GET INVOLVED WITH NEIGHBORHOOD WATCH

By participating in a program where "We Look Out For Each Other!", you can attack crime in your community through your Neighborhood Watch program.

YES everyone in your neighborhood can participate in your individual Neighborhood Watch program. Your entire community from seniors to children, can and should be responsible by making choices which will effect the welfare and security of your neighborhood. You just have to be a concerned citizen willing to be involved in improving your neighborhood.

You can get involved with Neighborhood Watch today by simply contacting your local law enforcement agency (Police or Sheriff’s Departments) and volunteering. Make your neighborhood a more satisfying place to live by joining your neighbors in this program. The cost? Your time and commitment. That is a small price to pay to increase the safety and security of your home and neighborhood.

Each Neighborhood Watch unit is usually headed by a Block Captain. The Crime Prevention Officer at your local law enforcement agency can give you their name and phone number. If a program has not begun in your neighborhood, you may be asked to start one, be given the tools and instruction necessary and, most certainly, you will be given the cooperation of your local law enforcement agency.

The Block Captain, you or one of your neighbors, acts as the link between your group and your local law enforcement agency.

You will be given instruction in observation and recognition of sounds and smells and you will learn about home and auto security and you will become a Participant in your Neighborhood Watch program. You will be able to attend Neighborhood Watch meetings where topics about security, about your community, about emergency preparedness and homeland security are discussed by you together with your neighbors and a representative officer from your local law enforcement agency. Keep yourself informed by watching television news regularly or by creating your own community’s website.

You will learn about your neighbors, their families, their hours of work and be able to protect them while at the same time they will be protecting you. "We Look Out For Each Other!"

This mutual benefit goes beyond security of the neighborhood to improving the quality of your life with better friendships and acquaintances. Get together such as pot luck dinners and block parties are encouraged in the program.

You will add your abilities to those of your local law enforcement agency which can not be everywhere, by keeping your senses alert to what is happening in your neighborhood. You will extend their ability to provide safety and security by reporting anything unusual or suspicious, 24 hours a day - seven days a week, in order for them to follow up on your leads. What you will not do is get physically involved with any activity you report or apprehension of any suspicious persons. This is the job of the law enforcement agency in your area.

Participation and Involvement are important to your Program
3 The Neighborhood Watch program trains you how to observe and report suspicious activities occurring in your neighborhood. It trains you on what information law enforcement officers need when you report a crime and why. It trains you to detect illegal activities 24 hours a day - seven days a week.

4 Knowing your neighbors is an important feature and benefit of this program. You get to know Participants regular patterns so you can see when something is unusual. You get to know how to contact them quickly. You get to know when they are on vacation, when they are away at work and who are the occupants of their home. Being alert to what is happening in your neighborhood is not involving yourself in other peoples business, it is guarding against any situation which could be a threat to your neighborhood. It simply comes down to our motto, "WE LOOK OUT FOR EACH OTHER".

5 You have greater access to criminal activity information. Neighborhood Watch programs are designed to keep Participants informed of crime trends and patterns so they will be better prepared to spot criminal activity in their neighborhood. You may learn about sophisticated alert systems which some agencies use to alert their communities.

6 Participants get on-going training in how to protect themselves. In the early 1980's the terms of "Car-Jacking" or "ATM victims" were not even in our vocabulary. Do you or someone you know have a car alarm, or an anti-theft device installed or provide other protection for you as a driver or your vehicle? Do you now carry an ATM card? And do you sometimes do your banking at odd hours? Neighborhood Watch provides this training.

7 Displaying Neighborhood Watch signs on your street and labels or decals in your windows tells a criminal that (a) you are not an easy target, that (b) they are probably being watched and (c) you have taken the steps necessary to deter crime in your neighborhood. Convictedburglars report avoiding neighborhoods that have Neighborhood Watch signs posted.

8 Address issues of mutual interest by getting together with your neighbors on a regular basis (monthly, quarterly, or whatever you wish). These may be for other crime prevention, fire prevention, local planning, or other projects which you alone may say, "Why don't they do something about...!" As a community, as an organization already working together as a Neighborhood Watch group, you have the stepping stone needed to getting things done.
HOW AND WHY NEIGHBORHOOD WATCH WORKS

The key to success in any Neighborhood Watch program are the Participants’ willingness to “Look Out For Each Other” and the ability of each individual Participant to see what is suspicious, then immediately reporting it.

Improve the Odds

1 to 1

OR

4500 to 1

Why doesn’t your local police or sheriff do this? Nationally, there is probably only one law enforcement officer on patrol at any one time for every 4,500 residents. Neighborhood Watch Participants are available 24 hours a day, seven days a week, tremendously multiplying the effectiveness of any law enforcement department’s effort to prevent crime. Therefore, it is important that Participants learn to properly observe, recognize and report suspicious activity.

1 Neighbors join together to provide information about their households to one another with the aid of our NNWI Family Data Sheets, a vital part of this program. They become Participants in the Neighborhood Watch program.

2 Participants receive training in order to recognize suspicious activities, suspicious sounds and/or unusual smells.

3 If you witness a crime, or hear suspicious sounds, or detect unusual smells, Participants immediately report what they know to the Police or Sheriff.
Law enforcement will respond and take appropriate action. If the suspect is not caught in the act of committing the crime, your recognition of the suspect and your notes will be very vital in his/her apprehension and conviction.

