

Neighborhood Watch Manual

National Neighborhood Watch Program



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This manual has been created for citizen organizers and law enforcement officers that work with community members to establish watch programs. The material contained within covers a number of topics and provides suggestions for developing watch groups. However, please incorporate topics and issues that are important to your neighborhood watch group.

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USAon Watch

The National Face of Neighborhood Watch

Neighborhood Watch is one of the oldest and best-known crime prevention concepts in North America. In the late 1960s, an increase in crime heightened the need for a crime prevention initiative focused on residential areas and involving local citizens. The National Sheriffs' Association (NSA) responded, creating the National Neighborhood Watch Program in 1972, to assist citizens and law enforcement. In the aftermath of the September 11, 2001 terrorist attacks, strengthening and securing communities has become more critical than ever. Neighborhood Watch programs have responded to the challenge, expanding beyond their traditional crime prevention role to help neighborhoods focus on disaster preparedness, emergency response, and terrorism awareness.

In 2002, the NSA in partnership with USA Freedom Corps, Citizen Corps and the U.S. Department of Justice launched USAonWatch, the face of the revitalized Neighborhood Watch initiative, which represents the expanded role of watch programs throughout the United States. USAonWatch empowers citizens to become active in homeland security efforts through participation in Neighborhood Watch groups. Many neighborhoods already have established watch groups that are vibrant, effective, and can take on this expanded role with ease. For neighborhoods without thriving groups, the renewed emphasis on emergency preparedness and response may provide the right incentive for citizens to participate in Neighborhood Watch in their community.

The foundation of the Neighborhood Watch program is the information, training, technical support, and resources provided to local law enforcement agencies and citizens. The training program is designed to build the capacity of law enforcement officers assigned to work with community groups by providing specific instruction on topics important to Neighborhood Watch. In addition to training, Neighborhood Watch has developed a new Toolkit that contains such items as posters, flipbooks on target hardening for the home, and presentations for the community.

To learn more, visit www.USAonWatch.org and browse the site. Check out the Resource Center, visit the Neighborhood Watch partners, subscribe to our newsletter, or register your Watch group.

What is Neighborhood Watch?

A Neighborhood Watch program is a group of people living in the same area who want to make their neighborhood safer by working together and in conjunction with their local law enforcement, the Santa Rosa County Sheriff's Office, to reduce crime and improve their quality of life. Neighborhood Watch (NW) groups have regular meetings to plan how they will accomplish their specific goals and leaders with assigned responsibilities. Neighborhood Watch is homeland security at the highest local level. It is an opportunity to volunteer and work towards increasing the safety and security of our homes and our homeland. Neighborhood Watch empowers citizens and communities to become active in emergency preparedness, as well as the fight against crime and community disasters.

Activities conducted by Neighborhood Watch groups across the country are as diverse and varied as their volunteers and the neighborhoods they represent. Some groups mobilize to patrol neighborhoods, other distribute crime prevention information, while business assessments or home security surveys are conducted by others. While disorder problems are the primary focus of Neighborhood Watch members, volunteers mobilize and conduct neighborhood clean-ups or work with faith-based organizations to assist with the homeless and mentally ill who wander the streets. As law enforcement officers learn the needs of their various Neighborhood Watch groups and the dynamics of their volunteers, they can tailor activities and responses to meet the ever-changing needs of their citizens.

Program History

For almost seventy years, the National Sheriffs' Association (NSA) has been committed to the safety and security of America's communities. The National Sheriffs' Association (NSA) took crime prevention concepts a step further by making a national initiative – the National Neighborhood Watch Program. The program was developed in response to a multitude of requests from sheriffs and police chiefs across the country. Law enforcement leaders were looking for a crime prevention program to incorporate citizen involvement, and address the increasing number of burglaries taking place, especially in rural and suburban residential areas.

Funding was sought and obtained from the Law Enforcement Assistance Administration and the U.S. Department of Justice, and thus, the National Neighborhood Watch Program was born. The first two years of the program were devoted to disseminating information on the nature and volume of burglaries, and providing information on how to secure residential property and make it less vulnerable to break-ins, also known as target hardening. From there, it evolved to promoting the establishment of ongoing local neighborhood watch groups where citizens could work in conjunction with their law enforcement agencies in an effort to reduce burglaries and other neighborhood crimes. The creation of "Boris the Burglar" arose as the symbol of crime prevention in neighborhoods.

Throughout the years, Neighborhood Watch has grown from an “extra set of eyes and ears” approach to crime prevention to a much more proactive, community-oriented endeavor. Neighborhood Watch groups are now incorporating activities that not only address crime prevention issues, but also restore pride and unity to a neighborhood. It is not uncommon to see Neighborhood Watch groups participating in neighborhood cleanups and other activities which impact the quality of life for community residents.

In 2002, USA Freedom Corps was created under President Bush’s initiative to build a culture of service, citizenship, and responsibility in the country. USAonWatch was established in partnership with the Department of Justice as an expansion of the Neighborhood Watch program to empower citizens to become directly involved in their community to prepare for all hazards. USAonWatch is one of five programs partners of Citizen Corps, a national effort to encourage citizen involvement. Following the hurricanes of 2005, a new initiative for emergency preparedness and service swept the country. Neighborhood Watch groups are a way for law enforcement and citizens to work together not only for disaster preparedness but for all hazards and encourage citizens to volunteer in their communities.

Benefits of Neighborhood Watch

There are obvious benefits Neighborhood Watch volunteers and their communities have experienced throughout the years such as:

- crime reduction
- a better quality of life
- a greater sense of security, responsibility, and personal control
- build community pride and unity
- preparing for helping ourselves and others in our community
- provide Santa Rosa County Sheriff’s Office with volunteer support year round
- citizens become the extra “eyes and ears” for local law enforcement

Starting a Neighborhood Watch

A Neighborhood Watch group is easy to start. Have a meeting with your neighbors and don’t forget to invite your crime prevention liaison representative. The NW programs are built upon successful relationships between the Santa Rosa County Sheriff’s Office and the community. Remember this is your Neighborhood Watch group and we are here to support and assist you. It is your responsibility to maintain interest and keep the group running smoothly.

- Begin to talk to your neighbors to engage interest. If they don't understand what NW is, explain to them the benefits of a Neighborhood Watch.
- Contact the Santa Rosa County Sheriff's Office Crime Prevention Coordinator at (850)-983-1236 or crimeprevention@srsso.net. They may have ideas or suggestions for starting a successful group.
- Don't be discouraged by low attendance or lack of interest. Not everyone will be interested in joining your Watch group right away or understand the need for the group. Continue to invite everyone and update neighbors who aren't involved. As the group grows, more will want to join!

Who is Involved in Neighborhood Watch?

Any national initiative or program requires contributions at multiple levels, from the federal government to sheriffs to individual citizens. The National Sheriffs' Association is working with the Bureau of Justice Assistance, Office of Justice Programs, and the U.S. Department of Justice to form new Neighborhood Watch groups and revitalize existing groups. In order to reach the citizens, local law enforcement agencies have been given a charge to involve the people in their community. Anyone and everyone can be involved in a Neighborhood Watch group.

