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NEIGHBORHOOD WATCH

A COMMUNITY APPROACH TO CRIME PREVENTION

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U.S. Department of Justice
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STATE OF NEW JERSEY
Thomas H. Kean, *Governor*

DEPARTMENT OF COMMUNITY AFFAIRS
John P. Renna, *Commissioner*

This document was developed as a cooperative effort between the New Jersey Crime Prevention Officer's Association and the New Jersey Department of Community Affairs. The Department of Community Affairs would like to extend thanks to the Crime Prevention Officer's Association for providing technical assistance and wish to extend special thanks to the following people for their contribution as co-authors of this publication:

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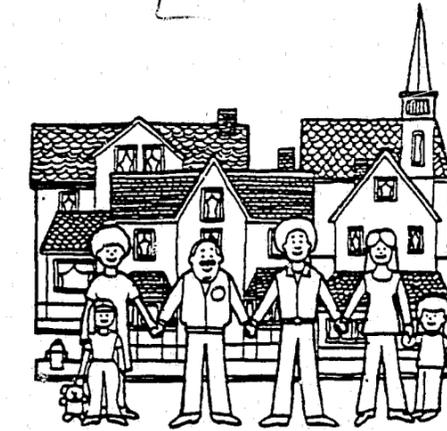
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NEIGHBORHOOD WATCH

A COMMUNITY APPROACH TO CRIME PREVENTION



Join Neighborhood Watch
and
Take a Bite Out of Crime!



STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS

JOHN P. RENNA
COMMISSIONER

363 WEST STATE STREET
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TRENTON, N. J. 08625-0800

May, 1985

A Message from the Commissioner:

Crime has a highly negative social as well as significant economic impact on our communities and continues to be a menace that intrudes on the lives of all citizens. According to national figures, crime costs every family in America approximately \$400 yearly in terms of insurance and the operation of our criminal justice system.

New Jersey is proud to have one of the finest crime prevention programs in the nation. This has been brought about by the cooperative efforts of municipal police departments, corporate security, and security departments of our colleges and universities. These agencies have responded to the needs of their individual communities, developing citizen self-help programs.

Crime prevention is only effective with citizen participation. Citizens must do their part to reduce the number of opportunities for a crime to occur due to carelessness, and report any suspicious or unusual activity immediately to the police. This booklet has been prepared by the New Jersey Department of Community Affairs and the New Jersey Crime Prevention Officers Association to assist in educating the public as to inexpensive methods and techniques of reducing their vulnerability to becoming victims of crime.

It is my sincere hope that this booklet will assist in reducing crime and the fears associated with it.

Very truly yours,

John P. Renna
Commissioner



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ACQUISITIONS

WHAT IS NEIGHBORHOOD WATCH

A well organized Neighborhood Watch Program encourages residents to become more aware of activities wherever they are while they go about normal routines each day. The primary function of a Neighborhood Watch Program is to act as the "eyes and ears" of the police. Participants are instructed to promptly report any unusual activity as accurately as possible to the authorities.

Typical observations which should be reported immediately are: unidentified vehicles or people in the area; individual(s) around a vacant house; a vehicle which appears to have been abandoned; or any unusual or suspicious activity. Good advice is to trust one's intuition. Even if the report turns out to be a false alarm, it is better to let the police make that determination.

Criminals find it difficult to operate in any area where citizens take an active role in crime prevention!

In those communities where Neighborhood Watch patrols function, by car or on foot, such activity will be monitored by the police department. Members are restricted to performing "eye and ear" surveillance ONLY, reporting their observations immediately to the police. No weapons and no direct involvement with the crime situation itself are permitted. These patrols are not authorized to perform in a law enforcement capacity.

What Neighborhood Watch Is Not:

- It is not the formation of vigilante groups.
- It is not a plan whereby individual citizens attempt to pursue or apprehend a criminal, or become involved with an actual event (other than making a report to the police from a safe vantage point).
- It is not a law enforcement program, but rather a cooperative effort among responsible citizens to improve security for themselves, their families and their property.



ROLE OF THE POLICE

The overall effectiveness of Neighborhood Watch within the community can be greatly increased by the role the police department and its Crime Prevention Officers perform. Their primary contribution will be to:

Provide Assistance

Constructive support during the formation of Neighborhood Watch groups is extremely beneficial. Specific motivation to start such a program may come from concerned officials or residents. Sometimes it results from an unfortunate incident in the area, which raises a question of adequate security.

Whatever sparks the call for help, it is important that the Crime Prevention Unit be prepared in advance to respond promptly and effectively to these requests. This includes distributing press releases, an outline of the Neighborhood Watch program, pamphlets on specific crime prevention topics, and an exhibit of effective security devices.

An officer's expertise in crime prevention can provide immediate reassurance to a community and thereby transform potential panic into some sensible precautions which benefit everyone.

Act as Advisor to the Neighborhood Watch Group by:

- a. Explaining the **Standardized Plan** for Neighborhood Watch in New Jersey - a plan which helps everyone but the criminal. Emphasize those features which are the basis of its success - "block" organization, alert "eyes and ears," the phone network, etc. During discussions, indicate what the responsibilities will be for individual residents and for "block" coordinators. A clear understanding of the overall plan solidifies support in the community.

General guidelines for this plan have evolved from considerable experience with pilot programs in a variety of New Jersey neighborhoods. Such recommendations will help the novice establish a more effective "block" program. The New Jersey Plan is streamlined and flexible. Best of all, it produces results.

- b. Considering carefully how **volunteer efforts** of various participants may be utilized best. The initial enthusiasm and support of local citizens is a valuable asset to be preserved; never taken for granted.

Crime Prevention Officers share their own organizational skills with the "block" coordinators. In this way, leaders will be encouraged to avoid digressions which could detract from the more productive goals and agenda of the program.

