

NEIGHBORHOOD WATCH PROGRAM



WARNING

Neighborhood
Watch
Community

Emergency Call 9-1-1 (330) 375-2181

C.O.P.S. (330) 375-2568
(Community Oriented Policing Service)

**CITIZENS IMMEDIATELY REPORT ANY
SUSPICIOUS PERSONS OR ACTIVITIES TO THE**



**AKRON POLICE
DEPARTMENT**





AKRON POLICE DEPARTMENT

Harold K. Stubbs Justice Center
217 South High Street
Akron, Ohio 44308-1682

Michael T. Matulavich, *Chief of Police*

Dear Resident:

Community Policing is both a philosophy and an organizational strategy that allows the police and the community to work closely together in new ways to solve problems of crime, illicit drugs, fear of crime, physical and social disorder neighborhood decay, and the overall quality of life in the community.

The philosophy rests on the belief that people deserve input into the police progress, in exchange for their participation and support. It also rests on the belief that solutions to today's community problems demand freeing both people and the police to explore creative, new ways to address neighborhood concerns beyond a narrow focus on individual crime incidents.

The goal of Community Oriented Policing Services (C.O.P.S.) is to reduce crime and disorder by carefully examining the characteristics of problems in neighborhoods and then applying appropriate problem-solving remedies.

Neighborhood Watch is a very important element in our community policing strategy. Community Policing is democracy in action. It requires active participation of local government and the citizens to make our neighborhoods a safer place to live and raise a family.

This manual is to be used as a general guideline in setting up your Neighborhood Watch or Block Club in an effort to make Akron a safer place to live.

Sincerely,

Craig V. Gilbride
Chief of Police



TABLE OF CONTENTS

I. WHAT IS NEIGHBORHOOD WATCH?

Role of the Police	2
Role of Neighborhood Watch Participants	5
Minimum Requirements to be a Block Watch	7

II. STARTING A NEIGHBORHOOD WATCH PROGRAM

The Initial Neighborhood Watch Meeting	10
Sample Agenda	12
Developing Group Leadership	12
Group Coordinator/Captain	14
Planning the Second Meeting	15
Promoting the Program	15

III. OPERATION AND MAINTENANCE

Operating Procedures	17
Attendance	18
Maintaining Established Groups	18
Maintaining a Program	19
Volunteer Input	20

ATTACHMENTS

- I. Block Watch Maps
- II. Home Security Survey
- III. Reporting Suspicious Persons
- IV. Description of Thief Illustration
- V. Sample Invitation Letter
- VI. Inventory Record of Your Valuables

WHAT IS NEIGHBORHOOD WATCH?

Neighborhood Watch is a program, which encourages residents to become more aware of activities while they go about their normal routines each day. The primary function of a Neighborhood Watch program is to act as the **eyes** and **ears** of the Akron Police Department. Participants are instructed to promptly report any unusual activity as accurately as possible to the proper authorities.

Typical observations which should be reported immediately include, but are not limited to:

- I. Unidentified vehicles or people in the area.
- II. An individual or individuals around vacant houses.
- III. Vehicles which appear to have been abandoned.
- IV. Any unusual or suspicious activity.

Good advice is to trust one's intuition. Even if the report turns out to be a false alarm, it is better to let the police make that determination.

Criminals find it difficult to operate in areas where citizens take an active role in crime prevention!

Neighborhood Watch members are restricted to performing eye and ear surveillance **ONLY**, reporting their observations immediately to the police. **NO** weapons and **NO** direct involvement with a crime situation are permitted. Neighborhood Watch members are **NOT** authorized to perform in a law enforcement capacity.

Neighborhood Watch is not the formation of a vigilante group. Neighborhood Watch is not a plan whereby citizens attempt to pursue or apprehend a criminal, nor become involved with an actual event other than making a report to the police from a safe vantage point. Neighborhood Watch is not a law enforcement program, but rather a

cooperative effort among responsible citizens to improve security for themselves, their families, and their property.

ROLE OF THE POLICE

The overall effectiveness of Neighborhood Watch within the community can be greatly increased by the role of the Akron Police Department and its Community Policing Officers. The contribution of the police includes providing assistance and gaining momentum.

Provide Assistance

Constructive support during the formation of Neighborhood Watch groups is extremely beneficial. The specific motivations to start a Block Watch program may come from concerned officials or residents. Sometimes it results from an unfortunate incident in the area, which has raised a question of adequate security.

