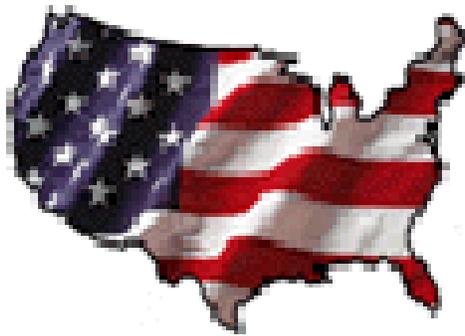


# Partnerships for A Safer Community

## Neighborhood Watch



## Block Captain Guide

“The world is a dangerous place to live; not because of those that do evil, but because of those who watch it and let it happen.”

**Albert Einstein**

**COPS** ★

COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

# Foreword



## **Community Oriented Policing Services**

The COPS Office was created as a result of the Violent Crime Control and Law Enforcement Act of 1994. As a component of the Justice Department, the mission of the COPS Office is to advance community policing in jurisdictions of all sizes across the country. Community policing represents a shift from more traditional law enforcement in that it focuses on prevention of crime and the fear of crime on a very local basis. Community policing puts law enforcement professionals on the streets and assigns them a beat, so they can build mutually beneficial relationships with the people they serve. By earning the trust of the members of their communities and making those individuals stakeholders in their own safety, community policing makes law enforcement safer and more efficient, and makes America safer.

In the aftermath of September 11, 2001, the need for strengthening and securing our communities has become even more critical, and Neighborhood Watch groups have taken on a greater significance. In addition to serving a crime prevention role, Neighborhood Watch can also be used as the basis for bringing neighborhood residents together to focus on disaster preparedness as well as terrorism awareness; to focus on evacuation drills and exercises; and even to organize group training, such as the Community Emergency Response Team (CERT) training.

Neighborhood Watch takes a degree of commitment on the part of citizens. It requires meetings, patrols, and other activities. When the crime rate in the areas with Neighborhood Watch decreases it is because of those who have given their time and energy to the project.

Your country and community have never needed you more. As citizens, we all share the responsibility for reporting and preventing terrorism in our community. We can be alert and aware of those activities in our neighborhood that may have links to terrorist and criminal behavior. It is only your commitment to protecting your family and neighbors that will truly make the difference. We thank you for answering the call, and doing your part to help keep America safe and strong.

**“I call on all Americans to serve by bettering our communities and, thereby, defy and defeat the terrorist”**

**President George W. Bush, November 8, 2001**

# Table Of Contents

<b>Foreword</b>	<b>2</b>
<b>Can I Begin a Watch Program</b>	<b>4</b>
<b>Organizing a Watch Program</b>	<b>5</b>
<b>Neighborhood Watch, The Meeting</b>	<b>8</b>
<b>Neighborhood Watch Flyer</b>	<b>10</b>
<b>Neighborhood Watch Survey</b>	<b>11</b>
<b>Neighborhood Watch Membership List</b>	<b>12</b>
<b>Meeting Sign-In Sheet</b>	<b>13</b>
<b>Neighborhood Watch Schedule</b>	<b>14</b>
<b>Meeting Agenda</b>	<b>16</b>
<b>The Roles of Neighborhood Watch Members</b>	<b>17</b>
<b>What Citizens Should Know About Terrorism</b>	<b>20</b>
<b>Recognizing Terrorism</b>	<b>21</b>
<b>Reporting Terrorism</b>	<b>22</b>
<b>Disaster Preparedness: A Check List</b>	<b>23</b>
<b>Community Lighting Check</b>	<b>24</b>
<b>Community Security Check</b>	<b>26</b>
<b>Personal Property Identification Record</b>	<b>28</b>
<b>Home Security Check List</b>	<b>30</b>
<b>Vehicle Description Sheet</b>	<b>33</b>
<b>Suspect Description Sheet</b>	<b>34</b>

# CAN I BEGIN A NEIGHBORHOOD WATCH

**Before forming a Neighborhood Watch, ask yourself the following questions:**

- Q. Have you contacted your local law enforcement agencies for details and assistance on beginning a Neighborhood Watch?
  - A. As a starting point, telephone your local law enforcement agency or sheriff's office. By doing so, you will receive training and support from liaison officers and crime prevention specialists who are familiar with teaching citizens how to better protect themselves from criminal activity.
  
- Q. Does a Neighborhood Watch already exist where you are thinking of starting one?
  - A. To find out if one exists in your area, contact your local law enforcement agency. If one has already been established, become active in it and support its goals to improve your neighborhood and community.
  
