



Take a Stand.
Join Neighborhood
Watch.

National Crime Prevention Council
1750 K Street, NW, Second Floor
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This information is provided to the citizens of Woodburn in an effort to help them take the measures necessary to reduce the possibility that they may become the victims of criminal activity.

To combat the increase in crime in today's society, the police need the eyes and ears of citizens like you. To help the police protect your property from criminals you must get involved. To help you help yourself, your community, and the Woodburn Police Department, we have compiled the following information. Any one of these suggestions could be essential to saving your property or perhaps your life!

No home can be protected like Fort Knox. All the locks, bars, lights and alarms cannot guarantee total protection. You cannot make your home, property, and self crime proof, but you can make them crime resistant.

NEIGHBORHOOD WATCH

What Is It?

The **CITIZENS' NEIGHBORHOOD WATCH** program is the cornerstone of all crime prevention programs. It enlists the active participation of citizens in cooperation with law enforcement to reduce burglaries and other neighborhood crimes. Its primary purpose is the protection of property, yours, and your neighbors.

Most home burglaries occur during the day and early evening hours when alert neighbors could spot the thieves and call police. Concerned citizens are doing just that. They are part of a **NEIGHBORHOOD WATCH** program. Neighbors looking out for neighbors.

NEIGHBORHOOD WATCH crime prevention programs are a proven and effective means to substantially reduce not only the incidence of residential burglaries in a specified geographical area, but the incidence of other crimes. A good neighbor is one of the most effective crime prevention tools ever invented.

NEIGHBORHOOD WATCH teaches you steps that you can take to help protect your own home. It also organizes a neighborhood group which can make crime prevention part of every persons daily routine, just by watching out for each other. Your job is to **report** suspicious activity to the police. It is their job to handle crooks!

The Woodburn Police Department continues to actively support the **NEIGHBORHOOD WATCH** program. It is one vehicle by which we hope to conduct a sustained attack on crime through innovative crime prevention techniques.

IT INVOLVES:

1. Neighbors getting to know each other and working together in a program of mutual assistance. Start or join an organized Citizens Neighborhood Watch Program.
2. Citizens being trained to recognize and report suspicious activities in their neighborhoods: Being a neighborhood "WATCHER". If you see a crime or suspicious activity in your neighborhood, immediately report what you have seen to the police.
3. Implementation of crime prevention techniques, such as home security, operation identification and others:
Utilize crime prevention measures to make it much more difficult for criminals to perpetrate a crime in your community and at your home.
4. Marking and photographing all your valuables to reduce the of theft and increase the chance of your valuables being returned to you.

How to start a NEIGHBORHOOD WATCH PROGRAM

CRITERIA FOR RETAINING SIGNS

First Get Organized:

A representative of the Woodburn Police Department will be happy to discuss with you how to organize your initial meeting. By contacting the Community Resource Officer (Phone: 982-2345) you can receive a Citizens' Neighborhood Watch Starter's Packet. The packet contains crime prevention information and Neighborhood Watch meeting announcement flyers.

Have at least two meetings a year.

These may be formal or informal so long as crime prevention is discussed. Your Woodburn Police Community Resource Officer will be happy to help you with ideas for interesting meetings.

Participation in National Night Out will count and various types of Block Parties and social functions may also count.

Fifty percent of the homes in the designated area must participate.

Talk To Your Neighbors-

Canvass your neighborhood for interest. Discuss crime problems in your area and how neighbors working together can help prevent crime

Be sure to mention that-

Citizens' Neighborhood Watch does not require frequent meetings. It does not ask that anyone take any personal risk to prevent crime. Citizens' Neighborhood Watch leaves the responsibility for apprehension of criminals where it belongs- with the police department.

If your neighborhood is interested in the Citizens' Neighborhood Watch program you will need to schedule a meeting date and time with the Police Department Community Resource Officer.

Arrange A Date, Time and place for the meeting.

