

Neighborhood Watch
**Participant
Guide**



Together we can make a difference!



2017

MISSION STATEMENT

The West Valley City Neighborhood Services Office strives to preserve, improve, and revitalize neighborhoods by helping residents access City services. An emphasis is placed on partnerships between residents, business owners, elected officials, Police and City employees to build and preserve clean, safe neighborhoods that reflect the diversity of the City's population.

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WEST VALLEY CITY

Neighborhood Watch

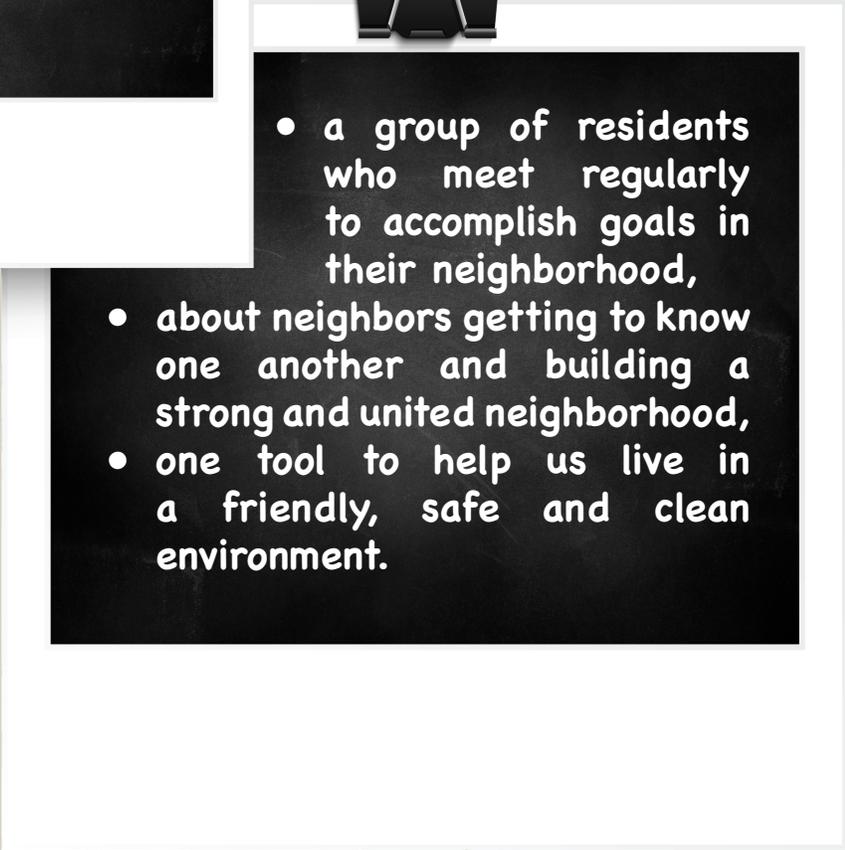
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Neighborhood
Watch
is ...

- 
- a group of residents who meet regularly to accomplish goals in their neighborhood,
 - about neighbors getting to know one another and building a strong and united neighborhood,
 - one tool to help us live in a friendly, safe and clean environment.



CHAPTER 1

WHAT IS NEIGHBORHOOD WATCH?

Neighborhood Watch is more than crime prevention.

1. A crime prevention program where neighbors "look out for each other."
2. A crime prevention program that encourages neighbor participants to get to know each other and their routines so that any out of place activity can be observed, recognized for what it is, reported, and investigated.
3. A crime prevention program that teaches participants techniques to reduce the risk of being victimized at home, in their vehicles, and in public places.
4. A crime prevention program which trains participants on the importance of recognizing suspicious activities and sounds, evaluate them, and then how to properly report them.
5. A crime prevention program which teaches participants how to make their homes more secure, to properly identify their property, and how to "look out for each other."
6. A cohesive body of concerned, involved, neighbor participants addressing many issues that concern their area and the entire community.

Neighborhood Watch Myths

1. Targets community groups, e.g. ethnic profiling
2. Want-to-be cops
3. Social club
4. Religious / church group
5. Large time and money commitment
6. Constant meetings
7. Tattle tell group spying on neighbors
8. Police / city runs the group
9. Only for neighborhoods with high crime rates
10. Drives around neighborhood (mobile patrol)
11. High personal risk
12. Age restricted

What are some objectives of Neighborhood Watch?

1. Maintain a cooperative system of surveillance over one another's property, children, etc.
2. Report suspicious activity, suspicious persons, or crimes in progress accurately and immediately to the police.
3. Mutually assist and encourage the attainment of home security surveys, crime target hardening procedures, property marking activities, comprehensive crime prevention awareness, and elimination of the opportunity for crime.
4. Maintain a continuing system for the dissemination of information and educational materials relative to self-protection and criminal awareness and adjust program emphasis in accordance with the most current information.
5. Encourage neighbors to report crimes and come forward as witnesses of criminal activity.
6. Assist and support victims of crime.
7. Help elderly or debilitated citizens and children protect themselves from becoming crime victims. Advocate and push for additional projects to protect these special groups of persons whenever necessary.

It will be important to identify some of your goals before you ask others to form a neighborhood watch. Goals for improving your neighborhood may include:

- helping neighbors get to know each other by holding social events
- making physical improvements such as installing community signs
- holding regular neighborhood clean-ups
- reducing crime
- forming a mobile patrol
- organizing opinions to share with government representatives

The key to success in any neighborhood watch program are the participants' willingness to "LOOK OUT FOR EACH OTHER" and the ability of each individual participant to observe and recognize what is suspicious, and immediately reporting it.