As a Participant your cooperation with the police or sheriff is rewarded by you having saved your neighbor's property or even their life.

Observation takes many forms. From your home, a mobile home, apartment or condo you can determine your best observation points. From your auto, truck, SUV or bike you can observe both the road and other activities. Many people walk or jog as a daily routine, going to and from the store or work, or for their own physical fitness. Observation and recognition skills play a large part of your mutual protection. In rural areas, your truck, tractor, snow mobile or horse give you the opportunity to be mobile and to observe. Whatever your means of observation, determine if what you are observing is of a suspicious nature. Remember, observations are not only made by sight, but also from sounds and smells.

Recognition is of equal importance. Learn how to get a good description of the suspect, identify their vehicle, their method of operation and their activity. Recognize that when your neighbor is away on vacation, a stranger should not be coming in and out of their house. In a rural area, recognize that your neighbor probably is not aware that someone is beginning to cut down his 200-year old walnut tree. In any situation, recognize what is routine and what can cause suspicion.

When your senses tell you something is wrong, without hesitation, call your police or sheriff immediately.

Time is of the essence for prosecution!
KNOW YOUR NEIGHBORS

Neighborhood Watch begins with you knowing your own neighbors and them about you. Our motto, ‘We Look Out For Each Other!’ means exactly what it says. As a Participant, your ability to observe and recognize what is usual and customary comes as a result of paying attention and focusing your mind on the daily, ordinary, happenings in your neighborhood.

By knowing what is usual and customary it is then very easy to tell what is not usual.

Being a Neighborhood Watch Participant does not mean you are involving yourself in another’s business. It does mean that you are observant for possible trouble and you are living up to our motto, “We Look Out For Each Other!” And as a vigilant neighbor, you are prepared to call your law enforcement agency when you suspect potential trouble with no hesitation.

You need to know:

- What are the phone numbers: home, office, cellular?
- Who lives in each dwelling: Mother, child, father, others?
- What are their ages? Who is elderly and/or infirm? Are there any special needs?
- What hours does each person work? Is this a daily routine?
- What cars do they drive?
- When do the routine maintenance people or household helpers come by?
- Which dwellings have kids who are home alone at times?
- When are they going on vacation? For how long will they be gone? Anyone watching their house?
- Is anyone into drugs or gangs, whether producing, selling or using them?
- Who is having family problems?
- Who are the dependable neighbors and who are the problems?
- Who just moved in to the neighborhood – and did they rent, lease or buy?
- Has an effort been made to integrate them into your group?

NATIONAL NEIGHBORHOOD WATCH INSTITUTE FAMILY DATA SHEET

As part of the process of making our Neighborhood Watch work effectively, we are compiling this profile of our neighbors. This data will prove valuable in emergencies and allow us to say, “We Look Out For Each Other!” Each neighbor, and no one else, will receive a copy of the completed sheets for their use. Participation is voluntary. Provide only information you are comfortable sharing and return it to our Block Captain or bring it to our next Neighborhood Watch meeting.

Information provided will be used to create the Family Data Summary Sheet, Block Map and Telephone Tree.

<table>
<thead>
<tr>
<th>FAMILY NAME</th>
<th>ADDRESS NUMBER</th>
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<tr>
<td>COLOR AND STYLE OF HOUSE</td>
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<tr>
<td>NAMES OF OCCUPANTS</td>
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<td>THEIR AGES</td>
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<tr>
<td>HOME PHONE</td>
<td>ANY OTHER PHONES? IF SO, GIVE DETAILS:</td>
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<td>WORK PHONE</td>
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<td>CELLULAR PHONE</td>
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<td>BEACON NUMBER</td>
<td>E-MAIL ADDRESS</td>
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<td>WORK SCHEDULES</td>
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<tr>
<td>SKILLS YOU ARE WILLING TO SHARE? (TELEPHONE, COMPUTER, WRITING, ETC.)</td>
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<td>VEHICLES: YEAR, MAKE, MODEL, COLOR</td>
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<tr>
<td>ROUTINE HELP NEEDED (ELECTRICAL, GARDENING, POOL, ETC.)</td>
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<tr>
<td>SPECIAL MEDICAL INFORMATION</td>
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<tr>
<td>ANY SENIORS OR INVALIDS?</td>
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<td>KIDS’ DOCTOR AND PHONE NUMBER</td>
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<td>KIDS’ SITTER OR AFTER-SCHOOL CARE AND PHONE</td>
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<td>PETS (ESPECIALLY DOGS)</td>
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<td>ALARM SYSTEM</td>
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<tr>
<td>COMPANY NAME AND PHONE NUMBER</td>
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<td>EMERGENCY CONTACTS NAMES AND PHONE NUMBERS</td>
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© Copyright 1994 by National Neighborhood Watch Institute. Permission is hereby granted to copy completed sheets for distribution within a neighborhood watch group.
Your neighborhood's NNWI Family Data Sheet, shown here on page 6 is the foundation for implementing your Neighborhood Watch program. (It appears in a larger format on page 23.)

By knowing the personal information contained on the sheet, you can contact your neighbor at work, know who their alarm company is in the event their alarm sounds (especially at night when your neighbor is away), and a good deal of other personal information about individual families within the group.

From the Family Data Sheet you can build the Family Data Summary Sheet which contains only the most vital information and easily obtained information about the individual family.

The Family Data Sheet, containing a wealth of information for a prospective burglar or other criminal, should be hidden in your home so it is not readily available. All participants in your program need to be aware of this necessity. You are each sharing this information for your mutual protection — not for an outsider.