Five Steps to Building a Successful Neighborhood Watch

Building a strong Neighborhood Watch program is not an overnight process: it takes patience, planning and dedication. However a successful program will keep a community strong and protected and when a crime or emergency happens, they will be more ready.

Keep these Five Steps in mind when starting your group:

Step1

Talk with your fellow neighbors about their concerns regarding crime in the area and determine the level of interest others have in starting a Watch Group. While it may be hard to have every household involved, incorporating as many of your neighbors as possible will increase the likelihood for success in reducing crime.

Step2

Contact the Santa Rosa County Sheriff's Office at (850)-983-1236 to invite them to meet with your group at a time and place convenient to your Watch Group members. It is essential for your group to work in collaboration with law enforcement. Neighborhood Watch is a cooperative effort. Law enforcement needs to let the citizens know what is expected of them and Neighborhood Watch Group members and the citizens need to let law enforcement know what their concerns are within the community.

Step3

Working with your Crime Prevention Liaison, your Watch Group should identify patterns of crime in the area and develop strategies to address these problems. Your group will

need to appoint a block captain to coordinate these efforts as well as design a phone tree for reporting crime and suspicious activities.

Step4

The Santa Rosa County Sheriff's Office will work with you to train your Watch Group members in terrorism awareness, emergency preparedness/emergency response, and basic crime prevention techniques.

Step5

Take active steps in your community. Have a kickoff event to announce your formation and to encourage others to get involved. Start a Neighborhood Watch newsletter, schedule times for Watch members to conduct or attend citizen patrols, training, emergency drills, and crime prevention exercises.

It is important to keep your group active and enthusiastic. Maintaining communication between group members and the Santa Rosa County Sheriff's Office is important. Be sure to schedule regular meetings so that your group remains focused.

Organizing Your Neighborhood Watch

A traditional NW group will include a law enforcement officer or crime prevention liaison to the group, an area coordinator who lives in the community, block captains spread throughout the community, and watch members. One of the final steps in forming and organizing a Neighborhood Watch is the designation of leadership. These individuals will be responsible for the planning and coordinating activities. Watch leaders may be formal leaders elected by their peers or informal leaders who are simply the first to volunteer! As a Watch becomes more advanced, the members may form an advisory or executive board to make decisions for a larger area. It doesn't matter how your Watch group is set-up, as long as your community members are excited and effectively addressing the identified problems.

The Crime Prevention Liaison

Traditionally, designated sworn officers or their non-sworn public service counterparts are assigned as liaisons or coordinators for Neighborhood Watch. Often these individuals are selected because of their previous crime prevention experience or training. Some Watch officers and coordinators are chosen because of their desire to reach out and work with the community, while others are selected because of their communication skills or abilities to plan, organize and mobilize others. In some situations the officer may have no prior NW experience and the community must help the officer understand the importance of NW.

A law enforcement or public safety officer who has been assigned as a liaison to assist, enhance and support Neighborhood Watch efforts in the community should:

- Learn about the history of the Neighborhood Watch.
 - Collect general information on the community or communities where he/she will be responsible for overseeing its implementation.
 - Examine the geography of the area and any natural neighborhood boundaries.
 - Examine the demographics of the population (especially any emerging trends).
 - Examine the culture of the communities that the Neighborhood Watch groups will be serving.
 - Collect data on the crime, disorder and quality-of-life issues in the general community.
- It is important to note all of the information being gathered is general in nature. This foundational information should provide the officer with an understanding of what the Neighborhood Watch is and where the programs are going to be offered, enhanced or expanded.

The Block Captain

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

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

The Neighborhood Watch Coordinator

The Coordinator's job is crucial to the success of your program. This may be just the right job for a retiree or other individual who has extra time at home. This person's responsibilities may include:

- Expanding the program and maintaining a current list of participants and neighborhood residents, including names, addresses, home and work telephone numbers, email addresses, and vehicle descriptions.
- Acting as liaison between Watch members, officers, civic groups, and block captains.
- Arranging neighborhood crime prevention training programs.
- Obtaining and distributing crime prevention materials, such as stickers and signs.
- Involving others to develop specific crime prevention projects.
- Encouraging participation in "Operation Identification," a nationwide program in which personal property is marked legibly with a unique identifying number to permit positive identification if valuables are lost or stolen.

Neighborhood Watch Members

In some neighborhoods, the need for a proactive Neighborhood Watch program will be evident because of the well documented crimes or the acknowledged disorder that occurs in the community. In these neighborhoods, residents are usually ready and willing to mobilize and participate in the NW program. They often need little external motivation. The focus in these areas is usually more on leadership and organization. However, in other neighborhoods the incidents or offenses may be less well known and the level of awareness among the residents may need to be increased. Under these circumstances the responsibility for raising the level of awareness falls upon the crime prevention liaison, from the Santa Rosa County Sheriff's office, as well as the area coordinator.

The responsibility for the recruitment of volunteers usually falls to the Block Captains or Area Coordinators, but in some instances the officer may have to instruct these leaders on how to recruit new members. Once a core group of Neighborhood Watch volunteers has been identified, specific members may volunteer to take on leadership positions. In some instances, certain individuals may be reluctant to take on specialized roles within the group. The law enforcement officer may wish to interview and select certain key individuals to lead specific efforts.

Phone Trees

Phone trees are a great way to share information and build a sense of community in the neighborhood. Phone trees can expedite emergency information. Neighborhoods can be divided into small, workable areas using streets or natural boundaries. Each group prepares a chart (which is continuously updated) that includes the names and phone numbers of all members. A Block Captain or other person is designated to be contacted by the police or sheriff's office. Each individual listed on the tree knows whom he is to contact should emergency or other important information need to be disseminated in a hurry.

When do you use the telephone tree?

- After calling 911, alert your neighbors to an emergency in progress or that one has just occurred such as a bear sighting, hazardous material spills, major traffic accidents, acts of nature, etc.
- To control rumors about crime in the neighborhood that you have verified or found false.

Why should the Phone Tree be used?

- When someone has urgent information to share, (e.g. prowler in the area) they activate the telephone tree by calling the name at the top – the group representative.
- When you receive a call, call the next listed person under your name. If they are not home, call down the list until you get an adult at home.
- The last neighbor to receive a call, calls the representative to confirm that they have received the message.
- It is best to practice the telephone tree on a periodic basis so that problems in the process can be fixed.
- Email can be used for not in-progress crimes, meeting announcements and general information.

Email

Email is one of the best ways to get in touch with your neighbors. Your group can organize an email list much like that of a phone tree. When an issue in the neighborhood comes up you can contact the resident in a fast and efficient way with email. However, keep in mind that some people still do not have internet access at home.

