



City of Concord Police Department Neighborhood Watch Program



Neighborhood Watch Citizens' Information Packet



Concord Police Department
Community Services Unit
(704) 920-5063

Email: clarkv@concordnc.gov

Concord Police Department
41 Cabarrus Avenue W
PO Box 308
Concord, NC 28026

704-920-5000

Neighborhood Watch Program



Dear Resident(s):

We would like to thank you for interest in our neighborhood watch program. We truly appreciate your willingness to help keep our neighborhoods safe! We consider this positive; in the sense that citizens, like the police department has a sincere interest in maintaining a city that is safe, orderly and that maintains a high quality of life.



Neighborhood Watch is a practiced concept of neighbors looking out for one another, working with the police, and sending the message to potential criminals that eyes are residents are actively keeping watch for suspicious and criminal activity. In 1972, police chiefs and sheriffs across the nation established Neighborhood Watch in an effort to elicit citizen participation to reduce residential burglaries and other crimes.

As our city continues to grow, we welcome the extra eyes and ears of our citizens! We know that citizens more so than community-district officers, know what type of activity is normal and what is not normal within the boundaries of their neighborhood. Again, we appreciate your interest and willingness to a report suspicious or criminal activity! We look forward to a positive, preventive and proactive partnership with a common goal – keeping our neighborhoods safe.

Sincerely,

Sergeant Vashon Clark
Concord Police Department
Community Services Unit

Call 704-920-5063

Email – clarkv@concordnc.gov

City of Concord Neighborhood Watch Program

Table of Contents

What is Neighborhood Watch?

Goal of Neighborhood Watch

Neighborhood Watch Safety Guidelines

How to Organize a Neighborhood Watch

Roles & Responsibilities in Neighborhood Watch

Building & Maintaining an Active Neighborhood Watch

Practice the "Good Neighbor" Policy

Securing Your Home

Reporting Suspicious or Criminal Activity

National Night Out



Forms

Organizer/Chairperson Information

Start-Up Meeting Information

Meeting Announcement

Neighborhood Watch Participation Form

Street Information/Block Map/Communication Form

Family Information Form

Non-Emergency Suspicious/Criminal Activity Report Form

National Night Registration Form

Current List of Neighborhood Watch Organizations

What is Neighborhood Watch?

Neighbors getting to know each other and working together to prevent crime; citizens being trained to recognize and report suspicious activity in their neighborhoods, and citizens and Police working together against crime.

Goal of Neighborhood Watch

The goal of neighborhood watch is to deter or reduce criminal behavior and social disorder through community involvement, preventive education and partnerships.

Neighborhood Watch Safety Guidelines

Neighborhood Watch does not grant citizens authority to carry out the law. Citizens become extra eyes and ears; do not attempt to carry out street justice! Do not put yourself in danger call the POLICE!

How to Organize a Neighborhood Watch

Select an Organizer to the following; the Organizer does not have to become Chairperson

1. Define the area that will participate in the neighborhood watch program.
2. Solicit at least **25%** of the residents within the defined boundaries to become actively involved in the Neighborhood Watch Program. Residents participating in the program need to sign the "Participating Members of Neighborhood Name Neighborhood Watch" Program roster to show their commitment and support of the program. Then, strive to gain up to **75 %** neighborhood participation.
3. Select a Chairperson and Block Captains. (See roles & responsibilities)
4. Organize a meeting in a home, church, community building or school, and invite everybody who will be within the Neighborhood Watch Organization's boundaries. Encourage everyone to attend, including a representative of businesses, churches, or schools that are within the boundaries.
5. Invite a member of the Concord Police Department to the meeting by contacting the Community Services Unit at (704) 920-5063.
6. Once the neighborhood organization meets all requirements and the Neighborhood Watch Coordinator has reviewed and filed paperwork, a form and payment for a neighborhood watch submitted, the City of Concord Street Division

will erect the sign. Erection of sign process usually takes about 2 weeks. (*see Sign Form for detailed information*)

Roles & Responsibilities in Neighborhood Watch

Chairperson

- Arrange for meetings and crime prevention programs.
- Communicate with the block captains information received from the police.
- Receive and report information from block captains to the police.
- Keep updated list on residents
- Maintain contact with the police.

Block Captain

- Assists the chairperson in passing information to and from the residents on their block. Keep in touch with the chairperson.
- Assist chairperson with organizing neighborhood events such as National Night Out.

Police

- Keep the community informed of crime trends and potential problems.
- Regularly attend meetings.
- Conduct training sessions on crime prevention topics.
- Maintain contact with the chairperson.
- Inform fellow officers of neighborhood concerns.

