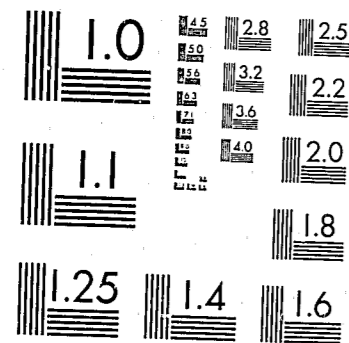


National Criminal Justice Reference Service



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INTRODUCTION TO NEIGHBORHOOD WATCH

Community organizations, such as block clubs, Neighborhood Watch, Block Watch, and Operation Crime Check, all have the same meaning, that is "watch out for your neighbor!" Whatever name you call your community organization, it is the single most valuable activity your block can implement.

WHAT IS NEIGHBORHOOD WATCH

The Neighborhood Watch Program establishes a formal network for concerned citizens to communicate with other neighbors and police regarding crime related problems. Simply translated, Neighborhood Watch asks you to be the eyes and ears of the police department, to be more involved with your neighbors and their property by becoming more aware and alert to the activity on your block.

For example, as we go about our daily routines, we have the opportunity to casually observe the neighborhood. Such observations may be useful in keeping children away from vacant houses, reporting abandoned cars, or alerting neighbors and police to suspicious persons in the area. These examples are few, but it is important to realize that criminals find it difficult to operate in areas where citizens take an active role in preventing crime.

WHY DO WE NEED NEIGHBORHOOD WATCH

The security of the city and its citizens depends upon the people themselves. No police department can effectively protect life and property without the support and cooperation

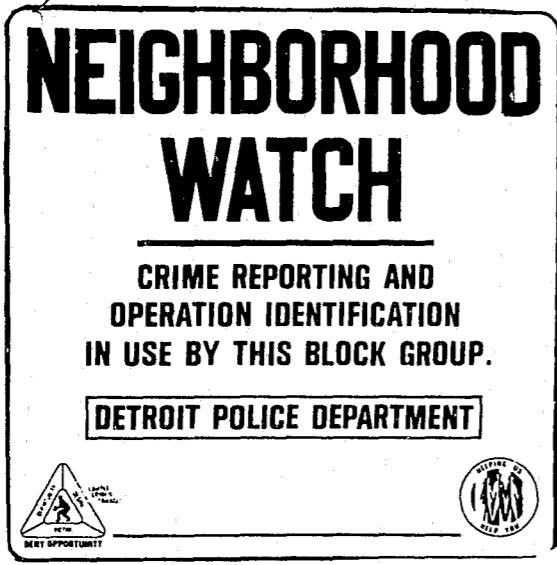


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of the citizens it serves. Every citizen should be a Neighborhood Watch member...a concerned public spirited person who watches their neighborhood and reports criminal activity to the Detroit Police Department.

HOW TO ORGANIZE NEIGHBORHOOD WATCH

The need for neighbors to look out for each other is the basis of Neighborhood Watch. This program encourages and educates residents on how to act as the eyes and ears of the police department.

Your precinct crime prevention officer and officers from the Crime Prevention Section are available to aid any qualified group in organizing their own Neighborhood Watch program.

Eligible Groups

Any adult group representing individual households in the same geographic area may be considered a Neighborhood Watch Group and receive stickers and designator numbers.

Any group with 50% or more participants representing different households in the same geographic area will receive signs and designator numbers.

Geographical Area

Refers to both sides of one city block. However, watch groups are not limited to this minimal definition.

If no block club or association exists, one member of the block must assume the responsibility of organizing his/her block for the initial meeting. The crime prevention officer will

assist this person by providing Neighborhood Watch pamphlets and any other pertinent information. After a group is established and a meeting is scheduled, the crime prevention officer shall fully explain the responsibilities as well as advantages of becoming a Neighborhood Watch group. The Crime Prevention Section shall emphasize the necessity of 50% representation of the block group to be present at the meeting to qualify for the Neighborhood Watch signs. If 50% is not in attendance, the group will qualify as a Neighborhood Watch group but will only receive Neighborhood Watch stickers, and not the signs.

If there is an existing block club, the membership should invite a crime prevention officer to one of their regularly scheduled meetings. At the meeting, the officer will explain the requirements and benefits of establishing a Neighborhood Watch.

Block Security Chief (BSC)

The Block Security Chief acts as the leader of the Neighborhood Watch Program for their particular block. It will be the Block Security Chief's responsibility to organize and work with the CPO to set up the Neighborhood Watch program. He/She must be a resident of the geographic area represented by the watch group, or the owner of a business in the area covered by a business association. The block security chief must be at least 18 years of age and a reliable person as determined by the members of the group. The person to act as Block Security Chief should be determined at the initial Neighborhood Watch meeting.