- c. Helping the **COORDINATOR** evaluate the needs and resources of individual members in their group. With this in mind, stepwise explanations will be tailored to the group so that every member understands how to improve his own security.

One must also respect the degree to which members will cooperate without forfeiting their sense of privacy and personal independence.

From the outset, it is important to determine which security measures are most appropriate for the particular neighborhood group, and those measures which deserve top priority.

Maintain Momentum

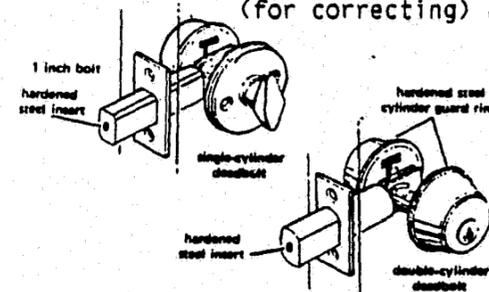
Even the best program may falter at some point. In the case of Neighborhood Watch, inertia is not due to apathy. It stems from limited enthusiasm and compliance on the part of local residents.

Crime Prevention Officers play a key role in combating inertia. As advisors, they can contribute both their technical expertise and first-hand experience to encourage a higher degree of active participation in their "blocks." In effect, every Crime Prevention Officer serves as part of a "technical sales force" for Neighborhood Watch.

The challenge is to maintain sufficient momentum within each "block" to ensure it functions as an effective unit. It is often difficult for the experienced officer to realize how little "street savvy" about criminal operations the typical law-abiding resident actually has. Before "block" members can exercise intelligent precautions to protect themselves, they need detailed information about crime prevention.

To develop this awareness, the Crime Prevention Officer should emphasize certain key points during the first two meetings:

1. Purpose of the "block" organization: - its relationship to the community Neighborhood Watch Plan. The "block" coordinator, the "block" map, the telephone network.
2. "Eye and ear" surveillance and prompt reporting which avoids personal involvement with any incident.
3. Importance of deterrents - to deny, delay, detect; to obstruct, or attract attention (noise, lights, etc.).
4. Home survey procedure, and steps to identify security weaknesses. Each participant should be given a publication which provides detailed "HOW-TO" information to help correct (for correcting) any deficiencies discovered at home.



5. The term "heavy-duty" as it relates to security devices.
6. Benefits of Operation Identification (OP. I.D.), and how it helps to protect one's valuables.

7. The advantage of maintaining an "occupied" appearance for one's residence should be fully explained.
8. Brief outline of specific topics which the "block" will discuss in greater detail at future meetings. This elicits member input and encourages a sense of continuity.

The actual sequence of these key points remains flexible and can be arranged in whatever order best serves the individual "block". This often depends upon the selection of resource materials available at the Crime Prevention Unit. Effective coordination of these two meetings provides the springboard for the future successes the "block" will achieve.

Presentation of this information should be "personalized" in a manner which promotes members' awareness of their own vulnerability. Avoid "war stories" because they seldom are appropriate and tend to overwhelm members in the group. Also this is not the proper forum to comment on issues affecting society.

Specific examples, pertinent to the topic under discussion, motivate people to reassess their accustomed habits and priorities. Composite "profiles" and "scenarios" related to actual crime data and statistics will soon dispel the myth "It can't happen here!"

With persistence and ingenuity a "block" can be transformed from "armchair" curiosity into active commitment. "Manana" now becomes "pronto!"

ROLE OF NEIGHBORHOOD WATCH PARTICIPANTS

SUCCESS DEPENDS UPON THE ACTIVE PARTICIPATION AND COOPERATION OF ALL PERSONS INVOLVED IN THE PROGRAM!

As residents proceed with their daily routines, they observe the familiar neighborhood scene. Who is in a better position to recognize something unusual than those persons who actually live in the neighborhood?

WHAT IS THE INDIVIDUAL RESIDENT'S RESPONSIBILITY



1. VIGILANCE - Be alert while you attend to your daily affairs. If an unusual activity is observed in the neighborhood, notify the police department immediately. Try to describe the occurrence as accurately as possible. Stay on the telephone so you can provide additional information which could assist the responding officers.

Unknown parked cars, unidentified persons, or little situations which cause you to "take a second glance" are some of the things which deserve such attention.

Avoid personal involvement with any crime in progress. This applies also to any questionable situation which might prove potentially dangerous. All observations should be made from a safe vantage point.

2. MUTUAL ASSISTANCE - Cooperate with your neighbors by paying particular attention to their homes while they are unoccupied.

This is especially important during vacation periods. Help maintain the "occupied look" about your neighbors' homes. Remove circulars and newspapers; park cars in their driveways; place a garbage can ready for pick-up at such homes on collection day; make tracks in the snow; remove any packages which may be delivered.

3. IMPROVED HOME SECURITY - Make sure your own home is protected. Survey your home for security weaknesses. The Crime Prevention Officer of your police department will assist you with this procedure, or you may use a recommended self-survey of the premises. Then take appropriate steps to correct these weaknesses as soon as possible.

CRIME PREVENTION IS A WAY OF LIFE - one which offers greater peace of mind, both while you are at home and while you are away.

4. OPERATION IDENTIFICATION (OP. I.D.) - Participate in this program. Mark your property with that identifying number which can be traced back to you in the event it should be lost or stolen. The New Jersey Crime Prevention Officers Association recommends the use of your New Jersey drivers license number (example: NJC4697 40778 06), or a program approved by your police department. The criminal finds it more difficult to dispose of marked items. The odds are improved that marked property will be returned to its rightful owner.



5. COMMUNICATION - A telephone network provides an efficient way to exchange important information between "block" members. The Crime Prevention Officer also uses it to make direct contact with the "block" coordinator when members need to be notified about recent crime trends in their area.

6. MAINTENANCE MEETINGS - Attend regular maintenance meetings of the Neighborhood Watch group in order to receive the most up-to-date information.

