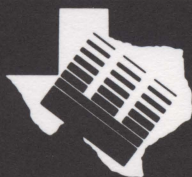


The Texas A&M
University System



**Texas
Agricultural
Extension
Service**

Daniel C. Pfannstiel, Director
College Station

4-1952
2002

CRIME PREVENTION PROGRAM

NEIGHBORHOOD/ COMMUNITY WATCH

GUIDEBOOK



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Article 1 -- Name of Organization

This organization shall be known as the Neighborhood/Community Watch.

Article 2 -- Objectives

The objectives of this organization shall be to:

Article 3 -- Membership

Section 1. Membership in the organization shall consist of all persons who are interested in the protection of their neighborhood.

Fred Cross*

Families can use neighborhood/community watch groups to protect their neighborhoods or communities against burglars and other criminals. A neighborhood/community watch group is neighbors joining together to watch for suspicious persons and activities. Ideally, families should form neighborhood/community watch groups by becoming acquainted with their neighbors across the street, on both sides and to the rear. They should learn each others' living patterns, such as when family members are usually home, which members go to which schools and when a family will be leaving to go on a trip. Neighbors can work together to protect their homes through vigilance. For example, persons who are home during the day know that something may be wrong if they see people around a home when family members are absent. A family away for a weekend can ask another family to pick up their newspapers and mail to give their house a lived-in appearance. By cooperating on security, neighbors have a no-cost device to help protect their home and property from criminals. At the first sign of anything out of the ordinary, call the police or sheriff. Common situations that could mean trouble include:

- A stranger entering your neighbor's house while it is unoccupied.
- Anyone removing car accessories, license plates or gasoline.
- Anyone peering into parked cars.
- Apparent business transactions conducted from a vehicle.

*Extension community development specialist, The Texas A&M University System.

Section 2. Emergency Telephone Numbers

Emergency Telephone Numbers

Police: 911

Fire: 911

Emergency Medical Services: 911

Know your neighbor. Make sure they know you.

If you see suspicious persons or activities in your neighborhood, call the police.

Contact your neighbor if you are away from work.

2. Call the police if you see suspicious persons or activities in your neighborhood.

DO NOT HANG UP. STAY ON THE PHONE UNTIL YOU ARE TOLD TO DO SO.

DO NOT HANG UP. STAY ON THE PHONE UNTIL YOU ARE TOLD TO DO SO.

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Sample A Neighborhood/Community Watch Map

Emergency Telephone Numbers:



POLICE _____



DOCTOR _____



SHERIFF _____



HOSPITAL _____



FIRE _____

AMBULANCE _____

Emergency Instructions:

Know your neighbors. Make sure they know you.

If you see suspicious persons, automobiles or activities in or around your neighbor's home:

1. Contact your neighbor, at home or at work.
2. Call local police or sheriff.
3. **DO NOT HANG UP. STAY ON THE PHONE UNTIL YOU ARE SURE HELP IS ON THE WAY.**
4. Help preserve evidence.
 - Write down descriptions of people and automobiles.
 - Write down license plate numbers.
 - Write down direction of escape.

Instructions: Fill in all of the blanks below. Make sure your neighbors fill out one of these forms too.

(This is a general form. Please adjust it to fit your needs)

Name _____

Address _____

Home _____

Work _____

Name _____

Address _____

Home _____

Work _____

Name _____

Address _____

Home _____

Work _____

Street, Alley or Road Name (if applicable) _____

Name _____

Address _____

Home _____

Work _____

YOUR HOME

Name _____

Address _____

Home _____

Work _____

Street, Alley or Road Name (if applicable) _____

Name _____

Address _____

Home _____

Work _____

Name _____

Address _____

Home _____

Work _____

Name _____

Address _____

Home _____

Work _____

NOTICE: If you will be gone for an extended period of time, tell your neighbors. Notify the police or sheriff's office as well.

Sample B
By-Laws of a
Neighborhood/Community Watch Association

Article 1 — Name of Organization

This organization shall be known as “_____ Neighborhood/Community Watch Association.”

Article 2 — Objective

The objective of the association shall be to assist the police department or sheriff's department through a community volunteer security patrol service. The association shall be a non-partisan civic action group dedicated to maintaining the safety and peace of the community.

Article 3 — Membership

Section 1. Membership in the association shall consist of responsible volunteer residents of the neighborhood or community, age 18 or over, who are willing to exercise assigned duties without expecting monetary compensation, and who sign a membership agreement.

Section 2. Applicants for membership shall be issued identification cards only after a trial period on patrol and with the approval of the executive committee and police department or sheriff's department.