- Q. Does your area have a specific problem that needs to be addressed first?
  - A. If so, make a list of the concerns in your neighborhood and use those as an introduction for the issues to be discussed at Watch meetings. For example, if a neglected property needs cleaned up or housing codes enforced to make it safer, put that concern at the top of your list. During meetings, discuss ways to address the problem and ways to prevent it from occurring again.
  
- Q. Are there local associations that could help you form a more effective Neighborhood Watch in your area?
  - A. Local associations, churches and synagogues, civic organizations and youth and senior citizen groups are great resources for support as you begin a Watch. Use these groups for expertise and guidance, and in return offer them ideas and any resources that will assist them in their community efforts.

# ORGANIZING A NEIGHBORHOOD WATCH

Everyone knows that there are simply not enough law enforcement officers in the community to be on every street, all the time. One of the most valuable, overlooked resources to prevent crime in a community “are the resident themselves”. Residents often want to help prevent crime in their neighborhoods, but don’t always know where to begin. As residents train and work with law enforcement to report suspicious activity and practice crime prevention, they find they can tackle frustrating concerns like littering and vandalism to more serious problems like gangs and drugs.

Once you’ve contacted law enforcement, make plans for the first meeting. Your first meetings must have a liaison officer present to help organize and train the group. Some law enforcement agencies require a liaison officer to be present at every meeting. Check with your law enforcement agency on the procedure for your area.

Use the following suggestions to get residents interested in attending meetings, and to transform your group into a mobilized, successful Neighborhood Watch:

- Neighbors can be invited to attend the meeting by telephone, or going door-to-door with flyers. Information on the flyers should include the meeting location, date, time, and purpose for the meeting. Distribute the flyers at least ten days before the meeting so residents can make plans to attend.
- If you distribute flyers, go with another neighbor and try to speak with residents to encourage them to come to the meeting. Ask them if they’d like a phone call as a reminder before the meeting, and if so get their number before you leave. Also, ask residents if there are any special accommodations they might need in order to attend the meeting including childcare, transportation or disability accessibility.
- Invite any individuals and groups in the area who would have an interest in attending. Schools and businesses, churches, civic groups, and local government leaders all have an investment in the health of the community, and will often become active partners with Watches that are working to improve their neighborhoods. Area businesses, for example, often show their support by donating refreshments for meetings.
- Let residents know where the meeting place will be and what day and time. Provide a map if the location is hard to find, and give clear directions to the room if the meeting is in a large building.
- Survey neighbors when you invite them to the first meeting to get a sense of the concerns they have for their area. Ask them a few brief questions, then make those a part of the agenda for the meeting. If issues are going to be discussed at the meeting that residents don’t think are important, they probably aren’t going to attend. Have the concerns on the agenda reflect the mutual concerns of residents so they will attend the meeting and take an active role in problem solving.

- Make sure there is enough room at the meeting place so everyone has a seat. Having the meeting in a home is fine if there is enough space for everyone. If not, take this opportunity to form a community partnership: Ask a local church, school, small business or hotel in the area if they have a space available for the meeting. If the room is fairly large, ask that everyone speak up so others can hear, and have chairs in a circular arrangement to encourage interaction and discussion.
- Draft a simple agenda and give residents a copy at the meeting. An agenda will help members focus on the issues they first raised in response to the survey. Another way to determine neighborhood concerns and get residents involved is to have each resident speak for a few minutes at the meeting to describe their specific concern. If an issue is raised that isn't on the agenda, write it down for discussion at your next meeting.
- Check the meeting room to make sure you have what you'll need for speakers and presentations. If audio-visual equipment will be used, know how it operates before the meeting begins. Have a flip chart or blackboard, paper, markers and pens available so members can take notes.
- Keep the meeting brief, since residents might have another obligation after the meeting, or a babysitter at home. Sixty to ninety minutes is a good length of time for Watch meetings. Also, end the meeting on time. People are most attentive, and will be more likely to participate, if the meeting ends on time.
- Distribute duties so one person isn't doing all the work. By distributing the work evenly, members will have more energy for future activities and will take ownership, or a sense of responsibility and pride, in the Watch. Divide bigger jobs into separate, smaller tasks. Instead of one person being responsible for the entire meeting, have one person copy flyers while others find the meeting place, set up chairs, arrange for a guest speaker or prepare refreshments.
- Encourage residents to participate in the meeting, and have a leader who keeps the meeting focused on the agenda and issues. Listen to the concerns of neighbors, and redirect the members back to the agenda issues when individuals focus on issues too long or stray from the group focus or activity. Remember that what is most important is for members to feel a sense of accomplishment, and that their time spent at the meeting was worthwhile.
- Work on only one issue at a time. Once members identify and agree on the most pressing concern, develop a strategy for that specific issue and work to resolve it first. Try to begin with smaller goals for the group before working on a more complex issue. As the group develops and learns to work together, the more complex problems can be addressed. Begin with less complicated goals so your group can experience the confidence and success to meet greater challenges later.
- Write down the names of those attending, along with addresses and day and evening telephone numbers. This list will help members stay in contact, and can be used to create a Phone Tree.

