



Block Watch Representative Guide

THIS IS A GUIDE.

It is only a guide to help you become the best Block Watch Representative you can. Whether you are new or an old hand at Block Watch, we hope this guide is useful to you.

You may copy the contents for distribution or as you wish, but these are master copies for the Block Watch Representative and should not be given out.

PLEASE add any information you feel useful; however, we ask that you keep the original documents in this guide unless specified by the Spokane C.O.P.S. Administrative Office.

Someone new may take over some day and we want to give them as much information and help as we can.

Thank you for your hard work.

WHY YOUR NEIGHBORHOOD C.O.P.S. SUBSTATION IS A NATURAL LOCATION FOR BLOCK WATCH

Block Watch makes sense being located right in the neighborhoods it serves, under the guidance of eligible C.O.P.S. trained volunteers – your own neighbors. The grassroots network created by your Block Watch provides a conduit for the delivery of many other crime reduction services now available at **C.O.P.S. Substation**.

It provides you with a direct community referral system and link to the **Spokane Police Department (SPD)**. Each C.O.P.S. Substation has an **NCO**

(**Neighborhood Conditions Officer**) assigned to it by SPD. NCOs carefully review "Communication Forms," written reports taken at any substation front desk documenting an inquiry, suspicious activity, and other non-emergency or non-life-threatening situations. NCOs then prioritize and route their neighborhood reports to appropriate contacts in local government, other agencies or police.

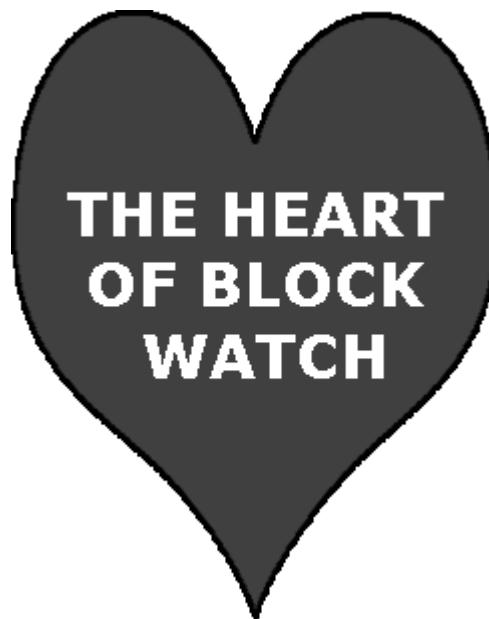
The substation-based Block Watch program can capably provide crime prevention education opportunities specific to your block, its area interests and concerns. Block Watch Coordinators are available to assist committed Block Representatives (Block Watch Reps) with materials and qualified trainers for area meetings, as required.

Block Watch Coordinators are C.O.P.S. volunteers responsible for coordinating all Block Watch information, data and meetings in their substation neighborhood.

The Block Watch neighbor-to-neighbor network can be a critical grassroots link to effective disaster preparedness and emergency response services.



Other than for these purposes, and those of maps used by specified Block Members, all personal information is held strictly confidential.



Block Watch can significantly help reduce crime, and the fear of crime, through community policing, available crime-prevention services, and neighborhood/ residential education. Neighbor-to-neighbor is the motto - neighbors who know who their neighbors are and make an effort to communicate with them.

Together, neighbors can arrive at a mutual understanding regarding normal vehicles, schedules, behaviors and events on a given block. This, along with the support of other C.O.P.S. programs, empowers each neighbor in recognizing and reporting suspicious activity and crimes in progress. **C.O.P.S. Substation** handle hundreds of calls and questions from citizens needing help with various problems related to quality of life and the community policing of neighborhoods.

While the original focus and ongoing success of Block Watch is to help prevent and reduce residential burglaries and break-ins, its value has proven equally as great in dealing with such problems as; drug/party houses, gang activity, vandalism, malicious mischief and theft.

For instance, citywide crime statistics based upon SPD calls for service during year 2000 show; 4,978 thefts, 4,408 vehicle prowling, 3,294 domestic violence, and 1,264 malicious mischief. Many such crimes, including a noted increase (10%) in 2001 property crimes, can be attributed (80-85%) to a current methamphetamine problem in Spokane. The impact such crimes have on community resources effect us all - making participation in Block Watch a wise choice.