From the Summary Sheet you can build your Telephone Tree. Its purpose is to list the names and phone numbers so each of the participants can call to quickly alert everyone to a potential problem, such as a suspicious person or activity in you neighborhood — and it can simply be used to talk up a neighborhood get-together, information on a new move-in, or to let everyone know about a new baby in the neighborhood, an announcement of a party, or whatever your group decides.

The Block Map, which you can design in any format which fits the geography of your group, allows you to quickly know the names, the descriptions of the houses, and phone numbers of your neighbors so you can contact them, or pass information along to law enforcement.
"We Look Out For Each Other" is the key to Neighborhood Watch success.

Observation, looking out for each other, happens through diligent practices. Suspicious activities can be observed by seeing, hearing or smelling out of the ordinary happenings.

Here are 10 good tips on how to observe:

**Trust Your Judgement**

1) Recognize and understand what you are observing. Practice observations techniques. As you understand what is happening, make your judgment calls. Recognize when to call for help. If your judgment (instinct) tell you something is not right CALL IMMEDIATELY - DON'T HESITATE!

2) Observe from your home. Whether you live in a house, a mobile home, an apartment or a condominium, you are the one to determine which locations are best for observing normal and suspicious activity. Ideal locations for observing include, but are not limited to all areas surrounding your property like windows, doors and garden areas.

**Knowledge**

4) By knowing who belongs in each house, their hours of work, their automobiles, helpers who come into their homes regularly, you can observe what is happening in your neighborhood and easily become suspicious of anything that does not fit your neighbor's habits. This information should be available from your National Neighborhood Watch Institute (NNWI) Family Data Sheet Summary.

**Practice**

3) Practice. Practice. Practice. Like any technique, practice makes perfect. Use your head to assimilate all you are exposed to and evaluate what you see and hear. No athlete, no pilot, no bookkeeper, not anyone, can perform up to their utmost without practice. You will learn a great deal in your Neighborhood Watch training. Practice what you learn.

**Secrecy**

5) If something suspicious is happening look out for your neighbor. Use your senses and call your local law enforcement agency. Remember, you are not the strong arm of the law. Don't confront a suspect — Call your police or sheriff.
Vehicle or Bicycle

6 Observe by vehicle or bicycle. You must rely on your knowledge of Suspicious Activities, Sounds and Smells. Practice what is needed to report a Suspect Vehicle or Person. Practice license number memorization and the phrase, "She Simply Could Not Have Had Any Really Good Early Warning About Him" and its meaning (see page 17.) Be alert and be prepared to call your police or sheriff if you recognize anything suspicious.

On Foot

7 Observe on foot as you walk or jog through your neighborhood. Commit as much as your NNWI Family Data Sheet Summary to memory as you can. Memorize the check lists of Suspicious Activities and Sounds. Be alert to anything unusual happening in your neighborhood. Know your neighbors and your neighborhood. Practice what you have memorized by mentally reviewing what you know as you pass each neighbor's home.

Be Prepared

8 Prepare yourself by having binoculars. These are especially useful in rural and low-lit areas. A cellular phone will be useful in some areas, a CB or radio in others. If you are patrolling, which many Neighborhood Watch groups do, these are especially important. Apply an NNWI Magnetic Door Sign on your vehicle.

Remember you are not the strong arm of the law.

At Night

9 Observe at night by looking around the periphery of the subject. Look in all directions high and low and both sides of your subject and your view ill be sharper. Also, prepare yourself by having a small, powerful flashlight, if you need to use it without arousing suspicion. Mag-Lite® is an especially good brand.

Recorded Notes

10 The written or recorded word, with dates and times noted as the events occur (contemporaneously), is crucial to your reporting and following up on the criminal activities of any suspects. Your memory is clear when you note, immediately, what you see, logging the time of your notes. If you remember something else later, note it also, with the time. Make notes of anything you might feel is important to report to your local law enforcement agency. Always keep a recorder or paper with you. Remember to have fresh batteries and something to write with.

Suspect Something?

Call Immediately!

Don't Hesitate
What is suspicious and when do you call the police?

Suspicious activity is anything that looks like it could be connected with criminal behavior - someone casing a neighborhood, forcing open a door, grabbing a child; screaming or pounding coming from a nearby residence or apartment; of strong chemical odors coming from an inappropriate building, are but a handful of examples. If the activity is or appears to be threatening to property or people, immediately report the suspicious activity by calling 9-1-1. Time is critical in apprehending criminals. It is better to be overly-suspicious than to let a criminal get away.

Following is a list of suspicious activities and the criminal activity that might be happening:

**PEOPLE....**

An unusual grouping of people: *May be burglary, arson, or drug dealing.*

- behaving strangely. *Possibly on drugs or preparing to do some illegal activity.*
- with any sort of weapon(s). *Possibly planning any number of crimes.*
- carrying, concealing or transporting anything. *May be burglar carrying stolen goods, especially if the property is unwrapped and normally would be.*
- creating foot traffic to and from a particular place, short visits. *Possible involvement with drugs, vice or fencing.*
- loitering around cars or checking out all the cars. *Possibly casing cars for theft of car or its contents.*

- wearing clothing, bandannas, caps, or other attire that could present problems. *May be gang activity.*

- fleeing while carrying something or running at night. *Possible suspect fleeing scene of crime.*

- creating any type of disturbance. *Disturbing the Peace or covering up noise of some other activity.*

- going door to door, especially if someone goes to the rear of the residence. *Possibly casing the neighborhood or seeking an unsecured entry into the residence.*

- loiters around schools, parks or on your street. *Possible burglar, sex offense, drugs or arson.*

- screams for help. *Possible rape, medical emergency, robbery, assault or fire.*

- offering items for sale at extremely low prices. *Possibly trying to sell stolen property.*

- a stranger with young children or teenagers in an unusual place or for an unusual period of time. *Possible sex crimes of seeking sex or pimping.*

This list is endless:

Anyone doing anything that looks suspicious should be reported.

