

Ortega Bluffs Homeowner Neighborhood Watch Program Please Read!

As you know, our neighborhood has been working for a couple of years to establish a Neighborhood Watch Program. This flyer will explain what a Neighborhood Watch program is and tell you about the steps required to establish such a program. It will also tell you about the upcoming meetings that we want all of you to attend; please be there! I promise the meetings will be informative, and **our City Councilman will attend** the first meeting. The **mayor has also been invited** and hopefully will attend as well.

(Ortega Bluffs date is 17Oct 2011 at the Fleet Reserve Bldg on Collins Road from 7pm – 8:30pm).

What is Neighborhood Watch? When established, the Neighborhood Watch Program will help provide each person with the information needed to assist in keeping a watchful eye on each other's property. While the police cannot be ever-present, the program will teach you how to look for suspicious activity (persons/vehicles) in your neighborhood, when to call the police and what pertinent information you need to provide when requesting police service.

How to establish the program:

1. Ask each neighbor to talk to at least one other neighbor about the program; the more residences participating, the more effective the program will be. A minimum of forty percent (40%) of all homes in your Neighborhood Watch area is required to participate. *(For Ortega Bluffs that about 208 homes)*
2. Once you have contacted your neighbors and determined that sufficient interest exists, locate a meeting place and submit the required form to JSO. *(For Ortega Bluffs that's completed)*
3. When the Crime Prevention Unit has received the completed form, a uniformed officer, will be assigned to contact you and schedule two meeting dates and times. **(Ortega Bluffs date is 17Oct 2011 at the Fleet Reserve Bldg on Collins Road from 7pm – 8:30pm). ALL HOMEOWNERS MEETING!**
4. Distribute flyers to as many neighbors as possible with the initial date, time, and location of the first meeting. *(That is the purpose of this flyer!)*

Meeting Number One 17OCT2011 at the Fleet Reserve (7 – 8:30 pm)

Agenda (Residential Security/Proper Reporting/Recruiting Block Captains)

1. Proper locking devices for windows and doors.
2. Landscaping tips to prevent hiding places for criminal activity.
3. Operation Identification (Proper method of marking your valuables).
4. Various types of indoor and outdoor lighting.
5. Alarm Systems.
6. How to identify suspicious vehicles and suspects.
7. Proper way to report criminal activity.
8. Recruit Block Captains.
9. Question and answer period.

Meeting Number Two Date to be determined

Agenda (Organizing your Neighborhood Watch program)

1. Brief refresher of materials covered in meeting number one for residents who were unable to attend.

2. The beat officer will attend the meeting to discuss issues concerning your neighborhood.
3. Assist in diagramming a neighborhood map marking the location(s) where Neighborhood Watch signs will be placed.
4. Question and answer period.

The following identifies the duties and responsibilities of various volunteers needed when we establish a Neighborhood Watch Program.

I. COORDINATOR(S)

- A. Notify all residents in our neighborhood in writing (flyer) concerning establishing a Neighborhood Watch program. *(Done)*
- B. Get a minimum of forty percent of all residents *(for Ortega Bluffs – 208 Homeowners)* to attend two Neighborhood Watch meetings, which will last approximately one and one-half (1 1/2) hours each.
- C. Secure a meeting place (church, school civic center, etc...) *(Fleet Reserve for now.)*
- D. Act as liaison with the police department and disseminate any information which may lead to the solution of a crime.
- E. Act as a base station for Operation Identification. Block captains can obtain Operation Identification materials from the coordinator for their area of responsibility.
- F. Schedule periodic monthly meetings.

II. BLOCK CAPTAINS

- A. Personally visit each dwelling unit in the block, distribute invitations announcing the meeting, and encourage neighbors to participate.
- B. Act as a base station for Operation Identification. This way neighbors can obtain Operation Identification materials from their block captains. **The goal - 100% participation** - is essential and the Blocker Captain is encouraged to personally contact those neighbors who have not participated.
- C. Act as liaison between the coordinator and the Block Watcher, and disseminate any information which may lead to the solution of a crime.
- D. Distribute crime prevention materials to residents who were unable to attend the meeting.
- E. Act as an information base for residents when they leave for vacation or anytime their home will be empty for a period of time. Find out who has a key (you are nor responsible to keep a key unless you choose to), where they are going, and how they can be reached in case of an emergency.
- F. If there is an incident, remind the block watchers to report it to the police department first. Then when they have time, call their block captain, who in turn will report it to the Neighborhood Watch Coordinator.

III. BLOCK WATCHER

- A. Act as eyes and ears for your neighbors and report any suspicious activity.
- B. Study crime prevention material furnished them.
- C. Check homes of neighbors when they are not out of town.
- D. Cooperate with and assist the Block Captain.
- E. Secure their homes in compliance with recommendations in the home security booklet.
- F. Participate in Operation Identification.

IT WILL TAKE ALL OF US TO MAKE THIS WORK! I KNOW WE CAN DO THIS!

LET'S KEEP OUR COMMUNITY SAFE AND CRIME FREE!