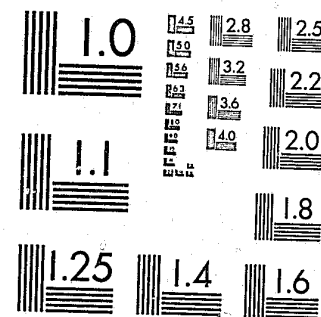


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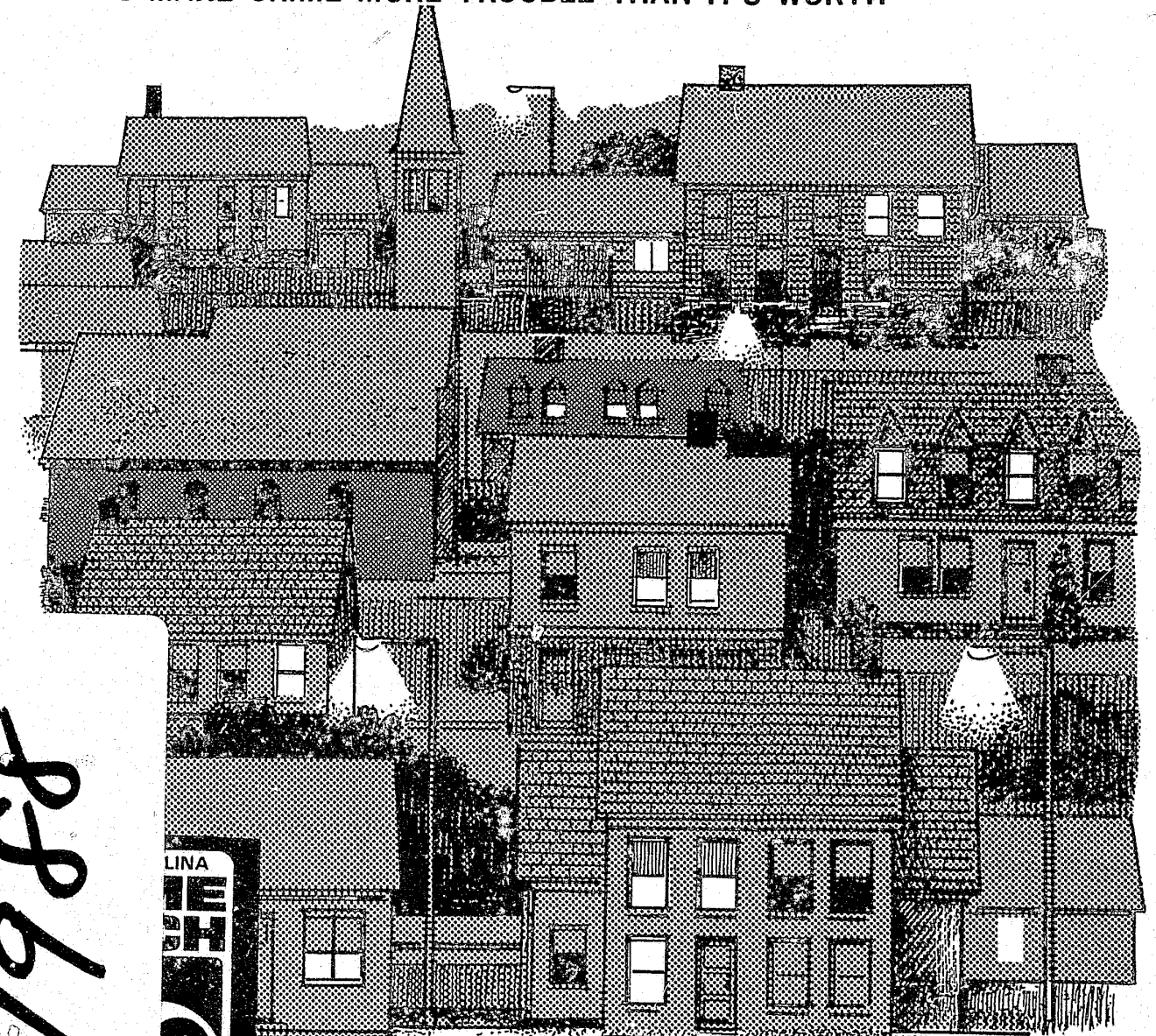
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National Institute of Justice
United States Department of Justice
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8/3/83