The availability of an unlimited number of neighborhood watch participants on a 24 hour a day, seven days a week, tremendously multiplies the effectiveness of the West Valley City Police Department's effort to prevent crime.

Observation takes many forms. From your home, a mobile home, apartment, or condo, determine your best observation point. From your automobile, you can observe both the road and other activities. Many people walk or jog as a daily routine, going to and from the store or work, or for their own physical fitness. Observation and recognition skills play a large part of your mutual protection. What ever your means of observation, use your head to determine if what you are observing is suspicious. Remember, observations are not only made by sight, but also from sounds and smells.

Recognition is of equal importance. Learn how to get a good description of the suspect, identify their vehicle, their method of operation and their activity. Recognize that when your neighbor is away on vacation, a stranger should not be coming in and out of their house. Recognize what is routine, and what is suspicious.



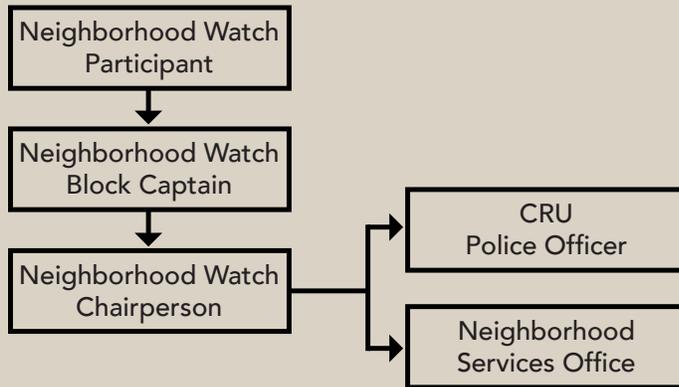
TIP #1

This manual is ONLY a guide. It is meant to provide you with the basics about how neighborhood watch works and what you can do to keep your neighborhood safe. But remember, like any guide, it can only show you what is possible. To make neighborhood watch work, you have got to take action. Help make neighborhood watch work in your neighborhood. Get involved!



CHAPTER 2 HOW A NEIGHBORHOOD WATCH IS ORGANIZED

Neighborhood Watch is a volunteer community organization that is comprised of West Valley City residents that are concerned about keeping their community safe. It is suggested that your Neighborhood Watch area be organized as follows:



While the West Valley City acts as a resource and a partner in the Neighborhood Watch program, ultimately the program belongs to you. The success or failure of the program in reducing crime and bringing your neighborhood together depends solely on you and your involvement in your Neighborhood Watch area. Remember, a chain is only as strong as its weakest link. Get involved and make a difference in your neighborhood!

Your Block Captain has the following duties:

- oversees the Neighborhood Watch program on your block
- distributes information received from your Neighborhood Watch Chairperson to each local member of your block
- collects and keeps Chairperson up to date with member information
- plans block parties and meetings
- assists Chairperson with running the Neighborhood Watch program in your area and keep it active

Call your block Captain for anything you need regarding Neighborhood Watch.

Working with your Block Captain, your Chairperson has the following duties:

- oversees the Neighborhood Watch program in your area
- organizes area meetings and activities
- distributes timely information through the Block Captains
- activates phone tree to notify area of emergencies
- keeps area maps and phone tree information up to date
- acts as liaison between your area and your Community Services Police Officer and the West Valley City Neighborhood Services Office



PIECES OF A SUCCESSFUL NEIGHBORHOOD ORGANIZATION



ROOF

- the roof over our homes provide cover and protective the roof represents the relationship that your neighborhood develops with the City staff and your Police Detective

ROOMS

- each room of a house has a specific use
- each room represents a:
 - neighborhood concern
 - neighborhood event
 - neighborhood celebration

WALLS

- each wall serves a purpose and supports the structure of a home, if too many walls are missing, the house falls
- each wall represents a resident in your neighborhood

YARD

- the landscape surrounding our homes shows a connection and declaration of our personal space
- the landscape represents the training and communication network of your neighborhood

FOUNDATION

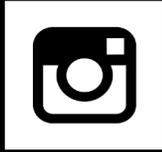
- a solid foundation is KEY to the strength and longevity of a house
- a solid foundation represents solid leadership in your neighborhood organization that will be able to keep your group united and moving forward towards common goals



CHAPTER 3

PARTICIPANT TOP 10 DUTIES

1. Learn your neighbor's names, including all occupants of their residence. Be able to recognize them and their vehicles without any hesitation.
2. Attend all Neighborhood Watch meetings.
3. Properly identify all personal property using the included personal property record or a computer inventory program, engraving a number identifiable to you onto your property, and/or by creating a videotape record of your valuables.
4. Keep doors and windows locked as well as garage doors down at all times, even when you are home.
5. Become a good witness by getting an accurate description of a suspect or a vehicle. Practice writing down descriptions from memory so when the time comes to actually report an incident, you will be prepared.
6. Keep an eye on your neighbor's homes and report any suspicious activities to the police. Write down suspect and vehicle descriptions so that nothing is forgotten. Do not delay your reporting or think that someone else will. A few minutes delay may make the difference between catching a criminal and them getting away.
7. Teach children respect for the law. Involve them in crime prevention activities and make them feel a part of your Neighborhood Watch group. Teach them to be safe at home and away.
8. Remember that you are the "EYES AND EARS" of your neighborhood. It is your responsibility to report crime and to be a good witness. Never take the law into your own hands or risk personal safety by trying to stop a crime in progress. Watch and report!
9. When you plan to leave for any length of time, arrange to have your mail and newspapers picked up or put on temporary hold. Leave timers on your lights and TV or radio. Make your home appear lived in whenever you are away. Call dispatch and request extra patrols by your house while you are away. Let your Neighborhood Watch Block Captain know.
10. Get involved! Look out for each other. Neighborhood Watch is your program and will only be as good as you and your neighbors make it. By being a good witness and an active participant in Neighborhood Watch, you will truly make a difference in your neighborhood.