Section 3. A general meeting of the association shall be held annually to elect a board of directors. Directors shall be elected for 3-year terms. Three directors shall be elected each year. The term of each director shall be determined at the first election on a voluntary basis or by drawing lots. Additional directors shall be elected by the membership to fill vacancies as they occur to complete the term of the vacated directorship. Voting shall be by written ballot. Mail-in votes and proxies shall not be accepted. Special meetings of the members may be called at any time by the president or board of directors, or by the membership-at-large when 10 or more members request the officers to call a meeting. General meetings of the association shall be held at places in the neighborhood or community designated by the president or board of directors.

Article 4 — Officers and Duties of Office

Section 1. The association shall be governed by a nine-member board of directors elected annually by the general membership. The board shall elect its officers — a president, base chief, crew chief, secretary and treasurer. The officers shall comprise the executive committee, and will meet as required to carry out the directions of the board of directors and/or to make decisions in the absence of the board of directors. Vacancies on the board of directors may be filled by a majority vote of the board of directors. Such appointed directors shall serve until the next general election.

Section 2. The *president* will preside at all meetings of the association and as an ex-officio member of all committees. The president shall call all executive committee and board of directors' meetings, and appoint the chairman of all standing committees, with the majority approval of the board.

The *treasurer* shall receive and keep an accurate record of all association monies, and pay bills. Expenditures of more than \$10.00 must be approved by the executive committee.

The *secretary* shall record the proceedings of all meetings, and receive and respond to the association's correspondence. The secretary will issue identification cards to eligible members.

The *base chief* shall be responsible for proper operation of equipment, for specifying equipment needs and for base operation. The base chief shall be responsible for training base operators (making sure the base operates during every patrol session) and transmitting required data to base operators before patrol sessions.

The *crew chief* is responsible for fully staffing all patrol sessions, and for maintaining the membership list and specifying recruiting levels. The crew chief must communicate with the base chief and forward patrol data.

Section 3. Board meetings shall be held at a time and place set by a majority of the directors, or as designated in the notice calling the meeting. The board shall hold regular meetings at least four times per year.

Article 5 — Standing Committees

Section 1. The functions of *standing committees* appointed by the president shall be:

Ways and Means — fund raising.

Membership — assist crew chief, recruit and maintain membership list.

Base — assist base chief in maintaining equipment and facilities.

Public Relations — education, presentations, recruiting, general publicity.

Administrative — assist secretary.

Section 2. A director shall act as chairman of each standing committee, even if he* holds another office.

Article 6 — Policies

The board of directors shall prescribe rules for the association's government and write regulations for duties for the best interest of the neighborhood/community watch association.

*"He" is used throughout this publication to mean he or she.

Citizen Crime Reporting and Citizen Patrols*

*The following pages are developed from copyrighted material published by the Delaware County Townwatch Council, Inc., Fair Acres Building Two, Lima, Pennsylvania 19037, and used with permission.

Surveys and research show that citizen crime reporting is the primary means of obtaining information on emergencies, suspicious activity and crime. Citizen surveillance and reporting could promote greater crime prevention and deterrence. Because crime reporting projects encourage citizen surveillance, they are part of neighborhood watch programs. In cooperation with law enforcement agencies, many citizen organizations sponsor special, area-wide campaigns to encourage the public to report crimes in progress and suspicious events and persons.

Communities have developed various methods for citizen crime reporting, ranging from special telephone numbers to a radio watch program where business vehicles with two-way radios report suspicious activity and crimes in progress. In some neighborhoods and communities, citizens patrol the streets in their own cars equipped with citizen band radios. One person reported, "With the increased use of CB radios in the region and channel 9 monitoring programs, local police have extended

greatly their eyes and ears within the community."

Follow these general guidelines when organizing citizen patrols:

- Patrol members should be at least 18 years of age.
- Issue personal identification cards to patrol members (type determined by the sheriff or chief of police).
- Patrol members using radio equipment should possess FCC licenses.
- Automobiles used by citizen patrols should be easily identified by the police and other private citizen patrols operating in the general area.
- Do not permit patrol members to work shifts longer than 4 hours.
- Do not permit citizen patrol members to carry weapons.
- Do not equip citizen patrol vehicles with sirens or emergency lighting. Decisions about using spotlights for security checks should be made on a local basis.
- Train each citizen patrol member in fundamental law and ordinance; what constitutes a crime or an emergency; first aid; and methods of notifying the police and securing emergency assistance.

