



Neighborhood Watch TOOLKIT

*A Guide to
Starting, Organizing &
Maintaining Your
Neighborhood Watch*

Table of Contents

Neighborhood Watch Basics

1. What is Neighborhood Watch?.....	1
2. How Do I Start a Neighborhood Watch Group?.....	4
3. How Many People Do I Need to participate?.....	5
4. What Are the Roles and Responsibilities in a Neighborhood Watch Group?.....	5
5. How Much Time Do I Have to Spend?.....	8
6. How Do I "Sell" the Idea of a Neighborhood Watch to My Neighbors?.....	9
7. How Does My Law Enforcement Representative Help Neighborhood Watch?.....	9
8. How Does My Neighborhood Crime Watch Group Get Watch Signs?.....	9
9. Are Background Checks Conducted for Participants in a Neighborhood Watch Program?.....	10

Planning Your Meeting

1. Where to Have the Meeting.....	11
2. How to Plan the First Meeting.....	11
3. A Sample First Meeting Agenda.....	13
4. Tips on Having a Successful Meeting.....	14
5. Reasons for Neighborhood Gathering.....	15
6. Sample Invitation Letter.....	16
7. Sample Invitation Flyer.....	17

Neighborhood Watch in Action

1. We've Got a Group Going. What Do We Do Now?.....	18
2. What are Suspicious Activities.....	19
3. Examples of Suspicious Activity.....	20
4. How to Report Suspicious Activity or a Crime.....	23
5. Care Enough to Call.....	25
6. What Response to Expect in Regard to Your Call	25
7. Suspect Descriptions.....	26
8. Observation Notes	27

Table of Contents (continued)

What Else Do Neighborhood Watch Organizations Do?

1. Participate in National Night Out.....28
2. Keep Your NW Active28
3. Keep Up the Good Work!.....29
4. Guidelines to Maintain an Active NW Program.....30
5. How to Promote Meetings.....30
6. Collaborative Organizations.....32

Connect

1. Important Contacts and Links.....33

APPENDIX

- **Other Helpful Resources**
- **Protect You and Your Property Against Unwanted Wildlife**

The Basics

What is Neighborhood Watch?

The National Sheriff's Association developed the National Neighborhood Watch Program in response to a multitude of requests from sheriffs and police chiefs across the country. Law enforcement leaders were looking for a crime prevention program to incorporate citizen involvement, and address the increasing number of burglaries taking place, especially in rural and suburban residential areas. After the National Sheriffs' Association kicked off the National Neighborhood Watch program, it was left to local law enforcement agencies to create local groups.

Throughout the years, Neighborhood Watch has grown from an "extra eyes and ears" approach to crime prevention to a much more proactive, community-oriented endeavor. Neighborhood Watch groups are now incorporating activities that not only address crime prevention issues, but also restore pride and unity to a neighborhood.

Rolling Hills Estates Neighborhood Watch (NW) has been formed with the national initiative in mind and to help our community: prevent or reduce crime in neighborhoods, develop a positive rapport with law enforcement, and become the "eyes

and ears" for law enforcement. At NW meetings, residents discuss and plan potential solutions to address the area's crime problems through prevention as well as discuss ways to prepare themselves and neighbors in the instance of a disaster. NW is also a great way to meet and get to know your neighbors, which enhances everyone's safety and preparedness in the neighborhood.

Neighborhood Watch groups are organizations that:

- Teach citizens techniques to reduce the risk of being victimized at home and in public.
- Train citizens to recognize and report suspicious activities.
- Teach participants how to make their homes more secure and how to properly identify their property.
- Allow neighbors to get to know each other and their needs and routines so that unusual activity can be reported and investigated or individuals can be assisted in the instance of a disaster.
- Make citizens aware of the resources available on their street that could be used in a disaster.
- Train citizens to know what steps to take immediately following a disaster.
- Bring citizens together to address the needs and issues that concern the entire community.

Neighborhood Watch groups are not:

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

The leader of the Neighborhood Watch program is a Block Captain.

