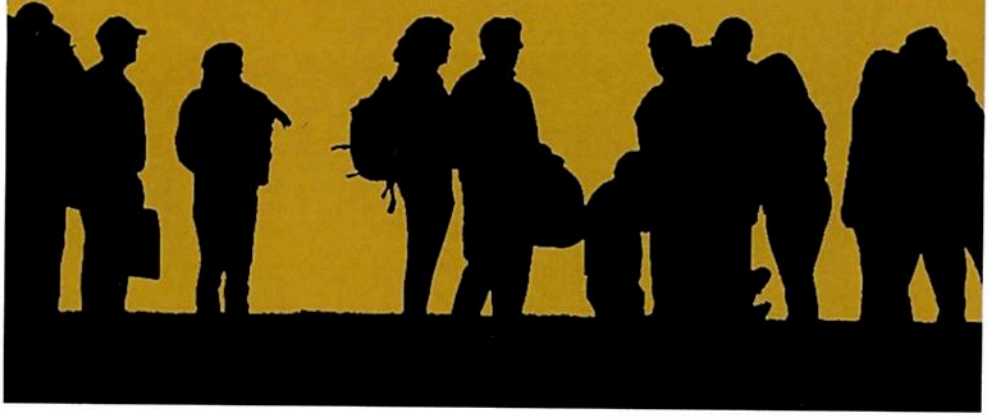
Citizens Working Together For A Safer Neighborhood

Palm Beach County Sheriff's Office
Ric L. Bradshaw, Sheriff



Palm Beach County Sheriff's Office

Neighborhood Watch Program

Coordinator Manual

TOGETHER WE CAN MAKE A DIFFERENCE

PBSO #0399 REV. 07/17

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PALM BEACH COUNTY
SHERIFF'S OFFICE
RIC L. BRADSHAW, SHERIFF

Dear Friends:

Sheriff Ric L. Bradshaw

Since 1909, the deputies of Palm Beach County have provided a safe environment for thousands of people who live, work and visit Palm Beach County. The Sheriff's Office is committed to improving awareness and sharing the fundamentals of crime prevention in order to ensure our community is safe and secure.

The goal of crime prevention is to reduce the risk of becoming a victim. In order to accomplish this effectively, it is important to remove opportunities for a criminal to take advantage of you and your property. You are attempting to prevent victimization by presenting an unattractive target to the criminal. This can be as complex as installing an alarm system and lighting to something as simple as locking your doors or turning on a light.

Crime Prevention is using instinct, common sense and taking action to greatly reduce the criminal's opportunity to commit a crime. We all have a personal part to play regarding this partnership in crime prevention. An important part of the responsibility of reducing criminal opportunity lies with you.

Thank you for working with us to make Palm Beach County a safer place for all citizens and visitors.

Sincerely,

Ric L. Bradshaw
Sheriff

Palm Beach County Sheriff's Office Mission Statement

The Palm Beach County Sheriff's Office is committed to protecting the public, reducing the incidence and fear of crime, and enhancing the quality of life in our community. The Agency does this by doing the right thing through:

INTEGRITY: We have integrity. We are bound by the highest standards of ethical conduct. As role models, we exemplify honesty and good character, instilling community trust.

PROFESSIONALISM: We are professional. We are well-trained, competent, knowledgeable employees who demonstrate the highest level of performance, working in partnership with the community.

RESPECT: We show respect. We treat everyone with dignity, courtesy, and compassion.

FAIRNESS: We are fair. We treat employees and members of the community equitably while valuing cultural diversity. We are consistent and impartial in protecting the constitutional rights of all.

Crime Prevention Unit

The Palm Beach County Sheriff's Office Crime Prevention Unit creates and cultivates programs proven to reduce crime and the fear of crime through the education and heightened awareness of our citizens. The Crime Prevention Unit consists of deputies professionally trained and certified in Crime Prevention and Crime Prevention Through Environmental Design via the Florida Attorney General's Office.

The Crime Prevention Unit utilizes a hands-on approach to promote community relations and interaction through proactive crime prevention programs, assessments and events. Crime Prevention Deputies identify areas needing improvement, attend community meetings and conduct special events to foster and increase community involvement. We strive to encourage each citizen of our county to get involved and become part of the solution.

FREQUENTLY ASKED QUESTIONS

Question: Who can start a Neighborhood Watch Program?

Answer: *Concerned neighbors*

Question: How many residents do you need to start a Neighborhood Watch Program?

Answer: *A minimum of 20 members is required to start a Neighborhood Watch group. This number needs to be maintained to obtain useful information and make the group effective.*

Question: How do you start a Neighborhood Watch program?

