



Redwood City Neighborhood Watch





REDWOOD CITY NEIGHBORHOOD WATCH CHECKLIST

YOU WILL NEED:

- A minimum of 10 households committed to starting a neighborhood watch.
- A list of what issues initially need to be addressed in your community.
- A means of communicating with residents, e.g. e-mail, fliers, telephone trees.
- Publicity for the initial neighborhood watch meeting (at least one week's notice).
- A meeting agenda to keep things moving on track (see sample agenda).
- A place to meet—a resident's house or apartment, community center, school, or library.
- Your RCPD Community Police Officer to discuss crime and safety issues in the neighborhood with you before and during the meeting.
- A code enforcement representative at the meeting.
- A map of the community with spaces for names, addresses, and phone numbers of all households. (is this the "member list" – otherwise, where are they supposed to get such a map?)
- Brochures or other materials on topics of interest to the residents.
- Neighborhood watch signs to be posted around the community (provided by Redwood City - see PD Officer).
- Facts about crime in your neighborhood. (These can be found in police reports, newspapers, and residents' perception about crime. There are often cases where residents' perceptions may not be supported by facts, and accurate information can reduce the fear of crime.)

TO ADD EXCITEMENT (OPTIONAL):

- Mix business with pleasure—allow attendees time to socialize.
- Seek out neighborhood go getters—civic leaders —to be your advocates and mentors.



- Work with existing organizations such as neighborhood association, tenants' association, or local civic clubs.
- Provide speakers on topics of community interest.
- Start a neighborhood newsletter.

TO BUILD PARTNERSHIPS:

- Endorsement by the local police. This agency is the major source of information on local crime patterns, crime prevention education, and crime reporting.
- Libraries can provide research materials, videos, computers, and meeting space.
- Churches and places of worship can provide meeting places and a good source of volunteers.



REDWOOD CITY POLICE DEPARTMENT

Neighborhood Watch Liaison Roles and Responsibilities

- 1) **Hold a Neighborhood Watch block gathering at least once a year (recommended 4 times a year).** As a crime prevention strategy, Neighborhood Watch is only as strong as the residents make it. It is important to remind neighbors of the value of looking out for each other and calling the police when they see something suspicious. Please contact your Community Police Officer and Code Enforcement Officer if you would like them to attend this meeting. They are available to speak on a wide range of crime prevention topics. We also hope you will participate in the National Night Out by organizing a block gathering the first Tuesday in August.
- 2) **Maintain a roster of Neighborhood Watch block members.** Your Community Police Officer can provide you with a blank roster called "My Neighborhood Watch Contact List." This provides a method for noting your neighbors' contact information in case, for example, you need to alert them of a current crime issue or upcoming block meeting. *Because of privacy concerns, we understand that some people may not want to participate in the roster. It is optional.*
- 3) **Educate new residents on your block that they have moved onto a Neighborhood Watch block and what the program entails.** Your Community Police Officer can provide you with a "New Resident Flyer" for you to fill out and give to new residents as they move onto your block. It introduces them to you (their Liaison) and to the program.
- 4) **Attend your Neighborhood Association meetings as often as possible.** There are 11 organized Neighborhood Associations in Redwood City. Some meet frequently and are very active, others less so, but all are important points of contact between the City and the people who live and work here. The meetings are a good opportunity for Police Department staff to share information with Neighborhood Watch Liaisons. We appreciate you being able to attend the meetings when possible and for encouraging your neighbors to go as well. Visit redwoodcity.org to learn about the neighborhood association serving your area.
- 5) **Alert your Community Police Officer if you move off your block or decide you can no longer fulfill your Neighborhood Watch Liaison responsibilities.** If you can possibly find a replacement we appreciate that. If a block ends up with no Neighborhood Watch Liaison, we have the option of taking down the Neighborhood Watch signs; therefore, it is in everyone's interest to try to find a new Neighborhood Watch Liaison.

The Redwood City Police Department greatly appreciates your commitment to Neighborhood Watch!

Updated October, 2008



REDWOOD CITY POLICE DEPARTMENT

Dear Neighborhood Watch Liaison:

The Neighborhood Watch program is all about resident participation and involvement in a police/community cooperative battle against burglaries or other neighborhood crimes. Its primary purpose is personal and property protection for you, your family, and your neighbors. As an extension of the eyes and ears of your police department, your involvement will directly affect the crime rate in your neighborhood.

I. HOW TO START A NEIGHBORHOOD WATCH PROGRAM ON YOUR BLOCK...

A volunteer from your block must be selected to represent your block as the Neighborhood Watch Liaison. The prospective Liaison must contact the Community Policing Unit at **780-7100** to receive a packet which contains the following handout material:

- Neighborhood Watch Liaison Roles & Responsibilities
- My Neighborhood Watch Member List
- "*Neighborhood Watch Informational Meeting*" Flyer Template
- "*Welcome New Neighbor*" Flyer Template

It is the responsibility of the prospective Neighborhood Watch Liaison to read all handout material in the packet and to understand the theme of Neighborhood Watch.

FIRST, contact the Community Policing Unit to reserve a meeting date for your block. Meeting dates are by appointment only for Monday - Thursday evenings. The meetings normally last two hours, from 7 to 9 PM. The Liaison is responsible for arranging a meeting place prior to reserving a meeting date. Suggestions for meeting locations are: Neighborhood Watch Liaison's residence, another residence on your block, a nearby church, school, or a community center room. For information on available Redwood City community rooms, please call 780-7252.

SECOND, after a meeting date has been reserved with the Community Policing Unit, the "*Neighborhood Watch Informational Meeting*" flyers are to be filled out by the Neighborhood Watch Liaison and distributed to all residents on your block or area.

