

# NEIGHBORHOOD WATCH MANUAL



STARBUCK  
**POLICE**

Chief Mitch Johnsrud



## **MISSION STATEMENT**

***The Starbuck Police Department, in partnership with our community, provides impartial, ethical, and professional law enforcement protection and service. We strive to maintain the trust and confidence of our citizens while working to improve their quality of life.***

## **VISION STATEMENT**

Our commitment to public service begins by promoting a shared sense of community and responsibility through citizen education and participation.

- *To protect the lives of our citizens and visitors*
- *Enhance customer service*
- *Maximize efficiency and productivity*
- *Provide for personal and professional growth of our employees*

## **POLICING VALUES**

The Starbuck Police Department has adopted the following statements of its values:

- *The protection of the citizens of Starbuck is our primary goal, vigorously and courageously pursuing those who commit crimes and prey on others.*
- *Strive to maintain the highest levels of integrity, honesty, loyalty, and professionalism in all of our staff.*
- *Ensuring that we are responsive to the needs of the community and the prevention of crime shall always be the hallmark of our organization.*
- *Provide courteous police service with respect for the rights and dignity of all the people we serve.*
- *Involve the community in all policing activities that directly affect the quality of our community life.*
- *Structure police service in a manner as to reinforce the strengths of our city's neighborhoods.*
- *Encourage public input regarding the development of policies that directly affect the quality of neighborhood life.*
- *Manage our resources efficiently and effectively.*
- *Seek the input of employees into matters that affect job satisfaction and effectiveness.*
- *Remain committed to a shared and open relationship of involvement with all segments of our community.*

## **STARBUCK POLICE DEPARTMENT MOTTO**

**“TO PROTECT AND SERVE”**

# TABLE OF CONTENTS

<b>Frequently Called Phone Numbers .....</b>	<b>4</b>
<b>Crime Prevention Message .....</b>	<b>5</b>
<b>What is Neighborhood Watch .....</b>	<b>6</b>
<b>Benefits of Neighborhood Watch .....</b>	<b>7</b>
<b>Getting Organized .....</b>	<b>8</b>
<b>First Meeting .....</b>	<b>9</b>
<b>First Meeting Agenda .....</b>	<b>9</b>
<b>Neighborhood Watch Signs .....</b>	<b>11</b>
<b>Neighborhood Watch Success Checklist .....</b>	<b>12</b>
<b>Selecting a Block Captain / Co-Captain .....</b>	<b>14</b>
<b>Communication with Your Neighbors .....</b>	<b>15</b>
<b>Block Captain Information Sheet .....</b>	<b>20</b>
<b>Block Profile Questionnaire .....</b>	<b>21</b>
<b>Sign-In Sheet for Meeting .....</b>	<b>22</b>
<b>Ideas for Meetings .....</b>	<b>23</b>
<b>You Are On Your Way .....</b>	<b>25</b>
<b>Maintaining Neighborhood Watch .....</b>	<b>26</b>
<b>Calling 911 .....</b>	<b>28</b>
<b>Supect &amp; Vehicle Description Sheet .....</b>	<b>29</b>
<b>Holding a Block Party .....</b>	<b>30</b>

## Frequently Called Numbers

**Emergency:** 911 (Police and/or Fire)

**Non-Emergency:** 320-239-2311

**Starbuck Police Department:** 320-239-2525 (Administration, Reports)

**Starbuck City Hall:** 320-239-2525

**Starbuck Public Works:** 320-239-2525

**Starbuck Fire Department:** 320-239-2525

**Pope County Sheriff's Office:** 320-634-5411

**Glenwood Police Department:** 320-634-4581

**Glacial Ridge Emergency Services:** 911

**Emergency Training Services:** 320-634-2264

**Poison Control Agency:** 800-222-1222

**Pope County Food Shelf:** 320-634-3408

**Region IV Adult Crisis Team:** 701-364-0431

**Region IV Children's Crisis Team:** 701-364-0431

**Pope County Human Services:** 320-634-3483

- **Child & Adult Protection**
- **MFP & General Assistance**
- **Children's Mental Health Case Management**
- **Developmental Disabilities Coordination**
- **Senior Citizen Coordinator**

**Someplace Safe:** 320-634-3483

**Birthright:** 320-762-1224

**Parenting Time Center:** 320-424-2301

**24 Hour Crisis Line:** 800-974-3359

**West Central MN Communities Action:** 800-492-4805

**Glacial Ridge Hospital:** 320-634-4521

**Glenwood Medical Center:** 320-634-5157

**Starbuck Stevens Community Medical Clinic:** 320-239-3939

**Stevens Community Medical Center:** 320-589-1313

**Lakeland Mental Health:** 320-634-3446

**Lutheran Social Services:** 320-762-5124

**Minnewaska Mental Health:** 320-239-4800

**Western Community Partners Drop-in Center (Glenwood):** 320-634-0888

## Crime Prevention Message from the Starbuck Police Department

Through the years citizens have delegated more and more of their individual responsibility for self-protection to law enforcement specialists. As a result, fewer citizens now recognize their responsibility to take an active role in crime prevention and the apprehension of criminals.

The information in this manual is provided to citizens of Starbuck in an effort to help them take the measures necessary to reduce the possibility that they may become the victims of criminal activity.

Police officers make more arrests each year, but criminal activities continue to rise. As Starbuck continues to grow, we will continue to see more crime. The time has come when citizens can no longer leave their responsibility for the reduction of crime to others.