Answer: *You must be in the jurisdiction of the Palm Beach County Sheriff's Office. Contact the Sheriff's Office Crime Prevention Unit* ***561-688-3970*** *when you obtain the 20 member group.*

Question: Does forming a Neighborhood Watch increase police presence?

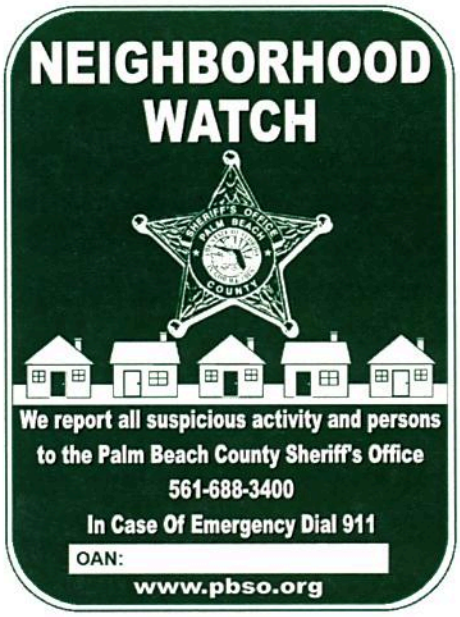
Answer: No. *Neighborhood Watch is an* ***"Observe and Report"*** *program. Residents are instructed how to recognize suspicious activity and how to report it to the Sheriff's Office*

Question: Should the leaders of the Neighborhood Watch be the same members of the local HOA or Civic Association?

Answer: *It is recommended that the Neighborhood Watch group be a separate group, run by different leaders than in an HOA/civic association, with meetings held at a different time than those meetings*

Please note: Neighborhood Watch Program will not be successful unless its members participate. The minimum number of 20 members should be maintained to allow the unit to function properly.

Neighborhood Watch Introduction



Neighborhood watch, in one form or another, has been around for many years. The National Sheriff's Association is recognized as giving life to the modern-day concept in the early 1970's. Today it is one of the most popular and successful of all efforts to prevent crime.

Years ago there was little need for a program which encouraged citizens to keep a watchful eye on their neighbor's property, but times have changed.

Today, many people consider their homes to be a retreat from the hazards of everyday living. Activities that used to buildup neighborhoods, now take place outside the neighborhood.

Like law enforcement officials, criminals recognize when neighbors are less concerned about the safety and security of the community and therefore less likely to know or care about the living habits of their neighbors. As a result, criminals know they can move about most neighborhoods without being considered suspicious.

Neighborhood Watch has proven to be one of the most effective means to combat this community indifference. It has proven to be an effective means by which acting together, with law enforcement, the public can collectively reduce or remove the opportunity for crime.

This manual is intended for the community leaders who wish to institute a Neighborhood Watch Program or to strengthen an existing one. Its primary purpose is to present ways in which a community can plan, organize and maintain a neighborhood watch program. Neighborhood Watch not only emphasizes the need for cooperation and coordination between the Neighborhood Watch leadership and law enforcement, but recognizes that citizens should take ownership in their watch program.

What Neighborhood Watch "IS"

Law enforcement agencies across the country are learning that community participation in anti-crime programs are essential. One of the most effective ways to promote citizen interaction with deputies is the sharing of information. Citizen groups determine specific needs or problems and then share this information with the Sheriff's Office. **Neighborhood Watch groups completely run themselves, the initial meeting with a Palm Beach County Sheriff's Office Crime Prevention Deputy is to assist in setting up the meeting and providing general guidelines.**

The Neighborhood Watch concept is designed to target specific geographical areas and to assist citizens in these areas to do the following:

- Establish an organizational structure and create an information sharing network
- Introduce neighbors and create social ties that will help them work together
- Provide education to citizens on how to be proactive in the prevention of crime and learn to recognize criminal activities
- Provide information from the Palm Beach County Sheriff's Office and other government agencies that can help to improve the quality of life in your neighborhood
- Educate citizens on how to properly report a crime to The Palm Beach County Sheriff's Office

Neighborhood Watch promotes situational awareness techniques and reporting crime. Neighborhood Watch does not allow the physical confrontation of criminals or suspicious persons. Neighborhood Watch is also a tool for social organization. Additionally, Neighborhood Watch can also be used to undertake other projects such as Community Clean Ups, "Bus Stop Safety Watch for Children" and in locating and assisting citizens with special needs.

What Neighborhood Watch "IS NOT"

- Neighborhood Watch IS NOT a vigilante force working outside the normal procedures of law enforcement
- Neighborhood Watch IS NOT a program designed for participants to take personal risks to prevent crime
- Neighborhood Watch IS NOT a 100% guarantee that crime will not occur in your neighborhood

What Neighbors Can Do

Neighbors can report unusual or suspicious incidents to law enforcement. Use the following list as an example of things neighbors should report.