A GOOD PROGRAM THRIVES ON THE PERSISTENT SUPPORT OF ITS PARTICIPANTS!

STARTING A NEIGHBORHOOD WATCH PROGRAM

Three key factors contribute to the success of a Neighborhood Watch Program in the community:

1. Analysis of current crime problems will indicate which aspects of crime prevention should be emphasized first. This includes the identification of both the nature and the prevalence of crime in specific areas.
2. Local associations, which bring people together either formally or informally, provide good opportunities to introduce residents to the need for better crime prevention in their community.
3. Individuals with leadership ability are essential. Their volunteer efforts in promoting crime prevention, or coordinating a "block", creates grass-root support for the plan.

COMMUNITY SUPPORT

A good publicity campaign announcing the formation of new Neighborhood Watch groups will attract stronger community support from the beginning. The news media (radio and newspapers) usually announce details of such projects as a public service.

Occasionally one meets a resident who is opposed to a Neighborhood Watch Program, or is not yet willing to make a commitment to participate in a "block" organization. These people have their own reasons for feeling the way they do and should NOT be forced to join the Neighborhood Watch group. A cooperative program such as this will not work without the full support of ALL its members. As time passes, however, a change in crime trends might well alter the attitudes of nonparticipants to the point where they eventually will join the group.

PUBLICITY

To ensure better media coverage, the Crime Prevention Officer should submit news releases which spark reader or listener interest. Enlisting a local public relations person or journalist will aid the preparation of this material.

News releases which are compact, "newsworthy" and easy to edit, receive better attention from editors of the press and radio. The initial paragraph should summarize all essential information - event, purpose, names, date, time, and location. Final copy, in a format specified by local editors, should be submitted to the media well in advance of their press deadlines.

The publicity campaign should include other channels to reach local residents. Flyers might be distributed with the water bills, or door-to-door by law enforcement explorers or auxiliary police. Posting flyers on bulletin boards in the community, making special announcements at local events, and prepared mailings also help. Do not forget that the "word-of-mouth" promotion spreads the message too. Although all methods may not be effective in every area, try various approaches until you find one that succeeds.

KEEP "NEWSWORTHY" REPORTS IN THE PUBLIC EYE TO SUPPORT EXISTING GROUPS AND ENCOURAGE EXPANSION!

THE INITIAL NEIGHBORHOOD WATCH MEETING

WHAT IS A NEIGHBORHOOD WATCH "BLOCK" AREA

Any group representing individual households in the same geographic area may be considered for a Neighborhood Watch group. Ideally, these persons should be located in a position to observe each other's property or entrances to some extent. Though residents from both sides of a street are usually included, the exact configuration and sizes of "blocks" may vary from group to group. The "blocks" may include condominiums, units of apartment complexes, town houses, or mobile homes, as well as single/multiple dwelling units.

The purpose of delineating "block" areas is for the convenience and definition of members in the group. It is easier for a small group to organize meetings, to maintain communication with each other, and to coordinate activities to make their neighborhood a more secure place to live.

HOW IS THE FIRST MEETING ORGANIZED

A person or group who wishes to organize a Neighborhood Watch Program in their area would contact their local Crime Prevention Unit. A Crime Prevention Officer will be able to make practical recommendations about a suitable "block" size and contour, and may also suggest ways to approach their neighbors effectively. Possible meeting dates and sites should be discussed at this point. Selecting a mutually convenient time for each get-together is extremely important.

Maximum attendance at the first meeting is essential! It lays the groundwork for overall effectiveness of the program. At this time, the Crime Prevention Officer will explain the concept of crime prevention and Neighborhood Watch in detail, the "block" households in the designated area and what's required in order to qualify for Neighborhood Watch signs. Specifically, the Officer will focus on such topics as: home security, Operation Identification, self-protection, and any crime trends which have been identified in the town or area. There should be time set aside for individual remarks and questions from the group.

Selecting an appropriate setting for each neighborhood meeting will produce better results for everyone present. The meeting room should be large enough to hold the expected audience comfortably, but small enough for the speaker's natural voice to be heard clearly.

Good lighting makes it easier for everyone to observe demonstrations of security devices. Comfortable room temperatures promote better concentration on technical information.

A semi-circular seating arrangement is ideal for these meetings. It enhances eye contact and encourages better interaction among members of the group. Displays, demonstrations, and slide shows should be presented so they can be viewed comfortably.

Offering simple, inexpensive refreshments to members as they arrive adds congeniality to the group and often promotes a more relaxed discussion during the meeting. However the emphasis should be "keep it simple" to avoid any delay of the meeting. Both hostess and coordinator should adhere to this understanding.

"BLOCK" COORDINATION

A portion of the meeting must be devoted to organization of the "block" plan itself. This includes:

1. The need for the exchange of names and telephone numbers of attendees will be explained and emphasized. Good communications among neighbors is particularly important whenever activity is noticed in the area which might pose a threat to persons or property.
2. A "block" coordinator and co-coordinator are selected by the group. They will organize "block" activity, distribute crime prevention literature to members, and also represent their "block" at special coordination meetings with other Neighborhood Watch coordinators.
3. Before adjournment, the required SECOND MEETING IS SCHEDULED. At least one member of each household must attend this meeting. Valuable information regarding personal and residential security and program compliance will be presented in greater detail at this time. The meeting date should be scheduled to allow members enough time to initiate compliance steps, but soon enough to maintain group interest.

THE "BLOCK" MAP

A "BLOCK MAP" which is used to designate the location of each participating household will be explained. Members of the group PRINT their first and last names, addresses and phone numbers in the blank spaces provided on their neighborhood "map."

This "map" will be kept by the "block" coordinator until all the neighbors who wish to participate enter their information in the appropriate spaces. Prior to the second meeting, it will be the responsibility of the "block" coordinator to complete this "map" in detail. It is important to fill in something for every space. Each address or lot must be listed in chronological order, even if the resident doesn't participate.

