

# Neighborhood WATCH



## A Community Action and Problem Solving Program

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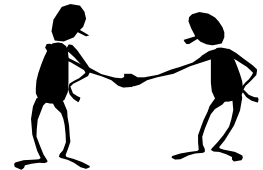
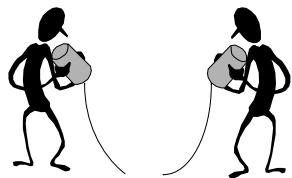
### What is Neighborhood Watch?

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Neighborhood Watch is a police department coordinated, **community action and problem solving program**. The program uses the idea of a team spirit and good neighborly behavior to address issues that concern your neighborhood. Fortunately you can find good neighbors everywhere.

Neighborhood Watch is *not a guard duty*. Simply, you and your neighborhoods gain community spirit and control by forming neighborhood alliances. The police department will

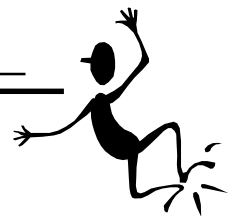


teach your group to communicate and work as a team. Your team will learn about city resources and where to find help to resolve your concerns. Finally, the police department will guide your group through the discussion and creation of a plan to resolve **any** neighborhood issue that is concerning you. As a participant you will . . .

- get to know your neighbors and build a community spirit
- learn how to work as a team
- develop strategies for a communication network
- bring your issues to a neighborhood forum
- develop a plan of action to resolve issues
- learn how to work with community resources
- learn about crime statistics and crime prevention

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**Start your Neighborhood Watch Program today  
and watch your community spirit grow!**



# Starting Your Neighborhood Watch Program

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1. Start your program by **contacting the Carlsbad Police Department** for assistance. *If you have already spoken with the Crime Prevention Specialist (931-2105), move on to step 2.*

2. Now, define your **Neighborhood Watch Block**. A block is a group of *12 to 20 homes* that surround you. Defining the group you will represent creates boundaries and a territory for the group. If you are part of a homeowners association, you might consider organizing the whole association into one district. A **Neighborhood Watch District** is a group of blocks. The number of blocks within your district depends on how many homes there are in your association or neighborhood. Consult the police department's Crime Prevention Specialist (931-2105) if you need assistance.



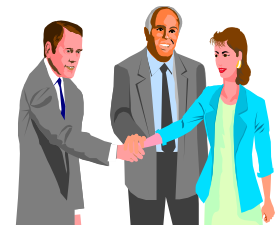
3. Next, *at least one person per block* needs to volunteer to be a **Block Captain**. The Block Captain leads the activities of the group and acts as the group's contact with the police department. If you are organizing a district of blocks, **the police department will assist each block individually**. Also, if you are a Neighborhood Watch District, the police department can hold an initial District meeting with the Block Captains to discuss the Block Captain's responsibilities.

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**Each Block Captain takes over from this point.**

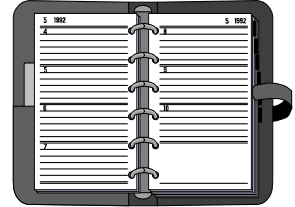
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4. Now the Block Captain begins. Your first duty as a new Block Captain is to **personally introduce yourself**, talking with a member of each home within your Neighborhood Watch Block. The purpose is to share information about the Neighborhood Watch Program and gain the resident's support and participation in the program. *Your goal is 100% participation.*



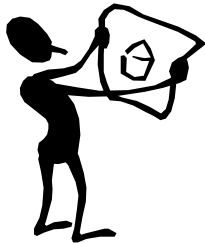
5. While you are with your neighbor, distribute the Neighborhood Watch **Assessment Survey**. Obtain the survey from the Crime Prevention Specialist (931-2105). The survey gathers important information about a block's issues. Ask participants to fill out the survey and give them a time when you will collect it. Collect the survey and *return it to the Crime Prevention Specialist before the first meeting*. The Crime Prevention Specialist uses the survey information to guide the first meeting and to help develop a plan for action.

6. Also, ask your neighbors **what day would be best** for them to participate in a meeting. The Crime Prevention Specialist facilitates meetings on Tuesday, Wednesday or Thursday evening at 7p.m. Generally, the specialist needs a minimum of three weeks advanced notice.



7. Now it is time to **schedule your first Neighborhood Watch Meeting**. Call the police department's Crime Prevention Specialist at 931-2105 and schedule a date.

8. Tell your Neighbors about the meeting date. Ask them to **mark their calendars**. The Crime Prevention Specialist will send you **meeting invitations** to help notify participants. Notify your neighbors immediately and re-notify your neighbors just before the meeting.



9. Before your meeting, draw a **diagrammatic map** of your Neighborhood Watch Block. Include all the houses on the block even if they do not want to participate. Write on each house on the map the *name, address and phone number* of all block participants. For non-participants just put the name on the house if it is available. Make a copy of the map for each block participant and hand it out at the first meeting.

