

# **DeKalb County Police Department**



**RESOURCES TO START A  
NEIGHBORHOOD WATCH**



# A Checklist For Starting a Neighborhood Watch Program

## You Will Need

- ☐ A person or group of people committed to starting a Neighborhood Watch.
- ☐ A planning committee to initiate the program.
- ☐ A list of what issues initially need to be addressed in your community.
- ☐ A means of communicating with the residents, e.g., e-mail, fliers, telephone trees.
- ☐ Publicity for the initial Neighborhood Watch meeting.
- ☐ A meeting agenda to keep things moving and on track.
- ☐ A place to meet-resident's house or apartment, community center, school, library.
- ☐ A Public Education Specialist to discuss the crime issues in the neighborhood.
- ☐ A map of the community with spaces for names, addresses, and phone numbers of all households.
- ☐ A sign-up sheet for those interested in becoming block or building captains.
- ☐ Brochures or other materials on topics of interest to the residents.
- ☐ Neighborhood Watch signs to be posted around the community. Some jurisdictions require a minimum number of participants before Neighborhood Watch signs can be posted.
- ☐ Facts about crime in your neighborhood. (These can be found in police reports, newspapers, and residents' perception about crime. Often residents' opinions are not supported by facts, and accurate information can reduce fear of crime.)

## To Add Excitement

- ☐ Mix business with pleasure -allow attendees time to socialize.
- ☐ Seek out neighborhood go-getters -civic leaders and elected officials -to be your advocates and mentors.
- ☐ Work with such existing organizations as citizens' association, tenants' association, or housing authorities.
- ☐ Provide speakers on topics of community interest.
- ☐ Link crime prevention into activities promoted by other groups: child protection, anti-vandalism projects, community service, arson prevention, recreation activities for young people.
- ☐ Start a neighborhood newsletter.
- ☐ Arrange for **McGruff** to make a surprise appearance at a meeting, rally, or other event.

## To Build Partnerships

- ☐ The police or sheriffs' office's endorsement is critical to a Watch group's credibility. These agencies are the major sources of information on local crime patterns, crime prevention education, and crime reporting.
- ☐ Local businesses and organizations can help provide fliers and a newsletter, offer meeting places, and distribute crime prevention information. Ask an electronics store to donate cellular phones.
- ☐ Libraries can provide research materials, videos, computers, and meeting space.
- ☐ Media can aid Neighborhood Watches by publicizing recruitment drives.
- ☐ Look to volunteer centers, parent groups, and labor unions for advice on recruiting volunteers.
- ☐ Teenagers are valuable resources. They can be an integral part of a citizens' patrol including biking and rollerblading to scout the neighborhood.
- ☐ Places of worship can provide meeting space and a good source of volunteers.



## DUTIES OF COORDINATOR

Identify a block captain for every 8-10 homes. Assign them homes and give informational materials for each residence. Provide them with Participation Sign-Up Forms and set a deadline as to when to have signatures returned. (Remember at least 75% participation in signatures is needed for a sign). Contact the Public Education Specialist when the Participation Sign-Up Forms are completed. Make a copy of the forms for your files. Maintain a list of block captains and stay in touch on crime concerns and community related issues. Contact the Public Education Specialist on a quarterly basis for Crime Update. Have at least two meetings a year and consider a community newsletter to help promote communications.



## DUTIES OF BLOCK CAPTAIN

Make a personal visit to each home assigned to you and discuss the **Neighborhood Watch** Program. Give each residence informational material and have them sign the Participation Form. Stay in touch with assigned homes. Welcome new neighbors that move into your neighborhood and invite them to participate.

## RESPONSIBILITIES OF NEIGHBORHOOD RESIDENTS



# DEKALB POLICE DEPARTMENT

1. Know your neighbors.
2. Exchange phone numbers, types of cars and other pertinent information with your neighbors.
3. Let a trusted neighbor know when you are going to be away from home.
4. Make sure your home is secured.
5. Watch out for suspicious persons or cars.
6. Keep a log of what you see. (include times and dates)
7. Keep your block captain informed as to crime incidents that occur at your home or that you witness in which you have to call and make a police report.



