

Communities of Medina and Hunts Point

# Neighborhood Watch Program



**Information Packet**

*In Partnership with our Community*

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Medina Police Department  
501 Evergreen Point Road  
Medina, WA 98039

**Reference: Neighborhood Watch Program**

Dear Resident(s):

We would like to thank you for interest in our Neighborhood Watch Program. We truly appreciate your willingness to help keep our neighborhoods safe! We consider this positive in the sense that citizens, like the police department, have a sincere interest in maintaining a city that is safe, orderly, and that maintains a high quality of life.

Neighborhood Watch is a practiced concept of neighbors looking out for one another, working with the police, and sending the message to potential criminals that eyes of residents are actively keeping watch for suspicious and criminal activity.

At Medina Police Department, we welcome the extra eyes and ears of our citizens! We know that citizens know what type of activity is normal and not normal within the boundaries of their neighborhood more so than community-district officers. Therefore, you are in a perfect position to take appropriate action.

We look forward to a positive, preventive and proactive partnership with a common goal – keeping our neighborhoods safe. This packet contains information to help you start and maintain an active Neighborhood Watch Program in your neighborhood. Again, we appreciate your interest and willingness to report suspicious or criminal activity!

Sincerely,

Stephen R. Burns  
Medina Chief of Police

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## **What is Neighborhood Watch?**

Neighborhood Watch is a program that encourages neighbors to get to know each other and work together to prevent crime; it involves citizens being trained to recognize and report suspicious activity in their neighborhoods, citizens and police working together against crime, and citizens working with each other during emergencies.

## **Goal of Neighborhood Watch**

The goal of Neighborhood Watch is to deter or reduce criminal behavior and social disorder through community involvement, preventive education and partnerships. Also, to ensure our community is prepared during an emergency.

## **Neighborhood Watch Safety Guidelines**

Neighborhood Watch does not grant citizens authority to carry out the law. Citizens become extra eyes and ears; do not attempt to carry out street justice! Do not put yourself in danger; call the POLICE!

## **How to Organize a Neighborhood Watch**

Select an Organizer to the following; the Organizer does not have to become Block Captain

1. Define the area that will participate in the Neighborhood Watch Program.
2. Solicit residents within your defined boundaries to become actively involved in the Neighborhood Watch Program.
3. Select a Block Captain (see roles & responsibilities).
4. Organize a meeting in a home, church, community building or school, and invite everybody who will be within the Neighborhood Watch Organization's boundaries. Encourage everyone to attend, including a representative of businesses, churches, or schools that are within the boundaries.
5. Invite a member of the Medina Point Police Department to the meeting by calling (425) 233-6420.

6. Once the neighborhood organization meets all requirements and the Neighborhood Watch Coordinator has reviewed and filed paperwork, the City of Medina's Public Works Department will erect the signs.

## **Roles & Responsibilities in Neighborhood Watch**

1. Block Captain
  - Arrange for meetings and crime prevention programs.
  - Facilitate information received from the police.
  - Receive and report information from neighbors to the police.
  - Keep updated list on residents.
    - Phone trees, neighborhood maps, etc.
  - Maintain contact with the police.
2. Police
  - Keep the community informed of crime trends and potential problems.
  - Regularly attend meetings.
  - Maintain contact with the block captain.
  - Inform fellow officers of neighborhood concerns.

## **Building & Maintaining an Active Neighborhood Watch**

To build and maintain an active program often requires doing activities to maintain interest. Below are a few suggestions:

1. Set up regular meetings, dependent upon neighborhood concerns and needs
2. Plan quarterly neighborhood events such as a block party, pool party, kids' day, cookout, neighborhood yard sale, park clean-ups, running donation drives, or walking groups
3. Create a newsletter, website, email group and/or phone information tree
4. Quickly welcome and get to know new neighbors

## **A Great Crime Prevention Asset – “Good Neighbor Policy”**

Look out for your neighbor by watching their homes, especially when they are away. Become familiar with who belongs and who does not, in terms of both people and vehicles. Tell a trusted neighbor when you plan to be away so they can be watching out for residences, etc. If you see suspicious or criminal activity, call **911**.

## Securing Your Home

You can make your home safer by **target-hardening** or making it difficult for criminals to gain entrance. Look at your home and personal habits as if you were “the criminal.” This mindset allows you to notice your vulnerabilities, and what steps you should take to target-harden your home. Ask yourself the questions below:

1. Does your home have proper locks on doors and windows?
2. Is there sufficient lighting in and outside of you home?
3. Do you secure your garage door(s) and/or outside buildings?
4. Do you have an alarm system? Is it registered and working properly?
5. Does your family have procedures in place for answering phones and doors?
6. Who is responsible for making sure your home is secure?
7. If an intruder gets in your home, do your family members know what to do?
8. Are shrubbery and trees maintained in order not to provide a hiding place for criminals?