HOW DO YOU START A BLOCK WATCH?



All support services for Block Watch are provided by your nearest **C.O.P.S. Substation**. Our goal is to help guide you through the process to a vital and successful interaction with your Block Watch neighbors. Here is a summary of how to begin a Block Watch in your neighborhood:

C.O.P.S. Block Watch Representative Guide

- 1) Get an application to become a Block Watch Representative from this link or go to your nearest C.O.P.S. Substation to pick one up.
- 2) Contact your neighbors. Ask them if they would be interested in meeting. Your needs and interests should fit the uniqueness of your area and your neighbors. Stay flexible (meeting locations, frequency, topics, size, etc.).
- 3) Once your application has been approved, a volunteer from your substation will call you to set up a time and place for your first meeting. A Block Watch Coordinator is available to run this meeting.
- 4) Notify interested neighbors. Once you and the C.O.P.S. Volunteer have decided on a meeting time and place, let your neighbors know. C.O.P.S. Volunteers can help develop a flyer for you to distribute, or you can call your neighbors direct.
- 5) First meeting. At this time the C.O.P.S. Volunteer will help people feel at ease, explain the value of Block Watch, and address particular interests and concerns they have about the neighborhood. This will include filling out the "Map" – a list of names, addresses and phone numbers which are reproduced and distributed to each of the member homes. Topics for future meetings can also be explored.
- 6) After the meeting the C.O.P.S. Volunteer may help develop your Block Watch Map. When the map is completed you distribute it. Block Watch Reps are the vital link to Block Watch Members for C.O.P.S. newsletters, crime related information and educational opportunities.



If you have any further questions, or would like help in establishing your neighborhood Block Watch program, call your nearest C.O.P.S. Substation and leave a message for the Block Watch Coordinator.

Become a Block Watch Representative or Member...
call your nearest C.O.P.S. Substation today!



BLOCK WATCH

Check with your local C.O.P.S. Shop

Block Watch is a crime prevention program under the umbrella of Spokane C.O.P.S. and works in cooperation with the neighborhood substations and Spokane Police Department. The program strives to reduce crime and the fear that accompanies it through education, prevention and heightened awareness of activity and people in all our neighborhoods. Spokane's Block Watch program is over 20,000 households strong.

The C.O.P.S. substations take an active role in encouraging citizens to develop a watch for their block, as well as scheduling meetings and updating maps. Ideally there is a Block Watch coordinator in each of the substations. This person works hand-in-hand with C.O.P.S. Neighborhood Programs Specialist, at C.O.P.S. Administrative office to provide information at the neighborhood level as well as to help develop as many Block Watch blocks as possible in a geographical area.

The benefits of Block Watch include:

- informed citizens looking out for one another;
- organized watch groups who are able to address issues such as drug houses, street lighting, traffic problems and other neighborhood concerns;
- up-to-date information regarding crime trends;
- contact names for police and neighborhood groups;
- and officer participation in Block Watch activities.

A BLOCK WATCH CITIZEN REPRESENTATIVE

- Update the block map at least once a year.
- Contact neighbors with new crime prevention information.
- Contact new neighbors and offer crime prevention information and include them on the map.
- Notify neighbors of future crime prevention workshops or forums as notified by our office.
- Encourage the block to meet at least once a year.
- Explain National Night Out Against Crime, which happens the first Tuesday in August every year.



BLOCK REPRESENTATIVE “TO DO” LIST



In order to keep your block active and up-to-date, we suggest you do the following:

1. Contact all the homes in your Block Watch at least once a year.
2. Verify that current names, house numbers, and phone numbers are shown on the block map.
3. Explain to new residents about your Block Watch and ask them if they would like to be included.
4. Place all new member's names and phone numbers on the current map.
5. Give all new members one Block Watch sticker per household.
6. Mail or deliver your updated map to your substation, along with a list of additional materials that you may need, such as brochures and stickers.
7. If there are no changes on your map, let your substation know.
8. Hold a block meeting or party (National Night Out is a good time for this) once a year to reacquaint everyone on current activity in the neighborhood. Block Watch coordinators can arrange to have guest speakers stop by your gathering to answer questions.