Bylaws continued

Article 7 — Amendments

Section 1. By-laws of the association may be adopted, amended or repealed by a majority vote of the board members.

Section 2. Members entitled to vote may change or repeal by-laws by a two-thirds vote of members present at a duly organized meeting.

Membership

Neighborhood/community watch members usually are drawn from the population of the areas the organization will patrol. Men and women residents, usually 18 years of age or older, are eligible. Some organizations allow 17-year-olds, while others require a minimum age of 21.

Applicants receive identification cards only after a trial period of patrolling or as base operator. After

the board and the police or sheriff's department approve, members receive a permanent identification card. Police or sheriffs' departments usually screen and approve all members for neighborhood/community watch. Conditions under which an applicant would be considered for membership are often spelled out in the by-laws. In some neighborhood/community watch organizations, a member must have a CB radio. In other groups, a person is not required to own a CB radio or even a car.

Experienced neighborhood/community watch members train individuals as base operators or as patrol members. Single persons, married couples and senior citizens are all needed as neighborhood/community watch members. Many of these organizations provide CB equipment. Examples of membership applications and release forms are included in this guidebook to help you develop appropriate forms for your organization.

Sample C

Neighborhood/Community Watch Application

Name _____ Phone No. _____

Address _____

Age _____ Birth Date _____ Place of Birth _____

Place of Employment _____

Phone No. _____ Position Held _____ Years Employed _____

Driver's License: _____ Do You Have a Car Available? _____

Operator's Number: _____ Codes (if any) _____

Taken from *Vehicle Registration Card*. Fill in *Vehicle 2 and 3* only if they will be used as alternates.

	Make	Type	Year	Registration No.	Mfg. Serial No.
Vehicle # 1	_____	_____	_____	_____	_____
Vehicle # 2	_____	_____	_____	_____	_____
Vehicle # 3	_____	_____	_____	_____	_____

Insurance Company _____ Policy Number _____

Effective Date _____ Have You Ever Been Arrested? _____

Physical Limitations _____

Do You Own a CB Radio? _____ Do You Own a Base Station? _____

Do You Have Experience Operating a CB Radio? _____

Do You Have Neighborhood/Community Watch Experience? _____

It is agreed by the applicant herein that he/she hereby releases, and holds faultless, the Neighborhood/Community watch for any personal injury or property damage that he/she may suffer while participating as a member of the Neighborhood/Community Watch. It is also understood that any deliberate falsification of this application will result in immediate expulsion from the organization.

Official Use Only
Applicant Approval

Applicant's Signature _____ Date _____

Date _____ Signature _____

Title _____

Sample D

Neighborhood/Community Watch Association Membership Agreement

I. D. Card No. _____

This is an agreement between the undersigned and Neighborhood/Community Watch Association. The rules and waivers will apply without exception to each member.

- No involvement in any police activity... No weapon nor any alcoholic beverage... I have read the patrol rules... The city or county, its officials... The headquarters' landlord... All expenses incurred are voluntary contributions... Neighborhood/community watch is an organization of volunteers... Personal rules of conduct while on public or private property... This application must be approved by the neighborhood/community watch association board of directors and the police or sheriff's department before membership is effective.

I, the undersigned, agree to participate in the neighborhood/community watch association activities in accordance with the above conditions, rules and waivers.

(Signed) _____ Date _____

Witness _____ (print name)

Date of Birth _____ Social Security No. _____

Driver's License No. _____ Telephone No. _____

Home Address _____

Approved Not Approved Police Dept. _____ Date _____

Approved Not Approved Board of Directors _____ Date _____

Effective Date of Membership _____

Insurance Termination Date _____

Patrol Procedures

A neighborhood/community watch patrol team consists of a radio dispatcher and one or more radio equipped vehicles. The object of the patrol is to alert the radio dispatcher at the base to anything that the patrol team feels needs police attention. The base operator, in turn, notifies the local police. Most neighborhood/community watches send out patrols on weekends only, primarily on Friday and Saturday nights. Patrol teams are usually in service after dark. Special watches are run during holidays and as requested.

Patrol team members must operate under rules to prevent injuries or civil and criminal liability problems. Instruct members not to attempt to do the job of the police force. Typical rules and regulations are suggested in this guidebook. They all require that members not get out of a patrol vehicle to investigate or participate in any activity observed on the streets. Neighborhood/community watch members are observers only. They are only permitted to call the police through their base dispatcher.

