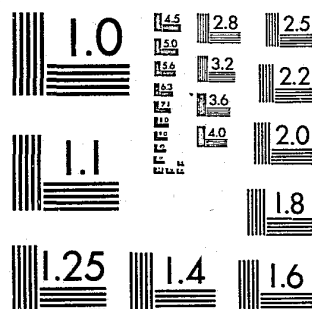


National Criminal Justice Reference Service

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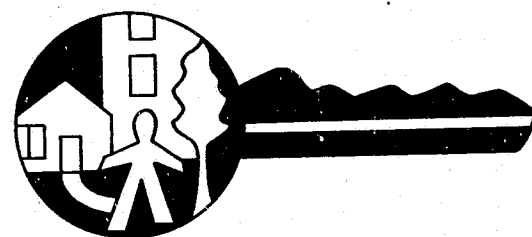
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National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

11/9/83

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NEIGHBORHOOD WATCH



NCJRS

MAR 22 1983

ACQUISITIONS

**Neighborhoods Against Crime
a community anti-crime program**

Produced by Neighborhoods Against Crime
310 SW 4th Avenue, #420, Portland, Oregon 97204
Phone 226-SAFE



CITY OF
PORTLAND, OREGON
OFFICE OF NEIGHBORHOOD ASSOCIATIONS

Charles Jordan, Commissioner
Neighborhood Crime Prevention Program
Sherry Sylvester, Program Manager
1220 S.W. 5th, Rm. 406
Portland, Oregon 97204
(503) 243-7394

Dear Irvington Community Association Member:

These Anti-Crime Block Leader workshops are sponsored by the Irvington Community Association and Neighborhoods Against Crime with assistance from the Office of Neighborhood Associations.

This manual was developed to enable you to take NEIGHBORHOOD WATCH to your neighbors in an easy, flexible manner.

It was designed as a tool to organize the information you and your neighbors will need to have an active and effective block watch program.

Our NEIGHBORHOOD WATCH is a flexible approach that builds on your knowledge of the block and the neighborhood in which you live. Your knowledge of who works and who doesn't, or whether a block meeting or individual conversations will be the most effective method of communication, is important in acquainting neighbors with the basics of building a crime-free neighborhood.

Because you live here, you have knowledge of your block and neighborhood that is invaluable to you and your police service. Your cooperation and communication with them and with your neighbors are the essential ingredients needed to reduce crime where you live.

At Neighborhoods Against Crime, we have learned many times that neighborhoods are made safer and more secure by people who care. Your investment in these workshops and the block watch program will make a difference in the quality of life in your neighborhood.

Sincerely,

Sharon McCormack, Northeast Area Coordinator
Neighborhoods Against Crime

Sherry Sylvester, Program Manager
Neighborhood Crime Prevention Programs

U.S. Department of Justice
National Institute of Justice

89129

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NEIGHBORHOOD WATCH
JOB DESCRIPTION FOR A
NEIGHBORHOOD BLOCK COORDINATOR



As a Neighborhood Block Coordinator, you will receive training in NEIGHBORHOOD WATCH, related crime prevention techniques, and relevant areas of law enforcement. Using the NEIGHBORHOOD WATCH KIT, you will familiarize neighbors on your block with NEIGHBORHOOD WATCH and manage a communications network of those neighbors choosing to participate.

REQUIRED SKILLS

1. Ability to communicate effectively.
2. Ability to maintain records.

As A Neighborhood Block Coordinator you will:

1. Familiarize neighbors on your block with the concept of NEIGHBORHOOD WATCH, invite their participation, and provide each participating household with a NEIGHBORHOOD WATCH KIT.
2. Develop, copy, and distribute block maps showing names and addresses of participating neighbors.
3. Submit all requests for police bureau assistance (Security Surveys, etc.) to your Neighborhood Section Leader.
4. Distribute crime alerts and crime prevention information as needed.
5. Monitor and maintain the program by contacting participating neighbors and recording relevant program information to be passed on to your Neighborhood Section Leader on a monthly basis.
6. Will obtain property marking engravers from your Neighborhood Section Leader for loan to neighbors on your block, and be responsible for promptly returning the engravers to your Neighborhood Section Leader.



NEIGHBORHOOD WATCH

AN INVESTMENT IN YOUR HOME
AND PERSONAL SECURITY



NEIGHBORHOOD WATCH is an investment in your home and personal security when you:

1. KNOW your neighbors and help make your neighborhood a safer place in which to live. Remember to:
 - a. Look out for each other
 - b. Alert each other of suspicious activity
 - c. Discuss neighborhood needs or concerns
 - d. Make it known your neighborhood is watching for and reporting crime
 - e. Call the police when necessary
2. ASSIST by watching for and reporting suspicious activities or crime. Become aware, and know the best ways to:
 - a. Get good suspect descriptions
 - b. Recognize suspicious activity
 - c. Call the police
3. HAVE a crime prevention specialist determine your home's security needs at no cost. Included will be an inspection of:
 - a. Locks
 - b. Windows
 - c. Doors
 - d. Lights
 - e. Shrubbbery
4. ENGRAVE your valuable property in a manner which discourages theft. Engravers can be provided free of charge on loan to engrave:
 - a. TVs
 - b. Stereos
 - c. Tools
 - d. Appliances
 - e. All valuables
 - f. Photograph those items you do not want engraved, such as antiques, jewelry, rare coins, and paintings.



NEIGHBORHOOD WATCH

WHY GET INVOLVED?



"WHY SHOULD WE GET INVOLVED? ISN'T THAT THE JOB OF THE POLICE?"

We need to get involved:

- BECAUSE: The police can't do the job alone. They need our help. Today, in Portland, there are less than two officers for every 1,000 residents.
- BECAUSE: Crime is a community problem, and therefore, we should be a part of the planning and resolution of the problem in our own neighborhood.
- BECAUSE: We know the economic situation is getting worse. And when times are bad, we can expect an increase in neighborhood crime.

Who we are.

The Crime Prevention Unit is a part of the Portland Police Bureau. Our principle goals are to increase awareness of crime prevention techniques, encourage the use of those techniques to safeguard life and property and reduce the fear of crime.

Our Crime Prevention Representatives meet with home owners and apartment dwellers in neighborhood meetings, with school groups and with other community organizations throughout the community. We also have special programs for businessmen and merchants. Emphasis is placed on neighborhood awareness, community cooperation and simple prevention techniques that can be used by everyone. Since our program began, Portland's crime rate has been steadily decreasing.

Some of our services.



Burglary Prevention

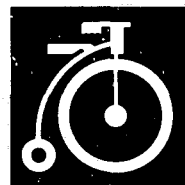
We provide neighborhood block meetings where detailed prevention techniques are explained. We cover everything from proper locks for doors and windows to ways to make your home look occupied while you are away from home. We also make engravers available at no cost for property identification at these meetings. The engravers may also be checked out from your local precinct or branch of the library.



Rape Prevention

Common sense safety precautions for personal security are explained to any group requesting a presentation. Through dispelling many myths about rape, women are shown that they are their own best defense.

The vital importance of reporting the crime is emphasized and a thorough explanation of the Oregon law and the treatment of rape cases within the criminal justice system is given.



