

NEIGHBORHOOD  
WATCH  
PARTICIPANT  
HANDBOOK

COURTESY OF  
PALM DESERT POLICE DEPARTMENT

## **ABOUT THE NEIGHBORHOOD WATCH PROGRAM**

The Neighborhood Watch program brings your neighborhood and the police department together to fight and prevent crime in your community. It is a voluntary, community-based organization that acts as a communication link between neighbors, neighborhoods, the community, and the police department.

**Neighborhood Watch provides a way for your neighborhood to work together toward a common goal.** It provides a forum for neighborhood organization and communication that is not influenced by race, socioeconomic differences, religion, or other biases. It provides a means for you and your neighbors to come together to make your community a safe place to live and work, to get to know each other better, and to organize neighborhood activities. It provides a means for you and your neighbors to take a stand and commit that you will look out for each other.

**Neighborhood Watch is a partnership between your neighborhood and the Palm Desert Police Department.** No one organization can prevent or solve all of the crimes that occur within our city. While the police department is staffed with many deputies and officers, it is impossible to have an officer on every corner. It therefore becomes imperative that the police department and your neighborhood work together to report and solve crimes. As a Neighborhood Watch member, you serve as the extended eyes and ears of the police department, reporting suspicious activities when you see them. On the other hand, the police department provides the members of your Neighborhood Watch with crime prevention information, training, and resources for solving neighborhood problems.

**Neighborhood Watch provides the means with which you can make a difference in your community by getting involved.** You and your neighbors are the only people that have to live in your neighborhood. You are the ones most affected by what goes on there. It therefore stands to reason that you have the most responsibility in making your neighborhood a safe and secure environment to live in. By getting involved in Neighborhood Watch and working with your neighbors and the police, you may not make a difference in lowering the national crime rate or solving any pressing world problems, but you will make a difference in the world in which you live - your neighborhood - and in the lives of those you care about most - your family and neighbors.

This manual will provide you with the basics of how Neighborhood Watch works and what you can do to keep your family and your neighborhood safe. But remember, like any other guide, it can only show you what is possible. To make it work, you've got to do it.

**Make Neighborhood Watch work in your neighborhood. Get involved.**

## NEIGHBORHOOD WATCH ORGANIZATION

Neighborhood Watch is a volunteer community organization that is comprised of Palm Desert citizens that are concerned about keeping their community safe. Your Neighborhood Watch area is organized as follows:



While the Palm Desert Police Department acts as a resource and a partner in the Neighborhood Watch program, the program belongs to you. The ultimate success or failure of the program in reducing crime and bringing your neighborhood together depends solely on you and your involvement in your Neighborhood Watch area. Remember, a chain is only as strong as its weakest link. Get involved and make a difference in your neighborhood!

Your Block Captain oversees the Neighborhood Watch program on your block. Your Block Captain distributes information received from your Coordinator to each local member of your Neighborhood Watch group, collects and keeps the Coordinator up-to-date with member information, plans block parties and meetings, and assists the Coordinator with running the program and keeping your Neighborhood Watch block active. Call your Block Captain for anything you need regarding Neighborhood Watch.

Working with your Block Captains, your Coordinator oversees the Neighborhood Watch program in your block. Your Coordinator organizes area meetings and activities, distributes timely information through the Block Captains and using the phone tree, keeps area maps and phone tree information up-to-date, and acts as liaison between your area and your Coordinator. Your Coordinator directs the Neighborhood Watch program and acts as the liaison between the Neighborhood Watch program and the Police Department to make sure that your area's needs are being met.

## **Participant's Guidelines**

As a member of Neighborhood Watch, you have a responsibility to do the following:

1. Learn your neighbor's names, including all occupants of their residences. Be able to recognize them and their vehicles without any hesitation.
2. Attend all Neighborhood Watch meetings.
3. Properly identify all personal property using the included personal property record or a computer inventory program, engraving a number identifiable to you onto your property, and/ or by creating a videotape record of your valuables.
4. Keep doors and windows locked as well as garage doors down at all times, even when you are home.
5. Become a good witness by getting an accurate description of a suspect or a vehicle. Practice writing down descriptions from memory so when the time comes to actually report an incident, you will be prepared.
6. Keep an eye on your neighbor's homes and report any suspicious activities to the police. Write down your description so that nothing is forgotten. Do not delay your reporting or think that someone else will. A few minutes delay may reduce the chance that the criminal will ever be caught.
7. Teach children respect for the law. Involve them in crime prevention activities and make them feel a part of your Neighborhood Watch group. Teach them to be safe at home and away.
8. Remember that it is your responsibility to report crime and to be a good witness. Never take the law into your own hands or risk injury to yourself or others by trying to stop a crime in progress by yourself.
9. When you plan to leave for any length of time, arrange to have your mail and newspapers picked up or put on temporary hold. Leave timers on your lights and TV or radio. Make your home appear lived in whenever you are away. Call the Palm Desert Police Department and request extra police patrols by your house while you are away.
10. Get involved! Look out for each other. Neighborhood Watch is your program and will only be as good as you and your neighbors make it. By being a good witness and an active participant in Neighborhood Watch, you will truly make a difference in your community.