Your group will have to decide who will maintain and update the email lists and what information should be included. Recommendations include: meeting reminders, information on crime in the neighborhood, business related directly to the group, and information law enforcement has asked the group to share. Information that should not be shared includes: chain emails, personal information about a neighbor, news articles unrelated to the group.

Social Media

Social media is a great way to share information with your neighbors. You can create a neighborhood watch Facebook group and set it to "private" where only those people who are part of your watch team are permitted access. Restricting access is a good idea because you probably don't want the bad guys knowing what security measures you are taking.

Neighborhood Maps

A neighborhood map is a powerful tool on a simple sheet of paper. Along with a phone tree, a map can give residents information on where everyone in the neighborhood lives and also put landmarks and distance from house to house into perspective. The map will familiarize NW members with families living in the neighborhood as well as address any potential dangers during an emergency.

- The map should indicate N, S, E, W.
- Label all streets inside and connecting the neighborhood.
- Draw squares for homes and list full names, address, phone and email.
- Consider adding children's names and work and out of state emergency numbers.
- If a household won't participate, list only their address on the map.
- Make note of the people who are captain and co-captain(s).
- List the police contact name and number.
- Give a copy of the map to everyone who participates.

Divide neighborhoods of 50 or more homes into "areas" because if a Watch group is too big, it can fall apart with only a few people to manage it. Each area could have a color or a name and its own area captain.

Planning and Conducting Meetings

Traditionally, Neighborhood Watch was always about having meetings to discuss crime in the neighborhood, but as NW has changed, so have meetings. The key to planning a successful Watch meeting is organization. NW leaders should be aware that participants are volunteering time out of busy schedules and should work to ensure efficient and informative meetings. Meeting leaders should have the facilities prepared prior to the meeting, start and finish on time, and thank participants for attending.

Some meetings require a face-to-face gathering. By meeting in person, you are able to establish, build, and maintain personal relationships with the people with whom you are working. By holding a meeting, you are able to educate and share valuable information with attendees. You will be able to "read" your audience in order to focus on things that are important to the group as a whole. Meetings allow those in attendance to discuss ideas and make group decisions. By meeting in person and talking together, new ideas can be generated and the group will focus on issues and information important to the group as a whole.

Inviting Neighbors

You want to get as many neighbors together as you can. How you invite them is important.

- Make your invitation simple and clear. Mention a recent crime as incentive.
- Deliver the invitation in person if possible. Face-to-face is more effective than leaving a piece of paper on a doorstep.
- Ask if they could spare "only one hour" to talk with other neighbors about how to fight crime in the neighborhood.
- Don't put invitations in postal mail boxes – it's illegal.
- Get a couple of neighbors to walk with you to help deliver invitations.

- Plan an activity for children near the meeting, perhaps ask a teenager to watch them. Mention this on the invitation to encourage parents to attend.
- Offer other incentives: food, door prizes, or a chance to “win” money off rent or homeowners’ dues.

Meeting Logistics

- It is important to select a date and a time for your meeting that is convenient for most of the people invited. You will not be able to accommodate every person, but you should try to appeal to the majority.
- Try to establish a regularly-scheduled meeting day and time. You might meet once a week or once a month, at an interval that best fits the needs and availability of the group.
- You should also select a location convenient for the majority of the group. If you are conducting a Watch group meeting you should probably hold the meeting in the neighborhood.

Facilitating a Meeting

At the Meeting

- Be warm and friendly, making a point to say hello to everyone.
- Consider holding an informal social time before or after the meeting.
- Consider providing name badges. This will help with introductions as well as help the instructor to encourage participation
- You might also want to consider an icebreaker exercise in the first couple of meetings.
- Begin and end on time.
- Stick to the schedule you set – it helps establish your credibility in being able to control the meeting.
- Set ground rules, such as time allowed for speaking and adhering to the agenda.
- It may be appropriate to take minutes.

The Meeting Facilitator should:

- Stay focused on the task at hand to ensure the meeting fulfills its purpose.
- Clearly summarize decisions made and issues that require voting.
- Direct conversations about disagreements so that they do not spiral out of control.
- Allow each person time to speak without dominating the discussion.
- Try to find and resolve sources of confusion, hidden agendas, and emotions.
- As the meeting comes to a close, set the date, time and place for the next meeting.

After the Meeting:

After the meeting, review how the meeting went and how it could be improved. Effective meetings will not disappoint those in attendance because it will show NW values busy schedules, but encourages people to stay involved. The NW coordinator or block captains should distribute minutes including details about action items and assignments, persons responsible, and timelines.

Each block captain should follow-up with people who did not attend to see if they had questions about anything discussed. This will encourage people to stay involved, even if they can't attend meetings.

Alternatives to Meetings

With overbooked schedules and new ways to communicate, it may be beneficial to maintaining your watch to occasionally hold non-traditional meetings. If you can accomplish the same purpose without meeting in person, consider more time-efficient alternatives such as email, phone, or online chats. If you are simply relaying information to others and feel that the information is not important enough to call a meeting, consider a flyer or some other sort of publication that can be mailed or distributed to group members. Respect each group member's time. If the information provided in person at the meeting is important and valued, then a meeting is appropriate.

More to Neighborhood Watch than Just Crime

Creative Meetings Topics:

- Personal Safety
- Rape Prevention
- Safety for the Hearing Impaired
- Street Safety
- Child/Stranger Safety
- Home Security
- Water Safety/Boat Safety
- Awareness & Patrol Techniques
- Observation
- First Aid/CPR
- Animal Control
- Dogs- What to do if attacked
- Scams
- Parent to Parent
- Peer Courts
- School Resource Officer
- Community Policing
- Volunteer Programs
- Emergency Preparedness
- Traffic Team
- Patrol Aspects
- How to be a Witness
- Defensive Driving
- NW Patrolling
- Teen Vehicle Safety
- Conflict Resolution
- Children Services to Families
- Local Fire Station

Revitalizing & Maintaining Watch Groups

One of the biggest challenges to Neighborhood Watch is maintaining momentum after the problems are “solved.” When NW groups organize around safety concerns, enthusiasm is usually high and participation good. A few months later, the excitement dies down and communication often sags. In order to maintain a strong group expand the focus of your Watch group. It is important to find other activities to keep your group engaged. The newly revitalize USAonWatch program embraces this idea by encouraging partnerships and viewing NW in an all-hazards approach.

- Develop an email newsletter. An electronic newsletter will save copying and mailing costs, can provide essential information, and often may be linked to the Santa Rosa County Sheriff’s Office homepage.
- Form a team to actively recruit new members or encourage previous members to attend. Lack of attendance can sometimes be a lack of information. If neighbors are informed about safety and security issues they may be more willing to attend.
- Expand NW concerns beyond crime prevention to include quality of life issues and fun activities to build community spirit.

Recognizing Your Volunteers

People need to feel appreciated when they give up time for their community. In order to keep Watch group members involved and excited, take time out to recognize them. There are two basic forms of recognitions: formal and informal. Formal recognition often occurs in an organized setting such as a recognition dinner, reception etc. Informal recognition includes simple things such as a thank you note. Use the form of recognition that will best motivate your volunteers.

