

DRAPER CITY POLICE DEPARTMENT
NEIGHBORHOOD WATCH
STARTER HANDBOOK



NEIGHBORHOOD WATCH STARTER HANDBOOK

Dear Draper Citizen,

I would like to take a moment and express my appreciation for your interest in fighting crime through the Neighborhood Watch Program. It is the responsibility of the Draper City Police Department to provide crime prevention services to the citizens. Neighborhood Watch is one of those services. If used correctly, Neighborhood Watch can provide you with the resources to reduce crime and the fear of crime in your Neighborhood.

The Neighborhood Watch Program is one of the most effective crime fighting and community building programs available to law enforcement and citizens today. It provides the means for citizens to serve as the eyes and ears of the Draper City Police Department by combining efforts. Working together can make the community a safer place to work, live and raise a family. The Police Department can't do it alone! We need your efforts as well.

The enclosed Neighborhood Watch Starter Handbook should provide you with all the information you need to get your Neighborhood Watch Program started. Complete the requested information (pages 7 and 8), then contact me for further help and any questions you have.

Again, thank you for your interest in Neighborhood Watch and please get involved. Draper City is, after all, your community.

Sincerely,

Sue Campbell
Draper City Police Department
801.576.6342
s.campbell@draperutah.gov

Want to know the best crime prevention device ever invented?

A good neighbor! In fact, neighbors working together in cooperation with law enforcement can make one of the best crime-fighting teams around. We call it...**Neighborhood Watch!**

What is Neighborhood Watch?

Neighborhood Watch is a crime prevention program which enlists the active participation of citizens in cooperation with law enforcement to reduce crime in communities. It involves neighbors getting to know each other and building a network of trust and accountability. Neighborhood Watch also involves citizens being trained to recognize and report suspicious activity in their neighborhoods and implementing crime prevention techniques, such as home security, to avoid recurring problems.

Why start a Neighborhood Watch?

Although Draper has a large, well-trained police force, there cannot be a law enforcement officers on every corner. Citizen involvement is a fundamental part of fighting crime. You and your neighbors are the ones who know what is going on in your community and what is considered unusual. By cooperating with each other and police, people can help fight crime in the most effective way – before it begins!

How do I start a Neighborhood Watch program in my area?

Starting a Neighborhood Watch program might seem like a huge task. You might be wondering how much time it requires, who will be involved, or what the benefits are. Enclosed in this packet you will find an easy to follow checklist for starting a Neighborhood Watch Program. Utilize it to help in your process (See page 4).

Checklist for Starting a Neighborhood Watch Program:

1. Determine if there is a need for or interest in having a program in your neighborhood.
2. Contact Sue Campbell, Crime Prevention Specialist, at 801.576.6342 or s.campbell@draperutah.gov .Express your Neighborhood's interest in starting a Neighborhood Watch Program and have them send you a "Starter Handbook."
3. Read the Neighborhood Watch Starter Handbook.
4. Designate a volunteer from your Neighborhood to act as the Area Leader for the Neighborhood Watch Program. The Area Leader will oversee Neighborhood Watch in your specific area. They are responsible for dividing your area into blocks and recruiting Block Leaders. They should be the person responsible for the remainder of this list.
5. **To qualify as the Area Leader you must complete and pass a background check. For this background check you must come (in person) to the Draper City Police Department.**
6. Fill out the Area Leader Information (page 6) and the map (page 7) and return to the Draper City Police Department, Attn: Sue Campbell at 1020 E. Pioneer Rd., Draper, UT 84020 or email to s.campbell@draperutah.gov
7. Designate a first Neighborhood Watch Meeting place, date and time. It is best if you have a couple of dates to work with.
8. Contact Sue Campbell to inquire about her availability to attend your first Neighborhood Watch Meeting. She must be present at this meeting for the Neighborhood Watch Group to get trained, organized and certified. **Please allow at least 2-3 weeks advanced notice for preparation and scheduling time.**
9. After a date, place and time are chosen and cleared through the Crime Prevention Specialist, you can start advertising for the Neighborhood Watch meeting in your Area. Distribute fliers, make phone calls, send out emails and even go door to door. (Do this two weeks, one week and then one day before the meeting.)

Checklist for the first Neighborhood Watch Meeting:

1. At the start-up meeting, you are in charge. Here are some suggestions to ensure success:
 - a. Have nametags and pens.
 - b. Provide plenty of seating (have a back-up plan in the event of bad weather).
 - c. Have refreshments available.
 - d. Allow enough time before and after the meeting for neighbors to socialize.
 - e. Have an attendance sheet where neighbors can list their name, phone number, email address and home address.
 - f. Have a meeting agenda and stick to it (see the attached example on page 5).
2. Remember, the Police Department personnel are invited guests. To begin the meeting, introduce your guests. Also, take time to let all neighborhood participants formally introduce themselves and tell where they live.
3. After the introductions and any announcements you (as the leader) want to make, turn the time over to the Police Department. Allow at least one hour for the Police Department's presentation.
4. At the conclusion of the meeting, thank everyone for coming. You may even want to ask for donations for the program. Donations will provide for Neighborhood Watch Street Signs, Neighborhood Watch Window Decals, any paper and copying needs as well as refreshment costs for your area. This is also a good time to recruit Block Leaders, if you haven't already.
5. Hold yearly follow-up Neighborhood Watch Meetings to reacquaint with neighbors.
6. Remember your responsibilities as an Area Leader. (See the Neighborhood Watch Leadership Guide Book).