# NEIGHBORHOOD WATCH PROGRAM

**DeKalb County Police Department**  
1960 W. Exchange Place  
Tucker, Georgia 30084

### PRECINCTS

**Center 770-724-7600**

**East 770-482-0300**

**North 770-901--6012**

**South 404-286-7911**

**Tucker 678-937-5301**

## WHAT IS NEIGHBORHOOD WATCH?

**Neighborhood Watch** is one of the most effective and least costly ways to prevent crime and reduce fear. **Neighborhood Watch** fights the isolation that crime both creates and feeds upon. It forges bonds among area residents, helps reduce burglaries, entering autos, juvenile crimes, etc. and also improves relations between police and the communities they serve.

### **Neighborhood Watch is:**

- A Neighborhood Communications network among neighbors.
- A collaborative effort between community and the police
- An important tool that neighbors can use to reduce their crime concerns.
- Where neighbors are given information on how to detect suspicious activity and what actions they can take to deter certain crimes from possibly occurring.



## HOW TO ORGANIZE A NEIGHBORHOOD WATCH PROGRAM

Gather the neighbors in your community together for a **Neighborhood Watch** organizational meeting. Personalized flyers can be provided by the Crime Prevention Unit. A Public Education Specialist can attend the meeting and provide information on home security and tips on reporting and give information on crime patterns in the neighborhood.

Volunteers will be needed to serve as a coordinator and block captains. A block captain for every 8 to 10 homes will be needed to distribute materials and sign up the neighbors for the program. The coordinator will hold a block captain meeting to make sure every one understands their duties.



In order for the community to receive a free **Neighborhood Watch** sign, at least 75% of the residents must say they want to participate in the **Neighborhood Watch** program. The sign can be provided to be placed at the main entrance of the community.

## HOW NEIGHBORHOOD WATCH WORKS

1. If a neighbor sees or suspects criminal activity taking place, they should first call the police at 911.
2. Next, they should contact their block captain and relay what happened.
3. The block captain should in turn contact the coordinator.
4. Information passed from resident to block captain to coordinator concerning a suspicious car or person in the community, or isolated incidents such as theft of car, flowerpot, lawn mower, etc. need not be reported to the Public Education Specialist. If there have been several incidents such as numerous thefts from cars, or an aggravated situation such as rape or burglary, then the coordinator should contact the Public Education Specialist.
5. The Public Education Specialist would investigate information and discuss it with the coordinator and decide whether an "Alert" should go out to the community.
6. Remember! **Neighborhood Watch** is a communications network!!



## **DUTIES OF NEIGHBORHOOD WATCH COORDINATOR (RESIDENTIAL)**

1. Identify a block captain for every 8 to 10 homes.
2. Assign them homes and give informational materials for each resident.
3. Give each block captain sign-in forms and set a deadline as to when to have signatures returned. (Remember **75% participation** in signatures is needed for signs.)
4. Contact the PUBLIC EDUCATION SPECIALIST and advise when sign-up forms are completed. Booklets and stickers will be given to each resident, followed by putting up neighborhood watch signs.
5. Maintain a list of block captains and stay in touch with crime and community related problems.
6. Advise your PUBLIC EDUCATION SPECIALIST of any community projects you may have or aggravated crime problems your community may be experiencing.
7. Contact your PUBLIC EDUCATION SPECIALIST every three months for a crime update.
8. Remember this is a communications network only. If a resident sees a crime, they should call the police first. **DIAL 911!!!**
9. Assess needs of the community to determine problems such as juvenile crime, vacant houses, drugs, speeding, dogs, etc. and what programs can be put into place to address these problems.