Whatever sparks a call for assistance, the Akron Police Department's Community Oriented Policing Unit will be prepared to respond promptly and effectively to the request. This includes an orientation of the concept of the Neighborhood Watch program, training, pamphlets on specific crime prevention topics, and techniques and an exhibit of effective security devices.

The Akron Police officer's expertise in crime prevention may provide reassurance and thereby transform potential panic into some sensible precautions benefiting everyone.

The general guidelines for Block Watch have evolved from considerable experience with programs here in Akron and a variety of other programs throughout the country. The community-policing officer can act as an advisor to the Neighborhood Watch group in many different ways.

- Explain the standardized plan for Neighborhood Watch. The officer will emphasize features, which are the basis of its success. These features include neighborhood organization; alert “eyes and ears”, telephone network, etc.
- Discuss the responsibilities for individual residents and for group coordinators. A clear understanding of the overall plan solidifies support in the community.
- Help the coordinators evaluate the needs and resources of individual members in their group. With this in mind, assistance and information can be tailored so that every member understands how to improve their own security.
- Assist in evaluating how volunteer efforts of various participants may be best utilized. The initial enthusiasm and support of local citizens is a valuable asset to be preserved, never to be taken for granted.
- Community Policing officers may be asked to share their own organizational skills with the group coordinators. In this way, leaders will be encouraged to avoid digressions, which could detract from the more productive goals and agenda of the program.
- Assistance in determining which security measures are most appropriate for the neighborhood group and of those measures, which deserve top priority.
- Assistance in determining what resources are available to handle neighborhood problems.

Gaining Momentum

Community Policing officers play a key role in group involvement. As advisors, they can contribute both technical expertise and first hand experience to encourage a

higher degree of active participation in the group. In effect the Community Policing officer serves as part of a “technical sales force” for Neighborhood Watch.

The challenge is to gain sufficient momentum within each group to ensure it functions as an effective unit. Before group members can exercise intelligent precautions to protect themselves, they need detailed information about crime prevention.

To develop this awareness, the Community Policing officer will explain and emphasize certain key points during the first meeting.

- The purpose of the organization, neighborhood map, and telephone network.
- “Eye and ear” surveillance and prompt reporting, which avoids personal involvement with any incident.
- Importance of deterrents. To deny, delay, detect, obstruct, or attract attention such as noise, lights, etc.
- Home survey procedure and steps to identify security weaknesses. Each participant will be provided crime prevention literature, which provides “how to” information to help correct any deficiencies discovered at home.
- The term “heavy duty” as it relates to security devices.
- Benefits of recording serial numbers or marking property with identifying numbers and how it helps to protect one’s valuables.
- The advantages of maintaining an “occupied” appearance for one’s residence will be fully explained.
- Provide a brief outline of specific topics, which the group will discuss in greater detail at future meetings. This elicits members’ input and encourages a sense of continuity.

The actual sequence of these key points remains flexible and may be arranged to whatever order best serves the individual group. Effective coordination of meetings provides the springboard for the future successes the group will achieve.

Presentation of this information will be “*personalized*” in a fashion, which promotes a member’s awareness of his or her own vulnerability. Officers and members should avoid “war stories” because they seldom are appropriate and tend to overwhelm others in the group.

Specific examples, pertinent to the topic under discussion, motivate people to reassess their accustomed habits and priorities. Composite “profiles” and “scenarios” related to actual crime data and statistics will soon dispel the myth “it can’t happen here!”

With persistence and ingenuity, a group can be transformed from “armchair” curiosity into active commitment.

ROLE OF THE NEIGHBORHOOD WATCH PARTICIPANTS

**Success depends upon the active participation and cooperation
of all persons involved in the program!**

As residents proceed with their daily routines, they observe the familiar neighborhood scene. Who is in a better position to recognize something unusual than those persons who actually live in the neighborhood?

What is the Individual Resident’s Responsibility?

- **Vigilance** Be alert while you attend to your daily affairs. If an unusual activity is observed in the neighborhood, notify the Akron Police Department immediately. Try to describe the occurrence as accurately as possible. Stay on the telephone so you can provide additional information, which could assist the responding officers. *Unknown parked cars, unidentified persons or situations that*

cause you to “take a second glance” are some of the things, which deserve some of the attention. Avoid personal involvement with any crime in progress. This applies to any questionable situation, which might prove potentially dangerous. All observations should be made from a safe vantage point.