A block captain is the person or persons that will:

- Organize "block" activity
- Distribute crime prevention, emergency preparedness and community information to members of the group
- Represent their area or section at other Neighborhood Watch activities in the community
- Help distribute information about other types of activity taking place in your community.
- Complete a block map and/or roster containing first and last names, addresses, contact numbers and emails and special needs information of all residents in their neighborhood and/or street.

How Do I Start a Neighborhood Crime Watch Group?

You can easily start a Neighborhood Watch by following the steps below:

Step 1: Create Awareness and Connect.

Connect to the City, Sheriff and the NW Leadership to let them know you are interested in starting a neighborhood watch program. Discuss the types of crime or issues that your neighborhood is concerned about.

Step 2: Contact your neighbors to find out who is interested. Visit them door-to-door if email and/or phone calls do not work. Going door-to-door is a great way to promote Neighborhood Watch, but TAKE SOMEONE WITH YOU. Never walk door-to-door alone. (*Note: Residents are more likely to open the door to a man and woman than to two men.*)

When you talk to your neighbors, discuss crime and issues in your area, explain the value of the program, and determine a good time to schedule the first meeting. Keep a list of everyone's preferences and write down their comments.

Step 3: Plan a get-together along with a representative from your law enforcement staff. Coffee, baked goods and lemonade or soft drinks can be served.

Step 4: Be Active. Engage your neighborhood with periodic meetings, neighborhood gatherings and different types of drills to encourage others to get and stay involved. Maintain communication with your group and the law enforcement liaison.

How Many People Do I Need to Participate?

It can be as many or as few people who want to participate where you live. Once a group has been identified, you may contact the City to have NW signs installed on your street.

What are Roles and Responsibilities?

Roles and responsibilities within a NW group can and will vary from neighborhood to neighborhood depending on the availability of volunteers.

Neighborhood Coordinator

- *Coordinates* activities of Block Captains and Block Watchers
- *Recruits* neighborhood residents into the NW program.

- *Acts as a liaison* with the City/Law Enforcement/NW Leadership Team and the neighborhood.
- *Distributes information* – using web and email.
- *Plans and conducts NW meetings* as needed.
- *Develops communication systems* and maintains a phone/email tree for important information or disaster preparedness messaging.

 **Your Neighborhood Coordinator is:**

His/her email address:

His/her phone number: _____

Block Captain – *should be for a “block” of homes, not more than 50 residences.*

Works with the Neighborhood Coordinator to:

- *Host a NW meeting* for the people on their block.
- *Recruit neighborhood residents* into the NW program by visiting each home, apartment, and/or business on their block, announcing the meeting and encouraging neighbors to participate.
- *Contact neighbors* who have not responded to fliers, emails or participated in the program.
- *Plan and conduct NW BLOCK* gatherings as needed.

- *Distribute Crime Prevention* to those residents who were unable to attend meetings
- *Be a liaison* between the residents and the Neighborhood Coordinator, assist Neighborhood Coordinator by communicating with the City/Law Enforcement/NW Leadership Team.
- *Promote and distribute* a copy of all scheduled NW meetings, upcoming events, and special activities to everyone on their block.

 **How many Block Captains does your neighborhood need?**

Block Watcher

- *Acts as eyes and ears* for their neighbors and reports suspicious activities.
- *Checks neighbors' homes* when they are out of town (with permission).
- *Cooperates with and assists* the Block Captain.

Neighborhood Watch Member

This is anyone and everyone within the neighborhood!



How Much Time Do I Have to Spend?

As much or as little time as you want.

How Can I "Sell" the Idea of a Neighborhood

Watch to My Neighbors?

Tell your neighbors that:

- Neighborhood Watch is a return to the "old-fashioned" days when neighbors took care of neighbors and communicated with law enforcement.
- The program helps reduce the risk of becoming a crime victim.
- It helps a community become stronger and more unified.
- It generates a concern of neighbors for each other. For instance, during bad weather, neighbors can check in on other neighbors.
- Neighborhood Watch lets neighbors know that someone will be there in times of personal crises such as fires, floods, earthquakes or crimes.
- There is greater access to criminal activity information through the weekly email blast from the City NW Coordinator.
- Having a Neighborhood Watch sign posted lets criminals know that the neighborhood is not an easy target. Convicted burglars have reported avoiding neighborhoods that have these signs.

