

What is a Neighborhood Watch?

Neighborhood Watch is:

1. Citizens and the Police Department working in partnership to reduce crimes and improve the quality of life in neighborhoods.
2. A cohesive body of citizens addressing issues that concern the entire community.
3. Neighbors getting to know each other, taking the time to care about each other and working together in a program of mutual assistance.

A comprehensive Neighborhood Watch Program in your neighborhood, whether it is a high crime area or not, will bring many rewards to your family, and your neighbors.

Neighborhood Watch programs are known to instill a greater sense of security, well-being and reduce the fear of crime in your community, as well as create a greater **"sense of community,"** by putting the **"neighbor"** back into neighborhood.

The residents that live in an area will know the needs of that area better than anyone else.

By communicating with each other and working together as a team, your neighborhood watch can make a difference in the community.



Organizing your Neighborhood Watch Group

The ABCs of Neighborhood Watch

- Any community resident can join -- young or old, single or married, renter or homeowner. A few concerned residents or a community organization can spearhead the effort to organize a Watch group.
- Members learn how to make their homes more secure, watch out for others in their neighborhood, and report activities that raise their suspicions.
- You can form a Watch group around any geographical unit: a block, apartments, parks, business areas, public housing complexes, offices, etc.
- **Watch groups are not vigilantes.** They are extra eyes and ears for reporting crime and helping neighbors. Neighborhood Watch helps build pride and serves as a springboard for efforts that address community concerns such as recreation for youth, child care, and affordable housing.

Getting Organized.

Below are some important tips to get your group started.

Please coordinate your first meeting so that your Neighborhood Police Officer can attend.

- Plan your first meeting for a weeknight at someone's home, yard, recreation center, local park, school or church. Think of this as a business meeting. Meetings typically take approximately one hour.
- Select a captain and block captains who are responsible for organizing meetings and relaying information to members.
- Recruit members, keeping up-to-date on new residents and making special efforts to involve the elderly, working parents, and young people.
- Work to get at least 75% of all households enrolled. Official signs will be put up when you achieve the 75% goal.
- Plan "get-togethers" during the year to maintain neighborhood relationships. After your first year as an active Neighborhood Watch group, you must meet on an annual basis, submitting a sign-in sheet to the Police Department's Neighborhood Watch Coordinator in order to be considered an active group.
- Annual block parties are a fun activity for the neighborhood once the group has been formed. National Night Out is a great event to consider for the annual get-together during the month of August.

10 Steps to Starting your Neighborhood Watch

- Step One: **Define your neighborhood** geographically. Start small- One street or two or a small platted area, so you and your neighbors can get to know everyone.
- Step Two: **Talk to your neighbors.** Do they know that a Neighborhood Watch program is fun? What are their issues? What nights are they available for a meeting?
- Step Three: **Call the Police Department's** Neighborhood Watch Coordinator and schedule a mutually agreeable date for the first meeting. Tell the Neighborhood Watch Coordinator about any issue or concern that may be brought up at the meeting.
- Step Four: **Ask neighbors** to be Co-Captains (maybe one neighbor per 5 homes).
- Step Five: **Start a committee** with interested neighbors to plan the first meeting. Assign someone to: market/advertise the meeting, make/buy food, meeting logistics (name tags, copy of sign-in sheet, pens). Focus on the "3 F's" which are **Food**, **Fun** and **Free** things.
- Step Six: **Advertise the meeting** to your neighbors! Invite **ALL** your neighbors (in your geographical area). Talk to everyone when you get the opportunity. Deliver flyers to each home. Involve the children of your community by asking them to help by delivering the flyers.
- Step Seven: **Call to confirm** with the **Police Department's** Neighborhood Watch Coordinator 48 hours prior to the meeting, if you have schedule someone to attend.
- Step Eight: **Set up a welcome table** before the meeting begins with the sign-in sheet, name tags, and any applicable material provided by the Police Department.
- Step Nine: **Introduce the Neighborhood Watch Speaker** that will present on Neighborhood Watch. The presentation will last approximately 45 minutes followed by 10 minutes of questions. After the meeting, schedule a follow-up meeting with your group (a police representative does not have to attend the second and subsequent meetings). Thank everyone who attended and acknowledge those who helped or neighborhood businesses that donated items. Invite neighbors to remain and get to know each other.
- Step Ten: **Thank those who helped.**



NEIGHBORHOOD WATCH CAPTAIN/CO-CAPTAIN INFORMATION SHEET

Please complete this form and return it to the Police Department C/O Neighborhood Watch, 198 S. Clayton Rd., New Lebanon, Ohio 45345. **PLEASE KEEP A COPY FOR YOUR RECORDS!**

Please check one (use a pen please): Captain Co-Captain

First Name

Last Name

Address

City

Zip

Home Phone Number

Work Phone Number

Number of Homes in your area

Number of homes participating in NW

Neighborhood Association if applicable: _____

E-mail address

Captain or Co-Captain's Signature

Date

Are you interested in being included on the Neighborhood Notification list? Yes No
By indicating 'yes' you will receive Neighborhood Watch News from the Village or Police Department when something is sent out.