The police need the eyes and ears of citizens like you, to help the police protect your property from criminals, you must get involved. To help you, your community, and the Starbuck Police Department, the Neighborhood Watch program was established. No home can be protected like Fort Knox. All of the locks, bars, lights, and alarms cannot guarantee total protection. You cannot make your home, property, and self crime proof, but you can make them crime resistant.

By starting or joining a Neighborhood Watch, you learn what **you** can do to reduce **your** chances of becoming a crime victim. A Neighborhood Watch is easy to start, and effective when implemented. By starting a Neighborhood Watch in your area, you are taking the first step towards making your home, your neighborhood and your community a safer place to live.





## What is Neighborhood Watch?

The City of Starbuck Neighborhood Watch program is the cornerstone of all crime prevention programs. It enlists the active participation of citizens in cooperation with law enforcement to reduce burglaries and other neighborhood crimes. Its primary purpose is the protection of property; yours and your neighbors.

Most home burglaries occur during the day and early evening hours when alert neighbors could spot the thief and call police. Concerned citizens are doing just that. They are part of a Neighborhood Watch program with neighbors looking out for neighbors.

Neighborhood Watch is a proven and effective means to substantially reduce not only the incidence of residential burglaries in a specific geographical area, but also the incidence of other crimes. A good neighbor is one of the most effective crime prevention tools ever invented.

Neighborhood Watch teaches you the steps that you can take to help protect your own home. It also organizes a neighborhood group which can make crime prevention part of every person's daily routine, just by watching out for each other. Your job is to **REPORT** suspicious activity to police. It is **THEIR** job to handle the crooks!

### **Neighborhood Watch involves:**

- Neighbors getting to know each other and working together in a program of mutual assistance.
- Citizens being trained to recognize and report suspicious activities in their neighborhoods. Become a neighborhood "watcher". If you see a crime or suspicious activity in your neighborhood, immediately report what you have seen to police.
- Implementation of crime prevention techniques, such as home security, and Operation Identification make it more difficult for criminals to commit a crime in your community and at your home.
- Establish a telephone tree and neighborhood map to share and update each other with neighborhood information.
- Allows neighbors to get to know each other and their routines so that any out of place activity can be reported and investigated.
- A group of concerned citizens addressing issues that concern the entire community.

### What Neighborhood Watch Is Not

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

## Benefits of Neighborhood Watch

A Neighborhood Watch program in your neighborhood, whether it is a high crime area or not, will have many rewards for you and your family.

Neighborhood Watch programs are known to instill a greater sense of security, well being, and reduce the fear of crime in your community as well as create a greater “sense of community” and put the neighbor back in neighborhood. Neighborhood Watch also brings law enforcement and the community together as a team to reduce crime in your area.

### Some other benefits of Neighborhood Watch are:

- Reducing the risk of being a crime victim. The risk is reduced because participants are taught how to take preventative measures that substantially decrease the likelihood of becoming a crime victim. Not only does Neighborhood Watch reduce the risk of your home being burglarized, the instances of other crimes such as vandalism, personal assault, and fraud also decrease.
- Being better prepared to respond to a suspicious activity. Part of the Neighborhood Watch program is learning how to report suspicious activities occurring in your neighborhood and what law enforcement officers need when a crime is being reported and why.
- Greater access to criminal activity information. Neighborhood Watch programs are designed to keep participants informed of crime trends and patterns so they will be better prepared to spot any crime activity and stop it in their neighborhood.
- Obtaining a Neighborhood Watch sign to post in your neighborhood. Criminals know that if a neighborhood has a Neighborhood Watch sign posted, that neighborhood is not an easy target. They have taken the necessary steps to deter crime in their neighborhoods that have Neighborhood Watch signs posted.
- Knowing your neighbors. Neighborhood Watch promotes getting to know your neighbors and their patterns so that you will be able to notice and report any activity that doesn't fit with regular schedules. This means that when you're away, you can feel more secure about your property.
- Reducing the fear of crime and making your neighborhood more livable. Neighborhood Watch increases the number of arrests and convictions by serving as a network for law enforcement and the community to communicate effectively about crime in their neighborhood

## Get Organized

The first step in starting a Neighborhood Watch is to contact the Crime Prevention Officer at (320) 239-2525 and request a Neighborhood Watch Manual and materials. The manual contains information that will assist you in conducting your first meeting. You may contact the Crime Prevention Officer by phone or mail at the number or address below.

Starbuck Police Department  
Crime Prevention Officer  
307 E 5<sup>th</sup> St  
PO Box 606  
Starbuck, MN 56381  
320-239-2525  
Email: chiefsdpd@hcinet.net

## First: Talk to Your Neighbors

1. Determine the geographic area of your Neighborhood Watch. It should include only the homes on your street. It may include a cul- de-sac in the middle of your block.
2. Canvass your neighborhood for interest. Discuss crime problems in your area and how neighbors working together can help to prevent crime.
3. Be sure to mention that
  - i) Neighborhood Watch does not require frequent meetings.
  - ii) It does not ask that anyone take personal risks to prevent crime.
  - iii) Neighborhood Watch leaves the responsibility for apprehension of criminals where it belongs--with the **POLICE**.
4. If your neighborhood is interested in the Neighborhood Watch Program you will need to schedule a date and time with the Police Department's Crime Prevention Officer for your first meeting. Please call (320) 239-2311 to coordinate a date and time with a Crime Prevention Officer at least two weeks in advance to attend your first meeting.
5. Plan the meeting far enough in advance to give everyone adequate notice.
6. The meeting should be an informal and comfortable meeting. If possible, hold it in your home or a neighbor's home.
7. Distribute the flyers announcing the meeting and its location. As the meeting date approaches (two or three days before) remind people of the meeting.
8. Do not be disappointed if everyone cannot attend. One hundred percent participation is desired, but is not a requirement for the program to work.
9. The first Neighborhood Watch meeting is considered a working/organizational meeting. For this reason, we ask that no small children attend. Later meetings can be designed to focus on children, if the neighborhood desires.



