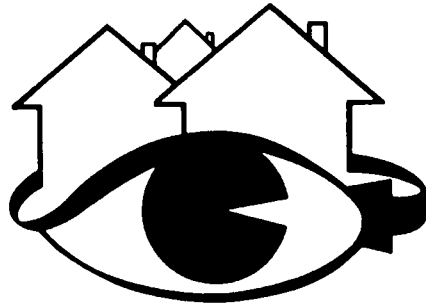


NEIGHBORHOOD WATCH



COORDINATORS AND BLOCK CAPTAINS

Training Guide



Virginia Beach Police Department
A Nationally Accredited Police Department

**VIRGINIA BEACH CRIME PREVENTION
STEERING COMMITTEE**

What is the Virginia Beach Crime Prevention Steering Committee?

The Steering Committee is a group of concerned citizens working with criminal justice professionals to promote and support crime prevention activities in our community.

Who are the members of the Virginia Beach Crime Prevention Steering Committee?

A wide range of organizations are represented on the Steering Committee including: Women's Club, Juvenile Court Services, Retired Senior Volunteer Program (RSVP), the Police Department, the Department of Parks and Recreation, Commonwealth Attorney's Office, and private citizens not affiliated with any particular organization.

What activities are supported by the Steering Committee?

Among the crime prevention programs and activities, supported by the Steering Committee are: Neighborhood Watch, D.A.R.E., RESPONSE, Victim-Witness activities and various educational activities.

For further information, please contact Jim Nolan (490-7011) or Dorothy Traub (340-9056).

Every precinct has a Crime Prevention Officer available to you. Here are the addresses and phone numbers of the four police precincts and the Crime Prevention Unit.

First Precinct	2509 Princess Anne Road 427-4971
Second Precinct	319 18th Street 428-9133
Third Precinct	926 Independence Boulevard 464-9361
Fourth Precinct	840 Kempsville Road 474-8500
Crime Prevention	2509 Princess Anne Road 563-1006

NEIGHBORHOOD WATCH

I. DEFINITION

A program involving the joint efforts of the Virginia Beach Crime Prevention Steering Committee, the Police Department and the Community - designed to enhance neighborhood security, heighten the community's power of observation, and to encourage mutual assistance and concern among neighbors.

II. NEED

In recent years, neighborhoods have experienced rapid change. The old, well-established neighborhood has been replaced by a high transient, growing community where people seek more and more privacy. This life style tends to promote unfamiliarity with neighbors and a corresponding lack of concern. Unfortunately, this enhances the opportunities for the criminal element and increases the community's vulnerability to crime. These conditions dictate the need for a Crime Prevention Program to intensify neighborhood security. For the program to be totally effective, each resident must take an active role in both security improvement and observation.

III. OBJECTIVES OF THE NEIGHBORHOOD WATCH PROGRAM

The main objective of Neighborhood Watch is to reduce the incidence of crime by:

1. Increasing citizens' awareness of burglary and other neighborhood crime through a continuing information program.
2. Making recommendations to assist citizens in making their property more secure.
3. Developing a neighborhood action program where neighbors help watch each other's property and report suspicious persons and activities to law enforcement agencies.
4. Encouraging all citizens to cooperate with law enforcement agencies in reporting crime.

IV. STATISTICS

Statistics for the neighborhood, will be provided at the initial meeting for the prior year. Along with a map of the communities' boundaries.

V. PROCEDURE

- A. An initial meeting for the community will be organized by the community leaders. The Crime Prevention Officer should have at least two weeks notice. At this meeting, the citizens will be informed of the police departments requirements and their responsibilities in fulfilling them to become an active Neighborhood Watch.
- B. The neighborhood coordinator and block captains (ideally, one coordinator for every 200 homes and one block captain for every 10 - 15 homes) will meet with a Crime Prevention Officer at another meeting set up by the coordinator, to cover the responsibilities of the block captains on home security in depth.