Some groups patrol their neighborhoods from 8 p.m. to 4 a.m. in 2-hour shifts (8 to 10, 10 to 12, 12 to 2, 2 to 4). On the average, members are asked to patrol 4 hours per session, approximately once every 2 to 4 weeks, depending on the number of members. Patrolling private property, such as church and school grounds and apartment dwellings, requires a letter of permission.

In addition to a CB radio and antenna, a pen or pencil, a flashlight and a clipboard are needed. The clipboard should hold a map of the patrol area, a writing pad, a set of patrol rules and the organization's communication codes. The dispatch facility also has a map of the patrol area and a listing of the codes. Patrol team members use their own vehicles at their own expense. Normally, there are two members in each vehicle. Patrol cars drive through the community at a safe speed, obeying all vehicle ordinances. Some neighborhood/community watches use the normal CB "10" codes plus a few codes of their own while other neighborhood/community watches develop their own systems.

These rules and regulations have been formulated for the protection of all the neighborhood/community watch volunteers and the success of the program. Any violations of the rules and regulations may result in disqualification.

You may become involved in many situations not covered by these rules. You are responsible for using common sense and self-discipline while on patrol. Do not create problems for yourself, the community, the police or neighborhood/community watch.

Your failure to observe these rules can result in:

- (1) Personal injury (2) Civil liability (3) Criminal liability (4) Frustration with critical police activities and (5) loss of community and police support for neighborhood/community watch.

If a citizen asks you, identify yourself as a member of neighborhood/community watch. Maintain a friendly approach at all times.

Absolutely no alcoholic beverages or drugs are to be consumed by neighborhood/community watch members on patrol.

Upon completion of the patrol session, make certain the log includes all necessary data.

- Immediately write an accurate, coherent and complete report.
- Talk and observe scene. Write down what you see and hear.
- Stay out of the way of the police.
- Report to the base dispatcher.

- Do not become involved in high-speed pursuits of vehicles.
- Do not carry any weapon while on neighborhood/community watch patrol. You will use only your eyes and ears.
- Do not get near any person with a weapon, police officer or possible criminal. If you see police officers with shotguns, dogs or drawn pistols, withdraw immediately to a safe distance and observe.
- Do not violate traffic regulations. Neighborhood/community watch cars are not emergency vehicles.
- Patrol areas at moderate speed, looking for suspicious activity, persons in distress, smoke, fires and trash damage caused by vandals or burglars. If suspicious vehicles are observed, log only license number, location and time period.
- Report disorderly groups. A group of kids on a corner is not normally a disorderly group.
- Watch for under-age drinking. Log location of known problem juveniles, and time spotted; if a large group, call in as soon as possible.
- Patrol known trouble spots heavily. Watch for vehicles causing the most mischief and confrontations.

Sample E

Patrol Rules

1. *Do not* talk to anyone except police officers, neighborhood/community watch members or personal friends (brief chats).
 2. *Do not* touch anyone except in *self-defense*.
 3. *Do not* get out of your vehicle, except to visually investigate the extent of injuries at an accident scene.
 4. *Do not* perform any investigative functions such as checking doors or searching areas on foot. *Stay in your car!*
 5. *Do not* shine a light at anyone, or into the windows of any vehicle or occupied dwelling.
 6. *Do not* discuss what you see or hear while on patrol. Do not cause discomfort or embarrassment to anyone. Federal law *prohibits disclosure* of any information heard on police or neighborhood/community watch radio.
 7. *Do not* move or attempt to rescue any accident victim unless there is an obvious threat of fire, explosion or danger from falling debris. Limit first aid to stopping severe bleeding by applying hand pressure.
 8. *Do not* involve yourself with the work of the police at an emergency scene unless *specifically* ordered or requested to by a police officer.
 9. *Do not* become involved in high-speed pursuit of vehicles.
 10. *Do not* carry **any** weapon while on neighborhood/community watch patrol. You will use only your eyes and ears.
 11. *Do not* get *near* any person with a weapon, police officer or possible criminal. If you see police officers with shotguns, dogs or drawn pistols, *withdraw immediately* to a safe distance and observe.
 12. *Do not* violate traffic regulations. Neighborhood/community watch cars are *not* emergency vehicles.
 13. Patrol areas at moderate speed, looking for suspicious activity, persons in distress, smoke, fires and fresh damage caused by vandals or burglars. If suspicious vehicles are observed, log only license number, location and time parked.
 14. Report disorderly groups. A group of kids on a corner is *not* normally a disorderly group.
 15. Watch for under-age drinking. Log location of known problem juveniles, and time spotted; if a large group, call in as soon as possible.
 16. Patrol known trouble spots heavily. Watch for vehicles cruising the area aimlessly and continuously.
 17. Report security lights out of order.
 18. Report serious traffic violations (racing, reckless driving and so forth).
 19. Watch for merchandise or household goods being loaded into vehicles or carried by individuals.
 20. Patrol *all* paved alleys and parking lots.
 21. Get *correct* license numbers and *accurate* descriptions and locations.
 22. Be fully prepared to appear as a competent witness in court or provide the police with accurate, detailed information as requested. This is a vital part of the neighborhood/community watch concept.
 23. Procedure for crime in progress situations:
 - Report all activities at the scene.
 - Withdraw to a *safe distance*.
 - Park and observe scene, lights out.
 - *Stay out of the way of the police!*
 - Log all possible information: time, description of subjects and vehicles, activities of each subject and the police in proper sequence.
 - *Immediately* write an accurate, coherent and complete report.
 24. Upon completion of the patrol session, make *certain* the tour log includes all necessary data.
 25. *Absolutely no alcoholic beverages or drugs* are to be consumed by neighborhood/community watchers on patrol.
 26. If a citizen asks you, identify yourself as a member of neighborhood/community watch. Maintain a friendly approach at all times.
- Your failure to observe these rules *can* result in (1) personal injury, (2) civil liability, (3) criminal liability, (4) interference with critical police activities and (5) loss of community and police support for neighborhood/community watch.
- You may become involved in many situations not covered by these rules. You are responsible for using *common sense* and *self-discipline* while on patrol. Do not *create* problems for yourself, the community, the police or neighborhood/community watch.
- These rules and regulations have been formulated for the protection of all the neighborhood/community watch volunteers and the success of the program. Any violations of the rules and regulations may result in disqualification.

