

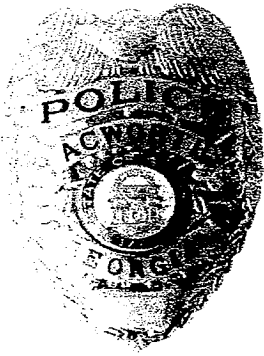
Initiating a Neighborhood Watch Program
Prepared for the
Residents of ~~Baker Grove~~
Winterchase



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The first thing is to visit your neighbors and explain that you are starting a Neighborhood Watch Program for your neighborhood. Inform them of the benefits of having a watch program and that you would appreciate their attendance at the start up meeting.

Any Adult group representing individual households in the same geographic area may be considered a Neighborhood Watch group. Everyone within the neighborhood should be given the opportunity to join.

The geographical area of each individual Neighborhood Watch is determined by the resident who is organizing the group with advice and assistance from the Acworth Police Department. The area can range from one to several streets.

The organizing community member should canvass the neighborhood for interest discussing the current crime problems and the benefit of the watch program, using the information received from the department. After determining the best time and day of the week for a meeting, contact the Acworth Police Department to schedule the meeting. It is important to contact the department at least 1-2 weeks in advance as schedules are generally filled weeks in advance.

During the canvassing of the neighborhood be sure to mention:

- *Neighborhood Watch does not require frequent meetings.*
- *Does not advocate anyone taking any personal risks to prevent crime.*
- *Neighborhood Watch leaves the responsibility for the apprehension of criminals where it belongs – with the Acworth Police Department.*

Steps to Start a Neighborhood Watch

- Publicize your meeting at least one week in advance with a meeting announcement flyer, and signs at the exits of the subdivision.
- Hold the initial meeting to gauge your neighbors' interest: Do not be disappointed if everyone cannot attend. One hundred percent participation is desired, but is not a requirement for the program to work.
- Have everyone attending the meeting sign in and plan a short introductory period and briefly explain the purpose of the meeting.
- The Crime Prevention Officer should be the next speaker who will go over the responsibilities of Block Captains.
- The Crime Prevention Officer will also cover the following topics; the concerns of the neighborhood, what is suspicious activity and how to report it, home security, security surveys, Operation ID, and the Citizens Police Academy.
- Select a Block Captain for each block. The Captain acts as the leader of the Neighborhood Watch for their particular block or street. It is the Captains responsibility to organize and work with the Crime Prevention Officer to set up the program.
- Block Captains must be in place and information resident information sheets completed prior to Neighborhood Watch signs being posted.

Responsibilities

The Neighborhood Watch Coordinator: Initiates the program and provides initial leg work to begin the program and strives to keep residents and Block Captains interested in the program by keeping it fresh. The Coordinator may schedule speakers periodically covering topics such as crime prevention and personal safety. The Coordinator also should schedule special events and meetings for Block Captains and provide special recognition for a job well done. The Coordinator should provide Block Captains with updated training, information on crime in the neighborhood, and other information received from the Crime Prevention Officer.

The Crime Prevention Officer: Provide training for Block Captains and the Coordinator. Updates the Coordinator on crime in the neighborhood and identifies hot spots. Attend community meetings pertaining to Neighborhood Watch and Crime Prevention. Provide suggestions, and solutions for improving or overcoming any challenges in the area, including contacting any city agencies that need to be informed of a particular problem occurring in the area. Provide Security Surveys, and Target Hardening Techniques and strategies. The officer also arranges for Neighborhood Watch signs to be posted.

Block Captains: Shall act as the liaison between the Coordinator, the Crime Prevention Officer, and the participants in their respective watch group.

The Block Captains responsibility is usually in one area (a block or street). Small blocks are easier to manage and make it more likely that the neighbors will get acquainted. The position of block captain should be shared among several people so that if one individual cannot be present for meetings or training, the job will still be done for that block. It also helps neighbors to learn to work together as a team and become better acquainted, thereby promoting more of a sense of community.

Knowing Your Neighbor

Why Should you know your neighbor?

Getting to know your neighbors, their families, their habits, the cars they drive, their phone numbers both at home and at work, medical problems they may have, and what kind of pets they have is very important. Knowing these things about your neighbors' lives will allow you to respond quickly to an emergency situation and may prevent a crime or save a life.

What is Suspicious Activity?