VI. DUTIES AND RESPONSIBILITIES

A. Neighborhood Coordinator

1. Coordinates any Neighborhood Watch meeting.
2. Acts as a base station for the program in their neighborhood.
3. Acts as the liaison between their neighborhood and the Police Department's Crime Prevention Officer.
4. Assures that literature is distributed to those who are unable to attend the meeting.
5. Takes charge of the block captains.
6. Provides yearly update information to their Crime Prevention Officer.

B. Block Captain

1. Coordinates a block watcher meeting with the homes that he/she is responsible for and/or personally visits each home/apartment unit in his/her area, distributing the proper information on home security and operation identification to their neighbors encouraging their participation.
2. Acts a liaison between the coordinator and his/her area of responsibility and disseminates information communicated to him/her which may assist the police.
3. Keep their block watcher updates on new crime prevention strategies.
4. Invite new residents throughout the year to join the program.
5. Participates in Operation Identification.

VII. PROGRAM MATERIALS AVAILABLE

- A. Neighborhood Watch Trifold - this brochure describes how the program works.
- B. Block Captain Training Booklets - a guide for assisting the block captains in fulfilling their responsibilities.
- C. Home Security Booklet - a guide for protecting home and property. (Illustrated)
- D. Home Security Sheets - to be given to all the block watchers for an easy reference.
- E. Crime Prevention Pamphlets (as available) - information on various subjects, i.e. home security, personal safety.

VIII. REQUIREMENTS

- A. Eighty percent (80%) of the residents must agree to look out for each other and must have been given the home security information, along with agreeing to identify/inventory their belongings. Once eighty percent (80%) of the residents have joined the Neighborhood Watch program, that area will be designated as a Neighborhood Watch community.
- B. An annual updated roster is required by July 1st of each year to the Crime Prevention Office. Areas reaching Neighborhood Watch status after November 15th, are exempt from the update requirement until the second July 1st following the date of their designation.

IX. NEIGHBORHOOD WATCH STICKERS AND SIGNS

- A. When the requirements are met and the completed roster has been turned in, enough Neighborhood Watch stickers will be given to the coordinator to have distributed to all the block watchers.
- B. One 2' x 2' reflective sign will be furnished to each Neighborhood Watch community by the Virginia Beach Crime Prevention Steering Committee. The sign will read as follows:

“WARNING PROTECTED BY NEIGHBORHOOD WATCH”

Additional signs may be obtained by paying a one time user fee of \$60.00 per sign. All Neighborhood Watch signs are property of the City of Virginia Beach. An agreement will be signed by the community coordinator and the Crime Prevention Officer at the time the rosters are submitted. The City will maintain any/all signs and they will remain displayed as long as updated rosters are submitted to the Crime Prevention Office by July 1st every year.

- IX. C. The Neighborhood Watch Coordinator will provide the precinct Crime Prevention Officer with a map of where the signs are to be placed, along with a check payable to the Virginia Beach Crime Prevention Steering Committee (VBCPSC) for any additional signs. The Crime Prevention Officer will send a memo to a representative from the city of Virginia Beach Traffic Engineering Department and they will contact the neighborhood coordinator regarding sign placement.
- D. For new Neighborhood Watch communities or communities where their neighborhood watch signs as been removed, it will be necessary to pay for all signs at the current rate; after they receive their first one.
- E. **To maintain the integrity of the program, the annual update requirements must be met or the Neighborhood Watch signs will be removed by the City.**

HOME SECURITY TIPS

Improved security will protect your new stereo and your television, along with your family. If you still think you will never be a kidnaped victim, could you say the same about burglary? What did the new stereo cost you, how much time and irritation goes into reporting the crime, computing depreciation for the insurance company? Why not put half the time into better security?

A home security survey can be coordinated for your home by contacting the precinct you live in and request to speak with a crime prevention officer.

Here are a few security tips you can take care of.

- Change all locks when moving in after previous tenant or owner.
- Do not leave keys in a "hiding place" outside the home.
- Develop a sufficient rapport with your neighbors to be able to watch out for each other's homes, especially during trips, vacations, etc.
- Keep shrubbery trimmed. Grounds, planning, shrubbery lush overgrown shrubs can shield intruders.
- Security lighting is a must on the outside. Also, possibly invest in a timing device for the inside of your home.
- Do not give out your phone number in response to a "wrong number." If the caller asks, "What number is this?" you reply by asking "What number are you calling?"
- Your children should be instructed in the proper use of the telephone. Teach them not to give our personal information.
- All home phones should have police, fire, ambulance phone numbers posted on it or by them. Remember 911 or 427-5000.

