood Watch Program*

The Neighborhood Watch Program is an effective way to get the community involved in crime prevention. Local law enforcement cannot be everywhere at once, so they depend on the community to act as their eyes and ears when they are not present. Who knows better what is going on in the community than the residents that live there?

After your Neighborhood Watch Block is implemented, it is important to keep your group active in maintaining people's interest. Communicating and cooperating with your neighbors and the law enforcement are both keys to the success of your Neighborhood Watch.

# NEIGHBORHOOD WATCH



## *How it Works*



Each year, 10 million serious crimes - more than half of the nation's total - go unreported. The Neighborhood Watch program is simply you and your neighbors working together and with you local law enforcement to reduce criminal opportunity on your street.

Neighborhood Watch operates to educate participants in the principles of *Deterrence, Delay, and Detection*. The program depends on a communication network organized with three levels of participants: the residents, the block captains, the coordinator, and the law enforcement agency.

**Deterrent:** Sound residential security practices and good locks eliminate the opportunity for an easy burglary.

**Delay:** A burglar wants to avoid being caught, so the longer it takes to force a door or window, the greater his risk. The burglar wants to avoid making noise - like breaking glass or smashing doors - and he wants to avoid attracting attention. It is nearly impossible to make a house or apartment impregnable, but it is relatively easy and inexpensive to make forced entry difficult. Just a four minute delay is considered sufficient to prevent the burglar gaining entry.

**Detection:** Alarms on doors and windows are the surest way to detect a burglar, but watchful neighbors alert to unusual activity who will notify the law are an effective means of detection as well.

Keeping in mind these 3 principles, you can take positive steps to decrease the likelihood that your home will be burglarized. Take time to conduct your own security check. Take time to put your house in order. Then talk to your neighbors about how you can help each other keep your entire neighborhood safe. They know you and your family, what type of car you drive, and when you will be away. Your neighbor could be the first to spot a burglar at your home!





# *How to Organize Your* NEIGHBORHOOD WATCH



The need for neighbors to look out for each other is the basis of Neighborhood Watch. This program encourages and educates residents on how to act as the eyes and ears of local law enforcement.

## Eligible Groups

Any adult group representing individual households in the same geographical area may be considered a Neighborhood Watch Group and can receive Neighborhood Watch signs to designate their participation.

## Geographical Area

The geographic area of each individual Neighborhood Watch Group is determined by the residents who are organizing the neighborhood for the program. If the organizer wishes to have a dozen homes or two hundred homes involved is entirely up to them.

## Getting Started

The Crime Prevention Officer and the organizing community member should initially meet to discuss starting a Neighborhood Watch. The concept of the Neighborhood Watch and pertinent information will be provided by the Crime Prevention Officer. After this meeting, the community member should canvas the neighborhood for interest and participation from the neighbors with the information supplied by the Crime Prevention Officer.

Contact as many of your neighbors as possible asking them:

- If they feel at risk of being burglarized or being the victim of other crimes
- If they have taken any steps to protect their homes
- If they would be willing to attend a meeting to organize a Neighborhood Watch group

*You may be surprised to learn how many of your neighbors' lives have already been touched by crime!*

# NEIGHBORHOOD WATCH

## *Meetings*

### *The First Meeting...*

1. Select a convenient time far enough in advance to give everyone adequate notice.
2. Distribute a flier announcing the meeting.
3. Hold the meeting in the home of a neighbor or a nearby facility.
4. Distribute name tags and have a sign in sheet (one for you to use is located in the back of this book).
5. The law enforcement agency will explain the concept of the Neighborhood Watch.
6. Draw a map of all of the streets and households to be covered by our Neighborhood Watch Organization. Keep in mind this area can always be adjusted.
7. Select a Coordinator and Block Captains.
- 8.. Select a time and place for the follow up meeting.

### *The Second Meeting...*

This meeting will be a Neighborhood Watch Training for all participating neighbors, presented by your local law enforcement agency. It will cover:

- How to report a crime
- How to recognize suspicious activity
- Discuss programs offered through Neighborhood Watch
- Explain the phone chain and benefits it provides
- Stress to all members that this is a *Neighborhood* Watch. The success of the program is rests on their active participation and involvement.