- **Mutual Assistance** Cooperate with your neighbors by paying particular attention to their homes while they are unoccupied. This is especially important during vacation periods. Help maintain the “occupied look” about your neighbor’s homes. Remove unclaimed circulars and newspapers from their homes. Park cars in their driveways while they’re away. Place a garbage can ready for pickup at such homes on collection day. Make tracks in the snow while they are away. Remove unclaimed mail or any packages that may have been delivered.
- **Improved Home Security** Make sure your own home is protected. Survey your home for security weaknesses. The Akron Police Crime Prevention officer will assist you with this procedure or you may use a recommended self-survey of the premises. Then take appropriate steps to correct these weaknesses as soon as possible. **“Crime prevention is a way of life.”** One, which offers greater peace of mind, both while you are at home and while you are away.
- **Marking Property** Mark your property with an identifying number or mark which can be traced back to you in the event it should be lost or stolen. The criminal finds it more difficult to dispose of marked items. The odds are improved that marked property will be returned to its rightful owner.
- **Communication** A telephone network provides an efficient way to exchange important information between group members. The Community Policing officer can also use it to make direct contact with the group coordinator when members need to

be notified about recent crime trends in their area. The internet may also be utilized and be easier as you can build lists of neighbors' email addresses and send out mass email notifying all of events and concerns. This way your neighbors can read the information at their leisure.

- **Maintenance Meetings** Attend regular maintenance meetings of the Neighborhood Watch group in order to receive the most up to date information. *“A good program thrives on the persistent support of its participants.”*

MINIMUM REQUIREMENTS TO BE RECOGNIZED AS A BLOCK WATCH PROGRAM BY THE AKRON POLICE DEPARTMENT

To be recognized by the Akron Police Department as an official Block Watch program, two minimum requirements must be met:

- I. The defined neighborhood must achieve a sixty-percent (60%) participation rate from the neighbors. This commitment should be achieved by the second organizational Block Watch meeting. This requirement can be achieved by completing the Neighborhood Block Watch Phone Tree, listing all neighbors that have committed themselves to the program.
- II. Participants in the program agree to meet on a quarterly basis, which is approximately every ninety (90) days to discuss current topics of interest to the neighborhood. These meetings can be social in nature, such as summer block parties, Christmas parties, etc. The meetings can be a topic, discussing a specific area of concern or a problem that needs to be addressed. The meetings can be informational, which provide information

to the neighbors such as crime prevention ideas, fire prevention, etc.

These types of meetings can also include guest speakers.

Once the neighborhood has achieved a sixty-percent (60%) participation rate and the neighbors have committed to quarterly meetings, the Akron Police Department will provide two Neighborhood Block Watch signs. These signs are to be predominately displayed at both ends on the defined Neighborhood Block.

These signs serve three purposes:

- I. It indicates that the neighbors are practicing crime prevention and that they will also report any suspicious or criminal activity in the neighborhood.
- II. It sends a message to criminals that the neighbors will not tolerate suspicious and criminal activity in the neighborhood.
- III. It is an indicator to those looking for a home in area that the residents are an active part of the neighborhood and are striving for a safer, more secure place to live.

STARTING A NEIGHBORHOOD WATCH PROGRAM

Three key factors contribute to the success of a Neighborhood Watch program in the community.

- I. Analysis of current crime problems will indicate which aspects of crime prevention should be emphasized first. This includes the identification of both the nature and the prevalence of crime in specific areas.
- II. Local associations, which bring people together either formally or informally, provide good opportunities to introduce residents to the need for better crime prevention in their community.
- III. Individuals with leadership ability are essential. Their volunteer efforts in promoting crime prevention or coordinating a group create grass-root support for the plan.

Community Support

A good publicity campaign announcing the formation of new Neighborhood Watch groups will attract stronger community support from the beginning. The news media, such as the newspapers and radio, usually announce details of such projects as a public service.

Occasionally, one meets a resident who is opposed to a Neighborhood Watch program or is not yet willing to make a commitment to participate in a Neighborhood Watch organization. These people have their own reasons for feeling the way they do and should **NOT** be forced to join the Neighborhood Watch group. A cooperative

program, such as this, will not work without the full support of all of its members. As time passes however, a change in crime trends might well alter the attitudes of non-participants to the point where they eventually will join the group.

Publicity

To ensure better media coverage, the organizers might submit news releases, which spark interest. Enlisting a local public relations person or journalist will aid the preparation of this material.

News releases, which are compact, “newsworthy” and easy to edit, receive better attention from editors of the press and radio. The initial paragraph should summarize all essential information including the event, purpose, names, date, time, and location. The final copy, which is in a format specified by the local editors, should be submitted to the media well in advance of their press deadline.

THE INITIAL NEIGHBORHOOD WATCH MEETING

What is a Neighborhood Watch Group Area?