- Before the meeting closes, list any actions that the group decides needs to be taken on the issues discussed, and who will be responsible for completing them. Break the actions down into specific tasks, and assign individuals to each task.
- Schedule meetings once a month, and hold them on the same day of the month, such as the third Tuesday or first Thursday. By having a regular meeting date, it is easier for members to remember when the meetings are and plan ahead to attend each one.

## **TO DO LIST**

- ✓ Distribute Flyers And Telephone Residents To Invite Them To Meeting
- ✓ Invite Local Groups and Leaders
- ✓ Survey Residents To Discover Neighborhood Concerns
- ✓ Find a Meeting Place With Enough Seats For Everyone
- ✓ Create A Meeting Agenda
- ✓ Prepare Meeting Room
- ✓ Keep the Meeting Brief
- ✓ Keep the Meeting Focused
- ✓ Make A List Of Names, Addresses and Telephone Numbers Of Members
- ✓ Decide On First Issue To Tackle
- ✓ Divide Duties So Everyone Is Involved
- ✓ Set A Date, Time and Place For Next Meeting
- ✓ Meet Once A Month, On The Same Day Of The Month

# NEIGHBORHOOD WATCH

## THE MEETING

The success of a Neighborhood Watch is directly related to the ongoing participation and support from each member of the Watch.

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### WELCOME AND SIGN IN

Welcome everyone, and let them know how long the meeting will last. Use a Sign-In Sheet to keep track of who is present at the meeting (See Form #4). Read aloud the agenda and items to be covered, and tell residents there will be time after the meeting to ask questions, meet new members and visit.

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### INTRODUCTIONS

Let residents introduce themselves by giving their name and address. Residents might also briefly tell their reason for coming to the meeting, or what they would like to see the group accomplish in the neighborhood.

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### DISCUSSION OF NEIGHBORHOOD ISSUES

Allow residents time to raise specific neighborhood concerns. At the first few meetings, residents might express anger and frustration over neighborhood problems, or criticize law enforcement for not doing more to address their problems. As time goes on, though, residents will use this time to focus on specific issues and ways to address them.

---

### CRIME PREVENTION PRESENTATION

During the first meetings, the liaison officer will provide information on crime prevention topics and ways to maintain an active, effective Neighborhood Watch. For following meetings, invite guest speakers to discuss current community issues or speak on topics members are interested in, like substance abuse or family violence.

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### SELECTION OF A WATCH CAPTAIN

The basic structure of a Neighborhood Watch involves a captain and members. A captain is elected by members during the first meeting and may serve for a term decided by members. Allow captains the opportunity to serve in different roles to avoid burnout and maximize the creativity and energy of other members.

In larger communities, there may be areas having numerous Neighborhood Watches and captains. A coordinator might be selected to oversee Watch activities for the entire area. In these communities, the coordinator holds meetings with the other captains to discuss the issues and goals of their areas, and reports to local law enforcement on the status of all the Watches.

## **ISSUES FOR NEXT MEETING**

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Before the meeting adjourns, plan on the issues to be discussed at the next meeting. Encourage members to think of new ideas or strategies to raise at the next meeting.

## **DATE, TIME, PLACE FOR NEXT MEETING**

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Members usually meet once a month or at the least, every other month. Captains and other members involved with planning, training and meeting activities usually meet more often. However often you meet, be sure members know when and where the next meeting will be held.

## **ADJOURN/REFRESHMENTS**

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The time after the meeting can be as important as the meeting itself. During this time members have the opportunity to visit and build friendships and informally brainstorm on future goals and strategies.

## **NEIGHBORHOOD WATCH MEETING AGENDA**

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- Welcome and Sign-In
- Introductions
- Discussion of Neighborhood Issues
- Watch and Crime Prevention Presentation
- Selection of Captain
- Issues for Next Meeting
- Date, Time and Place for Next Meeting
- Adjourn/Refreshments

# NEIGHBORHOOD WATCH FLYER

Dear Neighbor;

Neighbors in our area are meeting to discuss forming a Neighborhood Watch. Watches are just that: Neighbors watching out for themselves and each other to make the neighborhood a safer place to live. Neighborhood Watches all across the country let neighbors get to know each other better, and help to reduce the chance of criminal activity in their neighborhoods and communities.