## DUTIES OF NEIGHBORHOOD WATCH BLOCK CAPTAIN

1. Make a personal visit to each home assigned to you and discuss the Neighborhood Watch Program. Give each person pamphlet information.
2. Each person who wishes to participate should sign on the form provided.  
**75% participation** is needed for the neighborhood to become active and to receive a Neighborhood Watch sign for their community.
3. Turn in sign - up list to coordinator by \_\_\_\_\_.  
Keep a copy of your sign-up sheet for future contact.
4. Give your name and phone number to those neighbors you sign up.
5. If a neighbor sees or suspects criminal activity taking place, they should first call the police at 911. Next, they should contact their block captain. The block captain should in turn contact the coordinator. The coordinator should call the PUBLIC EDUCATION SPECIALIST and advise what has happened. It would then be the responsibility of the CRIME AWARENESS UNIT only to decide whether an Alert should go out to the community. This chain of command must be followed in order to avoid confusion and unnecessary rumors.
6. When the coordinator calls and give information about criminal activity, make sure you pass that information on to the homes you've been assigned.
7. Welcome new neighbors that move into the area that you are assigned and explain to them the Neighborhood Watch Program.
8. After signatures have been turned in and the Neighborhood Watch Program has become active, give each neighbor on your list a membership sticker and a Guide to Burglary Prevention Booklet.
9. To maintain your Neighborhood Watch and to remain active, it is necessary to update signatures every two years.

Block Street Name: \_\_\_\_\_



## NEIGHBORHOOD WATCH PARTICIPATION FORM

By signing this form, I agree to participate in the local Neighborhood Watch Program. I agree to make a conscious effort to better protect my neighborhood by becoming aware, alert and involved in this program designed to reduce criminal activity.

**NAME**

**ADDRESS/E-MAIL**

**TELEPHONE**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

**Block Captain's Name**

**Address**

**Telephone**

**Date**

**#of Homes**



# Home Security Tips



Home security is a basic component of ***Neighborhood Watch***. If a burglar needs more than one or two minutes to break into a home, chances are he will leave for fear of being seen or of making too much noise. Although there is no guarantee against break-ins, there are a few simple steps residents can take to reduce their chances of victimization. The primary step is to take a security survey of your home to identify those areas that could be made more secure:

## Address

Make sure that your address **is visible on our house and can be read from the street, especially at night.**

## Lighting

- **Good outside lighting** can be a deterrent to burglars. Light those areas that are accessible to prowlers and visible to your neighbors. These include all doors and windows.
- Any spotlights that you install should shine on those areas, not out into the yard.
- Install photoelectric timers on your outside lights so they will go on and off with the rising and setting of the sun.



**Do not leave porch lights on during the day--to burglars it's a sure sign that no one's home.**

## Landscaping

- Expose your house to the neighborhood.
- Make sure bushes do not hide your door from view, making it possible for burglars to spend more time breaking in.
- Bushes should be trimmed to below window level so that burglars can't have a secluded place to break into. Also, your visibility to your neighbors houses will be improved.
- For larger shrubs, trim up from the ground three feet to increase exposure of anyone hiding behind them.
- Hedges should be trimmed no higher than three feet.



**Shrubby provides not only cover for burglars, but hiding places for tools and stolen property.**

## Doors

- Exterior doors should be solid, not hollow core. They should fit snugly in the frame and the hinges should not be exposed.
- Sliding glass doors should have a dowel in the track to prevent opening. Place screws in the upper track so that they do not touch the door as it slides but prevents someone from lifting the door out of the track.
- Double doors should have one side locked at all times by a heavy duty flush or surface bolts that go into metal strike plates. Deadbolts should also be used.