Any group representing individual households in the same geographic area may be considered for a Neighborhood Watch group. Ideally, these persons should be located in a position to observe each other’s property or entrances to some extent. The group may include condominiums, units of apartment complexes, town houses, or mobile homes, as well as single and multiple dwelling units.

The purpose of delineating areas is for the convenience of members in the group. It is easier for a small group to organize meetings, to maintain communication with each other, and to coordinate activities to make their neighborhood a more secure place to live.

How is the First Meeting Organized?

A person or group who wishes to organize a Neighborhood Watch program in Akron would contact the Akron Police Department, Community Oriented Policing Unit at (330) 375-2568. A Community Policing officer will be able to make practical recommendations about a suitable group size contour and may also suggest ways to approach their neighbors effectively. Possible meeting dates and sites should be discussed at this point. Selecting a mutually convenient time for each get-together is extremely important.

Maximum attendance at the first meeting is essential! It lays the groundwork for overall effectiveness of the program. At this time, the Crime Prevention Officer will explain the concept of crime prevention and Neighborhood Watch in detail. Specifically, the officer will focus on such topics as: home security, recording serial numbers or placing an identifying mark on property, self-protection, and any crime trends which have been identified in the town or area. Try to set aside time for individual remarks and questions from the group.

Selecting an appropriate setting for each neighborhood meeting will produce better results for everyone present. The meeting room should be large enough to hold the expected audience comfortably, but small enough for the speaker's voice to be heard clearly.

Good lighting makes it easier for everyone to observe demonstrations of security devices. Comfortable room temperatures promote better concentration on technical information.

A semi-circular seating arrangement is ideal for these meetings. It enhances eye contact and encourages better interaction among members of the group. Displays and demonstrations may be present so that they can be viewed comfortably.

Offering simple, inexpensive refreshments to members as they arrive adds congeniality to the group and often promotes a more relaxed discussion during the meeting. However, the emphasis should be “*keep it simple*” to avoid any delay of the meeting. Both host and coordinator should adhere to this understanding.

SAMPLE MEETING AGENDA

I. SOCIAL GATHERING AND REFRESHMENTS

Putting this social gathering at the beginning of the meeting instead of at the end allows late comers to stagger in without disrupting the meeting.

II. THE SPECIAL PROGRAM OF THE EVENING

This may be a guest speaker. It may be a movie or a specific workshop. Limit talks to 30 minutes, 20 minutes for presentation, and 10 minutes for questions.

III. GROUP BUSINESS

Old business might include a review and evaluation of current activities and operations. New business would entail covering new activities.

IV. MEMBER SHARING OF PROBLEMS

This is a forum for individual concerns.

V. AGENDA PLANNING

At the end of the program, suggestions for the next meeting and its agenda can be made.

DEVELOPING GROUP LEADERSHIP

Strong Neighborhood Watch groups have official leaders. By formalizing its leadership, a group insures that someone has the responsibility for initiating, delegating, or carrying out important tasks. The officer positions described below are only suggestions, which can be adapted to meet the specific needs of the group.

Suggested Organization Include the Following

I. **Block Watch Captain (Group Coordinator)** - Size of the area being covered will dictate the number of Neighborhood Watch Captains needed.

Responsibilities include but need not be limited to:

- Provide leadership and coordination.
- Act as a liaison between the police department and the residents.
- Recruit new members.
- Maintain a list of all members on his or her block including name, address, work and home phone numbers.
- Prepare a map of the block containing the above-mentioned information.
- Notify neighbors of crime trends.
- Coordinate efforts with other captains from the same Neighborhood Watch programs.

II. **Recording Secretary**

- Takes and distribute minutes.
- Keep books.

III. **Publicity Person**

- Prepares flyers indicating upcoming meetings, events, and topics.

- Write newsletters.

IV. Refreshment Person

- Organizes refreshments for meetings and events.

V. Topic Person

- Plan and prepares topics for upcoming meetings.
- Investigates and schedules guest speakers.
- Prepares and organizes literature, which will be presented at upcoming meetings.

VI. Distribution Person

- Responsible for distributing flyers announcing all upcoming meetings, events, and topics to all neighbors.
- Responsible for distributing any newsletters or other literature of interest to the neighbors such as crime prevention ideas, crime trends in the area, etc.
- Responsible for distributing a copy of flyers, newsletters, etc., to the Akron Police Department, Community Relations Bureau.

GROUP COORDINATOR

A portion of the meeting *must be* devoted to organization of the group plan itself.