## At Your First Neighborhood Watch Meeting

- Pick a time and date and inform your neighbors of the schedule by posting flyers throughout the neighborhood. Also, prepare an agenda for the first meeting.
- At the meeting, use flip charts, maps, hand out graphs and flyers to emphasize your important points.
- Have writing pads, and pens/pencils.
- Prepare and distribute nametags.
- Explain the purpose of the meeting.
- Have everyone sign the member information form that was in the packet
- Introduce the Police Department's Crime Prevention Officer.
- In order to effectively facilitate the meeting keep it focused, moving, and positive. Remember, you are laying the groundwork for effective solutions to fight crime in your neighborhood. Avoid leading a group gossip or complaint session.
- In order to maximize effectiveness try to keep the meeting under two hours.
- Allow people to express anger and fear, but do not allow the venting of emotion to dominate the agenda.
- Save questions for the end of the meeting as many of the issues may be dealt with during the course of the meeting.
- Encourage neighbors to write down questions instead of blurting them out arbitrarily.
- Encourage your neighbors to use their imaginations and create ideas that lead to solutions that protect the entire neighborhood.
- Serve refreshments.
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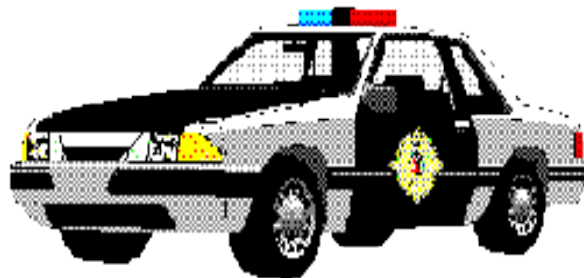
## Potential First Meeting Agenda

- Introduce and explain a little bit about yourself and what has motivated you to implement a Neighborhood Watch program.
- Ask if everybody is acquainted with the neighbors in the room. Have your neighbors introduce themselves to each other.
- Discuss what individual neighbors have done or plan to do to curb crime in the neighborhood.
- Discuss suspicious or criminal activities that plague the neighborhood such as theft, burglary, drugs, graffiti, etc.
- Explain the purpose of Neighborhood Watch and how it can be effective and successful if neighbors watch out for each other's interest.
- Discuss which vehicles belong in your neighborhood and their daily routines. This assists your visual recognition of unusual or suspicious activity. Neighbors often times recognize each other only by the vehicles they drive. Discuss unusual work hours in your neighborhood. Many people work swing and graveyard shifts and this may account for unusual traffic patterns at seemingly inappropriate hours. (This information can be entered into the neighborhood map as the meeting progresses.)

- Identify, organize, and assign home groups, Block Captains, and Block Captain Assistants. Enthusiasm should be so high that everybody is volunteering.
- Encourage neighbors to gather home safety information such as vacation schedules, special deliveries, unusual activity around your home, and share it with their Block Captain. Notify a neighbor within your group when you are expecting technicians or service operators. Thieves and robbers sometimes operate under the guise of legitimate business. (Gather this information for the second meeting.)
- Exchange information so that you can create comprehensive neighborhood maps and phone trees.
- Talk about Neighborhood Watch signs and decals.
- Reiterate who the Block Captains are and which group you belong to. If persons not in attendance are picked as Block Captains, please notify them immediately.
- Set a time and date for second meeting no more than two weeks in the future. Encourage attendees of the first meeting to bring at least one new neighbor to the next meeting.
- Now that you have discussed the concerns of your neighborhood, encourage your neighbors to consider solutions to the problems facing your neighborhood so that they can be brainstormed at the next Neighborhood Watch meeting.

### **The Police Officer will explain and discuss:**

- The Neighborhood Watch Program.
- The City's involvement in the program.
- Information about specific crime problems in your area.
- Effective crime prevention techniques for home and neighborhood safety.
- How to report a crime.
- The need for neighborhood involvement in crime prevention and what it can accomplish.
- Other crime prevention programs.



## Receiving & Keeping Your Signs



In order to receive your Neighborhood Watch signs, it is necessary to have representation from at least 50% of the homes in your geographic area, at **each** of your two meetings per year. It is not necessary that all the occupants of the home attend the meetings, only that someone represents the residence.

It is not necessary that the same homes be represented each time a meeting is held, only that at least 50% of the homes in your area are represented.

Neighborhood Watch signs will be posted approximately two to four weeks after the Crime Prevention Unit receives the sign-in sheet from your second meeting. The location of the signs will be determined by an officer from the Crime Prevention Unit. The second meeting may be held any time up to a year after the first meeting. You do not need to have a Crime Prevention Officer attend every meeting.