- It gives neighbors an opportunity to have block parties and neighborhood gatherings.
- Neighborhood Watch provides a forum for programs and an opportunity to meet officials in the community.
- It is a network of different neighborhoods working together.

How does my Law Enforcement Representative Help with a Neighborhood Watch?

All crime prevention programs provided by your local law enforcement representative are FREE! Community presentations are available for almost any topic and there are several programs and web based resources for you and the neighborhood. PLUS, the RHE NW group is connected to other regional organizations that offer presentations on emergency preparedness topics.



How Does my Neighborhood Watch Group Get NW Signs?

Signs and installation are available free of charge through the City of Rolling Hills Estates. Please contact City Hall at (310) 377-1577.

Are background checks conducted for participants in a Neighborhood Watch program?

Background checks are not routinely conducted for Neighborhood Watch members. However, any suspicious activity should be immediately reported to the Sheriff's Department for investigation.



Planning Your Meeting

Where Do I Have the Meeting?

Meetings can be held in a backyard, den, kitchen, basement, porch, an apartment, or a community room. In some cases, the City Council Chambers may be used under a facility use agreement.

How Do I Plan Our First Meeting?

(Check off as you complete the following):

1. Set the date, secure a location and contact the City of Rolling Hills Estates (310.377.1577) or the Sheriff's Department (310.539.1661) to request their participation.
2. Hand out flyers, send emails or posts to your neighborhood social media site so that all the members of the neighborhood are aware of the upcoming activity. You can also attach a letter explaining the NW program in more depth.
3. After getting the initial word out, keep publicizing and reminding neighbors so that you create neighborhood interest. Post notices and flyers around the neighborhood and on your social media sites. Remember

word-of-mouth is also a great way to advertise!

- _____ 4. Prepare an agenda with a list of the items that need to be discussed.
- _____ 5. Determine in advance time limits for each agenda item – this keeps the meeting organized and on point.
- _____ 6. Plan on appointing a timekeeper for the meeting. A timekeeper can politely keep your meeting from running too long.
- _____ 7. Estimate the number of families (people) in your neighborhood.
- _____ 8. Invite someone from an adjacent or nearby NW to attend and provide success stories.



*KEEP MEETINGS
SHORT, SWEET
AND FUN!*

A Sample First Meeting Agenda

- Welcome & Introductions, Thank everyone for coming.
- Explain your reason for calling the meeting and discuss concerns you and your neighbors have about crime in your area. (See examples below).
- Determine if there is enough interest in your area to start a Neighborhood Watch. Many believe that there should be at least 50% of residents in neighborhood participating in all meetings and activities to maintain a Neighborhood Watch. This isn't necessarily correct, but certainly should be your goal.
- Pass around a contact sheet on which everyone will write down their names, home addresses, email addresses and phone numbers. This information will be put on a block map and, if your neighborhood wishes, can be distributed to everyone later.
- Determine date for next meeting, who will bring light refreshments, and whether children may or may not attend.
- *Introduction of law enforcement representative.* Topic should be the basics of a Neighborhood Watch.
- Make a list of what topics the participants are interested in hearing about for future meetings.

TIPS ON HAVING A SUCCESSFUL MEETING

- ✓ Good lighting and comfortable room temperature.
- ✓ Seating arrangement - a semi-circle usually works best since it enhances eye contact, and encourages better interaction among members of the group.
- ✓ Inexpensive refreshments - **KEEP THESE SIMPLE!**
- ✓ Have an agenda – keep it short and sweet and stay on point!
- ✓ Avoid "war stories", personal anecdotes, or "soap box" techniques since they can be misleading and disruptive to the meeting.
- ✓ Briefly review key points discussed at the last meeting.
- ✓ Prepare materials in advance.
- ✓ Meetings should last no more than 60 minutes and start promptly.
- ✓ Say it just as you see it or as if you were talking to your own best friend.
- ✓ To keep interest, plan an activity such as filling out forms, pose a "problem" situation for discussion, or show slides.
- ✓ Arrange your agenda in units so that the meeting can end at any point. There is no way to determine exactly how much time it will take to cover certain material. Even if the meeting doesn't take the full amount of time, do not introduce a new topic that must be cut off before it is discussed in full.
- ✓ Do not cram too much into one meeting. Everything will keep until next time!