THE SECOND MEETING

The purpose of this second meeting is to consolidate a functional plan so that "block" members can work together efficiently. Specific compliance requirements are stressed. At this time:

1. The names and addresses of new attendees, who wish to participate in the Neighborhood Watch Program may be entered on the "Block Map" by the coordinator.
2. The advantage and responsibility of posting Neighborhood Watch signs will be explained by the Crime Prevention Officer. When the neighborhood has met the 50% household participation requirement, the group becomes eligible to receive the signs.
3. The Crime Prevention Officer will remind participants that their primary duty is to "OBSERVE AND REPORT." By doing this, they help themselves, their neighborhood, and their community in its fight against crime.

NEIGHBORHOOD WATCH SIGNS

Unquestionably, one of the greatest boosts to the Neighborhood Watch Program has been the installation of crime watch warning signs in the neighborhood. However, these signs alone cannot protect the residents. Experience has shown that such signs must be backed by an effective crime prevention plan at the local level.

BACKGROUND

When the Neighborhood Watch signs first began to appear in areas throughout the state, many other block watch groups began to form. However, some of these same groups died soon after the Neighborhood Watch signs were placed in their areas. It soon became apparent that residents were forming groups for the express purpose of getting these signs installed to act as a visible crime deterrent. In essence, signs were being posted without any assurance that a block watch group would actively maintain the program.

The following minimum criteria are recommended for the Standardized Plan for Neighborhood Watch in New Jersey. The criteria ensure that the signs are earned by resident participation and block watch activities which continue long after the initial formation of the group.

MINIMUM CRITERIA FOR SIGN PLACEMENT:

1. Block Coordinators and participants must understand the basic responsibilities of the program and be willing to accept them.
2. Regular maintenance meetings should be scheduled approximately every 90 days, not to exceed 6 months between meetings. Sufficient advance notice should be given to members. These sessions provide an excellent opportunity to:
 - . Review current trends in the neighborhood;
 - . Review crimes and suspicious activities which may impact the area;
 - . Discuss practical crime deterrents which have specific applications; and
 - . Provide social interaction so that neighbors become better acquainted.
3. The current list of members, including telephone numbers, is updated regularly.
4. A minimum of 50% participation in home security surveys and Operation ID is expected. These activities may be performed by the local crime prevention officer, civilian specialists or the home owners themselves. The Block Coordinator or Crime Prevention Officer will encourage compliance with the above requirements to ensure improved security.
5. At least 50% of the residents of the homes and apartments in the designated Neighborhood Watch area must participate and remain active in the program. Groups which fail to maintain the criteria will have their Neighborhood Watch signs removed.

By establishing such requirements, we find that block groups become more cohesive and their numbers increase both individually and collectively.

UNIFORMITY OF THE NEIGHBORHOOD WATCH SIGN

It is recommended that all designs for Neighborhood Watch street signs adhere to the universal CRIME WATCH Logo now in use across the state and is recommended for such use by the International Society of Crime Prevention Practitioners.



This Logo stands for crime prevention and is easily recognized by its blue, black, and white (or blue and white) eye. Those jurisdictions currently using "Boris the Burglar" or another type of symbol should incorporate the CRIME WATCH Logo within their design.

Use of a "universal" symbol allows for quick and easy identification by both the citizen and the criminal.

MAINTAINING ESTABLISHED NEIGHBORHOOD WATCH GROUPS

The importance of maintenance meetings cannot be stressed enough because they form a valuable, constructive part of the Neighborhood Watch Program. It is recommended that the meetings be held quarterly to facilitate ongoing communication with all residents involved.

REASONS NEIGHBORHOOD WATCH GROUPS CONTINUE TO SUCCEED:

1. The purpose and goals of the Neighborhood Watch Program are continually reinforced. Current crime statistics and trends are presented and discussed.
2. Crime Prevention Programs are reviewed; evaluations made; priorities redefined; and new goals set to best serve the immediate needs of local residents.
3. Residents have regular opportunities to meet, interact and introduce newcomers to their neighbors. Reassurance grows when neighbors become acquainted and take an active role in crime prevention for their own area.
4. The group has an opportunity to decide upon additional program topics, strategies and activities of particular interest.
5. Better support and compliance with the Neighborhood Watch activities are ensured.
6. Adequate time is available for members to consider specific crime prevention topics in detail - as opposed to the initial overview one might receive in a single meeting.

7. Each group receives an update on the latest strategies and crime prevention techniques. Individuals should contribute their own practical solutions for dealing with special security problems they encounter.
8. The Block Coordinator can present the current concerns of the group more adequately and effectively at the Coordinators' meetings.

**THE UNDERLYING PURPOSE OF EVERY MEETING IS
TO STIMULATE A PUBLIC AWARENESS THAT EACH
INDIVIDUAL NEEDS TO REMAIN ALERT!**

ATTENDANCE

Because voluntary turnout at these meetings will determine the degree of unity achieved within each "Block" group, regular attendance must be promoted continually. Guest speakers, with expertise on selected topics, bolster a group's interest in crime prevention. For example, suitable topics or experts might include:

- . An expert on personal security on the streets
- . A demonstration of electronic devices to protect home or car
- . A discussion of new twists on local scams or frauds
- . A member of the Locksmiths Association
- . A representative of an alarm company

Circulation of local crime prevention newsletters is another excellent way to maintain the enthusiastic support of "block" residents. It's advisable to send these newsletters to all residents including nonmembers of the Neighborhood Watch Program. Contents may include announcements, crime alerts and helpful hints for deterring crime.

HELPFUL GUIDELINES FOR A SUCCESSFUL MEETING

To be productive, each meeting should have a specific purpose and agenda. Although it is important to permit some flexibility, this outline will help channel the direction a particular group discussion might take. "Hit and miss" rambling is especially confusing and boring to listeners who are trying to grasp technical information.