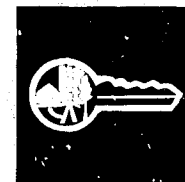
Bike Safety and Theft Prevention

Street safety information can be given in classroom sessions to elementary school children. School assemblies and neighborhood "mark-ins" can be arranged to provide bicycle registration, lock information, identification engraving and a safety discussion.



Security Surveys

Our representative or a specially trained volunteer will "survey" your home with you at your convenience and make appropriate recommendations to improve your security. It takes about 30 minutes to complete a survey and the survey itself costs you nothing.



NAC/Volunteers

The Portland Police work closely with many citizen groups. One such group, Neighborhoods Against Crime (NAC), was specifically established to fight crime at the neighborhood level. NAC and the Portland Police Crime Prevention Unit work on many joint projects and provide assistance and resources to each other. If you would like more information on how the NAC program can work for your neighborhood, call 226-7233.

The Crime Prevention Unit also has an extensive volunteer program. We train citizens in crime prevention so that they can make their homes and neighborhoods safer places in which to live. If you would like to volunteer a few hours a month of your time for your community, please call us at 248-4126.



Block Meetings

Having a block meeting is the neighborly thing to do. Call the Crime Prevention Unit at 248-4126 and arrange a convenient time and date. We'll send everything you need to invite friends and neighbors to a block meeting. Give us some notice and we'll do the rest.

A Crime Prevention Representative will show you the crime statistics for your neighborhood. He/She will also bring lock displays, a slide presentation and provide engravers. You'll discuss household security measures and free and inexpensive ways to make your home safer. If you like, local police will also stop by to answer specific questions you or your neighbors might have about your particular area.



Site Hardening Program

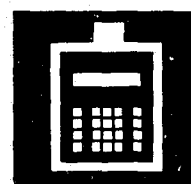
We can provide free locks, doors and screens for windows for qualified residents of the city. Call us today at 248-4126 and find out if you are eligible.



Senior Citizens Programs

We have personnel available to mark identification numbers on property for senior citizens, shut-ins and handicapped persons. Our staff will also conduct a security survey on request and make the appropriate recommendations.

We also make available the film, "Senior Power", for group meetings, followed by caution on confidence games, an explanation of street safety and a purse snatch prevention program.



Commercial Crime Prevention

We have specially trained personnel who will talk to businessmen, merchants and shopkeepers about shoplifting, robbery, internal loss prevention and use of burglar alarms. We will also conduct security surveys upon request for any business regardless of size.



BEAT THE BAD GUYS

We can help you make your home and neighborhood a safer place to live. Call us today!

248-4126



Office of Public Safety
Charles Jordan, Commissioner

Portland Police Bureau
B.R. Baker, Chief of Police

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Printed on recycled paper.

Portland Police Bureau

CRIME PREVENTION UNIT



**Your guide to
beating the
bad guys.**



NEIGHBORHOOD WATCH
KNOW YOUR NEIGHBOR



"WHAT DO YOU MEAN, 'KNOW YOUR NEIGHBOR'?"

Let's first clarify what this doesn't mean!

IT DOESN'T MEAN: Being Nosy!

IT DOESN'T MEAN: You're being forced to be friends with everyone on the block.

Now let's talk about what it does mean!

IT DOES MEAN: Reaching out and making contact with your neighbors, introducing yourself and your family, and getting to know your neighbors by name.

IT DOES MEAN: Knowing about special concerns on your block, such as:

1. The elderly
2. The handicapped
3. Special medical problems

IT DOES MEAN: Being able to recognize the daily routines and activities on your block.

All of these things add up to giving you an informed sense of when something is wrong in your neighborhood.

(Continued)



NEIGHBORHOOD WATCH
KNOW YOUR NEIGHBOR (Continued)



"HOW DO YOU GET TO 'KNOW YOUR NEIGHBOR'?"

This is best left up to you as the Neighborhood Block Coordinator. However, the fastest way is to bring all of your neighbors together at one time. You may wish to invite neighbors to your home for a crime prevention meeting or social hour.

Crime prevention meetings and social hours are very effective because they provide opportunities for friends and neighbors to meet and get to know each other better. It also allows you an opportunity to describe NEIGHBORHOOD WATCH to several people in an informal atmosphere, and obtain the necessary information to complete your Neighbor Profile form.

You may also wish to invite the district police officer to your meeting. Your Neighborhood Section Leader can help you with the arrangements.

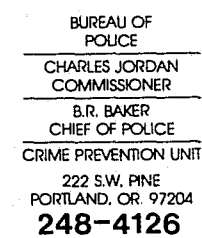
Using this group meeting approach will allow you to get the information to as many people as possible, and will make it easy for you to identify and contact those neighbors who were not able to attend.

However, if a meeting or social hour is not possible, you are free to choose whatever method best suits you and your neighbors' needs. You may wish to share information on a neighbor-to-neighbor basis by telephone, or in person over coffee or tea. Do what feels comfortable for you.

Remember, you are the experts in your neighborhood, and you and your neighbors know best how to get the job done!



BEAT THE BAD GUYS



Name & Address

Phone No.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Name & Address

Phone No.

This image shows a full page of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

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When you suspect, dial direct.

- 1 Use the *Block Map* on the reverse side to determine the exact location of the problem.
- 2 Call the Police at 760-6911
- 3 Tell the police: Your Name
Your Address
Exactly What Is Happening and Where.
- 4 Stay on the line to answer any questions. A patrol car can be sent while you are talking on the phone.

Don't be reluctant to call the police if you feel something is wrong. It is better to be safe and report suspicious activity, than sorry when you learn your neighbor has been burglarized. Don't be indecisive once you have the dispatcher on the line. Make up your mind before you call and then follow through with your report.

Below is a list of suspicious activities that should be reported to the police. The list is not intended to be complete or comprehensive. USE YOUR OWN JUDGEMENT!

- ☐ Someone trying to enter a neighbor's home by a window or a side door.
- ☐ A strange car left running and parked on your street
- ☐ Someone shouting HELP, FIRE, or RAPE
- ☐ Shocks, alarms, or windows being broken
- ☐ Someone tampering with a neighbor's car
- ☐ Someone with a weapon
- ☐ Someone entering or leaving a business before or after hours
- ☐ Someone carrying items of value from a neighbor's home
- ☐ Someone who appears to be moving household items late at night

When you report a crime, use the correct terms. You will get better service from the police because they will know what to expect when they arrive. Here are some definitions of common crimes.

BURGLARY is when one enters a structure illegally with the intention of committing a serious crime (like stealing something or hurting someone).

ROBBERY is taking another's property by force or the threat of force. It involves confrontation with the offender.

LARCENY is stealing something without force or entry (like pick-pocketing or shoplifting).

VANDALISM is the destruction or marking of property.

ASSAULT is when someone hurts or tries to hurt another.

SEXUAL ASSAULT is when a person is forced into sexual activity he or she does not want to be involved in or is under the age of consent (sexual assault is not just rape.)

Portland Police Emergency: 760-6911



NEIGHBORHOOD WATCH
WATCH AND REPORT



Less than 50% of all crimes are reported to the police!

"WHY IS THIS THE CASE?"