A Woodburn Police Officer will attend your first meeting. Contact this office for a date that an Officer will be available for your first meeting. Plan your meeting far enough in advance to give everyone notice. The police dept. requires 10 days prior notice of scheduled meeting. The meeting should be an informal and comfortable meeting of adults. If possible, hold it in your home or a neighbor's home.

Distribute the flyers announcing the meeting and its location. As the meeting date approaches (two or three days before) remind people of the meeting. Do not be disappointed if everyone cannot attend. Although, one hundred participation is desired, it is not a requirement for the program to work.

YOU ARE ON YOUR WAY!

Do not let anyone tell you that NEIGHBORHOOD WATCH is an excuse to be nosy. In other cities, active NEIGHBORHOOD WATCH programs resulted in a dramatic reduction in residential burglaries of up to 45% to 60%.

Now that your NEIGHBORHOOD WATCH is established, be sure that everyone understands and observes the following general guidelines:

BE SUSPICIOUS-Report any unusual or suspicious behavior to the police. Write down descriptions of the person(s) and license numbers of any vehicles involved.

Keep a trusted neighbor informed if your house will be unoccupied for an extended period. It is important to leave that neighbor a way of reaching you if an emergency should arise.

Above all, be concerned. It is the most effective way to reduce or prevent crime and make your neighborhood safe. Often times, spending a few extra seconds watching strangers walking or driving through your neighborhood is enough to prevent many crimes.

And remember -- your job is to **report crime**. The responsibility for apprehending criminals belongs to the police.

THE FIRST MEETING

1. Prepare and distribute name tags.
2. Opening remarks. Explain the purpose of the meeting.
3. Have everyone sign the member information form supplied by the Police Officer.
4. Introduce the Police Officer

The Officer will explain and discuss:

1. The Citizen's Neighborhood Watch Program.
2. The City's involvement in the program.
3. Information about specific crime problems in your case.
4. Effective crime prevention techniques for home and neighborhood safety.
5. How to report a crime.
6. The need for neighborhood involvement in crime prevention and what it can accomplish.
7. Other crime prevention information.

REDUCE THE RISK

HOME SECURITY STEPS YOU CAN TAKE

1. **DOORS-** Since most intruders enter a residence by physically compromising a door of frame, strong doors and frames are essential to your security. Lock your doors at all times, even if you are at home.
2. **WINDOWS-** Don't make it easy for a burglar by leaving your window unlocked. Purchase a sturdy lock and keep it locked.
3. **HOUSE NUMBERS-** Place your house number on the front of your house, near a night light in 4 inch high numbers.
4. **STREET LIGHTS-** If your street light is not working report it to the proper agency (refer to the resources in the back of the manual. If you have in-adequate street lighting, work with the city through your Neighborhood Association or Neighborhood Watch group to upgrade your lighting.
5. **LIGHTING-** Light the outside of your house. Exterior lights are important, especially near doors, windows, and in carports. Criminals do not like light and will avoid it.
6. **Landscaping-** Keep the shrubbery trimmed. Thick tall shrubbery provides cover for a burglar and lets him work undetected. Plant thorny plants under windows and along fences.
7. **DECALS AND STICKERS-** Mark your valuable possessions and post "Operation Identification" decals on your windows. These, and other warning stickers, are a definite deterrent to burglars.
8. **MAILBOX-** Your mailbox should be located so it can be seen and observed by your neighbors. Put only your street address on the box, not your name. It is a good idea not to place mail in your mailbox for postal pickup.
9. **SECURITY ALARMS-** The Woodburn Police Department recommends protection by a good security system.
10. **WIDE ANGLE VIEWERS-** Put a peephole in your front door and use it. Never open your door to a stranger.