A local law enforcement officer helps train us in personal safety and security for our homes, as well as ways to join together and use our time and talents to tackle problems we think can be resolved when we all work together.

Neighborhood Watches cost only the time it takes for us to care about our neighbors. Please come to the meeting and help us discover ways to improve the quality of life in our neighborhood.

WATCH MEETING: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

MEETING PLACE: \_\_\_\_\_

FOR MORE INFORMATION:

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

# NEIGHBORHOOD WATCH SURVEY

This is a survey to ask what you think are some of the concerns and problems we have in our area. Your honest answers will help to make our neighborhood a better place to live.

- What do you think are the three most serious problems in our area?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

- Do you believe anything can be done to help solve the problems you listed above?

Yes       No       Unsure

- Would you be interested in learning from a law enforcement officer how to better protect yourself and your home?

Yes       No       Unsure

# NEIGHBORHOOD WATCH

## Membership List

Captain: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_

3. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_

4. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_

5. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_

6. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_

7. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_

8. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_

9. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_

10. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_

# NEIGHBORHOOD WATCH Meeting Sign-In Sheet

**NAME**

**ADDRESS**

**TELEPHONE**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

WATCH: \_\_\_\_\_

DATE: \_\_\_\_\_

WATCH CAPTAIN: \_\_\_\_\_

MEETING # \_\_\_\_\_

# NEIGHBORHOOD WATCH SCHEDULE

<p><b>JANUARY</b></p> <p>Date _____</p> <p>Time _____</p> <p>Activity _____</p> <p>_____</p> <p>Location _____</p> <p>_____</p>	<p><b>FEBRUARY</b></p> <p>Date _____</p> <p>Time _____</p> <p>Activity _____</p> <p>_____</p> <p>Location _____</p> <p>_____</p>	<p><b>MARCH</b></p> <p>Date _____</p> <p>Time _____</p> <p>Activity _____</p> <p>_____</p> <p>Location _____</p> <p>_____</p>	<p><b>APRIL</b></p> <p>Date _____</p> <p>Time _____</p> <p>Activity _____</p> <p>_____</p> <p>Location _____</p> <p>_____</p>
<p><b>MAY</b></p> <p>Date _____</p> <p>Time _____</p> <p>Activity _____</p> <p>_____</p> <p>Location _____</p> <p>_____</p>	<p><b>JUNE</b></p> <p>Date _____</p> <p>Time _____</p> <p>Activity _____</p> <p>_____</p> <p>Location _____</p> <p>_____</p>	<p><b>JULY</b></p> <p>Date _____</p> <p>Time _____</p> <p>Activity _____</p> <p>_____</p> <p>Location _____</p> <p>_____</p>	<p><b>AUGUST</b></p> <p>Date _____</p> <p>Time _____</p> <p>Activity _____</p> <p>_____</p> <p>Location _____</p> <p>_____</p>
<p><b>SEPTEMBER</b></p> <p>Date _____</p> <p>Time _____</p> <p>Activity _____</p> <p>_____</p> <p>Location _____</p> <p>_____</p>	<p><b>OCTOBER</b></p> <p>Date _____</p> <p>Time _____</p> <p>Activity _____</p> <p>_____</p> <p>Location _____</p> <p>_____</p>	<p><b>NOVEMBER</b></p> <p>Date _____</p> <p>Time _____</p> <p>Activity _____</p> <p>_____</p> <p>Location _____</p> <p>_____</p>	<p><b>DECEMBER</b></p> <p>Date _____</p> <p>Time _____</p> <p>Activity _____</p> <p>_____</p> <p>Location _____</p> <p>_____</p>

## ACTIVITIES

The topics listed below may be used at future Neighborhood Watch meetings. A Neighborhood Watch group may select from the suggested topics or choose any other topic, which is of interest to the group.

**OPERATION IDENTIFICATION.** A program designed to discourage burglary by permanently identifying valuables in homes and businesses. Operation Identification Kits are available through police departments. Neighborhood Watch members should join Operation Identification.

**HOME SECURITY SURVEY.** Individual members should examine their own homes and apartments to identify security weaknesses. A home security pamphlet, “Your Security Starts at Home” and Home Security Survey Forms are available from police departments. Excellent videos on Home Security or sample locking devices may also be available through police departments for use at the meeting.

**CITIZEN ACTION.** Discuss your community’s overall security, including lighting, & contact neighbors or the proper authorities to request necessary improvements. NOTE: This should be done after members have completed the Community Security & Community Lighting Checks.

