



Beaumont Police Department
**Neighborhood Watch
Starter Guide**

WARNING



Neighborhood Watch

OUR NEIGHBORS ARE WATCHING

and reporting suspicious activity
to the Beaumont Police Department



Beaumont Police Department Neighborhood Watch Starter Guide



Dear Beaumont Citizen,

Thank you for your interest in the Neighborhood Watch Program. Neighborhood Watch is one of the most effective ways to prevent crime. It forges bonds among area residents, helps reduce and prevent crime, and improves the relationship between police and the neighborhoods they serve.

This Neighborhood Watch Starter Guide should provide you with all the information you need to get your Neighborhood Watch Program started.

The COPPS Team is available to answer questions and get you started.

Contact us at:

- (951) 769-8500
- NeighborhoodWatch@beaumontpd.org
- Facebook, Nextdoor, Instagram and Twitter

Thank you for taking a proactive step to reduce crime in your neighborhood and becoming involved in your community.

Sincerely,

Chief Sean Thuilliez
Beaumont Police Department

Non Emergency Line: 951-769-8500



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Beaumont Police Department Neighborhood Watch Starter Guide

What is Neighborhood Watch?

Neighborhood Watch is a program where groups of residents organize to help prevent crime in their neighborhoods. Neighbors work closely together to be on the lookout for suspicious activity and report it to the police. It is **one of the most effective crime-prevention programs** in the country today. An alert and unified neighborhood is the best defense against crime.

Why does Neighborhood Watch work?

Neighbors get to know neighbors.

Residents learn to recognize “normal” activity in the neighborhood and what is “suspicious” activity.

Residents **learn crime-prevention strategies** that reduce their chance of becoming a victim.

Neighbors **improve communication** and learn to solve problems together.

Neighborhood Watch members collaborate with Beaumont Police Department by reporting possible criminal activity. **Often this results in arrests and removal of criminals** from the community.

Why start a Neighborhood Watch?

There cannot be a Beaumont police officer on every corner. Therefore, **citizen involvement is essential to reduce crime.** You and your neighbors really know what is going on in your neighborhood. By cooperating with each other and the police, you can help reduce crime in your neighborhood.

How do I start a Neighborhood Watch program?

Use this “Neighborhood Watch Starter Guide” to help you get your group started. **If you have a few neighbors that can help,** it will make starting easier and more fun too. Enclosed in the packet **you will find everything you need to start a Neighborhood Watch Program.** If you have questions along the way, contact The COPPS Team by leaving a message on our voicemail at (951) 769-8500 or emailing us at NeighborhoodWatch@beaumontpd.org.



Beaumont Police Department Neighborhood Watch Starter Guide

8 Steps to Starting a Neighborhood Watch Group

1. **Determine if there is interest** in having a program in your neighborhood.
2. **Define your neighborhood** geographically. Start small so you and your neighbors can get to know each other. You can always add homes/areas later. Sketch out a map of the area include streets and homes or find one on the internet (see map sample on page 7).
3. **Find a neighbor or two that can help** you get your Neighborhood Watch group organized. Determine who will be the Block Captain or Co-Captains. (See attached Block Captain and Member Responsibilities handout on page 8) This can also be done at your 1st meeting
4. **Generate interest** in Neighborhood Watch by contacting your neighbors.
 - Explain Neighborhood Watch and its benefits.
 - Write down your neighbors' issues and concerns.
 - Ask the best time and day for a meeting.
 - Exchange contact information** and let them know you will be in contact with them on a date for the meeting.
 - Leave a flyer for those that are not home (See Neighborhood Watch Information Letter on page 9)
5. **Schedule a place and time for your meeting.** It is best to have 2-3 dates to work with. The meeting can be at a residence or at a public place like a park or pizza parlor.
6. **Invite a crime prevention representative** who can talk at your Neighborhood Watch meeting by downloading, completing, and returning the request form (See Request for Police Department Representation on page 9). **Please allow at least 3 weeks advanced notice** for preparation and scheduling.
7. **Start advertising** after a date, place, and time are chosen and confirmed with the COPPS Team. Distribute flyers (See Neighborhood Watch Meeting flyer sample on page 9), make phone calls and even go door to door. (Suggestion: Distribute meeting time flyers two weeks prior to your meeting and send a reminder one week prior to your meeting.)
8. **Begin planning your first Neighborhood Watch meeting.** (Use the following checklist on page 6 to assist you.)