Reasons for Neighborhood Gathering

Discuss the concerns you have about your area such as the following (check all that apply):

- Need for neighborhood association and sense of community
- Over-turned garbage cans
- Broken glass
- Child safety
- Noise
- Prowlers
- Auto/property vandalism
- Garden/garden supply theft
- Burglaries
- Earthquake preparedness
- Water conservation
- Pet/horse safety in a disaster
- Other

Other ideas are listed in the attached Resource Guide. After discussing the concerns, determine if you and your neighbors feel there is a need for a Neighborhood Watch. Your law enforcement representative will help "sell" the idea of a Neighborhood Watch by using some or all of the reasons above.

Sample letter of invitation OR Flyer

Use a letter of invitation in conjunction with flyer to promote the first meeting.

Dear Neighbor:

RHE Neighborhood Watch is a very effective program to prevent many crimes such as burglaries and help prepare you for a disaster. Neighborhood Watch promotes awareness and emergency preparedness that will help ensure the safety of you, your loved ones, and your neighbors

I want to see if there is interest in starting a Neighborhood Watch group for our block (neighborhood?). I hope that you will join me at my house on [date] at [time] at [address]. Together, we can help keep crime off our block (out of our neighborhood?) for good.

Sincerely,

[name]

[phone number]

[email address]

SAMPLE



NEIGHBORHOOD WATCH INFORMATIONAL MEETING FOR ——— HOA/STREET

The City of Rolling Hills Estates and your Homeowners' Association invite you to a Neighborhood Watch meeting.

Get the latest information about crime in our neighborhood, meet our Community Relations Sheriff Deputy, and learn about crime prevention...

WHEN:
WHERE:



What is Neighborhood Watch?

Neighborhood Watch is a crime prevention program which enlists the active participation of residents in cooperation with local police to prevent and reduce crime in our neighborhoods.

Neighborhood Watch is residents not only knowing each other, but also taking the time to care about each other and work together in a program of mutual assistance.

Neighborhood Watch is about crime prevention education and the implementation of important home and personal security strategies.

Neighborhood Watch in Action

We've got a group going. What do we do now?

The best thing about Neighborhood Watch is that it is so easy. Looking out for your neighbors takes very little time, and it benefits everyone.

What to do:

- Exchange basic information with trusted neighbors: home and work telephone numbers, daily routine of your family, planned vacations or visitors, scheduled deliveries and repairs, special needs of neighbors (who has children, where are elderly, who has life-saving medications) and your alarm system.
- Report any unusual or suspicious activities to the Sheriff's Department-Lomita Station by calling 310.539.1661. Don't hesitate to call; there is a direct connection between an increase in calls for service and a reduction in crime! However, for an immediate emergency call **911**.
- Make note of the descriptions of suspicious persons and vehicles. Write down license plate numbers and directions of travel. Take note of the color of the vehicle, what the suspicious persons was wearing, time of day, etc. Give as much specific information as possible.
- Keep neighbors informed of houses that will be

unoccupied for extended periods of time. Contact the Sheriff's Department for their volunteer vacation patrol.

- Look after neighbors' houses when they are away. Volunteer to collect their mail, newspapers and other deliveries. A stack of several newspapers is a good indication to a burglar that no one is home and it is better to not put a hold on deliveries.
- Consider an email or voice mail system, automatic lights, etc.
- Request Neighborhood Watch Signs. Signs alert criminals to the fact that they are entering a NW neighborhood.
- Consider establishing a regularly scheduled email newsletter and be sure the NW weekly email is a part of it.
- LET LAW ENFORCEMENT APPREHEND CRIMINALS. NEVER PUT YOURSELF IN DANGER.