- Someone screaming or shouting for help or in distress
- Someone looking into windows of homes or parked cars in driveways
- Unusual or suspicious noises within the neighborhood
- Property being removed out of closed businesses or residences, where no one is home
- Vehicles that are traveling slowly with no apparent destination or without lights
- Anyone being forced into a vehicle
- A stranger sitting suspiciously in a car or stopping to talk to children
- Abandoned or suspicious vehicles in the area or neighborhood
- A person loitering in a designated area that does not permit loitering

Report all suspicious activity:

Residents are aware of who belongs in the neighborhood and are inclined to report suspicious persons and activities to the Palm Beach County Sheriff's Office. Typically, the number of calls concerning suspicious persons and activities increase substantially after a Neighborhood Watch program has been established. Calling 911 is the preferred method of reporting all information to the Sheriff's Office. Residents can download the "Connect Protect Palm Beach" app and report non-critical information. WWW.CrimeStoppersPBC.com is another method to report non-critical information and possibly obtain a reward.

Neighborhood Watch signs serve as a warning to criminals:

Neighborhood Watch signs alert criminals that the neighborhood is concerned about crime and is willing to intervene. It also warns criminals that they are likely to be observed and reported to the authorities if they attempt to commit a crime. Criminals know that neighborhoods participating in neighborhood watch programs are not easy targets and may avoid those areas. For purchase information, see page 29:

"WHERE TO PURCHASE NEIGHBORHOOD WATCH SIGNS"

Promotes neighbor relations:

Neighborhood Watch encourages residents to interact with each other by exchanging information about work schedules, vacation plans, types of vehicles belonging to the residents, etc. It also requires neighbors to watch the property of others and occasionally attend meetings designed to strengthen neighborhood security and safety.

Greater access to criminal activity information:

Neighborhood Watch programs are designed to keep the participants informed of crime trends and patterns so they will be better prepared to spot any criminal activity and stop it from happening within their neighborhood.

Community concerns:

Once crime has been addressed and the fear of crime has been reduced, Neighborhood Watch participants can address other issues that concern the neighborhood as a whole. These include fire safety, first aid, code enforcement, or whatever the group feels pertinent to the community.

Access to crime data:

As previously mentioned, crime often moves from one neighborhood to the next. It is important for neighborhoods to have information about crime trends and patterns occurring in their neighborhoods. The Palm Beach County Sheriff's Office offers this information via the Crime Mapping Program (www.crimemapping.com).

The Palm Beach County Sheriff's Office provides FREE access to a computer program tha can plot crimes which have occurred around your neighborhood. This database i called **"CRIMEMAPPING.com"**. The link can be found on the Sheriff's Office's web sit located at www.pbso.org. This database can be searched by address, date, or the type o crime. This program can provide you with some basic crime information for your area.

Develop partnerships with communities and their Law Enforcement:

Neighborhood Watch programs serve as a network through which information can b directed to Law Enforcement on crime. The following example illustrate the benefit of a Neighborhood Watch to citizens and the criminal justice system.

While experiencing car trouble, a young woman was abducted at gunpoint and taken to neighboring jurisdiction, where she was sexually assaulted behind an elementary school. Th investigation revealed that the victim could identify her assailant and his vehicl However, there were no apparent suspects.

Fortunately, the school was in the middle of a Neighborhood Watch area. The agency distribute certain details of the crime to the neighborhood watch groups and asked if any membe recorded license plate numbers of suspicious vehicles in the area or looked out o place. Fortunately, a resident had been walking his dog on the evening of the assau saw and wrote down the license plate number of a suspicious vehicle parked behind th school. With the license plate number, the agency located the vehicle and made a arrest. The suspect was positively identified by the victim, which resulted in conviction on the case. The agency conceded that it would have been almost impossib to have solved the crime without the assistance of the neighborhood watch member wh wisely recorded the license plate number.

Types of Neighborhood Watch Programs

Because neighborhoods are different in terms of geography, population, cultures and extent of nature of crime, Neighborhood Watch programs must vary from area to area if they wish to be successful. A criminal may be dissuaded from committing a crime in one neighborhood deploying passive observation while willing to take the risk in a more rural community if the same strategy prevails.

Some of the basic programs include:

Passive Observation:

- This is the most common of all watch programs. It's best suited for dense to moderately dense neighborhoods where homes can be readily observed. This program calls for residents to observe the activities of their neighbors in order to observe suspicious or unusual activities.