Your Block Watch coordinator is available to give you additional support when needed. Call or stop by your local C.O.P.S. Shop.





WELCOME TO OUR BLOCK WATCH



Dear Neighbor,

In an effort to prevent residential burglary, the residents of this block have joined together to form a Block Watch. Our Block is being organized and updated with the help of Spokane C.O.P.S. The services of the Block Watch Program are supported by Spokane C.O.P.S. and are free of charge. The services are provided by our area C.O.P.S. Substations and volunteers from our neighborhood.

Join our Block Watch and help yourself and our neighbors reduce the risk of becoming a victim of crime by following these suggestions:

1. **BLOCK COMMUNICATION:** call 911 when you see suspicious activity in our neighborhood. Call Crime Check at 456-2233 if you need to make a police report. If you decide to become a part of our Block Watch, you will be provided with a map for our block with our neighbors' phone numbers so they can be notified in an emergency.
2. **OPERATION IDENTIFICATION:** Engrave all your property with your driver's license number or identification number. DO NOT USE YOUR SSN! Spokane C.O.P.S. substations will loan you an engraver and will provide Operation Identification stickers to place on doors letting strangers know that your items are marked.
3. **HOME SECURITY TECHNIQUES:** You will receive a crime prevention packet that includes specific home security recommendations. Additional crime prevention information is available at your C.O.P.S. substation.

If you are interested in joining Block Watch, fill out the bottom portion of this letter and return it to me. I am the Block Representative for our block and my name and address follow:

NAME: _____ PHONE: _____

ADDRESS: _____



Yes! I want to be involved in our Block Watch. Please include my name and phone number on the block's neighborhood map. (*Your E-mail is optional, but recommended.*)

NAME: _____ PHONE: _____

ADDRESS: _____ E-MAIL: _____



CHECKLIST FOR STARTING A NEIGHBORHOOD BLOCK WATCH

You Will Need

- A person or group of people committed to starting a Block Watch
- A planning committee to initiate the program.
- A list of what issues initially need to be addressed in your community.
- A means of communicating with the residents, e.g., e-mail fliers, telephone trees.
- Publicity for the initial Block Watch meeting.
- A meeting agenda to keep things moving and on track.
- A place to meet – resident's house or apartment, your area C.O.P.S. shop, community center, school, library.
- A crime prevention officer to discuss the crime issues in the neighborhood and to help train members.
- A map of the community with spaces for names, addresses, and phone numbers of all households.
- Brochures or other materials on topics of interest to the residents.
- A sign-up sheet for those interested in becoming block or building representatives.
- Block Watch signs to be posted around the community. Some jurisdictions require a minimum number participants before Block Watch signs can be posted.
- Facts about crime in your neighborhood. (These can be found in police reports, newspapers, and residents' perception about crime. Often residents' opinions are not supported by facts, and accurate information can reduce fear of crime.)

To Add Excitement

- Mix business with pleasure – allow attendees time to socialize.
- Seek out neighborhood go-getters – civic leaders and elected officials – to be your advocates and mentors.
- Work with such existing organizations as citizens' association, tenants' associations, or housing authorities.
- Provide speakers on topics of community interest.
- Link crime prevention into activities promoted by other groups: child protection, anti-vandalism projects, community service, arson prevention, recreation activities for young people.
- Start a Block Watch newsletter.
- Arrange for McGruff to make a surprise appearance at a meeting, rally, or other event.

To Build Partnerships

- The police or sheriffs' office's endorsement is critical to a Block Watch group's credibility. These agencies are the major sources of information on local crime patterns, crime prevention education, and crime reporting.
- Local businesses and organizations can help provide fliers and a newsletter, offer meeting places, and distribute crime prevention information. Ask an electronics store to donate cellular phones.
- Libraries can provide research materials, videos, computers, and meeting space.
- Media can aid Block Watch by publicizing recruitment drives.
- Look to volunteer centers, parent groups, and labor unions for advice on recruiting volunteers.
- Teenagers are valuable resources. They can be an integral part of a citizens' patrol including biking and rollerblading to scout the neighborhood.
- Places of worship can provide meeting space and a good source of volunteers.