In order to keep the signs, it is necessary to have at least two meetings per year. These may be formal or informal so long as they offer neighbors a chance to get acquainted. Be sure to keep attendance at each function.

Lastly, be sure to mail your attendance sign-in sheet to the Crime Prevention Officer each time you have a meeting. This way you can be guaranteed that your signs will not be removed.

**It is very important that each time you have a meeting, you mail the sign-up sheet of attendees to the Crime Prevention Coordinator at the Starbuck Police Department. This will ensure that you receive credit for the meeting. Neighborhood Watches that do not meet the minimum criteria of at least two meetings per year will have their signs removed!**

# Neighborhood Watch Success Checklist

Although each neighborhood may set different goals and choose to implement Neighborhood Watch in a little different manner, there are some guidelines that may help you to ensure its success.

## **Getting Organized**

- Establish a Planning Committee to initiate the program and choose a Coordinator to take leadership responsibilities.
- Clearly define the boundaries of the Neighborhood Watch area.
- Produce a map of the area with addresses and residents names.
- Inform the Starbuck Police Department of your intentions or organize and invite them to participate in the first meeting.
- Identify key issues to address throughout the planning process.
- Survey your neighbors for input on what they want to see included.
- Even after you are organized, continue to plan and implement to keep the momentum.

## **Communications**

- Create a flyer and other materials that describe your Neighborhood Watch program and encourage neighbors to become involved.
- Establish an email and/or a telephone tree notification system.
- Recruit Block Captains to manage and distribute information.
- Define what types of information is sent through various channels to ensure that emergency information gets through to everyone.
- Run a test of your emergency communications to ensure it works.
- Consider having window clings produced for all homes and complete necessary requirements for the Neighborhood Watch street signs from the Starbuck Police Department.

## **Involvement**

- Plan a kickoff event so neighbors can meet and get to know each other.
- Encourage a mix of business and pleasure in all events.
- Invite guest speakers who can discuss topics of interest to your neighborhood.
- Arrange to have a member of the Starbuck Police Department to attend some of your meetings to discuss current crime, crime prevention topics or to answer questions from your group.
- Decide on the frequency of meetings and set a tentative plan for the first year.
- Don't forget about the children and teen in your neighborhood. Figure out activities and ways to have them get involved and have fun as part of the whole process.

## Partnerships

- Consider Starbuck Police Department your strongest ally and an excellent resource to help you get organized.
- Identify local resources with common interests, expertise in area of interest and seek ways to work together.
- Local businesses may provide comp or discounted services such as flyers.
- Media will often support groups through publicity for recruitment drives and meetings.
- Places of worship may provide meeting space and also publicize events.



## Select a Block Captain / Co-Captain

The role of the Block Captain is to:

- Be a spokesperson for the group.
- Serve as the liaison between law enforcement and your Neighborhood Watch group to organize and arrange Neighborhood Watch meetings.
- Recruit neighbors to share the responsibility of hosting meetings.
- Maintain a list of all members.
- Designate work assignments that may include:
  - New members
  - Vacation home watch
  - Neighborhood patrol
  - Fund raising
  - Secretarial duties
  - Developing and maintaining block maps
  - Materials distribution

Remind members to call law enforcement with concerns — not the Block Captain. The Block Captain's role is to assist the watch but not to monitor problems. To share the work load and responsibilities, the Block Captain position can be rotated on a regularly scheduled basis.

Remember: If the Block Captain resigns or passes on the responsibility, notify your law enforcement representative and suggest a replacement.



## Communication With Your Neighbors

The security of the neighborhood and its citizens depends upon the people themselves. You and your neighbors are the ones who really know what is going on in your neighborhood. No police department can effectively protect life and property without the support and cooperation of the citizens it serves. They need your eyes and ears. Every citizen should be a Neighborhood Watch member...a concerned, public-spirited person who watches his or her neighborhood and reports criminal activity to their local law enforcement agency.

The following are three methods that you can use to share information with your neighbors.

1. **Block Map:** This gives you a visual perspective of your block. It's a handy way to remember who lives where and makes it easy to explain the layout of your block to the 911 operator.
2. **Block Profile:** A more detailed record of your block's composition. It includes information such as work schedules, emergency phone numbers, e-mail addresses and types of vehicles and block skills.
3. **Telephone Tree / Email Group: Telephone:** An effective method for sharing information between neighbors. Each neighbor is responsible for calling one or two other block members when problems arise. **E-mail:** This allows you to update the neighborhood with the touch of a button. Bulletins may be sent to the neighborhood group regarding any notifications or recent criminal or suspicious activity.