Walking Patrols:

- Many neighborhoods that experience a significant amount of crime can assign residents to walk, within a several block area to actively look for suspicious activities. Usually the walking patrols are done in pairs of neighbors during periods that crime is most likely to occur. Upon observing suspicious activities, walking patrols are to call the Palm Beach County Sheriff's Office and **will refrain from any personal intervention.**

- We also suggest you bring the appropriate equipment when walking. If at night, bring a flashlight and other devices if you are near the roadway. Wearing bright and light colored clothing can provide safety for you as well as drivers. Bring refreshments and bug spray to make the evening pass more comfortably.

Citizens Observer Patrol (C.O.P.):

The Citizens Observer Patrol is a volunteer program sponsored by the Palm Beach County Sheriff's Office. This is an effective approach to residential safety, awareness and involvement. By its visibility in specially marked vehicles, the C.O.P. serves as a strong deterrent against unlawful actions of potential criminals. Considerable credit for the reduction of crime rates is attributed to the presence of the motorized **Citizen Observer Patrols** on the streets of participating neighborhoods.

For more information on the Palm Beach County Sheriff's Citizen Observer Patrol Program and other volunteer opportunities contact the Palm Beach County Sheriff's Office Volunteer Headquarters at **(561) 433-2003.**

Note: Neighborhood Watch is designed to prevent, detect and report crimes, **enforcement action must always be left to the law enforcement agency.**

How to Start a Neighborhood Watch Program

Unlike many law enforcement services, Neighborhood Watch is initiated by citizens. Circumstances which normally serve as the catalyst for the program include: current reported and publicized crime, neighborhood perception of crime, positive publicity of Neighborhood Watch and the encouragement of local law enforcement.

The planning phase of a Neighborhood Watch program is frequently overlooked. All too often programs begin with a mass meeting at which the benefits of Neighborhood Watch are detailed. Although those in attendance are motivated by the potential for preventing crime, they are often confused as to how to organize to achieve the desired results. Therefore, it is extremely important that careful consideration be given to establishing a sound foundation to enhance organization and program longevity.

The first meeting of a Neighborhood Watch group of at least 20 concerned citizens and a Palm Beach County Sheriff's Office Crime Prevention Deputy will address the responsibilities of the members of the group as well as provide some guidelines as to the organization of the group.

The following lists some of the more important planning considerations and defines the members of the committee and their responsibilities.

- Neighborhood Watch Committee
- Block Captains
- Neighborhood Watch Participants

Neighborhood Watch Committee

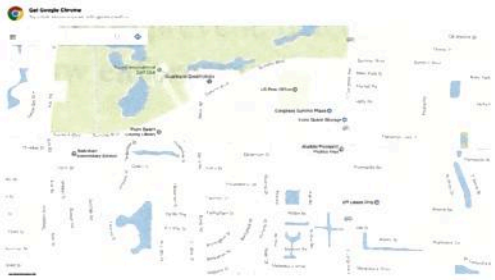
The Neighborhood Watch Committee may consist of selected members of a civic or homeowner's association; or perhaps a committee of the association formed to establish a watch program. If no such homeowner's association exists, members of the committee should represent several different blocks within the neighborhood since some may subsequently serve as block captains.

Functions of the Neighborhood Watch Committee:

- To determine the extent and nature of the crime in the neighborhood
- Although the Palm Beach County Sheriff's Office can generally provide crime data, it is suggested that the committee utilize a Neighborhood Watch Survey and distribute it to each resident
- The committee may determine that a survey is unnecessary or beyond its capability. Therefore, the survey should be considered optional even though it serves to create an interest in the watch program and will likely increase attendance at the initial meeting
- If the survey is used, a cover letter should explain that a Neighborhood Watch program is being planned and that each resident will be notified of the neighborhood meeting. The cover letter should also explain that the survey should be completed prior to the meeting and mailed back to the group. Results of the survey will be discussed at the initial meeting. Both the survey and cover letter samples are contained in this manual.

Obtain a map of the neighborhood

The map should show all the streets or roads to be covered by the neighborhood watch program. In most instances the committee will determine the boundaries if they are not already defined. Google Maps or other free programs can provide a map of the area, or how the committee can design one.



Neighborhood Watch Coordinator

- Typically, the Neighborhood Watch Coordinator will come from within the Neighborhood Watch committee. Neighborhood Watch Coordinators will plan and setup meetings and obtain required materials and subject matter for each meeting.
- The Coordinator will locate residents and attempt to get them to attend the meetings.
- After identifying potential members, the Coordinator will contact them and explain the duties of the block captains and members to obtain a commitment, so they can be introduced at the Neighborhood Watch meeting.
- All approved correspondence and meeting notifications will be produced by the Coordinator.