## **Things to Do Right Now**

You've taken the first step by becoming a part of an organized Neighborhood Watch. The success of your Neighborhood Watch group will now depend on your involvement and continued support. Don't procrastinate getting involved. Here is a list of things that you can do right now:

**Secure your home.** Look around the outside of your home, paying close attention to windows and doors. Where would you break in if you were a criminal? Strengthen weak areas first. Make sure that doors and windows lock. Ensure that deadbolts and door locks are anchored deep enough, penetrating deep into the doorframe. Make certain that windows and sliding doors have wooden dowels placed into the tracks, especially those on the main level or basement. Train your family on how to remove the dowels and open the windows from the inside in case of fire.

**Turn on porch and yard lights and leave them on all night.** Contrary to urban legend, this will not increase your electric bill dramatically when using regular wattage bulbs, but it will increase the security of your neighborhood dramatically. Criminals hate to be seen. Install motion detector lights to illuminate all possible points of entry into your home and to keep any cars, boats, sheds, etc. illuminated as well.

**Do not leave anything of value in your car.** It only takes a few seconds for a criminal to burglarize your car. But most burglars are criminals of opportunity. If there is nothing to steal, the crook will move on. This applies to when you are parking at work or at a store. Take anything of value with you or, at the very least, secure any valuables in the trunk.

**Secure your garage.** Remember to close your garage door anytime you are not in the garage. This means at night as well as when you are in the backyard doing yard work or just running to the store for a few minutes. A passing burglar can remove bicycles, skis, golf bags, power equipment, and other items in a flash. Do not leave these items lying on the lawn or unsecured outside at any time.

**Make certain that your house numbers are clearly visible.** Police and emergency personnel will need to find your address quickly in the event of an emergency. Make house numbers visible on your house or mailbox. Numbers painted on the curb are difficult to see at night and during inclement weather.

## **Emergency Preparedness**

A critical incident can happen quickly and without warning. It can force you to evacuate your neighborhood, or confine you to your home. Knowing what to do is your best protection and your responsibility.

**Create a disaster plan.** Meet with your Neighborhood Watch group and your family and discuss why you need to prepare for disaster. Explain the dangers to children. Plan to share responsibilities and work together as a team. Pick two places to meet in case you are separated; right outside your home in case of a sudden emergency. Or, right outside the neighborhood in case you can't return home.

**Ask an out-of-state friend to be your family contact.** After a disaster it is often easier to call out of the affected area. Other family members should call this contact person and tell them where they are.

**Keep enough supplies in your home to meet your needs for at least three days.** Assemble a Disaster Supplies Kit with items you may need in an evacuation. Store supplies in sturdy, easy to carry containers such as backpacks, duffle bags or covered trash containers.

**Include:**

- A three-day supply of water and non-perishable food.
- One change of clothing and footwear per person, and one blanket per person.
- A first aid kit that includes your family's prescription medication.
- Emergency tools including a battery-powered radio, flashlight and plenty of extra batteries.
- An extra set of car keys and a credit card, cash or traveler's checks.
- Sanitation supplies.
- Special items for infant, elderly or disabled family members.
- An extra pair of glasses or contacts.
- Keep important family documents in a waterproof container.

This is an uncertain world we live in. Most of us will face natural disasters or financial difficulties in our lifetime. Having a good Neighborhood Watch group and being prepared with food, fuel, water and material supplies can be a great comfort.

## Reporting a Crime

If you know that a crime is occurring, or suspect that something suspicious or dangerous is going on, if potential trouble exists, or if someone has been hurt, do the following:

Determine whether or not the situation is an emergency. An emergency requires an immediate response from the police department or fire/medical personnel. Immediately call 911.

If the situation is not an emergency, do not tie up the 911-telephone system. Call dispatch directly at 836-3215. If you are in doubt, don't bother trying to figure it out. Just dial 911.