### Block Map

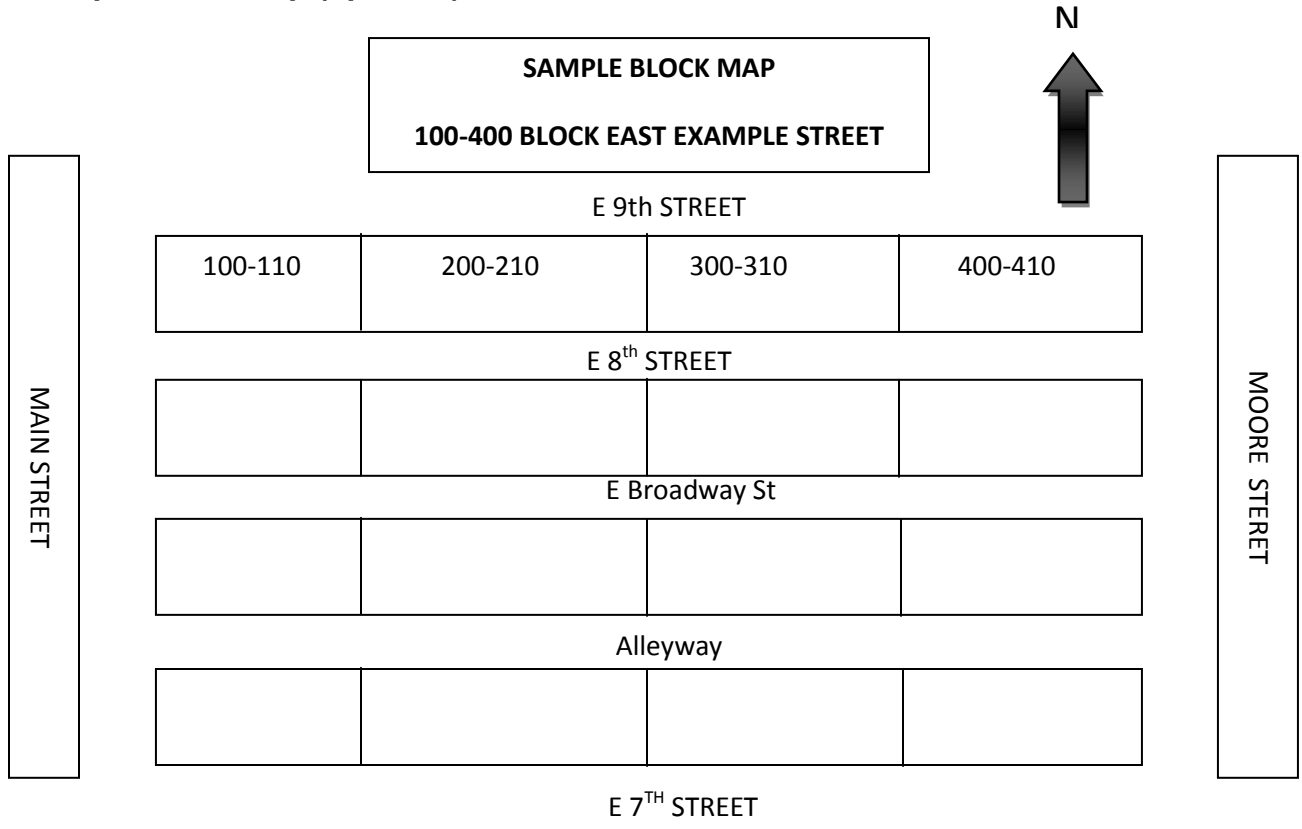
Be sure to include the following on your block map:

- House color
- House number (make sure it's visible on your house)
- Name of residents (s)
- Telephone number
- Street names and numbers
- Directional compass

You may also want to use symbols (dots or stars) or color coding to indicate which homes have alarms, work schedules (so you know where there are gaps in "watchers") or other pertinent information.

Consider your block map as part of your security; keep it in a safe place where strangers will not see it.

**Sample Block Map (optional)**



**Block Home Profile Form (Optional)**

House Number & Color	Names & ages of Household members	Phone Numbers, home, work, cell, emergency	Car makes, colors & license plate #	Pets	Medical Issues	Emergency Contacts

**NEIGHBORHOOD WATCH PROGRAM BLOCK PROFILE**

This is a sample of the form that can be used to help compile a profile of your block.

## **Telephone / E-mail Tree Information**

A phone/E-mail tree is a tool that provides a means of rapid communication on a block. One of the most important aspects of a successful Neighborhood Watch is open communication among neighbors. The telephone/E-mail tree helps provide a communication network.