Neighborhood Watch Skills Using Your “Eyes and Ears”

Once you have established a strong Watch group, it is important to start building skills needed to make your group a success. While NW exists for more than just crime prevention, it is important to build the skills necessary for preventing crime as well as terrorist activity, and preparedness for natural/man-made disasters. Schedule training sessions with your crime prevention liaison or other agencies that might have training courses. The National Sheriffs’ Association offers skill building training through the Neighborhood Watch Toolkit.

Observation Skills

Most people go through the day without even noticing everyday events. However beginning to recognize what is normal around you is the first step in recognizing what is not normal. Although law enforcement officers are trained observers, sometimes they find it difficult to explain to citizens what to report and when to report it. While patrolling the streets, officers get used to looking for activities or events that seem out of place or are not part of the regular or ordinary routine. Officers may not be able to articulate specifically what is unusual, but they are keenly aware that something is awry. Officers sometimes refer to this phenomenon as a “sixth sense” or “street smarts,” and they instinctively know when something is not right and they should investigate. Community members should know they have the ability to recognize unusual events as well. It is a matter of practicing Observation Skills to make them stronger.

In order to understand how to properly observe people, vehicles and incidents that may affect us, we should begin by learning what types of things to observe. You should pay attention to things like:

- Physical setting – Specific location, time of day, day of week
- People – What do they look like? (height, weight, ethnicity, gender, etc.) How many are there?
- Specific items – What is important?
- Routines – Did you notice any recurring patterns or routines? How often did they occur? Who was involved?

One of the keys to a successful Neighborhood Watch program is recognizing the importance of using good observation skills to keep your neighborhood safe.

Knowing What and How to Report

There are four general categories to consider when determining what to report:

1. suspicious activities
2. people and vehicles
3. illegal activities
4. unusual events or incidents, dangerous situations

By reporting these types of activities and situations, citizens can make their communities safer and more secure, reduce violence, minimize victimization, reduce crime, and improve the overall quality of life.

Community members must also be instructed on how to report suspicious activity. To report suspicious activities, crimes in progress or possible terrorist activities, simply:

- Dial 9-1-1 if emergency, if non-emergency call the Santa Rosa County Sheriff's office dispatch at (850)-983-1191
- Tell the call taker what happened and the exact location
- Provide a detailed description of individuals or vehicles
- Remain on the phone and stay calm
- Be prepared to answer follow-up questions

What is Suspicious Activity?

All too often citizens are confused about what they should report and why, so it is important to train citizens through a variety of reporting activities. After reviewing this section, participants will be able to advise citizens specifically on the appropriate who, what, when, where, and how of reporting. Often citizens ask officers “Why should I get involved?” or “How am I going to benefit by reporting suspicious activity?” Although the answers may seem obvious, it must be clearly communicated to the public that they are an essential component in protecting our communities. Sometimes our citizens receive mixed signals regarding what to report and when to report it. Other times they simply do not know what is expected of them. It is important to learn specific definitions and details to provide Watch volunteers with clear and concise information. Begin with defining “suspicious activity.” Officers should know the definition of suspicious activity and be able to properly communicate this definition to Watch members and other concerned citizens. Suspicious activity can refer to any incident, event, individual or activity that seems unusual or out of place. Some common examples of suspicious activities can include:

- A stranger loitering in your neighborhood or a vehicle cruising the streets repeatedly.
- Someone peering into cars or windows.
- A high volume of traffic going to and coming from a home on a daily basis.
- Someone loitering around schools, parks or secluded areas.
- Strange odors coming from a house, building or vehicle.
- Open or broken doors and windows at a closed business or unoccupied residence.
- Someone tampering with electrical, gas or sewer systems without an identifiable company vehicle or uniform.
- Persons arriving or leaving from homes or businesses at unusual hours.
- Multiple persons who appear to be working in unison and exhibiting suspicious behaviors.

Neighborhood Watch is not a vigilante program. It doesn't give people the authority to act like police officers, take risks or try to be heroes. And it's not an excuse to poke noses in other people's business.

When to Call 911 and When Not!

Calling 911 is an important communications tool for emergencies. However, some citizens call 911 in non-emergency situations. This can cause the dispatch operator to miss a call of a person needing help.

When To Call

- Medical emergency (examples: chest pain, shortness of breath, uncontrolled bleeding)
- Motor vehicle accident
- Fire
- When a life is in danger

When Not to Call

- The power is off
- Asking for directions to the hospital
- Requesting to speak with a particular office or officer

Neighborhood Watch's Expanded Role

In earlier times the role of Neighborhood Watch Programs was primarily centered on what had become the all too common crimes committed by ordinary criminals, bent on breaking into our homes, stealing cars, prowling, peeping, conducting illegal drug activity and threatening our children's safety. As if all these threats to a community's safety are not enough, today we must add the very real threat of terrorist activity.

After the terrorist attacks of September 11, 2001, Americans have become aware that counting exclusively on law enforcement for protection and safety of our family and community is not sufficient in this changing, more dangerous world. Threats no longer came just from members of the community's criminal element, but also from elements located far outside the boundaries of the traditional American neighborhood. The world suddenly has become a much smaller place.

For thirty-five years Watch groups have worked successfully to address crime prevention issues and to restore pride to neighborhoods. Now they face a new challenge: helping local residents become a critical element in the detection, prevention, and disruption of terrorism. Like it or not residents are, more than ever before, key to building safer neighborhoods and protecting themselves.

By practicing the following common sense guidelines for observing and reporting, you can actively increase safety and security against a potential terrorist act as well as everyday crime and violence.

- Make sure community members know what kind of suspicious activity to look for and how to report it to the sheriff's office. Invite a Santa Rosa County Sheriff's Office Deputy or emergency management office to speak with your Watch group.
- Develop a neighborhood evacuation plan.
- Create a neighborhood communication system with phone numbers and email addresses for all community members.
- Encourage members to develop an individual emergency preparedness plan and share this plan with the entire family.
- Develop a preparedness kit and have supplies for sheltering in place.
- Discuss local warning systems and how to find information on evacuation routes, schedule, and temporary shelters in an emergency.
- Discuss potential terrorist targets in your community (e.g. power and chemical plants, airports, bridges) and the consequences of the attack.
- Discuss how to report suspicious terrorist activity. Traditionally watch groups reported criminal activity to local law enforcement, but in the case of terrorism it might be more appropriate to report to a local office of Homeland Security or the FBI.

Emergency Preparedness and Homeland Security

One of the newer elements of Neighborhood Watch is the expanded role that now includes awareness and reporting of possible terrorist activities. Since September 11, 2001, the federal government has issued heightened states of alert for local law enforcement, and has urged Americans to remain vigilant for the threat of new terrorist activities. The need for strengthening and securing communities has become more important than ever. For thirty-five years Watch groups have worked successfully to address crime prevention issues and to restore pride to neighborhoods. Now they face a new challenge: helping local residents become a critical element in the detection, prevention, and disruption of terrorism. President Bush has called for all Americans to make disaster preparedness a part of their daily lives. Although government agencies assume most of the responsibility for detecting and preventing terrorism, preparedness is the job of the individual citizens as well. Disaster can strike quickly. Whether a disaster is a natural event, a technological event, or an act of terrorism, the importance of preparedness is the same.