*Upon completion of the second meeting, you will receive two Neighborhood Watch signs.*





# NEIGHBORHOOD WATCH

## *Roles & Responsibilities*

### **Chairperson / Coordinator**

- Arrange for meetings and crime prevention programs
- Communicate with the block captains. Share information received from the law enforcement agency
- Receive and report information from block captains to the law enforcement agency
- Keep updated list of residents
- Maintain contact with law enforcement agency

### **Block Captain**

- Assists the chairperson in passing information to and from the residents in their area.
- Keep in touch with Chairperson
- Welcomes new neighbors and encourages other to join the Neighborhood Watch

### **Law Enforcement Agency**

- Keep the community informed of crime trends and potential problems
- Attends meetings
- Conducts training sessions on crime prevention topics
- Maintain contact with the Chairperson
- Informs the head of the law enforcement agency of the neighborhood concerns

The appointment of the proper Chairperson can determine the success of the program. This person should have the ability to communicate well and have some free time for activities. The chairperson is responsible for presiding over all meetings.

The Block Captains have one of the most important functions in the Neighborhood Watch program, supervising the actual citizen participants who join the Neighborhood Watch. The Block Captain is responsible for one block or similar designated area. This could be a particular street or a “block” of homes.

The duties of the Block Captain will offer very little change in the lifestyle for the residents involved. Rather, it will provide a means for meeting your neighbors as well as helping make your community a safer place to live.

# NEIGHBORHOOD WATCH

## *Do's and Don'ts*

### *Do..*



- Report suspicious activity immediately to law enforcement, not the Neighborhood Watch Coordinator or Block Captain
- Report all crimes to your local law enforcement agency
- Learn what is normal in your neighborhood
- Take a pro-active stance against crime
- Encourage others to participate in Neighborhood Watch, & invite new residents to join
- Attend Neighborhood Watch meetings
- Obtain full descriptions and license numbers of suspicious people and their vehicles and report immediately to your local law enforcement agency
- Participate in operations identification

### *Do NOT...*

- Do not take the law into your own hands
- Do not approach suspicious people
- Do not EVER attempt to apprehend a suspect
- Do not stop criminals from committing crimes
- Do not pull over vehicles or patrol at any time
- Do not take unnecessary risks to obtain information on suspicious people or crimes
- Do not hesitate to call the police



**HEAR IT! SEE IT! REPORT IT!**

# *Benefits of a* NEIGHBORHOOD WATCH

The eight most important benefits of being involved in your own  
Neighborhood Watch Program are:

1. Deters criminal activity.
2. Creates a greater sense of security and reduces fear of crime.
3. Builds bonds with neighbors. People look out for one another and this stimulates neighborhood awareness.
4. Reduces the risk of becoming a crime victim and in turn reduces the physical, financial, and psychological costs of crime.
5. Instructs residents & offers continued education on how to observe and report suspicious activities in your community.
6. Addresses quality of life issues and mutual interests in your community.
7. Enhances homeland security.
8. Works collaboratively with other civic and community activities.





# MAKE IT TOUGH



# FOR THE BURGLAR

Through Neighborhood Watch Programs, determined citizens are decreasing their chances of becoming victims. Alert program participants in communities across the country are making things hard for potential criminals by:

- Arrange for home security inspections by crime prevention officers to identify security vulnerabilities.
- Upgrade locks, security hardware, and lighting. Install alarms when security inspections show a particular hazard.
- Train family members to keep valuables secure and to lock doors and windows when leaving home. It is good practice to keep doors locked when anyone is home or not.
- Ask neighbors to watch for suspicious activity when the house is vacant.
- Mark valuable property with an identifying number to discourage theft and help law enforcement identify and return stolen property.
- Encourage home builders to use effective door and window locks and to provide outside lighting for all new home construction.
- Organize block parent and block watch groups to assist children, the elderly, and other especially vulnerable persons if they appear to be distressed, in danger, or lost.
- Meet in neighborhood groups with trained crime prevention officer to discuss needs and crime prevention strategies.
- Develop neighborhood social media page, for quickly alerting other neighbors about suspicious activity in the area.
- Encourage the development of signals for use in adjacent residences when someone needs help.
- Arrange for ongoing programs where crime prevention experts can present home and neighborhood security tips at regularly scheduled meetings.
- Identify the area's participation with decals and metal road signs.



# HOW TO REPORT



Local law enforcement needs to have accurate information as quickly as possible about suspicious activity or a crime in progress.