---

**Trust your instincts.**

**Call Immediately!**

**Don’t Hesitate**
VEHICLES....

- Slow moving vehicle without lights on at night.  
  *May be casing the neighborhood or tracking a victim.*

- A parked, occupied vehicle unusual to the neighborhood.  
  *May be casing the neighborhood, operating as a point for drug dealing, a sexual deviate or child molester waiting for their target, being a get-away car.*

- Vehicle being loaded with valuables if parked by closed business or unoccupied house.  
  *Possible burglary in progress.*

| Leaving a location at night and has their lights off.  
  *Possible robber, assault violation or burglar.* |

| Problems driving their vehicle, especially if it is an expensive model.  
  *Possible stolen vehicle or the driver is driving under the influence or drug impaired.* |

- An over-loaded vehicle that is heavily weighted down, parked, or traveling in your neighborhood.  
  *Possible burglar.*

- Persons detaching mechanical parts or accessories from vehicle.  
  *Possible theft or vandalism in progress.*

- Abandoned vehicle parked on block.  
  *Possible stolen vehicle.*

- Someone being forced into a vehicle.  
  *Possible kidnapping, assault or attempted rape.*

- Odd property seen in vehicles, such as TVs, stereos, weapons.  
  *Possible stolen property.*

- Locked vehicle that someone is trying to forcibly enter.  
  *Possible theft of car or contents in progress.*

- Older children or adults, who are not from the neighborhood, bicycling randomly or repeatedly without a purposeful destination.  
  *Possible theft of homes and/or garages.*

- An unattended vehicle with the motor on.  
  *May be someone is, or has, committed a burglary or robbery.*

- The vehicle is abandoned or in a bad condition, with signs of being in an accident.  
  *Could be involved in drive-by shooting or a hit and run accident.*
Here are three real life examples of what alert citizens, Participants in their Neighborhood Watch groups, actually did:

At 3 a.m. a woman was awakened by the sound of a car pulling up at an elderly neighbor's home. One man stayed in the car while a second disappeared around the corner of the house. Our Participant called the police who apprehended the second man breaking into a closed convenience store next to the neighbor's house, and his accomplice in the car was apprehended minutes later. **No hesitation in making the call made the difference in this apprehension.**

A participant saw a young man knock on her neighbor's front door. Getting no answer, the man went around the side of the house. Not recognizing the young man as an occupant of his neighbor's home, the Participant called the police. When the police arrived the young man was caught in the house burglarizing the Participant's neighbor. **No hesitation in making the call made the difference in this apprehension.**

The neighbor had just left to go shopping for a few minutes, leaving her garage door open. A Participant saw two teen-agers on their bicycles, who had been riding slowly through the neighborhood, enter the garage. She called the sheriff who apprehended the two youngsters minutes later as they were bicycling down the street with a box of auto tools stolen from the garage. **No hesitation in making the call made the difference in this apprehension.**

The message is the same in all three incidents!

"We Look Out For Each Other!" is not only our motto – **it is our call to action.**

Don't hesitate in making the call.
SOUNDS

Using your senses to detect suspicious activities is very helpful in combating crime. Sounds may only last a few seconds and may go undetected. Here are some sounds which require close attention, and reporting:

---

**CRIES FOR HELP**

Screaming for help is precisely what you hear. Act on it! Find out where the screams are coming from and immediately call the police or sheriff. Heroes can be wounded or killed. Remember that apprehension is the job of your police or sheriff.

**CONTINUOUS SCREAMING**

This type of screaming probably is a result of someone being hurt or mistreated. Especially listen for victims cries. Quickly try to determine the location, source and nature of the scream and immediately call the police or sheriff.

**SCREAMING AND CURSING**

This type of screaming is probably a domestic violence incident — between husband and wife, parent and child, two people who are intent on hurting each other but not in a life-threatening way. Determine the location, source and nature of the scream and call the police or sheriff.

**GUN FIRE**

Immediately call the police or sheriff. Provide as much information as to the number of shots and their source (location) Important to note if there are multiple shooters and/or automatic weapons involved.

**MUSIC THAT IS LOUD**

Loud music may be used to mask other unlawful activities. If you hear loud music covering the cry of a screaming person, immediately call the police or sheriff.

**ALARMS ACTIVATED**

Determine the location, source and nature of the alarm and call the police or sheriff.

**SHATTERED GLASS**

If you hear the sound of break-

ing glass, immediately call the police or sheriff. This can mean someone is breaking into a dwelling or store.