TIPS FOR CANVASSING FOR BLOCK WATCH REPRESENTATIVES

1. **DO NOT** put anything in the mailboxes.
2. Use “Welcome to our Block Watch” letters for those who are not home.
3. Always get permission from each neighbor to list his or her phone number.
4. List houses as vacant if no one is living there.
5. For rentals that change often, some representative(s) do not include them.
6. Sometimes two block representatives sharing the block is a good idea.
7. Once the map is updated, take a copy to your local C.O.P.S. Shop.

NEIGHBORHOOD ACTIVITY LOG OF DRUGS, NUISANCE, & SUSPICIOUS ACTIVITY

Address of activity _____

* Return a copy to your local C.O.P.S. Shop

Block Watch Incident Report

Date _____ Time _____ Signature _____

VISUAL I.D. OF THE PERSON

Sex _____ Race _____ Age _____ Ht _____ Wt _____

Hair color/length _____ Eye color _____

Tattoos/Scars/Facial Hair _____

Speech impediment/accent _____

Hat/Coat/Shirt/Pants/Shoes _____

Date _____ Time _____ Signature _____

VISUAL I.D. OF THE PERSON

Sex _____ Race _____ Age _____ Ht _____ Wt _____

Hair color/length _____ Eye color _____

Tattoos/Scars/Facial Hair _____

Speech impediment/accent _____

Hat/Coat/Shirt/Pants/Shoes _____

VEHICLE DESCRIPTION

License plate # _____ State _____

Make _____ Model _____

Type (Car/Pickup/SUV) _____

Color(s) _____ Damage _____

Which way did they go?

What did they take? What did they do? Other important info?

VEHICLE DESCRIPTION

License plate # _____ State _____

Make _____ Model _____

Type (Car/Pickup/SUV) _____

Color(s) _____ Damage _____

Which way did they go?

What did they take? What did they do? Other important info?



BLOCK WATCH GENERAL MEETING OUTLINE

INTRODUCTIONS

Ask neighbors to introduce themselves and start the Sign In Sheet.

Introduce yourself, tell them you are the Volunteer Block Watch Representative for your neighborhood. Let them know that the four (4) components of the Block Watch Program will be discussed:

- 1. Block Communication**
- 2. Operation Identification**
- 3. Home Security**
- 4. Special Projects**

HISTORY

Briefly explain the evolution of Spokane's Block Watch program.

1. Block Watch is a “community crime prevention program” that began in 1978 in response to a community concern for crime.
2. Our focus is to educate neighbors. Neighbors knowing a neighbor is the best tool for fighting property crime. Together, neighbors share information about work and vacation schedules, behaviors, vehicles, and other events on their block. 911 is for emergency or suspicious situations and Crime Check (456-2233) should be called for situations that have already happened and you need to make a report. C.O.P.S. substations can take information with non-emergency problems.
3. Spokane's Block Watch program is funded and operated by Spokane C.O.P.S. As a non-profit organization, Spokane C.O.P.S. and area substations strongly encourage donations whenever possible to support Block Watch.
4. Encourage use of substations, volunteering, and other programs available. Their substation is located at _____ . (Fill in the blank with your substation address)



BLOCK WATCH SIGN IN SHEET

Date: _____ Meeting Host: _____

C.O.P.S. Shop Guests: _____

BLOCK COMMUNICATION

The most important way to reduce the risk of being burglarized is to practice communication with our neighbors and to be alert.

Neighbors live on the block and therefore know who belongs and who does not. It is important to watch for suspicious activity, report to police, and notify neighbors.

