



Neighborhood
Watch

Participant
Manual

Community Resource Unit

11000 N La Cañada Drive
Oro Valley, AZ 85737

*THE PREVENTION OF CRIME, PARTICULARLY INVOLVING
RESIDENTIAL NEIGHBORHOODS, IS A RESPONSIBILITY
THAT MUST BE SHARED EQUALLY BY LAW ENFORCEMENT
AND PRIVATE CITIZENS.*

Table of Contents

Neighborhood Crime Prevention: A Joint Responsibility	1
A Message from the Chief	1
Taking Positive Steps	2
The Growing Need for Neighborhood Watch	2
Oro Valley Police Department's Commitment to Prevention	2
Making it Tough for the Burglar.....	3
Program Coordination	4
Recognizing Suspicious Activity	5
Reporting an Event	6
Neighborhood Watch and OVPD	8
Planning for Emergencies: A Family Guide	10
Supplies You Should Have on Hand In Case of an Emergency	12

Neighborhood Crime Prevention: A Joint Responsibility

The National Sheriffs' Association created the National Neighborhood Watch Program in 1972, with financial assistance from the Law Enforcement Assistance Administration, to unite law enforcement agencies, private organizations, and individual citizens in a massive effort to reduce residential crime. A work plan emerged for use by sheriffs, police, and citizens for putting together local neighborhood-based programs. Since its establishment, Neighborhood Watch has developed thousands of such local residential crimes prevention programs in which individual citizens work to 1) make their own homes and families less inviting targets for crime, and 2) cooperate with law enforcement through neighborhood groups to control crime throughout the community.



A Message from the Chief

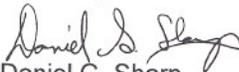
Dear Neighborhood Watch Participant, You have embarked upon a very rewarding journey as you initiate your Neighborhood Watch Group. This program works well when you involve your neighbors and challenge them to take responsibility for the safety and security of their neighborhoods.

We frequently hear from citizens that they feel a sense of security with the police officers patrolling their streets. Although we pride ourselves in Oro Valley about our police protection, we realize that no amount of police officers will solve all of the potential problems in your neighborhood. What you are starting to do by working closely with us, is to serve notice to criminals that **“this is our neighborhood and no one is going to take it away from us.”**

We need your help in keeping our neighborhoods safe. Working together in a partnership between the community and police, we can accomplish great things. You need to become our eyes and ears to report suspicious activities. The Neighborhood Watch program is the first step in preventing criminal activity in your neighborhoods.

Together we can make a difference! We welcome this partnership and look forward to working with you.

Sincerely,


Daniel G. Sharp
Chief of Police

Taking Positive Steps

Victim responses to crime, particularly a home burglary, generally follow a similar pattern: Initial fear and anger give way to an obsession with seeing the suspect caught and making sure their home is never targeted by criminals again. In the past, many frightened victims sat back and simply hoped their homes would be spared a repeat performance. They, as well as their neighbors, worried and wondered about what they could do to protect their property.

Since the establishment of Neighborhood Watch, however, thousands of homeowners who want to take intelligently planned action to decrease criminal activity in their areas have discovered that they have a ready, willing and highly qualified partner in their local law enforcement agency. OVPD wants to partner with members of the community to prevent crime rather than spend time and manpower investigating it after it occurs.



The Growing Need for Neighborhood Watch

It is a fact of life that relationships in many of today's communities have become less personal than they were years ago. Families are more transient, children have more activities that take them and their parents away from home, and there are more families with both parents working. The once-familiar sight of families visiting with each other on front porches while keeping a watchful eye on children and activities in the neighborhood is a rarity in most communities today. This trend away from personal contact in the neighborhood and the decrease in time families spend at home are two of the essential ingredients that make communities ripe for crimes of opportunity, such as burglary.