## Reporting Suspicious or Criminal Activity

What is suspicious activity? An event is out of the ordinary or one that should not be occurring. When it comes to neighborhoods, knowing your neighbors, their habits, and their household composition makes it easier to recognize and report any suspicious activities occurring in your neighborhood.

If you see suspicious or criminal activity, call **911**. Staying calm will help you to better respond to questions asked by the dispatcher. Be prepared to give as much information as possible, including:

- Name, address, and phone number
- Location
- What is happening
- If it is a crime or suspected crime
- Description of the suspect and/or suspect’s vehicle (if there is one)
- Direction of travel
- License plate number and state

## Emergency Preparedness

Another goal of the Neighborhood Watch Program is to make sure people know what to do in case of emergencies, such as floods, power outages, earthquakes, or any others. Making a plan and communicating with the community about the importance of things such as making an emergency kit, setting up meeting places, knowing evacuation routes, and knowing the natural threats to a community are all important factors that a Neighborhood Block Watch group can help their neighborhood.

First, be sure to set up an **evacuation plan**—how can you get out of your house quickly and safely? Identify at least two escape routes from each room and floor, and be sure to practice with your family. The second step is to determine a **meeting place** with your family and neighbors. This can be a neighbor's home, a parking lot, a park, or any area that your neighbors will be able to identify and get to. Next, develop **emergency contacts**—who needs to participate in the plan, and who to call if you are personally in trouble. Also train young children how to use the phone appropriately.

In order to prepare for an emergency, familiarize yourself with **turning off the utilities**—power, water, and gas. Also develop an **emergency kit**, consisting of water (one gallon, per person, per day), non-perishable food, first aid supplies, manual can opener, toilet paper, personal hygiene items, plastic garbage bags, clothing, sturdy shoes, crank- or battery-powered flashlight and radio, batteries, money (in small bills), pet supplies, unscented bleach, important papers, and an emergency contact information list. Other helpful but not necessary items include tents, sleeping bags, camping stove and fuel, eating and cooking utensils, bucket, zip-lock bags, extra eye glasses, rope, tools, information regarding medical devices, duct tape, generator, and fuel. You can also create smaller emergency kits with similar items to keep at work or in the car.

For more information you can visit the City of Medina Emergency Preparedness Website at <http://www.medina-wa.gov/preparedness>.

# Neighborhood Watch Registration Form

PROPOSED MEETING DATE/TIME/LOCATION \_\_\_\_\_

## CAPTAIN INFORMATION

Captain Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Concerns: \_\_\_\_\_  
Cellular: \_\_\_\_\_ Cell Carrier: \_\_\_\_\_

## NEIGHBORS

Name	Address	Phone	Cell	Carrier	Email

## NEIGHBORHOOD WATCH SIGN REQUEST

**Location #1:**

**Location #2:**

**Location #3:**

**Location #4:**

**Location #5:**

The City of Medina will produce the signs for the neighborhood. It is the decision of the neighborhood where the signs should be placed. Considerations:

- ✓ Good locations are at neighborhood entrances. Try to set up a perimeter around the neighborhood.
- ✓ It is recommended that only one sign be posted on streets less than one mile long
- ✓ Check with property owners before posting signs



# Neighborhood Watch Meeting Announcement

On \_\_\_\_\_ at \_\_\_\_\_, our neighborhood will  
[Date] [Time]

meet to organize a Neighborhood Watch Program.

\_\_\_\_\_ of the Medina Police Department will be present  
[Name of Officer]

to discuss how we can use the Neighborhood Watch Program to help make our area a safer place for us all to live. We will also discuss City crime information, the Police Department's Community Partners Emergency Notification and Communication Strategy, best practices in crime prevention, and our priorities during an emergency.

We will meet at: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ [Address of Meeting Location]  
[Time of Meeting]

Please call or email \_\_\_\_\_ at \_\_\_\_\_ if you plan to  
[Name] [Contact Information]  
attend. We look forward to you. [Date] participation!

## Why Start A Neighborhood Watch?

- Mobilize the neighborhood
- Reduce crime and social disorders
- Enhance quality of life
- Build citizen and police partnerships
- Increase knowledge about neighborhood
- Prepare for emergencies
- Educate about crime

## Resources:

- 1- Nextdoor.com <https://nextdoor.com/>
- 2- Crime Prevention Guide <http://www.medina-wa.gov/crime>
- 3- Medina Police Department <http://www.medina-wa.gov/police>
- 4- Neighbor Helping Neighbor – Disaster Planning  
[http://esca1.com/wp-content/uploads/2013/05/nhn\\_booklet.pdf](http://esca1.com/wp-content/uploads/2013/05/nhn_booklet.pdf)