When you first dial 911 or dispatch directly, be prepared to give the operator your name, the address of occurrence, and your phone number should the line be disconnected. Remember that the dispatcher is using a computer, so even though they continue talking to you on the phone, help is being sent simultaneously.

What, when, where, and who are the most important items that you will need to relay to the dispatcher.

**What is happening?** Be as specific as possible. Try to answer the dispatcher's questions as best you can. If you don't know the answer, tell the dispatcher that you just do not know rather than giving incorrect information.

**When did it happen?** Is this situation occurring now? Is something about to happen? How long ago did it occur?

**Where is it happening?** Give a specific address or directions.

**Who is involved?** Give descriptions of the victims and the suspects as accurately as you can. Try to write down and remember as many details as you can.

Remember to be patient with the dispatcher and try to answer all of the dispatcher's questions as best you can, even if you do not understand the relevance of the question at the time.

As a member of Neighborhood Watch, you are the eyes and ears of the police department in your community. By making the effort to report criminal activity correctly, you are making your community a safer place.

### Dial 911

Dial 911 when the situation is an emergency or a crime is in progress:

Any fire

If you see or hear a fight or a dispute

If you see someone trying to force their way into a home or a car

If you hear screaming or calls for help

If you hear gunfire

If you see or are told about a traffic accident with possible injuries

If you see a child being forced or beckoned into a car or a home

If you hear an alarm or breaking glass

In any situation when someone is injured

### Dial 836-3215

Call dispatch directly any time the situation is not an emergency:

If you see suspicious behavior - such as someone walking in and out of yards or looking into cars

If you see a car driving around the neighborhood repeatedly with no apparent destination

If you see something that just looks out of place or unfamiliar and seems suspicious

If you see unknown people carrying property from a neighbor's house or car

If you see a juvenile problem, such as smoking or curfew violations

## How to Observe

Taking an active role in looking out for each other is the key to making Neighborhood Watch successful in your neighborhood. You know your neighborhood - what is normal, what belongs and what doesn't, as well as what is suspicious. Realize that although you may know your neighborhood, being observant in your neighborhood takes practice and work. We are often times too occupied with getting somewhere quickly, talking on the cell phone, or taking care of the kids to be observant while driving or walking through our neighborhood. Make it a point to become more observant and more aware of what is going on in your own neighborhood.

Practice the pointers listed on this page and learn to always be observant.

Know who and what belongs at each house in your neighborhood. Know the hours that your neighbors work, if they have any children, as well as what cars they drive. Know what is regularly occurring in your neighborhood and easily become suspicious if something doesn't seem to fit.

Be prepared. Keep a good flashlight, and even a pair of binoculars handy. Keep a notepad and pen close by for writing down notes, plate numbers, and suspect descriptions. Keep your car equipped with these items so you'll have them when you need them.

Become observant when out for a walk or a jog. Make a habit of carrying your cell phone with you. Practice memorizing your neighborhood's layout and be alert to anything that seems unusual or out of place. If someone is out in the yard, stop and get to know them. Keep a notepad and pen with you.

Keep an eye on the neighborhood when at home. Don't hibernate in your home, only noticing the outside world when leaving for work or the store. Take an occasional peek out the windows throughout the evening. If you get up during the night, take a moment to glance outside and make sure that all is well.

Trust your judgment. By practicing being more observant and by knowing what is normal for your neighborhood, you will know when something is suspicious or doesn't belong. When your instinct tells you that something is wrong, trust your instinct and do not hesitate to call police and report it immediately.

Become observant when you are driving through your neighborhood. Vary your route to work, the store, or the kids' school each time you drive so you are always aware of any changes in your area. Practice memorizing license plates and identifying car makes and models.

Observe crimes and suspicious circumstances as secretly as possible. If something suspicious is happening; do not make the person(s) aware that you are watching them. You are the eyes and ears of the neighborhood, so contact police and continue to observe and be a good witness.



# NEIGHBORHOOD WATCH PARTICIPANT HANDBOOK

## Suspect Identification

As a Neighborhood Watch member, it is imperative that you become a good witness. Being able to provide police with an accurate description of a suspect is often times one of the most crucial things that a witness can do. A good suspect description will be invaluable information throughout any police investigation, helping police to capture the criminal initially to ultimately getting a conviction in court.

The most important features to identify are sex, race, height, weight, approximate age, hair color, eye color, clothing, and any scars, marks or tattoos. Work from top to bottom, making mental notes of all of the following items when viewing a suspect. Write down this information as soon as you can after an incident.