11. **GARAGE DOOR-** Keep it closed and locked. This helps protect your valuable property stored in your garage and prevents access to interior doors to the house. An open garage with no vehicle inside is an invitation for a burglar to assume no one is at home.
12. **GARAGE WINDOWS-** Garage windows should be locked and reinforced with mesh screening. They should be covered with shades or blinds so a burglar cannot look inside for possible loot or an indication of someone being home.
13. **STORAGE SHEDS-** Storage sheds or outside buildings should be securely locked. Any tools or equipment which could help a burglar break into your house should be locked in the shed in a locked garage.
14. **ACADIA DOORS-** Secure your patio door, too. A broomstick, bar or finger operated lock can help. A pin type lock or a key lock is better. Two or three screws in the overhead track will reduce the chance of lifting the door out of the track.
15. **FENCES-** Fences make it harder for a burglar to carry away large items, but are only effective if the gates are locked. Gates should always be locked.
16. **WARNING SIGNS-** A sign indicating an alarm system has been installed, that a dangerous dog is present or other warning signs can be a good deterrent. To be effective signs must be of sufficient size to attract attention and be in a conspicuous place.
17. **PERIMETER LIGHTING-** All sides of your home should be protected by security lighting. Attractive, low-wattage lighting may be an effective way to keep intruders from becoming interested.
18. **SIDE AND REAR WINDOWS-** Windows which cannot be seen from the street because of location or fences are a favorite place of entry for burglars. These windows must be locked with secure locks. They may require the use of iron bars, grills or special burglar resistant glass or plastic panes.
19. **ROOF OPENINGS-** All skylights, roof vent openings or any other potential ceiling entrance should be reinforced with metal bars or heavy screens.
20. **CELLAR DOORS-** A cellar door must be locked at all times with a good deadbolt or padlock. Hinges must be installed with non-removable screws.

OPERATION IDENTIFICATION

Operation Identification has been a successful program for many years. Homes that display "Operation Identification" decals are much less likely to be burglarized than homes of non-participants.

Operation Identification has three parts

1. Mark your valuables with your Drivers License Numbers that your property can be easily traced and identified as yours.
2. Make and maintain an inventory list of your valuable property.
3. Display a sticker which tells would-be burglars that your property has been marked.

Marked property is difficult for a burglar to sell because it can be traced to the rightful owner with relative ease. The burglar knows this and many times won't even bother stealing property that has been marked.

Mark your possessions in the following way-

ODL#####ODL

(Driver's license Number)

This assures fast identification and return of your valuables in the event they are lost or stolen and later recovered. Do not use your social security number to mark items.

When you have engraved your property you will be given decals to place on the doors and windows of your home. These **Operation Identification** decals are a definite deterrent to burglars.

Burglary is one of the most frequently committed crimes in the United States. By participating in Operation Identification you are taking one important step to protect your possessions from burglary or theft.

PREVENTIVE MEASURES *HOME SECURITY*

Don't "Welcome" a burglar into your home!

Protect your home by starting where the burglar starts -- outside.

Most residential burglars devote little time, if any, to the advanced planning of any specific break-in. Their crimes are, for the most part, crimes of opportunity. They pick what appears to be an easy mark. If their advance checking and closer examination reveal a greater risk than they anticipated, they move on to a safer target, the safer you are. There are also many steps that you can take to minimize your loss and improve your chances of recovery if a break-in does occur.

LANDSCAPING

A few alterations to the landscape can be enough to put off intruders. To avoid getting caught, intruders look for property they can get into and out of quickly. Their ideal target is a house surrounded by large hedges and shrubs, which hamper visibility from the street and neighbors' houses.

Trim shrubbery and trees so doors and windows are visible to neighbors and from the street. Trimmed landscaping should not provide concealment for criminals. If you have a second floor, prune trees so they can't help a thief climb in second floor windows. Place trellises where they can't be used as ladders to gain upper floor entry.

Place large gauge gravel on the ground near windows. The noise caused by intruders walking on it can become a psychological deterrent. **DO NOT** place river rocks or other items near glass windows or doors -- you do not want to provide the burglar with his tools!

Plant spiny (thorny) plants along fences and under windows. Such plants will discourage even the most nimble intruder. Protecting with spiny plants is as effective as the use of barbed wire, and a lot more attractive.