Oro Valley Police Department's Commitment to Prevention



The Oro Valley Police Department has dedicated police personnel who are committed to preserving the integrity and safety of your neighborhood. There are officers assigned to the Community Resource Unit who organize, train and provide valuable information to neighborhoods in order to reduce and prevent crime. Police Dispatchers are courteous and helpful to citizens who call for any type of assistance. Patrol officers take pride in responding quickly and professionally to all calls for service. Once officers arrive, they perform thorough investigations and ensure the

premises and all persons are safe prior to departing. Oro Vally Police personnel are committed to community policing and providing excellent service through our partnership with the community.

Making it Tough for the Burglar

Through Neighborhood Watch Programs, determined citizens are decreasing their chances of becoming victims. Alert program participants in Oro Valley are making things hard for potential criminals by:

- Arranging for Home Security Inspections by OVPD's Community Resource Unit to identify security vulnerabilities;
- Upgrading locks, security hardware, and lighting; and installing alarms when security inspections show particular hazards;
- Training family members to keep valuables secure and to lock doors and windows when leaving home; it is a good practice to keep doors locked whether anyone is at home or not;
- Asking neighbors to watch for suspicious activity when the house is vacant;
- Establish a "Junior Watch" in your area; kids sometimes know what is happening in the neighborhood before the adults. Encourage them to report suspicious activity to an adult.
- Marking valuable property with your driver's license number (Operation I.D.) to discourage theft and help law enforcement agencies identify and return lost or stolen property;
- Encouraging home builders to use effective door and window locks and to provide outside lighting for all new home and apartment construction;
- Meeting in neighborhood groups with trained crime prevention officers to discuss needs and crime prevention strategies;
- Developing neighborhood "fan" or telephone tree systems for quickly alerting each other about criminal activity in the area;
- Encouraging the residents to call 911 if someone needs help;
- Arranging for ongoing programs where crime prevention experts can present home and neighborhood security tips at regularly scheduled meetings.
- Obtaining and studying informative materials from: OVPD's Community Resource Unit including the "Crime Fighter" Newsletter,
- Obtaining Crime Prevention information from other resources such as: The National Sheriffs' Association and the National Crime Prevention Council
- Identifying the area's participation with decals and metal road signs

Program Coordination

The Neighborhood Watch Coordinator

The Coordinator's job is crucial to the success of your program; this person should be organized, outgoing and creative. The Coordinator responsibilities may include:



- Expanding the program and maintaining a current list of participants and neighborhood residents, including names, addresses, home and mobile phone numbers, and e-mail address
- Acting as liaison between Watch members, OVPD Community Resource Officers, and block captains;
- Arranging neighborhood crime prevention training programs;
- Obtaining and distributing crime prevention materials, such as stickers and signs;
- Encouraging participation in crime prevention programs such as Operation ID, Video ID, VIN etching, "Watch Your Car", Child ID and Dark House

The Neighborhood Watch Block Captain

Block captains should be designated for every 10–15 houses, and they should be directly involved with their immediate neighbors. The block captain's responsibilities may include:

- Acting as liaison between block residents and the Coordinator;
- Establishing a "telephone chain" by compiling and distributing a current list of names, home addresses, telephone numbers and e-mail address of block participants;
- Visiting and inviting new residents to join Neighborhood Watch; notifying them of meetings and training sessions;
- Establishing the "Operation Identification" program;
- Contacting each neighbor as when necessary to discuss possible crime problems, needs for assistance, and suggestions for program improvement.

The Neighborhood Watch Participant

The success of Neighborhood Watch needs to be shared by everyone in the neighborhood; not just the Coordinator and Block Captain. All Neighborhood Watch Participants need to be alert and report any suspicious activity to 911 immediately. Remember, Neighborhood Watch, in its simplest form is neighbors watching out for each other.



Recognizing Suspicious Activity

BE ALERT. Anything that seems slightly “out of place” or is occurring at an unusual time of day could be criminal activity.



DO NOT ATTEMPT TO APPREHEND A PERSON COMMITTING A CRIME OR TO INVESTIGATE A SUSPICIOUS ACTIVITY. Call 911

immediately, and do not worry about being embarrassed if your suspicions prove to be unfounded. OVPD would rather investigate an incident that may be legitimate activity than be called when it is too late.