How to select a date and time for regular Neighborhood Watch meetings:

- Monthly or quarterly meetings on a Monday through Friday starting at 6 pm would be most ideal
- Make sure the neighborhood watch meeting doesn't conflict with PTA or other community meetings that may involve families
- Every effort should be made to have the most agreeable date/time in order to retain as many members as possible

Choose and secure meeting facility:

- The meeting site should be as close to the neighborhood as possible. Most Houses of Worship will gladly accommodate such groups. Other possibilities include schools, community centers, Sheriff's district offices, libraries, etc.

Send out notices of meetings and functions for upcoming events:

- It is important that all residents be included in the notices whether they show up or not
- Within the notices make sure you include "safety information" for the residents to read
- Notices should indicate what the meeting will be about or concerns of the neighborhood and residents

The Block Captains

- Responsible for one area, usually a street or block
- Serves as liaison between the neighborhood watch coordinator and the residents
- Recruits new watch members, striving for 100% participation in the block or blocks for which he/she has responsibilities
- Assists the coordinator with planning, conducting meetings and related activities
- Maintains lists of members on the block, including names, addresses, cell/home phone numbers, email addresses, vehicle type and hours normally worked
- Prepares and distributes a map of the block containing the above information and then makes available to residents of the block
- Notifies the residents of meetings and training sessions
- Designates work assignments as needed such as: secretarial tasks, fundraising to purchase signs, electric engravers, written materials, etc.
- Since a captain is needed for each block and road, the committee may need to recruit a resident that is a noted member of the committee. In so doing, the committee should use the map to determine where block or road captains are needed. If the watch area is rural, the group needs to decide how many captains are required per road in the affected area.

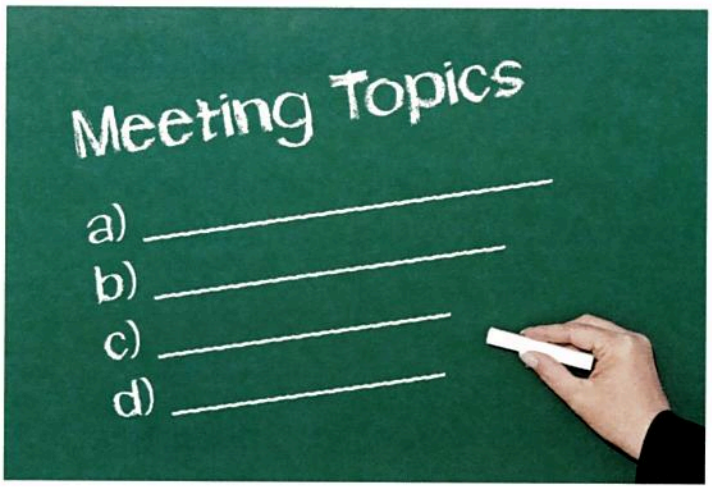
Responsibilities of the Neighborhood Watch Member

- Learning names and being able to recognize them and their vehicles without any hesitation
- Implementing all security measures suggested by the Palm Beach County Sheriff's Office
- Properly identifying all property using guidelines suggested in Operation ID (see page 25)
- Keeping an eye on neighbors' homes and reporting any suspicious activities to the Palm Beach County Sheriff's Office and neighbors
- Writing down a description of any suspicious-looking persons or vehicles and reporting them to the Palm Beach County Sheriff's Office
- **Not taking any risk to prevent a crime or attempt to make an arrest.** It is more important to have a good witness
- When planning on leaving for any length of time have your mail and newspapers picked up. Do not have the service stopped as this might tip off the criminal element
- Notifying a trusted neighbor when you are going to be away so the home can be watched

Neighborhood Watch Meeting Topics

There are many topics available to your watch group. Topics should include:

- How and when to call 911
- How to properly describe your location to a 911 operator
- How to identify suspicious activity
- Personal Safety
- Home Safety
- Homeland Security
- Identity Theft
- Frauds and Scams
- Gangs
- Gun Safety
- CPR, First Aid
- Fire Safety
- Internet Safety
- How to Report a Crime to the Sheriff's Office
- How to report street light outages to FPL: https://www.fpl.com/support/streetlight-single.html
- Report Graffiti to: graffitiunit@pbso.org Include pictures, location (cross streets) and description.
- Palm Beach County CrimeStoppers is an excellent way to report different types of crimes. www.crimestopperspbc.com or 1-800-458-TIPS



Additional Resource WebLinks:

National Crime Prevention Council
www.ncpc.org/topics

PBSO Crime Prevention Website
www.pbso.org/crimeprevention

How to Maintain Your Watch Group

As an established Neighborhood Watch program, there are activities that can be promoted t continue participation. When a neighborhood works together to help take care of its residents, safer and more cohesive neighborhood is created. The amount of crime in th neighborhood decreases and a greater sense of well-being is felt by the residents.