**DOGS BARKING**

Continuous barking of a dog in an unusual manner is cause for alarm. Determine the location of the dog and call the police or sheriff.
DIRECTIONS AND LOCATIONS

In order to give the police or sheriff an accurate report of a crime or suspicious activity, you must be able to give an accurate description of the location. The description includes the direction; north, south, east or west. If you have trouble with directions, always remember the sun sets in the west. Just like in the cowboy movies. If you are facing west, east is behind you, north is to your right and south to your left. The sun and moon rise in the east, set in the west. Maps will almost always be oriented with north at the top of the map.

Learn the directions in which your streets travel, north and south, east and west, perhaps even northwest and southeast. It is important to know directions for reporting information.

A location description is best given by (1) what is happening, (2) when did it happen, (3) using the specific address, (4) where at the location the incident is occurring, and (5) how is it happening.

Examples:
“Two men just came running out of the side door of McDonald’s at 123 So. Main and are heading east on Second Street in a tan Toyota pick-up truck.”

“I am hearing screams coming from a second floor apartment in the rear of 2842 So. Chesapeake.”

“Something suspicious, may be drugs, is happening on the south east corner of Vincent and 23rd.”

NOW – SEE is an acronym to help you remember which side of the street is north or west, south or east, by the address numbers.

NOW translates to North ODD
West – Odd numbers are almost always on the North and West Sides.

SEE translates to South EVEN
East – Even numbers are almost always on the South and East Sides.

BE SPECIFIC
with your information, give the exact location, the best possible description of the suspects and their vehicle.

WHAT, WHEN, WHERE, WHO, HOW AND WHY
is what your police or sheriff needs to know, preferably in this order.
Participants must be able to describe a person or suspect. In identifying a suspect, work from top to bottom of their body. The most important identification features are sex, height, weight, race, physical impairments, tattoos, scars and approximate age. These are the least likely to be altered by the suspect.
Height and Approximate Weight, Build or Posture

Hair Color, Length, Wig, Cap, Hat,
Ski Mask, Stocking Mask, Baseball Hat,
Style of Wear

Sex

Age

Eye Color, Glasses

Race - Color of Skin

Nose, Lips, Teeth, Ears, Hearing Aid, Facial Jewelry

Facial Hair

Voice, Language, Accent, Lisp,
Other Speech Characteristics

Unusual Facial Features, Cleft Chin

Scars, Marks, Tattoos, Amputations, Deformities

Right or Left Handed - Wearing any Rings, Bracelets or other Jewelry

Gun, Knife, Club, or other Weapon

Clothing Length and colors of Shirt, Coat,
Jacket, Necktie, Shorts, Pants, Skirt

Name (if known or called out by accomplice)

Carrying a Bag, Back Pack, Fannie Bag, Duffel Bag
Gloves, Shoes - Colors and Types

Anything Else Unusual

A SIMPLE SENTENCE...

She Simply
Could Not Have Had
Any Really Good Early
Warning About Him

...A REAL HELP

Keep repeating this sentence until you memorize it. Recall it at least three times a day. It will help you remember the 12 important aspects of the suspect's description. Practice it as you walk, jog, bike or drive and get this down pat.

She is to remind you of Sex

Simply is to remind you of Scars, Mark or Deformities

Could is to remind you of Carrying Anything

Not is to remind you of Nose

Have is to remind you of Height

Had is to remind you of Hair

Any is to remind you of Age

Really is to remind you of Race

Good is to remind you of Gun or other weapon

Early is to remind you of Eyes

Warning is to remind you of Weight

About is to remind you of Anything unusual

Him is to remind you of Head Covering?
Cap, mask, wig?
A

s a Neighborhood Watch Participant, you have a responsibility to:

1 Learn your neighbor's names, including all occupants of their residences. Be able to recognize them and their vehicles without any hesitation.

2 Attend all Neighborhood Watch meetings.

3 Keep your personal copies of the NNWI Family Data Summary Sheets, NNWI Block Map, and NNWI Telephone Tree in an easily accessible, secure, place and continually updated with any new information provided by your Block Captain.

4 Properly identify all property using the guidelines suggested at your Neighborhood Watch meetings, involvement with Operation ID, in other home security programs and maintain an accurate inventory of your valuables.

5 Implement all security measures suggested by your local police department or sheriff's office after a security survey has been completed in your home.

6 Learn the techniques of getting an accurate description of a suspect or a vehicle. Practice these by writing them down from memory so when the need arises to actually report a suspicious incident, you are prepared. Rehearse the line: "She Simply Could Not Have Had Any Really Good Early Warning About Him" and remember the meaning of each letter.

7 Keep an eye on your neighbor's homes and report any suspicious activities to your local police department or sheriff's office. Again, write the description down so you forget nothing. **DO NOT DELAY REPORTING.** A few minutes delay is enough time to reduce the chances of ever catching the criminal. **No exceptions** to this rule insures that: **"WE LOOK OUT FOR EACH OTHER!"**

8 Display Neighborhood Watch Window Warnings around your home. Report vandalized or missing signs so they can be replaced. Rusted signs need replacing — be sure you purchase aluminum or plastic signs. These are available from NNWI.

9 Teach children respect for the law and crime prevention techniques around the neighborhood and in their personal life and safety away from your home.

10 Remember always that your responsibility is to report crime. Do not take any risks to prevent a crime or try to make an arrest. The responsibility for apprehending criminals belongs to the police/sheriff.

11 When you plan to leave for any length of time, arrange to have your mail picked up or put on "Temporary Hold" at your Post Office. Newspapers should be picked up by a neighbor or stopped. Timers to activate lights, TV, and radio should be set up in your house. In rural areas, timers should be set to activate lights and radios in out buildings. Garbage cans should be taken in. Don't leave signals saying "no one is at home."