This includes:

- The need for the exchange of names and telephone numbers of attendees will be explained and emphasized. Good communication among neighbors is particularly important whenever activity is noticed in the area, which might pose a threat to persons or property.
- Before adjournment, the SECOND MEETING is scheduled. At least one member of each household should attend this meeting. Valuable information

regarding personal and residential security and program compliance will be presented in greater detail at this time. The meeting date should be scheduled to allow member enough time to initiate compliance steps, but soon enough to maintain group interest.

A “Block Map” may be used to designate the location of each participating household. Members of the group PRINT their names, addresses, and phone numbers in the blank spaces provided on their neighborhood map.

The Block Watch Captains will keep this map until all the neighbors wishing to participate has entered their information in the appropriate spaces. Prior to the second meeting, it will be the responsibility of the captain to complete this map in detail. It is important to fill in something for every space. Each address or lot must be listed in chronological order, even if the resident does not participate.

THE SECOND MEETING

The purpose of this second meeting is to consolidate a functional plan so those group members can work together efficiently. Specific compliance requirements are stressed. At this time, there are two things that need to be established.

- I. The names and addresses of new attendees who wish to participate in the Neighborhood Watch should be collected and compiled by the coordinator.
- II. Remind the participants that their primary duty is to **“OBSERVE AND REPORT”**. By doing this, they help themselves, their neighborhood, and their community in its fight against crime.

PROMOTING THE PROGRAM

The following is a general list of methods, which can be effective in selling the program message.

- I. **PRESS KIT**— All promotional material, statistics, fact sheet, etc. in package.
- II. **MATERIALS**—Buttons, badges, pamphlets, posters, t-shirts, and decals.
- III. **PUBLIC SERVICE ANNOUNCEMENTS**—Radio, television, and billboards.
- IV. **COMMUNITY SERVICE**—School assemblies, community talks, churches, slide presentations, and films.

OPERATIONS AND MAINTENANCE OF A BLOCK WATCH GROUP

OPERATING PROCEDURES

Written operating instructions serve a number of functions. First, informal practices that have been adopted on a basis of usefulness are made standard practice. Second, operating procedures are useful guides for new members during training. Third, operating procedures also provide continuity over time; consistency between members; and a standard against which behavior can be evaluated. The operating procedures listed here are general in nature and can be tailored to fit a group's specific needs.

- I. Establish the group principles, goals, and methods of operation. Contact the Akron Police Department, Community Oriented Policing Unit and share the principles, goals, and methods of operation prior to instituting and have them cleared.
- II. Some form of identification may be issued to homes of participants
- III. Establish feedback channels so member's ideas will reach group leaders.
- IV. Establish a procedure to honor meritorious service.
- V. **DO NOT** engage in physical contact.
- VI. **DO NOT** respond to police transmission.
- VII. **DO NOT** engage in a foot chase an auto chase.
- VIII. **DO NOT** physically assist the police unless requested.
- IX. **DO NOT** question suspects.
- X. **DO NOT REPRESENT YOURSELF AS A POLICE OFFICER.**

ATTENDANCE

Because voluntary turnout at these meetings determines the degree of unity achieved within each group, regular attendance must be promoted continually. Guest speakers, with expertise on selected topics, bolster a group's interest in crime prevention. For example, suitable topics or experts might include the following:

- Personal safety
- Burglary and Crime prevention
- A discussion of local frauds and scams
- Drug education
- Home and fire safety, etc.

The circulation of a regular crime prevention newsletter is another excellent way to maintain the enthusiastic support of residents. It is advisable to send these newsletters to all residents including non-members of the Neighborhood Watch program. Contents may include announcements, crime alerts and helpful crime prevention hints. This may be done via email.

MAINTAINING ESTABLISHED NEIGHBORHOOD WATCH GROUPS

The importance of maintenance meetings cannot be stressed enough because they form a valuable and constructive part of the Neighborhood Watch program. It is recommended that the meetings be held quarterly to facilitate on going communication with all residents involved.

REASONS NEIGHBORHOOD WATCH GROUPS CONTINUE TO SUCCEED

- I. The purpose and goals of the Neighborhood Watch programs are continually reinforced. Current crime statistics and trends are presented and discussed.

- II. Crime prevention programs are reviewed, evaluations are made, priorities are redefined, and trends are presented and discussed.
- III. Residents have regular opportunities to meet, interact, and introduce newcomers to their neighbors. Reassurance grows when neighbors become acquainted and take an active role in crime prevention for their own area.
- IV. The group has an opportunity to decide upon additional program topics, strategies, and activities of particular interest.
- V. Better support and compliance with the Neighborhood Watch activities are ensured.
- VI. Adequate time is available for members to consider specific crime prevention topics in detail, as opposed to the initial overview one might receive at a single meeting.
- VII. Each group receives an update on the latest strategies and crime prevention techniques. Individuals should contribute their own practical solutions for dealing with special security problems.