### **What is it used for?**

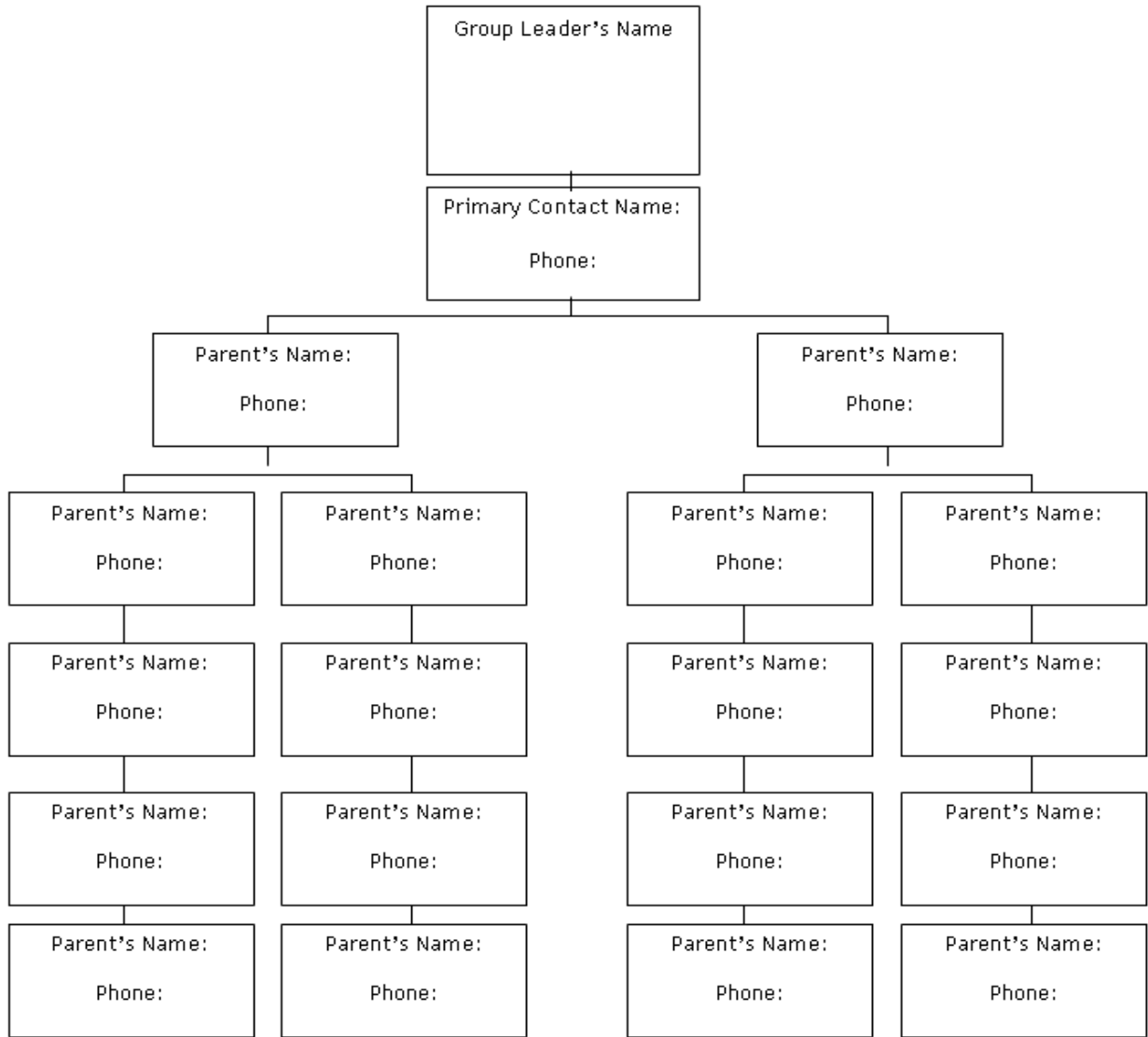
- Neighborhood meeting reminders
- Crime Alerts from the Police Department To inform neighbors of suspicious activity or a crime in the neighborhood
- Prevention information for crimes that have been occurring in the neighborhood
- Suspect description/information to help apprehend a person.
- Any other reason that your group finds it needed or convenient to communicate and pass on important neighborhood information

### **How Do You Set It Up?**

The Neighborhood Watch Block Captain should be at the top of the tree. The people who are least likely to be home, or hard to get a hold of should be toward the bottom. There may be someone in your neighborhood who does not want to give their number out to the entire group (each member of the group will receive a copy.) In this case, assign that person to someone that they are willing to give their number to and do not have them responsible for calling anyone else (this means that one person may be calling three people). Alternatively people may opt to be notified only by e-mail rather than by telephone. You may want to organize the Tree so that the people calling one another live near each other, can see a common area, or randomly. New members of the group should be added onto the bottom, so as not to disrupt the entire Tree.

### **How do you use it?**

When a group member has information that needs to be passed on, call the person at the top of the Tree. After you are called, call the people that you have been assigned. After the person on the bottom of the Tree gets the information, they should call the person at the top to inform them that the process was completed. If your contact person is not at home, you are unable to leave a message, or know they will not be able to call soon, call the people below them also. Email contact lists will be sufficient for general notifications, and the more urgent matters handled by the Phone Tree.



NOTE: If you get an answering machine, phone the next person on the list until you get a live voice.

**How To Use Your Telephone Tree**

1. Please call the person at the top of the tree if you have any crime problems or information to share.
2. When you receive a call, call the next person(s) under you. If they aren't home, call the next one down the line. Continue to try to contact those who aren't home. The households at the bottom of the tree should call the person at the top to indicate that they received the message.
3. If you see suspicious activity, be sure to call 911 before you call your neighbors.

# Starbuck Police Department

## NEIGHBORHOOD BLOCK CAPTAIN INFORMATION SHEET

Please complete this form and fax or mail it to the Starbuck Police Department, 307 E 5<sup>th</sup> St, PO Box 606, Starbuck, MN 56381  
Fax: 320-239-2525 or Email: [chiefspd@hcinet.net](mailto:chiefspd@hcinet.net)

**PLEASE KEEP A COPY FOR YOUR RECORDS!**

Please check one (use a pen please): \* Captain \* Co-Captain

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone # (home and cell)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Number of homes in NW\*

\_\_\_\_\_  
Number of homes in neighborhood

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*NW = Neighborhood Watch



## Block Profile Questionnaire (Optional)

This information will be used by the Neighborhood Watch Block Captain to create the Block Map, Block Profile Form and Telephone Tree. Please complete this form and return it to the Block Captain promptly. Thank you!