Ladders and tools should be stored in a garage or storage shed, and these areas should be locked. Intruders look for no or few obstacles blocking quick exits. Fences prevent burglars from carrying away large items, **if the gates are locked**. Gates should be locked at all times even when you are home.

LIGHTING

Criminals avoid the spotlight! Exterior lights are important, especially near doors and in the rear of the house, where intruders do most of their work. All sides of your home should be protected by security lighting. Lighting in carports and garages is critical and can be turned on by motion detectors as you return home, making it much safer to leave your car to enter your home.

Outside lighting should be located high and out of reach. Decorative light can be useful as well as add to the attractiveness of your home.

Inexpensive timers and electric photo cells will automatically turn lights on and off at the correct time. Motion detectors not only turn on the lights but can also alert you to the possible problems and will often scare off intruders.

YOUR HOUSE NUMBER

Make sure law enforcement and fire agencies can locate your home in an emergency. Your house number must be clearly visible from the street -- day and night.

Use numbers made of reflective materials, that are 4 inches high. Keep numbers new and clean and replace when necessary. Such numbers should be placed under a light and near the front or garage entrances.

Have your house numbers painted on the curb in front of your house, in the driveway entrance or in a location which cannot be obscured by a parked vehicle.

Place reflective, or black on white, 6 inch high numbers on the fence outside your back gate so police and fire officials can identify your home from the alley, or back street.

DOORS

Entry doors should be solid core wood (at least 1 3/4" thick) or metal. Your door should fit its frame tightly, with no more than 1/8" clearance between the door and the frame. If the gap is too big, replace the door or bolt a sturdy metal strip to the door edge. You boost your protection, and save energy too.

Most hollow core doors can be easily broken through. If the door is flimsy or weak, or doesn't fit securely into the frame, it offers little protection, no matter what locks you use.

Doors with decorative glass panels or windows are easy marks. It takes only seconds to break the glass and unlock the door. If you do not want to replace such

doors, install a break-resistant plastic panel or decorative grille over the glass. Attach the grille with special non-removable screws.

Your garage door should be securely locked at all times. Keeping it locked is just as important as keeping your home locked, especially if the garage is attached to the home. Once inside the garage a burglar can work uninterrupted at getting into the house.

If you install a "dog door", be sure it is not a way in for burglars as well as the dog.

LOCKS/DEADBOLTS

The "lock-in-knob" offers you privacy and convenience but it does not offer security from intruders. In fact, many "lock-in-knob" locks can be opened by using a simple credit card. You may have privacy, but you don't have security.

ALL exterior doors require the use of a deadbolt lock. When you turn the key the locking mechanism slides a strong metal bolt from the door into the door's frame.

When you buy a deadbolt lock, MAKE SURE:

The bolt extends at least 1" from the edge of the door.

The strike plate is attached to the door frame with screws at least 3" long.

It has a rotating case hardened shroud that prevents it from being twisted off with a pair of pliers or other tools.

The two most common types of deadbolts are the single cylinder and the double cylinder.

Single Cylinder Deadbolts have a thumb turn on the interior side. They are convenient to use and may speed up the exit process in the event of fire. If used near a window they can be opened by breaking the window and reaching through. This type of deadbolt lock does not prevent the burglar from taking your property out through the door.

Double Cylinder Deadbolts utilize keys on both sides. This type of lock should be considered if there is a glass window within 40" of the lock. However, this type of lock does present a potential fire escape hazard. This type of deadbolt lock can delay a burglar that wants to use the door to remove your property from your home.

A Checklist For Starting a Neighborhood Watch Program

You Will Need

- A person or group of people committed to starting a Neighborhood 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 Neighborhood Watch meeting.
- A meeting agenda to keep things moving and on track.
- A place to meet — resident's house or apartment, 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 captains.
- Neighborhood Watch signs to be posted around the community. Some jurisdictions require a minimum number of participants before Neighborhood 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' association, 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 neighborhood newsletter.
- Arrange for McGruff to make a surprise appearance at a meeting, rally, or other event.