**Height** \_\_\_\_\_

**Sex** \_\_\_\_\_

**Hair** \_\_\_\_\_

Color, length, style, wig, cap, hat, markings on cap or hat, ski mask, baseball hat, how is it worn

**Eyes** \_\_\_\_\_

Color, glasses, anything unusual

**Face** \_\_\_\_\_

Nose, lips, teeth, ears, mustache, beard, goatee, sideburns, scars, marks

**Voice** \_\_\_\_\_

Language, accent, lisp, loud, soft, other speech characteristics

**Clothing** \_\_\_\_\_

Coat, jacket, shirt, pants, dress, shorts, gloves, tie, scarf, vest, bandana

**Weapon** \_\_\_\_\_

Gun (revolver, automatic, pistol, rifle), knife, club, bat, crowbar

**Race** \_\_\_\_\_

Complexion, nationality, Ethnicity

**Weight** \_\_\_\_\_

**Other** \_\_\_\_\_

Anything else unusual, backpack or carrying anything, style of walk (gait or limp), any physical disabilities or scars, marks, or tattoos.

**Age** \_\_\_\_\_

**Shoes** \_\_\_\_\_

Shoes, boots, style, color



# NEIGHBORHOOD WATCH PARTICIPANT HANDBOOK

## Vehicle Identification

Being able to provide police with an accurate vehicle description could make the difference between a crook getting away or being apprehended. A description like, "They're in a four door white car" just doesn't provide police with enough information to find the bad guys. Familiarize yourself with these descriptive characteristics and use them when identifying a suspect vehicle to police. Practice identifying cars when you are out and about. Most cars have the make and model printed somewhere near the trunk area. While you are driving to and from work, learn the different types and body styles of the cars you see so that you can be an expert witness when it counts.

**Make** \_\_\_\_\_

Chevy, Ford, Mercury, Dodge,  
GM, Plymouth, Saturn, Buick,  
Oldsmobile, Chrysler, Cadillac

Honda, Kia, Nissan, Toyota,  
Isuzu, Mazda, Acura, Infiniti,  
Lexus

BMW, Volkswagen, Volvo, Saab,  
Mercedes

Foreign or Domestic

**Kind** \_\_\_\_\_

Car - Two door or four door,  
sports car, hatchback,  
convertible

Truck - Small pickup, large  
pickup, flat bed, boxed cargo  
truck, extended or king cab,  
dual rear wheels, pulling a  
trailer, camper

Motorcycle - Bullet bike, street  
bike, off-road, small or large,  
domestic or foreign

SUV - Hard top or convertible,  
off-road, rear spare tire, two  
door or four door, top rack

Van - Panel van, Custom van,  
rear and side windows,  
company van (company logo or  
writing on side)

**Other** \_\_\_\_\_

Any identifying bumper  
stickers, dents, scratches,  
broken windows, etc.?  
Was it damaged in any way?  
Was it modified in any way?



**Occupants** \_\_\_\_\_

**Model** \_\_\_\_\_



**Year** \_\_\_\_\_

**State** \_\_\_\_\_



**Plate #** \_\_\_\_\_

**Color** \_\_\_\_\_



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**Hair** \_\_\_\_\_

Color, length, style, wig, cap, hat, markings on cap or hat, ski mask, baseball hat, how is it worn

**Eyes** \_\_\_\_\_

Color, glasses

**Face** \_\_\_\_\_

Nose, lips, teeth, ears, mustache, beard, goatee, sideburns, scars, marks

**Voice** \_\_\_\_\_

Language, accent, lisp, loud, soft, other speech characteristics

**Clothing** \_\_\_\_\_

Coat, jacket, shirt, pants, dress, shorts, gloves, tie, scarf, vest, bandana

**Weapon** \_\_\_\_\_

Gun (revolver, automatic, pistol, rifle), knife, club, bat, crowbar

**Race** \_\_\_\_\_

Complexion, nationality, Ethnicity

**Weight** \_\_\_\_\_

**Other** \_\_\_\_\_

Anything else unusual, backpack or carrying anything, style of walk (gait or limp), any physical disabilities or scars, marks, or tattoos.

**Age** \_\_\_\_\_

**Shoes** \_\_\_\_\_

Shoes, boots, style, color

## BLOCK CAPTAIN RESPONSIBILITIES

The Block Captain's responsibility is one area. Usually a street block, with the block kept as small as possible, generally between 5-10 houses surrounding the Block Captain. Small blocks are easier to manage and make it more likely that the neighbors will get acquainted.

