

DUTIES OF COORDINATOR

Identify a block captain for every 8-10 homes. Assign them homes and give informational materials for each residence. Provide them with Participation Sign-Up Forms and set a deadline as to when to have signatures returned. (Remember at least 75% participation in signatures is needed for a sign). Contact the Public Education Specialist when the Participation Sign-Up Forms are completed. Make a copy of the forms for your files. Maintain a list of block captains and stay in touch on crime concerns and community related issues. Contact the Public Education Specialist on a quarterly basis for a Crime Update. Have at least two meetings a year and consider a community newsletter to help promote communications.



DUTIES OF BLOCK CAPTAIN

Make a personal visit to each home assigned to you and discuss the **Neighborhood Watch** Program. Give each residence informational material and have them sign the Participation Form. Stay in touch with your assigned homes. Welcome new neighbors that move into your neighborhood and invite them to participate.

RESPONSIBILITIES OF NEIGHBORHOOD RESIDENTS



1. Know your neighbors.
2. Exchange phone numbers, types of cars and other pertinent information with your neighbors.
3. Let a trusted neighbor know when you are going to be away from home.
4. Make sure your home is secured.
5. Watch out for suspicious persons or cars.
6. Keep a log of what you see. (include times and dates)
7. Keep your block captain informed as to crime incidents that occur at your home or that you witness in which you have to call and make a police report.

**DeKalb County Police Department
Headquarters
1960 W. Exchange Place
Tucker, Georgia 30084**

PRECINCTS

**Center 770-724-7600
East 770-482-0300
North 770-901--6012
South 404-286-7911
Tucker 678-937-5301**

DEKALB POLICE DEPARTMENT



NEIGHBORHOOD WATCH PROGRAM



WHAT IS A NEIGHBORHOOD WATCH?

Neighborhood Watch is one of the most effective and least costly ways to prevent crime and reduce fear. **Neighborhood Watch** fights the isolation that crime both creates and feeds upon. It forges bonds among area residents, helps reduce burglaries, entering autos, juvenile crimes, etc. and also improves relations between police and the communities they serve.

Neighborhood Watch is:

- A Neighborhood Communications network among neighbors.
- A collaborative effort between a community and the police
- An important tool that neighbors can use to reduce their crime concerns.
- Where neighbors are given information on how to detect suspicious activity and what actions they can take to deter certain crimes from possibly occurring.



HOW TO ORGANIZE A NEIGHBORHOOD WATCH PROGRAM

Gather the neighbors in your community together for a **Neighborhood Watch** organizational meeting. Personalized flyers can be provided by the Crime Prevention Unit. A Public Education Specialist can attend the meeting and provide information on home security and tips on reporting and give information on crime patterns in the neighborhood.

Volunteers will be needed to serve as a coordinator and block captains. A block captain for every 8 to 10 homes will be needed to distribute materials and sign up the neighbors for the program. The coordinator will hold a block captain meeting to make sure every one understands their duties.



In order for the community to receive a free **Neighborhood Watch** sign, at least 75% of the residents must say they want to participate in the **Neighborhood Watch** program. The sign can be provided to be placed at the main entrance of the community.

HOW A NEIGHBORHOOD WATCH WORKS

1. If a neighbor sees or suspects criminal activity taking place, they should first call the police at 911.
2. Next, they should contact their block captain and relay what happened.
3. The block captain should in turn contact the coordinator.
4. Information passed from resident to block captain to coordinator concerning a suspicious car or person in the community, or isolated incidents such as theft of car, flowerpot, lawn mower, etc. need not be reported to the Public Education Specialist. If there have been several incidents such as numerous thefts from cars, or an aggravated situation such as rape or burglary, then the coordinator should contact the Public Education Specialist.
5. The Precinct Public Education Specialist investigates information and discuss it with the coordinator and decide whether an "Alert" should go out to the community.
6. Remember! **Neighborhood Watch** is a communications network!!