Here are some ideas to take advantage of the established group and promote continue communication between neighbors:

- Attend neighborhood association and/or HOA meetings to share what the group has been doing
- Working parties, neighbors chipping in to assist other neighbors with painting, outdoor maintenance, etc., are accomplished faster and easier when a group does them together
- Holiday activities
- Exercise groups
- Neighborhood yard sales
- Neighborhood Cleanups: www.keeppbcbeautiful.org
- Block parties
- Neighborhood street light check patrol
- Neighborhood Day at a Local Park
- National Night Out Against Crime: https://natw.org/

A Guide to Conducting a Neighborhood Watch Meeting

A successful Neighborhood Watch meeting should energize and inform the attendees. It is important to empower the participants to be proactive in all crime prevention and emergency preparedness efforts. Encourage participants to enlist other neighbors who are concerned about their community's safety and security to get involved.

To present a successful watch meeting

- Know your audience
- Be familiar with the subject
- Review the agenda and anticipate questions
- Manage the breaks (if needed)
- Avoid time disruptions
- Keep meeting within scheduled time. (No longer than an hour)

Tips for Public Speaking

1. *Start on time and be energetic*
2. *Move around the room*
3. *Make eye contact with everyone*
4. *Speak loudly and at a good pace*
5. *Avoid distractions*

Managing the meeting

- Establish objectives
- Concentrate on priority items
- Use an agenda to help stay on topic
- Do not procrastinate – be decisive
- Do not lose sight of the intended result
- Group feedback is important

Time-wasters

- Telephone and cell phone interruptions
- Drop-in attendees
- Socializing
- Attempting to do too much
- Fear of decision-making
- Duplication of effort

First Neighborhood Watch Meeting Checklist

First Meeting

- Meeting notice posted throughout neighborhood 10 days prior to meeting.
- The meeting requires a minimum of 20 members.

Select a Spokesperson

- The Palm Beach County Sheriff's Office Crime Prevention Deputy will attend the first neighborhood meeting. This is to explain the process and the program to the members.
- Please allow a twenty one day notice when calling for availability.
- After the first meeting, the selected spokesperson will serve as facilitator for future meetings.

Refreshments

- If possible, the committee should provide refreshments after the meeting. If the cost is prohibitive, perhaps a business could be persuaded to contribute and, of course, be given the appropriate credit during the meeting.

First Meeting Agenda

- The following serves as an agenda example:

1. Have everyone attending sign the sign-in sheet. Make sure email addresses are printed clearly.
2. Call the meeting to order and thank everyone for coming
3. Explain the purpose and benefits of the NW meeting
4. Introduction of Neighborhood Watch Committee
5. Brief background of committee's activities
6. Summary of "Neighborhood Watch Survey Form" and general discussion of crime, include current crime statistics (to be provided by CRIMEMAPPING.COM)
7. Selection of Block Captains (If needed)
8. The Palm Beach County Sheriff's Office Crime Prevention Deputy shall discuss a general overview of what suspicious activity is and how to report it, home security and how to properly mark your property for identification (Operation ID)
9. Discuss and set a date and time for the regular Neighborhood Watch meeting and discuss topics that could be presented.

Regular Meeting Agenda for Neighborhood Watch Meetings

- Email members of the community, if email list is available. Some HOA's have emails on file.
- Post meeting notices throughout neighborhood 10 days prior to meeting
- Distribute a sign-in sheet
- Call meeting together
- Scheduled presentation
- Discuss topics to be presented at the next meeting
- Set date and time for next meeting
- Conclude meeting

Weekly Reminders from the Sheriff's Office to Neighborhood Watch Participants

(Please repeat at each meeting)

- Creating NW group does NOT increase amount of Sheriff's Office presence, the program is dependent on YOUR participation.
- Explain how and when to use 911
- Refresher on how to "Observe and Report"
- **Reminder that participants are NOT vigilantes and will NOT take action or confront anyone**
- **SEE SOMETHING....SAY SOMETHING....**

Neighborhood Watch Survey Form **Date:** _____

Greetings Neighbor! The purpose of this survey is to judge your interest in joining our local neighborhood watch program. Please fill out this form and mail it to the address provided at the bottom of the page. We look forward to hearing from you and hopefully seeing you at our meetings. Please join your neighbors to make our community a safer place.