**Name of household members** (include children's birth years)

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**Pets** \_\_\_\_\_

**Address** \_\_\_\_\_

**House Color** \_\_\_\_\_

**Home Phone** \_\_\_\_\_

**Work Phone(s)** \_\_\_\_\_

**Email(s)** \_\_\_\_\_

**Emergency Contact** (name, relationship, and phone numbers \_\_\_\_\_

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**Work Schedule(s)** \_\_\_\_\_

**Cars** (make, model, license number) \_\_\_\_\_

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**Alarm:** (circle one) Yes / No

**If yes, should your neighbors call 911 when they hear your alarm?** (circle one)

Yes / No

**Special Medical Problems** (heart condition, diabetes and instructions) \_\_\_\_\_

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**What do you think are the three main problems facing your neighborhood?**

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## SIGN IN SHEET NEIGHBORHOOD WATCH MEETING

FAX to: (320) 239-2525 or MAIL to:  
Starbuck Police Department  
307 E 5<sup>th</sup> St PO Box 606, Starbuck, MN 56381  
[chiefspd@hcinet.net](mailto:chiefspd@hcinet.net)

Block Captain's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

**Please PRINT your name below (print clearly). One person per household.**

<b>Name</b>	<b>Address</b>	<b>Home Phone</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

## Ideas for Meetings

Variety of the spice of life, so consider having a short business update combined with a speaker or other activity. Here is list to help get you started. Also remember that you may join together with other neighborhood Watch groups within Starbuck to reduce costs and allow more interested parties to be informed.

### **Local Crime Report**

Invite members of the Starbuck Police Department to give a complete look at what is happening in your neighborhood and what you can do.

### **Self-Defense Training**

Identify a local resource to offer a lecture and hands on experience. This may be for anyone or set up for women or children.

### **Bicycle Rodeo**

Find a local resource to lead a bicycle safety program for children in your neighborhood. Or do a similar event for skateboarding.

### **Household Physical Inventory Program**

Locate a local insurance company resource to lead this program. Try to get instant cameras donated so people can implement immediately.

### **Credit Card Fraud**

Assemble a team of resources to cover this topic: Police Officer, retail store manager and a victim. Learn what to do to prevent this from happening and what to do immediately after it happens.

### **When to call 911 – for the Whole Family**

The Starbuck Police and Fire Department are excellent resources for this topic.

### **National Night Out or Minnesota Night to Unite**

This is a perfect opportunity to socialize for the whole family. Picnic; invite members of the Police and Fire Department to join in the fun. Put together contests for the children.

### **Pre-Rockin' Starbuck Grill Out**

Another perfect time to get together and have fun! Some neighbors may carpool or walk down to the festivities afterwards.

### **Setting up McGruff House in the Neighborhood – in informational session**

This will take a little planning and you will want to include resources with experience and knowledge, but it may be a good way to initiate a program and draw in volunteers to help.

### **First Aid Training**

Invite local fire department or medical facility to put together a first aid/CPR training course for your meeting.

### **Fire Safety**

Begin a campaign to provide smoke detectors in every home. Establish fire safety plans for every home that include fire extinguishers, escape routes, and where to meet after a burning building has been evacuated. Invite a representative from your local fire department to address your meeting on fire safety.

### **Light the Neighborhood Program**

The benefits of leaving your porch light on all night far outweigh any cost considerations. This action lights up shadow areas that people hide in and is an effective deterrent to criminals who prefer to work in the dark. If every home puts a motion light up in their front and back yard, a suspect hopping fences to get away from police can be tracked from the air and ground by the lights going off in succession. If a neighborhood is having a particular rash of crimes this program is a good way to deter further criminal activity.



## YOU ARE ON YOUR WAY!!

Do not let anyone tell you that Neighborhood Watch is an excuse to be nosy. In other cities, active Neighborhood Watch programs have resulted in dramatic reductions in residential burglaries of 45% to 60%.

Now that your Neighborhood Watch is established, be sure that everyone understands and observes the following general guidelines:

1. **BE ALERT!** Report any unusual or suspicious behavior to the police. Write down descriptions of the person(s) or the license plate numbers of any vehicles involved.
2. Keep a trusted neighbor informed if your house will be unoccupied for an extended period. It is important to leave the neighbor a way of reaching you if an emergency should arise.
3. Look after your neighbor's house when they are away, and ask them to look after yours. This includes collecting mail, newspapers and other deliveries which, if not collected, would indicate at a glance that no one is home.
4. Above all, be concerned. It is the most effective way to reduce or prevent crime and make your neighborhood safe. Often times, spending a few extra seconds watching strangers walking or driving through your neighborhood is enough to prevent many crimes.
5. And remember - your job is to **REPORT** crime. The responsibility of apprehending criminals belongs to the police.
6. If you would like the Crime Prevention Officer for your area to attend your meeting, please remember before setting the date for your meeting to contact the officer at least two weeks in advance to coordinate a date and time, otherwise they may not be available.

# Maintaining Your Neighborhood Watch

Stable neighborhoods result from people caring and sharing. Such neighborhoods experience fewer crime problems. When Neighborhood Watch networks organize around crime concerns, enthusiasm is usually high and participation good. A few months later, the excitement dies down and communication often sags.

The following list of suggested projects to help keep your block alive was compiled from active Neighborhood Watch participants. Add your own ideas to this list based on the composition and interests of your neighborhood. Choose the ones appropriate for your group and have fun!

## **Group Material Buying**

Many nurseries, building supply businesses, etc. will give customers a discount on large orders.

## **Carpooling**

Share a ride to work, downtown, shopping malls, etc. with a neighbor or two.

## **Winter Emergency Planning**

Develop a game plan for winter emergencies. Who has a gas stove? Four Wheel drive vehicle? Does anyone have special needs? Identify the resources on your block.