NEIGHBORHOOD WATCH MANUAL

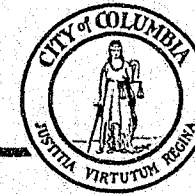
"LET'S MAKE CRIME MORE TROUBLE THAN IT'S WORTH"



87988



CITY OF COLUMBIA
SOUTH CAROLINA



CITY OF COLUMBIA
SOUTH CAROLINA

NCJRS

POLICE DEPARTMENT

NEIGHBORHOOD CRIME WATCH PROGRAM

FEB 1

Post Office Box 1059
1409 Lincoln Street
Columbia, S.C. 29202

ACQUISITIONS

I. Definition:

A program involving the joint efforts of the Columbia Police Department and the community designed to enhance neighborhood security, heighten the community's power of observation and to encourage mutual assistance and concern among neighbors.

II. Need:

In recent years, neighborhoods have experienced rapid change. The old well established neighborhood has been replaced by a highly transient, growing community where people seek more and more privacy. This life style tends to promote unfamiliarity with neighbors and a corresponding lack of concern. Unfortunately, this enhances the opportunities for the criminal element and increases the community's vulnerability to crime.

It has been shown in communities where there is a strong bond between neighbors that the crime rate can be reduced by as much as 56%. Your participation is vital for the success of this program.

III. Objectives of Neighborhood Crime Watch Program:

The main objective of Neighborhood Crime Watch Program is to reduce the incidence of crime by:

- 1- Increasing citizens awareness of burglary and other neighborhood crime through a continuing information program.
- 2- Training citizens in the means to better property security and assisting them in making their property more secure.
- 3- Developing a neighborhood action program where neighbors help watch each other's property and report suspicious persons and activities to law enforcement agencies.
- 4- Encouraging all citizens to cooperate with law enforcement agencies in reporting crime.
- 5- Enlisting each home and apartment on Operation Identification.

IV. Duties and Responsibilities:

A. Block Captain

- 1- Hosts a Neighborhood Crime Watch Program meeting.
- 2- Personally visit each home/apartment unit in his/her block, distributing the invitations announcing the meeting and encouraging their neighbors to participate.

U.S. Department of Justice
National Institute of Justice

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Columbia Police Department

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- 3- Acts as a base station for Operation Identification. The goal -- 100% participation--is essential and in order to achieve this goal the Block Captain is encouraged to personally contact those neighbors that have not participated in the program.
- 4- Acts as a liaison with the Columbia Police Department and disseminates any information communicated to him which may lead to the solution of a crime.
- 5- Distributes crime prevention materials to those residents who where unable to attend the meeting.

Block Watchers

- 1- Act as eyes and ears for your neighbors and report any suspicious activity.
- 2- Studies crime prevention materials furnished to them.
- 3- Check neighbors homes when out of town.
- 4- Cooperate and assist the Block Captain.
- 5- Secure their homes in compliance with recommendations in home security booklet.
- 6- Participate in Operation Identification.

Program Materials

- A. "Neighborhood Crime Watch Manual" - this flyer explains the program and how it is organized.
- B. Neighborhood Watch Invitations - these invitations are for the use of the Block Captain to announce a neighborhood meeting.
- C. Neighborhood Watch Map - this map records the name, address and phone number of the immediate neighbors of a block watcher. This information aids the block watcher in giving adequate information when they are reporting suspicious activity.
- D. What is Suspicious - this flyer informs the block watcher of suspicious activities to be reported to the police.
- E. Brochures will be furnished on Home Security, Crime Prevention, and Rape Prevention.
- F. "Operation I.D." - this pamphlet explains Operation Identification - a program where residents engrave their valuables with their own personal I.D. number. To obtain this number and the use of an engraver, call the Crime Prevention Section, Columbia Police Department at 733-8384.

