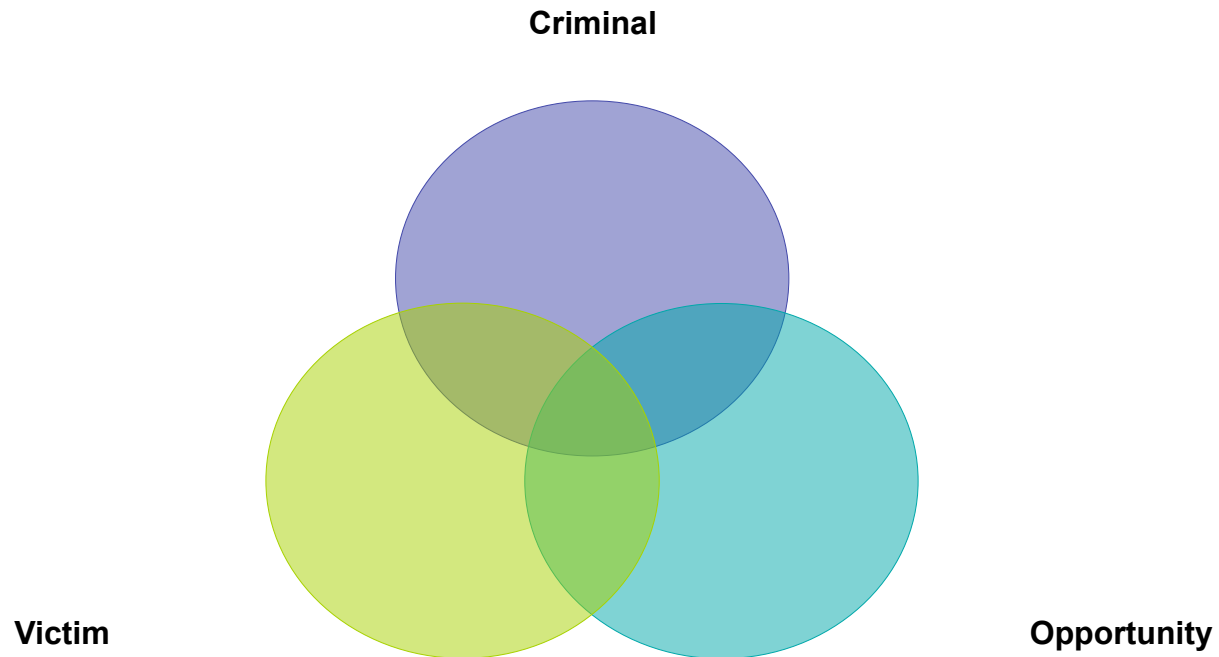
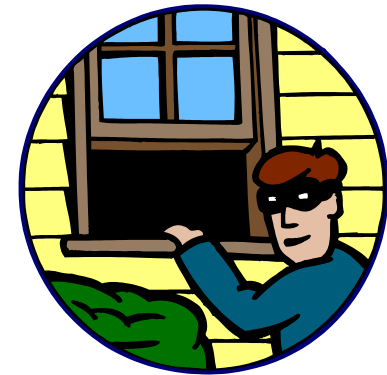


Northwest Hills Neighborhood Watch





If you are a person who believes that a neighborhood crime watch is
a waste of
time and that you will never be the victim of a crime,
remember

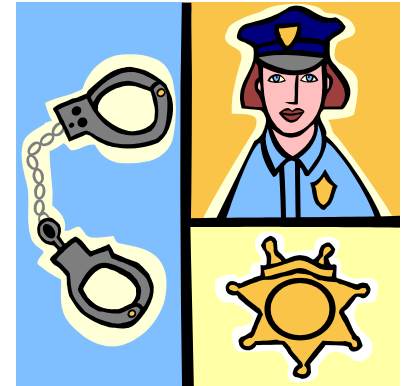
EVIL Does Good, When *GOOD* Does Nothing

DON'T BE A VICTIM!



NEIGHBORHOOD WATCH

A crime prevention program which enlists the active participation of citizens in cooperation with the **Austin Police Department** with the goal of reducing criminal activity in your community.



It is the most effective means available for keeping crime out of your community, relying on the best crime fighting tool ever a watchful neighbor.