The following incidents **MAY** indicate possible criminal activity and should be reported:

- Open or broken doors and windows at a closed business or unoccupied residence (burglary or vandalism);
- Unusual noises, such as gunshots, screaming, or dogs barking continuously (burglary, assault, or rape)
- Sound of breaking glass (burglary or vandalism);
- A person exhibiting unusual mental or physical symptoms (person may be injured, under the influence of drugs, or otherwise needing medical attention).
- Time and accuracy are critical in reporting crime or suspicious events. Call 911. Your call could save a life, prevent an injury, or stop a crime. The information you provide will be kept confidential. You do not need to give your name, although this is often helpful.

Suspicious Persons

Obviously, not every stranger who comes into a neighborhood is a criminal. Legitimate door-to-door sales and repair people appear in residential areas frequently. Occasionally, however, criminals disguise themselves as these workers; therefore, it is important to be alert to the activities of all nonresidents. OVPD should be called to investigate persons in the following circumstances, who may be suspects in the crimes indicated:

- Going door to door in a residential area, without a Town issued permit, especially if one or more goes to rear of residence or loiters in front of an unoccupied house (burglary);
- Forcing entrance or entering an unoccupied house (burglary, theft, or trespassing);
- Running, especially if carrying something of value or carrying unwrapped property at an unusual hour (fleeing the scene of a crime);
- Heavy traffic to and from a residence, particularly if it occurs on a daily basis (drug dealing);

- Screaming (rape or assault);
- Loitering around or peering into cars, especially in parking lots or on streets (car theft);
- Loitering around schools, parks or secluded areas (sex offender);
- Offering items for sale at a very low price (trying to sell stolen property);
- Loitering or driving through a neighborhood several times (burglary).

Suspicious Vehicles

Vehicles in the following situations MAY be involved in crimes and should be reported to authorities:

- Slow moving, without lights, following aimless course in any location, including residential streets, schools, and playgrounds (burglar, drug pusher, or sex offender);
- Parked or occupied, containing one or more persons, especially at an unusual hour (lookouts for a burglary or robbery);
- Parked by a business or unoccupied residence, being loaded with valuables (burglary or theft);
- Abandoned in your neighborhood (stolen car);
- Containing weapons (criminal activity);
- Someone, being forced into a vehicle (kidnapping, assault, or attempted rape);
- Business transactions taking place in it, especially around schools or parks (sale of stolen items or drugs);
- Someone attempting to forcibly enter it, especially in a parking lot (theft of car or its contents);
- Persons detaching mechanical parts or accessories from it (theft or vandalism);
- Objects being thrown from it (disposing of contraband).



Reporting an Event

When reporting an event, please write down the following:

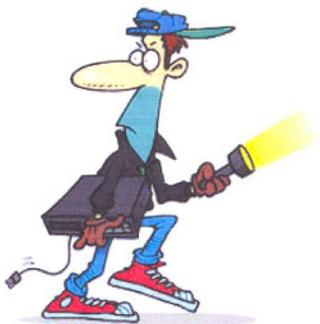
- What happened;
- When it happened;
- Where it occurred (note the nearest cross street, home address, or landmark in relationship to the event);
- Whether injuries are involved (Be prepared to report visible or suspected personal injury. Be as specific as possible—this could save a life!);
- Whether weapons are involved (this information, whether observed or suspected, is vital to responding officers).

When describing vehicles, write down the following:

- Vehicle license number and state, make and type of vehicle, color, and approximate year;
- Special designs or unusual features, such as vinyl top, wheels, body damage, pinstripes, etc;
- Direction of travel.

When describing a possible suspect, it is important to write down the following:

- Sex;
- Race;
- Age;
- Height
- Weight
- Hair (color and length);
- Hat;
- Facial Hair (beard/mustache);
- Shirt/tie;
- Coat/jacket;
- Trousers;
- Shoes;
- Any peculiar or distinguishable mannerisms, physical disabilities, disfigurements, scars or tattoos;
- Voice characteristics;
- Direction of movement.