Neighborhood Watch Start-Up Meeting Agenda Example:

Tuesday, August 11, 2050

- 6:45-7:00 PM** Socializing (meet your neighbors)
Refreshments
Fill out Name Tag
Sign Attendance Sheet
- 7:00-7:15 PM** **Introductions by Area Leader**
Announcements by Area Leader
- 7:15-8:15 PM** **Neighborhood Watch Training Presentation and Questions**
Draper City Police Department:
About the Neighborhood Watch Program
Neighborhood Watch Organization
Participant's Guidelines
Things to Do Right Now
Terrorism Awareness and Prevention
Emergency Preparedness
Reporting a Crime
How to Observe
Suspect Identification
Vehicle Identification
Phonetic Alphabet/License Plates
Neighborhood Watch Integrity
Questions and Answers
- 8:15-8:30 PM** **Conclusion**
Block Leader Recruitment by Area Leader (if needed)
Socializing (meet your neighbors)
Donations to Area Leader
Refreshments

Area Leader Information

As part of the Neighborhood Watch start-up process, each new Neighborhood Watch Area Leader is required to fill out certain information. This is required to make certain that the police department records are accurately maintained for each new area. Please complete this form and the map on the following page. This information is required for your Neighborhood Watch area to be activated and trained by the Police Department.

The Area Leader will oversee Neighborhood Watch in your specific area. They will divide your area into blocks and then recruit Block Leaders to take charge of those blocks. They will coordinate with the Block Leaders for your area to ensure that your area stays active in Neighborhood Watch.

Name	
Address	
Zip Code	
Home Phone	
Work Phone	
Cell Phone	
Email Address	
Do you have access to the internet?	
Area name**	

**Create a name that describes your Neighborhood Watch Area, such as: North Corner Canyon, West South Mountain, East Cranberry Hill - Be specific.

Neighborhood Watch Area Map

Using this page, sketch a map of your Neighborhood Watch Area. The map does not have to be to scale or highly detailed; it needs to be an overview of the area you want your Neighborhood Watch to cover. Please include street names and coordinates. If you already have an area map, simply attach it to this form.

Neighborhood Watch Area Name: _____

Commonly Asked Questions and Answers

Q. How big should our Neighborhood Watch Area be?

A. The size depends on your neighborhood set up and how many hours per month you want to spend maintaining the program. We suggest at minimum, neighbors who have a fairly direct view of each other's houses. For a standard city block, this might include both sides of the street, corner houses that look down your block, and backyard neighbors. Neighborhood Watch is meant to look out for yourselves and your neighbors. If you have a Neighborhood Watch group that is too big, it makes it hard to watch a house that is several blocks away. You want a small group of neighbors that you mutually trust, not a group of strangers too large to know each other by name. Don't get carried away!

Q. How much time is needed to volunteer as an Area Leader?

A. The amount of time depends on the size of your area and how devoted you are to the area and success of the program. For a successful Neighborhood Watch Group, the Area Leader should spend about 1-3 hours per month on the program. Again the time may vary depending on the area size you cover. This time would include; distributing the Neighborhood Watch Monthly Newsletter (provided by the Police Department) to your block leaders, making phone calls or send emails to block leaders and/or participants, attending the Semi-Annual Training Meetings hosted by the Police Department, testing the phone or email tree, organizing a yearly Neighborhood Watch Area Party and completing your Area's annual Recertification through the Police Department.

Q. How much time is needed to volunteer as a Block Leader?

A. The amount of time depends on the size of your block and how devoted you are to the block, area and success of the program. For a successful Neighborhood Watch Block, the Block Leader should spend about 1-2 hours per month on the program. Again the time may vary depending on the size block you cover. This time would include, distributing the Neighborhood Watch Monthly Newsletter (provided by your Area Leader) to your block residents, making phone calls or sending emails to the Area Leader and participants, and helping with the annual Neighborhood Watch Area Party.

Q. Does Neighborhood Watch cost anything?

A. No. The Police Department will train and accept your neighborhood into the program free of charge. However, if your neighborhood chooses to post Neighborhood Watch street signs, window decals, provide refreshments at parties and so forth, there is a cost involved. We suggest that you ask neighborhood residents participating in the program to donate a few dollars a year to help maintain these costs. You may want to have a Treasurer elected and a trust account set up at a local bank for proper control of these funds.