The position of Block Captain can be a shared responsibility between two people or co-captains. This is done so that if one individual cannot be present for a training or a meeting, is out of town for a period of time or just needs assistance in general, the job will still be done for that block. It also helps neighbors learn to work together as a team and become better acquainted, thereby promoting more of a sense of community.

The Block Captain's responsibilities include:

1. Acting as a liaison between the Coordinator and their block. The Coordinator will be the liaison with the law enforcement agency.
2. Be responsible for organizing block meetings in their area; these meetings may be held in the Block Captain's home or the home of any Watch member.
3. Distribute information to the members in their neighborhood through flyers, bulletins, newsletters, newspapers, etc.
4. Attend scheduled meetings between the Coordinator and the law enforcement agency.
5. Keep in contact, at reasonable intervals, with their Watch members so they are aware of any neighborhood problems and can alert other members.
6. Encourage neighborhood participation in the Program and solicit members to attend meetings. Be sure to welcome new neighbors to the community and encourage their joining Neighborhood Watch.
7. Have updated information and materials for members and new members.
8. Encourage block members to get to know one another and exchange information.
9. Encourage block members to use 911 when it is an emergency and 836-3215 for non-emergency incidents.
10. Develop a phone tree for your block of the neighborhood and keep updated.
11. Follow Participant guidelines.

## Things To Do Right Now

You've taken the first step by becoming a part of an organized Neighborhood Watch. The success of your Neighborhood Watch group will now depend on your involvement and continued support. Don't procrastinate getting involved. Here is a list of things that you can do right now:

**Secure your home.** Look around the outside of your home, paying close attention to windows and doors. Where would you break in if you were a criminal? Strengthen weak areas first. Make sure that doors and windows lock. Ensure that deadbolts and door locks are anchored deep enough, penetrating deep into the doorframe. Make certain that windows and sliding doors have wooden dowels placed into the tracks, especially those on the main level or basement. Train your family on how to remove the dowels and open the windows from the inside in case of fire.

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**Do not leave anything of value in your car.** It only takes a few seconds for a criminal to burglarize your car. But most burglars are criminals of opportunity. If there is nothing to steal, the crook will move on. This applies to when you are parking at work or at a store. Take anything of value with you or, at the very least, secure any valuables in the trunk.

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## Emergency Preparedness

A critical incident can happen quickly and without warning. It can force you to evacuate your neighborhood, or confine you to your home. Knowing what to do is your best protection and your responsibility.

**Create a disaster plan.** Meet with your Neighborhood Watch group and your family and discuss why you need to prepare for disaster. Explain the dangers to children. Plan to share responsibilities and work together as a team. Pick two places to meet in case you are separated; right outside your home in case of a sudden emergency. Or, right outside the neighborhood in case you can't return home.

**Ask an out-of-state friend to be your family contact.** After a disaster it is often easier to call out of the affected area. Other family members should call this contact person and tell them where they are.

**Keep enough supplies in your home to meet your needs for at least three days.** Assemble a Disaster Supplies Kit with items you may need in an evacuation. Store supplies in sturdy, easy to carry containers such as backpacks, duffle bags or covered trash containers.

Include:

- A three-day supply of water and non-perishable food.
- One change of clothing and footwear per person, and one blanket per person.
- A first aid kit that includes your family's prescription medication.
- Emergency tools including a battery-powered radio, flashlight and plenty of extra batteries.
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- Sanitation supplies.
- Special items for infant, elderly or disabled family members.
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- Keep important family documents in a waterproof container.

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## NEIGHBORHOOD WATCH PARTICIPANT HANDBOOK

### Phonetic Alphabet / License Plates

To avoid errors in verbal communication, police use the phonetic alphabet when saying individual letters. Most police departments in Utah use the standard military phonetic alphabet listed below. While you do not need to memorize and use the phonetic alphabet as a Neighborhood Watch member, taking the time to memorize it and use it may help avoid confusion when giving a plate number to dispatch.

A - ADAM

N - NORA

B - BOY

O - OCEAN

C - CHARLES

P - PAUL

D - DAVID

Q - QUEEN

E - EDWARD

R - ROBERT

F - FRANK

S - SAM

G - GEORGE

T - TOM

H - HENRY

U - UNION

I - IDA

V - VICTOR

J - JOHN

W - WILLIAM

K - KING

X - XRAY

L - LINCOLN

Y - YOUNG

M - MARY

Z - ZEBRA



The safety of your neighborhood may depend on your ability to memorize the license plate of any suspicious vehicle and to write it down exactly as you observed it.