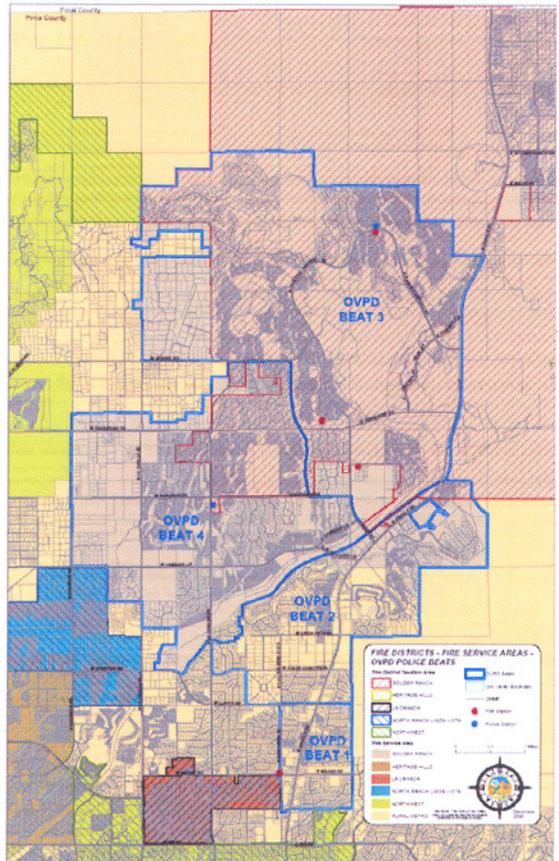


Neighborhood Watch and OVPD

The responsibility for stimulating neighborhood residents to action should rest jointly with the Neighborhood Watch Coordinator and the Police Department's Community Resource Unit.

Their duties should include: organizing neighborhood meetings and promoting the program. If practical, neighborhood meetings can take place in private homes. Also, the host's gesture of hospitality can aid in acquainting neighbors and getting them to agree to keep an eye on one another's property and on the neighborhood in general.

At the Community Resource Unit, we understand that our residents have busy schedules and adding another activity such as Neighborhood Watch may seem impossible. Our goal is to make Neighborhood Watch an integrated part of our residents lives, not another activity. We are committed to working with interested neighborhoods to establish the best version of Neighborhood Watch that work for their individual neighborhoods.



To establish a Neighborhood Watch group interested residents may follow the following steps:

- Establish if other residents in your neighborhood are interested in participating in Neighborhood Watch (remember this is a voluntary program)
- Contact OVPD Community Resource Unit and arrange for an officer to come out to your neighborhood and speak to interested residents about the program and address any concern such as recent criminal activity or general crime trend (this can be incorporated into a HOA meeting or similar gathering of residents)
- Once the decision is made to organize a Watch group, select a Coordinator and Block Captains. The Coordinator will keep in contact with the Captains and act as a liaison between the Watch group and the Community Resource Officer. The Captain will collect and maintain the contact information from their "block;" which should be about 8-12 homes or whatever is manageable by the Captain.
- Organize an event! This is not as daunting of a task as it sounds. Your Community Resource Officer has many services and presentations that can help your event be successful. This can be a great opportunity to discuss placement of your Neighborhood Watch signs.
- Stay active. The Community Resource Unit recommends two events a year; remember the events do not have to be elaborate. The purpose of Neighborhood Watch is for neighbors to know each other and watch out for each other.
- Communicate with your Community Resource Officer. Get on our e-mail list and you'll receive our quarterly newsletter, "The Crime Fighter" and information on upcoming events.

For established Neighborhood Watch groups that need a little revitalizing, contact the Community Resource Unit for ideas on how to get your group active again:

neighborhood_watch@ovpd.org

How to Contact the Police Department

To report an emergency or suspicious activity, call **911**

For the Community Resource Unit, call **229-5080** or e-mail: neighborhood_watch@ovpd.org

Planning for Emergencies: A Family Guide

What to consider when preparing your family for a disaster or other emergency.