Disasters: Are you Ready?

Check with your local fire department to find out about the classes and training they offer in first aid, CPR, fire suppression, and disaster preparedness. C.E.R.T. (Community Emergency Response Teams) includes extensive training for citizens on disaster preparedness for the neighborhood. Some of the subjects include:

- Disaster first aid.
- How to triage and set up medical areas.
- How to fight fires and turn off gas lines.
- How to inspect buildings and mark them after inspecting.

The first step is making sure your family is safe and you have what you need to stay safe and healthy for the duration and aftermath of a disaster. Supplies must be ready because you usually don't get much warning or time to gather and pack supplies. You should practice fire escape plans and disaster evacuation plans a couple of times a year. This way, if the "real" thing happens, your family will be calm and levelheaded when everyone else is in a panic. Use old suitcases to pack disaster clothing and personal items; they are easy to grab in a hurry. Ask your fire department for a list of items needed for disaster kits. Individuals with disabilities need to plan for special needs. For example, they should have a pair of work gloves attached to the underside of their wheelchair in case they have to roll through debris, broken glass, etc. Don't forget to plan for the supplies your pets will need. Your Watch group should have a list of residents who will need assistance.

Disaster Preparedness Kit

While it may not be fun to think about a disaster occurring in your community, the chances it may happen are high and the type of disaster varies from where you live. However, your Watch group can make Disaster Preparedness fun by holding a meeting to educate on evacuation plans, then take the time to create Preparedness Kits together. Have each household buy items in bulk, then share with each other in order to reduce costs.

Recommended Items to Include in a Basic Emergency Supply Kit:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries
- Food, at least a three-day supply of non-perishable food
- Flashlight and extra batteries.
- First aid kit
- Whistle to signal for help.
- Moist towelettes, garbage bags, and plastic ties for personal sanitation. Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, and paper towels
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local maps

Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification, and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate
- Complete change of clothing including a long sleeved shirt, long pants, and sturdy shoes
- Fire Extinguisher
- Matches in a waterproof container
- Paper and pencil
- Books, games, puzzles or other activities for children

Home Security – What you can do as a Resident

The original purpose of NW was to increase awareness in communities about ways to protect homes from burglaries. Although NW has expanded over the years, protecting homes is still a priority. Since most burglaries and thefts are crimes of opportunity, the more obstacles that we put in place to protect ourselves, the less the chance of our being victimized. In sports, the more defenses a team has, and the better that defense is, the less likely the opponent will be to score. In target hardening, we want to increase our “defense” by identifying multiple methods that you can employ to protect yourself and stop the criminal. Some are common sense methods that cost little or no time or effort, while others may be more complicated. The number of home burglaries is still high and community members should do everything possible to prevent burglaries. When a person falls victim to an attack on their home they feel vulnerable and usually do not recover the stolen property. The Sheriff’s Office can help citizens protect their property not just to keep crime rates low, but also because if their property is stolen, they will likely never see it again.

Basic Home Target Hardening Techniques

When developing a target hardening program to protect against home burglaries, law enforcement can suggest a variety of options. Target hardening can range from the purchase of elaborate alarm systems with every possible type of monitor, to buying a dog that announces the arrival of anyone at your door. NSA offers a Target Hardening course through the Neighborhood Watch Toolkit, or you can contact the Santa Rosa County Sheriff’s Office for assistance in developing strategies. These techniques are designed to assist homeowners in protecting their property by using some simple, cost-effective crime prevention methods. These include using appropriate doors, locks, windows, lighting, appearance, alarms and garages, and provide some helpful hints that range across several categories of safety and security.

Assessing the Structure

When scanning a home, you begin your home burglary risk assessment with the front door and work your way around the house. Start at the entryway of the house or apartment and observe the door, the locks, nearby windows, entry area lighting and the general appearance of the home, as well as other features such as whether an alarm system is present. Next, move counterclockwise around to the side and back where you may encounter a garage, shed or other areas that need to be secured.

Doors

As the primary point of entry for many burglars, the first item to inspect is the front door. Hollow-core or poorly fitting doors can mean trouble, as can front doors that are not equipped with proper deadbolt locks (at least one inch and half in depth). All exterior doors should be metal or solid wood and have strong door hinges on the inside of the door with hidden or non-removable pins. Officers should recommend homeowners install good quality deadbolt locks on all exterior doors and on any doors that open to attached garages.

Locks

Recommend homeowners install strong, reliable deadbolt locks extending at least one inch and half when in the locked position. They may also want to consider deadbolts with reinforced strike plates and extra-long mounting screws to anchor the lock. Finally, if there is a change in home ownership, recommend all locks be changed immediately to avoid the possibility that extra keys to the house may be in the hands of unknown individuals. High quality security locks are available at most major market retailers and hardware stores.

Windows

After doors, windows are the next most-utilized access points, yet they are often overlooked by both law enforcers and citizens alike. Windows can be broken, pried open or lifted from their tracks, or can have their panes removed by thieves. It is important for your windows to have locks on them. Though placing nails or pins in a double hung window can be a fire hazard it can provide extra security when away. You might want to have a professional window expert come out and talk to you about the security of your windows or what you can do to make them more secure.

Lighting

Although lighting is often considered decorative, a well-lighted house can expose individuals attempting to conceal themselves and commit criminal acts. Officers should discuss the use of both interior and exterior lighting. A lighting audit should be completed after dark to be certain you are evaluating artificial illumination and not daylight. It is okay if the night is bright due to moonlight. At least two people will need to work together so you can check for things like color recognition/identification. Working in pairs is also a good idea for reasons of personal safety. In areas less lighted at night you might consider motion detector lighting or sensor lights.

Alarms

The mere presence of some alarm systems may deter potential burglars. Alarm company signs placed in the yard, stickers on the windows and visible contacts or keypads are often enough to cause the average burglar to think twice before trying to break in. Since burglary is a crime of opportunity, the potential thief may decide to move on to a location that does not have an alarm system. There are many types of alarm systems on the market including monitored, non-monitored, audible, wireless, sound-based, motion-based, etc. In many jurisdictions, alarm permits must be purchased and there may be penalties for false alarms. The purchase of an alarm system and its accompanying service or monitoring fees can be a major financial commitment, and is one that should be thoroughly researched by the homeowner.