12 Notify your neighbors and the Block Captain you are going away so added attention can be placed on your home.

13 **Get Involved!!** Look out for each other. Be a good witness with written notes. Participate in your Neighborhood Watch programs.

You can make a real dent in crime in your neighborhood.
As part of the process of making our Neighborhood Watch work effectively, we are compiling this profile of our neighbors. This data will prove valuable in emergencies and allow us to say, “We Watch Out For Each Other!” Each neighbor, and no one else, will receive a copy of the completed sheets for their use. Participation is voluntary. Provide only information you are comfortable sharing and return it to our Block Captain or bring it to our next Neighborhood Watch meeting.

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<td>SKILLS YOU ARE WILLING TO SHARE? (IE. TELEPHONE, COMPUTER, WRITING, ETC.)</td>
<td></td>
</tr>
<tr>
<td>VEHICLES: YEAR, MAKE MODEL, COLOR</td>
<td>LICENSE PLATE NUMBER</td>
</tr>
<tr>
<td>ROUTINE HELP AND THEIR SCHEDULES</td>
<td></td>
</tr>
</tbody>
</table>

AVAILABLE FROM NNWI IN PACKAGES OF 30 SHEETS

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## National Neighborhood Watch Institute Family Data Summary Sheet

A summary of individual Family Data Sheets

<table>
<thead>
<tr>
<th>Address House Color</th>
<th>Family Name Names/Ages</th>
<th>Phones Home/Work</th>
<th>Work Schedules</th>
<th>Vehicles Year/Plate Number</th>
<th>Routine Help Schedules</th>
<th>Kid's Doctor Phone</th>
<th>Emergency Contact</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Keep this highly confidential summary out of sight and protected from intruders, yet available to you when you quickly need to refer to it.

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Available from NNWI in packages of 30 sheets.
Use this list every time you call 911 to alert neighbors to a problem they also should be aware of.

Set this up by having willing Participants put their names and numbers in the available spaces. Rearrange them as necessary. As new members join, they should fill spaces lower on the list. Each household gets a copy of the completed form to keep in a safe but accessible place.

A phone tree is used for quick communication with all your neighbors. Every household is assigned a few names/numbers to call and a short message which needs to be passed on. When someone on the block has information to be passed on, they call the name at the top of the list. That person in turn calls the Participants listed directly below them and passes on the message. And so on. If someone does not answer, try them at work, or call them later. In the meantime, call the people below them on the list. Finally, the people at the bottom of the phone tree should call the first person at the top of the tree and let them know the chain of communication worked.

Use this list anytime you want to reach everyone on the list — even for a pot luck dinner. The practice is productive.
The grid on this page will enable you to create your own Block Map. For a complete example, see opposite page.
Shown below is an example of a completed map.
For each home, the color, street number, family name, home and work phone numbers are listed plus the street names and compass directions are indicated. Homes that are “Vacant” and “Not Participating” should be shown.

Johnson Drive

Blue / 215
HENDRIX
(H) 555-3761
(W) 555-6965

Grey / 216
LUCCIARDO
(H) 555-7156
(W) 555-3213

Yellow / 211
GONZALEZ
(H) 555-9231
(W) 555-3235

Brown / 212
GREENLEAF
(H) 555-6656
(W) 555-8613

Tan / 205
WILSON
(H) 555-9621
(W) 555-3215

Brown / 206
SMITH
(H) 555-6656
(W) 555-8613

White / 201
Vacant

Blue / 202
JOHNSON
(H) 555-6656
(W) 555-8613

Second Street

White / 197
BOYD
(H) 555-1414
(W) 555-5800

Yellow / 198
BATES
(H) 555-8852
(W) 555-8123

White / 193
Not Participating

Blue / 194
NAKAMURA
(H) 555-9512
(W) 555-2532

Indicate direction and street names

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<table>
<thead>
<tr>
<th>ARTICLE</th>
<th>MANUFACTURER AND MODEL</th>
<th>SERIAL NUMBER</th>
<th>LOCATION MARKED</th>
<th>PURCHASE PRICE</th>
</tr>
</thead>
</table>

Available from NNWI in packages of 30 sheets.

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Adding Machines & Calculators
Appliances
Autos
Bicycles
Binoculars
Blenders
Cameras
CB Radios
Compact Disc Players
Clocks
Computer Equipment
Fishing Equipment
Furniture
Golf Clubs
Guns
Hub Caps
Mag Wheels
Metal Lock Boxes
Microwave Ovens
Mixers
Motorcycles
Radios
Sewing Machines
Sports Equipment
Stereo Equipment
Tape Decks
Televisions
Tools
Typewriters
Video Recorders and Cameras
Virtually anything that can be
turned into cash!!

Ideally, engrave your property in
two locations: One obvious and
one hidden. Engrave on solid
components, not those that are
easily replaced

Keep one copy of this record is a
safe place.

Keep one copy readily accessible
so you can provide immediate
information to your police or
sheriff if necessary.

If you want to sell your engraved
property, draw a single line
through the number. Suggest to
the new owner they engrave the
property also. If the original
number is obliterated, the
assumption will be made that it
is stolen if picked up by law
enforcement.
Neighborhood Watch
Materials

All the decals and labels are red and black (Masked Bad Guy and Boris the Burglar®) or blue and black (Crime Watch Blue Eye). Decals are for placing on the inside of windows. Labels are for placing on top of surfaces. All are available in Mini-Packages of 12.