# **DeKalb County Police Precincts**

**Identify your Community's Precinct**

**Precinct**

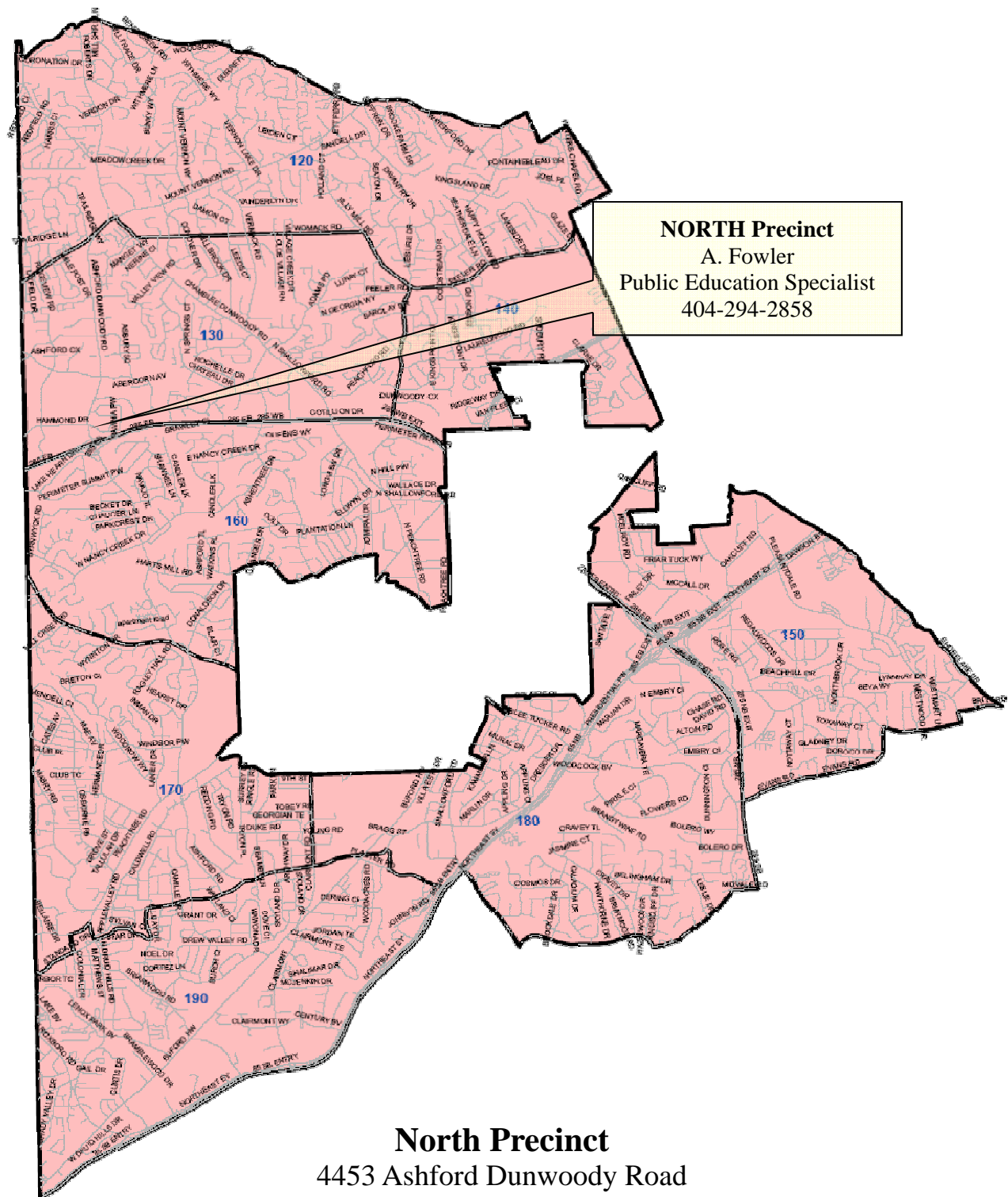
**Locations**

**Telephone Numbers**

**Public Education Specialists**

**Names**

**Telephone