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- Newletter www.wvc-ut.gov/update
- Discover Magazine www.WestValleyCityMagazine.com
- WVConnect www.wvconnect.net



www.wvc-ut.gov/connect





CHAPTER 4 GETTING STARTED TODAY

You have taken the first step by becoming part of an organized Neighborhood Watch. The success of your group will now depend on your involvement and continued support. Do not procrastinate getting involved. Here is a list of things that you can do right now:

Secure your home. Look around the outside of your home, paying close attention to windows and doors. Where would you get in if you were locked out? Where would you break in if you were a criminal? Same answer? Strengthen weak areas first. Make sure that doors and windows lock. Ensure that dead bolts and door locks are anchored deep enough, penetrating deep into the door frame. Make certain that windows and sliding doors have wooden dowels placed into the tracks, especially those on the main level of basement. Train your family on how to remove the dowels and open the windows from the inside in case of fire. Make sure your family is locking windows and doors, even when at home.

Turn on porch and yard lights and leave them on all night. Contrary to urban myth, this will not increase your electricity bill dramatically when using regular wattage bulbs, but WILL increase the security of your home and neighborhood dramatically. Use energy efficient bulbs for greater cost savings. Criminals hate to be seen. Install motion detectors lights to illuminate all possible points of entry into your home and to keep any cars, boats, sheds, etc. Illuminated as well.

Do not leave anything of value in your car. It only takes a few seconds for a criminal to burglarize your car. But most burglars are criminals of opportunity. If there is nothing to steal, the burglar will move on. This applies to when you are parking at work, a store, or in your home driveway. Take anything of value with you, or at the very least, secure valuables in the trunk where they will be out of sight.

Secure your garage. Remember to close your garage door ANYTIME you are not in the garage. This means at night as well as when you are in your yard doing yard work or even just running to the store for a few minutes. A passing burglar can remove bicycles, skis, golf bags, power equipment, and other items in a flash. They may also identify items they want to come back for later. Additionally, do not leave these items laying on the lawn or unsecured outside at ANY time.

Make certain that your house number are clearly visible. Police and emergency responders will need to find your address quickly in the event of an emergency. Make house numbers visible on your house or mailbox. Numbers painted on the curb are often difficult to see at night and during inclement weather.



HOME SAFETY

EXTERIOR DOORS and WINDOWS

YES NO

All doors are locked during the day (even when someone is home), at night and every time we leave the house (even if it is just for a few minutes). [] []

Doors are solid hardwood or metal-clad. [] []

Doors feature wide-angle peepholes at heights everyone can use. [] []

If there are glass panels in or near our doors, they are reinforced in some way so that they cannot be shattered. [] []

Every window in the house has a working key lock or is securely pinned. [] []

Windows are always locked, even when they are opened a few inches for ventilation. [] []

All entry ways have a working, keyed entry lock and sturdy dead bolt lock installed into the frame of the door. [] []

Spare keys are kept with a trusted neighbor, not under a doormat or planter, on a ledge, or in the mailbox. [] []

The sliding glass door has a strong, working key lock. [] []

A dowel or a pin to secure a glass door has been installed to prevent the door from being shoved aside or lifted off the track. [] []

The sliding door is locked every night and each time we leave the house. [] []

My landlord or building manager tightly controls ALL keys. [] []

GARAGE

YES NO

The door leading from the attached garage to the house is solid wood or metal-clad and protected with a quality keyed door lock and deadbolt. [] []

The overhead garage door has a lock so that we do not rely solely on the automatic door opener to provide security. [] []

Garage doors are all locked when leaving the house. [] []

The sliding glass door has a strong, working key lock. [] []

A dowel or a pin to secure a glass door has been installed to prevent the door from being shoved aside or lifted off the track. [] []

The sliding door is locked every night and each time we leave the house. [] []

OUTDOORS

Shrubs and bushes are trimmed so there is no place for someone to hide. [] []

There are no dark areas around our residence, garage, or yard at night that would hide prowlers. [] []

Every outside door has a bright, working light to illuminate visitors. [] []

Floodlights are used appropriately to ensure effective illumination. [] []

Outdoor lights are on in the evening - whether someone is at home or not. Photocell or motion-sensitive lighting has been installed. [] []

Gate latches, garage doors, and shed doors are all locked with high security laminated padlocks after every use. [] []

WHILE AWAY FROM HOME

At least two light timers have been set to turn the lights on and off in a logical sequence, when we are away from home for an extended period of time. [] []

The motion detector or other alarm system (if we have one) has been activated when we leave home. [] []

Mail and newspaper deliveries have been stopped or arrangements for a neighbor/friend to pick them up have been made when we go away from home for a period of time. [] []