- BECAUSE: people don't want to get involved!
- BECAUSE: people don't trust their own judgement!
- BECAUSE: people are afraid the police will ignore, or not take them seriously.
- BECAUSE: people are afraid they will be harassed by the police, or seen by their neighbors as informers.
- BECAUSE: people don't have any confidence that the police will be able to do anything!

While there may be some truth in these concerns, THE FACT IS, ten times more arrests come from neighbors reporting suspicious circumstances to the police than from routine police patrols! So, your neighborhood involvement is important.

"WHY IS IT IMPORTANT?"

- BECAUSE: you know your block, therefore, your suspicions are reason for concern and action.
- BECAUSE: you have a right to expect the police to respond seriously to prompt, complete, and accurate information.
- BECAUSE: there may be someone on your block who will resent your action, but most of your neighbors will appreciate your concern.
- BECAUSE: your information might supply a crucial piece of the puzzle to help solve a crime pattern in your neighborhood.



NEIGHBORHOOD WATCH
PROMPT AND COMPLETE INFORMATION



"WHAT IS PROMPT AND COMPLETE INFORMATION?"

Information that is received "Fast" and described "Accurately."

The faster you report a crime, the greater the chances are of apprehending a suspect. So, report crimes and suspicious activity AS FAST AS POSSIBLE.

As soon as you observe suspicious activity, write down a brief description of the suspect (and vehicle if observed). Refer to your "DESCRIBE THE SUSPECT" and "VEHICLE DESCRIPTION" cards for assistance.



NEIGHBORHOOD WATCH

RADIO PROCEDURES



The following is a list of things that you may be asked when calling the police. If at all possible, have this information available prior to making the call.

The most important thing to remember is to simply let the operator ask the questions. DO NOT try to anticipate them.

When calling the emergency telephone number, the operator will determine whether yours is an "emergency" call. If it is NOT, then you will be transferred to a non-emergency operator. There may be some delay in this transfer. Please, be patient.

If the call is determined to be an emergency, the operator will ask you:

1. What is happening? (BRIEFLY explain the circumstances.)
2. Where is this happening? (Have an exact address available if at all possible.)
3. What is your name, address, and telephone number?
4. What was the license number on the suspect's car?
5. What did the vehicle look like?
6. What did the suspect look like?

DO NOT HANG UP until the operator has all the necessary information. The operator will advise you when sufficient information has been received to dispatch the necessary help.



NEIGHBORHOOD WATCH

RADIO CALL PRIORITIES



PRIORITY "1" EXTREME EMERGENCY

It is a Priority "1" call when:

1. There is immediate danger to a person's life or safety, or
2. A crime is in progress in which a person's life or safety may be in danger, or
3. There is a possibility of extreme or major property loss.

PRIORITY "1" calls will ALWAYS be dispatched immediately.

PRIORITY "2" IMMEDIATE RESPONSE

It is a Priority "2" call when:

1. An emergency response may be necessary to protect life or property.
2. A crime is in progress. (Those not in Priority "1")
3. The suspects may still be in the area of the crime.
4. A crime has just occurred in which a person's life, safety, or property was placed in jeopardy.

PRIORITY "2" calls will be dispatched immediately.

PRIORITY "3" PROMPT RESPONSE

It is a Priority "3" call when:

1. Time is a factor in proper handling of the call.
2. Danger to life or property is NOT involved.
3. The complainant cannot wait for an extended period of time.
4. All major crime scenes, except those above, in which there is no longer a threat to lives or property.

(Continued)



NEIGHBORHOOD WATCH

RADIO CALL PRIORITIES (Continued)



PRIORITY "4" ROUTINE

It is a Priority "4" call when:

1. Time is not a factor in the handling of the call.
2. A special car or officer is requested.
3. The complainant understands that a significant delay may occur.

PRIORITY "4" will normally be dispatched to the district car unless a necessary delay prevents it; then the nearby car will be dispatched.

PRIORITY "5" DELAY REQUESTED

It is a Priority "5" call when:

1. Requested delays in this priority will not exceed 30 minutes.
2. This type request should be discouraged.
3. The priority will change to the higher appropriate priority after the elapsed time.

Fire Prevention Information

55 S.W. Ash
Portland, OR 97204

Telephone

Fire Prevention: 248-4363
Emergencies, call 232-2111



- Before a fire occurs, purchase and install an approved smoke detector near every sleeping area.
- Pre-plan at least two routes to the outside from every room in the house, especially bedrooms. Allow for the blocking of halls or stairways by fire.
- Get close to the floor; there is less heat there.
- Take short breaths and cover the face with a wet-cloth if possible.
- Keep out of excessive heat and smoke. Feel doors-if they're hot, don't open.
- During a fire, never leave the doors or windows open. This spreads the fire. Particularly during nighttime fires, remember that closed bedroom doors will hold back flame and smoke and allow extra time for escape.

- On upper floors, to escape use any available porch and garage roofs, ladders, or improvised knotted ropes as way down to safety. Be sure exit windows work easily, especially those which are low and large enough to climb through.
- Pick an outside assembly point where the family will meet and be sure everyone understands the rule: ONCE OUT-STAY OUT!
- Escape from your home as quickly as possible. Plan for Fire Bureau notification by use of your neighbor's telephone or street box alarm.

Have You Tested Your Smoke Detector Lately?

Smoke Detectors Required

A recent addition to the Fire Regulations of the City of Portland mandates the installation of smoke detectors in all buildings where a room or area therein is designated for sleeping purposes.

All Rental Units (houses, motels, hotels, etc.) In all rental units, detectors must be installed by **January 1, 1980.**

Owner Occupied Single Residences

Effective upon the sale or transfer of title, it shall be the duty of the seller to certify to the buyer that all smoke detectors as required by this section or other applicable laws are installed and in proper working condition. It shall be the duty of the buyer or transferee to record the required certification with the fire marshal's office.

If we can be of further assistance or should any questions arise, please call the Fire Prevention Division at 248-4363.

Fire safety pamphlets available at the Fire Prevention Division Office

1. Smoke Detectors
2. Wood Heaters
3. Fire Extinguishers
4. Clothing Fires
5. Electricity Hazards
6. Industrial Fire Safety
7. Home Fire Safety



Connie McCready, Mayor

Office of Public Safety
Charles Jordan, Commissioner

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Call us . . .



When should you call the police?

You should call the police immediately if you are the **victim** of a crime or have **witnessed** a crime. It is also a good idea to call the police if you observe a suspicious person(s) or vehicle in your neighborhood or around your place of business. More arrests have been made because someone called the police about suspicious circumstances than by routine police patrol.

If you are in doubt about calling, call us anyway and let our special police - trained staff make the decision.

What should you do when you call:

The Portland Police emergency telephone number is **760-6911**. Please use that number only to report a crime or to obtain emergency police services.

When calling **remain calm!** Remember, the information you provide is a determining factor in the apprehension of the suspect.

State your **name, address and telephone number**, also the **time and location** of the incident.

Be sure to stay on the line while the information is being written down by the complaint operator. Don't hang up until you are told that all of the necessary information is complete. If you observe suspects and/or vehicles, try to give a complete description.

The police will only have the information you give them, so be accurate. Answer their questions and tell them only what you know. Do not exaggerate your experience. Give complete and concise answers.

What if it's not an emergency?