Base Operations

The headquarters for a patrol operation is often referred to as the *base* and the dispatcher as the *base operator*. The base operator usually commands patrol activities. The dispatcher or base operator links the neighborhood/community watch cars and the police or sheriff's department. The base operator informs the police or sheriff that neighborhood/community watch is in operation and reports vehicles on neighborhood/community watch duty and their license numbers. The base operator sees that the police and sheriff are not inundated with minor nuisance reports. The person or persons in charge of base operations may be responsible for maintaining the radio equipment and base supplies.

The neighborhood/community watch dispatcher may be located in the same room as the police or sheriff dispatcher if the neighborhood/community watch unit is organized as part of the police or sheriff's department. This has the advantage of instantaneous communication with the police or sheriff's department. It also provides an opportunity to enhance the relationship between the neighborhood/community watch members and law enforcement personnel.

Some neighborhood/community watch bases are rotated among the homes of members. The base operators usually own their own CB base equipment. In other communities, the neighborhood/community watch bases are located in bus-

inesses. Base equipment usually is stored in a locked cabinet or closet within the building. Larger townships may have several base stations, one in each patrol sector. A telephone for contacting the police or sheriff is essential for a base not located in a police or sheriff's building. Other neighborhood/community watch dispatchers have a telephone *hot-line* where a no-dial phone is connected directly to the police or sheriff's radio room to speed communication.