An overall plan adds continuity to subsequent meetings. A brief review of key points covered at the previous meeting will accomplish two things:

- . This earlier material will be reinforced
- . A quick recap will focus the listener's attention on what is coming next.

Eventually, the group acquires a sense of achievement after covering a series of topics in an orderly fashion.

ADVANCE PREPARATION OF MATERIALS

Adequate preparation of the topic scheduled for discussion is essential! To make the meeting worthwhile, whoever conducts it should be able to provide sufficient background material for a comprehensive discussion.

Displays and demonstrations of crime prevention devices or techniques should be well planned in advance - perhaps with a trial run-through to check that equipment works (bulbs, keys, lights, switches, etc.). These materials should be positioned or shown to best advantage. It helps if each is clearly labeled and visible to everyone present.

PRESERVE LISTENER INTEREST

The initial meeting should be no longer than 60 to 90 minutes. No matter how captivating the speaker, a group quickly loses interest when a meeting drags on too long.

If the speaker/leader does not have a timepiece in direct view, he/she may ask someone to give a hand signal at a certain point during the meeting - a point which still permits time for a smooth conclusion to his remarks.

Professional lecturers remain alert to any decline in listener attention. They are sensitive to the first shifting of feet, or preoccupation with other things in the room. This is the time to: shift pace, switch briefly to "questions and answers," or invite member participation. (See "Special Tips for the Leader/Speaker" which follows.)

"ON-TIME" COURTESY

Hold the meeting to the announced time-frame - both the start and the finish. The one exception might be when the group makes a unanimous decision to complete a topic already under discussion before adjourning.

Tardiness sometimes becomes a serious problem at community events. One is always tempted to delay a meeting for the sake of "important" persons who have not yet arrived. However, the leader must recognize that delaying a meeting may cause serious inconveniences for those members already present, who expect to leave for other important commitments immediately following the scheduled completion.

Delays also waste valuable meeting time! Perhaps the best remedy is to paraphrase the following remarks (which are most effective if given at the initial meeting and also at times when newcomers join the group):

Crime Prevention Officer/Leader: "I know you are all busy people with possible commitments before or after the meeting. For this reason I will make every effort to start and conclude on time. We make our preparations in advance so that every minute spent here with the group will contribute to your own security. Being human, we realize that little emergencies might prevent one from arriving on time. If this happens to you, come as soon as you can; enter quietly; and we will continue whatever we are doing at the moment. This way, you need not feel embarrassed. You know you are always welcome, and every member is important to this group.

Reminder: Do not interrupt the meeting while tardy persons make excuses for themselves. Save that for after the meeting if they wish to comment. A pleasant welcoming smile is sufficient while you continue with your remarks. Your first responsibility is to focus the listener's attention on the current discussion without undue distraction. Psychologically, the above remarks, stated before tardiness occurs, grant equal consideration to all members and establish respect for the meeting's basic purpose.

SPECIAL TIPS FOR THE LEADER/SPEAKER

The goal is to share the bulk of this essential information in a manner which can be understood and retained easily by the listener. This is not a performance! It is not necessary to follow a lesson manual in strict "school teacher" fashion.

1. Preparation of all the factual material for a talk need not require lengthy memorization in advance. Refer to prepared notes and index cards which have large legible print.

If you plan to read directly from printed material (leaflets, books, news clippings, etc.), it is important to arrange and "mark" all these items with paper clips, markers or handwriting so passages can be located quickly. Fumbling is boring to watch, plus time-consuming - a very good way to lose attention. Don't forget your reading glasses if needed for this purpose.

Also, check available lighting before you begin the meeting. Try to prepare illustrations and charts in a size or quantity which can be viewed simultaneously by everyone.

2. Your own natural manner of speaking is far more effective for an informal setting than trying to deliver a grand oration. Say it just as you see it - in your own words - as you would speak to a friend nearby. "Parrotting" someone else (who may have impressed you on some occasion) only makes a lukewarm impression. It sounds unconvincing and second hand.

Remember, "One doesn't need to use the 'King's English' to protect one's crown jewels!"

3. Focus on "sharing" your expertise instead of "lecturing at" the assembled listeners. Select illustrations/examples which specifically pertain to the material being discussed. Avoid "war stories," personal anecdotes, or "soap-box" techniques because they can be misleading and disruptive to the program.

Personalize your remarks with such phrases as:

"Here's a suggestion which may help you....";

"Did you know that....?";

"Last week (month/year) I came across a new idea for...";

"Mr. X, have you ever considered what you'd do with this kind of a problem....?";

A helpful formula which summarizes these examples is to interject remarks which include:

A USEFUL IDEA + ME + YOU....

4. To avoid monotony during the meeting, break up your monologue with a change of pace. For example, a speaker/leader can introduce questions which solicit comments from the members before proceeding to the next idea. Limit this tactic somewhat to avoid losing your momentum and continuity.

Plan to intersperse some activity. Demonstrate a new device; pass out literature; take time for members to fill out forms; pose a hypothetical "problem" situation for their discussion; or show slides. Do anything which causes a shift in seating, lighting or attention from time to time in order to revitalize listener interest.

5. Arrange your agenda in "units" so that the meeting can be terminated at the end of any section. It is usually impossible to gauge exactly how much of the prepared

material can actually be covered in one session. It confuses a group when a new subject is cut off and left dangling, full explanation still incomplete. The task of somehow pulling this together at the next meeting can be difficult.

Do not cram too much into one meeting. With technical information, it is especially important to let each point "soak in" and be thoroughly understood. This accomplishes far more than trying to rush through the entire list you outlined for a single session.

Remember, papers and materials will keep until next time.

IF YOU PUSH TOO HARD, YOUR AUDIENCE MAY NOT RETURN!