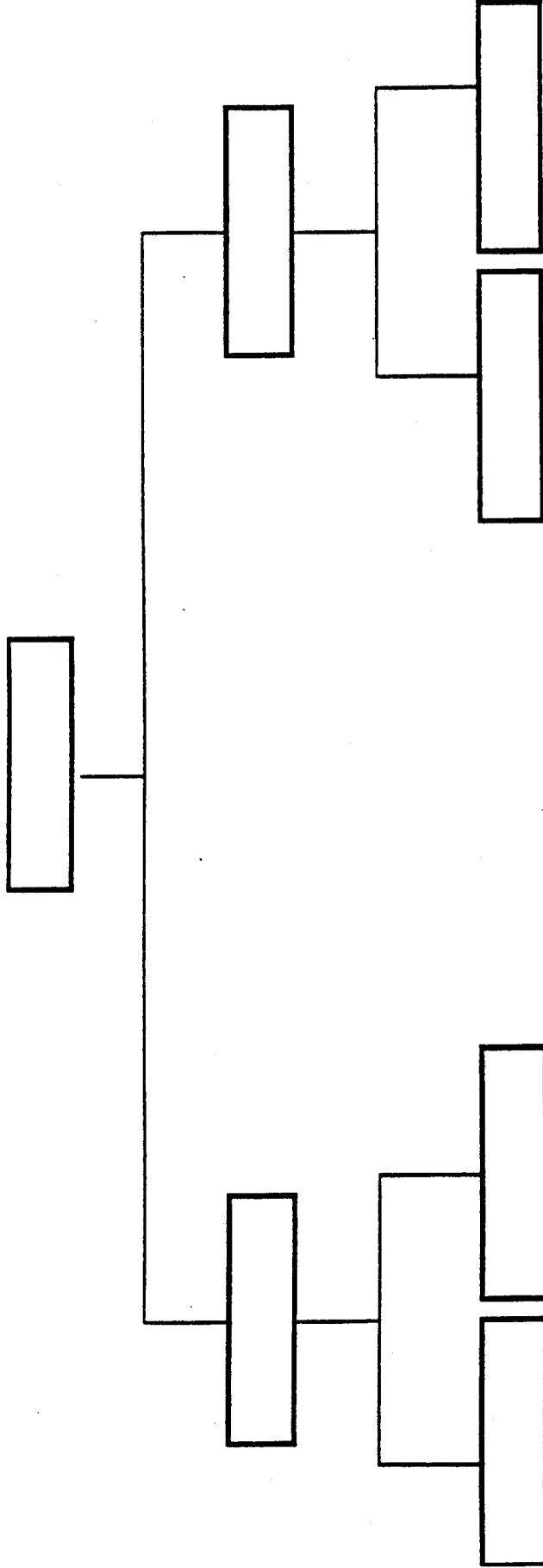
To Build Partnerships

- The police or sheriffs' office's endorsement is critical to a 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 Neighborhood Watches 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.

Ten Things You and Your Neighbors Can Do

- 1 Work with public agencies and other organizations - neighborhood-based or community-wide - on solving common problems. Don't be shy about letting them know what your community needs.
- 2 Make sure that all the youth in the neighborhood have positive ways to spend their spare time, through organized recreation, tutoring programs, part-time work, and volunteer opportunities.
- 3 Set up a Neighborhood Watch or a community patrol, working with police. Make sure your streets and homes are well lighted.
- 4 Build a partnership with police, focused on solving problems instead of reacting to crises. Make it possible for neighbors to report suspicious activity or crimes without fear of retaliation.
- 5 Take advantage of "safety in numbers" to hold rallies, marches, and other group activities to show you're determined to drive out crime and drugs.
- 6 Clean up the neighborhood! Involve everyone - teens, children, senior citizens. Graffiti, litter, abandoned cars, and run-down buildings tell criminals that you don't care about where you live or each other. Call the city public works department and ask for help in cleaning up.
- 7 Ask local officials to use new ways to get criminals out of your building or neighborhood. These include enforcing anti-noise laws, housing codes, health and fire codes, anti-nuisance laws, and drug-free clauses in rental leases.
- 8 Form a Court Watch to help support victims and witnesses and to see that criminals get fairly punished.
- 9 Work with schools to establish drug-free, gun-free zones; work with recreation officials to do the same for parks.
- 10 Develop and share a phone list of local organizations that can provide counseling, job training, guidance, and other services that neighbors might need.