What Kinds of Emergencies?

Emergencies are events—natural or human-generated—that disrupt daily life to a high degree. They may have already resulted in death and damage or they may threaten death, injury, and damage.



At the family level, most emergency preparation is similar regardless of the cause of the emergency. Think about past emergencies in your area. Hurricanes, earthquakes, floods, and tornadoes suggest the kinds of disruptions communities and families may face. Hazardous material spills may present different challenges. Terrorist attacks can take many forms. The idea is to know what's likely and what's not. By making your plan based on your specific risks, your family can be better prepared.



What kinds of events are common in your area? If you are not sure, check with the local Red Cross or your city or county emergency management or emergency preparedness office or with firefighters and police officers in your area.

So how do you plan? First, think about your goals. For most people, the prime goal is knowing that all family members are safe and as secure as possible against harm. Most families want to be together if that is at all possible. A second goal is having what you need to make it through the immediate disaster period. The "Making Sure You Have What It Takes" checklist can help with that. A third goal might be communicating with out-of-town family about your family's safety. What other goals should your family's plan address? Talk with other adults in the family. Talk with teens and children. Find out their concerns and help ensure that your disaster preparations address those concerns where possible. Remind everyone that you're being preventive and prepared—not running scared.

Second, develop a plan with these goals and the following outline in mind. Your family's plan is probably going to have some unique features. But there are some basics.

- **Who:** Who is included in this plan? Relatives across town? Close friends? Just immediate family members? What about family pets?
- **Where:** Home is where the heart is, and it's probably going to be the center of your family plan. But what are the back-up locations? It might be the nearby house of worship, the closest elementary school, or a close friend's home. The point is to decide on the back-ups and make sure everyone knows what and where they are.
- **What:** What will trigger the emergency plan? An official announcement? Notification from authorities to people in your immediate area? A call from one of the adults to all the others involved? A call from a child's school? Remember to think about how other family members will be notified.
- **When:** What time frames help shape your plan? Does everyone work or go to school within a few miles? Then people should be at home fairly quickly. If some people have a long commute, they may be held up by emergency conditions. How do you cope if the emergency is projected to last several days?
- **Why:** Family members should understand, to the best of their ability, why the plan includes certain provisions. Why must children stay at school under certain circumstances, for example? Why might a parent stay out of town if on travel during an emergency?
- **How:** This gets down to the steps of the plan. Think through key points. Who will take what responsibilities? Where will emergency supplies be kept? How will supplies be updated? What about the Family Link-Up Plan—how will it be updated? What different steps are involved in a "shelter in place" situation versus an evacuation order? What if there is no information from authorities? What training do family members need? How often will the family review its plan?

Strategies and Tactics to Consider

Some of the strategies and tactics to consider in developing a plan include the following:

- Make sure everyone has basic family phone contact numbers and business or school addresses. Remember that email may work when phone circuits are overloaded.
- Identify places to meet both near the house and farther away. Set a priority order about which place to go to, why, and when.
- Establish an out-of-town contact that everyone can call and report to. Make sure the contact agrees, and make sure everyone knows how to dial that long-distance number. Consider prepaid calling cards for everyone's convenience.
- Keep vehicles in good working order and keep the gas tank at least half full at all times. Remember, if power fails, gas pumps won't work!



- Avoid storing items in glass containers unless absolutely necessary.
- If a complete kit is not possible, list items around the house that need to be in the kit and be prepared to pack them as soon as disaster threatens (for example, a battery-operated radio or medicines that must be refrigerated or taken daily).
- Check all stored supplies every six months. Rotate out any perishable items (including such things as batteries) and use them for daily needs. Replace them in the kit with fresh supplies. If you have not set aside stored supplies, check your household inventory of key items at least once every month or two.