**CRIME REPORTING.** How and when to report a crime in your neighborhood is something every Neighborhood Watch member should know. The Group Leader may request information on this subject from police departments before the meeting or someone during the course of the meeting may report an actual crime, which has not yet been previously reported.

**MEET YOUR CRIME PREVENTION OFFICER.** Many police officers are now trained in crime prevention and should be invited to attend a Neighborhood Watch meeting. Because Crime Prevention Officers receive many requests, make your arrangements well in advance of the meeting.

**MEET YOUR LOCAL OFFICER.** Invite the police officer that patrols your neighborhood to drop by to say hello and to get acquainted. He or she is one of the officers who respond to a burglary when it is reported in your neighborhood. He or she is very busy and can drop in for only a few minutes.

**MEET YOUR JUDGE.** Contact the juvenile or criminal court in your jurisdiction and invite a judge to attend your meeting to explain how the judicial process works and how the community can assist.

**MEET YOUR PROSECUTOR.** Contact the Commonwealth’s Attorney or City Prosecutor’s office to invite someone to attend your Neighborhood Watch meeting to explain how prosecution works and how the community can assist.

**PERSONAL SECURITY.** Discuss crimes of assault such as muggings, rape, purse snatching, etc. and the techniques to prevent them. Contact your police department ahead of time to request brochures or a video to use at the meeting.

# MEETING AGENDA

**Organization:**

**Address:**

**MEETING DESCRIPTION:** \_\_\_\_\_

**GOALS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**BOARD MEETING:** \_\_\_\_\_

**GENERAL MEETING:** \_\_\_\_\_

**OLD BUSINESS:** \_\_\_\_\_

**NEW BUSINESS:** \_\_\_\_\_

**ITEMS TO BE DISCUSSED** \_\_\_\_\_

1)

2)

3)

4)

5)

**MATERIALS/RESOURCES NEEDED:**

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

**ASSIGNMENTS/TASKS:**

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

# The Role Of Neighborhood Watch Members

If citizens get together to actively prevent crime half as often as criminals meet to create crime, the community would notice real change.

---

## EYES AND EARS OBSERVATION

Be aware of your surroundings and the people around you during the day. If you observe something suspicious, notify law enforcement as soon as you can and try to describe the activity as accurately as possible. Stay on the telephone so you can provide additional information that may help law enforcement officers responding to the call.

---

## REPORT SUSPICIOUS PERSONS BY ...

- Sex
- Race
- Height
- Weight
- Hair Color / Length
- Eyes / Glasses
- Tattoos / Scars
- Clothing
- Weapon
- Vehicle: Make/Model/Color/License Plate Number

---

## SUSPICIOUS ACTIVITIES MAY INCLUDE:

- Individual walking around a residence, looking into windows or trying to force open doors
- Individual carrying any kind of weapon
- Solicitors asking unusual questions, appearing uncertain of questions or the purpose for their questions
- Unusual noises for the time of day
- Telephone caller asking for credit card or bank account numbers
- Individual carrying property out of residence or business at unusual times
- Car driving past area repeatedly, or parking and no one exits
- Individual running from a residence or building

## **COMMON DRUG ACTIVITIES**

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- Unusual or chemical odors coming from a residence
- Vacant or occupied house with unusually high amount of traffic to and from, especially late at night
- Double-parked cars in front of house
- Groups of people congregating on front steps of residence, or nearby
- People displaying large sums of cash, or carrying valuables into house but leaving without them

## **TEAMWORK**

---

Work together for the good of the Watch and your neighborhood. Help out neighbors by watching their homes when they are away on vacation or just at work. Maintain a lived-in look to neighbors' residence by picking up newspapers and mail; parking your car in their driveway, and putting garbage cans out on the day it is normally collected. By maintaining a lived-in appearance to homes, you and your neighbors are working together to prevent criminal activity in the area.

There are many other ways you can work with your neighbors. If a neighbor or family in your area is a victim of crime, Watch members can show support by going with them to court, or contacting a Victim Assistance Center for them.

## **PRACTICE PERSONAL SAFETY AND SECURITY**

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Crime prevention is a way of life that offers greater security and peace of mind. Practice basic personal safety measures and always be aware of your surroundings, whether at home or away. Maximize home security by surveying and correcting security weaknesses in your residence. A law enforcement officer will survey your home with you and discuss ways to increase home security.

## **MEETINGS**

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Regularly attend meetings and work with other members on the goals and initiatives of the Watch. Not only will you receive crime prevention training at meetings, but you will benefit from meeting neighbors and keeping up with area concerns as they arise.