Authority of Block Security Chief

The block security chief has no legal authority on behalf of the city or the Detroit Police Department. As previously stated the block security chief will have the responsibility to design the Neighborhood Watch plan as outlined, monitor its progress, and serve as the association's liaison with the precinct crime prevention officer and the Crime Prevention Section.

It is emphasized that the block security chief and all members of the Neighborhood Watch program are to strictly limit their participation to the observation and reporting of any criminal activity.

RECRUITING NEW MEMBERS

Since the success of the Neighborhood Watch program is dependent on interaction among neighbors, the block security chief must encourage members to solicit cooperation from other residents.

In addition to recruiting new members, the block security chief is responsible for insuring the on-going success of the group. Through regularly scheduled meetings, the block security chief can keep his group aware of new crime prevention programs and concepts, as well as promote the social interaction so important in maintaining a cohesive group.

The precinct crime prevention officer and the Crime Prevention Section are always willing to supply speakers and audio-visual aids upon request to aid the block security chief in this function.

GENERAL OUTLINE FOR SETTING UP INITIAL MEETING

A person or group wishing to organize their block should contact their precinct Crime Prevention Officer. If this officer is unavailable, the Central Crime Prevention Section should be contacted at 224-4030.

At this initial contact questions will be answered and a date and time for the first meeting will be set. A mutually convenient date and time will be set for the meeting in order to maximize attendance. Also, neighborhood watch invitations can be obtained from the Crime Prevention Officer. These special invitation forms provide an excellent means for announcing and inviting your neighbors to the Neighborhood Watch Meeting.

INITIAL MEETING

The officer will explain the concept of crime prevention and Neighborhood Watch at this time. Specifically, the officer will focus on Crime Reporting, Home Security, Operation Identification and Self-Protection. Also covered during the meeting will be the following items:

1. Explanation of Neighborhood Watch in detail with specific information explaining the designator number and its use.
2. The exchange of names and telephone numbers of attendees will be explained and emphasized. Although there is a reluctance at times to exchange this personal information, the officer will explain the importance of this step in developing communications among neighbors to establish an effective watch.

3. A block location sheet will be given to the block security chief. The officer will explain the function of the sheet and see that a person from each household present prints their first name and last name, address, and phone number in the space provided. This procedure provides the block security chief with the foundation for securing the required participation of at least 50% of the households on the block.
4. Selection of Block Security Chief to be made by the group.
5. The officer must place his initials after each printed name to verify that the person was present at the meeting. The officer will count the number of attendees and place this number in a circle in the upper left hand corner of the block location sheet. The officer must also place his initials in the circle.
6. The block security chief will be asked to keep the block location sheet in his/her possession until all neighbors who wish to participate have printed their information in the space provided. The block security chief must present the block location sheet at the next Neighborhood Watch meeting and have the additional attendees' names added by the crime prevention officer.

NOTE: For those persons who are unable to attend the initial meeting and wish to participate in the Neighborhood Watch Program, the block security chief can add their information to the block location sheet and initial the entry.

7. It is vital that a second meeting be scheduled before this initial meeting is adjourned. At the mandatory second meeting arrangements will be made for the distribution of designator numbers as well as further information regarding personal and residential security.

After the initial meeting and prior to the second meeting it will be the responsibility of the block security chief to complete the block location sheet in detail (See instructions).

When completing the block location sheet, be sure to use every space. Each address or lot must be listed in chronological order, even if no one is in residence. The precinct crime prevention officer will double check the accuracy of the sheet before processing it through department channels. Only when the block locations sheet is entirely filled out can designator numbers and Neighborhood Watch signs be issued.

Second Meeting

1. When a second meeting is conducted for your block by a Precinct Crime Prevention Officer or an officer from the Central Crime Prevention Section, the officer will take the Block Location Sheet from the Block Security Chief. New attendees names and addresses who wish to participate in the Neighborhood Watch Program may be added at this time.

2. A verification must be made of those new attendees present who did not attend the first meeting. The officer will place his/her initials after the names of those new attendees present.
3. A count will be made of the new attendees and the number placed in a circle next to the number from the previous meeting.
4. The officer shall make a total count of the numbers in the circles. This count will be used to verify eligibility for the block to receive Neighborhood Watch signs.
5. When the block has met the 50% household meeting participation requirement, they are then eligible for their Neighborhood Watch signs. The Crime Prevention officer must take the finalized copy of the block location sheet from the Block Security Chief.
6. The Precinct Crime Prevention officer will process the sheet. Also, at the second meeting, arrangements will be made for the installation of the 2' x 2' metal Neighborhood Watch signs for those groups that have met the 50% participation requirement. These signs mark the boundaries of each official Detroit Police Department watch group. Arrangements for distribution of designator numbers, stickers and related pamphlets will also be made at this meeting.