## **Thanksgiving or Other Holiday Dinners**

Ask a neighborhood church or community center for use of space for a multi-family celebration. Share the work and cost.

## **Progressive Dinners**

Hors d'oeuvres at one house, salad at the next, soup, main course, etc. Each house has a responsibility for one course. The party moves from house to house.

## **Block Garden**

A resident with unused garden space can let others use it in exchange for produce. Celebrate with a harvest festival.

## **Exercise or Walking Groups**

It's easier to pursue fitness with a companion at a regular time. Organize a weight loss competition, perhaps one side of the street vs. the other. Celebrate with a low cal potluck.

## **Support Groups**

Young mothers, single parents or seniors may benefit from meeting to share concerns and solutions.



**Holiday Activities**

Share putting up decorations on each other's homes. Celebrate by gathering the neighbors for an evening stroll to admire area lights.

**Child Care Co-op**

With the aid of your block map and telephone tree, organize a co-op. Parents and children both benefit.

**Work Parties**

Painting, insulating, housecleaning, shoveling snow, etc. can be easier, faster and cheaper if neighbors with similar needs do things together.

**Goods Exchange**

Collect unwanted books, toys, or outgrown children's clothing. Exchange them with neighbors for new "treasures".

**Kid's Parade**

If your block has a lot of kids, show them off with a children's parade. Close off your block for the event. (Please call the Starbuck City Hall) Neighborhood merchants are often willing to donate soft drinks, treats and prizes.

**Sign Posting Party**

Celebrate community spirit by arranging a party for posting your sign telling the world that crime will not be tolerated. Let the Neighborhood Watch symbol remind neighbors of the commitment you have made to each other to be watchful and responsive.

**Booster Meeting**

Invite a crime prevention specialist for a follow up meeting to help strengthen your resolve in keeping the block crime free. Speakers on various crime prevention topics such as child abuse or child abuse prevention, rape prevention or senior safety are available.

**Telephone Reassurance**

Establish a system whereby any seniors or shut-ins are telephoned at regular intervals to make certain that everything is all right.

## CALLING 911



911 is the number for police, fire, or medical assistance. You can call 911 for free from home, cellular or pay phones.

Use 911 to:

- Report a situation requiring a police response.
- Summon an ambulance for medical assistance.
- Report an incident requiring a response from the Fire Department.
- Report a crime in progress
- Report any type of suspicious activity.

When a call is placed to 911, it is automatically routed to the 911 center for that area. If you are calling about an incident at a different location out of the city, the 911 operator will transfer you to the correct agency. Calls made from cell phones will be automatically routed to the closest 911 call center. If the call goes to the wrong agency, the 911 operator will transfer you to the correct one.

**Things to remember:**

- When 911 answers your call, be prepared to answer several questions.
- Try to give an exact address or location where the incident is happening.
- **BE PATIENT WITH THE 911 OPERATOR.** All the questions are important to the safety of the responders and the public. Help can be sent while you are speaking with the operator.
- Stay on the line if necessary.
- Call back if you have any questions or if the situation changes
- **BE PATIENT.** Calls for service are dispatched on a priority bases. Crimes in-progress, life threatening situations or calls which require medical assistance are considered high priority and will be dispatched before lower-priority calls which include loud music, disturbances, and verbal altercations.
- Call back if the situation changes. One example is an argument that has turned into a physical fight.
- If you are unable to speak during a 911 call, try to give some indication that help is needed. When you call on a land line, the address you are calling from will appear on the 911 operators screen in almost every case.
- If you are calling from a cell phone, it is very important to give the operator a location since the operator only receives an approximate location or intersection. Help can still be started but the chances of being located at drastically reduced without specific location information.



## Holding a Block Party

### (Blocking off the Street)

The citizens of Starbuck are permitted to block off their residential street for the purpose of holding a “Block Party”. However the permission of the City of Starbuck is required prior to blocking off the street. Listed below are the requirements for applying for a permit (the permit is free), and the restrictions when holding your party.

### **Letter of Application:**

1. Written requests for temporary street closures shall be submitted to the City of Starbuck, 307 E 5<sup>th</sup> St, PO Box 606 Starbuck, MN 56381
2. The request shall be accompanied by the name, address, and telephone number of the party responsible for the activity. In addition, if any neighborhood residents are denied access to their home because of the closure, their approval is also required.
3. The letter of application shall include the nature of the party and the proposed hours.
4. The letter of application shall include the following statement: “The undersigned agrees to indemnify and to hold the City of Starbuck harmless of any damage or injury to persons or property arising from the conduct of this block party.”
5. The city will furnish the necessary barricades and “Street Closed” signs.

### **Restrictions:**

1. Block parties will be restricted to residential districts and will not be allowed on collector or arterial streets.
2. There shall be no alterations of any kind made to a street or sidewalk in preparation of or during a block party. Any debris caused by the users will be removed from the public right-of-way immediately following the activity.
3. It shall be the responsibility of those organizing the party to erect and remove the necessary barricades and signs. The barricades shall be set at the place designated by the Chief of Police.
4. For safety purposes the Starbuck City Council may require those organizing the party to hire a Starbuck police officer to direct and control traffic adjacent to the closed portion of the roadway.
5. The block party must be for non-profit purpose.
6. Entertainment such as band music, record player music and any auxiliary amplifying equipment shall be restricted so that sound does not disturb beyond the perimeters of the block.