## **A WATCH CAPTAIN**

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- Distributes information to members
- Recruits new members
- Provides current crime prevention information to members
- Updates Phone Trees
- Announces and advertises meetings
- Leads meetings
- Coordinates information with law enforcement liaison officer
- Develops agendas and finds guest speakers for meetings
- Delegates duties among members

## **A WATCH MEMBER**

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- Attends meetings
- Works with other members on common goals
- Reports suspicious and criminal activity in area
- Looks after residences when neighbors are away
- Practices safety and security measures at home and work
- Supports the Captain in accomplishing goals
- Recruits new members

## What Should Citizens Know About Terrorism?

- Terrorism:
  - Creates fear and panic.
  - Cause disruption in daily activities of the community.
  - Harasses our governing bodies.
- Intimidates and Demoralizes Citizens
  - Forces policy change.
- Activities or Behavior:
  - Assaults & Murders
  - Arson & Bombings
  - Vandalism
  - Graffiti messages of hate or social disorder
  - Kidnapping & Skyjackings
  - Cyber terrorism
- How is terrorism funded locally?
  - Robbery & Burglary
  - Counterfeiting
  - Narcotics
  - Extortion
  - Charities & Businesses
  - Sympathizers

**Are state Crime Prevention Associations and Neighborhood Watch Programs involved in Community Policing and Homeland Security? Yes they are and you can be too!**

## **Recognizing Terrorist Activity**

---

Although the U.S. government is responding to the terrorist attacks of September 11, 2001, citizens can take concrete steps in the community and in the workplace to help detect and deter suspected domestic and international terrorists. By being aware of your surroundings and knowing how and when to report crime, you can make a difference in the war on terrorism.

Signs of terrorist activity may include:

- Someone bragging or talking about plans to harm citizens in violent attacks or who claims membership in a terrorist organization that espouses killing innocent people.
- Suspicious packages, luggage, or mail that have been abandoned in a crowded place like an office building, an airport, a school, or a shopping center.
- Suspicious letter or package that arrives in your mailbox. (stay away from the letter or package and don't shake, bump or sniff it; wash hands thoroughly with soap and water.)
- Someone suspiciously exiting a secured, non-public area near a train or bus depot, airport, tunnel, bridge, government building, or tourist attraction.
- Any type of activity or circumstance that seems frightening or unusual within the normal routines of your neighborhood, community, and workplace.
- Someone unfamiliar loitering in a parking lot, government building, or around a school or playground.
- Someone using or threatening to use a gun or other weapon, place a bomb, or release a poisonous substance into the air, water, or food supply.
- Strange odors, smoke, fire, or an explosion.
- Abandoned vehicles.

## **Reporting Terrorist Activity**

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- If you believe you have information that would help authorities, do not take any action other than to inform your local police department or FBI as soon as possible. Here are some tips for reporting:
  - Call 911 for life-threatening emergencies only.
  - Call your police non-emergency number to report any behavior or event that seems to be outside the norm or is frightening but does not immediately endanger lives or property.
  - Call your local FBI field office. To find your local office, go to [www.fbi.gov/contact/fo/info.htm](http://www.fbi.gov/contact/fo/info.htm) or check inside the front cover the phone book. You can also contact the FBI at 1-866-483-5137 or submit a tip on their web site, [www.fbi.gov](http://www.fbi.gov)
- Remain calm and provide the following information:
  - your name and address
  - a brief description of the event -- what happened, when, where, and who was involved
  - description of the suspect: sex, race, age, height, weight, hair color, clothing, distinctive characteristics such as a beard, mustache, scars, or accent
  - description of the vehicle if one was involved: color, make, model, year, license plate, and special features such as stickers, dents, or decals
  - where you think the suspicious person(s) may have gone

## **Disaster Preparedness: A Checklist**

\_\_\_\_\_ Make a list of important phone numbers, such as non-emergency numbers for the police and fire departments, FBI field office, and local emergency management office. Post it by your telephone. Make sure children know how to dial 911 or “0” in an emergency.

\_\_\_\_\_ Develop a communications plan for your family. Choose someone who does not live with you (preferably out-of-town) that you and other family members can contact to check on each other in the event that you are separated during a disaster. Carry the number in your wallet.

\_\_\_\_\_ Establish a meeting place for family members if home or neighborhood evacuation is necessary. Pick on place near your home and one outside your neighborhood in case you can’t return after a disaster.