THE UNDERLYING PURPOSE OF EVERY MEETING IS TO STIMULATE A PUBLIC AWARENESS THAT EACH INDIVIDUAL NEEDS TO REMAIN ALERT!

MAINTAINING A PROGRAM

A crime prevention program can only be effective as long as neighborhood participation is maintained. Crime prevention activity by itself is difficult to maintain. The more successful the program is at reducing crime, the more difficult it will be to keep people involved.

Crime prevention efforts must therefore have other activities and events structured into them, making maintenance techniques an integral part of the program.

To maintain interests in crime prevention, many programs offer more recognition than the occasional thank you. Groups can honor meritorious service through awards, certificates, an annual dinner, or even a party.

Many groups cite community events as an enjoyable and effective means of maintaining interest. Activities such as block parties, flea markets, and potluck suppers have been used to help get to know the group members better.

The most basic maintenance technique is to re-contact members on a regular schedule. Research shows when a short questionnaire was distributed, it helped the Block Watch locate problems.

VOLUNTEER INPUT

WHY VOLUNTEERS REMAIN COMMITTED

- They feel appreciated.
- They can see their involvement makes a difference.
- They receive private and public recognition.
- They feel capable of handling the tasks they are offered.
- There is a sense of belonging.
- Their personal needs are being met.
- They feel involved in a problem solving, decision making, and objective setting.
- They recognize that something significant is happening because the group exists.

WHY VOLUNTEERS LOSE INTEREST

- Discrepancies between their expectations in membership or task and reality of the situation.
- No feeling of making a difference, no praise, no reward.
- Too routine, no variety.
- Little prestige or lack of support.
- No chance for personal growth.
- No chance to meet personal needs.
- Too little chance to demonstrate initiative or creativity.
- Tension among other members.

ATTACHMENTS

SAMPLE BLOCK WATCH MAP

Park Street Block Watch List

Mike & Kristen Haas
100 Park St.
836-3422



Bob & Jen Long
102 Park St.
836-1000



Frances & Mary Keres
104 Park St.
836-1020



Andy & Chris Hicks
106 Park St.
836-1554



Rob & Laura Dunn
108 Park St.
836-2487



Park Street



Ron & Amy Rhodes
101 Park St.
836-2588



Bill & Melissa Miklos
103 Park St.
836-3884



Block Captain

Mike & Sue Widner
105 Park St.
836-8322



Jim & Lisa Ames
107 Park St.
836-6487






Brooks & Lori Norris
109 Park St.
836-6468

Grand Avenue

(BLOCK WATCH NEIGHBORHOOD)

(BLOCK WATCH CAPTAIN)

SAMPLE HOME SECURITY SURVEY

DOORS

- | | | |
|---|-----|----|
| 1. Does the door have a 180-degree peephole? | YES | NO |
| 2. Are locks that can be opened from the outside at least 40 inches from the glass? | YES | NO |
| 3. Are the entrance doors solid core? | YES | NO |
| 4. Do the doors have dead bolt locks with keyed entry on both sides? | YES | NO |
| 5. If hinge pins are outside, are they non-removable? | YES | NO |
| 6. Does the door securely fit the doorjamb? | YES | NO |
| 7. Is the door jam tightly fastened? | YES | NO |
| 8. Is the strike plate securely fastened to the door jamb? | YES | NO |
| 9. Does the dead bolt extend sufficiently into the strike plate? | YES | NO |
| 10. Have locks been re-keyed since you moved in? | YES | NO |

WINDOWS

- | | | |
|---|-----|----|
| 11. Have double hung windows been pinned? | YES | NO |
| 12. Do metal windows have auxiliary locks? | YES | NO |
| 13. Can windows which are open for ventilation, be secured? | YES | NO |
| 14. Do basement windows have auxiliary locks? | YES | NO |
| 15. Do curtains or drapes fully cover windows? | YES | NO |
| 16. Is window air conditioner secured from inside? | | NO |

GARAGE

- | | | |
|---|-----|----|
| 17. Does the door close tightly? | YES | NO |
| 18. Does the overhead door have a track padlock? | YES | NO |
| 19. Is the padlock of high quality? | YES | NO |
| 20. Is the hasp of high quality, with no screws showing? | YES | NO |
| 21. Do you keep the overhead door closed and locked at all times? | YES | NO |
| 22. Do you remove vehicle keys when the garage is locked? | YES | NO |
| 23. Can the garage light be turned on from inside the house? | YES | NO |