What Are Suspicious Activities?

If you detect any suspicious activity in your neighborhood or anywhere, call the Sheriff's Department. Do not worry about being embarrassed if your suspicions prove to be unfounded. It is better to think of what could happen if you didn't act.

Examples of Suspicious Activity

Suspicious Persons

1. Door-to-door canvassers in a residential area. This is especially suspicious if, after a few houses have been visited, one or more of the subjects go into the back or side yard. If one remains in the front yard while this occurs, the situation is even more suspicious. They could be "casing the house" for a burglary. There may be a burglary in progress, or it could be a soliciting violation or trespass in progress.
2. People waiting in front of a house where the occupants are absent, or loitering in front of a business establishment which is closed. There may be a burglary or vehicle theft in progress.
3. Someone forcing entrance to or tampering with a residence, business, vehicle, etc. This person is suspicious under almost any circumstance. There may be a burglary in progress.
4. Non-resident going into back or side yard of house - possible burglary may be in progress.
5. Person running - especially if he or she is carrying something of value. The person may be fleeing the scene of a crime.
6. Person carrying property - may be suspicious depending on the circumstances. For example, if the

person is observed at an unusual hour or in an unusual place and if the property is not wrapped as if just purchased, the situation may indicate a crime in progress.

7. Exhibiting unusual mental or physical symptoms. The person may be injured, under the influence of alcohol or drugs, or in some kind of need of medical aid.

Suspicious Situations Involving Property

1. Property in homes, private garages, storage areas, etc. This is suspicious when there are large or unusual accumulations of property (such as several TV sets in a garage which are new and not being used). The property may be stolen.
2. Property in a vehicle - not suspicious if the property is normally found in vehicles. This property may be stolen if you observe it at unusual hours, particularly TV sets, stereos or auto parts.
3. Property carried by persons on foot - normally not suspicious unless at an unusual hour or in an unusual place. This situation is especially questionable if the person is running and/or the property is not wrapped as if just purchased.
4. Property being removed from or being placed in vehicles or buildings. This situation is suspicious if odd

hours or places are involved, for example, from closed businesses or residences whose owners are known to be absent.

Other Unusual Situations

1. Broken windows or doors at closed businesses or residences where the owners are absent.
2. Unusual noises - gunshots, screaming, sounds of combat, abnormally barking dogs - anything, which suggests foul play or illegal activity.

Suspicious Vehicles

1. Certain moving vehicles - slow-moving vehicles without lights which seem to be following no deliberate path. This is suspicious in any location, but especially in school areas, parks and playgrounds. The occupants of the car may be "casing" for sex offenses, drug pushing or for places to burglarize.
2. Certain parked, occupied vehicles - may contain one or more persons. This situation is especially significant if observed at an unusual hour in a commercial area. The car may indicate a lookout for a burglary in progress.
3. Vehicles being loaded with valuables - suspicious if parked in front of a closed business or vacant residence

- even if the vehicle is a legitimate-looking commercial vehicle.
- 4. Abandoned vehicle - possibly stolen.
- 5. Vehicle containing weapons - suspicious under most circumstances - may be used for criminal activity.
- 6. Other unusual activities involving vehicles:
 - persons attempting forcibly to enter a vehicle
 - apparent business transactions in a vehicle, especially if around schools or parks, involving juveniles; possible drug sales
 - person being forced into vehicles - especially if females or juveniles

How Do I Report Suspicious Activity or a Crime?

1. Call the Sheriff's Department. Dial 911 only for emergencies, for non-emergencies dial Lomita Sheriff's station direct: 310.539.1661
2. Identify yourself by your name and address and relay the information. *Example: I am Jane Smith of 16 Rose Street, a member of Neighborhood Watch. There is a suspicious person prowling around my neighbor's house at 14 Rose Street.*

- **Stay Calm**
- **Remain alert to your surroundings**
- **Begin with the basics**
- **Move to the specifics**
- **Broaden your perspective**
- **Add detail**

3. Give the exact location of the crime or activity.
4. Use active, present tense verbs. *There is a burglary in progress or there is suspicious activity in progress and there is someone there now...*
5. Remain in contact with the dispatcher until all of the necessary information has been obtained.
6. Do not personally confront the situation. Await the arrival of a Sheriff Representative.

