



KEIZER POLICE DEPARTMENT NEIGHBORHOOD WATCH PROGRAM

Thank you for your interest in the Keizer Police Department's Neighborhood Watch Program. The Keizer Police Department has had a long-standing partnership with the National Sheriff's Association and offers citizens of Keizer the opportunity to start and maintain their own Neighborhood Watch Program. The Keizer Police Department currently sponsors over 70 active Neighborhood Watch groups. There are just a few easy steps to form a Neighborhood Watch program for your neighborhood; however the initial steps must be completed by the individual, usually the Neighborhood Watch Captain, who is interested in starting the program for their neighborhood. The Keizer Police Department will assist in facilitating the creation of a new Neighborhood Watch Program, and there is no cost associated with doing so.

Below are step-by-step instructions on how to setup a Neighborhood Watch group in your neighborhood:

1. Before meeting your neighbors:

- ✓ Read the brochure "Neighborhood Watch Program: A Community Approach to Crime Prevention". These booklets are available by contacting the Keizer Police Department.
- ✓ Decide what households around your home should be included in the new Neighborhood Watch group. Some Neighborhood Watch groups are very small, while others groups have thirty to forty homes included. Please keep in mind that the majority of your neighborhood must be interested in forming a Neighborhood Watch program in order for the Keizer Police Department to sponsor it.
- ✓ Once you have a rough estimate of how many homes will be included in your Neighborhood Watch, contact the Keizer Police Department and obtain enough copies of the explanatory Neighborhood Watch brochure so you may distribute them when contacting your neighbors.
- ✓ You should prepare a map of your proposed Neighborhood Watch area before you go out to meet your neighbors and complete the address section of the Neighborhood Watch roster.

2. Meeting your neighbors:

- ✓ Take the Neighborhood Watch roster (provided with this packet) with you when you go to identify neighbors who are interested in being a participant.
- ✓ Identify yourself and which house you live in.

- ✓ Explain that you're interested in starting a new Neighborhood Watch in your neighborhood, and that you have volunteered to be the Block Captain or organizer of your neighborhood.
- ✓ Explain that you are working with the Keizer Police Department and this is their chance to join the Neighborhood Watch program.
- ✓ Hand them a "Neighborhood Watch" brochure and ask them to read it at their convenience. It will explain additional details about the program.
- ✓ Explain that further information will be discussed at the initial Neighborhood Watch meeting that will occur with all the neighbors who have expressed an interest in participating. An officer from the police department will be present at the first meeting to explain details about the program.
- ✓ Show them the sample "Participating Families" form, and explain that this is what you are in the process of making for your neighborhood. You may need to explain this is a requirement of the Keizer Police Department program and that this list will be compiled and distributed back out to each neighbor after your Neighborhood Watch program has been established.
- ✓ If your neighbor agrees to be a participant of the Neighborhood Watch group, obtain their name and other information that is needed to complete the roster. Please print all names and telephone numbers legibly as you will eventually turn this roster into the police department so it can be typed and copied for distribution to all of the participating neighbors. An electronic version (Word document) of the roster is also available for you to complete if desired.
- ✓ Explain that a neighborhood meeting will be held within the next month to finalize the establishment of the program. They will be notified by you of the meeting date, time and location. This meeting can be held at the Keizer Police Department or at a participating neighbor's home if there's an adequate amount of space.
- ✓ Neighborhood Watch window stickers will be provided at the meeting along with other information on home security and crime prevention.
- ✓ Future meetings will depend on the needs of your particular neighborhood and what the neighborhood as a group would like to see happen. Most block captains organize a block party each August for the National Night Out event and update their rosters at that time; however, you and your neighbors will decide when everyone should get together. Organizing at least one neighborhood meeting per year is requested.
- ✓ Thank your neighbors for signing up for the program and remind them that they will need to attend the upcoming start-up meeting in the very near future.

3. After you have completed your Neighborhood Watch roster and block map:

- ✓ The numbers on your map should coincide with the numbers on the Neighborhood Watch roster. Please use **BLACK** ink, as it will make for a higher quality copy. Your Neighborhood Watch roster

and block map will be entered into the computer at the police department and prepared for distribution back to the neighbors at the initial start-up meeting.

- ✓ Turn in your completed forms to the Community Services Unit of the Keizer Police Department. You may drop the forms off at the police department, or mail them.
- ✓ You and the Community Services Unit Sergeant, or District Sergeant, will then decide on a date and time for your initial start-up meeting with all of the participating neighbors. You can either have the meeting at the police department or at a location in your neighborhood. There is usually better attendance by neighbors when the meeting is held somewhere in your neighborhood.
- ✓ The Community Services Unit Sergeant, or District Sergeant, can assist you in making flyers to distribute to the participating neighbors about the time, date, and location of the start-up meeting.
- ✓ As long as your neighborhood has a majority of the households interested in forming a neighborhood watch program, (i.e. providing information on the roster, attending the initial start-up meeting and placing the Neighborhood Watch sticker in a visible window), you will have an appropriate amount of Neighborhood Watch street signs installed in your neighborhood by the City of Keizer Public Works Department. Usually the signs are erected within a few weeks after the initial start-up meeting. There is no cost for the street signs.

4. Tips, Suggestions, Comments, Information:

- ✓ You may look for a neighbor to work together as a Co-Captain. The initial setup of the Neighborhood Watch group is usually the most work you will ever have to complete. A Co-Captain could be responsible for one half of the neighborhood while you have the other, or he/she could be responsible for notifying other neighbors of upcoming meetings etc.
- ✓ You should contact new neighbors as soon as possible after they move into your neighborhood. Their information is important to have on the Neighborhood Watch roster, and it will be important for them to know how your neighborhood works together. The Keizer Police Department can provide additional Neighborhood Watch rosters for you if they are needed to new residents who want to participate with the program.
- ✓ Your contact person at the Keizer Police Department will be the Community Services Unit Sergeant unless otherwise specified. They can help you set up future meetings, or can talk to neighbors who may be skeptical about joining the program.
- ✓ You, your neighbors, and the Community Services Unit Sergeant will need to decide on the location of the Neighborhood Watch street sign that will be erected in your neighborhood. Remember, your participants will need to have the Neighborhood Watch stickers on one of their windows visible from the street before your Neighborhood Watch street signs will be installed.
- ✓ You will need to update the Neighborhood Watch roster annually. You, or you and a Co-Captain, will need to go back out and talk with all of your neighbors and confirm that all of the information on the roster is current. This information is confidential and is only for the Keizer Police Department and participating members. It is not shared with other groups or given out for any other purpose.

- ✓ The Keizer Police Department doesn't automatically remind you to update your roster annually. Most groups update their rosters during National Night Out in August of each year. You can bring the updated information into the Keizer Police Department and we will update our records, and make updated copies for you to redistribute to your neighbors.
- ✓ All Neighborhood Watch groups will be invited to participate in the annual National Night Out program. This event occurs annually on the first Tuesday of August. It is a night to hold a block party, BBQ, ice-cream social, kid parade, etc. Neighborhoods across the nation will be holding similar events and the focus is on getting to know your neighbors and to send a message to criminals that they are not welcome in your neighborhood. You will receive more information about National Night Out events prior to August each year.

Your efforts in starting a Neighborhood Watch group are appreciated. Without help from citizens such as you, our Neighborhood Watch program would not be as successful as it is today. Neighborhood Watch is a proven crime prevention program. But, like any self-help activity, its success depends upon you and your neighbors. We look forward to working together with you and your group. If you have any questions, please contact the Community Services Unit.

Sincerely,

Sgt. Lance Inman
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Keizer Police Department
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