Please provide the following contact information:

First Name: _____

Last Name: _____

Street Address: _____

Unit Number: _____

Home Phone: ( ) _____ - _____

Work Phone: ( ) _____ - _____

E-mail Address: _____ @ _____

Please provide the following information if applicable:

Would you be willing to attend a meeting? Yes No

Would you be willing to leave your outside lights on at night? Yes No

Would you be willing to take a variety of slow routes out of or into the community during your normal daily routine as time permits? Yes No

What type of neighborhood communication would be helpful in getting information to you?

Phone Email Flyer

Would you be willing to participate in the neighborhood patrol? Yes No

If yes: Weekdays Weekends Daytime Evening

How many adult participants can patrol from your household? _____

Would you consider serving as Block Captain? Yes Maybe No

We NEED a form from all residents to get the NEIGHBORHOOD WATCH up and running whether you plan to participate or not! We will add you to our NW mailing list so you can obtain our crime prevention tips.

Please mail your completed form to:

Neighborhood Watch Name _____
Address _____
City, State Zip code _____

First Neighborhood Watch Meeting Invitation

Date:

Time:

Location:

Dear Neighbor:

According to the Neighborhood Watch Survey Form, crime is a concern in this neighborhood and your neighbors want to do something positive about it.

Crime is not inevitable; we can do something about it if we join together.

At least one member of each family should plan to attend this very important meeting to organize a Neighborhood Watch Program.

Neighborhood Watch has proven to be one of the most effective means to reduce the fear of crime and prevent crime.

In addition to organizing the watch program, we will summarize the Neighborhood Watch Survey Form, outline the benefits and expected results of the program and select a coordinator and block captains.

Your participation in this program is greatly appreciated. Come and meet your neighbors!

-Neighborhood Watch Committee

Neighborhood Watch Meeting

Date:

Time:

Location:

Dear Neighbors:

Your local Neighborhood Watch group would like to invite you and your family to attend this month's Neighborhood Watch meeting. This is a perfect opportunity to meet your neighbors and become informed of crime strategies that will keep you and your family safe and create a safer community.

There will be an informative twenty minute presentation of crime statistics and trends, and there will be an opportunity for questions or concerns.

We look forward to seeing you.

-Neighborhood Watch Committee

Neighborhood Watch Program: General Participation Information Sheet
PLEASE PRINT CLEARLY!

NAME	ADDRESS	PHONE #	EMAIL ADDRESS

Neighborhood Watch Sign-In Sheet

Date: ______________________________ Time: ______________________

NW Coordinator ____

Neighborhood ____

Name	**Email Address**

OPERATION ID

PERSONAL PROPERTY IDENTIFICATION RECORD

If you are a victim of a burglary or theft it is very important to know the serial numbers of the items stolen. Without positive identification made possible by a serial number – (or unique number which you may engrave on your property – you may not be able to prove you are the rightful owner if the item is recovered. In addition, having a good record of your valuables makes it easier to report missing items to insurance companies for replacement.

Take a few minutes and record the description, serial numbers, and values of those items which are most likely to be stolen. Many are listed on this form. You should also take pictures of jewelry, silver, and antiques. Keep your property record and pictures safe along with insurance papers. You can also create a video of your valuable items and save it in a safe place. Make sure you show any identifying marks, or serial numbers.

Credit and Charge Cards

Company	Card Number	Company	Card Number

Automobiles, Motorcycles, Bicycles, Etc.

Make	Year	Model	Serial Number	License Number	$ Value

Household and Personal Items

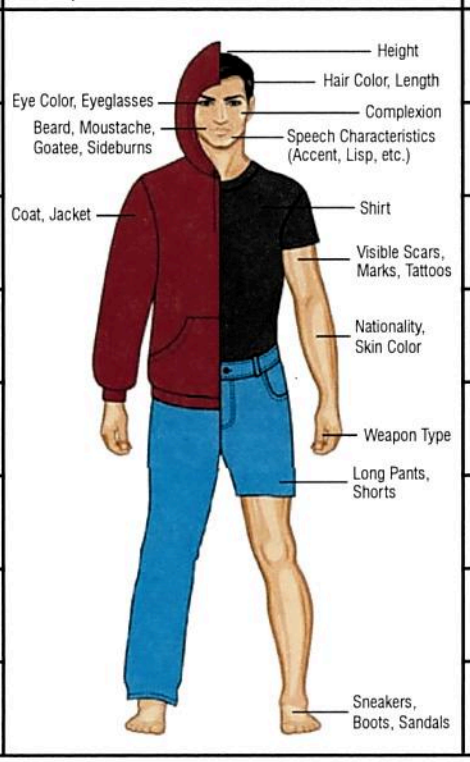
Item	Brand Name	Model #	Serial Number	$ Value
Television				
Television				
Television				
Television				
DVD player				
VCR				
CD Player				
Stereo				
MP3 Player				
Microwave				
Computer				
Computer				
Computer				
Laptop				
Printer				
Watch				
Watch				
Camera				
Camera				
Camera				
Video Camera				
Cell Phone				
Cell Phone				
iPad				
Tablet				