Numbers**



**NORTH Precinct**  
A. Fowler  
Public Education Specialist  
404-294-2858

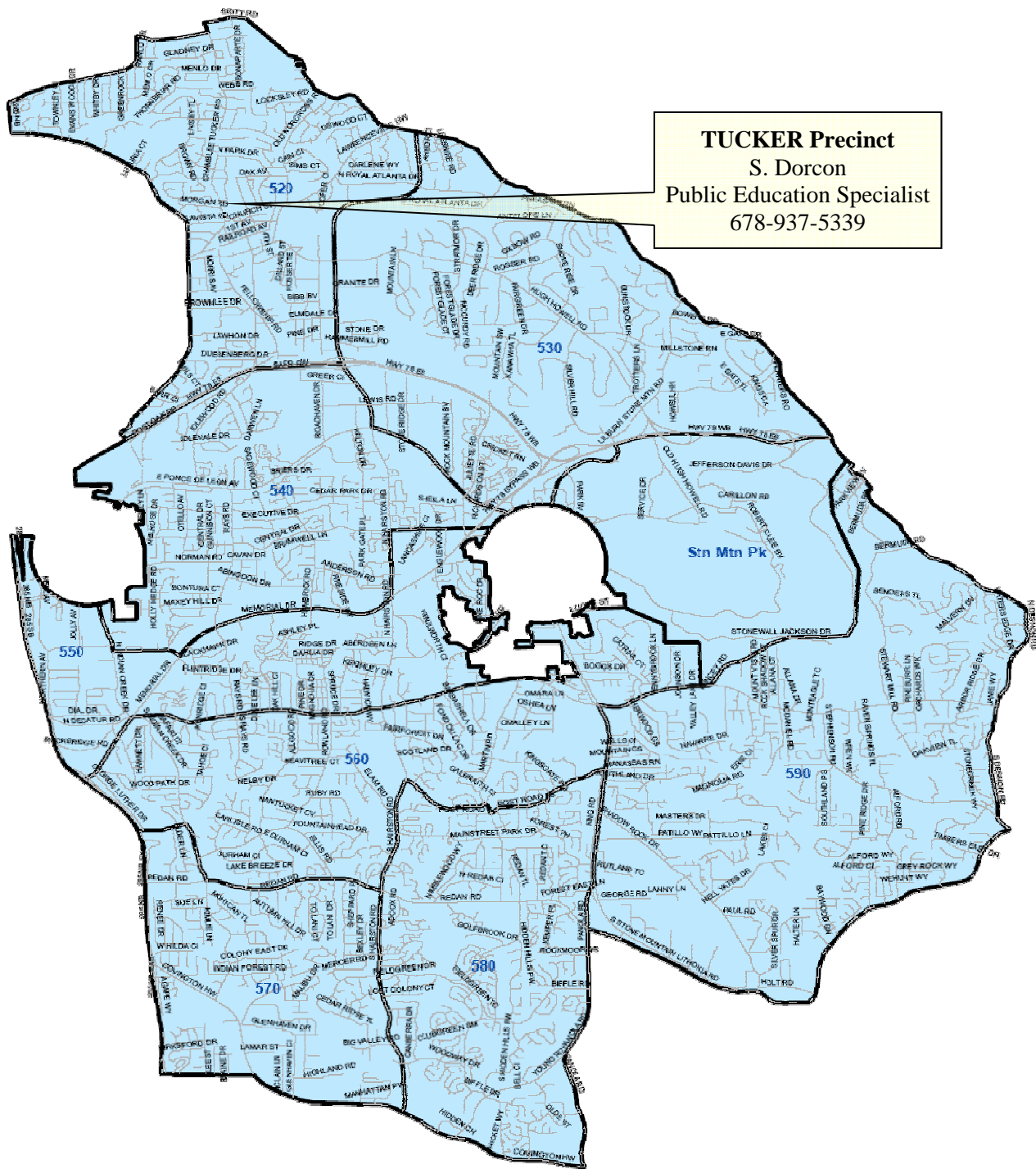
**North Precinct**  
4453 Ashford Dunwoody Road  
Atlanta, Georgia 30506  
Main: 404-297-3950