ATTACHMENTS

HOME SECURITY SURVEY

DOORS:

- 1. Does door have 180° peep hold? YES NO
- 2. Are locks that can be opened from inside at least 40 inches from glass? YES NO
- 3. Are entrance doors solid core? YES NO
- 4. Do they have dead bolt locks? YES NO
- 5. If hinge pins are outside, are they nonremovable? YES NO
- 6. Does door securely fit door jamb? YES NO
- 7. Is door jamb tightly fastened? YES NO
- 8. Is strike plate securely fastened to door jamb? YES NO
- 9. Does bolt extend sufficiently into strike plate? YES NO
- 10. Have locks been rekeyed since you moved in? YES NO

WINDOWS:

- 11. Have double hung windows been pinned? YES NO
- 12. Do metal windows have auxiliary locks? YES NO
- 13. Can windows left open for ventilation be secured? YES NO
- 14. Do basement windows have auxiliary locks? YES NO
- 15. Do curtains or drapes full cover window? YES NO
- 16. Is window air conditioner secured from inside? YES NO

GARAGE:

- 17. Does door close tightly? YES NO
- 18. Does overhead door have a track padlock? YES NO
- 19. Is padlock of high quality? YES NO
- 20. Is hasp of high quality, installed without screws showing? YES NO
- 21. Do you keep overhead door closed and locked when not in use? YES NO
- 22. Do you remove vehicle keys when garage is locked? YES NO
- 23. Can garage light be turned on from inside home? YES NO

EXTERIOR:

- 24. Do you belong to a NEIGHBORHOOD WATCH Program? YES NO
- 25. Are shrubs cut below window level? YES NO
- 26. Are tree limbs cut above window level? YES NO
- 27. Is residence number visible from street? YES NO
- 28. Can mailbox be locked? YES NO
- 29. Is front door well lit? YES NO
- 30. Is back door well lit? YES NO
- 31. Are bicycles, mowers, ladders kept inside? YES NO
- 32. Have you engraved property and put up stickers? YES NO

VACATIONS:

- 33. Do you stop deliveries? YES NO
- 34. Do you notify police? YES NO
- 35. Do you notify neighbors? YES NO
- 36. Do you set light timers? YES NO
- 37. Is your yard taken care of? YES NO
- 38. Do you arrange for hand bills to be picked up? YES NO

ADDITIONAL CRIME CHECKS:

- 39. If you need a non-lethal weapon for self-protection, do you have a safe, chemical device? YES NO
- 40. If you have a gun, is it kept secured? YES NO
- 41. Do you keep most of your cash in the bank? YES NO
- 42. Do you keep a list of all valuable property, credit cards and serial numbers? YES NO
- 43. Do you keep this list in a safe place? YES NO
- 44. Do you avoid displaying valuables to strangers? YES NO
- 45. Have you memorized the telephone number of your police? YES NO

[This survey is for your own private use only]

Resident

- Attend the program meetings and read the newsletter.
- Secure your home and personal property. Follow the recommendations from the security survey and participate in Operation I. D.
- Be alert to suspicious activity and report it immediately.
- Have your newspaper stopped and mail picked up when away.
- Inform your neighbors and block captain if you plan to be away so that special attention can be given to your home.

Neighborhood Watch is a proven crime reduction program. But, like any self-help activity, its success depends upon you and your neighbor.

20

Property recovered by the police cannot be returned unless the rightful owner can be identified.

JOIN
**OPERATION
IDENTIFICATION**

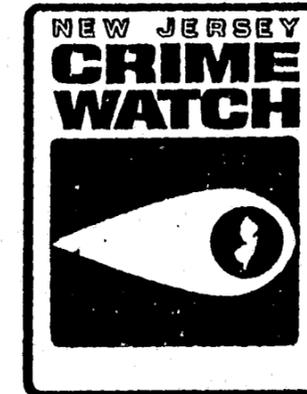
HELP YOUR POLICE HELP YOU

- MAINTAIN AN UP TO DATE RECORD of the serial numbers of all appliances, tools, radio and TV sets, firearms and all other valuables.
- KEEP A DETAILED AND ACCURATE DESCRIPTION of all valuables including serial numbers. Whenever possible, inscribe or label your valuables with your New Jersey driver's license number.
- REPORT STOLEN OR LOST ITEMS to the police as soon as possible.

Electric Engravers are available to Municipal residents on a loan agreement. All necessary forms and equipment may be obtained at the Police Headquarters.



NEIGHBORHOOD WATCH



Printed Courtesy of: State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
Division of Local Government Services
In Cooperation With
NEW JERSEY CRIME PREVENTION
OFFICERS ASSOCIATION

**A COMMUNITY APPROACH
TO CRIME PREVENTION**

Neighborhood Watch

The purpose of this brochure is to tell you how the Neighborhood Watch program works and how to organize and maintain a successful program. Neighborhood Watch was created to obtain citizen involvement in discouraging and preventing residential crime. The program uses citizen involvement to secure their own homes and personal property and to report any suspicious activity to the police. Since its creation approximately ten years ago, it has brought a dramatic drop in the local residential crime rate.

Neighborhood Crime Facts

- Burglary, auto theft, rape, child molestation, and arson are the most prevalent neighborhood crimes.
- Household burglary is one of the easiest crimes to commit and prevent but one of the hardest to solve.
- Over one-half of police time is spent on investigating burglaries.
- Household burglary is one of the most rapidly increasing major crimes in the nation.
- Most home burglars are young amateurs looking for easy targets.
- Statistics show that in over one-quarter of household burglaries there was not any forced entry involved.
- A majority of household burglaries occur during daylight hours.
- Household burglary has a high potential for death or injury in cases where a burglar is surprised by the property owner.

How Neighborhood Watch Works

Neighborhood Watch operates to educate participants in the principles of deterrence, delay, and detection. The program depends on a communication network organized with three levels of participants—the resident, block captains and co-captains, and a local law enforcement representative.

Vigilante actions are in no way condoned by the Neighborhood Watch program. No one is asked to take personal risks or be a hero.