- **3" x 3" Window Warning Decals**
  - **Neighborhood Scene**
  - Law Enforcement Agency Type
  - Reverse reading, suitable for placing on the inside of windows so it can be read from the opposite side. Vinyl surface. More sun-resistant than the labels. These are made 4 decals on a 12" x 3" sheet with slits between them. Packaged in 50 sheets of 4 for 200 total. Blue Eye also available as labels.

- **3½" x 3½" Static Kling Window Warning Decals**
  - **Neighborhood Scene**
  - Law Enforcement Agency type
  - Reverse reading, suitable for placing on the inside of windows so it can be read from the opposite side. Vinyl surface. More sun-resistant than the labels. These are made 3 decals on a 10½" x 3½" sheet with slits between them. Packaged in 50 sheets of 3 for 150 total.

- **3" x 4" Window Warning Decals**
  - **We Look Out For Each Other!** Warning both Police and Sheriff Agency types.
  - Reverse reading, suitable for placing on the inside of windows so it can be read from the opposite side. Vinyl surface. More sun-resistant than the labels. These are made 3 decals on a 9" x 4" sheet with slits between them. Packaged in 50 sheets of 3 for 150 total. Also available as labels.

- **4-1/2" x 6" Window Warning Decals**
  - "We Look Out For Each Other!" Warning both Police and Sheriff Agency types.
  - Reverse reading, suitable for placing on the inside of windows so it can be read from the opposite side. Vinyl surface. More sun-resistant than the labels. These are packaged in 100s.

- **5" x 5" Window Warning Decals**
  - **Neighborhood Scene**
  - Law Enforcement Agency type.
  - Reverse reading, suitable for placing on the inside of windows so it can be read from the opposite side. Vinyl surface. More sun-resistant than the labels. These are made 4 decals on a 12" x 3" sheet with slits between them. Packaged in 100s.
  - Also available as labels.

- **5-1/2" x 4-7/8" Window Warning Decals**
  - The same used since 1982. Both Police and Sheriff Agency types.
  - Reverse reading, suitable for placing on the inside of windows so it can be read from the opposite side. Vinyl surface. More sun-resistant than the labels. Packed in 100s.

Neighborhood Watch
Street Signs

All the signs are red and black (Masked Bad Guy and Boris the Burglar®) or blue and black (Crime Watch Blue Eye) in both Sheriff and Police Versions or Law Enforcement Version with the Neighborhood Scene. They are silk-screened on to a white surface. All-aluminum signs have baked white enamel on both sides and have a fade-resistant coating. Plastic signs are all white also. These will NOT rust. Our 18" x 24" & 12" x 18" signs are also available with 3M® Reflective coating. All signs are round-cornered and punched with two holes for easy mounting.

The “Warning” message is white with black borders against the red background on the standard signs. Easy to read in low-light conditions. The standard signs have the easy to understand message: “We Look Out For Each Other!”

The Neighborhood Scene presents a “softer” image of the presence of a Neighborhood Watch group in the community. It is available only in the Law Enforcement Agency type. Both the standard and the Neighborhood Scene styles (aluminum signs) can be customized with your local agency name and phone number.

- **18" x 24" Large Aluminum or Reflective Street Warning Signs**
  - Made of .063" aluminum
  - Available in single signs. Traditional (Police or Sheriff Agency Types) or Neighborhood Scene (Law Enforcement Agency type).
  - Signs can be customize at additional cost.

- **12" x 18" Medium Aluminum or Reflective Street Warning Signs**
  - Made of .050" aluminum
  - Available in single signs. Traditional (Police or Sheriff Agency Types) or Neighborhood Scene (Law Enforcement Agency type).
  - Signs can be customize at additional cost.

- **12" x 12" Square Aluminum Street Warning Signs**
  - Made of .050" aluminum
  - Available in single signs. Neighborhood Scene (Law Enforcement Agency type) only.
  - Signs can be customize at additional cost.

- **9" x 12" Small Aluminum Street Warning Signs**
  - Made of .050" aluminum
  - Available in single signs. Traditional (Police or Sheriff Agency Types) or Neighborhood Scene (Law Enforcement Agency type).
  - Signs can be customize at additional cost.

- **12" x 12" Square Plastic Street Warning Signs**
  - Made of .035" thick plastic
  - Available in single signs. Neighborhood Scene (Law Enforcement Agency type) only.
  - Not available with customized imprint.

- **9" x 12" Small Plastic Street Warning Signs**
  - Made of .035" thick plastic
  - Available in single signs. Traditional (Police or Sheriff Agency Types) or Neighborhood Scene (Law Enforcement Agency type).
  - Not available with customized imprint.

