

HIGHLAND PARK (HP) NEIGHBORHOOD WATCH (NW) OPERATING PROCEDURES

Effective Date:

The volunteers associated with coordinating and managing the HPNW hereby adopt the following procedures regarding the organization and operation of the HPNW.

1. Definitions:

- a. Neighborhood Watch: A proven and effective means of reducing crime. The concept is based on neighbors working together with law enforcement to curtail crime. NW Programs can make a measurable difference in crime rates between areas in an organized program, and those without such a program. This is because neighbors report all suspicious activities to the police, network all crime activity, and mutually watch out for each other.
- b. NW Coordinator: A volunteer from within the community who provides organizational and operational oversight for the NW Program. The Coordinator liaisons with the Sheriff's Department Crime Prevention Coordinator, Block Captains, community residents, and as appropriate the Highland Park Association (HPA) Board of Directors (BOD).
- c. Block Captain (BC): BCs are the link between the residents in the community and the HPNW Coordinator and are responsible for approximately 10 homes. BCs establish credible and responsive relationships with the residents within their assigned block. The BCs are the principal contacts for residents to report activity or an incident and to obtain information relating to the organization and operation of the HPNW.
- d. Neighborhood Watch Network: Communications among an HPNW coordinator, the sheriff's Department, BCs, and community residents. Within the network, crime warnings are phoned or e-mailed to BCs who, in turn, disseminate to participating community residents. This network is used in the following ways:
 - i. To alert residents of current citywide crime activity and suspicious persons.
 - ii. To alert residents of crimes and suspicious or missing persons in their own area.
 - iii. To alert residents of phone, Internet, solicitation, and other scams.
 - iv. To hand-deliver newsletters which give residents up-to-date information on crime trends and activity.

2. Overview:

- a. The NW Program is a strictly voluntary organization that is dependent upon the HPA membership for its lifeblood. The HPNW Coordinator, after volunteering for the position, will be formally appointed by the HPA BOD for a period of three years. The term may be shortened by request of the volunteering Coordinator or as the BOD deems appropriate. The term may be extended if the BOD and volunteer agree to any extended term.
- b. The HPA BOD will provide oversight only on an as needed or requested basis to the operations of the NW Program. Essentially, the HPNW operates as an independent entity as determined and defined by the volunteers comprising the operational chain (i.e., NW Coordinator and BCs).
- c. The NW Program is not authorized to obligate any HPA funds. All requests for funds to support the NW Program will be made to the HPA BOD and should be requested sufficiently in advance

for them to be included in the annual HPA budget. Ideally, identification for anticipated expenditure of any HPA funds will occur and be voted on at the annual general membership meeting.

3. Procedures:

- a. NW is managed by a volunteer Coordinator and volunteer BCs.
- b. The HPNW should meet semi-annually with the NW Coordinator, BCs, and interested residents attending. One of the meetings may coincide with the HPA Annual Membership meeting. The Sheriff's Department will be invited to attend, as needed/appropriate. The HPNW Coordinator will provide a written record of the meeting minutes to the BOD for information and awareness. These minutes will be posted on the HPA community web-site.
- c. Any matter substantially affecting the residents and members of the HPA will be addressed to the HPA BOD prior to information or requirements being communicated by the HPNW Coordinator through the BCs to the residents.
- d. The agenda for meetings will include a report on area watch activities and, when available and appropriate, a briefing by police about area crime. There will be time reserved to air concerns from residents attending about activity in the community.

4. Duties and Responsibilities:

- a. Neighborhood Watch Coordinator Duties
 - i. Liaison between the Crime Prevention Coordinator and the residents of the neighborhood. Keep in contact with the Sheriff's Office to both give and receive information on crime prevention techniques, neighborhood problems, or crime trends. Relay information on community problems and concerns to the Sheriff's Office.
 - ii. Disseminate and educate the community with information from the Sheriff's Office to the residents of the community.
 - iii. Organize, schedule and chair regularly scheduled and called neighborhood meetings by coordinating times, dates, and locations with the Crime Prevention Officer, and BCs; BCs will coordinate, as appropriate, with participating residents in each block.
 - iv. Maintain the NW Network's membership contact information. This list should contain contact information: names, address, phone numbers (both home & work) and email address (both home & work). This information will be used only in implementing the phone chain and e-mail alert system and to keep participants of the HPNW informed. Make phone chain assignments and determine the primary and alternate method of communication.
 - v. Recruit and assign BCs to the various areas of the community.
 - vi. Report to the residents at the annual general membership meeting
 - vii. Coordinate with the HPA BOD for any funds identified as essential for the HPNW operations and effectiveness.
- b. Block Captain Duties
 - i. Each BC maintains a list of the names, addresses, phone numbers and e-mail addresses of the residents in his/her block. The residents' consent to use of this information is optional, and all use will be confidential and the information is never to be given out to anyone.

- ii. Once contacted by the Coordinator, carry out the telephone phone chain and reach all residents in their area. This can be done by phone, flyer, or email, depending on the urgency of the message and the most effective and expedient means of communications.
 - iii. Encourage the participation of residents in their areas in the HPNW Program and provide the Coordinator with information from the residents. Over time, participation in a NW Program can fade. To counter the natural tendency for interest fading, BCs should maintain regular contact with the residents to assure HPNW remains an area of interest to all residents.
- c. Residents' Responsibilities and Duties
- i. Effectiveness of the HPNW Program will be improved if each homeowner is involved in NW - - it is simply "neighbors watching out for neighbors". Support your assigned BC. They are the life-blood of our NW. Without them, the program dies and we will lose all contact with NW and the effective link to the Sheriff's Department. Attend area activities. An effective NW is one in which all neighbors contribute.
 - ii. Provide a preferred means of contact (telephone number[s] or e-mail address[es]) to assigned BC so they can forward notices, information about the HPNW Program and other information related to the operations of the HPNW Program.
 - iii. If you observe suspicious behavior or have questions, contact the assigned Block Captain so they can contact the HPNW Coordinator and all the other potentially affected neighbors. See examples of suspicious activities or reportable occurrences at TAB A.
 - iv. Contact 911 immediately if you suspect a crime is in progress.