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Date Started: _____



NOTICE OF CHANGE NEIGHBORHOOD WATCH CAPTAIN INFORMATION SHEET

This form must be completed by the **new** Neighborhood Watch Captain and returned to the Police Department C/O Neighborhood Watch, 198 S. Clayton Rd., New Lebanon, Ohio 45345.

Previous Captain's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Previous Captain's Boundaries: _____

New Captain's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

E-Mail address: _____

New Captain's Boundaries: _____

Captain's Signature

Date

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Date New Captain Started: _____

Neighborhood Watch Creative Ways to Increase Attendance

- Go door to door introducing yourself and your passion for setting up the Neighborhood Watch program and write down their names and telephone numbers for a follow up phone call before the scheduled meeting.
- Be sure to always call the "potential attendees" a few days prior to the meeting to ensure their participation.
- Food is the #1 attraction for people to attend.
- Send out and/or post flyers in addition to word of mouth.
- Have raffles and door prizes; solicit donations from stores in your neighborhood.
- Get subject specialists from the Police Department or some other Village/county/state subject specialist.
- Discuss things of interest to the neighbors at your meetings.
- Ask neighbors what has happened to them in the past year.
- Use an agenda for each meeting and limit to 1 hour or 1 and 1/2 hours - max!
- Involve co-captains. Let them run some meetings.
- Rotate your Captains so no one burns out.
- Develop and use a newsletter to communicate.



Hello Neighbor,
GOT A
MINUTE?

I know you care about our neighborhood as I do, and I am inviting you to a meeting to talk about forming a Neighborhood Watch Program.

Where: _____
Address

When: _____
Day Date Time

We will be talking about forming a Neighborhood Watch program. We will discuss inexpensive ways to improve home security and how to combine our efforts to make our neighborhood a safer place in which to live.

Please plan to attend. If you have any questions call me for more details about this meeting: _____

Thank you.



Date: _____ Initial Meeting? Yes No

Captain's Name & Address (Please print): _____

**Neighborhood Watch Meeting
 Sign- In Sheet**

PLEASE KEEP A COPY FOR YOUR RECORDS!

Please PRINT your name below (print clearly). One person per household.

Name	Address	Home Phone	1 st Meeting? Yes / No
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			

How do we obtain a Neighborhood Watch Sign?

The New Lebanon Police Department provides signs free of charge to your community. Once you complete your 75% participation, complete the sign request form.

Installation of signs will be arranged by the Police Department, and signs(s) will be placed in a location appropriate for signage.

Here are the guidelines regarding the sign placement:

- 1) Signs will be typically posted on the back of an existing stop sign or speed control sign. If no other sign is present or there is a visibility issue, the sign will be installed on its own pole.
- 2) Prior to the submittal of the "neighborhood watch sign request" form, the neighborhood watch captain needs to make sure that the owner of the property is aware of the sign placement, if an existing sign is not available, and agrees to the installation of the sign avoiding potential complaints and moving it after installation.
- 3) The signs will be installed on public streets only.

The Police Department should be called to request any sign maintenance.

Signage should be renewed for your Neighborhood Watch Community on an annual basis. This renewal process can be done easily by having at least one meeting or event per calendar year.

To renew and maintain your community Neighborhood Watch group send your annual meeting sign-in sheets to the New Lebanon Police Department once a year.

Remember: Neighborhood Watch is an ongoing program for citizen to meet and address neighborhood issues at the neighborhood level. Each group should meet at least once a year.

NEIGHBORHOOD WATCH SIGN REQUEST

Please return the completed form with copies of your meeting sign in sheets to:

**New Lebanon Police Department
c/o Neighborhood Watch
Program 198 S. Clayton Rd.
New Lebanon, Ohio 45345**

Neighborhood Watch Captain: _____

Address: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Date: _____

Please list the CROSS STREETS for **your Neighborhood Watch area:**

- | Sign | Cross Street | Cross Street |
|-------------|---------------------|---------------------|
| 1. | _____ & _____ | _____ |
| | _____ | _____ |
| 2. | _____ & _____ | _____ |
| | _____ | _____ |
| 3. | _____ & _____ | _____ |
| | _____ | _____ |
| 4. | _____ & _____ | _____ |
| | _____ | _____ |
| 5. | _____ & _____ | _____ |
| | _____ | _____ |



FOR OFFICE USE ONLY

DATE RECEIVED BY PD: _____ DATE INSTALLED: _____

Total number of signs to be installed: _____

Communication Tree

Neighborhood Watch Calling Guide

Call the police first (either 9-1-1 or non emergency 937-687-3080), then call the Neighborhood Watch Captain.
Remember:

- If you call the next person on the tree and you get no answer or an answering machine, keep the tree going by calling the next level!
- When you get to the bottom of the tree, the person on the bottom must call the Captain to tell them the message, as this checks for the accuracy of the message!