\_\_\_\_\_ Assemble an emergency preparedness kit that contains the following supplies:

- \_\_\_\_\_ three to five day supply of water (one gallon per person per day)
- \_\_\_\_\_ food that will not spoil and requires no cooking
- \_\_\_\_\_ first-aid kit and needed medicine
- \_\_\_\_\_ emergency tools, such as a battery powered radio, cell phone, flashlight
- \_\_\_\_\_ extra batteries
- \_\_\_\_\_ personal items like toilet paper and plastic garbage bags
- \_\_\_\_\_ change of clothing and blankets for each person
- \_\_\_\_\_ portable generator if possible

\_\_\_\_\_ Take a basic course in CPR and first-aid.

\_\_\_\_\_ Learn how to turn off water, gas, and electricity at the main switches.

\_\_\_\_\_ Learn about emergency plans for your children’s school or day care center.

\_\_\_\_\_ Draw a floor plan of your home and mark two escape routes from each room. Practice your evacuation plan.

\_\_\_\_\_ Know your community’s evacuation routes.

\_\_\_\_\_ Work with your Neighborhood Watch group or civic association to create community disaster preparedness plans.

# COMMUNITY LIGHTING CHECK

	<i>Excellent</i>	<i>Good</i>	<i>Problem</i>
<b>Street lights spaced properly</b>			
<b>All lights work</b>			
<b>No broken globes</b>			
<b>All globes clean</b>			
<b>Nothing blocking street light</b>			
<b>Driveways lit</b>			
<b>Front yards lit</b>			
<b>Garage doors lit</b>			
<b>Residence numbers lit</b>			

**IDENTIFY THE PROBLEMS ON BACK**

LOCATION	PROBLEMS

Date \_\_\_\_\_ Time \_\_\_\_\_ Signature \_\_\_\_\_

# COMMUNITY SECURITY CHECK

	<b>Excellent</b>	<i>Good</i>	<i>Problem</i>
<b>Street names plainly marked</b>			
<b>House number visible from street</b>			
<b>Residence appears occupied</b>			
<b>Operation I.D. sticker visible</b>			
<b>Garage doors closed</b>			
<b>Shrubs below window level</b>			
<b>No valuables left in yard</b>			
<b>No valuables left in vehicle</b>			
<b>No ladder outside</b>			

**IDENTIFY THE PROBLEMS ON BACK**

LOCATION	PROBLEMS

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Signature** \_\_\_\_\_





# HOME SECURITY CHECKLIST

FRONT ENTRANCE	YES	NO	RECOMMENDATIONS & COMMENTS
1. Is door itself of metal or solid wood construction?			
2. Is door frame strong enough and tight enough to prevent forcing or spreading?			
3. Are door hinges protected from removal from outside?			
4. Are there windows in the door or within 40 inches of the locks?			
5. Are the door locks adequate and in good repair?			
6. Are strikes and strike plates adequate and properly installed?			
7. If there are no windows in door, is there a wide-angle viewer or voice intercommunications device?			
8. Can the lock mechanism be reached through a mail slot, delivery port or pet entrance at doorway?			
9. Is there a screen or storm door with an adequate lock?			
10. Is exterior or front entrance lighted with at least a 40-watt light?			
11. Can front entrance be observed from street or public areas?			
12. Does porch or landscaping offer concealment from view from street or public area?			
SIDE OR REAR ENTRANCE			
13. Is door itself of metal or solid wood construction?			
14. Is doorframe strong enough and tight enough to prevent forcing or spreading?			
15. Are door hinges protected from removal from outside?			
16. Are there windows in the door or within 40 inches of the locks?			

<b>SIDE OR REAR ENTRANCE</b>			
17. Are the door locks adequate and in good repair?			
18. Are strikes and strike plates adequate and properly installed?			
19. Can the lock mechanism be reached through a mail slot, delivery port or pet entrance at doorway?			
20. Is exterior or front entrance lighted with at least a 40-watt light?			
21. Is doorway concealed from street or neighbor's view by porch, fence or landscaping?			
22. Does doorway have screen or storm door with lock?			
23. If door is sliding glass door, is the sliding panel secured from being lifted out of track?			
24. Is "charley-bar" or key operated auxiliary lock used on sliding glass door?			
<b>ENTRANCES FROM GARAGE &amp; BASEMENT</b>			
25. Are all entrances to living quarters from garage and basement of metal or solid wood construction?			
26. Does door from garage to living quarters have locks adequate for exterior entrance?			
27. Does door from basement to living quarters have an adequate lock operated from living quarter side?			
<b>GROUND FLOOR WINDOWS</b>			
28. Do all windows have adequate locks in operating condition?			
29. Do windows have screens or storm windows that lock from the inside?			
30. Do any windows open onto areas that may be hazardous or offer special risk to burglary?			
<b>GROUND FLOOR WINDOWS</b>			
31. Do windows that open to hazardous areas have security screens or grills?			
32. Are exterior areas of windows free from concealing structure or landscaping?			
33. Is exterior well lit at all window areas?			