NEIGHBORHOOD WATCH PHONE TREE



Use your block phone tree to contact your neighbors with information or to inform them if a crime has occurred on your block. Put each household's name and phone number on a "branch". Everyone should keep a copy of this, along with their block map, in a safe but accessible place.

SAMPLE BLOCK MAP

When drawing your own block map be sure to include the following:

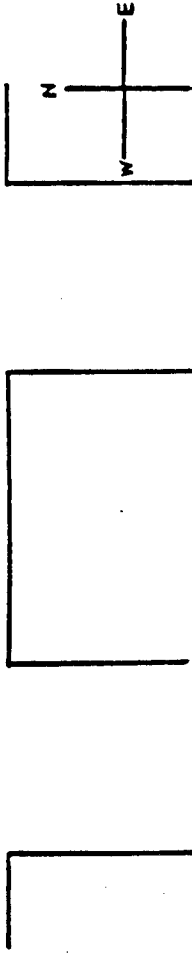
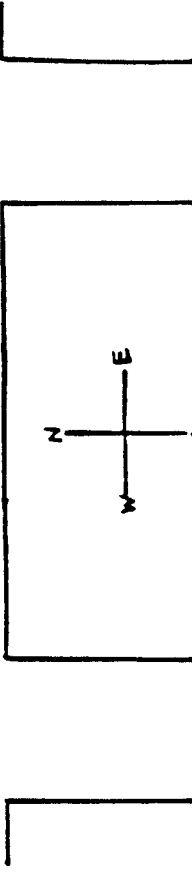
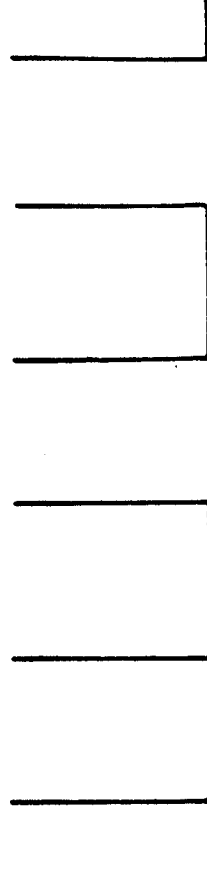
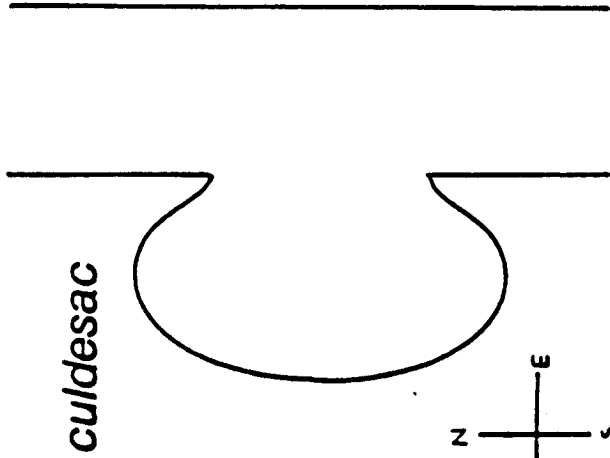
Residents

House color & number

Telephone number

Street name & number

Directional compass



Neighborhood Checkup Survey

1 In general, has the neighborhood become a better or worse place to live in the past year, or is it about the same?

Better Worse Same Don't Know No Answer

2 In general, do you think this area will be better, worse, or about the same a year from now, as a place to live?

Better Worse Same Don't Know No Answer

3 Here are some statements. Please indicate whether each one, in your view of the neighborhood, is mostly true or mostly false. If you don't know, please feel free to note that.

	mostly true	mostly false	don't know
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If I were sick, I could count on a neighbor to run an errand for me.