BLOCK MAP

1. Show example of block map. Explain the map is a communication tool to contact neighbors in an emergency. This information is confidential and not shared with any other person, a copy is to be kept at the substation.
2. Explain everyone should be included on the map with their last name and phone number, but some are not comfortable with sharing this information with others. That is OK and we need to be flexible. The Block Rep should have member's E-mails to develop an E-mail distribution group.
3. Explain 911 and the Crime Check numbers and when to use each.
 - a. 911 – Life threatening and suspicious situations, crimes in progress.
 - b. Crime Check (456-2233) – Crimes that have already occurred, but not happening now, and more information.
 - i. Give examples of each of the above.
 - ii. Use 911 when an emergency is happening, CALL THE POLICE FIRST! Then call a friend, neighbor or relative.
 - iii. Discourage apprehension by neighbors.
4. Explain about suspicious activity, salespeople require a business license, VISA numbers, phone book listings, scream from anywhere, etc.
 - a. Activities to watch for:
 - i. Scream from anywhere.
 - ii. Anyone removing valuables from homes or vehicles.
 - iii. Sound of broken windows or shattered wood.
 - iv. Persons going door to door.
 - v. Strange vehicles parked at your neighbor's house.
 - vi. Vehicle passing by numerous times, suspiciously parked or constantly traveling back alleys.
 - vii. Anyone being forced into a car.
 - viii. Beam from flashlight or light in neighbor's home.
 - ix. Persons loitering around neighborhood.



C.O.P.S. Block Watch Coordinator Guide



C.O.P.S. BLOCK WATCH MAP

Emergency – 911, Crime Check – 456-2233

C.O.P.S. Coordinator: _____ Date: _____

Adjacent Street _____

Resident Name(s) & phone(s)	Address	Main Street	Resident Name(s) & phone(s)

Adjacent Street _____

BW Rep: _____ BW Co-Rep: _____

*After filling out this map (please print), return it to the
Volunteer C.O.P.S. Block Watch Coordinator at your neighborhood C.O.P.S. substation.



**Sample of
Block Watch Stickers**



**Sample of
Operation ID Stickers**



TO UPDATE YOUR BLOCK MAP

1. Call or go into your substation if you would like a copy of your old block map. Choose a time that most neighbors are home and contact each household on the block. Take a few booklets and stickers with you to give to new neighbors or those who have never had one.
2. Check each name and phone number at each household. If neighbors would like their work phone number listed they may. Simply print new numbers and names on the old map.
3. Once you have confirmed and updated the information on the block map, take the updated copy to your local C.O.P.S. Shop. They will make copies for all Block Watch members along with any booklets or stickers you request.
4. The updated map is one of the most important communication tools you can have on your block. We suggest that you update it at least once a year.

In addition, if you update the map as people move into your block you will be sending a strong message to new arrivals about how strong and watchful your block is in preventing crime.



If you see something suspicious: Write down the description any suspicious persons. Get the make, model, color and license numbers of strange vehicles. Call 911 and other members of your block Watch group immediately. Do not assume someone else has called. Call 911 immediately.

5. How to Report a Crime:

- a. Law enforcement needs your help reporting crimes. Be alert wherever you are and learn to recognize crime. When you see or hear something that might indicate a criminal act is being committed, do not hesitate to call the police.
- b. When you are reporting a crime, stay calm and state the problem. Give the address where the emergency is occurring. Remember to give the full address and the nearest cross street.
- c. It is important to be able to describe the offender after the offense has occurred. Police need to know the suspect's race, sex, age, height, weight, build, complexion, hair color, eye color, clothing and miscellaneous identifying marks such as tattoos, scars, etc.
- d. Let the dispatcher control the conversation. Answer all questions to ensure the best response. If you wish to remain anonymous, give your name to the operator, then request anonymity and tell the operator that if the police need more information, they can call you later.

6. What Else Can You Do?

- a. Exchange work and vacation schedules with a neighbor(s) you trust so you can keep an eye on each other's homes. If you know that your neighbor is away and you see an obvious invitation to a burglar, correct it. Close the open garage door and remove the accumulation of newspapers from the doorstep. Make the effort! Become acquainted with your neighbors.

BLOCK WATCH SIGN

The only possible expense for Block Watch is for the signs. The Block Watch sign mounts on the street directional sign or stop sign. Cost is \$15.00 for a sign with two sets of brackets. No sales tax is charged. The block decides whether they want a sign. Give the guidelines for mounting sign on the street sign. Can be mounted any place on personal property.



BLOCK WATCH STICKERS



Used to identify each block member.
Serve as notice to burglars.