- Give your name, address, and telephone number. The operator will ask this even if you call 9-1-1 in order to confirm the information.
- Describe the event in as brief a manner as possible.
- Who, What, When, Where, Why, and How did it happen?
- Describe the suspect, if known. Details like sex, race, age, height, weight, hair color, clothing, accent, facial hair, distinctive characters, and clothing are all useful to law enforcement.
- Describe the vehicle if one was involved. What color, make, model, tag number and state, special markings, dents, or stickers. Take note of what direction it went.
- Stay on the line until the operator advises they have all of the information needed.

Practicing to develop skill in providing quick, accurate descriptions is an excellent Neighborhood Watch meeting activity. In attempting to describe events, vehicles, or persons, write down the details of what you have observed while they are still fresh in your mind, so your descriptions will be as accurate as possible.



# SUSPICIOUS ACTIVITY



An important responsibility of Neighborhood Watch members is to report anything suspicious to local law enforcement. Be sure to look for:

- Strange persons loitering around your neighbor's house while they are away
- Business transactions conducted from a vehicle or merchandise offered at a ridiculously low price
- Strange automobiles or vans that are cruising in the neighborhood with no apparent business
- Anyone removing parts of a car, such as radios, batteries, tires, or license plates, who do not appear to be the owner.
- A person who seems to have no purpose wandering in the neighborhood.
- Anything being removed from a neighbors residence
- Broken doors and/or windows
- Vehicles moving slowly, without lights, or with no apparent destination
- Sounds of glass breaking, screams, or other noises
- Persons walking down the street looking into cars as they pass, or pulling on the door handles
- Someone going door to door in the neighborhood
- Persons in a vehicle stopping to beckon a child
- Persons carrying appliances, luggage, or bundled items from a neighbors house
- Persons wheeling trash container down the street

If you see or hear anything out of the ordinary, anything that appears suspicious, or are doubtful of anything going on in your neighborhood, **CALL & REPORT IT!**



# 12 THINGS *a Burglar Won't Tell You*

1. Of course I look familiar. I was here just last week cleaning your carpets, painting your shutters, or delivering your new refrigerator.

2. Hey, thanks for letting me use the bathroom when I was working in your yard last week. While I was in there, I unlatched the back window to make my return a little easier.

3. Love those flowers. That tells me you have taste...and taste means there are nice things inside. Those yard toys your kids leave out always make me wonder what type of gaming system they have.

4. Yes, I really do look for newspapers piled up on the driveway. And I might leave a pizza flier in your front door to see how long it takes you to remove it.

5. If decorative glass is part of your front entrance, don't let your alarm company install the control pad where I can see if it's set. That makes it too easy.

6. A good security company alarms the window over the sink. And the windows on the second floor, which often access the master bedroom - and your jewelry. It's not a bad idea to put motion detectors up there too.

7. It's raining, you're fumbling with your umbrella, and you forget to lock your door - understandable. But understand this: I don't take a day off because of bad weather.

8. I always knock first. If you answer, I'll ask for directions somewhere or offer to clean your gutters. (Don't take me up on it.)

9. Do you really think I won't look in your sock drawer? I always check dresser drawers, the bedside table, and the medicine cabinet.

10. Here's a helpful hint: I almost never go into kids' rooms.

11. You're right: I won't have enough time to break into that safe where you keep your valuables. But if it's not bolted down, I'll take it with me.

12. A loud TV or radio can be a better deterrent than the best alarm system. If you're reluctant to leave your TV on while you're out of town, you can buy a device that works on a timer and simulates the flickering glow of a real television.



# NEIGHBORHOOD WATCH



Name

Address

Telephone

E-Mail Address




# NEIGHBORHOOD WATCH FAMILY DATA SHEET

<b>Family Name:</b>
Address:
Color / Style of Home:

### Occupants

Name																
Age																
Home Phone																
Work Phone																
Mobile Phone																
Work Schedule																
School Schedule																
Special Medical Info																
Senior / Handicap	S	<input type="checkbox"/>	H	<input type="checkbox"/>	S	<input type="checkbox"/>	H	<input type="checkbox"/>	S	<input type="checkbox"/>	H	<input type="checkbox"/>	S	<input type="checkbox"/>	H	<input type="checkbox"/>

Special Skills you are willing to share (First Aid, Firefighter, etc.):