A neighbor/friend has been asked to maintain the yard and watch our home when we are away. [] []

Our local Neighborhood Watch has been notified that we will be away from home for a period of time. [] []

OUTDOOR VALUABLES and PERSONAL PROPERTY

Grills, lawn mowers, and other valuables are stored in a locked garage or shed, or if left out in the open, are hidden from view with a tarp and securely locked to a stationary point. [] []

Every bicycle is secured with a U-bar lock or quality padlock and chain. [] []

Bikes are always locked, even if we leave them for just a minute. [] []

Firearms are stored unloaded and locked in storage boxes and secured with trigger guard locks. [] []

Valuable items, such as televisions, stereos, and computers have been documented on an Operation ID sheet and kept current. [] []

OUR APARTMENT BUILDING

There is some kind of control over who enters and leaves the building. [] []

Walkways, entrances, parking areas, elevators, hallways, stairways, laundry rooms, and storage areas are well lit, 24 hours a day. [] []

Fire stairs are locked from the stairwell side above the ground floor, so you can exit but no one can enter. [] []

Mailboxes are in a well traveled, well lighted area and have good locks. [] []

We know our neighbors and are part of an apartment watch group. We watch out for each other as neighbors. [] []

TIP

Use this form as a guide as you check your home for safety measures.

Boxes marked "NO" indicate areas where you could take action to improve your safety.

These are just some of the steps you can take to decrease the likelihood that you or your home is targeted.

Name: _____

Room: _____

Date Updated: _____

Description:	
Serial #:	
Make:	Model:
Color:	Value:
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CHAPTER 5 BEING BETTER PREPARED

An emergency or disaster can happen quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. Being prepared and knowing what to do is your best protection and your responsibility.

Create a disaster plan. Meet with your Neighborhood Watch group and your family to discuss why you need to prepare for a disaster. Explain the dangers to children. Plan to share responsibilities and work together as a team. Pick two places to meet in case you are separated. One location right outside your home in case of a sudden emergency and a second location right outside the neighborhood in case you can not return home. Prepare your family with Operation EDITH (Exit Drills In The Home). More information about EDITH is available on the West Valley City Fire Department website at www.wvc-ut.gov/fire.

Ask an out of state friend or family member to be your family contact. After a disaster it is often easier to call out of an affected area. When it is difficult or impossible to meet at your designated meeting place, it is critical to contact your family with your location. ALL family members should call this contact person and tell them where they are.

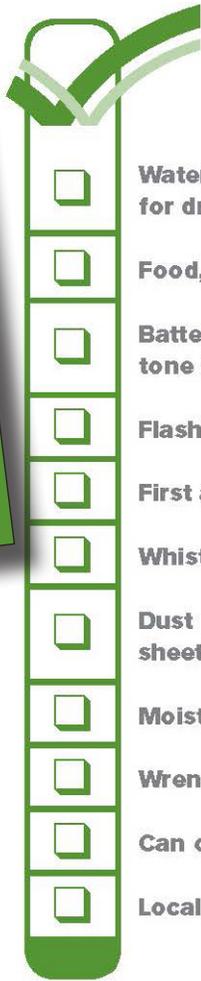
Keep enough supplies in your home to meet your needs for at least three days. Assemble an Emergency Supplies Kit with items you need in an evacuation. Store supplies in sturdy, easy to carry containers such as backpacks, duffel bags or covered containers. Items to include:

- a three day supply of water and non-perishable food for each person
- one change of clothing and footwear per person, and one blanket per person
- a first aid kit that includes your family's prescription medication
- emergency tools including a battery-powered radio, flashlight and plenty of extra batteries
- an extra set of car keys and a credit card, cash or traveler's checks
- sanitation supplies
- special items for infant, elderly or disabled family members
- an extra pair of glasses or contacts
- important family documents, kept in water tight containers

This is only meant as a starting point. More information about Emergency kits and their contents is available on the BeReady Utah website at www.bereadyutah.gov. It is also recommended that emergency kits be kept in family vehicles in the case that you are unable to return home. Emergency preparedness handbooks are also available at West Valley City Hall in the Neighborhood Services Office.



Recommended Items to Include in a Basic Emergency Supply Kit:



- Water, one gallon of water per person per day for at least three days, for drinking and sanitation**
- Food, at least a three-day supply of non-perishable food**
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both**
- Flashlight and extra batteries**
- First aid kit**
- Whistle to signal for help**
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place**
- Moist towelettes, garbage bags and plastic ties for personal sanitation**
- Wrench or pliers to turn off utilities**
- Can opener for food (if kit contains canned food)**
- Local maps**



Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses**
- Infant formula and diapers**
- Pet food and extra water for your pet**
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container**
- Cash or traveler's checks and change**
- Emergency reference material such as a first aid book or information from www.ready.gov**
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.**
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.**
- Household chlorine bleach and medicine dropper** – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher**
- Matches in a waterproof container**
- Feminine supplies and personal hygiene items**
- Mess kits, paper cups, plates and plastic utensils, paper towels**
- Paper and pencil**
- Books, games, puzzles or other activities for children**



CHAPTER 6

WHEN TO CONTACT THE POLICE

If you know that a crime is occurring, or suspect that something suspicious or dangerous is going on, if potential trouble exists, or if someone has been hurt, do the following:

Determine whether or not the situation is an emergency. An emergency requires an immediate response from the police department or fire/medical personnel. **IMMEDIATELY CALL 9 1 1.**

If the situation is not an emergency, do not tie up the 9 1 1 telephone system. Call dispatch directly at (801) 840-4000.