**CENTER Precinct**  
J. Hightwer  
Public Education Specialist  
770-724-7616

220 230 240 250 260 270 280 290

**Center Precinct**  
1960 West Exchange Place

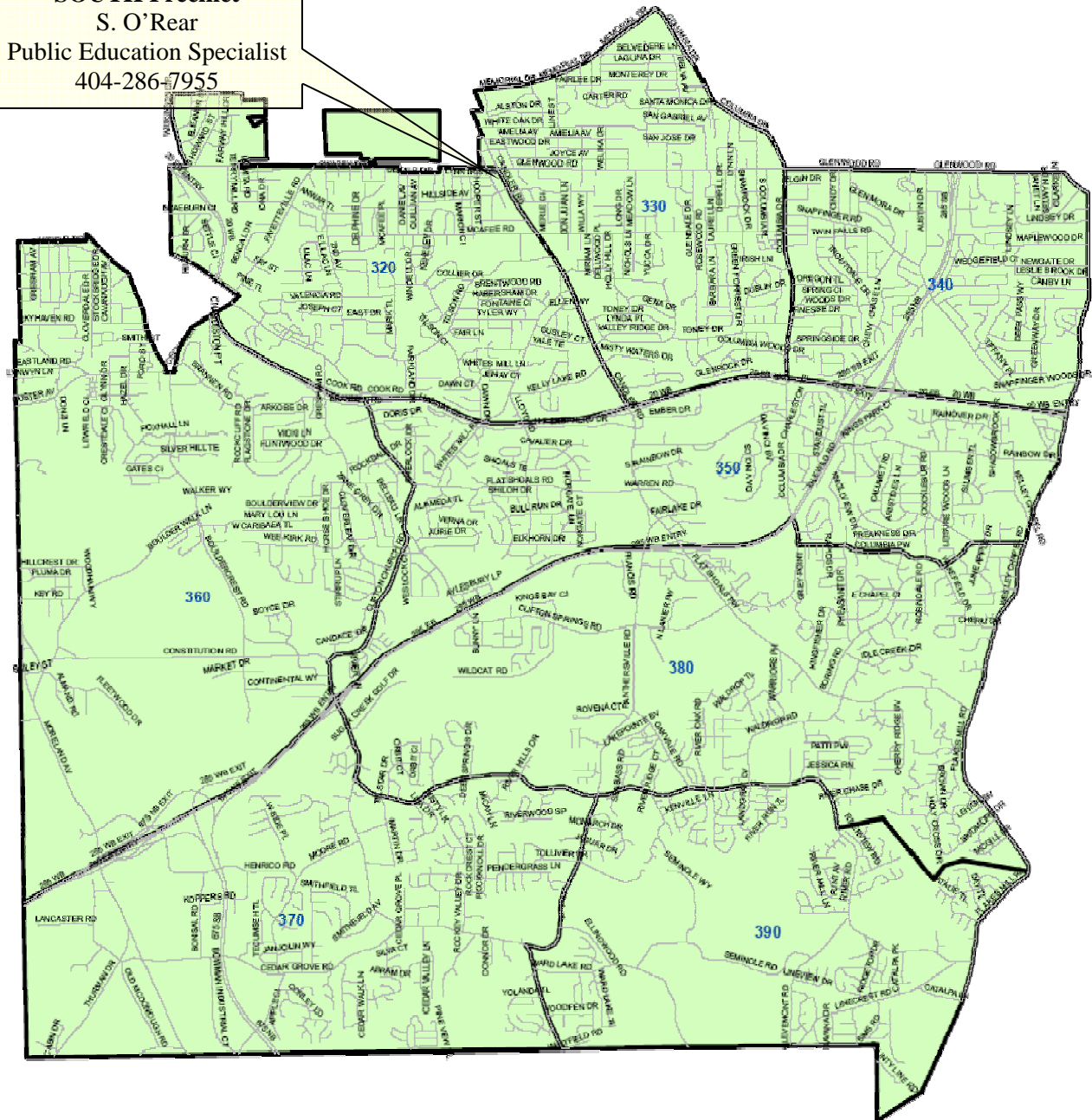
**Center Precinct**  
1960 West Exchange Place  
Tucker, Georgia 30084  
Main: 770-724-7600