In fact, in many suspicious vehicle calls when no license plate is given to police, the perpetrator often gets away. On the other hand, in nearly all crimes where a correct license plate is given to police, the suspect is apprehended. A license plate number, correctly written down and passed on to police, is often the key to solving many crimes.

With the multitude of license plate designs used by the fifty states, as well as Canadian provinces and Mexican states, it is also vital that you note the state the plate is from.

If you are unable to tell what state it is from, at least remember the colors and overall design of the plate.

## Neighborhood Watch Integrity

Neighborhood Watch is an exclusive organization with high standards. When a criminal sees a Neighborhood Watch sign in a neighborhood, he or she should be assured that the people living in that area have made a commitment to look out for each other and keep their community safe. The crook should know that they have banded together and taken steps to ensure that crime will not prosper in their neighborhood. The bad guy should know to move onto another neighborhood.

### What does a Neighborhood Watch sign mean in our neighborhood?

It means that we are secure. We have made personal inventories using the personal property record in this handbook or by other means. We have engraved our valuables with a number identifiable to us. Our home doors and windows are locked and secure, and we have adequate outdoor lighting all night long.

It means that we are organized. We are watching out for each other. We communicate with each other using the phone tree and other means. We hold meetings; organize block parties, and other functions to bring the neighborhood together.

It means that we are trained. We know what is suspicious and how to be a good witness. We know what to report to police, how to report it, and are not afraid to report suspicious activities. We attend training meetings, when possible, and read training information whenever available.

It means that we are committed. We will watch out for our neighbors. We will be a witness and work with the police department to solve crimes. We will work with each other in solving neighborhood problems. We will support the Neighborhood Watch program, the program leaders, and keep the program active.

It means that we care about our community.





# NEIGHBORHOOD WATCH PARTICIPANT HANDBOOK

## Personal Property Record

Use this form to keep track of important information about your accounts and your valuables. In the event of a theft or loss, this information will be invaluable to both police and your insurance company. In addition to this form, use a computer program, videotape, and / or photo scrapbook to keep more detailed information and photographs of your valuables. Engrave a number identifiable to you on all of your valuable items. Keep this information in a safe place.

### Bank Accounts / Credit Cards

Bank / Issuer	Account	Phone

### Cars, Motorcycles, Bicycles

Make	Model	Color	License #	VIN / Serial #

### Guns

Make	Calibre	Serial #

### Miscellaneous Valuables

Description

### Electronics (TVs, VCRs, DVD & CD Players, etc...)

Description	Serial #

# NATIONAL NEIGHBORHOOD WATCH INSTITUTE FAMILY DATA SHEET

As part of the process of making our Neighborhood Watch work effectively, we are compiling this profile of our neighbors. This data will prove valuable in emergencies and allow us to say, "We Watch Out For Each Other!" Each neighbor, and no one else, will receive a copy of the completed sheets for their use. Participation is voluntary. Provide only information you are comfortable sharing and return it to our Block Captain or bring it to our next Neighborhood Watch meeting.

Information provided will be used to create the Family Data Summary Sheet, Block Map and Telephone Tree.

FAMILY NAME				ADDRESS NUMBER			
COLOR AND STYLE OF HOUSE							
NAMES OF OCCUPANTS							
THEIR AGES							
HOME PHONE			ANY OTHER PHONES? IF SO, GIVE DETAILS:				
WORK PHONE							
CELLULAR PHONE							
BEEPER NUMBER			E-MAIL ADDRESS				
WORK SCHEDULES							
SKILLS YOU ARE WILLING TO SHARE? (IE. TELEPHONE, COMPUTER, WRITING, ETC.)							
VEHICLES: YEAR, MAKE MODEL, COLOR				LICENSE PLATE NUMBER			
ROUTINE HELP AND THEIR SCHEDULES (CLEANING, GARDENING, POOL, ETC.)							
SPECIAL MEDICAL INFORMATION:							
ANY SENIORS OR INVALIDS?							
KID'S DOCTOR AND PHONE NUMBER							
KID'S SITTER OR AFTER-SCHOOL CARE AND PHONE							
PETS (ESPECIALLY DOGS)							
ALARM SYSTEM							
COMPANY NAME AND PHONE NUMBER							
EMERGENCY CONTACTS: NAMES AND PHONE NUMBERS							