SAMPLE ACTIVITIES/INCIDENTS FOR HPA RESIDENT CONSIDERATION

SUSPICIOUS ACTIVITY: Report any suspicious people that are parked in your area, driving around, or knocking on your door looking for someone else or asking for work. They may be casing our neighborhood to see who is home. Write down a detailed description of suspicious person(s). Get the make, model, color, and license number of strange vehicles. Call the sheriff's department (911) and your NW Block Captain immediately. If you have a feeling that something doesn't look right, please call the local Sheriff's Station and ask them to investigate. Follow up with a report of the activity and your actions to your BC.

LOITERING: Persons routinely hanging out or wandering through the community might be gang activity or an indication that some illegal activity is imminent. If you believe such loitering represents a hazard to the residents of the community, immediately notify your BC and take details of the descriptions, location, and activity of those loitering within the community.

BURGLARY AND ROBBERY DETERRENCE - Since they're not viewable from the street, backyard windows and doors are vulnerable to break-ins. If a stranger is lurking around a house, it's worth a call to the police. If you're in doubt about whether to call the police - - after all, the person could be relative who's lost his key - - it's better to call: police would much rather do a quick check on the property than come back later to find a burglary has occurred. Keep all doors, windows, and garage doors locked, especially when you are not home. Burglars have the ability to steal items from open garages in 30 seconds. Keep vehicles not inside garages locked at ALL times and don't leave anything visible that you don't want stolen. Nearly all residential burglaries occur during daytime hours after burglars check to see that you're not home. They can steal your jewelry even before an alarm company can respond. Hide jewelry outside of your bedroom. Engrave your Driver's License number on electronic equipment, which better assures its return to you.

SOLICITORS - Anyone can solicit without a permit. Most door-to-door salespeople are legitimate. But there are plenty of swindlers who prey on homeowners promising cheap driveway repairs or paint jobs, but give little in return for your money. Presence of a DO NOT DISTURB, NO TRESPASSING, or NO SOLICITING sign at the end of your driveway may deter or discourage solicitation. You can call the Sheriff's Department for any solicitations that you consider overly aggressive or suspicious. Notify your Block Captain of all suspicious solicitors: activation of the phone chain can alert other neighbors to the situation and can be effective against a scammer on the prowl - - as long as everyone's phone and contact information are regularly updated.

IDENTITY THEFT - This is the fastest growing crime in our city. Never give out social security or other personal information over the phone, mail, or Internet. Shred all personal documents. Be alert for mail theft by using public mailboxes for outgoing mail and having a neighbor pick up your mail if you will be gone. Never put the mailbox flag up! Many identity fraud cases start with theft of checks, bank statements and credit cards from mailboxes.

REPORT CRIMES, NO MATTER HOW SMALL – The Sheriff’s Department track crimes and criminals, even parts of license plates. Unreported crimes skew the real statistics and could result in our area receiving less patrol activity than it deserves. If crimes are not reported, neither deputies nor residents are going to be aware. After you notify the Sheriff’s Department of a crime or a suspicious activity, notify your Block Captain so that he/she can alert the other neighbors. Quickly reporting and network notification of crimes facilitates faster apprehension.

VACATIONS:

- If you are going away leave the following information with a trusted friend, neighbor, or your BC:
 - When you are departing and when you expect to return.
 - Where you are going.
 - How you can be reached, in case of an emergency.
 - If anybody will be at your home - - a gardener or repairman, etc.
- What To Do When You're Going Away
 - Stop newspaper and mail deliveries, or arrange for a neighbor to pick them up.
 - Make arrangements to have your grass cut and watered while you are gone.
 - Store extra cash and valuables in a bank safety deposit box.
 - Arrange for a neighbor to watch your house. Give them a key, and let them know where you can be reached in an emergency.
 - Notify the BC.
- What To Do When Your Neighbors Are Away
 - Know exactly when your neighbors are leaving and when they will return.
 - Collect any newspapers, mail, and advertising circulars if they are delivered.
 - Make a daily check of the premises. Inspect all windows and doors.
 - Don't tell any inquiring strangers that your neighbors are away on a trip.

HPA NW Network Alignment

Block	Lot Numbers	Block Captain
1	93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105	Yancy Johnson (Lot 102)
2	81, 82, 84, 85, 87, 88, 89, 90, 91, 92	Matt and Holly Quinn (Lot 81)
3	106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117	Terry Embaugh (Lot 113)
4	60, 61, 62, 63, 64, 76, 77, 78, 79, 80, 83	Dave Wainwright (Lot 80)
5	65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 118, 119	Chris Sedgewick (Lot 69)
6	1, 49, 36, 50, 51, 52, 53, 54, 55, 56,	Julie Braukhoff (Lot 54)
7	2, 3, 4, 5, 37, 38, 39, 40, 45, 46, 47, 48	Cameron and Belyn Garner (Lot 38)
8	21, 22, 23, 24, 25, 26, 27, 33, 34, 35, 57, 58, 59	Bob Kressin (Lot 24)
9	14, 15, 16, 17, 18, 19, 20, 28, 29, 30, 31, 32	Jeff Aldrich (Lot 31)
10	6, 7, 8, 9, 10, 11, 12, 13, 41, 42, 43, 44	Martin Doyle and Hilda Nic Charthaigh (Lot 44)