In an emergency, when reporting an incident to law enforcement, you may be asked to repeat the address. This is to ensure that the address is correct and understood. While the dispatcher is asking you questions, which may seem indirectly related to the actual incidence of the crime, such as your name and address, a patrol car has likely already been dispatched to the scene

of the emergency. The additional information may be required in order to determine the need for more emergency equipment.

How do I Know When to Call 911?

- Medical emergency (examples: chest pain, extreme shortness of breath, uncontrolled bleeding)
- Crime in progress
- Motor vehicle accident
- Fire
- When a life is in danger

For Non-Emergency Matters, contact the
Lomita Sheriff's Station
at 310.539.1661

Care Enough to Call

If any of the above situations deemed suspicious are observed, the citizen is advised to call the Lomita Sheriff's Station (310.539.1661) and report:

1. What has happened
2. Where it happened
3. When it happened
4. If anyone was injured
5. License number of suspicious vehicle
6. Description of suspicious vehicle
7. Description of suspicious persons
8. In what direction the suspicious vehicle/suspicious person went

What response to expect in regard to your call:



If the crime is in progress, (e.g., the burglar is still in your home or your neighbor's home) your call will be answered immediately.

When making your call, **BE SURE TO USE THE WORDS "IN PROGRESS!"** If the crime has already been committed, (e.g., you have come home and found your home has been burglarized) a slower response should be expected. The first priority in answering calls is for crimes in progress. Once these calls have been answered, the officer will go to the requested location.

SUSPECT DESCRIPTORS

General Appearance:

Race: White **Sex:** Male
 Black Female
 Other _____

Age: _____

Height: _____

Weight: _____

Eyes: _____
 (Color, shape, eye glasses, sun glasses, style/color of frames, or other)

Hair: _____
 (Color, length, style, wig, hat, baseball cap, ski mask, stocking, hood, or other)

Face: _____
 (Nose, mouth, teeth, lips, ears, mustache, beard, goatee, sideburns, moles, complexion, or other)

Voice: _____
 (Language, accent, lisp, stutter, loud, soft, or other speech characteristics)

Scars/Tattoos:

(Shape, size, style, color, any names, numbers, emblems, or other artwork)

Shirt: _____
 (T-shirt, tank top, polo, dress, long or short sleeves, coat, tie, jacket, vest, sweater, hooded; any logos, brands or patches; color, stripes, print, or other)

Weapon:

(Gun: revolver, semi-automatic, rifle, shotgun; knife, bat, club, or other object; left or right handed)

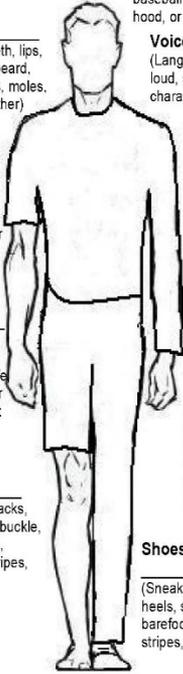
Accessories: _____
 (Backpack, book bag, knapsack, garbage bag, flashlight, screwdriver, crowbar; any rings, chains, watches, or other jewelry; left or right hand)

Pants:

(Jeans, khakis, slacks, shorts, skirt, belt, buckle, any logos, brands, patches; color, stripes, print, other)

Shoes: _____
 (Sneakers, dress, boots, flats, heels, sandals; laces, socks, barefoot; any logos; brands; color, stripes, other)

Direction of Travel: _____
 (North, south, east, west; exited the front, rear, or side door; on foot, in a vehicle, other)



Facial Appearance:

Skin Color: _____ **Hair Color:** _____

Eye Shape & Color: _____

Hair Style & Texture: _____

Eye Shape & Color: _____

Scars or Marks: _____

Size & Shape of Nose: _____

Cheeks (Full or Sunken): _____

Shape of Mouth & Lips: _____

Mustache and/or Beard: _____

Chin Clefts: _____

Neck & Adams Apple: _____



Vehicle Description:



2 Door Convertible

Color: _____

Make: _____



4 Door Sedan

Model: _____

Body Style: _____



Sport Utility Vehicle

Year: _____

License Plate #: _____



Pick-up Truck

Window Tint: _____

Rims/Tires: _____



Van / Minivan

Head/Tail Lights Shape: _____

Dents/Damages: _____

Occupants: _____



Motorcycle

Direction of Travel: _____

Other: _____

(Try to be as descriptive as possible.)

Weapon Types:



Knife



Revolver



Semi-Automatic



Shotgun



Rifle

OBSERVATION NOTES

1. Write down your observation as soon as possible.
2. Note the date and time.
3. If activities appear to be unusual, suspicious, or illegal, call for assistance and take the appropriate action according to your agency's policies and procedures.

Date: _____ Time: _____

Observer: _____

Observation:

Physical Setting – specific location

People – What do they look like? How are they acting? How many are there?

Specific Items – What aspects are important?

Routines – Did you notice any recurring patterns or routines? How often did they occur? Who was involved?

What Else Do Neighborhood Watch Organizations Do?

Participate in National Night Out

National Night Out is an annual event designed to build upon the partnership between the community and law enforcement. National Night Out occurs every August. Besides being loads of fun, this event is educational and beneficial to every community that participates.

Keep Your NW Active

Suggested events

- Block parties
- Exercise or Walking Groups
- Neighborhood Garage Sales
- Neighborhood projects
- Training Sessions
- Cookouts or pot luck meals
- Request a visit (at least 30 days in advance) by local law enforcement, fire department, etc.
- Contests and games
- Youth programs
- Volunteer Recognition

Keep Up the Good Work!

It may be difficult to keep up the initial enthusiasm of the Neighborhood Watch group. As crime is lessened in your area, residents may become less interested in attending meetings, while still remaining concerned about crime.

Our local law enforcement officers, the City and your NW Leadership group will continue to provide assistance to the leaders of your group by assigning someone to attend your monthly meeting to provide updated information on Department activities, crime analysis, selected training presentations, etc. as requested.

Strong leadership is essential to maintain the active involvement of the community in the Neighborhood Watch Program. The program chairpersons and block captains, interested in the security of his or her neighborhood, are an asset in motivating the group to realize its objectives. The block captains may get involved in training other block captains as well as a replacement should he or she move from the community.

As crime is lessened within the community, citizens may broaden their scope to maintain the functioning of the group. Residents may concern themselves with the total quality of living in their neighborhood, for example, home beautification, and cleanliness of the neighborhood, parks and recreational

development or enhancing preparedness for their neighborhood. Community pride may be a strong motivation in maintaining the program. At all times, however, crime prevention and emergency preparedness should remain top priorities of the program. The continued value of citizen involvement in protecting their neighborhood is the primary concern.

Guidelines to Maintain an Active NW Program

- Schedule meetings every 90 days not to exceed 6 months between meetings.
- Be sure to give advance notice (about 30 days) of meetings.
- Review current crime trends in the area.
- Update participants on new crime prevention techniques.
- Provide emergency preparedness tips.
- Provide social interaction.
- Update current list of members.

How to Promote Meetings

There are several steps a block captain can take to promote meetings, and you DO NOT have to do it alone! Delegate tasks to others in your neighborhood. If everyone contributes just a few minutes of his or her time, promotion is easy!