BLOCK REPRESENTATIVE

The block representative is the person on the block who serves as the liaison between the substation and the block. Total time needed **per year** is approximately 8 hours or more if desired. Duties include:

- Updating the block map at least once a year, or as needed with property changes.
- Contacting neighbors with new crime prevention information. Developing an E-mail distribution group is a great way to get information to your Block Watch members quickly.
- Contact new neighbors and offer crime prevention information and include them on the map.
- Notify neighbors of future crime prevention workshops or forums as notified by our office.
- Encourage the block to meet at least once a year. This may be a National Night Out Against Crime (NNO) block party or an annual meeting with requested speakers.
- Explain National Night Out Against Crime, which happens the first Tuesday every year. Information about NNO can be found at www.spokanecops.org/c-o-p-s-events.

OPERATION IDENTIFICATION

OPERATION ID...IT WORKS!

As the victims of many house burglaries know, recovering your stolen property can be a very difficult process. There are approximately 45,000 items in the property room of the Spokane Police Department. So without some identifiable marks on your personal property, the chances of retrieving them are very slim. One way you can increase your chances of reclaiming your property is to join Operation Identification (ID).

Operation ID is a crime prevention program designed to make identifying stolen property easier and in some cases may even deter criminals from taking your property. Joining Operation ID is a very simple procedure. You can borrow an engraver from your local C.O.P.S. Shop, Sheriff's office, branch libraries, or they can be purchased for a minimal fee at some area hardware stores.

The police department recovers about 10% of property that is stolen. Only 1% of this amount is engraved.

WHY ENGRAVE?

- Deters a burglar. People will not buy stolen goods.
- Evidence for conviction in court if property is found on the burglar.
- Help to get property to the owner. You will not get your property back unless it is properly marked. (Keep your serial numbers written down in a safe place.)
- You may check out an engraver at your C.O.P.S. Substation.



HOW TO ENGRAVE

- Use driver's license number or state ID, include state
- **DO NOT USE SOCIAL SECURITY NUMBER!!!!!**
- Engrave on non-removable part of your property.
- Engrave in semi-visible location so the police will see it.



When engraving your valuables it is recommended that you put serial numbers or your Washington State Driver's license or identification numbers on them. DO NOT USE YOUR SOCIAL SECURITY NUMBER! The numbers should be located in a clearly visible spot on the property without actually marring the appearance. Since the Spokane Police Department's property room employees first look for serial numbers, it is good idea to engrave your identification numbers somewhere close to them.

For such items as jewelry, tools, or any other item that makes engraving difficult, you might want to take photographs or use a video camera so that you can at least have some way of identifying them in case they are stolen. If your driver's license number just will not fit, you can also engrave your date of birth, or any other mark that can be identified. However, by using these numbers, the police department will not have sufficient information to contact you about your property. You will need to keep checking back.

START AN INVENTORY LIST

The next step in Operation ID is to start an inventory list of all your identifiable property and/or take photos or a video of your property. Photos and video are good for recording a visual of the serial and model numbers. Keep one copy for you in a safe place, such as a safety deposit box or maybe a close friend's house. A second copy should be sent to your insurance company for their records in case of robbery or fire.

In the event that your property is recovered, you have 30 days from the first notice during which you can retrieve your items. Otherwise, all unclaimed items are auctioned off in a police department auction held about every other month. You do have one last chance to retrieve your property during the hour before the auction.

With almost a million dollars worth of property stolen in Spokane each month, it is very important that you take the necessary steps to ensure your property is identifiable. It does not take much time, and by participating in Operation ID, you can be assured that your chances of recovering your valuables will greatly increase.

DO NOT keep valuables in the master bedroom, in the freezer or coat/jacket pockets. These are common places burglars look.

Explain hiding places in the home for valuables:

- Can use a phony switch plate.
- Bolt down safes.
- You can come up with a few more examples.

HOME SECURITY

1. Burglary is a crime of opportunity. Do not keep keys hidden under planters, above doors or under the mat. These are the first places they look.
2. The deterrents include NOISE, TIME and VISIBILITY. Make the burglar take a lot of time, make a lot of noise and be seen by the neighbors attempting to get into the home. The use of items such as Charlie Bars, dead bolts, lighting, open areas, etc., will deter the burglar. If asked about alarm systems, refer them to the yellow pages for a reputable company, which they can also verify through the Better Business Bureau.
3. 60%-70% of burglaries happen through an open door or window.