For Each Person

- Water--one gallon per day (per person or pet).
- Food--enough for three meals per person per day. Try to keep on hand canned foods or other prepared foods that don't require cooking or a lot of added water. Stock some energy bars and dried fruit for portability.
- Clothing--at least two or three complete sets of clothing. Switch them off seasonally when you recheck stored supplies. Include rain gear (even disposable ponchos can help) for everyone and sweaters or heavy coats if the next six months' weather demands it.
- Medicines
 - Medium to large size first-aid kit
 - First-aid instruction book
 - Extra bandages, gauze compresses, and first-aid tape
 - Antiseptic wipes, creams, etc., as needed
 - Pain relief medicines, antacids, cough medicines (including infants'/children's if appropriate)
 - Three to four days' supply of medications for each person who is on a regular medical regimen (store copies of prescriptions if possible)
 - Disposable latex gloves and household bleach (for disinfection as needed).
- Bedding, etc.--one sleeping bag or blanket and pillow per person (more for cold weather); one bath towel per person; and (possibly) inexpensive deflated air mattresses.

Especially for Babies

- Disposable diapers and plastic bags to store used ones; make sure to update stored diapers as the baby grows into new sizes! Bring enough plastic bags to dispose of used diapers twice a day.
- Formula--securely closed cans of dry formula suitable for your child's needs, enough for several bottles a day.
- Baby food--consider dry cereals and similar products that are nourishing but offer a long shelf life. If you store food in glass bottles, wrap the bottles well to avoid breakage.

- Store and use plastic-liner disposable bottles to avoid breakage and to avoid the need for washing, even if your child doesn't use this kind of bottle regularly.
- Special bedding--a folding playpen or some other secure place for baby to sleep, and blanket/sheets to fit.
- Toys--a few age-appropriate toys to amuse and distract the baby.
- Pacifier and/or teething ring--if your child uses one, store a spare.

Especially for Children

- Consider inviting each child to pack some special things--a favorite toy, book, game, blanket, and so on--into an inexpensive backpack or a special bag, so that each knows favorite items will be available.
- Store powdered or evaporated milk along with some extra water to reconstitute it as needed. Also consider storing some snack-style foods, such as fruit gels or presweetened cereal.
- Remember to check children's stored clothing against their growth and new sizes when you check supplies every six months.

Especially for Teens

- Ask teens what special foods they think should be stored. Let them help assemble supplies and update inventories.
- Remind them that there will be no television and only a shared radio if power is out. They may want to take responsibility for a battery-operated CD player, earphones, and a supply of batteries and CDs.
- Urge them to select a few favorite books and perhaps some writing materials (a notebook and pen for journal writing could be good).
- Ask teens to consider what medications--for example for acne treatments--that they might need.
- Remind teens to make up a list of addresses and phone numbers for their close friends.

Especially for Older People

Remind older people to ensure that their medications are up to date and that they have copies of prescriptions as well as at least a five- to seven-day supply on hand.

- If any special medical supplies are needed, make sure they are on hand in sufficient quantity at all times.
- Ask older family members to think about specially treasured items they may want to keep with them, such as jewelry with high sentimental value or a family photo album.

- Make sure that financial records for older family members are stored securely, either with general family records or in a separate box.
- Remind older family members to list names, addresses, and phone numbers of relatives whom they may want to contact.

Cleaning, and Sanitation Supplies

- Pack away at least a dozen or so large (yard-work size) and medium (kitchen-trash size) plastic bags for trash and other debris.
- Store a small container of dishwashing liquid and a scrubbing-style sponge or two.
- Make sure to include a bar or two of bath-grade soap.
- Include any supplies needed for bathing babies, if relevant.
- Include feminine hygiene supplies if relevant and small, sealable plastic bags in which to dispose of used products.
- Don't forget toilet paper--probably three to six rolls at minimum.
- Take along a roll or two of paper towels--always handy.
- Aluminum foil, plastic wrap, and sealable plastic bags may be useful.





Mission Statement

We, the members of the Oro Valley Police Department, are dedicated to providing excellent service through partnerships that build trust, prevent crime and promote a safe environment to enhance the quality of life.

Oro Valley Police Community Resource Unit

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