Building & Maintaining an Active Neighborhood Watch

To build and maintain an active program often requires doing activities to maintain interest. Below are a few suggestions,

Set up regular meetings, dependent upon neighborhood concerns and needs,

Plan quarterly neighborhood events such as a block party, pool party, kids' day, cookout or neighborhood yard sale,

Create a newsletter, email group and/or phone information tree

Quickly welcome and get to know new neighbors

Participate in National Night Out (First Tuesday in August)

To remain as an "Active Neighborhood Watch" on the Concord Police Department Neighborhood Watch List, the community must have at least one neighborhood watch meeting each year with a Concord Police Department officer in attendance. Also, submit a written summary of activities by July 01 of each year. *Re-activation of an inactive neighborhood watch group requires repeating steps in the initial process.*

A Great Crime Prevention Asset – “ Good Neighbor Policy”

Look out for your neighbor by watching their homes, especially when they are away. Become familiar with who belongs and who does not, in terms of both people and vehicles. Tell a trusted neighbor when you plan to be away so they can be watching out, taking in mail, removing garbage receptacle, etc. If you see suspicious or criminal activity, call 911.

Securing Your Home

You can make your home safer by **target-hardening** or making it difficult for criminals to gain entrance. Look at your home and personal habits as if you were “the criminal.” This mindset allows you to notice your vulnerabilities, and what steps you should take to target-harden your home. Ask your self the questions below –

Does your home have proper locks on doors and windows?

Is there sufficient lighting in and outside of you home?

Do you secure your garage door(s) and/or outside buildings?

If you have an alarm system, is it register & working properly?

Does your family have procedures in place for telephone and answering the door?

Who is responsible for making sure your home is secure?

If an intruder gets in your home, do your family members know what to do?

Are shrubbery and trees maintained in order not to provide a hiding place for criminals?

Reporting Suspicious or Criminal Activity

What is suspicious activity? An event is out of the ordinary or one that should not be occurring. When it comes to neighborhoods, knowing your neighbors, their habits, and their household composition makes it easier to recognize and report any suspicious activities occurring in your neighborhood.

In case of an emergency, **call 911**. In non-emergency situations, call 704-786-9155. Staying calm will help you to better respond to questions ask by the dispatcher. Be prepared to give as much information as possible such as your name, address and phone number; location, what is happening, if it is a crime or suspected crime – a description of the suspect, suspect vehicle, direction of travel, and license plate.

!

Neighborhood Watch Program Forms



*** Denotes form to be completed and mailed, faxed or email to
Sgt. V. Clark, Concord Police Department,
Community Services Unit, PO Box 308, Concord, NC 28026**

Fax: 704-786-3494

Email: clarkv@concordnc.gov

*Organizer/Chairperson Information

*Start-Up Meeting Information

Meeting Announcement

*Neighborhood Watch Participation Roster

Block Map/Telephone Tree Form

Family Information Form

Non-Emergency Suspicious/Criminal Activity Report Form

*National Night Registration Form

Neighborhood Watch Sign Form

***Chairperson Information**

Neighborhood: _____

Chairperson: _____

Address: _____

Zip Code: _____

Phone Numbers: _____

Email: _____

***Start-Up Meeting Information**

Meeting Date/Time: _____

Meeting Location: _____

Number of Houses in Neighborhood: _____

Number of Participating Households: _____

Number of Participating Households: _____

Participation Percentage: _____ %
(# of participating/# houses)

Officer in Attendance: _____

District: _____

*only one signature per household is required



Police Department

NEIGHBORHOOD WATCH MEETING ANNOUNCEMENT

On _____ at _____, our neighborhood will meet to organize a Neighborhood Watch Program in Our area.

_____ of the Concord Police Department will discuss how use of the Neighborhood Watch Program can help make our area a safer place for all of us to live.

We will meet at: _____
_____.

Please call or email _____ at _____ if you plan to attend. We look forward to your participation! Thank you!

Why Start A Neighborhood Watch?