DOORS

For all doors leading into a home such as the front door and attached garage, use solid core or steel doors that cannot be kicked in. Do not use hollow core doors.

VIEWER

Use a viewer with 180-degree visibility, as vision is better than a straight viewer and can see sides and bottom of door area. One inch wide is best, as it will not cause distortion. This will allow the ability to read identification.

STRIKE PLATE

The number one form of entry is a bodily force entry. Using a shoulder or foot. The strike plate is normally installed with 1-½" screws. You should use two to four, 3" wood screws to secure it to the stud.

LOCKS (Demo Door is Available)

1. Basic key in the knob lock is not enough. Knob can be twisted off with a pipe wrench or vice grips. A brick or rack can be used to break a window. This is the 2nd most common entry by a burglar.
2. Use deadbolts.
 - a. Single cylinder, with thumb latch, is suggested to be used in a door with no window. A double cylinder is suggested for a door with a window within 40" of the door. DO NOT USE WITH CHILDREN IN THE HOME.
 - b. Be sure your deadbolt has a full 1" bolt throw and rotating collar or graduated collar.

WINDOWS

Broken by burglars as a last resort to get in, they are also the most common entry to basements. Expanded metal can be used for basement and back door windows. (Do NOT use in sleeping room.)

SLIDING DOORS AND WINDOWS

1. Rod in track (2x4) only or a “Charlie Bar”. Screws in top of track. Use one on each end and one in the middle; make sure there is enough room to clear the door. Install by sliding door all the way open. DO NOT use broomsticks they can easily be removed.
2. Pinning the door, install at ground level in case of fire.

GARAGE DOORS

Keep windows covered and door closed when not in use. Use deadbolt on doors to the garage.

VACATION TIPS

1. Leave a key with a trusted neighbor.
2. Lights inside and out – use timers.
3. Curtains adjusted.
4. Have mail and paper stopped or picked up.
5. Walkways shoveled and lawn mowed.
6. Housesitting is the best.

LIGHTING

1. Keep outside lights, front and back on from dusk until dawn.
2. Explain about different types of lighting. Motion (mount high enough they can't be reached without a ladder), porch lights, photocells. (Porch lights should have full fixture enclosure for safety)
3. Burglars do not want to be seen.
4. Put ladders away.

GARAGE DOORS

1. Disconnect from power source.
2. Use padlock in runner
3. Cover windows at all times
4. Don't be in the habit of leaving the door open.

ALLEYS

1. Light up the alley – mount lights high enough that it requires a ladder to change the bulb.
2. Put address on fence or garage to assist police.
3. Keep rollaway garbage cans in area they cannot be used easily to put stolen merchandise in.

Encourage a home security check by the senior volunteers. Call the substation for the information and show neighborhood map again.



A SAFETY CHECKLIST

FOR YOUR HOME

This checklist will help you to evaluate your home's security. By eliminating these potential weaknesses, you will reduce criminal opportunity and improve your protection. Concentrate your security efforts on those areas where you respond with a NO.

	YES	NO
Are exterior doors of solid core construction?	<input type="checkbox"/>	<input type="checkbox"/>
Do exterior doors have deadbolt locks with at least 1-inch throws and a revolving or graduated collar?	<input type="checkbox"/>	<input type="checkbox"/>
Do entry doors have a wide-angle viewer?	<input type="checkbox"/>	<input type="checkbox"/>
Are strike plates installed with 3-inch screws?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use your locks?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have locks re-keyed when moving into a new location?	<input type="checkbox"/>	<input type="checkbox"/>
Are trees and shrubs trimmed to eliminate hiding places, especially around basement windows?	<input type="checkbox"/>	<input type="checkbox"/>
Are porch and exterior lights on every night from dusk to dawn?	<input type="checkbox"/>	<input type="checkbox"/>
Is your house number visible and well lit?	<input type="checkbox"/>	<input type="checkbox"/>
Are sliding doors and windows secured with auxiliary locks or pinned?	<input type="checkbox"/>	<input type="checkbox"/>
Are basement windows secured with grillwork?	<input type="checkbox"/>	<input type="checkbox"/>
When your home is unoccupied, are there lights left on timers to create an occupied look?	<input type="checkbox"/>	<input type="checkbox"/>
When gone overnight, do you alert neighbors to watch your house, pick up papers and mail, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have and maintain fire alarms in your home?	<input type="checkbox"/>	<input type="checkbox"/>
Are your valuables engraved with your state driver's license or I.D. number?	<input type="checkbox"/>	<input type="checkbox"/>
Do you always ask for identification of salespersons or strangers at your door?	<input type="checkbox"/>	<input type="checkbox"/>