THE NEIGHBORHOOD WATCH PROGRAM INVOLVES

- **Getting to know your neighbors and taking the time to care about them while working together in a spirit of mutual assistance.**
- **Becoming the “eyes and ears” of law enforcement by being trained to recognize and report suspicious activities in your community.**
- **Learning crime prevention strategies such as home security, Operation Identification.**

WHAT A NEIGHBORHOOD WATCH IS NOT:

- **A vigilante force working outside the normal procedures of law enforcement.**
- **A program designed for participants to take personal risks to prevent crime.**
- **A 100% guarantee that crime will not occur in your neighborhood**



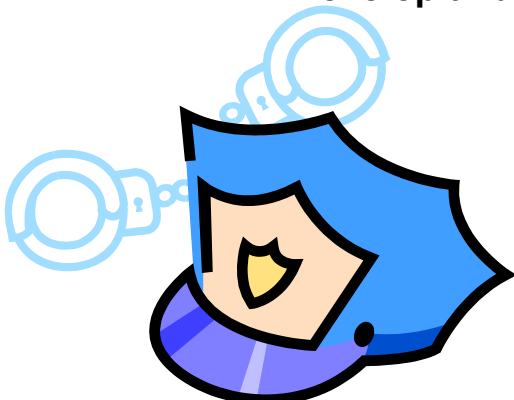
WHY HAVE A NEIGHBORHOOD WATCH?

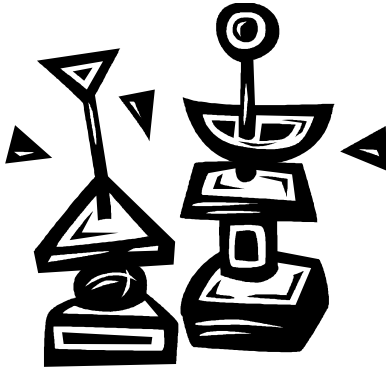
- **There can't be a law enforcement officer on every corner, so your involvement as a citizen is essential to combat criminal activity.**
- **You and your neighbors are the ones who really know what is going on in your community.**
- **By being an active participant in the Neighborhood Watch program, you can help save tax dollars, which would otherwise have to be used for more extensive law enforcement resources.**
- **As a Neighborhood Watch member you help make your community a safer place to live by observing circumstances around you. This does not take a lot of time and should soon develop into a daily habit of being more aware of what is going on in your neighborhood.**
- **By cooperating with your neighbors and local law enforcement officials, you can help fight crime in your community in the most effective way before it begins**

HOW TO START A NEIGHBORHOOD WATCH



- **STEP 1** Talk to your neighbors and friends. Ask for their participation in a small core group to take the first steps in starting a Crime Watch
Explain the need for and the value of having a neighborhood Crime Watch. Discuss the crime problems that concern you in your community.
Discuss the size and boundaries of your Crime Watch cell with your neighbors.
- **STEP 2** Draw a complete map of your Crime Watch cell. Be sure to include all roads, houses, and businesses in your group.
Make a Block Profile sheet of residences in your Crime Watch cell that corresponds with your map. This sheet should include the names of the household members, telephone number, physical address, vehicle information, and work numbers.
- **STEP 3** Contact the Crime Prevention Officer 974-5340 and schedule him/her to attend your first meeting.
Crime Prevention Officer will provide you with information needed to maintain your Crime Watch.
Try to select a time that is convenient for most of your neighbors and your law enforcement representative.
Develop and distribute a flier to all your neighbors announcing the meeting.