If you are in doubt, don't bother trying to figure it out. Just dial 9 1 1.

When you first dial 9 1 1 or dispatch directly, be prepared to give the operator:

- your name
- your phone number, should the call be interrupted
- **WHAT** is happening? Be as specific as possible. Try to answer the dispatcher's questions as best you can. If you do not know the answer, tell the dispatcher that you do not know.
- **WHEN** did it happen? Is this situation occurring now? Is something about to happen? How long ago did it occur?
- **WHERE** is it happening? Give specific address or directions.
- **WHO** is involved? Give descriptions of the victims and the suspects as accurately as you can. Try to write down and remember as many details as you can.

Remember that the dispatcher is using a computer, so even though they continue talking to you on the phone, help is being notified simultaneously.

Remember to be patient with the dispatcher and try to answer all of the dispatcher's questions as best you can, even if you do not understand the relevance of the question at the time.

As a member of Neighborhood Watch, you are the **EYES** and **EARS** of the Police Department. By making the effort to report criminal activity correctly, you are making your community a safer place. If it looks out of place and the situations feels wrong, chances are something **IS** wrong. Call dispatch and report **ANY** and **ALL** suspicious behavior.

TIP #3

When should I dial 9 1 1?
Dial 9 1 1 when the situation is an emergency or a crime is in progress.

- Any fire.
- If you see or hear a fight domestic dispute.
- If you see someone trying force their way into a car.
- If you hear screaming or calls for help.
- If you hear gunfire.
- If you see or are told about a traffic accident with possible injuries.
- If you see a child being forced or beckoned into a car or a home.
- If you hear an alarm or breaking glass.
- In any situation when someone is injured.
- Any other emergency situation!

TIP #4

When should I dial (801) 840-4000?
Call dispatch directly any time the situation is not an emergency.

- If you see suspicious behavior - such as someone walking in and out of yards or looking into cars.
- If you see a car driving around the neighborhood repeatedly with no apparent destination.
- If you see something that just looks out of place or unfamiliar and seems suspicious.
- If you see unknown people carrying property from neighbors house or car.
- If you see a juvenile problem, such as smoking or curfew violations.
- Any other non-emergency situation!



CHAPTER 7 BEING A GOOD WITNESS

How to Observe

Taking an active role in looking out for each other is the key to making Neighborhood Watch successful in your neighborhood. You know your neighborhood, what is normal, what belongs and what does not, as well as what is suspicious. Realize that although you may know your neighborhood, being observant in your neighborhood takes practice and work. We are frequently too occupied with getting somewhere quickly, talking on the cell phone, or taking care of kids to be observant while driving or walking through your neighborhood. Make it a point to become more observant and more aware of what is going on in your own neighborhood. Practice the pointers listed on this page and learn to always be observant.

Know who and what belongs at each house in your neighborhood. Know the hours that your neighbors work, if they have any children, as well as what cars they drive. Know what is regularly occurring in your neighborhood and easily become suspicious if something does not seem to fit.

Be prepared. Keep a good flashlight, and even a pair of binoculars handy. Keep a note pad and pen close by for writing down notes, plate numbers, and suspect descriptions. Keep your car equipped with these items so you will have them when you need them. Never operate your car and try to write down information, always pull over.

Become observant when out for a walk or jog. Make a habit of carrying your cell phone with you. Practice memorizing your neighborhood's layout and be alert to anything that seems unusual or out of place. If someone is out in the yard, stop and get to know them. Keep a note pad and pen with you.

Keep an eye on the neighborhood when at home. Do not hibernate in your home, only noticing the outside world when leaving for work, school, the store, etc. Take an occasional peak out the windows throughout the day and evening. If you get up during the night, take a moment to glance outside and make sure that all is well.

Trust your judgment. By practicing being more observant and by knowing what is normal for your neighborhood, you will know when something is suspicious or does not belong. When your instinct tells you that something is wrong, trust your instinct and do not hesitate to call the police and report it immediately.

Become observant when you are driving through your neighborhood. Vary your route to work, the store, the kids' school each time you drive so you are always aware of any changes in your area.

Observe crimes and suspicious circumstances as secretly as possible. You are the EYES AND EARS of the neighborhood, so contact police and be a good witness.

To avoid errors in verbal communication, police use the phonetic alphabet when saying individual letters. Most police departments in Utah use the standard military phonetic alphabet listed below. While you do not need to memorize and the phonetic alphabet as a Neighborhood Watch member, taking the time to memorize it may help avoid confusion when giving a plate number to dispatch.

Vehicle Identification

Being able to provide police with an accurate vehicle description could make the difference between a criminal getting away or being apprehended. A description like, "They are in a four door white car" is a good start, but will likely not provide police with enough information to find the bad guys. Familiarize yourself with the description characteristics included on the form included in this handbook. Practice identifying cars when you are out and about. Most cars have the make and model printed somewhere near the trunk area. While you are driving to and from work, learn the different types and body styles of the cars you see so that you can be an expert witness when it counts.