If you have any more questions or need more help getting started, contact us at (951) 769-8500 or NeighborhoodWatch@beaumontpd.org.



Beaumont Police Department Neighborhood Watch Starter Guide

Checklist for the first Neighborhood Watch Meeting

At the **start-up meeting**, the **Block Captain is in charge**. Here are some suggestions to ensure success:

- _____ Have **nametags**.

- _____ Provide plenty of **seating**.

- _____ Have **refreshments** available. (optional)

- _____ Allow enough **time before and after** the meeting for neighbors to socialize.

- _____ Pass out an **attendance sheet** where neighbors can list their name, address, phone numbers and email (Attendance sign-in sheet on pg. 9).

- _____ Have a meeting **agenda** (Agenda sample on pg. 9).

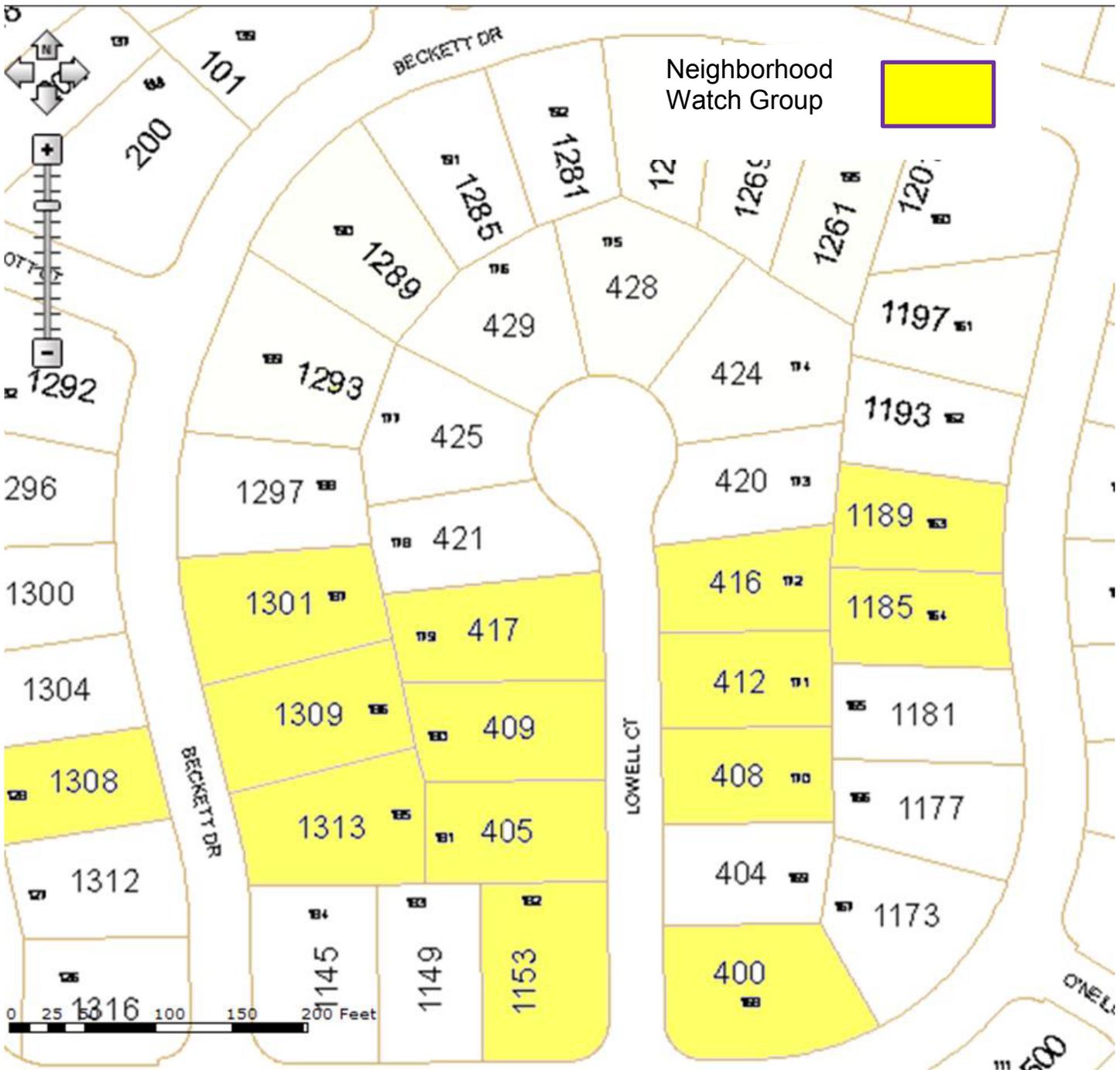
- _____ Remember, the Police Department personnel are invited guests. To begin the meeting, **introduce your guests**. Also take time to have your **neighbors introduce themselves** and where they live.