EXTERIOR

- | | | |
|--|-----|----|
| 24. Do you belong to a Neighborhood Watch Program? | YES | NO |
| 25. Are your shrubs cut below window level? | YES | NO |
| 26. Are tree limbs cut above window level? | YES | NO |
| 27. Is your address number visible from the street? | YES | NO |
| 28. Can your mailbox be locked? | YES | NO |
| 29. Is the front door area well lit? | YES | NO |
| 30. Is the back door area well lit? | YES | NO |
| 31. Are bicycles, mowers, power tools, or ladders kept inside or in a locked area? | YES | NO |
| 32. Have you marked your property with a number or mark that you can identify? | YES | NO |

VACATION

- | | | |
|--|-----|----|
| 33. Do you stop deliveries? | YES | NO |
| 34. Do you notify the Akron Police Department? | YES | NO |
| 35. Do you have a trusted friend or relative check your home while you are away? | YES | NO |
| 36. Is your yard taken care of while you are away? | YES | NO |
| 37. Do you set your lights on timers? | YES | NO |
| 38. Do you arrange for hand bills to be picked up? | YES | NO |

ADDITIONAL CRIME CHECKS

- | | | |
|---|-----|----|
| 39. If you have a handgun, is it kept secured? | YES | NO |
| 40. Do you keep most of your cash in the bank? | YES | NO |
| 41. Is your homeowner's insurance policy up to date? | YES | NO |
| 42. Do you keep a list of all your valuable property, credit cards, and serial numbers? | YES | NO |
| 43. Do you keep the list in a safe place? | YES | NO |
| 44. Do you avoid displaying valuables to strangers? | YES | NO |

***** THIS SURVEY IS FOR YOUR OWN PRIVATE USE ONLY *****

SAMPLE REPORTING SUSPICIOUS PERSONS AND ACTIVITIES

We must all work together in an effort to improve the quality of life in our neighborhoods. One method by which we can accomplish this goal is to strive to reduce criminal opportunities through an active Neighborhood Watch program. This program requires that we be both observant and aware of persons and events in our neighborhood. We must learn to recognize happenings of a suspicious nature and overcome any reluctance we might have in reporting these observations to the Akron Police Department. The following is a general list of activities, which should be reported to the police:

1. Subject(s) forcing entry into a house, garage, or vehicle.
2. Subject(s) running from a house.
3. Subject(s) walking around house, checking doors, windows, etc., or who appears to be attempting to hide from view.
4. Subject(s) who rings the doorbell and then go to the rear of the house.
5. Subject(s) loitering in the neighborhood or who appear out of place or are unknown to you.
6. Anyone with a weapon.
7. Any unusual noise, regarding the time of day; for example, a scream, breaking glass, loud crashing sound, prying, or any audible alarm.
8. Subject(s) carrying what may be loot; for instance, radios, TV's, stereo equipment, or large sacks, bags or pillowcases, which appear to be full.
9. Any strange car that is parked on the street or in your neighbor's driveway.
10. A solicitor who does not appear to have a valid reason for coming to your door; seems overly aggressive or forceful; appears hesitant; does a lot of unnecessary

looking around; or asks unusual questions concerning you, or your neighbor's daily schedule or habits.

In order for this information to be useful to the police department, it must be reported as soon as possible—immediately if practical. When reporting this information, remember you should attempt to **GET AN ACCURATE DESCRIPTION OF THE INDIVIDUALS AND VEHICLES INVOLVED, INCLUDING LICENSE PLATES NUMBERS.**

DESCRIPTION OF THIEF ILLUSTRATION

HELP CATCH A THIEF!

Identi-Report

FILL IN ALL BLANKS AND GIVE TO THE FIRST POLICE OFFICER ON THE

Vehicle _____
 License _____
 Make _____ Color _____

Direction of Escape

Method of Escape
 Foot _____
 Vehicle _____

Race _____
 Sex _____

Hat (color, type, etc.)