For all other police business, call the individual department that can respond to your particular need. These departments are listed on this page as well as in the telephone book white pages under "Portland City of — Police Bureau."

| | |
|---|-----------------|
| POLICE EMERGENCY ONLY | 760-6911 |
| Bicycle Detail | 248-5678 |
| Chaplain | 248-5613 |
| Chief's Office | 248-5600 |
| Civil Service | 248-4352 |
| Crime Prevention | |
| Community Affairs | 248-4126 |
| Criminalistics | 248-5724 |
| Detective Division | |
| Arson | (x485) 248-3511 |
| Auto Theft | 248-5746 |
| Burglary-Residential | 248-5774 |
| Burglary-Commercial | 248-5779 |
| Fraud-Checks | 248-5767 |
| Fence Detail | 248-5761 |
| Fugitives | 248-5756 |
| Homicide | 248-5756 |
| Larceny | 248-5768 |
| Missing Persons | 248-5760 |
| Pawn Shop Detail | 248-5771 |
| Polygraph | 248-5794 |
| Robbery | 248-5749 |
| Intelligence | 248-5629 |
| Internal Affairs | 248-5605 |
| Juvenile Division | 248-5662 |
| Personnel | 248-5653 |
| Pistol Range | 248-5702 |
| Planning & Research | 248-5644 |
| Police Information Operator | 248-5730 |
| Precincts | |
| Central | 248-5633 |
| East | 248-5696 |
| North | 248-5720 |
| Property Room | 248-5677 |
| Public Information Officer | 248-5610 |
| Records | |
| Auto Records | 248-5670 |
| Files | 248-5682 |
| Special Investigations (Vice & Narcotics) | 248-5625 |
| Sunshine Division | 248-5641 |
| | 287-1294 |
| Training Division | 248-5649 |
| Traffic Division | 248-5688 |
| Hit & Run | 248-5693 |
| Safety Education | 248-5719 |

Many times, the actual presence of police is not necessary. Those are generally non-felony matters where neither the suspect nor any evidence of the crime will be secured at the scene and where the victim is not seriously injured or in continuing danger. Those are cases in which our personnel can provide you with just as much help over the telephone.

The Portland Police Bureau has instituted the following guidelines to determine situations in which a police vehicle will come to the scene of an incident.

1. The immediate protection of life, property or the public peace;
2. A probability that physical evidence valuable in a future prosecution may be obtained;
3. The possible presence of the suspect or the probability that timely on-the-scene investigation will aid in identifying the suspect.
4. The magnitude of the crime or incident entails substantial injury or loss to the victim.

For example, a police officer may come to your home, but in many situations all he/she will be able to do is fill out a report. The officer's presence at the scene would not contribute to the welfare of the victim or further the solution of the crime. Service in that kind of case can be provided just as effectively by our telephone staff. They are informed as to the situations in which this reporting procedure is appropriate.

Remember that although an officer may not always personally come to the scene of the incident, once you've reported the incident, the Portland Police Bureau initiates work on your case.

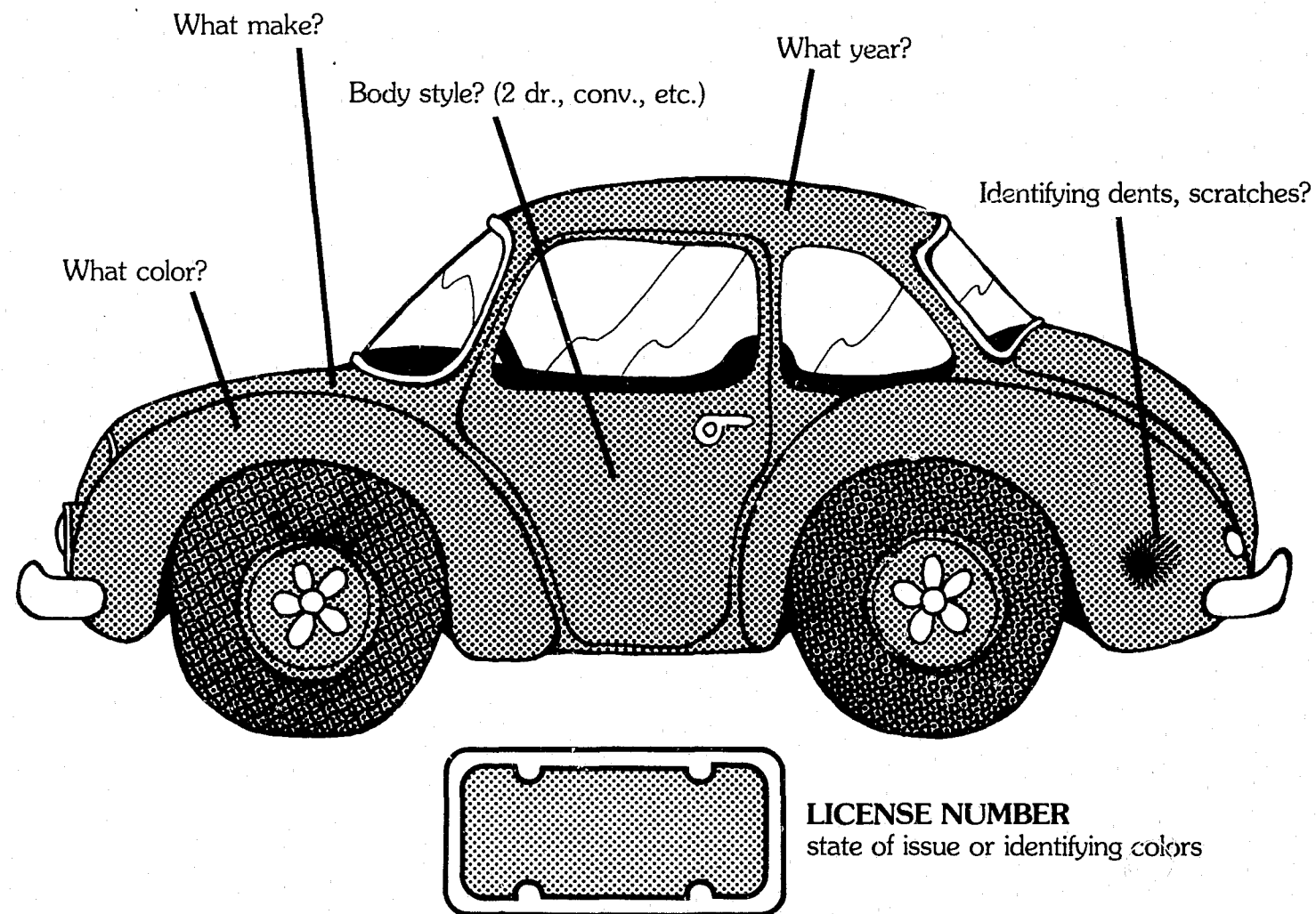
Portland Police Bureau



We can help you make your home and neighborhood a safer place to live. Call us today!

248-4126

Vehicle Description



The police can use answers to as many of these questions as possible. Please remember that wrong information is worse than no information at all. Answer only those questions that you're sure of.