Garages

When it comes to security, the garage is one area of the home that is commonly overlooked. Many garages have electronic garage door openers that give the

homeowner a false feeling of security. Another often ignored element of the garage is the door that connects the garage to the house. If this door is not kept secure, then anyone entering the garage can enter the house. In order to increase garage security and house security, residents should always lock the doors connecting a home to an attached garage. They should not rely on an automatic garage door opener for security. At home, people should always park their cars in the garage with the garage door shut. If a burglar notices a pattern where the garage door is left open, or cars are normally parked in the driveway whenever someone is home, then a closed garage door or no cars in the driveway may be a giveaway that no one is home. Consistency in leaving the cars in the garage behind closed doors will keep from tipping off the burglar that the home is unoccupied. Besides, leaving the garage door open allows strangers to see whatever belongings are stored in the garage. It's a good idea for homeowners to install automatic openers that will allow them to stay in their cars until safely parked in the garage.

For those without garages it is important that valuables are not left easily seen in the car and that the car is locked while in the driveway.

Exterior Appearances

Making sure your trees and bushes are trimmed and don't provide secluded shelter for a robber is important. CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED) refers to how to use various crime prevention techniques while maintaining or improving the appearance of the property. Some lessons borrowed from CPTED may include: using fences, walkways, and shrubs to direct visitor access, limit entry or call attention to individuals who have deviated from the designated pathway; planting thorny bushes around windows to make illegal entry more difficult; trimming shrubs and trees that could conceal criminals; cutting back tree limbs that might allow thieves to climb into windows; and using landscaping designs that provide maximum visibility to and from the house.

Contact your Crime Prevention Practitioner to request a Home Security Evaluation.

5755 E. Milton Rd.
Milton, FL. 32583
www.santarosasheriff.org
(850)-983-1236

Neighborhood Watch Do's & Don'ts

Do:

- Report suspicious activity immediately to law enforcement, not the Neighborhood Watch coordinator or Block Captain.
- Report all crimes to the police.
- Learn what's normal in your neighborhood.
- Take a pro-active stance against crime.
- Encourage others to participate in Neighborhood Watch, invite new residents to join neighborhood watch.
- Attend Neighborhood Watch meetings.
- Obtain full descriptions and license numbers of suspicious people and their vehicles and report immediately to the police.
- Participate in operation identification.

Don't:

- Don't take the law into your own hands.
- Don't approach suspicious people. You should never attempt to apprehend a suspect
- Don't stop criminals committing crimes.
- Don't pull over cars on patrol or any time.
- Don't take unnecessary risks to obtain information on suspicious people or crimes.
- Don't hesitate to call police.

Hear It

See It

Report It

A Checklist for Starting a Neighborhood Watch Program

You Will Need

- ✓ A person or group of people committed to starting a Neighborhood Watch.
- ✓ A planning committee to initiate the program.
- ✓ A list of what issues initially need to be addressed in your community.
- ✓ A means of communicating with the residents, e-mail, fliers, telephone trees.
- ✓ Publicity for the initial Neighborhood Watch meeting.
- ✓ A meeting agenda to keep things moving and on track.
- ✓ A place to meet-resident's house or apartment, community center, school, library.
- ✓ A crime prevention officer to discuss the crime issues in the neighborhood and to help train members.
- ✓ A map of the community with spaces for names, addresses, and phone numbers of all households.
- ✓ A sign-up sheet for those interested in becoming block or building captains.
- ✓ Brochures or other materials on topics of interest to the residents.
- ✓ Neighborhood Watch signs to be posted around the community. Some jurisdictions require a minimum
- ✓ Number of participants before Neighborhood Watch signs can be posted.
- ✓ Facts about crime in your neighborhood. (These can be found in police reports, newspapers, and residents' perception about crime. Often residents' opinions are not supported by facts, and accurate information can reduce fear of crime.)

To Add Excitement

- ✓ Mix business with pleasure, allow attendees time to socialize.
- ✓ Seek out neighborhood go-getters, civic leaders and elected officials to be your advocates and mentors.
- ✓ Work with such existing organizations as citizens' association, tenants' association, or housing authorities.
- ✓ Provide speakers on topics of community interest.
- ✓ Link crime prevention into activities promoted by other groups: child protection, anti-vandalism projects,
- ✓ Start a neighborhood newsletter.
- ✓ Arrange for McGruff the Crime Dog to make a surprise appearance at a meeting, rally, or other event.
- ✓ Community service, arson prevention, recreation activities for young people.

To Build Partnerships

- ✓ Law Enforcement endorsement is critical to a Watch group's credibility. These agencies are the major sources of information on local crime patterns, crime prevention education, and crime reporting.
- ✓ Local businesses and organizations can help provide fliers and a newsletter, offer meeting places, and distribute crime prevention information. Ask an electronics store to donate cellular phones.
- ✓ Libraries can provide research materials, videos, computers, and meeting space.
- ✓ Media can aid Neighborhood Watches by publicizing recruitment drives.
- ✓ Look to volunteer centers, parent groups, and labor unions for advice on recruiting volunteers.
- ✓ Teenagers are valuable resources. They can be an integral part of a citizens' patrol including biking and rollerblading to scout the neighborhood.

- ✓ Places of worship can provide meeting space and a good source of volunteers.

NEIGHBORHOOD WATCH ORGANIZATIONAL OUTLINE

1. Organization: Name & Title

2. Central Goals of the Organization

3. Objectives of the Organization

4. Organizational Chart: Draw a chart that shows how information is passed to the membership.

5. Boundaries of the Organization

6. Total Number of dwelling within your boundaries _____

Total Number of dwellings participating in Neighborhood Watch _____

Total percentage of participants _____

7. General membership meetings will be held _____

Steering committee meetings will be held _____

8. Contact/Chairperson Name _____

Address/Phone # _____

Neighborhood Watch Family Information

Name: _____

Spouse: _____

Address: _____

Home phone: _____

Work phone(s): _____ Cell phone(s): _____

Children:

Name	Age	School

Vehicles:

Year	Make	Model	Plate Number

Note: Neighborhood Watch Captain(s) should keep this information in a notebook or file.

Block Profile Questionnaire

This information will be used by the Neighborhood Watch organizer to create the Block Map, Block Profile Form, Telephone Tree, and/or Email List. Please complete this form, detach it, and return it to the organizer promptly. Thank you!

Names of household members: _____

Pets: _____

Address: _____

House color: _____

Phone Numbers: _____

Email: _____

Emergency Contact (name, relationship, and phone numbers): _____

Work
schedule(s): _____

Alarm: (circle one) yes / no

If yes, should your neighbors call 9-1-1 when they hear your alarm? (circle one) yes / no

Special medical problems (heart conditions, diabetes...) and instructions:

Special skills (CPR, first aid, electrical, plumbing...):

What do you think are the three main problems facing your neighborhood?

Disaster Preparedness:

A Checklist

___ Make a list of important phone numbers, such as nonemergency numbers for the police and fire departments, FBI field office, and local emergency management office, and post it by your telephone.

___ Make sure children know how to dial 911 or "0" in an emergency.

___ Develop a communications plan for your family. Choose someone who does not live with you (preferably out-of-town) that you and other family members can contact to check on each other in the event that you are separated during a disaster. Carry the number in your wallet.