Organizing a Program

- Visit your neighbors and tell them you are interested in discouraging crime in the neighborhood. Ask for help toward this goal.
- Organize a neighborhood meeting. Contact your local law enforcement representative to address the group or be present to answer questions.
- Some police departments require a neighborhood to qualify for the program by having a specified percentage of participants.
- If the group decides to organize a Neighborhood Watch program, block captains and co-captains should be elected.
- Block captains should prepare a watch map listing names, addresses, telephone numbers, and license plate numbers and vehicle descriptions for each residence on their block. Copies should be distributed to each household.
- Many police departments have crime prevention officers available to perform a security survey on each residence in the neighborhood. Participation in Operation I. D. may also be required or encouraged.

- Once the police department's requirements are met, block captains should erect street-size Neighborhood Watch signs at each entrance to the neighborhood or block. Local police agencies can be contacted to furnish signs.

Program Duties

Since awareness and involvement are the keys to a successful program, keeping interest high and continuing the group's crime prevention education must be a primary focus of all participants. Specific duties include:

Block Captain/Co-captain

- Schedule periodic group meetings (at least every six months), and encourage each homeowner to attend.
- Act as a liaison between homeowners and the police.
- Invite your crime prevention officer to address the group and show films on such topics as home security, rape prevention, child molestation, and crimes against the elderly.
- Coordinate home security surveys and Operation I. D. activities.
- Contact new neighbors about the program.
- Keep the watch map data current.
- Disseminate any special information to the group such as crime patterns in the area, homeowners that are on vacation, or attending a function listed in the newspaper such as a wedding or funeral.
- Distribute newsletters to members.
- Coordinate with the Law Enforcement Explorer Scout program if it is available in your area.

Using the engraver

The electric engraver your police will loan you is easy and safe to operate.

Here are some helpful tips.

- 1.** Before marking valuables, get the "feel" of the engraver by writing your name a few times on a piece of scrap material. Hold the engraver as you would a pencil, with your fingertips touching the plastic above the point. There is no need to press down on the engraver. Just move your hand slowly and evenly, allowing the vibrating point to do the work.
- 2.** When marking on glass, ceramic and wood, hold the point perpendicular (vertical) to the material to prevent chipping or splintering.
- 3.** The knob on the end of the engraver controls the depth of the cut, and, therefore, the width of the line being marked. Turning the knob counterclockwise will lengthen the stroke and widen the mark.



Printed Courtesy of: State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
In Cooperation With
NEW JERSEY CRIME PREVENTION OFFICERS ASS'N.

Operation Identification



What is Operation Identification?

Operation Identification is part of the New Jersey Crime Watch program designed to help prevent burglary. Here's how it works.

You engrave your New Jersey Drivers/Operators License Number onto valuables such as stereos, cameras, TV sets, CB radios. Then, you place a small Operation I.D. sticker on exterior doors and windows warning housebreakers that all valuables on the premises are marked for easy identification.

Everyone is urged to participate. The program is designed to help protect your business as well as your home.

How does the program prevent burglaries?

Law enforcement officers know that the average burglar is an opportunist. In most cases (unless he's a professional who knows there's a big haul in the offing at a particular location), he doesn't care whether he breaks into your house or a neighbor's. He just wants to get in fast and steal what he can sell easily for cash.

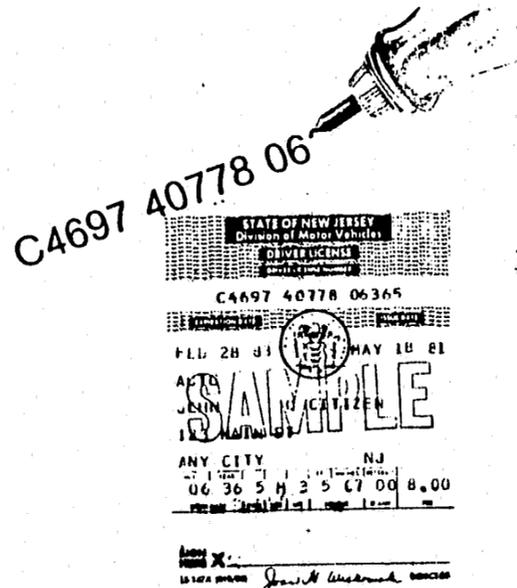
The Operation I.D. sticker on your door warns the housebreaker to stay away. Burglars know that if they're caught with marked merchandise it's solid evidence against them. Fences don't like to handle marked items, either. So chances are, the burglar will leave your home alone and head for easier pickings.

In addition, Operation I.D. helps you recover your property if it is lost or stolen.

How do you join Operation Identification?

1. Contact your local law enforcement agency and they will loan you free of charge an electric engraving device. They will also provide Operation I.D. stickers.

2. Engrave your valuables with the letters "NJ" followed by the New Jersey Operators Number which appears on your drivers license.



3. Place the stickers on exterior doors and windows.

4. It's also a good idea to record the model and serial numbers of valuable items, including credit cards, and keep the records in a safe place. This helps when notifying your insurance company or describing to police what was lost if a burglary does occur.

Which items should you engrave?

The best rule of thumb is this: Mark anything of value that a burglar (or two) could cart away. Use this checklist.

Home & Business

- | | |
|--|--|
| <input type="checkbox"/> Bicycles | <input type="checkbox"/> Power Tools |
| <input type="checkbox"/> Binoculars | <input type="checkbox"/> Radios |
| <input type="checkbox"/> Cameras | <input type="checkbox"/> Record Players |
| <input type="checkbox"/> Clocks | <input type="checkbox"/> Recreation Equipment (guns, fishing gear, etc.) |
| <input type="checkbox"/> Hand Tools | <input type="checkbox"/> Stereos |
| <input type="checkbox"/> Kitchen Appliances | <input type="checkbox"/> Tape Decks |
| <input type="checkbox"/> Musical Instruments | <input type="checkbox"/> Televisions |
| <input type="checkbox"/> Power Mowers | <input type="checkbox"/> Calculators |
| | <input type="checkbox"/> Typewriters |

Vehicle

- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> AM/FM Radios | <input type="checkbox"/> Speakers |
| <input type="checkbox"/> CB Radios | <input type="checkbox"/> Tape Decks |

Where should they be engraved?