1. How many suspects were there? _____
2. What did they do? _____
3. What did they say? _____
4. What did they take? _____
5. Which way did they go? _____

6. Were there any other witnesses?
Names and Addresses? _____

- Phone numbers? _____

7. Is there any other information you feel is important?

Portland Police Emergency: 760-6911



BUREAU OF
POLICE
CHARLES JORDAN
COMMISSIONER
B.R. BAKER
CHIEF OF POLICE
CRIME PREVENTION UNIT
222 SW. PINE
PORTLAND, OR. 97204
248-4126

Describe the suspect.

Sex _____ Race _____ Age _____ Height _____ Weight _____

Color of eyes _____

Glasses _____

Complexion _____

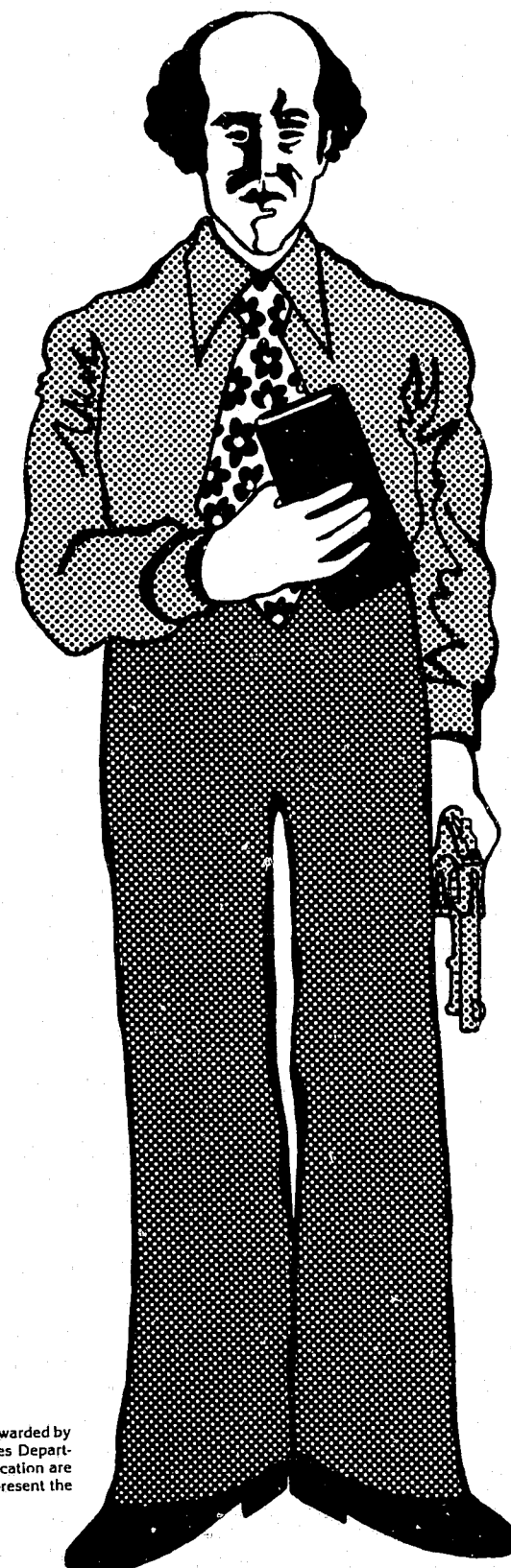
Shirt _____

Coat _____

Tattoos, Amputations, Scars,
or Marks

Speech impediments or
accents

Weapon



Hair _____

Hat _____

Moustache/Beard
Sideburns

Tie _____

Distinguishable gait
or limp

Pants and Shoes



BEAT THE BAD GUYS

This project was supported by Grant Number 78-DF-AX-0127, awarded by the Law Enforcement Assistance Administration, United States Department of Justice. Points of view or opinions stated in this publication are those of the Portland Police Bureau and do not necessarily represent the official position of the United States Department of Justice.



NEIGHBORHOOD WATCH
SECURITY SURVEYS



"WHY SHOULD WE HAVE SECURITY SURVEYS PERFORMED ON OUR HOMES?"

- BECAUSE: Studies show that a burglar normally will not spend more than four minutes attempting to break into a home. If it requires more effort, the burglar will choose an easier "mark."
- BECAUSE: The average burglary in Portland last year cost victims \$1,000 in terms of property losses.
- BECAUSE: Right here in Portland, studies prove that where homes have had security surveys, and owners have taken the steps necessary to make them more secure, the likelihood of becoming a burglary victim is reduced by over 60%.
- BECAUSE: Many times we think we're protected, when actually we're not. Often times existing home security measures really are very little protection. Security surveys will identify weaknesses, and suggest ways that you can improve your home security.
- BECAUSE: Security survey specialists can often advise people of inexpensive ways that can substantially increase your protection.

(Continued)



NEIGHBORHOOD WATCH
SECURITY SURVEYS (Continued)



"WHAT IS A SECURITY SURVEY?"

The Security Survey is a free study of your locks and hardware, doors, frames and hinges, windows, glazing, shrubbery, and outdoor lighting to determine and recommend ways to improve the security of your home. You will receive a written report together with the recommendations at the end of the survey which you will be asked to sign.

"WHO DOES THE SECURITY SURVEY?"

The Portland Police Bureau will contact you and arrange for an officer or a Crime Prevention Volunteer to come out to your home and conduct the survey.

"HOW DO YOU KNOW THE PERSON AT THE DOOR IS FROM THE POLICE BUREAU OR CRIME PREVENTION UNIT?"

Ask to see proper identification before letting the representative into your home. The official identification card of the Police Bureau is recommended as minimum ID. However, remember that the Police Bureau will not send anyone out to do a survey unless you request it. So, the person at the door should be who they say they are. If there is any question, call the Police Bureau for verification.

"HOW DO YOU GET A SECURITY SURVEY DONE ON YOUR HOME?"

If you decide to have a Security Survey, I will call the Police Bureau for you. This is part of my job as a Neighborhood Block Coordinator, and I will be happy to do it for you. The Police Bureau will then contact you directly to set up a time and day convenient for you.

"DOES IT COST ANYTHING?"

The Security Survey is free for the asking. The recommended improvements would be done at your discretion, and that would be a cost to you unless you qualify for Housing Community Development (HCD) assistance.

(Continued)



NEIGHBORHOOD WATCH

SECURITY SURVEYS (Continued)



"WHAT IS HCD ASSISTANCE?"

All homeowners-occupiers whose income falls below \$11,200, qualify for FREE hardware (locks, screens, etc.) and installation, following a Portland Police Bureau Security Survey.

"DO YOU FILL ANYTHING OUT?"

Just sign a Security Survey Request Form.

Are your locks adequate?
Do your windows lock properly?
Is your home really safe?

FREE HOME SECURITY SURVEY

You may be eligible for **FREE** locks installation, window screening and other security hardware if:

- You own or are buying your home;
- Your annual income is less than \$11,200; and
- You reside in an HCD area.

To have a free security survey or get more information about the **FREE** locks program, call the Portland Police Crime Prevention Division at 248-4126.



Printed Courtesy of the Portland
Police Bureau Crime Prevention Unit.