If I have to be away from home for a day or two, I know a neighbor will keep an eye on my place.

There is very little my neighbors and I can do to change things around here.

Crime in my neighborhood is more of a problem than in nearby areas.

If I had to borrow \$25 in a real emergency, I could turn to someone (not a family member) in this neighborhood.

Children and older people feel free to move about safely.

My neighbors and I don't talk about community problems and how to solve them.

4 Have you heard of community group meetings to discuss local problems?

Yes No Vaguely recall some

5 Did you ever attend such a meeting?

Yes No

6 For each of the following, is the situation in your neighborhood adequate or a big problem, somewhat of a problem, or a relatively small problem, compared with a year ago?

	adequate	big problem	somewhat problem	small problem	don't know
Crime					
Schools					
Noise					
Trash					
Shopping					
Traffic					
Residents					
Poor Maintenance					
Vandalism					
Unsupervised Children					

Neighborhood Watch Program Training Request

Date of Request: _____ Date of Meeting: _____ Undecided

Preferred Language: English Bi-Lingual Spanish Russian

Neighborhood Watch Group Name: _____

Contact Person Name: _____ Phone#: _____

Address: _____ Best Time to Call: _____ AM/PM

Training Topics

Introduction to Illegal Drugs:

What they are, what to look for in your neighborhood, Drug Houses, Illegal Precursor Chemicals used to make illegal drugs, and more.

Identity Theft:

What it is, how to prevent it. What to do if you or someone you know is a victim. Provide information on the many ways your personal information is distributed, obtained and used.

Crime Prevention Through Environmental Design (C.P.T.E.D.):

Learn how your physical environment can be changed or managed to produce behavioral effects that will reduce the incidence and fear of crime. This topic covers many areas, landscaping, fencing, exterior lighting, doors, windows, locks and premise security, and much more.

Domestic Violence:

How to spot the signs of Domestic Violence, what you can do about it. Stopping the cycle of violence. It is not just a family matter. This topic has a guest speaker from the Marion County Women's Crisis Center who specializes in Domestic Violence.

Street Gangs:

Their history, what they are and the current gangs in the Marion County and Woodburn area. What they do, and why.

Operation ID:

Explains the program of marking and inventorying your personal items. How to do it and why.

Neighborhood Watch Program Overview:

This topic is a refresher on the NHW program and how it works. This is a good topic for groups who have not been active for a while or have new neighbors who have not received or had any introduction to the program.

Child Abuse:

What are the signs? Why it occurs and what you can do about it in your neighborhood. This presentation will be done by a representative from Marion County Child Abuse Team and/or the Oregon State Services for Children and Families.

911 Emergency Line:

How to use it. When to call and what information they will need to help you. Presented by the North Marion County Communications Agency.

Identification of Vehicles and People:

In an emergency situation do you know what you should look for and remember about suspicious vehicles, suspicious people? When you're the victim of a crime will you remember the important information that police will need to know about the suspects? This topic will help you learn what to key in on to aid the police in apprehending the suspects or finding the vehicles.

Family Emergency Preparedness:

Learn how to prepare and plan for disasters. Learn the six basics that you should stock in your home, how to prepare a family disaster plan, and put together a disaster supplies kit.

More training topics will be added, as this new portion of the program is expanded.

***** Remember to contact the Woodburn Police Department at least two weeks before scheduling your meeting or training. It is important for us to know when your meeting or requested training is going to be, ahead of time, so we can schedule the appropriate officers and guest speakers.**

When you complete this form, send it to the address listed below or bring it into the police department at the address listed.

Woodburn Police Department
Neighborhood Watch Program
1060 MT HOOD AVE
Woodburn, OR 97071
(503) 982-2345

Make copies of this form and keep them for your next meeting.

Date Received	Officer Assigned	Shift Supervisor	Assigned by Supervisor