Neighborhood Watch Observation Notes

PALM BEACH COUNTY SHERIFF'S OFFICE

Emergency Call 9-1-1 • Non-Emergency (561) 688-3400

SUSPICIOUS PERSON

SEX ❑ male ❑ female	RACE ❑ White ❑ Black ❑ Asian ❑ Hispanic ❑ other_____	❑ LEFT HANDED ❑ RIGHT HANDED
HEIGHT		HAT (color/type)
WEIGHT		SPEECH ❑ accent ❑ normal ❑ slurred
HAIR COLOR ❑ black ❑ brown ❑ blonde ❑ other		SHIRT
HAIR STYLE/LENGTH		PANTS/SHORTS TYPE & COLOR
EYE COLOR/GLASSES		JACKET/COAT
FACIAL HAIR ❑ beard ❑ goatee ❑ moustache		SHOES ❑ sneakers ❑ boots ❑ sandals
SCARS/MARKS/ DISABILITY		WEAPON TYPE
TATTOOS/PIERCINGS		COMPLEXION

Notes:_____

SUSPECT VEHICLE

MAKE
MODEL
YEAR
COLOR
TAG/STATE
COMMERCIAL VEHICLE ❑ YES ❑ NO
STICKERS
DAMAGE
LETTERING/TINT
DIRECTION OF TRAVEL

PBSO #0310 Rev. 9/14

How To Report Crime

The following information will assist citizens and the Palm Beach County Sheriff's office when a crime is reported. If you've been the victim of a crime it is important to report it. We know that sometimes it is not easy to decide to come forward. But if no one reports a crime, the criminal is free to commit more crime, damaging communities and individuals.

How To Report A Crime

- To report a crime that is not an emergency call 561-688-3400. This number puts you in direct contact with a Sheriff's Office communications officer. Please be patient; they are also handling 911 calls.
- To report a crime that is an emergency dial 9-1-1
- When should I call 9-1-1?
    - When you see smoke or fire
    - When someone's life and/or property is in immediate danger
    - When a crime is being committed
    - When rescue or emergency medical assistance is needed
    - When you are not sure, call and let trained professionals decide the appropriate response.
- Citizens may not report crime for fear of retaliation by a suspect. However, you can remain anonymous by reporting a non-emergency crime through CrimeStoppers
- To report a crime with an anonymous on-line form, go to: **www.crimestopperspbc.com**
- **or call Crime Stoppers Tips Line at: 1-800-458-Tips (8477)**

Terminology When Reporting Crime

- Burglary – Breaking and entering of a residence, business, vehicle, or other structure and attempting to take items.
- Robbery – there are two types of robbery, armed and strong armed robbery
    - Armed Robbery is the taking of property while a person is being threatened with a weapon (gun, knife etc.)
    - Strong Armed Robbery is the use of physical force to take property (purse snatch, etc.). – A weapon is not used in this case
- Theft/Larceny – This is the taking of property without force or forced entry (theft of a bicycle, theft of items left out in the open, etc.)

WHERE TO PURCHASE NEIGHBORHOOD WATCH SIGNS

Kauff's Signs and Signing America Corporation both sell the PBSO Neighborhood Watch Signs. You may purchase your signs from any company of your choice. Please use the design below as a template. When your Neighborhood Watch is ready to purchase signs please call 561-688-3970 and leave a message that you need your group's "Owner Applied Number" (OAN). We will return your call with the OAN number for you to give to the sign company for them to put on the sign. This OAN number will allow PBSO to contact you and/or send information to your group.

Kauff's Signs and Lettering
3585 Northlake Blvd.
Palm Beach Gardens, FL 33403
561-775-3278
info@kauffsigns.com
Please contact vendor for prices.

Signing America Corporation
2079 N. Power Line Rd., Ste. 2
Pompano Beach, FL 33069
1-888-656-3465
www.signsamerica.com
Please contact vendor for prices.

www.pbso.org/crimeprevention

Neighborhood Watch Sign Placement

The Neighborhood Watch Sign should be placed at the entrance of the community or in a clearly visible and safe area. Please consult with your Home Owners Association or local government (city or county) for guidance on where and how the Neighborhood Watch Sign may be placed in your community.

NOTES:

NOTES:

Citizens Working Together For A Safer Neighborhood

Palm Beach County Sheriff's Office
Ric L. Bradshaw, Sheriff