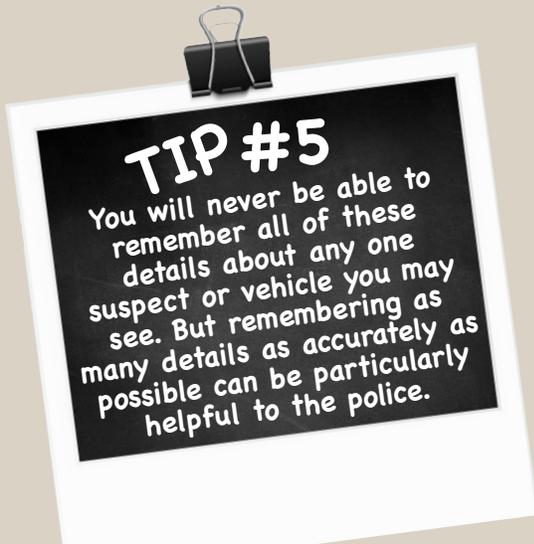
License Plate Identification

The safety of your neighborhood may depend on your ability to memorize the license plate of any suspicious vehicle and to write it down exactly as you observed it.

In fact, in many suspicious vehicle calls when no license plate is given to the police, the perpetrator often gets away. On the other hand, in nearly all crimes where a correct license plate was given to police, the suspect is apprehended. A license plate number, correctly written down and passed on to police, is often the key to solving many crimes.

With the multitude of license plate designs used by the fifty states, as well as Canadian provinces and Mexican states, it is also vital that you note the state the plate is from.

If you are unable to tell that state it is from, at least remember the colors and overall design of the plate.



Suspect Identification

To capture a criminal in these highly mobile times, it is of utmost importance for the police to quickly obtain an accurate description. Following are some of the important identifiers the police need to apprehend suspects. Keep this information in mind so that you can give the police an accurate description of any criminal or criminal incident you may observe.

A variety of general description information about the suspect should be noted:

- Sex
- Race or national origin
- Age (estimated)
- Height-use comparisons with your own height, a door, or some other standard measure
- Weight (estimated)
- Build

Clothing information is also very important:

- Hat-note color, style, ornaments, how it is worn (bill forward, backward, to one side)
- Coat-note color and style (suit coat, jacket, topcoat, overcoat)
- Shirt/Blouse/Dress-note color, design, sleeves, collar
- Trousers/Slacks/Skirt-note color, style, cuffs
- Socks-note color, pattern, length
- Shoes-note color, style, brand name for sneakers (if possible), condition
- Accessories-sweater, scarf, gloves, necktie
- Jewelry-rings, watches, bracelets, necklaces
- General appearance-neat or sloppy? clean or dirty?
- Oddities-look for clothing too large or too small; odd colors; patchwork

Look for other physical features or peculiarities:

- Voice-pitch, tone, rasp, lisp
- Speech-articulate, uneducated, accent, use of slang
- Gait-slow, fast, limp



Some Examples of What You Might See

- ACTIVITY: Slow moving vehicles
COULD BE: Certain cars that seem to be circling the block repetitively or following an aimless course, particularly without lights in the evening, could be driven by a person casing houses for burglary attempts or by someone waiting for a drug pickup. Possible sex offenders could also exhibit this behavior. Pay close attention if the car is seen around schools, parks, or playgrounds.
- ACTIVITY: Parked vehicles that are occupied
COULD BE: Lookouts for burglaries or robberies in progress may be sitting in parked cars, pretending sometimes to be a young couple in love. An occupied car waiting in front of a house where no one is home or a business that is clearly closed could be the getaway car for a burglary in progress.
- ACTIVITY: Stranger walking along the side yard of a house or going into the backyard
COULD BE: Unless it is an acquaintance, relative, or legitimate employee doing a check of utilities or repairs to the house, it is very likely that this person is a burglar or trespasser.
- ACTIVITY: Excessive traffic, people, and cars at a certain residence
COULD BE: This activity is not necessarily suspicious unless it happens on a daily or regular basis, especially late at night or during unusual hours. A legitimate home-based business may have some traffic, but if it seems excessive, the residents could be engaging in drug trafficking, prostitution, or fencing of stolen goods.
- ACTIVITY: Excessive personal property stored in cars or garages
COULD BE: Unless the person is running a garage sale, a large accumulation of property represents stolen goods. Especially notice if there are several of the same type of item, such as four televisions in the garage.
- ACTIVITY: Someone going door-to-door in a residential area
COULD BE: Young children selling cookies or legitimate solicitors may have a reason to knock on neighbor's doors. But if someone seems to be randomly going up to doorways, it could be a burglar or a person who is part of a burglary team. Pay particular attention if one person goes around the side of the house while the other stays at the front door.
- ACTIVITY: Forcible entry to a business, house, or car
COULD BE: This person could have forgotten his/her keys or he/she could be trying to steal something.
- ACTIVITY: Unusual noises and other activity
COULD BE: Gunshots, screaming, sounds of combat or excessive barking dogs, or someone's being forced into a car, house, or business are reasons to call law enforcement immediately.
- ACTIVITY: Waiting or loitering in front of a home or business if the business is closed or the house is unoccupied
COULD BE: Possible burglary suspects.
- ACTIVITY: Abandoned vehicles
COULD BE: This may be a stolen car.





CHAPTER 8

NEIGHBORHOOD WATCH INTEGRITY

Neighborhood Watch is a program with high standards. When a criminal see a Neighborhood Watch sign in a neighborhood, he or she should be assured that the people living in that area have made a commitment to look out for each other and keep their community safe. The criminal should know that they have banded together and taken steps to ensure that crime will not prosper in their neighborhood. The bad guys should know to move onto another neighborhood.