Part of Operation I.D.'s objectives are to warn burglars away. So don't try to hide the fact that an item has been engraved. Mark items as conspicuously as possible without defacing them.

Obviously, some valuables such as jewelry, antiques and silverware cannot be marked without reducing their value. A color photograph is usually sufficient evidence to prove ownership, although it does not enable police to trace an item if stolen.

Dear Neighbor,

Our neighborhood is undertaking a program to reduce the opportunity for residential burglaries and thefts to occur by establishing a network for concerned citizens to communicate with other neighbors and the _____ Police Department regarding crime related problems.

The security of our residential life depends upon ourselves. No police department can effectively protect life and property without the support and active cooperation of the citizens whom it serves.

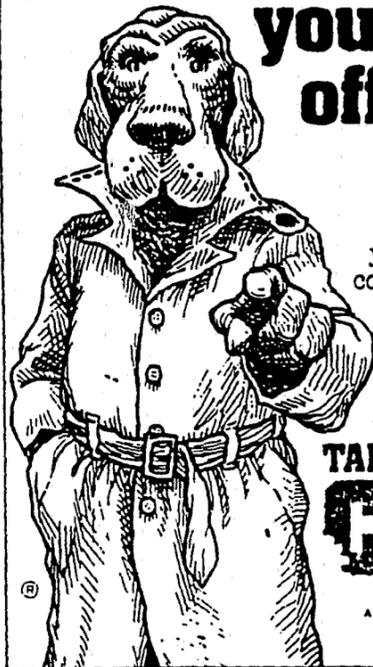
We would like to invite you to attend and organization meeting for our Neighborhood Watch Program. the meeting will be held at _____, 1985 at _____ p.m. We hope that you will be able to attend and learn what we can do together to make our neighborhood an even better place in which to live.

By meeting together we hope to explain the goals of our program, illustrate simple home protection techniques, and discuss ways we can reduce the opportunity for crime to occur in our neighborhood.

Crime Prevention Unit

Neighborhood Watch
Block Captain

Don't let 'em knock your block off!



Join your neighbors and take an active part in protecting the block you live on. And if your community doesn't have a block-watch program—start one! Call your local police and find out how. And help me, McGruff...

TAKE A BITE OUT OF CRIME

A message from the Crime Prevention Council, the publisher and The Ad Council



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NEIGHBORHOOD WATCH RSVP

Please return this to me at the address below:

- I will attend the Neighborhood Watch meeting scheduled.
- Sorry I can't attend the scheduled meeting but am interested in participating.
- I would like more information about home protection.

My name _____

Address _____

Please call for more information _____

Neighborhood Watch Block Coordinator

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Please call for more information _____

Neighborhood Watch Block Coordinator

THE MADISON NEIGHBORHOOD WATCH PROGRAM

NEWSLETTER

June 1983

Issue four

BURGLARY PREVENTION MONTH



CRIME WATCH ALERT

The police department has received information that several white and black males are working in a several town area committing evening burglaries between the hours of 7:30 and 11:00 p.m. The males are in their twenties and often drive a 1973 cream colored Buick. Their targets have been residential areas so please be on the alert.

June is Burglary Prevention Month!

Don't invite a burglar to visit your home while you are away. Most Neighborhood Watch participants know what to do before they go away, they just have to do them. Besides notifying the police department and your neighbors to keep an extra eye on your place, put the lights on timers, arrange to have the lawn mowed, and handbills picked up. Could someone park their car on your drive or put their refuse can out in front of your place? Check to see if the pins are in your windows.

Don't forget that we all leave our homes a little more susceptible to burglars during the warmer months when we leave windows open for ventilation. Pins no more than six inches high on the windows will stop them from being opened all the way. Most of the burglaries committed this year could have been prevented by simple steps to deny, deter, & detect.

PROTECT YOUR CHILDREN IN THE CAR

Children under 5 years of age are now required to be secured in a federally approved child restraint system or a safety belt when riding in a motor vehicle in New Jersey. Children under 18 months of age must be in an approved infant seat while riding anywhere in the vehicle. Children under five must be in a safety device if riding on the front seat or be secured by a seat belt if in the rear seat. When the number of children "in one family" under the age of 5 exceeds the number of seat belts available, those children not restrained must be seated on the back seat.

MADISON NEIGHBORHOOD WATCH

Our neighborhood watch program was cited in a Daily Record article as instrumental in the decrease of residential burglaries in 1982. Only 18 home were burglarized last year compared to 59 in 1981. Over all burglaries were down 25% even with a large jump in the number of commercial burglaries.

Welcome to the Central Avenue, Alexander Avenue, and Highview/Hillcrest neighborhoods who join the Fairwoods, Albright, and East Madison Neighborhoods in the program. Dogwood Drive is scheduled to start in June.

Congratulations to those neighbors in the East Madison Neighborhood Watch program who have started their own neighborhood newsletter, the East Madison Sentinel.

We support the National Citizens' Crime Prevention Campaign.

RESOURCE LIST

1. New Jersey Department of Community Affairs
Division of Local Government Services
Crime Prevention Program
CN 800
363 W. State Street
Trenton, New Jersey 08625
609-292-6110

2. New Jersey Crime Prevention Officers Association
P.O. Box 464
Madison, New Jersey 07940

3. National Association of Town Watch
P.O. Box 769
Havertown PA 19083

4. National Crime Prevention Council
733 15th Street, N.W.
Suite 540
Washington, D.C. 20005

END