A SAFETY CHECKLIST FOR YOUR APARTMENT

✓ Check Out Your Apartment

Does your –

- Entry door have a deadbolt lock and peephole?
- Sliding glass door have a wooden rod in the track so it can't be opened and pins in the overhead frame so it can't be lifted out?
- Landlord or building manager tightly control all keys?

For extra security, leave a radio playing or a light on while you are gone. Always tell neighbors and the apartment manager when you leave for a business trip or vacation.

✓ Check Out Your Building

- Is there some kind of control over who enters and leaves the building?
- Are walkways, entrances, parking areas, elevators, hallways, stairways, laundry rooms, and storage areas well lit, 24-hours a day?
- Are fire stairs locked from the stairwell side above the ground floor, so you can exit but no one can enter?
- Are mailboxes in well-traveled, well-lit areas and do they have good locks?
- Are things well maintained – are burnt-out lights fixed properly, shrubs trimmed, trash and snow removed?

✓ Check Out the Neighbors

- Get to know your neighbors. Join or organize an Apartment Watch group so neighbors can look out for and help each other.
- If you live in a large building or complex, think about a tenant patrol that watches for crime around the building, provides escort services for the elderly and handicapped, and monitors comings and goings in the lobby.
- Work with landlords to sponsor social events for tenants – a Sunday breakfast, a picnic, a Halloween party.
- Look beyond problems to root causes – does your building need a better playground, a social evening for teens, a tenant association, new landscaping, a basketball hoop? Work with the landlord for changes that make everyone proud of where they live.



SAFETY TIPS WHEN ARRIVING AT YOUR HOME

- Have inside lights set on timers to come on at dusk. Arriving home to a dark house and then turning on lights lets anyone watching know that you are alone in the house. Have several timers...the more lights, the more occupied the home appears.
- Outside lights should come on automatically too. Use “photo cells” or “sun sensors,” or timers to keep exterior lights on or keep good habits of turning these lights on. Remember it gets dark by 4:30 p.m. during the winter hours. Check light bulbs periodically to make sure they are in tightly – so if they are out upon arrival, that should be considered suspicious.
- When you leave, have a radio or television playing loud enough to be heard at the door.
- If you park away from the house, carry a flashlight and use it as you approach the house.
- If parking in a garage, enter with car doors locked and check the interior of the garage before getting out of the car. Pay close attention to what is happening at sides of garage entry as you pull in.
- A horn is a great attention getting device. Car alarms can also act as personal alarms.
- Carry keys in hand as you approach the house. They can be used as a weapon if attacked – they won’t inflict a lot of pain or do much harm, but they will surprise an attacker and maybe give you enough time to run away.
- When entering your home, announce your arrival, “Hi, I’m home!” When leaving, “Be back soon!” This makes anyone observing the home think that you are not alone.
- Do not hide keys outside your house.
- Check the exterior of your house in the daytime looking for any evidence that someone may have been on the property – footprints, crushed shrubbery, cigarette stubs, etc. Do this now and stay on top of it daily.
- Don’t leave your house door open when carrying packages between the house and car.
- Carry cell phones. Set speed dial to 9-1-1.
- If alone, make a plan to check in with a friend or relative. Call when you leave and call when you arrive. If that person does not hear from you, they are to call the police.
- Shrubbery should be trimmed down to 3 feet and trees trimmed up to 6 feet from the ground.
- Use answering machine for all calls; do not give any information on the machine. “At the beep, leave a message.”
- If a stranger becomes threatening, create a scene.

If you are suspicious at any time upon arrival at home, TRUST YOUR INSTINCTS! Do not go in alone. Go to a trusted neighbor’s home and go in together, or call the police.

C.O.P.S. Block Watch Representative Guide