___ Establish a meeting place for family members if home or neighborhood evacuation is necessary. Pick one place near your home and one outside your neighborhood in case you can't return after a disaster.

Assemble an emergency preparedness kit that contains the following supplies:

- ___ *3-5 days' supply of water (one gallon per person per day)*
- ___ *food that will not spoil and requires no cooking*
- ___ *first-aid kit and needed medicine*
- ___ *emergency tools, such as a battery-powered radio, cell phone, flashlight*
- ___ *extra batteries*
- ___ *personal items like toilet paper and plastic garbage bags*
- ___ *change of clothing and blankets for each person*
- ___ *portable generator if possible*

___ Take a basic course in CPR and first-aid.

___ Learn how to turn off water, gas, and electricity at main switches.

___ Learn about emergency plans for your children's school or day care center.

___ Draw a floor plan of your home and mark two escape routes from each room. Practice your evacuation plan.

___ Know your community's evacuation routes.

___ Work with your Neighborhood Watch group or civic association to create a community disaster preparedness plan.

Vacation Checklist

- Mow the lawn
- Stop all deliveries
- Arrange with a trusted neighbor to
 - Bring in your mail daily
 - Periodically change position of drapes
 - Keep lawn trimmed and pick up trash if you are going to be gone an extended amount of time
 - Watch your house for suspicious activity
- If you have an open carport, leave a second car (yours or your neighbors) positioned so that a van cannot pull in
- Use an automatic timer to operate your inside lights at night
- Turn the bell/ringer down on your house phone so that someone outside can not hear the phone continually ringing – or forward your house phone to your cell phone.
- Don't inform anyone of your departure except those whom you contacted to watch your house.
- When buying vacation articles, be cautious of sales persons. Don't give your address if at all possible
- Ensure that you have completed the home inventory list before you leave.
- The day before you leave, call the district office of Santa Rosa Sheriff's Office for the district you live to ask for a patrol on your house while you are out of town.
- Lock all exterior doors and windows – including your garage – before you leave.

PHONE TREE

Name: _____ Address: _____ Phone: _____ E-mail: _____	Name: _____ Address: _____ Phone: _____ E-mail: _____	Name: _____ Address: _____ Phone: _____ E-mail: _____
--	--	--

Name: _____ Address: _____ Phone: _____ E-mail: _____			
Name: _____ Address: _____ Phone: _____ E-mail: _____			
Name: _____ Address: _____ Phone: _____ E-mail: _____			
Name: _____ Address: _____ Phone: _____ E-mail: _____			
Name: _____ Address: _____ Phone: _____ E-mail: _____			



911
Emergency



Police
Department: _____



Fire Department: _____

Non-emergency

★ IMPORTANT NUMBERS ★

NEIGHBORHOOD WATCH



EMERGENCY CALL 9-1-1

★ LOCAL LAW ENFORCEMENT _____



★ FIRE DEPARTMENT _____



★ CODE ENFORCEMENT _____



★ ANIMAL CONTROL _____



★ HOTLINES _____



_____ BLOCK CAPTAIN ★

_____ AREA COORDINATOR ★

_____ LAW ENFORCEMENT LIAISON ★



BJA Bureau of Justice Assistance
Office of Justice Programs • U.S. Department of Justice



Let's

TAKE A BITE OUT OF
CRIME

Come to a
Neighborhood
Watch Meeting

I'm Me Gruff, the nation's crime fighting dog. I'm inviting you to join your neighbors in reducing crime in your area the effective way...before it happens! Please make plans now to attend your Neighborhood Watch meeting.

Host: _____

Where: _____

When: _____

Time: _____

Phone: _____

DON'T LET 'EM KNOCK YOUR BLOCK OFF!
It takes all of us working together...

PLEASE ATTEND
Be a good neighbor!

Santa Rosa County Sheriff's Office
Santa Rosa County Crime Stoppers
Report Crime Anonymously...

437-STOP (7867)

www.srccs.com

DATE OF CALL: _____ TIME OF CALL: _____

TYPE OF CALL: PHONE INTERVIEW / IN-PERSON INTERVIEW / RECORDER

RESPONDING OFFICER: _____ REPORT #: _____

REPORTING PERSON:

NAME: _____

ADDRESS: _____

PHONE #: _____

PLEASE GIVE ALL INFORMATION BELOW IF YOU KNOW IT

SUSPECT(S):

NAME(S): _____

ADDRESS: _____

DESCRIPTION: HEIGHT: _____ / WEIGHT: _____

HAIR COLOR: _____ / EYE COLOR: _____

BUILD: SMALL / MEDIUM / LARGE

RECOGNIZABLE MARKINGS/TATTOOS: _____

OCCUPATION: _____

PHONE #: _____

VEHICLE DESCRIPTION: _____

LICENSE PLATE: _____

HOURS OF ACTIVITY: _____

TYPE OF
ACTIVITY: _____

NOTES: _____

**PLEASE CIRCLE THE WORK THAT BEST DESCRIBES THE SUSPECT,
CLOTHING AND OR VEHICLE**
**POR FAVOR MARQUE LA PALABRA QUE MEJOR DESCRIBE EL
SOSPECHOSO, VEHICULO Y AUTOESTIMA**

GENDER **GENERO**

MALE HOMBRE
FEMALE MUJER

RACE **RAZA**

WHITE BLANCO
BLACK NEGRO
HISPANIC LATINO
ASIAN ASIATICO

HEIGHT **LAESTATURA**

SHORT BAJO
MEDIUM MEDIANO
TALL ALTO

BUILD **EL FISICO**

SKINNY FLACO
FAT/HEAVY GORDO
NORMAL ESTRUCTURA NORMAL

AGE **LA EDAD**

CHILD NINO/NINA
TEEN JOVEN/ADOLESCENTE
20's
30's
40's
50's-60's
70's-80's
80+

HAIR **CABELLO**

BALD CALVO
SHORT CORTO
MEDIUM MEDIANO
LONG LARGO
DREDS TRENZAS

HAIR COLOR **COLOR DE EL CABELL**

BLONDE RUBIO
BROWN CHOCOLATE
RED ROJO
BLACK NEGRO
GREY CANOSO
OTHER: _____

CLOTHING **ROPA**

T-SHIRT CAMIESETA
LONG SLEEVE CON MANGAS LARGAS
JEANS LOS VAQUEROS
SHORTS PANTALONES CORTOS
HEAVY COAT ABRIGO
SWEATSHIRT SUDADERA
HOODIE SUDADERA CON SOMBRERO
OTHER _____