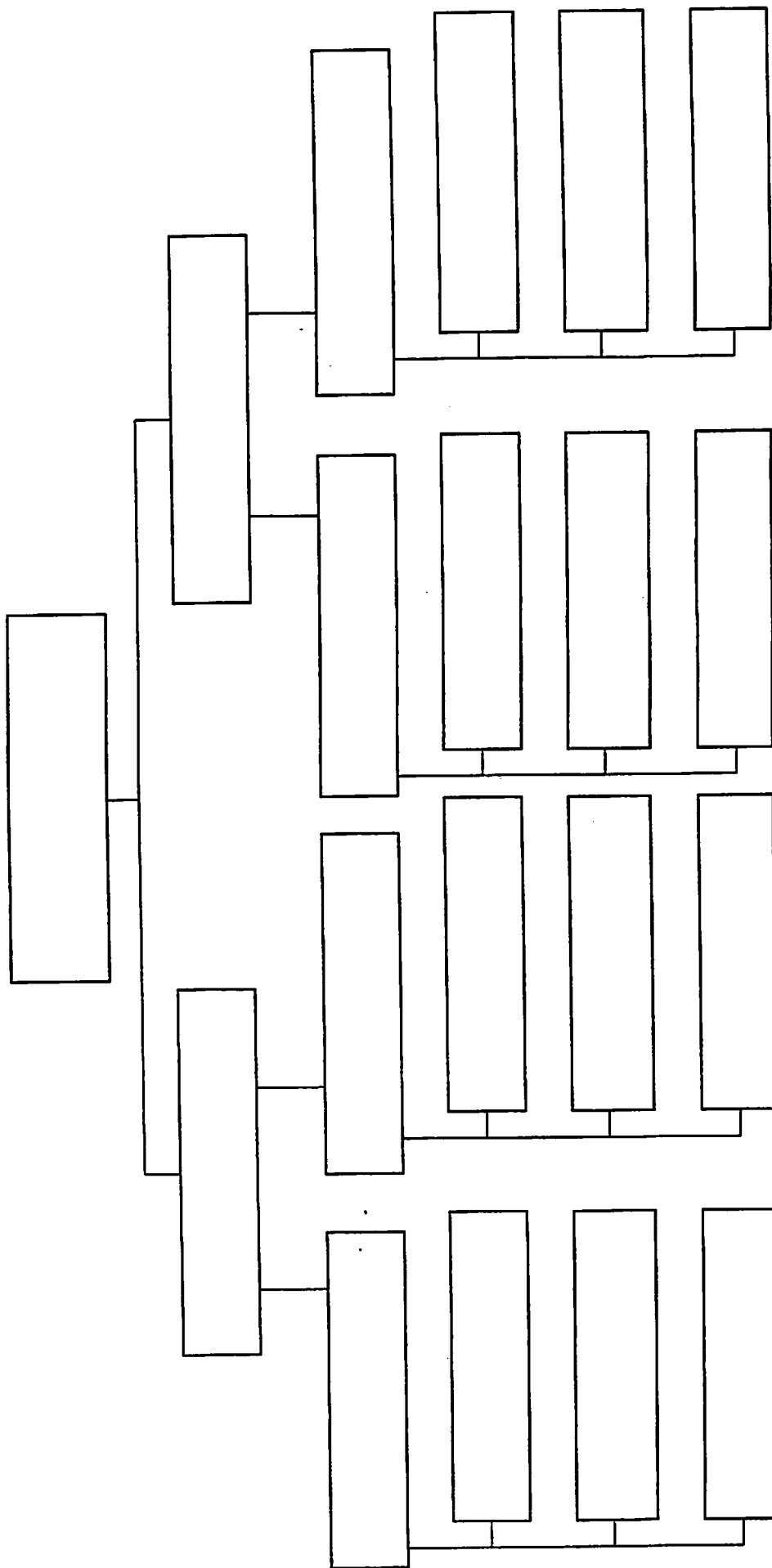
# NATIONAL NEIGHBORHOOD WATCH INSTITUTE TELEPHONE TREE

**U**se this list every time you call 911 to alert neighbors to a problem they also should be aware of.

Set this up by having willing Participants put their names and numbers in the available spaces. Rearrange them as necessary. As new members join, they should fill spaces lower on the list. Each household gets a copy of the completed form to keep in a safe but accessible place.