BEAT THE BAD GUYS

STOP BURGLARY



Beat the bad guys

- 1 SAFEGUARD YOUR HOME
- 2 LIGHTING AND NOISE
- 3 DOORS WINDOWS LOCKS
- 4 MARKING PROPERTY
- 5 ALARMS



Office of Public Safety
Charles Jordan, Commissioner
Portland Police Bureau
B.R. Baker, Chief of Police

Dear Citizen:

There are many things you can do to safeguard your home against burglary. There are things you and your neighbors can do together to protect your homes and your neighborhood. These things have been used very successfully in Portland as well as other cities.

This brochure has been prepared to acquaint you with basic crime prevention techniques. The techniques are easy, inexpensive and some cost nothing at all.

We hope you and all of the members of your family read it and your part to make our city a safer place to live.

Sincerely,

B. R. Baker
Chief of Police

Charles Jordan
Commissioner of Public Safety

Facts about burglary

Oregon Law defines burglary as: The act of entering or remaining unlawfully in a building or domicile with intent to commit a crime therein.

This act costs us over \$3 million per year in loss of property alone, not to mention the cost of repairs or the rage that comes from having your residence violated.

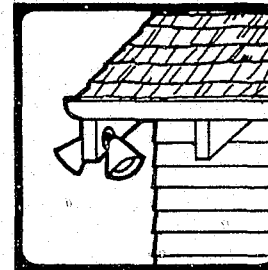
You do not have to suffer either this loss of hard-earned property or the fear of being ransacked every time you leave home.

To effectively use the crime prevention techniques in this brochure, it is important that you know the following.

1. Most burglaries in your neighborhood are probably being committed by youths 18 and under.
2. Burglars can be male or female.
3. Most burglars are not skilled professionals.
4. Burglars take advantage of easy targets.
5. Burglars usually take anything that can be readily converted to cash and has no identifying marks or numbers.
6. The most popular times for residential burglaries are weekday daylight hours.
7. In over 1/3 of Portland burglaries, there is no forcible entry—someone simply didn't lock all doors and windows and made their possessions attractive targets.

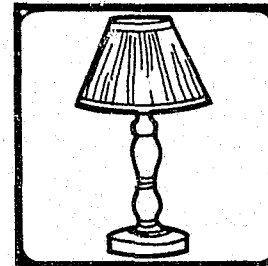
Lighting and Noise

Exterior Lighting



Have one light over every door. Double cones on each corner of the house will cover the windows.

Interior Lighting



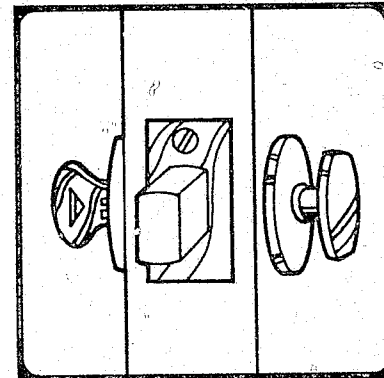
Leave a light on in the bathroom. In the bedroom, attach a lamp and radio to a 24-hour electric timer set to go on at dusk and off at your bedtime. Close bedroom drapes and/or blinds. (Turn them upwards)

Lights + Noise = A Safer House

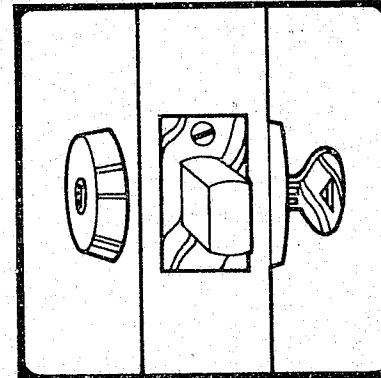
Burglars look for easy targets where no one is home, so wise use of interior lights and noise will keep your house safer. Keeping a bathroom light on is one method. Even better, connect a bedroom light and a radio to an inexpensive 24-hour electric timer that you pre-set. A light on in the daytime can be a good hint that you are away, especially if the mail has not been taken in and the porch is strewn with newspapers. Keep venetian blinds turned upwards to afford a view of the ceiling only.

Lights on the outside of the house can also help protect your house, particularly when the yard area is obscured by high non-removable shrubbery (if at all possible, do not block neighbor's views of your windows and doors). The best location for outside lights is high on each corner of the house. Inexpensive timers or photoelectric cells are available to automatically turn the lights on at dusk and off at dawn.

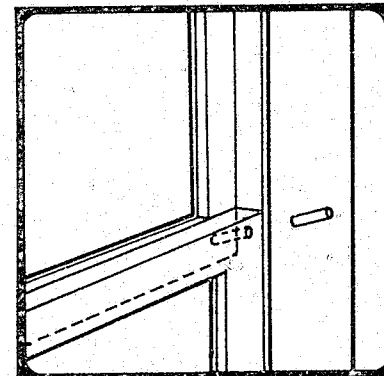
2 LIGHTING AND NOISE
3 DOORS WINDOWS LOCKS
4 MARKING PROPERTY
5 ALARMS



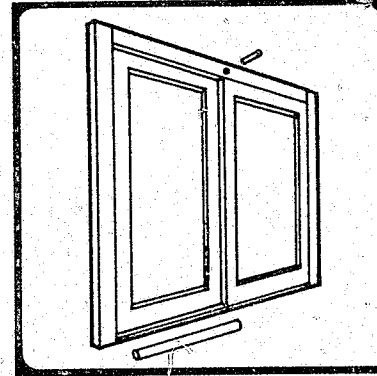
A solid door should use a single cylinder lock with a 1" deadbolt.



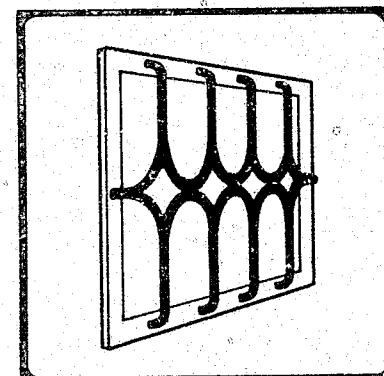
Door with windows should use a double cylinder lock.



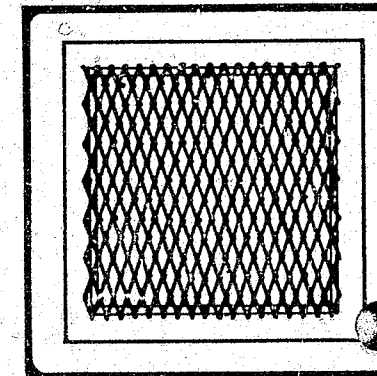
Sash windows.



Aluminum doors and windows.



Basement window with ornamental grille.



Basement window with expandable steel screen.

Doors, Windows and Locks

Doors

The best exterior door for your home is called a solid core door. This type is all wood and when tapped with your fingers it sounds solid. The other commonly used door, a hollow core, should never be used as an exterior door.

Doors with Windows

To prevent a burglar from simply breaking a door window and reaching in and unlocking the door, use an auxiliary deadbolt that must be opened with a key from both the outside and the inside.

Sash Windows

To prevent sash windows from being pried open, drill a downward sloping hole into the top of the bottom window through and into the bottom of the top window and insert a nail or pin. (This very effective, inexpensive prevention technique does not demand carpentry skill and can be done by anyone using a little care.)

Sliding Aluminum Doors & Windows

Cut a broom handle to the length of the bottom track and lay in track so that the window or door will not slide open when forced. Also, drill one hole through both casing and sliding window (see picture). Then insert a nail or pin.