- G. Operation Identification Decal - Issued only on Verification of engraving belongings; the warning decals are for windows/doors to announce that the resident has marked valuable possessions which are easily identifiable by police agencies.
- H. Inventory sheet.
- I. Membership Roster
- J. Suspect/Vehicle Description Sheet



CITY OF COLUMBIA
SOUTH CAROLINA

POLICE DEPARTMENT

WE CAN MAKE OUR NEIGHBORHOOD

A SAFER PLACE IN WHICH TO LIVE

Post Office Box 1059
1409 Lincoln Street
Columbia, S.C. 29202

Dear Neighbor:

Law Enforcement agencies agree that an aroused and watchful neighborhood, where each neighbor watches out for the other, is one of the most effective ways we can help protect ourselves from crime and violence. Working together, we can make our entire area "too hot" for the criminals to tackle.

The people and things we love the most are in our homes. If you too are concerned with the shocking increase in housebreakings, burglaries, and want to help do something about it, please come to the "Neighborhood Watch" meeting to be held in my home on _____,

_____ at _____.

A Crime Prevention Specialist from the Columbia Police Department Crime Prevention Section will be there to talk to us about what we can do to prevent crimes in our neighborhood and demonstrate specific security measures we can take to help safeguard our homes and neighborhood against criminals.

Please join us. The safety of our neighborhood depends upon your cooperation.

Sincerely yours,

Address _____

Phone _____

We're counting on YOU. Please phone me to confirm that you will be with us.

LET'S MAKE CRIME MORE TROUBLE THAN
IT'S WORTH.



CITY OF COLUMBIA
SOUTH CAROLINA

POLICE DEPARTMENT

"NEIGHBORHOOD WATCH PROGRAM"

Post Office Box 1059
1409 Lincoln Street
Columbia, S.C. 29202

"WHAT IS SUSPICIOUS?"

The Columbia Police Department cannot function effectively without the concerned assistance of responsible citizens. They are depending on you to call and report all suspicious persons or actions.

Some people fail to call simply because they are not aware of what seemingly innocent activities might be suspicious. Others may notice suspicious activity and be hesitant to call for fear of seeming a "nosy neighbor" or a "crank." Still others take it for granted that someone else has already called.

CALL THE COLUMBIA POLICE DEPARTMENT IMMEDIATELY about all suspicious activity and do it yourself. DO NOT worry "bothering" the police because this is what they are for. DO NOT worry about being embarrassed if your suspicions prove unfounded. THINK INSTEAD ABOUT WHAT COULD HAPPEN IF YOU DO NOT ACT.

"INFORMATION MOST OFTEN NEEDED"

What happened? When did it happen? Where did it happen? Was anyone hurt? How did it happen?

DESCRIPTION OF PERSONS: (Include clothing) When describing suspects, notice age, race, sex, height and weight. Compare your own weight and height with the suspects. Pick out some unique characteristics (scars, noses, jewelry, etc.) that will help you identify the suspect in the future if need be.

DESCRIPTION OF VEHICLE: License number, make, model, color, any noticeable damage, and direction of travel.

REMEMBER: FOR POLICE ASSISTANCE DIAL 252-6000

"OBVIOUS THINGS TO WATCH FOR"

Basically, anything that seems even slightly "out of place" or that is occurring at an unusual time of day could be criminal activity. Some of the most obvious things to watch for and report include:

A stranger entering your neighbor's house when it is unoccupied may be a burglar.

A scream heard anywhere may mean robbery or assault.

Offers of merchandise at ridiculously low prices could mean stolen property.

Anyone removing accessories, license plates, or gas from a car should be reported.

Anyone peering into parked cars may be looking for a car to steal or for valuables left displayed in the car.

Persons entering or leaving a business place after hours could mean burglars.

A sound of breaking glass or loud explosive noises could mean an accident, burglary, or vandalism.

Persons loitering around schools, parks, secluded areas, or in the neighborhood could be sex offenders.