- Mobilize the neighborhood
- Reduce crime and social disorders
- Enhance quality of life
- Build citizen and police partnerships
- Increase knowledge about neighborhood
- Change attitudes
- Alter actions

Concord Neighborhood Watch Participation Roster

	Name	Address	Phone	Email
<u>1</u>				
<u>2</u>				
<u>3</u>				
<u>4</u>				
<u>5</u>				
<u>6</u>				
<u>7</u>				
<u>8</u>				
<u>9</u>				
<u>10</u>				
<u>11</u>				
<u>12</u>				
<u>13</u>				
<u>14</u>				
<u>15</u>				
<u>16</u>				
<u>17</u>				
<u>18</u>				
<u>19</u>				
<u>20</u>				

Concord Neighborhood Watch Block Map

Name _____
Address _____

Phone _____
Email _____

Name _____
Address _____

Phone _____
Email _____

Name _____
Address _____

Phone _____
Email _____

Name _____
Address _____

Phone _____
Email _____

STREET NAME

Block Captain

Name _____
Address _____

Phone _____
Email _____

Name _____
Address _____

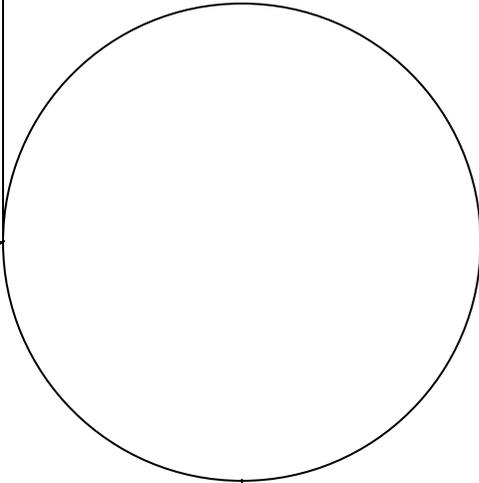
Phone _____
Email _____

Name _____
Address _____

Phone _____
Email _____

Name _____
Address _____

Phone _____
Email _____



Family Information

This form is to remain with the Neighborhood Watch participant. You should also conduct regular inventory of your household belongings. Use of video camera and digital camera are excellent ways to do this. You should keep at least two copies in different locations – ex., bank deposit box, secure online storage, trusted relative.

Address _____

Telephone Numbers:

Home:	Work:
Cell:	Pager:

Household Members

	Name	Age
Adult		
Child		

In case of Emergency Contact:

Name: _____

Address: _____

Home:	Work:
Cell:	Pager:

Vehicles:

Owner	Make	Model	Year	Color	License Plate

Other Information

Primary Doctor's Name: _____

Telephone Name: _____

Medical Problems: _____

Medications: _____

Suspicious Crime/Activity Report

Q: Was this a suspicious activity or a crime? Circle One

Briefly Describe What Happened:

When and Where did it happen? Location:	<u>Date: & Time:</u> <hr/> <hr/>		
Suspect Description	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<u>List Vehicle Description</u>
Age:	Height:	Weight:	<u>Make</u>
Hair Color & Style:			<u>Model</u>
Facial Hair:			<u>Color</u>
Teeth:			<u>Year</u>
Glasses:			<u>License</u>
Eye Color:			<u>State</u>
Complexion:			<u>Dents/Marks</u>
Scars, Marks, Tattoos:			<u>Direction of Travel</u>
<u>Clothing</u>			
Shirt:			
Shoes:			
Jewelry:			<u>Witnesses</u>
Pants:			
Hat:			
Jacket:			
<u>Weapon</u>			
Type & Color:			

Form Completed by: _____ Date: _____
 Contact Information _____

Neighborhood Watch Sign Form

About Posting Neighborhood Watch Signs . . .

Neighborhood Watch signs serve notice to potential criminals that someone is watching them. Signs alone are ineffective; members of the program should be active in their neighborhoods.

The City of Concord's Sign Department produces the Neighborhood Watch signs. The signs must be paid for at the **City's Finance Department** located at **26 S. Union Street**. Once the signs are paid for, the order is forwarded to the Sign Department. **The cost is \$60.00 per sign for a sign posted on city maintained (public) streets. The cost for a Neighborhood Watch sign posted on private streets is \$150.00 per sign.** This price includes the post and the erection of the sign(s). The City of Concord will replace the signs at no cost if the signs become unintentionally damaged or weatherworn. It is the decision of the neighborhood where the signs should be placed. When determining the location of the sign(s), please keep in mind effectiveness, visibility and safety. The Sign Department will consider safety first in the placement of the signs. Please allow two weeks for the signs to be posted, if not posted in two weeks call the **Customer Care Center at 704-920-5555**.

Complete & Return with Payment:

Neighborhood _____ /Contact _____
 District _____ /Officer _____

Sign Location (ex. Brown St /Cabarrus Ave.) or (corner of Poplar St.)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Total No. of Signs _____

Total Cost \$ _____

- ✓ Good locations are at the entrances to the neighborhood.
- ✓ It is recommended that you do not post more than one sign on streets that are less than a mile long.
- ✓ Please check with property owners before posting signs.

* Once the one time payment is made by the neighborhood, the city assumes the maintenance responsibility after the one time payment by the neighborhood for both private and public streets