Basement Windows

Secure with strong ornamental grille or expanded steel screen with non-reversible screws (if basement is unoccupied.)

Locks

The best locks have bolts which cannot be pried back. They are called "deadbolts." For doors without glass in or by the door, the most convenient types are deadbolts that open with a key from the outside and a knob from the inside. These locks should have bolts at least one inch long.

GOOD LOCKS ARE NO PROTECTION IF YOU LEAVE EXTRA KEYS IN OBVIOUS PLACES LIKE UNDER THE DOORMAT OR IN YOUR MAILBOX. NOTES THAT YOU ARE GONE ALSO MAKE IT EASY FOR THE BURGLAR.

3 DOORS WINDOWS LOCKS

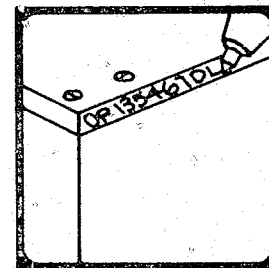
4 MARKING PROPERTY 5 ALARMS

Marking Your Property

Warning Stickers



We will provide you with warning stickers for your doors and windows plus smaller stickers for the property you have marked.



Marking your property means that you engrave your driver's license number on the property using the Property Marking Code. The Code is simple:
OR _____ DL

The OR stands for Oregon, the blank space is where the driver's license number goes and the DL is the abbreviation for the Driver's License.

If you do not have a driver's license number, contact the Oregon Motor Vehicles Division and request a Non-Driver's Identification number. Use it in place of the driver's license number.

Engrave anything that can be easily removed such as televisions, radios, stereo equipment, cameras and tape decks. Don't forget your small appliances in the kitchen such as a food processor, mixer, toaster and electric knives.

All tools and mechanical equipment stored in your garage should also be engraved. A good rule of thumb is "Mark anything that you, yourself, could carry out of your house."

This technique of marking your property helps you in two ways:

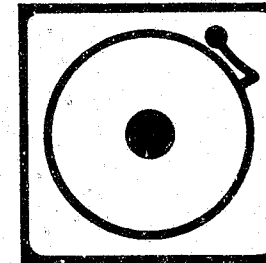
1. It serves as a deterrent to would-be burglars, and
2. It helps police in identifying and returning stolen property.

Antiques, Jewelry, etc.

Antiques, jewelry and other items the value of which would decrease if engraved should be photographed. A complete description should be written on the back of the photo.

The Crime Prevention Unit will provide you free use of an electric engraver, a property identification record sheet (including a list of the items most likely to be stolen) and warning stickers for doors and windows. Call us today at 248-4126.

Burglar Alarms



Burglar alarms have some advantages, and some disadvantages. Home alarm systems can be very effective and fit into many people's needs. However, two potential disadvantages are the cost of the installation and maintenance and the problem of false alarms. If you do look into alarm systems, you will discover not only the many types of systems on the market, but the importance of dealing with a reputable company.

Before purchasing an alarm for your home, remember these three things:

1. Know your local law.
2. Shop carefully.
3. Deal with a reputable company.

Last, but most important

When Away:

Leave a light on in the bathroom. In the bedroom, attach a lamp and radio to a 24-hour electric timer set to go on at dusk and off at your bedtime. Close bedroom drapes and/or blinds. (Turn them upwards.)

Porch:

Keep clear of newspapers, milk bottles and junk mail.

Yard:

When on vacation, have someone cut grass (or keep snow shoveled). Shrubbery should not hide neighbors' view of windows and doors.

Talk to your neighbors and agree to watch out for each other. **(Ten times more arrests come from neighbors reporting suspicious circumstances to the police than stem from routing police patrol by itself.)** Again, it is important to remember that as many residential burglaries occur during daylight as during darkness hours. Many, many more arrests could be made and burglaries stopped if only everyone who saw something suspicious going on (but was afraid to call because of not wanting to seem a "nosy neighbor") would help.

Get a good description of the suspicious person, his/her car and license number. Then call the police immediately at 760-6911. Your neighbor is counting on you and so are we. Help us "Beat the Bad Guys."

CHECK LIST

Do today

- ☐ Agree with your neighbors to watch out for each other.
- ☐ Permanently mark your valuables with an engraver.
- ☐ Make a property identification list.
- ☐ Put warning stickers on your doors and windows.
- ☐ Make sure all your doors and windows have adequate locks and/or are drilled and pinned.
- ☐ Make sure you have lights by each door.
- ☐ Make sure shrubbery or fencing is not blocking neighbors' views of doors and windows.

When away for short periods

- ☐ A residence which presents a lived-in appearance is a deterrent to burglars.
- ☐ Never leave notes which can inform a burglar that your house is unoccupied.
- ☐ Make certain all windows and doors are secured before departure. An empty garage advertises your absence, so close the doors.
- ☐ When going out at night, leave one or more interior lights on and perhaps have a radio playing. 24 hour timers may be purchased that will turn lights on and off during your absence.
- ☐ Do not leave door keys under flower pots or doormats, inside an unlocked mailbox, over the doorway, or in other obvious places.



**Beat the
bad guys
248-4126**

We can help you make your home and neighborhood a safer place to live. Call us today!

When on vacation

- ☐ Discontinue milk deliveries by phone or in person ahead of time. Do not leave notes.
- ☐ Do not discontinue newspaper deliveries. Have a trusted neighbor collect them for you.
- ☐ Arrange for lawn care and have someone remove advertising circulars and other debris regularly. On the other hand, several toys left scattered about will create an impression of occupancy.
- ☐ Notify the post office to forward your mail or have a trustworthy person pick it up daily. Apartment house tenants could also heed this hint as mail receptacles are a give-away when no one is home.
- ☐ Inform neighbors of your absence so they can be extra alert for suspicious persons. Leave a key with them so your place may be periodically inspected. Ask them to vary the positions of your shades and blinds.
- ☐ Have the telephone temporarily disconnected. Burglars may try calling to find out whether anyone is home.
- ☐ When you leave, do not publicize your plans. Some burglars specialize in reading newspaper accounts of other people's vacation activities.
- ☐ Contact the police and inform them how long you will be gone.
- ☐ If you find a door or window has been forced or broken while you were absent. . . DO NOT ENTER. The criminal may still be inside. Use a neighbor's phone immediately to summon the police.
- ☐ Do not touch anything or clean up if a crime has occurred. Preserve the scene until the police can inspect for evidence.

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Printed on recycled paper.



NEIGHBORHOOD WATCH
PROPERTY IDENTIFICATION



"WHY SHOULD PROPERTY BE MARKED?"

BECAUSE: Thieves don't like to be caught carrying property that has been marked. So, they are much less likely to steal it.

BECAUSE: 80% of all recovered property is not marked and cannot be returned to the rightful owner.

BECAUSE: Thieves have more difficulty disposing of marked property. "Fences" don't want it. And because it's so easily traced, there is a lower market value for the goods. The lower market value and the difficulty in disposing of the property makes the burglar think twice before he takes marked goods.

BECAUSE: It's very helpful when dealing with insurance companies to have a handy record of your lost property, complete with "brand" names, models, and serial numbers.

(Continued)



NEIGHBORHOOD WATCH
PROPERTY IDENTIFICATION (Cont'd.)



