

Neighborhood Watch Procedure Manual
For Tall Oaks Crossing

Table of Contents

- **Procedures.....Page 3**
- **Block Watchers Responsibilities.....Page 4**
- **Information Sheet On Immediate Neighbors.....Page 5**
- **Basic Safety Tips.....Page 6**
- **Incident Report Sheet.....Page 7**

Procedures

Listed are categories of incidents where residents should react by notifying the proper authorities based on your observations.

- **Emergency** – Listed are examples of when you should call 911:
 1. Home invasion in progress
 2. Armed robbery in progress
 3. Violent assault in progress
 4. Car jacking in progress

- **Non-Emergency** - In these cases you should call (301) 333-4000 (Dispatcher) or (301) 575-2008 (Anonymous Tip Line)
 1. Observation of a suspicious person or car on your street
 2. Observation of an aggressive driver (Get the tag number)
 3. Follow up on a rumor that a crime has or will be committed

In all cases, residents should fill out an Incident Report Sheet for submission to the police and your Block Watcher (BW). Be sure to keep a copy for yourself.

Family Involvement - It is imperative that you have a family meeting to discuss the importance of observing what is going on in the community. The children can have an active part in the process, because they are aware of incidents that occur before or after school. This interaction will provide kids with the insight on maintaining a safe community. Use of electronic tools like cell phones with cameras should also be discussed.

Everyone should incorporate texting in communicating information when it is applicable. For example, a child is riding on a school bus and observes a crime being committed in the community. The child simply texts a parent who simply contacts the police. Texting is an anonymous way of communicating. This has proven positive in the city of Boston in solving crime.

Block Watchers Responsibilities

Neighbors in these positions will serve as a central point in participating with the Neighborhood Watch (NW) Committee for their assigned areas. Listed are basic responsibilities for the positions.

1. Serve as a central point to collect Incident reports from neighbors in their assigned areas.
2. Meet quarterly with the Neighborhood Watch (NW) Committee to discuss activity in their assigned area.
3. Be familiar with the NW Procedural Manual to help neighbors with questions concerning manual.

Information Sheet On Immediate Neighbors

Reduction or elimination of crime in our neighborhood can be achieved, if we all become more aware of what is going on around us. **All we have to do is look around and be aware of what is going on in our immediate vicinity**

Conducting a successful neighborhood watch program includes knowing your immediate neighbors. In cases when you observe suspicious activity around your neighbor's house, you should be able to contact them and verify what is going on around their house. Gather basic information from your immediate neighbors on each side of your house and the house in front and back of your house. If we do that simple task, all of our homes could have the potential surveillance of four sets of eyes at any one time. **That is good coverage.**

NAMES AND TELEPHONE NUMBERS OF YOUR IMMEDIATE NEIGHBORS

Neighbor on your garage side

Name: _____

Street Address: _____

Phone (House) _____ **Cell** _____

Other Side

Name: _____

Street Address: _____

Phone (House) _____ **Cell** _____

House in front (across the Street)

Name: _____

Street Address: _____

Phone (House) _____ **Cell** _____

House behind your house

Name: _____

Street Address: _____

Phone (House) _____ **Cell** _____

PLEASE KEEP THESE NUMBERS HANDY IN CASE YOU NEED TO CALL YOUR NEIGHBOR OR ALERT THE POLICE OF SUSPICIOUS ACTIVITY.

Basic Safety Tips

Listed are safety tips residents need to incorporate into their daily lives to ensure a safe environment.

1. Train your family to close garage doors when no one is occupying the front yard. A good investment is to install a garage door panel outside the garage.
2. Make sure you keep all doors and lower level windows locked. The interior door that leads from the garage to the kitchen should be always be locked; even when the garage doors are closed.
3. When you go out of town, be sure to have a neighbor get all papers in your driveway and have your grass cut to make it appear that you are at home.
4. Talk to your kids about who they bring into the house, because a home invasion is usually performed by someone who has been in your home.
5. Cut down bushes that could serve as a cover for a thief to go through a window or door.
6. Never leave a car running in the driveway or street, and always keep cars locked.
7. Talk to your family about observing strangers on your street that appear to be randomly studying homes with no apparent purpose.
8. Use timer for lamps in your to create a look that someone is home while you are out of town or at work.
9. Make sure exterior lights in the back and front are on at night. Solar lights are a good option.

Incident Report Sheet For Tall Oaks Crossing

Please fill out this form as completely and accurately as possible.

Date _____

Location/Address of Incident _____

Date and Time of Incident _____

Witnesses:

Name _____ Phone # _____

Address _____

Name _____ Phone # _____

Address _____

Description of Incident-

Description of Suspect(s)-

Description of Suspect's Car & Tag- _____

Note: Please report suspicious activities to the police department and be sure to submit a copy of this document to your Block Watcher. For Emergencies & Crimes in Progress call 911. For Non - Emergencies call (301) 333-4000 (Dispatcher) or (301) 575-2008 (Anonymous Tip Line). Accurate information is important in solving crimes!