Persons around the neighborhood who do not live there could be burglars.

"SOME NOT SO OBVIOUS THINGS TO WATCH FOR"

Not every stranger who comes into your neighborhood is a criminal by any means. There are many perfectly legitimate door to door salesmen, repairmen, and servicemen moving around our neighborhoods all the time. But criminals do take advantage of this by assuming the guise of legitimate business representatives. After all, if a criminal looked like a criminal, no one would have any trouble spotting him.

Check identification of all solicitors, meter readers, and repairmen prior to allowing entry into your home. Be suspicious of an alleged deliveryman with a wrong address or asking if someone else lives there. Some of the not so obvious things to watch for are:

SOMEONE GOING DOOR TO DOOR IN YOUR NEIGHBORHOOD: Watch for a while. If, after a few houses are visited, one or more of the persons tries a door to see if it is locked, looks into windows, or goes into a back or side yard, it could be a burglar. Such action is even more suspicious if one person remains in the front when this occurs or if there is a car following a few houses away. Call the police department immediately; do not wait for the person to leave.

ONE OR MORE JUVENILES WALKING CASUALLY THROUGH THE NEIGHBORHOOD LOOKING INTO AUTOMOBILES, BACKYARDS, ETC.

ANYONE FORCING ENTRANCE TO, OR TAMPERING WITH A RESIDENCE, BUSINESS OR VEHICLE,

A PERSON RUNNING, ESPECIALLY IF CARRYING SOMETHING OF VALUE.

SOMEONE CARRYING PROPERTY: If it's at an unusual hour or in an unusual place, or if the property is not wrapped as if just purchased.

A PERSON EXHIBITING UNUSUAL MENTAL OR PHYSICAL SYMPTOMS: May be injured, under the influence of drugs or otherwise needing medical or psychiatric assistance.

HUMAN TRAFFIC TO AND FROM A CERTAIN RESIDENCE: Is not suspicious unless it occurs on a daily or very regular basis; especially during late or unusual hours. It could possibly be the scene of vice activities or a fence operation.

ANY PERSONS TAKING A SHORTCUT THROUGH A BACKYARD: May have just broken into your neighbor's home.

ANY VEHICLE MOVING SLOWLY AND WITHOUT LIGHTS OR FOLLOWING A COURSE THAT APPEARS AIMLESS OR REPETITIVE IN ANY LOCATION: But particularly so in areas of schools, parks and playgrounds. Occupants may be looking for places to rob or to burglarize, or they could be drug pushers or sex offenders.

PARKED OCCUPIED VEHICLES CONTAINING ONE OR MORE PERSONS: If it is an unusual hour they could be possible lookouts for a burglary in progress, even if the occupants appear to be legitimate.

VEHICLES BEING LOADED WITH VALUABLES IF PARKED IN FRONT OF A CLOSED BUSINESS: Or unattended residence -- even if the vehicle is a legitimate looking commercial vehicle. More and more professional thieves are taking the time and trouble to customize their vehicles with special signs in order to move more freely without suspicion.

APPARENT BUSINESS TRANSACTIONS CONDUCTED FROM A VEHICLE: Especially around schools or parks. If juveniles are involved, it could mean a possible drug sale.

PERSONS BEING FORCED INTO VEHICLES: Especially if juveniles or females may mean a possible kidnapping.

AN ABANDONED VEHICLE PARKED ON YOUR BLOCK: May be a stolen car.

CONTINUOUS REPAIR OPERATIONS AT NON BUSINESS LOCATIONS: Could mean stolen property is being stripped, repainted, or otherwise altered.

OPEN OR BROKEN DOORS OR WINDOWS AT A CLOSED BUSINESS OR RESIDENCE: Whose owners are absent could mean a burglary in progress or already completed.

A BEAM FROM A FLASHLIGHT IN A NEIGHBOR'S HOME: Especially if they are away.

PERSONS WEARING OR CARRYING BLOODY CLOTHING: Could be a suspect or victim of a serious crime.