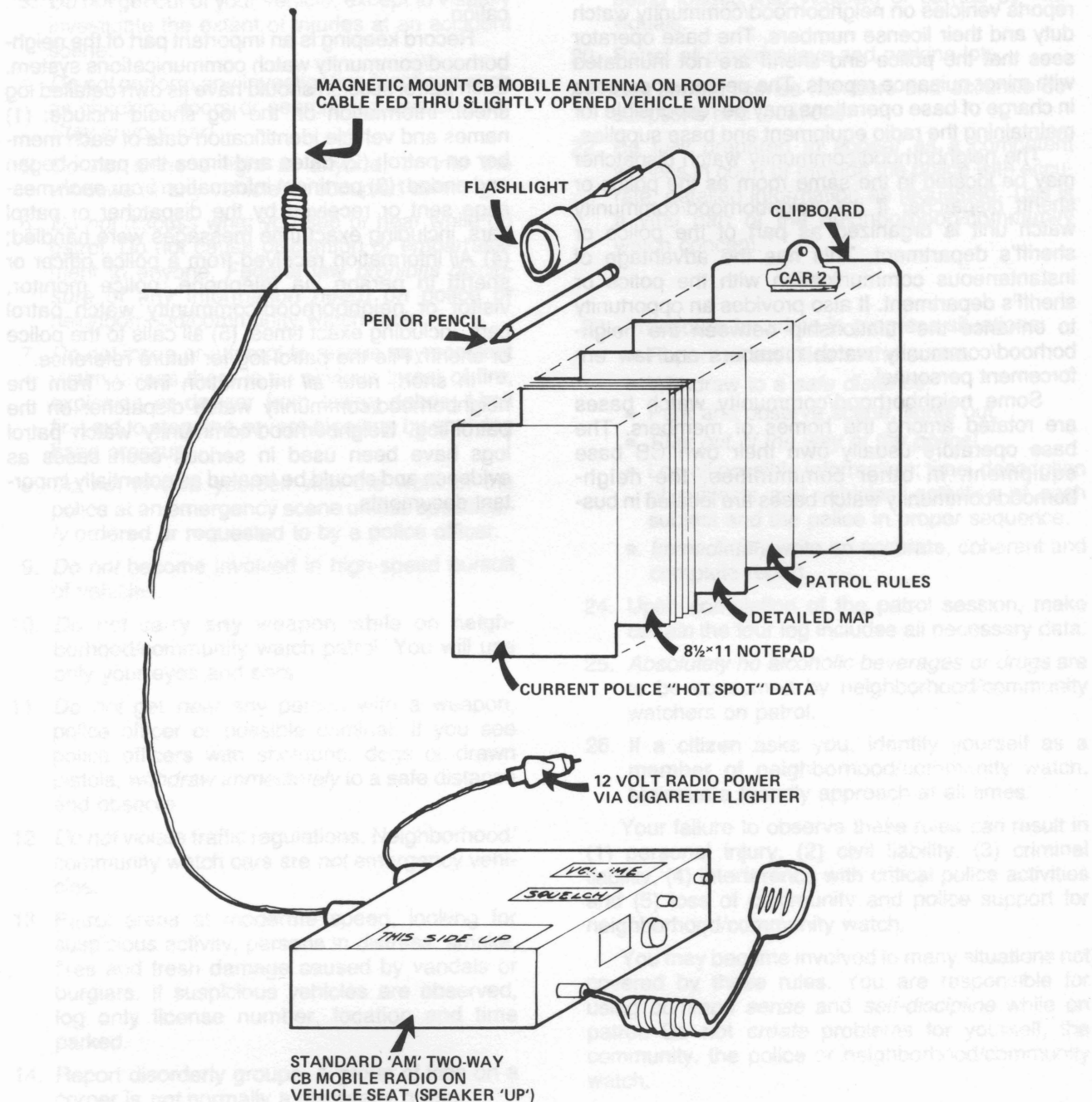
Record keeping is an important part of the neighborhood/community watch communications system. Each patrol session should have its own detailed log sheet. Information on the log should include: (1) names and vehicle identification data of each member on patrol; (2) dates and times the patrol began and ended; (3) pertinent information from *each* message sent or received by the dispatcher or patrol cars, including exact time messages were handled; (4) *All* information received from a police officer or sheriff in person via telephone, police monitor, visitor or neighborhood/community watch patrol cars, including exact times; (5) all calls to the police or sheriff. File the patrol log for future reference.

In short, note *all* information into or from the neighborhood/community watch dispatcher on the patrol log. Neighborhood/community watch patrol logs have been used in serious court cases as evidence and should be treated as potentially important documents.

The diagram shows a mobile radio unit with a microphone and antenna. The unit is labeled "STANDARD AM TWO-WAY MOBILE RADIO OR VEHICLE BEAT (SPEAKER UNIT)". The background is a faint log sheet with the following entries:

8:15	TO
8:20	TO
8:30	TO
8:45	TO
10:00	TO
10:15	TO
10:17	TO
10:22	TO
10:30	TO
10:35	TO
10:45	TO
11:00	TO
11:15	TO
11:25	TO
11:30	TO
11:45	TO
11:50	TO
12:00	TO
12:15	TO
12:30	TO
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20:45	TO
21:00	TO
21:15	TO
21:30	TO
21:45	TO
22:00	TO
22:15	TO
22:30	TO
22:45	TO
23:00	TO
23:15	TO
23:30	TO
23:45	TO
24:00	TO

PATROL VEHICLE EQUIPMENT



Sample F Dispatcher's Log Sheet

Neighborhood/Community Watch Patrol Log

DATE: 4 June

	CAR 1	CAR 2	CAR _____
VEHICLE _____	'72 BLUE CAMARO	'75 RED VW	
LICENSE _____	PA UD 300	PA 37 X 12	
DRIVER _____	BOB JOHNSON	WAYNE CLOVER	
RIDER _____	DOT JOHNSON	ED FREEMAN	
START TIME _____	8:02	7:45	
MILEAGE END _____	432	963	
MILEAGE START _____	398	932	
PATROL MILES _____	34	31	
Dispatcher(s) _____	ROMANO	Time/Date patrol ended _____	12:30 A 5 June