THIRD, the "*Neighborhood Watch Informational Meeting*" flyers are to be handed out to all residents on your block to canvass your block for interest in the program. Personal visits/contact is recommended so that you can explain what the program is about. You

may take responsibility for more area than one block if you desire. Normal areas are from intersection to intersection.

FOURTH, Community Policing staff will attend your meeting for the Neighborhood Watch presentation. Participants get to know their neighbors, making your neighborhood a friendlier place to live. They also become active participants in reducing crime on your block in a working partnership with your police department.

II. YOUR RESPONSIBILITY AS NEIGHBORHOOD WATCH LIAISON AT THE MEETING:

1. Supply nametags for all residents.
2. Supply refreshments if possible (examples: coffee and cookies).
3. Distribute handout material from the meeting to residents who were unable to attend.
4. Develop and distribute Neighborhood Watch Area Map.

This map is confidential and only the residents on the block will be supplied with a copy. This map is used to help members give adequate information when reporting suspicious activity in your neighborhood. A map of your block should be developed to:

- a. Clearly identify homes and cross streets on your block.
- b. Show the name, address and phone number of each home. It is recommended that both the home and business phone number be included.

It is important that this map be kept updated and reflects all changes in residents, phone numbers, etc.

III. RESPONSIBILITIES OF NEIGHBORHOOD LIAISON AFTER THE ORGANIZATION OF NEIGHBORHOOD WATCH BLOCK

After your Neighborhood Watch Block is implemented, it is important to keep your group active in maintaining people's interest. Communicating and cooperating with your neighbors and the Community Policing Unit is key.

The following activities and responsibilities are designed to complement your Neighborhood Watch program:

- I. Arrange for secondary meetings. Topics and speakers could include:
 - a. Identity Theft (conducted by the Police Department – call 780-7100)
 - b. Drug and Gang Awareness for Parents (conducted by the Police Department – call 780-7100)
 - c. Code Enforcement (conducted by Code Enforcement – call 780-7350)
 - d. Child Safety (conducted by the Police Department – call 780-7104)
 - e. Fire Prevention (conducted by the Fire Department – call 780-7400)
 - f. Disaster Preparedness (conducted by the Fire Department - call 780-7400)
 - g. Mediation and Conflict Resolution (conducted by the Peninsula Conflict Resolution Center – call 373-0330)

2. Update your Area map to include any new residents who move into your block. Also, contact the Community Policing Unit for the “New Resident – Welcome to Neighborhood Watch” handout that is available to greet new residents on the block and inform them that they have moved onto a Neighborhood Watch block.

3. You are responsible for distributing all information and Neighborhood Watch bulletins that have been provided to you by the Community Policing Unit to the residents on your block.

4. Report to the Community Policing Unit any damaged or stolen signs for replacement.

NOTE: If a sign is stolen, you must make a police crime report of petty theft. Call 780-7100. You will be given a police report number. After receiving a police report number, notify the Community Policing Unit for a replacement sign. It is important to make a police report on the theft of your Neighborhood Watch sign(s) to enable the police department to file criminal charges of petty theft or possession of stolen property against the suspect(s)

5. If you move from the area or can no longer be the Liaison, it is important to solicit a neighbor on your block to assume the responsibilities of Neighborhood Watch Liaison and report this information to the Community Policing Unit.

In order to share the workload and responsibilities, the Neighborhood Watch Liaison position may be rotated to another resident on your block. It is important to notify the Community Policing Unit of any changes in Liaisons for mailing purposes.

NEIGHBORHOOD WATCH INFORMATIONAL MEETING

FOR [BLOCK NAME] RESIDENTS

Your Neighborhood Watch Liaison
and the Redwood City Police Department
invite you to a Neighborhood Watch meeting.
Get the latest information about crime in our
neighborhood, meet our Community Police Officer, and
learn about crime prevention...

WHEN: [MEETING DAY, DATE, AND TIME]
WHERE: [MEETING LOCATION]
HOST: [LIAISON NAME/PHONE]

Please RSVP to [phone/email] by [date]

What is Neighborhood Watch?

Neighborhood Watch is a crime prevention program which enlists the active participation of residents in cooperation with local police to prevent and reduce crime in Redwood City's neighborhoods.

Neighborhood Watch is residents not only knowing each other, but taking the time to care about each other and work together in a program of mutual assistance.

Neighborhood Watch is about crime prevention education and the implementation of important home and personal security strategies.



REDWOOD CITY NEIGHBORHOOD WATCH MEETING AGENDA

AGENDA

Date
Time
Place of Meeting

- Welcome
- Group Agreements
- Neighborhood Watch Liaison's Report
 - Past Open Issues
 - Upcoming Events
- Community Police Officer's Report
 - Past Open Issues
 - New Issues
 - Old Business
- Other New Issues
- Other New Business
- Calendar Items
- Close

Welcome New Neighbor!

NEIGHBORHOOD WATCH REDWOOD CITY POLICE DEPARTMENT

This block is a Neighborhood Watch block. That means neighbors look out for neighbors. The program is coordinated by a Neighborhood Watch Liaison. Your Liaison organizes any necessary neighborhood meetings.

Your Neighborhood Watch Liaison is: _____

Contact Information: _____

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Neighborhood Watch is about crime prevention education and the implementation of important home and personal security strategies.

Community involvement is essential to combat crime. By cooperating with each other and the police, you can fight crime in your neighborhood in the most effective way—before it begins.

For more information about the Neighborhood Watch Program call the Redwood City Police Department Office at 650-780-7100.

Together we can make Redwood City a better place to live!