PERSONS MAKING A QUICK CHANGE OF VEHICLES: May be attempting to elude the police or abandoning a stolen vehicle.

While some, if not all, of the suspicious situations described could have innocent explanations, your local police department would rather investigate a crime-prone situation than be called when it is too late. Your call could save a life, prevent an injury, or stop a criminal act.
BE ALERT!

"BE A GOOD NEIGHBOR"

BE AWARE -- BECOME INVOLVED

LET'S MAKE CRIME MORE TROUBLE THAN IT'S WORTH

BLOCK MAP

NEIGHBORHOOD WATCH PROGRAM

BLOCK MAP

Street

Name
Address
Home Phone
Bus. Phone

Name
Address
Home Phone
Bus. Phone

Name
Address
Home Phone
Bus. Phone

Name
Address
Home Phone
Bus. Phone

Name
Address
Home Phone
Bus. Phone

Name
Address
Home Phone
Bus. Phone

Street

Name
Address
Home Phone
Bus. Phone

Name
Address
Home Phone
Bus. Phone

Name
Address
Home Phone
Bus. Phone

Name
Address
Home Phone
Bus. Phone

Name
Address
Home Phone
Bus. Phone

Name
Address
Home Phone
Bus. Phone

Street

Police Phone Number

Fire Dept. Number

Ambulance Number

NEIGHBORHOOD WATCH PROGRAM
(APARTMENT TENANT WATCH)

Stairs	Hallway	Building _____	Floor No. _____	Elevator	Apt. #	Apt. #	Apt. #	Apt. #	Apt. #	Apt. #
					Name	Name	Name	Name	Name	Name
					Phone	Phone	Phone	Phone	Phone	Phone
					Bus. Phone	Bus. Phone	Bus. Phone	Bus. Phone	Bus. Phone	Bus. Phone
Apt. #	Apt. #	Apt. #	Apt. #	Apt. #	Apt. #					
Name	Name	Name	Name	Name	Name					
Phone	Phone	Phone	Phone	Phone	Phone					
Bus. Phone	Bus. Phone	Bus. Phone	Bus. Phone	Bus. Phone	Bus. Phone					

Police Phone _____

Fire Dept. Phone _____

Ambulance Phone _____

10.

[illegible][illegible][illegible][illegible]

USE THIS TO LIST YOUR PERSONAL PROPERTY

If you can identify recovered stolen property, it will aid police in returning the items to you.

**PROPERTY
MARKED**

[illegible]

**DISHWASHER, STOVE, MIXER,
TOASTER, REFRIGERATOR, ETC.**

[illegible]

**CAMERA, BINOCULARS, SPORTING
GOODS, SEWING MACHINE, WATCHES**

[illegible]

POWER TOOLS, & SPECIAL EQUIPMENT

[illegible]

FILL IN THE FACTS IMMEDIATELY (SHOULD BE FILLED IN WHILE WAITING FOR POLICE TO ARRIVE)

TIME:		DATE:		LOCATION:	
NUMBER OF PERSONS INVOLVED IN HOLDUP:			IN BUILDING:		OUTSIDE:
HOW ESCAPED?		FOOT:	VEHICLE:	DIRECTION OF TRAVEL:	
MAKE & MODEL OF CAR:			COLOR:	AUTO LICENSE NO. & STATE:	OTHER
FEATURES		FIRST PERSON		SECOND PERSON	
THIRD PERSON					
SEX					
COLOR					
AGE					
HEIGHT					
WEIGHT					
BUILD					
GLASSES & TYPE					
MUSTACHE/BEARD & STYLE					
HAIR: COLOR & STYLE					
HAT: COLOR & STYLE					
JACKET: COLOR & TYPE					
TIE: COLOR & TYPE					
SHIRT: COLOR & TYPE					
PANTS: COLOR & TYPE					
SHOES: COLOR & TYPE					
OTHER FEATURES					
DESCRIPTION OF WEAPON					

**NEIGHBORHOOD WATCH
BLOCK/TENANT
MEMBERSHIP ROSTER**

Name	Address	Phone No.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

END