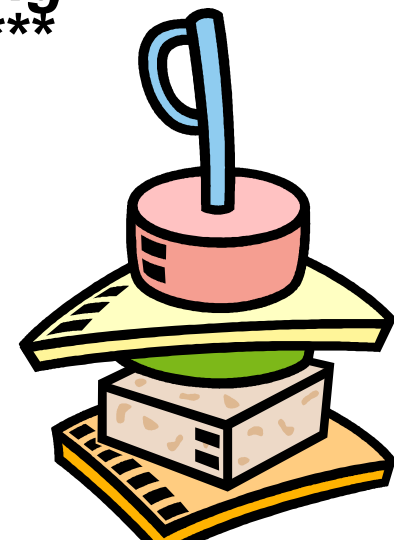


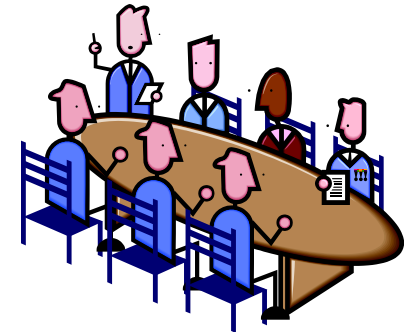


FIRST MEETING AGENDA

**If possible, meet in the home of a neighbor
to foster an informal, comfortable
atmosphere.**

******You may want to ask everyone to bring
a food dish or drinks for refreshments******





1. Have everyone attending sign in on a meeting roster.
2. Call the meeting to order and thank everyone for attending.
3. Have all individuals introduce themselves and where they live.
4. Inform everyone that the group needs to elect a Block Captain. Explain the responsibilities of this position.
5. Elect or designate a Block Co-Captain.
6. At this time, the Block Captain should take over the meeting and collect the family data sheets.
7. Discuss what ideas are needed to enhance the quality of life in your community.
8. Address public health issues such as illegal dumping, public nuisances, locations of sex offenders, the Vial of Life program, etc.
9. Address known hazards such as gas lines, gas or oil wells, compressors, pits, flood areas, fire hazards, etc.
10. Turn over the meeting to the Crime Prevention Officer. He /she will discuss the Neighborhood Watch program, how to report suspicious activity, techniques, etc.
11. Meet with members and order Neighborhood Crime Watch signs to be posted throughout your neighborhood.
12. Thank everyone again for attending before closing the meeting.



BLOCK CAPTAIN'S/CO-CAPTAIN'S RESPONSIBILITIES

- **1. Distributing information to Crime Watch members, such as newsletters, faxes, or bulletins from APD.**
- **2. Keeping the Block map updated with the current names, addresses, and phone numbers of the people in the Crime Watch group. Forwarding any updates to the District Representative.**
- **3. Keeping track of persons living in each house, their profession, work number, and any peculiarities of those individuals such as medical problems.**
- **4. Coordinating all activities for the cell such as meetings, block parties, etc.**
- **5. Insuring that any major incident that takes place is immediately reported or that 911 has been called.**
- **6. Notifying other cell members of any incidents or reports from APD via email or a telephone tree.**
- **7. Greeting new neighbors that move into the community and educating them about the Crime Watch program. Provide them with any materials needed and update the Block map.**
- **8. Participating in any training programs provided by APD regarding Crime Watch activities.**
- **9. Assigning (if necessary) work such as Secretarial duties for meetings, fundraising purchasing items for the cell (signs, engravers, videos, etc.).**
- **10. Locating and marking any Neighborhood "Safe Houses" for children in the community.**

CRIME WATCH MEMBER'S RESPONSIBILITIES

- **1. Learning your neighbor's names and being able to recognize them and their vehicles without any hesitation.**
- **2. Keeping personal Block map, family data sheets, and telephone tree in an easily accessible place and continue to update them with any new information.**
- **3. Attending all Crime Watch meetings.**
- **4. Implementing security measures suggested by your law enforcement officials.**
- **5. Properly identifying all of your property using the guidelines suggested in Operation ID.**
- **6. Keeping an eye on your neighbor's homes and reporting any suspicious activities to your local Police or the Sheriff's Office as well as your neighbors.**
- **7. Teaching your children about crime prevention and about respecting law enforcement.**
- **8. Not taking any risks to prevent crime or trying to make an arrest. It is more important to be a good witness.**
- **9. Testifying in court if you are a witness to a crime.**
- **10. When planning to leave your home for any length of time, having the mail and newspapers picked up.**
- **11. Having your home watched while you are gone, notifying your Block Captain and neighbors that you are going away so your home can be watched.**

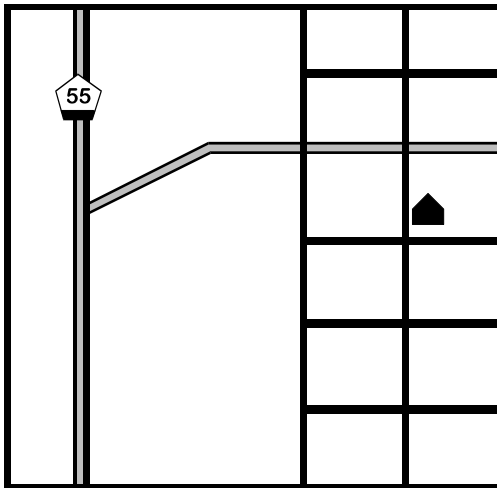
SHARE INFORMATION

- It is important that you share as much information as you can with your neighbors about yourself so they can recognize when something suspicious is occurring at your home. This can be accomplished by using the Crime Watch Family Data Sheet.