A phone tree is used for quick communication with all your neighbors. Every household is assigned a few names/numbers to call and a short message which needs to be passed on. When someone on the block has information to be passed on, they call the name at the top of the list. That person in turn calls the Participants listed directly below them and passes on the message. And so on. If someone does not answer, try them at work, or call them later. In the meantime, call the people below them on the list. Finally, the people at the bottom of the phone tree should call the first person at the top of the tree and let them know the chain of communication worked.

Use this list anytime you want to reach everyone on the list — even for a pot luck dinner. The practice is productive.



## HOME SECURITY SURVEY

Before you read this handbook, survey your home with the checklist provided below. Every "no" check mark shows a weak point that may help a burglar. As you eliminate the "no" checks, you improve your protection. Go through this list carefully and systematically. If you have security weaknesses, read this handbook to find out how to correct them. Remember, this checklist only points out your weak areas. You are not protected until these are corrected. Complying with these suggestions will not, of course, make your property burglar proof, but it will certainly improve your protection.

### SAFE PRACTICES

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Do you keep a list of all valuable property?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have a list of the serial numbers of your watches, cameras, typewriters and similar items?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have a description of other valuable property that does not have a number?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you avoid unnecessary display or publicity of your valuables?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you keep excess cash and other valuables in a bank?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you plan so that you do not need to 'hide' a key under the door mat or similar vicinity?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you told your family what to do if they discover a burglar breaking in or already in the house?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you told your family to leave the house undisturbed and call the sheriff if they discover a burglary has been committed? | <input type="checkbox"/> | <input type="checkbox"/> |

YES

NO

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 9. Are your trees and shrubs trimmed to eliminate hiding places?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do you have a security closet with a solid core door pinned hinges and deadbolt  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Do you have emergency telephone numbers listed on your phone?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are lights installed around the perimeter of your house?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is your house number illuminated and easily visible from the street during all hours of the day?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Have you made it more difficult for the burglar by locking up your ladder, avoiding trellises and drain pipes that can be used as a ladder for access to the second floor or roof? | <input type="checkbox"/> | <input type="checkbox"/> |

### WHEN YOU GO ON A TRIP

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 15. Do you arrange for neighbors or friends to pick up papers, milk, mail, packages? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Do you notify a neighbor?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Do you notify your sheriff?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Do you leave some shades up or curtains open so the house doesn't look deserted? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Do you arrange to keep your lawn maintained?                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Do you have timing devices for your lamps?                                       | <input type="checkbox"/> | <input type="checkbox"/> |

### DOORS AND ENTRY AREAS

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 21. Are your exterior doors of solid core construction? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 22. Do entry doors have a wide angle viewer?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Do exterior doors have cylinder-type deadbolt locks with at least a one-inch throw and beveled cylinder guard?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Are your door locks secure from being opened if a burglar breaks out glass or a panel of light wood?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Do the doors without cylinder locks have a heavy bolt or some similar secure device that can be operated only from the inside? | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Can all of your doors (basement porch, french. balcony) be securely locked?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Do your basement doors have locks that allow you to isolate that part of your house?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Are your locks all in good repair?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Are the door strike plates installed with three-inch screws?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Do you know everyone who has a key to your house? (Or are there some still in possession of previous owners and friends?)      | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Do all outswinging doors have the hinges pinned or have nonremovable pins?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Are entry areas unobstructed by shrubbery and other decor to permit maximum visibility?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Does the porch light have a minimum 80-watt bulb?  | <input type="checkbox"/> | <input type="checkbox"/> |

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 34. Do sliding doors have auxiliary lock that locks both the door panels together or active side to the frame? | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Is the garage door secured with a padlock, hasp or other good auxiliary lock?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Do you lock your garage door at night?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Do you lock your garage door when you are away from home?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. Do you lock your car and take the keys out even when it is parked in your gauge?                           | <input type="checkbox"/> | <input type="checkbox"/> |

**WINDOWS**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 39. Are all windows equipped with auxiliary key locks or pinned?                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. Have you replaced or secured louvered windows?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. Are your window locks properly and security mounted?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. Do you keep your windows locked when they are shut?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. Do you use locks that allow you to lock a window that is partly open?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. In high hazard locations, do you use bars or ornamental grilles?                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 45. Do you have good, secure locks on garage windows?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 46. Do you have garage windows covered with curtains?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. Are you as careful of basement and second floor windows as you are of those on the first floor? | <input type="checkbox"/> | <input type="checkbox"/> |

To keep your guard up, take a critical look at your home security every three to four months. Do **not become lax - crime prevention is a continuous process.**