What does a Neighborhood Watch sign mean in your neighborhood?

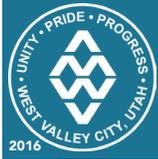
It means that you are secure. You have made personal inventories using the home property form included in this handbook or by other means. You have engraved your valuables with a number identifiable to you. Do not use social security numbers or drivers license numbers, create something unique to you. Your homes doors and windows are locked and secure, and you have adequate outdoor lighting all night long.

It means that you are organized. You are watching out for each other. You communicate with each other using the phone tree and other means. You hold meetings, organize block parties, and other functions to bring the neighborhood together. Without communication, your group will struggle to succeed.

It means that you are trained. You know what is suspicious and how to be a good witness. You know what to report to police, how to report it, and are not afraid to report suspicious activities. You attend neighborhood and training meetings, when possible, and read training information when made available.

It means that you are committed. You will watch out for neighbors. You will be a witness and work with the police department to solve criminal behaviors in your neighborhood. You will work with each other in solving neighborhood problems. You will support the Neighborhood Watch program, your neighborhood leaders, and keep the program active.

It means that you care about your community!



Essential City Phone Numbers

West Valley City Hall
3600 Constitution Blvd | WVC, UT 84119
www.wvc-ut.gov

Animal Services	(801) 965-5800
Building Inspections	(801) 963-3283
Business Licensing	(801) 963-3290
City Hall	(801) 966-3600
Code Enforcement	(801) 963-3289
Family Fitness Center	(801) 955-4000
Graffiti Hotline	(801) 963-3467
Harman Senior Recreation Center	(801) 965-5822
Housing Authority	(801) 963-3320
Neighborhood Services	(801) 963-3562
Non-Emergency Dispatch	(801) 840-4000
Parks & Recreation	(801) 955-4000
Planning & Zoning	(801) 963-3312
Police Community Response Unit	(801) 955-3797
Police Tip-A-Cop Hotline	(801) 963-3459
Poison Control	(800) 222-1222
Sanitation, Storm Water, Utility Billing	(801) 963-3334
Snow Removal	(801) 965-7575
Streets: Lighting, Repairs and Signs	(801) 965-7452
Victim Services	(801) 963-3223