TIME	LOG ALL MESSAGES SENT OR RECEIVED, TIMECHECKS, VISITORS, PHONE CALLS AND EQUIPMENT MALFUNCTIONS. PRINT.	Sectors	
		E	W
7:45	Called DELCOM. Start Ch 16.		
8:00	TC (Time check)		
8:15	TC		
8:30	TC/20 (code 20)	7:30-8	1 2
8:36	Disorderly juveniles rear Woodlawn School. Car 1	8-8:30	2 1
8:45	TC	8:30-9	1 2
9:00	TC/20	9-9:30	2 1
9:15	TC	9:30-10	1 2
9:22	OFFICER WILLIAMS REQUESTED surveillance of Primos train station. Code 17 for info.	10-10:30	2 1
9:30	TC/20	10:30-11	1 2
9:45	TC	11-11:30	2 1
10:00	TC/20	11:30-12	1 2
10:15	TC	12-12:30	2 1
10:17	Three vehicles enter station parking lot. White Ford U17-69 Blue Dodge Van CX1072 Blk/Silver Chev. 31F20 Car 1		
10:22	Wht male ago 30 carrying TV set, 200 E Providence, So. side headed west. Clifton Hgts responded Car 2. Checked out O.K.		
10:30	TC/20		
10:30	Arrests at station. Code 13. TC/20		
10:45	TC		
11:00	TC/20		
11:15	TC car 1 code 15		
11:19	Car 1 code 16		
11:30	TC/20 Broadcast missing elderly wht. fem VIC swim club. Blue bathrobe		
11:45	TC		
12:00	TC/20 Code 14		
12:10	Cancel Missing Person.		
12:15	TC		
12:28	Called Delcom Permission to terminate		
12:30	Code 18 Cable Antenna #14 needs replacing.		

Sample G

Patrol Report

Neighborhood Patrol Log

DATE _____

Date _____

PATROL VEHICLE EQUIPMENT

Unit	Unit
Names	
Make—Year	
Model—Color	
License	
Time Out	
Base Operators	
Police Dispatchers	

TIME	REPORT
12:30	Code 18
12:28	Called Detour
12:12	Code 14
12:00	Code 14
11:48	Code 14
11:30	Code 14
11:18	Code 14
11:00	Code 14
10:45	Code 14
10:30	Code 14
10:15	Code 14
10:00	Code 14
9:45	Code 14
9:30	Code 14
9:15	Code 14
9:00	Code 14
8:45	Code 14
8:30	Code 14
8:15	Code 14
8:00	Code 14
7:45	Code 14

Sample H

Neighborhood/Community Watch Operating Procedures

Operational Procedures

Dispatch WXYZ 1212

1. The dispatcher will operate and monitor on channel 9.
2. The dispatcher will change to mobile unit channel every half hour to relay time check.
3. The dispatcher will be positioned outside the police dispatcher's desk or next to a telephone to have a direct line with him.
4. The dispatcher will assist neighborhood/community watch and civilian mobiles throughout the area.
5. If the dispatcher needs to contact any mobile unit of _____ Neighborhood/Community Watch, he will change to mobile channel for contact, then return to channel 9.
6. The dispatcher will keep a log for every contact made through the normal watch period.
7. The dispatcher will wait for acknowledgment for all requests.

2. Each mobile unit will have no more than two observers as riders.
3. All units with questions or problems are to contact control units. Contact the dispatcher in emergencies if control units find it necessary; they shall contact the dispatcher according to FCC rules and regulations.
4. Units will be assigned a sector to patrol and should remain in that sector until otherwise instructed.
5. Every unit operator will minimize unnecessary communication.
6. Units shall record on the proper forms license numbers, vehicle identification, color, year and tag of all suspicious cars. These forms include the reason why a vehicle was recorded. Write clearly.
7. Record all activity of the units, for example, assistance, traffic control.
8. Wear the official identification badges at all times while on neighborhood/community watch.
9. Immediately acknowledge requests from the dispatcher.