- **5" x 5" Square Plastic Street Warning Signs**
  - Made of .035" thick plastic
  - Available in single signs. Neighborhood Scene (Law Enforcement Agency type) only.
  - Not available with customized imprint.
**Work Sheets**

- **Family Data Sheet** - A letter size form designed to be completed, copied and given to each Neighbor-Participant in the program. Information includes the family name, address, names of all the occupants, their ages, their work schedules, their vehicles, skills they are willing to share with the group, contact to be called in case of an emergency and other bits of information. Information about kids, seniors and pets is also solicited. To prevent burglaries, the routine help and their schedules in and around the home and whether an alarm system is in place is also asked for. This Family Data Sheet, in the hands of your neighbors, is great insurance for achieving a crime-proof neighborhood. "We Look Out For Each Other!" can best be accomplished by every Neighbor-Participant knowing this information about a family. Because of the confidential nature of much of this information, its distributions is very limited and those receiving it are expected to study it then keep it put away in a safe place. *This is the most important tool in the Neighborhood Watch crime prevention program.*

- **Block Maps** - Generic layouts of the houses on a block which allows for entering the address, family names, home and work phone numbers of the principal occupants. Printed two sides on a letter size sheet, two common layout maps are provided. If your neighborhood, mobile home park or apartment building does not fit this format, it will at least give you a format to allow you to create your own block map.

- **Telephone Tree** - a letter size card setting out the path for telephone messages to be passed through the organization. No one person need call more than three other people and in a matter of less than 2 minutes all 19 people in the group should be able to be contacted. Great for passing along information about a possible intruder in the neighborhood, about a call to 9-1-1, or simply to get information passed along to the group.

- **Household Inventory Sheets** - a letter sized card, printed on both sides. The front side is for listing the article, manufacturer and model, serial number, location marked and purchase price. The reverse side has a list of items that are frequently stolen which you can use as a reminder as you do your own inventory. There is also a place for listing your credit card numbers and the phone numbers you need to call in the event any of the cards are lost or stolen.

**Operation Identification System**

NNWI now offers a proven system for property protection. This system includes decals for windows, labels for outside surfaces and Inventory Worksheets. These tools provide a deterrent to a thief by making your valuables easily traceable. If your valuables are ever stolen, your law enforcement agency should be able to identify them and get them back to you quickly.

- **3" x 3" and 3-1/2" x 5" Window Warning Decals** for Inside of Windows Reverse reading, suitable for placing on the inside of windows so they can be read from the opposite side. Vinyl surface. 3" x 3" are packaged in 100s, 3-1/2" x 5" are packaged in 50s. Available in Masked Bad Guy and Blue Eye Versions.

- **3" x 3" and 3-1/2" x 5" Window Warning Labels** for placing on Top of Surfaces Suitable for placing on the top of surfaces so they can be easily read. Vinyl surface. 3" x 3" are packaged in 100s, 3-1/2" x 5" are packaged in 50s. Available in Masked Bad Guy and Blue Eye Versions.

Start your Operation Identification program today.

**Starter Kits**

- **Starter Kit** contains: 2 - 9" x 12" signs (1 aluminum, 1 plastic), 15 decals, 3 copies of all 3 handbooks and 3 copies each of all 5 work sheets. Available in Masked Bad Guy, Boris The Burglarism or Blue Eye styles in both Police and Sheriff Agency types. Starter Kits with the Neighborhood Scene have a slightly different composition. See catalog for details.

**To Order**

Fax your order 24-hours a day to (888) 329-6694 or call the National Neighborhood Watch Institute 8:00 AM to 5:00 PM PT at (888) 669-4872.

Order On-Line via the web at www.nnwi.org
Handbooks

- Participants' Handbook - 32 pp. two color, approx. 8-1/2" x 11" (letter) size. A comprehensive guide to the benefits of joining Neighborhood Watch, how the program works, getting involved with your neighbors for mutual aid, direction and location training, instruction on observations and recognition, suspicious activities and sounds, suspect and vehicle identification, how to report a crime, etc. A must for every Participant!

- Home and Personal Security Handbook - 32 pp. two color, approx. 8-1/2" x 11" (letter) size. An excellent guide covering home security and safety, with check-lists and illustrations of the many types of doors, windows and locks. Operation Identification, tips on the prevention of car-jacking, what to avoid and do in event of a sexual assault, preventing ATM hold-ups, special emphasis on apartment and rural security, vacation preparations and kids home alone. Crime prevention begins with self-protection. This is an excellent “How to...” guide.

- How to Start (and Maintain a Healthy) Neighborhood Watch Program - 16 pp. two color, approx. 8-1/2" x 11" (letter) size. A guide book giving you a week by week program to start your program, what you do at the first meeting and then at subsequent meetings. A typical meeting agenda and suggested meeting topics. 22 ideas of other things a Neighborhood Watch group can do, benefits of the program, a sample flyer to kick off your meetings and samples of the paper work which make the program flow easy.

Want to start a program?
Here’s how.

Important Phone Numbers

AN OVERVIEW OF THE NEIGHBORHOOD WATCH PROGRAM

Neighborhood Watch CAN BE

1 A crime prevention program where neighbors “LOOK OUT FOR EACH OTHER!”

2 A crime prevention program that encourages Neighbor-Participants to get to know each other and their routines so that any out of place activity can be observed, recognized for what it is, reported and investigated.

3 A crime prevention program that teaches Participants techniques to reduce the risk of being victimized at home, in their vehicles and in public places.

4 A crime prevention program which trains Participants on the importance of recognizing suspicious activities and sounds, evaluate them and then how to properly report them.

5 A crime prevention program which teaches Participants how to make their homes more secure, to properly identify their property, and how to

“WE LOOK OUT FOR EACH OTHER!”

6 A cohesive body of concerned, involved, Neighbor-Participants addressing many issues that concern the entire community.

7 Not a force working outside the normal procedures of the local police department or sheriff’s office.

8 Not a 100% guarantee that crime will not occur in your neighborhood.

9 Not a program designed for Participants to undertake personal risks to deter crime.