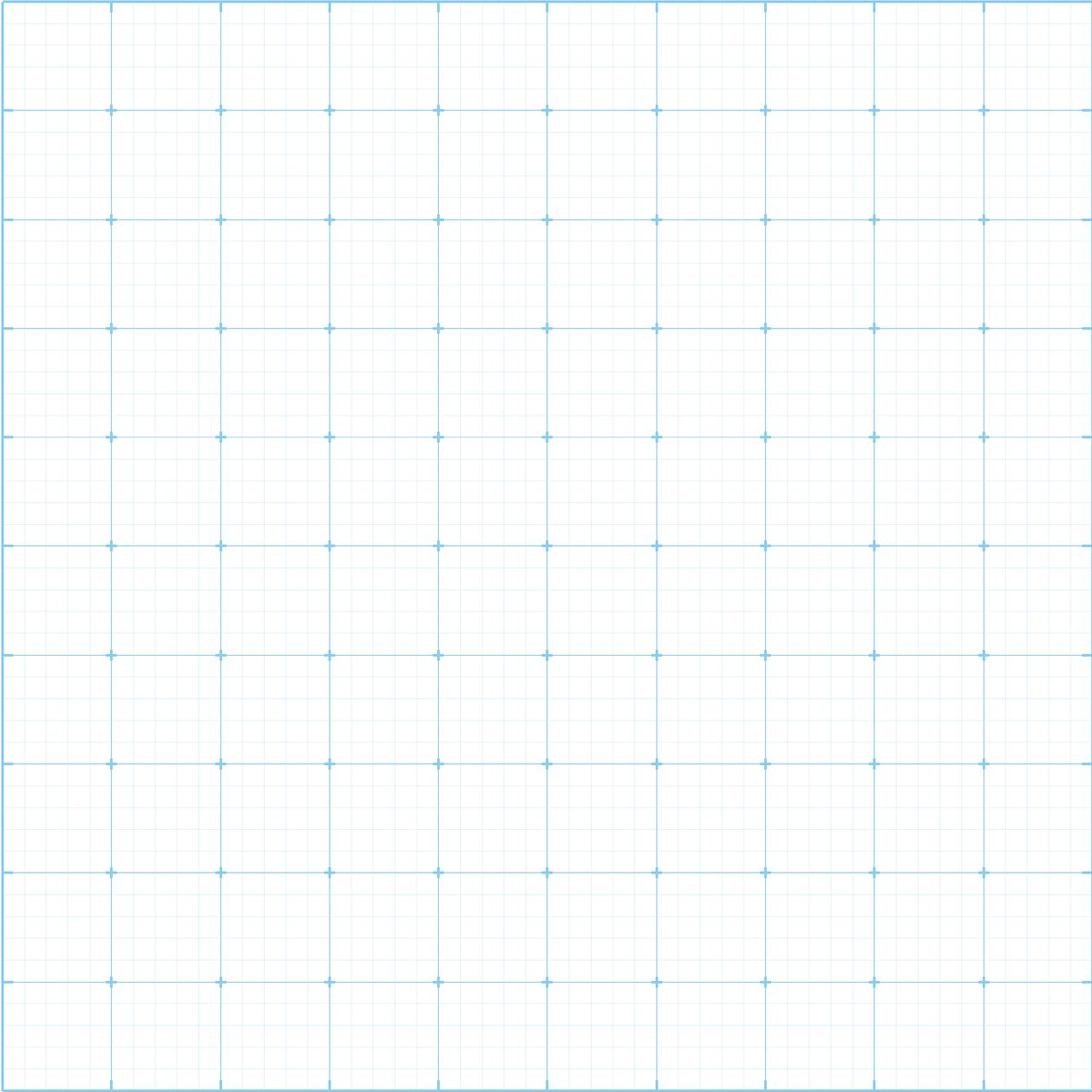


CHAPTER 9

FREQUENTLY ASKED QUESTIONS

- Q: How big should our Neighborhood Watch area be?
- A: There is no hard fast rule to answer this question. A group can be as large or as small as they choose. As a recommendation, we suggest a group should not be larger than 100 dwelling units. This allows for each block captain to have roughly 10 homes assigned to them. Again, this is simply a suggestion to help mitigate a work load that is too large to manage. Can a group be larger? Certainly, the City has successful groups as large as 500 homes and as small as 12 homes. It all depends on the dedication of the groups leadership.
- Q: How much time is needed to volunteer as a chairperson?
- A: There is no hard fast answer to this question either. The amount of time will depend on the size of your neighborhood organization and your level of dedication to the program. As a recommendation, it is suggested that a minimum of one hour per week is needed for the success of your group. This time may include distributing information to block captains and neighbors, communicating with Police and Neighborhood Services, planning meetings or events, creating a newsletter, making phone calls, organizing and maintaining your phone tree. Chairpersons should also plan on attending one annual training hosted by the Neighborhood Services Office. The ability to dedicate regular small amounts of time will keep a group moving forward and hopefully prevent the need for bursts of large projects require large amounts of time.
- Q: How much time is needed to volunteer as a block captain?
- A: Once again, the time will vary on the level of dedication and size of your block. For the success of the program in your neighborhood, we would once again recommend 30 minutes to one hour per week. Time should be spent communicating with the residents within your block area, distributing information, welcoming new neighbors to your area, communicating with your chairperson about what is taking place in your area. Time should also be spent assisting the chairperson with larger projects such as meeting planning and neighborhood block parties.
- Q: Does Neighborhood Watch cost anything?
- A: Cost should be minimal. Some groups start a donation fund to help pay for expenses such as refreshments, block parties, and neighborhood watch signs. To help mitigate expenses photocopies of newsletters, updates, etc are available from the Neighborhood Services Office free of charge. There is no registration fee nor any charges for training offered by the City.
- Q: What resources will the City supply?
- A: Please refer to page 18 of this handbook.
- Q: Why does the City want me to submit a BCI check?
- A: Neighborhood Watch Chairpersons frequently obtain large amounts of sensitive information about residents in their neighborhoods. Information frequently includes names, phone numbers, email addresses, work schedules, vacation schedules and more. For this reason, and in order to help maintain the integrity of the Neighborhood Watch program, leadership within the groups should have clean criminal histories.
- Q: Why does the City require groups to register annually?
- A: Given the large number of groups within the City and the frequency of boundary changes and leadership changes, annual registration helps the Police and Neighborhood Services Office stay in constant communication with your group. It also helps prevent overlap of groups. The registration is not meant to be busy work or demand great amounts of time. A Chairperson should not plan on taking more than 30 minutes annually to complete this requirement.

My Street

A large grid of 20 columns and 20 rows, intended for drawing a street map. The grid is composed of light blue lines on a white background.

My Neighbors

Name: _____
Address: _____
Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____

Name: _____
Address: _____
Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____

Name: _____
Address: _____
Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____

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Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____

Name: _____
Address: _____
Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____



CHAPTER 10 MY NEIGHBORHOOD CONTACTS

Neighborhood Watch Group Name: _____

Neighborhood Watch Chair Person

Name: _____
Address: _____
Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____

Neighborhood Watch Co-Chair Person

Name: _____
Address: _____
Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____

Neighborhood Watch Block Captain

Name: _____
Address: _____
Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____

Police Department Neighborhood Watch Liaison

Name: _____
Address: _____
Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____

Police Department Sector Detective

Name: _____
Address: _____
Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____

Neighborhood Services Neighborhood Specialist

Name: _____
Address: _____
Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____

Code Enforcement Officer

Name: _____
Address: _____
Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____

Name: _____
Address: _____
Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____

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Phone #: _____
Emergency #: _____
Email: _____
Other Info: _____



West Valley City

POLICE

West Valley City
Police Department
Community Response Unit
3575 South Market Street
West Valley City, UT 84119

(801) 955-3797
communityservices@wvc-ut.gov
www.wvc-ut.gov/cso

Detective Tony Tueller
Neighborhood Watch Liaison
anthony.tueller@wvc-ut.gov
(801) 965-5166



West Valley City
Public Relations Department
Neighborhood Services Office
3600 South Constitution Boulevard
West Valley City, UT 84119

(801) 963-3562
neighborhoods@wvc-ut.gov
www.wvc-ut.gov/neighborhoods

Jeni Harward
Neighborhood Support Specialist
jeni.harward@wvc-ut.gov
(801) 965-7091



*I like to see a man proud of the place in which he lives.
I like to see a man live so that his place will be proud of him.
~ Abraham Lincoln*

Neighborhood Watch
Participant Guide