<b>UPPER FLOOR WINDOWS</b>			
34. Do any upper floor windows open onto porch or garage roofs or roofs of adjoining buildings?			
35. If so, are they secured as adequately as if they were at ground level?			
36. Are trees and shrubbery kept trimmed back from upper floor windows?			
37. Are ladders kept outside the house where they are accessible?			
<b>BASEMENT DOORS AND WINDOWS</b>			
38. Is there a door from outside to the basement?			
39. If so, is that door adequately secure for an exterior door?			
40. Is outside basement entrance lighted by exterior light of at least 40 watts?			
41. Is outside basement door concealed from street or neighbors?			
42. Are all basement windows adequately secured against entrance?			
<b>GARAGE DOORS AND WINDOWS</b>			
43. Is automobile entrance door to garage equipped with adequate locking device?			
44. Is garage door kept closed and locked at all times?			
45. Are garage windows secured adequately for ground floor windows?			
46. Is outside utility entrance to garage as secure as required for any ground floor entrance?			
47. Are tools and ladders kept in garage?			
48. Are all garage doors lighted on the outside by at least 40-watt lights?			

## VEHICLE DESCRIPTIONS

MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_  
MODEL: \_\_\_\_\_ Color: \_\_\_\_\_ Interior  
color: \_\_\_\_\_

Did vehicle have tinted windows?

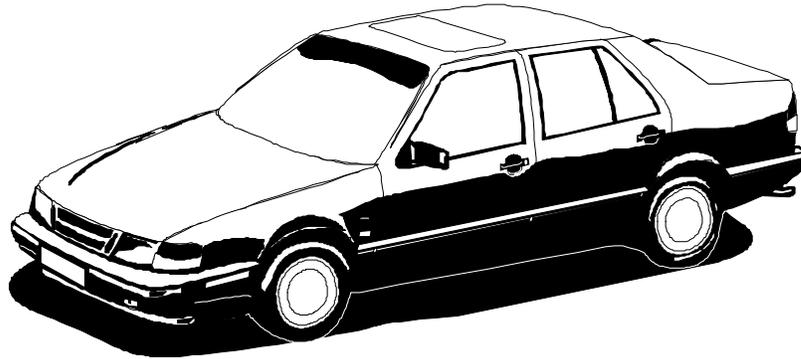
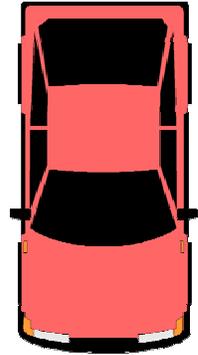
Did vehicle have damage: (circle area) \_\_\_\_\_ →

How many doors:    2    4

Mini-Van    Truck    Wagon    SUV    Hatchback    Convertible

Did vehicle have license plates?    Number: \_\_\_\_\_

State: \_\_\_\_\_



Anyone in front seat? \_\_\_\_\_    Back Seat: \_\_\_\_\_

What did the Driver look like? \_\_\_\_\_

What direction did the car come from? \_\_\_\_\_

What direction did the car leave? \_\_\_\_\_

Did the vehicle make any noises? (muffler, engine, etc.) \_\_\_\_\_

# Suspect Description Sheet

**Sex** \_\_\_\_\_ **Race** \_\_\_\_\_ **Age** \_\_\_\_\_ **Height** \_\_\_\_\_ **Weight** \_\_\_\_\_

**Hair**

\_\_\_\_\_

**Hat**

\_\_\_\_\_

**Eye Color**

\_\_\_\_\_

**Shirt**

\_\_\_\_\_

**Glasses**

\_\_\_\_\_

**Coat**

\_\_\_\_\_

**Mustache/  
Beard/  
Sideburns**

\_\_\_\_\_

**Tie**

\_\_\_\_\_

**Complexion**

\_\_\_\_\_

**Pants**

\_\_\_\_\_

**Tattoos,  
Amputations,  
Scars**

\_\_\_\_\_

**Shoes**

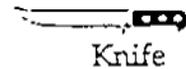
\_\_\_\_\_

**Speech  
Impediments or  
Accents**

\_\_\_\_\_

**Weapon**

\_\_\_\_\_



**Distinguishable Gait  
Limp** \_\_\_\_\_

or