- _____ After the introductions and any announcements turn the time over to the Police Department. **Allow at least 20-30 minutes for the Police Department's presentation**.



Neighborhood Watch Area Map

Suggestion/Example



We suggest you highlight the houses in your Neighborhood Watch group as well as the Block Captain and Co-Captain.

If you need assistance creating a map contact us at NeighborhoodWatch@beaumontpd.org or call and leave a message at (951) 572-3911



Block Captain and Neighborhood Watch Member Responsibilities

Block Captain Responsibilities

Schedule a minimum of **2 meetings a year**. Quarterly is recommended.

Maintain a contact list for your group including names, addresses, phone numbers & e-mail addresses.

Email monthly newsletter. Keep up contact with your block by e-mailing and sharing the information from our newsletter with your group. This can be a great topic starter if you are having a meeting.

Distribute police department and **Neighborhood Watch window decals** to neighbors who want them.

Share timely **crime prevention information** and news with group members.

Greet new neighbors and invite them to join.

Neighborhood Watch Member Responsibilities

Be alert to suspicious activity in your neighborhood and report it to the police immediately.

Get to know your neighbors; learn to identify anyone who does not belong in the neighborhood.

Secure your home and personal property by always using window and door locks; leave outside porch lights on overnight.

Attend neighborhood **meetings**.

Tell a trusted neighbor if you are **going on vacation**; leave a phone number where you can be contacted; **request a "Vacation Check" from the Beaumont Police**.

Do not take any personal risks by approaching suspected criminals. Always call the police.

Call 911 immediately if you see a crime in progress.



Neighborhood Watch Information Letter

Suggestion/Example

Dear Neighbor,

A group of your neighbors is interested in starting a Neighborhood Watch group. We are currently gathering issues and concerns from each neighbor, exchanging contact information, and planning for our first Neighborhood Watch meeting. This is an invitation to you to become a member of our Neighborhood Watch group.

All of your neighbors are concerned about becoming the victim of a crime, but no one of us can fight crime alone. We need your help in making our neighborhood stronger and safer. An alert and unified neighborhood is the best defense against crime.

Please email, CaptainsEmail@gmail.com, or call, (123) 123-1234, to express any neighborhood concerns, a preference of day and time for our Neighborhood Watch meeting, and to exchange contact information.

The Beaumont Police Department will be making a presentation at our meeting and we hope that you will be able to attend.

I will be in contact you soon with the day and time of our first meeting.

Sincerely,

Block Captain's Name

Note: This is only a suggestion, feel free to modify as needed.



Request for Police Department Representative At Neighborhood Watch Meeting

Print, fill, scan and email to NeighborhoodWatch@beaumontpd.org or print and deliver to the
Beaumont Police Department 660 Orange Ave, Beaumont, CA 92223

Person requesting or hosting meeting

Date

Address _____

Home phone _____ Cell phone _____

E-mail _____

Contact person (if different from person requesting/hosting) _____

Note if contact person different from host: Please put contact person info for e-mail, home and cell phone.

**Please allow at least 3 weeks advanced notice for
preparation and scheduling**

Meetings are scheduled on a first-come, first-served basis.