CRIME WATCH FAMILY DATA SHEET

- The data sheet is designed to list all members of the household, their ages, telephone numbers, emergency contacts, medical problems, ,vehicles, and any special training that may be of use in an emergency situation.
- The Family Data Sheet will be kept by the Block Captain to assist him or her in preparing the Block map and profile sheet for distribution to members and the Sheriff's Office.

THE BLOCK MAP



- The block map gives you a visual perspective of your Crime Watch cell. It is an easy reference for who lives in your community and is used to explain the layout of your cell when reporting an emergency situation to 911 or a law enforcement dispatcher.
- The block map is to be completed by the Block Captain and distributed after the first meeting.
- The block map ought to include information such as: house color, address, resident's name, telephone number, and any distinctive or identifying landmarks around the residence. You may also want to use symbols to indicate things such as alarms, dogs, work schedules, etc.
- Your block map should be kept in a place that is easily accessible to the family, yet safe from strangers.

THE BLOCK PROFILE SHEET

- This is a more detailed record of your Crime Watch cell's composition. It should include the following information: Names of household, mailing address, 911 address, home phone number, work phone numbers, emergency phone numbers, fax numbers, E-mail address, work schedules, vehicle information, health information, and block skills. This should be kept with your block map, and shared with a trusted neighbor/Crime Watch member.

MAINTAINING YOUR CRIME WATCH PROGRAM

- **Hold and attend Crime Watch meetings with your neighbors on a periodic basis. Your Crime Prevention Officer can teach you about local crime trends and provide information on various topics of interest**
- **Look after your neighbors' homes when they are away, and ask them to look after yours. This includes picking up mail or newspapers. Don't leave signals that say "no one is home."**
- **Be alert to unusual or suspicious behavior in your community. Call local Police if warranted.**
- **Write down descriptions of suspicious persons and vehicles involved. Remember, your job is to report crime. The responsibility for apprehending criminals belongs to the Police or Sheriff.**
- **Above all, get involved. It is the most effective way to reduce or prevent crime and make your community safe.**

APD WILL HELP SUPPORT YOUR PROGRAM IN ANY WAY IT CAN.



- 1. Stranger Danger.
- 2. Drug Awareness.
- 3. Gang Awareness.
- 4. Domestic Violence.
- 5. Senior Citizens Safety
- 6. 911.
- 7. Gun Safety.
- 8. Alcohol Awareness
- 9. Home Safety.
- 10. Burglary Prevention.
- 11. Sexual Abuse.
- 12. Theft Prevention.
- 13. Car Jacking.
- 14. Telephone Fraud.
- 15. Conflict Resolution.
- 16. Operation I.D.





REPORTING SUSPICIOUS ACTIVITIES

A suspicious activity is an event taking place that is out of the ordinary or should not be occurring.

Knowing your neighbors, their habits, and the composition of their households will make it easier to recognize and report any suspicious activities occurring in your community.

HOW TO OBTAIN A SUSPICIOUS PERSON'S DESCRIPTION



- **When Describing A Suspicious Person Or Suspect, You Need To Be As Complete And Detailed As Possible.**
- **Each Time You List A Different Identifier, You Will Greatly Narrow Down The Pool Of Possible Suspects.**
- **Ideally, A Person Should Be Described As Follows:**
 1. **NAME:** Always give the person's name, if known.
 2. **RACE:** White, Black, Hispanic, Asian.
 3. **SEX:** Male or Female.
 4. **AGE:** Use their date of birth or estimate age as close as you can. If you cannot guess a number for age, use terms such as: Teenager, Middle aged, etc.
 5. **HEIGHT:** Estimate suspect's height by comparing him/her to yourself or someone you know. Use terms such as: Tall, short, average, etc.
 6. **WEIGHT:** Estimate suspect's weight by comparing him/her to yourself or someone you know. Use terms such as: Heavy, thin, average, muscular, etc.
 7. **HAIR:** Note the color of the hair, its length, hair style, and any headgear worn. Also note any facial hair, if worn.
 8. **EYES:** Note the color of the eyes and any characteristics such as: Bloodshot, watery, etc. Note if the person is wearing any type of eyeglasses or sunglasses.
 9. **CLOTHES:** Note the color, type, style, condition of the suspect's shirt, pants, coat, shoes, etc. Note if the suspect wearing any jewelry and what type.
 10. **MARKS:** Note if there are any scars, tattoos, amputations, deformities, etc., as well as their location.