Age

Shirt

Height

Tie

Weight

Coat

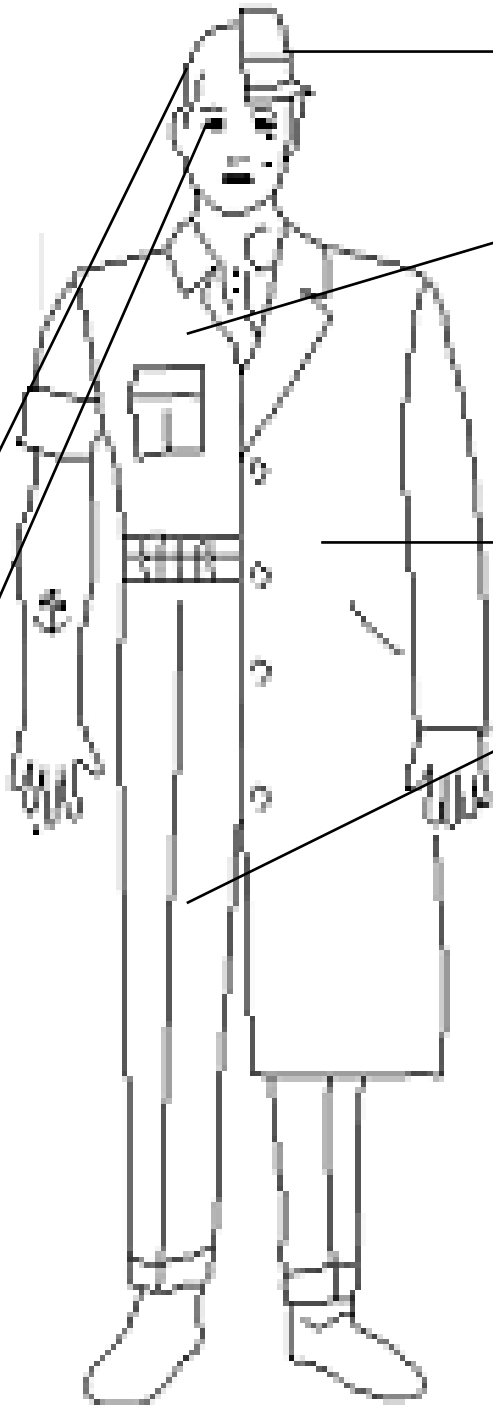
Hair

Pants

Eyes

Shoes

Scars, Marks, Tattoos



REMARKS

**REPORT
 CRIME
 IMMEDIATELY!**

Speak clearly...
 Stay on Telephone...

DON'T HANG UP!

Type of Weapon
 Hand gun 
 Shot gun 

Other _____

SAMPLE INVITATION LETTER

Dear Neighbor,

Our neighborhood is undertaking a program to reduce the opportunity for residential burglaries and thefts to occur by establishing a network for concerned citizens to communicate with other neighbors and the Akron Police Department regarding crime-related problems.

The security of our residential life depends upon ourselves. No police department can effectively protect life and property without the support and the active cooperation of the citizens whom it serves.

We would like to invite you to attend an organizational meeting for our Neighborhood Watch Program. The meeting will be held on **MONTH, DATE, YEAR** at **TIME** at **NUMBER STREET** and **NAME**, Akron, Ohio **ZIP CODE**.

We hope that you will be able to attend and learn what we can do together to make our neighborhood a better place to live.

By meeting together, we hope to explain the goals of our program, illustrate simple home protection techniques, and discuss ways we can reduce the opportunity for crime to occur in our neighborhood.

Signature

Title (if it applies)

Address

Phone Number

INVENTORY RECORD OF YOUR VALUABLES

ID NUMBER USED _____

ITEM	MAKE/MODEL	SERIAL NUMBER
TELEVISION		
VCR		
PHONOGRAPH (STEREO, HI-FI)		
TAPE RECORDER		
RADIO		
CB RADIO		
SCANNER		
MICROWAVE OVEN		
AIR CONDITIONER		
STOVE (RANGE)		
REFRIGERATOR		
FREEZER		
DISHWASHER		
COMPUTER		
COMPUTER ACCESSORIES		
BICYCLE		
MOPED/ SCOOTER		
MUSICAL INSTRUMENT		
SEWING MACHINE		

ITEM	MAKE/MODEL	SERIAL NUMBER
LAWNMOWER		
ELECTRIC DRILL		
ELECTRIC SANDER		
ELECTRIC SAW		
OTHER POWER TOOLS		
SPORTS EQUIPMENT		
JEWELRY ITEM		
JEWELRY ITEM		
TYPEWRITER		
CAMERAS		
PROJECTOR		
WRISTWATCHES 1. 2. 3.		
OUTBOARD MOTOR		
BINOCULARS		
FISHING EQUIPMENT		
GUNS 1. 2. 3.		
OTHER ITEM NOT LISTED		