**Let's Be Safe
... at Home**



*Take these tips from me, McGruff,
and be my partner for a safe
community.*

OPERATION IDENTIFICATION

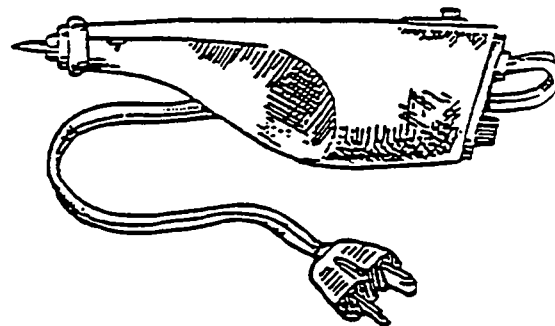
Most burglars sell what they steal, making it hard for police to trace stolen goods. Once it has left your home, that television or bicycle looks just like thousands of others. Unless you can prove it is yours, the police cannot return it. To help protect your property, join

Operation Identification

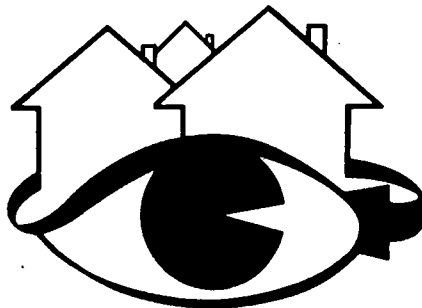
You can purchase an electric engraving pen or an inexpensive diamond-tipped marking pen from a hardware or department store.

Mark televisions, radios, appliances, golf clubs, tools and items such as these. Make a complete inventory of all items containing serial numbers. Put the inventory and photos in a safe place, along with other seldom-used materials. If police recover your property, the pictures and serial numbers will help prove that the item is yours. Such records are also useful in filing insurance claims.

Finally, let the burglars know that your goods are marked and can be traced. Get your community to be an active Neighborhood Watch and all the participants will receive *Operation Identification* stickers. Display these stickers on your front window, front door, or on any other clearly visible location.



WARNING
OUR PROPERTY IS MARKED



MEMBER
NEIGHBORHOOD WATCH
VIRGINIA BEACH POLICE DEPT.

REPORT SUSPICIOUS ACTIVITIES TO THE POLICE
DIAL 911 or 427-5000

CIRCUMSTANCES	POSSIBLE CRIME
Going door to door in a residential area, especially if one or more persons go to the rear of the residence.	Possible burglary suspects or trespassers.
Waiting or loitering in front of a house or business, if business is closed or house unoccupied.	Possible burglary suspects.
Forcing entrance, or entering your neighbor's house, when it is unoccupied.	Possible burglar, theft, or trespassing.
Person running, especially if something of value is being carried.	Possible suspect fleeing the scene of a crime.
Much human traffic to and from a certain residence if it occurs on a daily or regular basis.	Possible vice or fence operation.
Person screaming.	Possible rape or assault.
Persons loitering around schools, parks, or secluded areas.	Possible sex offender or drug dealers.
Persons loitering around cars or going car to car peering into them, especially in parking lots or on streets.	Possible car thief or theft from a vehicle.
Persons detaching mechanical parts or accessories from a vehicle.	Possible theft or vandalism.
Objects thrown from a vehicle.	Possible disposal of objectives or evidence of a criminal act.
Property in homes, garages or storage areas is suspicious if accumulations are large, or items are in good condition but not in use.	Possible stolen property.
Property offered for sale at a very low price.	Possible stolen property.
Property in vehicles that is not normally found in vehicles (television sets, stereos, guns, or auto parts), especially if observed at an unusual hour.	Possible stolen property.
Property carried by persons on foot, especially suspicious at an unusual hour or unusual place. Very questionable if a person is running and property is unwrapped.	Possible property just stolen in a burglary or robbery.