HOW TO OBTAIN A VEHICLE'S DESCRIPTION

When you observe a suspicious vehicle in your community, it is very important that you obtain the **BEST DESCRIPTION** of that vehicle.

You must be as accurate as you can in describing the vehicle, so the Police or Sheriff's Office will be able to locate it and the suspicious person's involved.

YOU CAN REMEMBER A VEHICLE DESCRIPTION BY LEARNING THE WORD CYMBAL. ASSOCIATE EACH LETTER OF THIS WORD WITH THESE VALUES:

C = color
Y = year
M = make
B = body style
L = license plate

- **COLOR:** Try to be as specific as you can regarding the color.
EXAMPLE: If you see a car that is red in color and you know it is the shade of "Fire Engine Red," make a note of it. Also describe any two-toned or multi-colored vehicles as best you can.
- **YEAR:** If you don't know the exact year model of the vehicle, estimate as best you can.
- **MAKE:** What is the brand of the vehicle? Ford, Chevy, Dodge, etc.
- **BODY STYLE:** Note if the vehicle is a pickup, passenger car (sedan, station wagon, etc.) or van.
- Note the number of doors (2 door, 4 door)
- **LICENSE PLATE:** This is the most important information needed for the vehicle.
You should write down the plate number before anything else.
If you cannot get the whole number, a portion of it is better than none at all. Also be sure to write down what state the plate is issued from.
- **ACCESSORIES:** Note if the vehicle is equipped with any accessories.



REPORT SUSPICIOUS ACTIVITY:

- **Upon Observing A Suspicious Person Or Vehicle:**

A. Write down all the available information.

B. Is the person/vehicle posing an immediate threat or involved in a crime?

If YES. . . . Contact the local Police immediately by dialing 911.

If NO. . . . Determine whether or not an officer needs to be sent to the scene.
Contact local law enforcement by calling the non-emergency 311 number.

1. Give your name and identify yourself as a member of Neighborhood Watch.
2. Give all the necessary information to the dispatcher.
3. Keep a watch on the suspicious activity if possible and update the dispatcher on any changes of the situation.

This information will be cross-referenced through the computer system to determine if the person or vehicle has been previously reported by another Neighborhood Watch group or law enforcement officer. If the person or vehicle has been previously reported, further investigation will determine if said subject is involved in any potential criminal activity.

Your information may not always turn out to effect an arrest, but do not get discouraged.

You Might Be The Key Factor In Solving A String Of Burglaries Or Some Other Criminal Conduct!

- **WHEN DETERMINING WHETHER OR NOT TO CALL THE POLICE OR SHERIFF REMEMBER . . .
WHEN IN DOUBT, CALL IT IN!**
- ***UNDER NO CIRCUMSTANCE SHOULD YOU TAKE ANY PERSONAL RISKS OR ATTEMPT TO APPREHEND A PERSON WHO IS COMMITTING A CRIME! YOU WILL BE OF MOST VALUE AS A GOOD WITNESS.***



WHO BENEFITS?

- **THE COMMUNITY:**

All citizens benefit. There is a greater awareness of crime in the community and stronger contributions in solving crime, making Northwest Hills a safer place to live.

- **THE POLICE:**

Communications between law enforcement officials and the PTA working in cooperation with the neighborhood Watch program.

- **THE MEDIA:**

Better media relations and cooperation between the police and community.

- ***EVERYONE BENEFITS EXCEPT THE CRIMINALS!!!***

CONTACT INFORMATION

- **Officer Darrell Grayson 4600**
- **Office 974-5242**
- **Email:
Darrell.Grayson@AustinTexas.Gov**