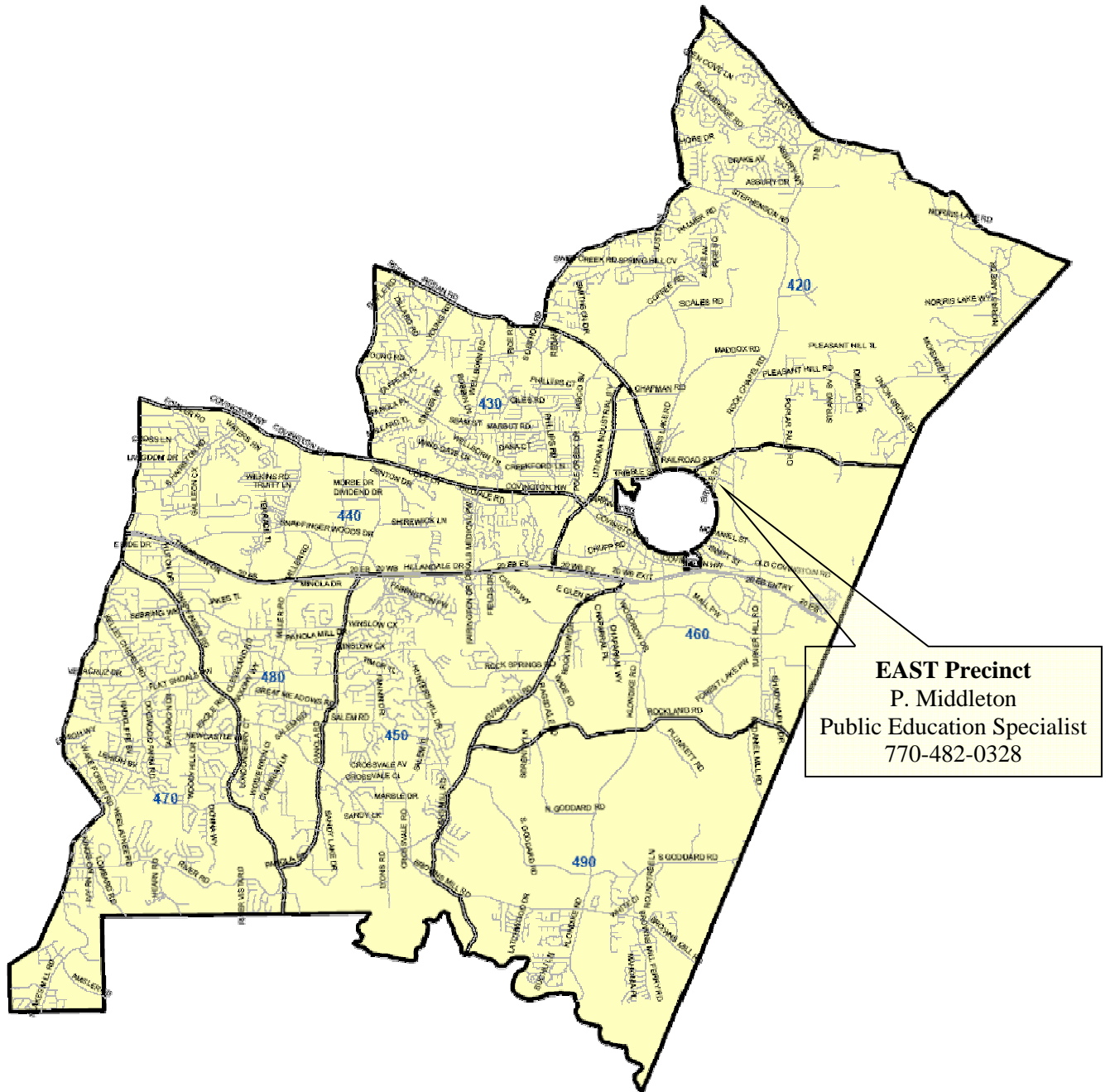
**TUCKER Precinct**  
S. Dorcon  
Public Education Specialist  
678-937-5339