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Now it is time for your first meeting.

Did you return the surveys to the Crime Prevention Specialist?

# How to Prepare for Your First Neighborhood Watch Meeting.

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1. **Remind your neighbors** about the meeting. Ask that your neighbors RSVP for the meeting and a day or two before the meeting remind them again.

2. Be prepared by having your Neighborhood Watch Block's **diagrammatic map** ready for distribution. The map helps participants understand the territory of their group and it gives participants an easy reference for communication. Remember you will need one copy for every participant. See number 9 in the starting section for more details.



3. Consider offering **simple refreshments** such as cookies and coffee. Allow other neighbors to help you. Ask for volunteers to do some of these tasks. If you want to be more elaborate, have a potluck before the meeting. *Please, no alcohol unless you serve it after the meeting.*

4. Provide and distribute **name tags**. Remember you want your neighbors get to know each other. This is a perfect tool. Have neighbors *write their name and street number* on the tag or you could do it for them in advance.



5. Have an **attendance sheet** available and assign someone the task of taking **meeting notes**. This will help you track who was at the meeting and whom you need to contact with the meeting's information. You will want to print the meeting notes so everyone can understand the group's plan for action.

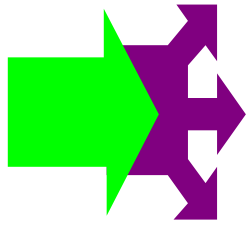
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**Now, sit back and relax.**

**The Crime Prevention Specialist will lead the meeting.**

# What to Do After Your First Meeting.

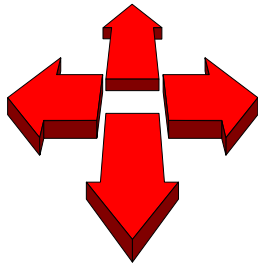
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1. Distribute **minutes and educational materials** gained at the first meeting. Do not forget to distribute information to those who could not attend. Give copies of the educational materials to those not wishing to be part of Neighborhood Watch so they can still have the information they need to keep crime out of the neighborhood.

2. Assign the task of gathering **important neighborhood information** to a participant. Consult the meeting's minutes to define what the group found to be important information. Examples are:

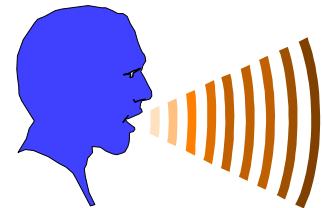
work schedules	work phone numbers	special needs
child information	subscribed services	vacations
pet information	vehicle information	special skills



3. **Duplicate and distribute** the important neighborhood information to all block participants. Without this information it is difficult to establish what is normal in your neighborhood and likewise what is suspicious. This information allows you to become "*neighborly*" not nosy, giving you tools to help each other. Do not forget to immediately *report suspicious activity to the police department (931-2197)*. Remember when calling to "stress the threat."

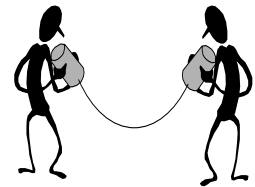
4. Develop and work on a plan for **neighborhood communication**. Consult the meeting minutes for ideas. Methods for enhancing communication are:

newsletter	regular social gatherings
telephone tree	informal conversations
sub-committee meetings	



5. Follow through with the **action plan** developed at the first meeting. Assign group members tasks to get the ball rolling. Check-in at a scheduled time to see how tasks are developing toward your goal. Regularly let the entire group know about the their plan's development.

6. **Keep in touch** with the Crime Prevention Specialist. If you need resources, clarification or other help, do not forget to call. You should receive a newsletter from the police department at least four times a year. It is the Block Captain's responsibilities to make sure everyone on the block gets a copy of the newsletter.



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**Don't do everything yourself!**

**Get help from your neighbors and assign them tasks.**

# Glossary

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**Neighborhood Watch** – A police department coordinated, community action and problem solving program.

**Crime Prevention Specialist** – The police department’s coordinator of the Neighborhood Watch Program.

**Neighborhood Watch Block** – A group of 12 to 20 homes within your neighborhood that defines a group’s boundaries and territory.

**Neighborhood Watch District** – A group of Neighborhood Watch Blocks usually within an association.

**Block Captain** – Neighborhood volunteer that leads the activities of the group and acts as a block’s contact with the police department and other resources.

**District Captain** – Neighborhood volunteer that leads the activities of the district and acts as a district’s contact with the police department and other resources.

**Block Captain’s Meeting** – An initial meeting held within a Neighborhood Watch District with the District’s Block Captains to discuss the Block Captain’s responsibilities.

**Assessment Survey** – Tool used by the Specialist to gather important group information. The specialist uses the information to guide the first meeting.

**Diagrammatic Map** – A drawing designed to demonstrate the boundaries of the group and provide an easy tool for communication.