INSTRUCTIONS FOR COMPLETING THE BLOCK LOCATION SHEET

The block location sheet in the example on Page 10 is self-explanatory, but a few hints are listed:

1. Start by listing the streets bordering your groups area.
2. Be sure to use every space.
3. List each address or lot beginning with lowest house number to the highest house number, even if no one is in residence.
4. If an address is a vacant lot or home, write "vacant lot" or "vacant home".
5. If a household does not wish to participate in Neighborhood Watch write "Non-Participant".

NOTE: Disregard the alphabetical letters in the boxes on the example and the designator number. The Crime Prevention officer will fill these in for you.

We realize that not every block in the city is as perfectly shaped as the example, however, try to fill in the block location sheet to the best of your ability. If you run into any difficulties, contact the Crime Prevention officer.

SAMPLE BLOCK LOCATION SHEET



APPENDIX C¹⁰ - Designator No. 15A622

Sally Jones 14697 Easy Street 372-3720
BLOCK SECURITY CHIEF ADDRESS PHONE No.

HOLLYWOOD STREET CROSS

14622 Paul Smith 372-4444	B	14621 Andy Brooks VE2-2331	K
14628 John Paulson VE4-8126	C	14627 Michael Clark	L
14632 Debba Wilson 372-4242	D	14631 Ralph Faux 372-8890	M
14636 Peter Jackson 372-1414	E	14635 Timothy Charles 372-0900	N
14640 Leonard Nicol 372-4567	F	14639 James Lee 372-3232	O
14652 Non-Resident		14651 Larry Fawkes 372-5749	P
14660 (Approx.) Vacant Lot.	X	14657 Robert Nippa 372-1666	Q
14670 William Washington VE7-8901	G	14667 Vincent Boyle VE9-3330	R
14676 Jack Hawkins 372-2345	H	14673 Raymond McArther VE8-2628	S
14680 Bernard Martin 372-0001	I	14677 Dorothy Mabins 372-6041	T
14684		14683 Clyde Pace 372-4422	U
		14685 Nona Stephens 372-4141	V
14690 Vacant Home	X	14689 Thomas Doyle 372-4822	W
14698 Betty Goslin 372-9999	J	14697 Sally Jones 372-3720	A
//////		//////	

IF MORE BLOGS. ARE NEEDED, USE REVERSE SIDE.

Personal Designator Numbers

Each member of a Neighborhood Watch group will receive a personal designator number. By using this number, the watch member may protect his/her identity when calling the police department for service, while at the same time, allowing a means through which he/she can receive feedback on the disposition of the reported incident.

Further, use of the designator numbers will allow the Crime Prevention Section to measure the effectiveness of the various Neighborhood Watch groups by monitoring calls for service by individual watch members. Each block security chief will be afforded the opportunity of reviewing reports of criminal activity in his watch area.

HOW TO USE YOUR DESIGNATOR NUMBER

Your designator number is issued by your precinct crime prevention officer in order to protect your identity when reporting a crime. This number also provides a means through which you can receive feedback on the disposition of the incident you reported.

- FIRST: Instead of giving your name, say that you are a Neighborhood Watch member and give your designator number.
- SECOND: Give the operator the exact location and nature of the crime being committed.
- THIRD: Do not hang the phone up until the operator has received all of the information that is needed.
- EXAMPLE: "Operator, this is Neighborhood Watch #A14003. There are two males, one black and one white, both wearing blue ski jackets and blue jeans. They are breaking into the front door of 14052 Forrer."

(If no other questions are asked, you may hang up)

If you need any assistance or have any questions, contact the precinct Crime Prevention Officer in your area or call the Central Crime Prevention Section at 224-4030.

POLICE DIRECTORY

Numbers Frequently Called

Police Emergency.....911
Fire.....911
Emergency Medical Service (E.M.S.).....911

POLICE PRECINCTS

First Precinct, 1300 Beaubien.....224-4010
Second Precinct, 2801 Vernor.....224-4020
Fourth Precinct, 7140 W. Fort.....224-4040
Fifth Precinct, 11411 E. Jefferson.....224-4050
Sixth Precinct, 6840 McGraw.....224-4060
Seventh Precinct, 3300 Mack.....224-4070
Tenth Precinct, 12000 Livernois.....224-4100
Eleventh Precinct, 3812 E. Davison.....224-4110
Twelfth Precinct, 1441 W. 7 Mile.....224-4120
Thirteenth Precinct, 4747 Woodward.....224-4130
Fourteenth Precinct, 13365 Schaefer.....224-4140
Fifteenth Precinct, 11187 Gratiot.....224-4150
Sixteenth Precinct, 21400 Grand River.....224-4160
Central Crime Prevention Section, 1300 Beaubien
Room 207.....224-4030

END