**Tucker Precinct**  
4451 Lawrenceville Highway  
Tucker, Georgia 30084  
Main: 678-937-5301

**SOUTH Precinct**  
S. O'Rear  
Public Education Specialist  
404-286-7955



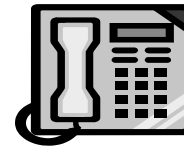
**South Precinct**  
1816 Candler Road  
Decatur, Georgia 30032  
Main: 404-286-7911



**East Precinct**  
 2484 Bruce Street  
 Lithonia, Georgia 30058  
 Main: 770-482-0300



# DeKalb County Police Telephone Resource List



## Police Services

<b>Police Services General Information</b>	404-294-2000
<b>Crime Awareness/Prevention</b> (Neighborhood Watch, Surveys, Personal Safety & Crime Prevention)	
Center - 770-724-7616	East - 770-482-0328
	North - 404-294-2858
South - 404-286-7955	Tucker - 678-937-5339
<b>Criminal Investigations/Detectives</b>	770-724-7841
<b>Domestic Violence</b>	404-688-9436
Women’s Resource 24 hours (Advocates, Attorney’s Counselors)	
(Foreign Language Assistance)	404-299-1550
<b>Narcotics Drug Hotline</b>	770-322-2540
<b>Emergency Services/Dispatch</b>	911 or 678-406-7929
<b>Records</b> (Copy of Police Reports)	770-724-7740
(Crime Statistics/Mail & Finance)	770-724-7770

## Additional Public Services

<b>Animal Control</b>	404-294-2996	<b>Rape Crisis Center</b>	404-377-1428
<b>Commissioner's Office</b>	404-371-2881	<b>Roads &amp; Drainage</b>	404-297-3840
<b>Community Development</b>	404-286-3308	<b>Sanitation</b>	404-297-3840
(Affordable Housing, Housing Rehabilitation)		<b>Speed Humps</b>	404-297-3840
<b>DMVS</b>	678-413-8650	<b>Street Lights Repair</b>	770-492-5296
<b>DeKalb County Jail</b>	404-298-8500	<b>Tactical Operations</b>	404-294-2278
	404-298-8515	(Speeding, Radar)	
<b>Family &amp; Children Services</b>	404-370-5000	<b>Traffic Engineering</b>	770-492-5483
<b>Fire Services</b>	678-406-7750	(Street Signs, Road Maintenance)	
<b>Juvenile Court/Intake</b>	404-294-2700	<b>Transportation</b>	404-297-3840
	404-294-2769	<b>Vice</b>	770-322-2500
<b>Homeland Security Hotline</b>	770-724-7805	(Report Gambling, Prostitution)	
<b>License &amp; Permits</b>	404-297-3934	<b>Zoning/Code Enforcement</b>	770-724-7940





DeKalb County Police Precincts  
Non-Emergency Numbers

Center ..... 770-724-7600  
1960 W. Exchange Place

East ..... 770-482-0300  
2484 Bruce Street

North ..... 404-297-3950  
4453 Ashford Dunwoody Road

South ..... 404-286-7911  
1816 Candler Road

Tucker ..... 678-937-5301  
4451 Lawrenceville Hwy.

In Case of Emergency  
DIAL 911