### Vehicles

Make							
Model							
Year							
Color							
Tag Number / State							

### ADDITIONAL INFORMATION

Security System ( Y / N )	Alarm	Y	N	Video Surveillance	Y	N	Other:
Company							Phone Number:
Pets	Dogs (qty.)			Cats (qty.)			Others (qty.)
Primary Physician:							Phone Number:
Preferred Hospital							Phone Number:
Childrens Physician							Phone Number:
Childrens' sitters / after school care							Phone Number:
Routine Services provided (pool company, landscaping, etc.):							

### EMERGENCY CONTACTS

Name:	Phone Number:
Name:	Phone Number:
Name:	Phone Number:

*This information is the property of the Neighborhood Watch and/or Home Owners Association, and will not be forwarded to any law enforcement agency without the express consent of the homeowner.*





# NEIGHBORHOOD WATCH

## *Survey*



This survey is being conducted in your neighborhood to determine if sufficient interest exists to start a Neighborhood Watch Program. The program is endorsed and sponsored by your local law enforcement. A minimum level of interest must be established before your neighborhood can proceed with the program. Your support is needed!

1. Are you in favor of a Neighborhood Watch Program in your neighborhood?

Yes

No

2. Would you consider observing your neighborhood once every 2-4 months by car or by foot? (Scheduled times of observation shifts are flexible and require observation only. No intervention or physical interactions with law violators are permitted.)

Yes

No

3. If needed, would you consider serving as a Neighborhood Watch Block Captain? (Block Captains serve as a point of contact for 5-10 homes near your residence.)

Yes

No

If you are interested in participating with the Neighborhood Watch Program, please provide the following information:

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

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

Home/Work Phone: \_\_\_\_\_

Please return to your Coordinator: \_\_\_\_\_

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





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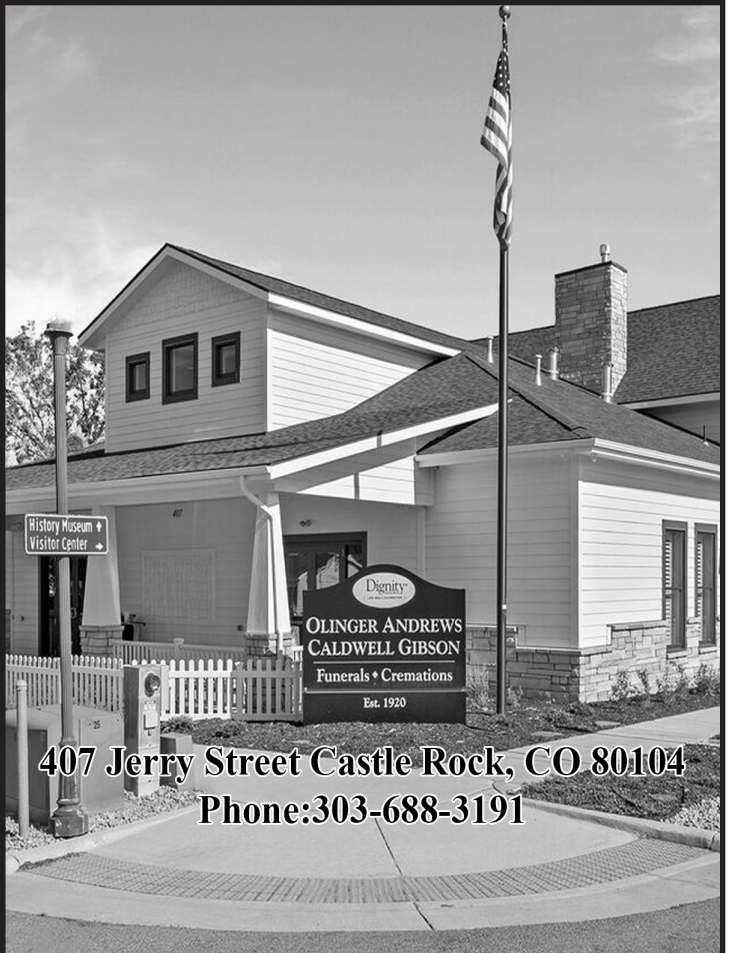
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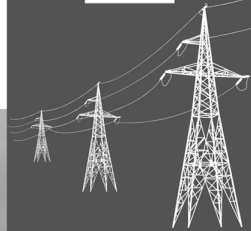
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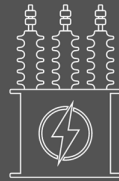


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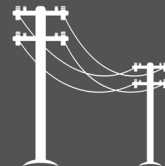
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