OTHER ITEMS **OTRAS COSAS**

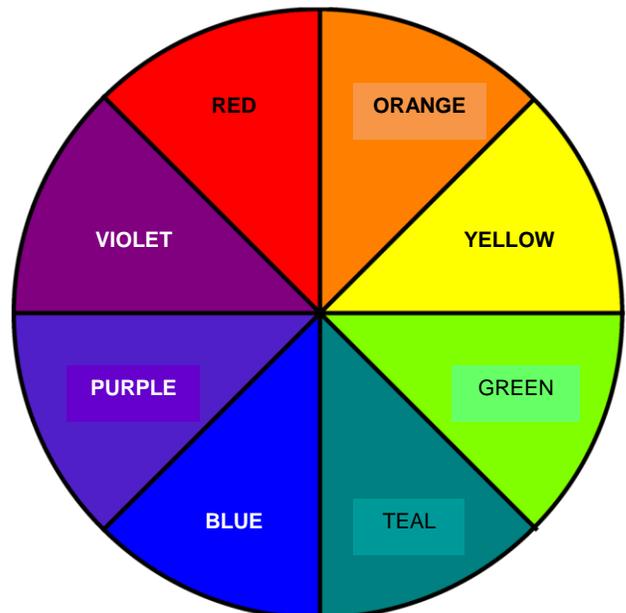
GLASSES LENTES
SUNGLASSES LENTES DE SOL
BASEBALL HAT GORRA
MOUSTACHE BIGOTE
BEARD BARBA
MASK MASCARA
TOBOGGAN GORRA TEJIDO

MODE OF TRANSPORTATION **MODO DE TPRANSPORTE**

ON FOOT A PIE
RUNNING CORRIENDO
IN A VEHICLE EN EL CARRO
UNKNOWN NO SAVER

VEHICLES **VEHICULOS**

CAR CARRO
TWO-DOOR DOS PUERTAS
FOUR-DOOR CUA TRO PUERTAS
VAN VAN/FURGONETA
MINIVAN MINIVAN
LARGE TRUCK CAMION
PICK-UP CAMIONETIA
MOTORCYCLE MOTO/MOTORCICLETA
BICYCLE BICICLETA
WRECKER CAMION GRUA





NATIONAL NEIGHBORHOOD WATCH PROGRAM

HOME SECURITY INSPECTION CHECKLIST



An important step in preventing home burglary and other crimes is to make sure that a residence is as secure as possible. A careful inspection by someone trained to observe security precautions can indicate features which would make entry easy — or difficult — for a prospective burglar.

Chances are good that home security can be improved. Take a hard look at entry points in your residence and determine what steps can reduce vulnerability.

A security inspection begins at the front door and goes on to include side and rear doors, windows, locks, lights, and landscaping. Checks in the orange column of this checklist indicate security weaknesses or hazards that require attention.

This survey may be used by law enforcement professionals or others trained in crime prevention. Neither the inspector, the local law enforcement agency, nor NSA have any liability to you other than to use our best judgment in this inspection and these recommendations.

We appreciate the opportunity to be of assistance to you in the community's fight against crime. We urge you not only to take steps to make your own residence safer, but also to become active in a Neighborhood Watch program for the benefit of your entire community.

FOR FURTHER INFORMATION YOU MAY CALL:

This form was produced and distributed by
THE NATIONAL SHERIFFS' ASSOCIATION
in cooperation with your
local law enforcement agency

FRONT ENTRANCE

RECOMMENDATIONS & COMMENTS

- | | | |
|---|------------------------------|------------------------------|
| 1. Is door itself of metal or solid wood construction? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Is doorframe strong enough and tight enough to prevent forcing or spreading? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Are door hinges protected from removal from outside? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Are there windows in the door or within 40 inches of the locks? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| 5. Is door secured by a deadbolt lock with a minimum 1-inch throw? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Are strikes and strike plates adequate and properly installed with 3-inch screws? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. If there are no windows in door, is there a wide-angle viewer or voice intercom device? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. Can the lock mechanism be reached through a mail slot, delivery port or pet entrance at doorway? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| 9. Is there a screen or storm door with an adequate lock? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. Is exterior or front entrance lighted with at least a 40-watt light? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. Can front entrance be observed from street or public areas? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12. Does porch or landscaping offer concealment from view from street or public areas? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |

SIDE OR REAR ENTRANCE

- | | | |
|---|------------------------------|------------------------------|
| 13. Is door itself of metal or solid wood construction? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 14. Is doorframe strong enough and tight enough to prevent forcing or spreading? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 15. Are door hinges protected from removal from outside? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 16. Are there windows in the door or within 40 inches of the locks? | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| 17. Is door secured by a deadbolt lock with a minimum 1-inch throw? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 18. Are strikes and strike plates adequate and properly installed with 3-inch screws? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

SIDE OR REAR ENTRANCE

RECOMMENDATIONS & COMMENTS

19. Can the lock mechanism be reached from outside through a delivery port or pet entrance? No Yes
20. Is the exterior of the doorway lighted by at least a 40-watt bulb? Yes No
21. Is doorway concealed from street or neighbors view by porch, fence, or landscaping? No Yes
22. Does doorway have screen or storm door with adequate lock? Yes No
23. If door is sliding glass door, is the sliding panel secured from being lifted out of the track? Yes No
24. Is a "charley-bar" or key-operated lock used on sliding glass door? Yes No

ENTRANCES FROM GARAGE AND BASEMENT

25. Are all entrances to living quarters from garage and basement of metal or solid wood construction? Yes No
26. Does door from garage to living quarters have locks adequate for exterior entrance? Yes No
27. Does door from basement to living quarters have an adequate lock operated from living quarters side? Yes No

GROUND FLOOR WINDOWS

28. Do all windows have adequate locks in operating condition? Yes No
29. Do windows have screens or storm windows that lock from the inside? Yes No
30. Do any windows open onto areas that offer special risk to burglary? No Yes
31. If so, do these windows have security screens or grills? Yes No
32. Are exterior areas of windows free from concealing structure or landscaping? Yes No
33. Is exterior adequately lighted at all window areas? Yes No

UPPER FLOOR WINDOWS

34. Do any upper floor windows open onto porch or garage roofs or roofs of adjoining buildings? No Yes
35. If so, are they secured as adequately as if they were at ground level? Yes No
36. Are trees and shrubbery kept trimmed back from upper floor windows? Yes No
37. Are ladders kept outside the house where they are accessible? No Yes

BASEMENT DOORS AND WINDOWS

38. Is there a door from outside to the basement? No Yes
39. If so, is that door adequately secured for an exterior door? Yes No
40. Is outside basement entrance lighted by exterior light of at least 40 watts? Yes No
41. Is outside basement door concealed from street or neighbors? No Yes
42. Are all basement windows adequately secured against entrance? Yes No

GARAGE DOORS AND WINDOWS

43. Is automobile entrance door to garage equipped with adequate locking device? Yes No
44. Is garage door kept closed and locked at all times? Yes No
45. Are garage windows secured adequately for ground floor windows? Yes No
46. Is outside utility entrance to garage as secure as required for any ground floor entrance? Yes No
47. Are tools, ladders and other equipment kept in garage? Yes No
48. Are all garage doors lighted on the outside by at least a 40-watt bulb? Yes No

RECOMMENDATIONS & COMMENTS



5755 East Milton Rd.
Milton, FL. 32583
www.santarosasheriff.org
(850)-983-1236