Unfortunately, due to limited staffing, team members may not be able to attend some requested meetings times. You will be contacted if none of our team is available for the times requested.

Proposed Date for Meeting (please give 3 or more choices)

1st: _____ **Time:** _____

2nd: _____ **Time:** _____

3rd: _____ **Time:** _____

4th: _____ **Time:** _____

Location of meeting (if different from above address) _____

Approx. number of people expected to attend. _____

Neighborhood Association name, if known _____

Police Beat number, if known _____

Is there a neighborhood event that has prompted your interest in Neighborhood Watch?

Additional comments _____

AREA BELOW LINE IS FOR OFFICE USE ONLY.

- | | | |
|---|--|--|
| <input type="checkbox"/> Presenter contacted | <input type="checkbox"/> Presenter pack made | <input type="checkbox"/> Sign-in entered |
| <input type="checkbox"/> Sgt. & team contact | <input type="checkbox"/> Email reminder | |
| <input type="checkbox"/> Contact info entered | <input type="checkbox"/> Feedback | ? |
| <input type="checkbox"/> Contact info Presenter | <input type="checkbox"/> NW name | |



Neighborhood Watch

You're Invited to Our Next Meeting



Date: _____ Time: _____

Where: _____

RSVP to _____ By: _____

All neighbors are invited to become active members of our Neighborhood Watch group

You are invited to meet your neighbors and learn more about:

- Uniting your community in a **common goal**
- **Reducing fear** of crime in your neighborhood
- **Recognizing suspicious activity** and reporting it
- Developing a **neighborhood network**
- **Keeping** your environment more **crime resistant**
- **Protecting** your **property values**
- **Improving problem solving** as a group

Caution: Some crime discussion may be inappropriate for children

NEIGHBORHOOD WATCH IS SUPPORTED BY THE
BEAUMONT POLICE DEPARTMENT
(951) 769-8500 NeighborhoodWatch@beaumontpd.org





Neighborhood Watch Sign-in Sheet

Neighborhood Association _____ Beat (if known) _____

Meeting Date _____ Time _____

Location Address _____ Block Captain/Contact _____

Neighborhood Watch name (if known) _____

	Name	Address	Phone	E-mail
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____



Neighborhood Watch Start-Up Agenda Suggestion/Example

November 13, XXXX

6:00PM

The Carter's
1230 Homes St.

6:15-6:30 **Socializing** (meet your neighbors)
(pre-meeting)

Refreshments

Fill Out Name Tag

Sign Attendance Sheet

Pass out and begin filling out "Know Your Neighbor" sheet

6:30-6:40 **Welcome**

Introductions

Announcements by Block Captain

6:40 **Presentation** by Beaumont Police Department

(Current crime trends, crime prevention tips, benefits of Neighborhood Watch, Q&A, etc.)

Neighborhood concerns

7:15 **Conclusion**

Announce upcoming neighborhood or community events

Determine the date for your next meeting

Socializing with neighbors

Note: This is only a suggestion, feel free to modify as needed.



Beaumont Police Department Know Your Neighbors

Useful Information to help with your Neighborhood Watch

**Call 911
for any EMERGENCY**

Non-emergency
(951) 769 - 8500

Across
Left

Names

Address _____

Phone _____

Vehicles _____

Across

Names

Address _____

Phone _____

Vehicles _____

Across
Right

Names

Address _____

Phone _____

Vehicles _____

Next
Door
Left

Names

Address _____

Phone _____

Vehicles _____

Our House

Every member should have a map of his or her neighborhood. Information should include your neighbor's name, phone number and vehicles.

Additional information such as working hours, number of children, who is home during the day, would offer help in defining what is suspicious in your area.

WARNING: Keep your map in a safe place. Do not let strangers have a chance to obtain information about your neighborhood.

Next
Door
Right

Names

Address _____

Phone _____

Vehicles _____

Rear
Left

Names

Address _____

Phone _____

Vehicles _____

Rear

Names

Address _____

Phone _____

Vehicles _____

Rear
Right

Names

Address _____

Phone _____

Vehicles _____