"HOW DO YOU MARK PROPERTY?"

1. Obtain an engraver from your Neighborhoods Against Crime volunteer, or staff coordinator, from your local library, or from the Police Bureau.

2. Engrave your complete driver's license number on all items likely to be stolen.

EXAMPLE: DL123456OR

3. If you are a non-driver, engrave your Oregon ID number.

EXAMPLE: OR-123456-DLID

HOW TO OBTAIN AN OREGON ID CARD: An Oregon State resident of any age who does not have a driver's license or driver's permit can obtain an Oregon State ID Card from the nearest office of the Oregon State Motor Vehicle Division. Your picture is taken by the Department and appears on the card when issued. Call the Motor Vehicle Division to determine the current fee, and what type of identification you will need to provide.

East Office: 5821 N.E. Glisan, 238-8203
North Office: 8260 N. Interstate, 283-5716
West Office: 1400 S.W. 5th, 229-5810

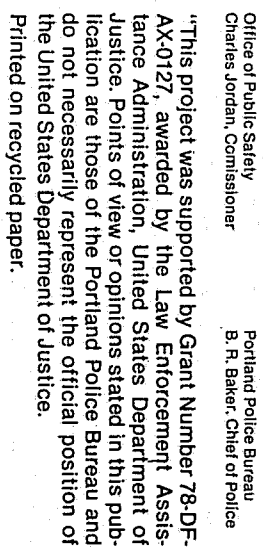
4. As you engrave your property, use the form provided to list the serial numbers of your property. Place the completed Household Inventory List in a safety deposit box, or other safe place away from home.

5. Items that cannot be engraved (jewelry, antiques) should be photographed, described, and placed with your Household Inventory List.

6. Place stickers provided on the front and back doors of your home.

- 1 For permanent identification of your possessions, use the engraver provided to mark your Driver's License number on them. If you do not have a Driver's License, you should consider getting a Non-Driver's Identification Card from the Department of Motor Vehicles. Avoid marking on removable parts such as lids, plates, doors etc. Engrave the numbers as clearly and as close together as possible. Use this form to list your valuables along with their description and where you have them engraved.
- 2 There are some things you may not want to engrave — such as antiques, jewelry, furs, watches, etc. Anything that could be damaged by engraving should be photographed. Write a short description of the item on the back of each photo. Keep it and this property list in a safe place. If anything is stolen, you will have a detailed description, along with photographs of the things that were not marked, to give the police.
- 3 Place warning stickers on your exterior doors and windows. Permanently mark your valuables with your Oregon Driver's License number, prefaced by "OR" and ending with "DL". If you do not have a Driver's License, use a Non-Driver's Identification Card number.

My valuables are marked with. . .
☐ Oregon Driver's License No.:
 OR _____ DL
☐ Non-Driver's Identification No.:
 OR _____ ID
- 4 This list and photos should be put away for safe keeping (be sure to remember where you put it). Then, if any of the valuables are stolen, you will have a detailed description of them to turn over to the police.

[illegible][illegible]

Permanently mark your valuables with your Oregon driver's license number, prefaced by "OR" and ending with "DL". If you do not have a driver's license, use a Non-Driver's I.D. card number.

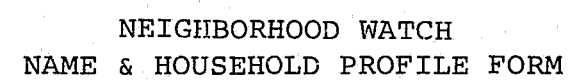
My valuables are marked with...

☐ Oregon Driver's License No. OR _____ DL
☐ Non-Driver's Identification No. OR _____ ID

Appliances: TV, Radio, Tape Deck, C.B. Radio, Etc.[illegible]

Tools, Sporting Equipment, Cameras, Etc.

[illegible]

[illegible]



NEIGHBORHOOD WATCH
SECTION LEADER CHECKLIST



| TASK | DATE COMPLETED | COMMENT |
|--|----------------|---------|
| STEP 1: KNOW YOUR NEIGHBORS a. Contact each person on block. b. Distribute KIT. c. Develop map. | | |
| STEP 2: WATCH AND REPORT a. Explain use of vehicle and suspect ID cards. | | |
| STEP 3: SECURITY SURVEY a. Schedule Security Surveys b. Determine Compliance | | |
| STEP 4: ENGRAVE PROPERTY a. Distribute engravers b. Collect engraver c. Distribute decals | | |

BLOCK COORDINATOR'S NAME: _____

Number of households in Coordinator's area: _____



NEIGHBORHOOD WATCH
SECTION LEADERS' PROGRAM MAINTENANCE RECORD

| MONTH | NUMBER OF BLOCK COORDINATORS CONTACTED | NUMBER OF HOUSEHOLDS CONTACTED BY BLOCK COORDINATORS | REPORTED/UNREPORTED CRIME & NEIGHBORHOOD CONCERNS |
|-----------|--|--|---|
| JANUARY | | | |
| FEBRUARY | | | |
| MARCH | | | |
| APRIL | | | |
| MAY | | | |
| JUNE | | | |
| JULY | | | |
| AUGUST | | | |
| SEPTEMBER | | | |
| OCTOBER | | | |
| NOVEMBER | | | |
| DECEMBER | | | |
| TOTAL | | | |



NEIGHBORHOOD WATCH

BLOCK COORDINATOR CHECKLIST



OREGON
DEPARTMENT OF
PUBLIC SAFETY

| <u>TASK</u> | <u>DATE COMPLETED</u> |
|---|---------------------------|
| <p>STEP 1: KNOW YOUR NEIGHBORS</p> <ul style="list-style-type: none">a. Contact each person on your block (or area of responsibility).b. Distribute NEIGHBORHOOD WATCH KITS.c. Explain NEIGHBORHOOD WATCH concept.d. Solicit a decision on their willingness to participate.e. Draw up map with names, addresses of each person on block.f. Distribute to each household. (Block Coordinators copy should include phone numbers. | |
| <p>STEP 2: WATCH AND REPORT</p> <ul style="list-style-type: none">a. Explain use of vehicle and suspect information cards contained in KIT.b. Explain radio call priorities | |
| <p>STEP 3: SECURITY SURVEY</p> <ul style="list-style-type: none">a. Have each neighbor sign the Security Survey Request Form, and phone names into the Police Bureau (248-4126).b. Recontact to determine if surveys have been completed and if recommendations have been followed. | |
| <p>STEP 4: ENGRAVE PROPERTY</p> <ul style="list-style-type: none">a. Distribute an engraver to each household.b. Provide instruction on how to use Property ID List (contained in KIT) and engraver.c. Collect engraversd. Distribute warning stickers <u>after</u> property has been marked. | |



NEIGHBORHOOD WATCH
BLOCK COORDINATORS' PROGRAM MAINTENANCE RECORD

| MONTH | NUMBER OF HOUSEHOLDS CONTACTED | REPORTED/UNREPORTED CRIME & NEIGHBORHOOD CONCERNS |
|-----------|--------------------------------------|---|
| JANUARY | | |
| FEBRUARY | | |
| MARCH | | |
| APRIL | | |
| MAY | | |
| JUNE | | |
| JULY | | |
| AUGUST | | |
| SEPTEMBER | | |
| OCTOBER | | |
| NOVEMBER | | |
| DECEMBER | | |
| TOTAL | | |

END