Suspicious activity is an event taking place that is out of the ordinary or should not be occurring. Knowing your neighbors their habits and the composition of their household will make it easier to recognize and report any suspicious activities occurring in your neighborhood.

How to Report Suspicious Activity

There are three different types of emergencies; Police – Fire - Medical. You may be reporting any of these as result of your participation in the Neighborhood Watch Program. When you dial 911 your call is routed to the 911 center located in Kennesaw. Your phone number and location will automatically appear on the operator's screen, along with the name of the person or business to which the phone number is assigned. The 911 operator will determine the type of emergency you are calling about and take the necessary action to provide assistance. The dispatcher or operator will take information pertaining to the call and dispatch public safety accordingly. Do Not Hang Up until the operator terminates the call. The operator is trained for emergency situations and will guide you through the call.

If your call is administrative in nature call 770-974-1232. To report suspicious activity that you believe may be criminal in nature call the tip hot line at 770-975-5826. The Crime/Drug tip line is a recorded message

and will not be answered by an officer. **Remember; if you have an emergency or need an officer on the scene immediately call 911.**

Police Dept. No for dispatch
(if you just don't want to call 911,
but have something to report)
770-974-3111

Maintaining your Neighborhood Watch Program

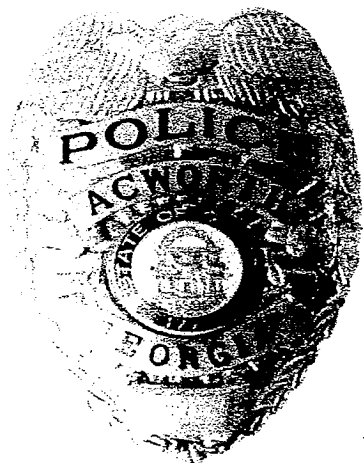
Neighborhood Watch programs can be fun. Remember people will most likely become involved and remain interested in programs that are fun as well as meaningful and informative. You are limited only by your imagination. Let your first community meeting be the beginning. Meeting together often to receive training on other topics allows the residents to become better acquainted with each other. It also educates neighbors about other subjects that may be of concern.

It may be difficult to keep up the initial enthusiasm of the Neighborhood Watch Program. As crime is lessened in the neighborhood residents may become less interested in attending meetings while still remaining concerned about crime.

The Acworth Police Department will continue to provide assistance to the leaders of the group by assigning a Crime Prevention Officer to act as the liaison between the department and the community. The officer will be available to attend watch meetings and provide updated information on department activities, crime analysis, and selected training lectures. The Crime Prevention Officer will also monitor activities in the neighborhood which may require additional training sessions or increased enforcement activity by the patrol unit.

Strong leadership is essential to maintain the active involvement of the community in the Neighborhood Watch Program. The program's Block Captains interest in the security of his/her neighborhood is decidedly an asset in motivating the group to realize their objectives.

When Crime declines, don't let the Neighborhood Watch group die. Instead, encourage members to broaden their scope to keep the group going. Residents may concern themselves with the total quality of living in their neighborhood. Community pride may be a strong motivation in maintaining the Watch program. Stay alert and aware, be neighborly and look to other activities to enhance community safety and well-being.



Helpful information

Dear Neighbor,

We are getting together to talk about Neighborhood Watch. A simple neighbors-helping neighbors program that has helped other communities reduce crime. Many watch groups have not only seen crime go down, but have discovered a new feeling of caring and belonging among neighbors. Many have used their combined efforts to improve their streets and parks, recreation opportunities and local services.

All of us are concerned about becoming the victim of a crime, but not one of us can fight crime alone. Not even the police can do it without our help. Isolating ourselves behind locked doors and not knowing our neighbors, actually makes it easier for burglars and other criminals to take advantage of our neighborhood.

At the meeting you will learn about the activities of a Neighborhood Watcher. What's asked is quite simple, such as picking up the newspapers and mail when your neighbor's away on vacation. Keeping an eye out for unusual activity like a strange person snooping around a house, then alerting the police and neighbors. Escorting a frightened shut in to a community meeting or visiting someone who has been a victim of crime.

You can help decide the best ways to protect our neighborhood by telling us what concerns you. Please be sure to attend.

Let's Talk About Neighborhood Watch!

Time _____

Date _____

Place _____

Contact for more Info _____

Phone _____