Mobile Units

1. Each mobile unit will have a permanent unit number.

Patrol Scheduling

Patrol scheduling is done by one or two individuals who are generally known as crew chief, neighborhood/community watch coordinator or patrol captain. Sample schedule sheets are included in this guidebook. A member on patrol can sign up on a sheet at the base for a date the next month. One or two members can call members to sign up for patrol. The telephone workload can be divided among several board members on a rotating basis, or a scheduling committee can make calls. The person calling for patrols must coordinate his functions with the person or persons in charge of arranging for base operators. This coordination insures that one member is not called to participate as a base operator and a patrol person at the same time, or within a short period.

Caution: The patrol scheduling function is the most time-consuming chore associated with neighborhood/community watch. The crew chief and assistants are the most important members of the organization. Intelligent patrol scheduling keeps neighborhood/community watch on the street. Volunteers will respond positively to polite, predictable, well-organized requests for their time. Expect members to serve only once every 4 to 6 weeks.


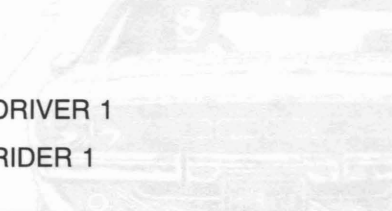


A new organization can operate successfully with only a few members for a short while. As the novelty wears off, scheduling becomes increasingly difficult. A large pool of members is required to maintain reliable service. To determine total membership requirements, compute the total number of members required, each serving once a month, then double that figure.

Sample I
Monthly Patrol Schedule

DATE	CAR 1	CAR 2	DISPATCHER
FRI 3 June	Fred Williams Tom Murphy	John Edison Dan Stern	Todd Pulaski
SAT 4 June	Bob & Dot Johnson	Wayne Clouser Ed Freeman	Vince Romano
FRI 10	Nick Pizzano Ray Miller	Mary Miller Joan Pierce	Owen Miller
SAT 11	Tom Longaker Bob Krier	Walt Johnston Ben Hirsh	Anne Fyne Jean Lyle
FRI 17	Roy Kenny Ron Hughes	Joe & Peg O'Flaherty	Gordon Halloran
SAT 18	Mike Zinsky Jim Kramer	Esther Rizzo Florence Camiel	Pete Nye
FRI 24	Jake Spector Sean Fitzpatrick	Rich Gregory George Wallace	Paul Sanders
SAT 25	Lee Steel Dan Plotts	John O'Brien Hans Oberdorfer	Don Mayfield
FRI 1 July	Art & Julia Kendall	Bill & Lois Elliott	Cathy O'Neill Cheryl Wilson
SAT 2 July	Jack Ott Angie Bruno	Joyce Packer Grace McClure	Steve Black
FRI			
SAT			
FRI			
SAT			

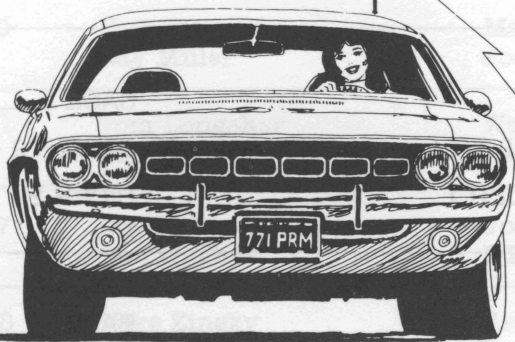
MONTH(S) June, Early July 19 _____

Sample J
Neighborhood/Community Watch Schedule

DRIVER 1 RIDER 1	BASE _____ DRIVER 2 RIDER 2	DRIVER 1 RIDER 1	BASE _____ DRIVER 2 RIDER 2
 DRIVER 1 RIDER 1	BASE _____ DRIVER 2 RIDER 2	 DRIVER 1 RIDER 1	BASE _____ DRIVER 2 RIDER 2
DRIVER 1 RIDER 1	BASE _____ DRIVER 2 RIDER 2	DRIVER 1 RIDER 1	BASE _____ DRIVER 2 RIDER 2
 DRIVER 1 RIDER 1	BASE _____ DRIVER 2 RIDER 2	 DRIVER 1 RIDER 1	BASE _____ DRIVER 2 RIDER 2
DRIVER 1 RIDER 1	BASE _____ DRIVER 2 RIDER 2	DRIVER 1 RIDER 1	BASE _____ DRIVER 2 RIDER 2

MONTH OF _____

TYPICAL COMMUNITY WATCH COMMUNICATIONS SYSTEM



NEIGHBORHOOD COMMUNITY WATCH CARS



POLICE CARS



CB Radio



Police Monitor



NEIGHBORHOOD COMMUNITY WATCH DISPATCHER

Telephone Link

POLICE DISPATCHER

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