- Post flyers about a month ahead of the meeting. You can copy and fill in the flyer provided in this handbook, or you can get creative and make one of your own.
- Walk door-to-door, NEVER ALONE, and politely invite each neighbor to the meeting. "Hi, I'm Jane and I live at the end of the street. We are having a Watch meeting next Monday night and I'd like to invite you to come." Remember to discuss why a Neighborhood Watch is necessary in your area.
- Send an email to all your neighbors who have attended previously, suggest they bring a friend or neighbor.
- Call each person in the neighborhood a few days before the meeting to remind him or her. One person can call everyone in the neighborhood, or you can utilize a phone tree system.
- Recognizing that crime prevention is a serious issue, keep your meetings as positive as possible, so people feel good about coming.

Participate in Collaborative Organizations

There are several opportunities for NW groups to collaborate with other like groups within our overall community, including other neighboring NW groups. Some links are provided below:

- Businesses/Chamber of Commerce
- Schools and day care centers
- Faith/Community-based organizations

Including:

- CERT
- Amateur Radio groups
- Red Cross
- Communications companies
- Hospital and medical providers
- Other neighborhood groups
- Local fire, EMS, and police
- Local Government
 - Parks and Recreation
 - Code Enforcement
 - Public Works



CONNECT

IMPORTANT CONTACTS AND LINKS

Sheriff's Department



Lomita Station – In Progress **9-1-1**

Lomita Station – Non-Emergency (310) 539-1661

www.lomita.lasd.org

Subscribe to the Neighborhood Watch Newsletter by
emailing: rhenw90274@dslextreme.com

City of RHE (310) 377-1577

www.RollingHillsEstatesCA.gov

LA County Fire Department (#106) (310) 377-9523

www.fire.lacounty.gov



Sheriff <https://www.facebook.com/LomitaSheriffsStation>

City <https://www.facebook.com/CityRollingHillsEstates>

Fire <https://www.facebook.com/LACOFDDIV1/>



Sheriff <https://twitter.com/lmtlasd>

Fire <https://twitter.com/LACOFDDiv1>



www.nixle.com a free public safety phone or email alert system that offers timely emergency and public safety information. Go to the Nixle site directly and click “Sign Up Now” and follow the instructions for your home area and preferences.



Register for NextDoor, an online neighborhood outreach and posting site, at www.nextdoor.com where the City also posts important City news and event information.

OTHER HELPFUL RESOURCES

COMMUNICATION IDEAS

Email Tree

Phone Tree

Social Media/Web Resources

Neighborhood/HOA Facebook Page

Neighborhood/HOA Website

Free resources like:

www.weebly.com

www.wordpress.com

Shutterfly Share site

Yahoo Groups

Phone Tree Neighborhood Block:

BLOCK CAPTAIN			
Name	_____	_____	_____
Address	_____	_____	_____
Phone #	_____	_____	_____
Emergency #	_____	_____	_____

Name	_____	_____	_____
Address	_____	_____	_____
Phone #	_____	_____	_____
Emergency #	_____	_____	_____

Name	_____	_____	_____
Address	_____	_____	_____
Phone #	_____	_____	_____
Emergency #	_____	_____	_____

Name	_____	_____	_____
Address	_____	_____	_____
Phone #	_____	_____	_____
Emergency #	_____	_____	_____

Name	_____	_____	_____
Address	_____	_____	_____
Phone #	_____	_____	_____
Emergency #	_____	_____	_____

Name	_____	_____	_____
Address	_____	_____	_____
Phone#	_____	_____	_____
Emg#	_____	_____	_____

Name	_____	_____	_____
Address	_____	_____	_____
Phone#	_____	_____	_____
Emg#	_____	_____	_____

Name	_____	_____	_____
Address	_____	_____	_____
Phone#	_____	_____	_____
Emg#	_____	_____	_____

Name	_____	_____	_____
Address	_____	_____	_____
Phone#	_____	_____	_____
Emg#	_____	_____	_____

Name	_____	_____	_____
Address	_____	_____	_____
Phone#	_____	_____	_____
Emg#	_____	_____	_____

Name	_____	_____	_____
Address	_____	_____	_____
Phone#	_____	_____	_____
Emg#	_____	_____	_____

Name	_____	_____	_____
Address	_____	_____	_____
Phone#	_____	_____	_____
Emg#	_____	_____	_____

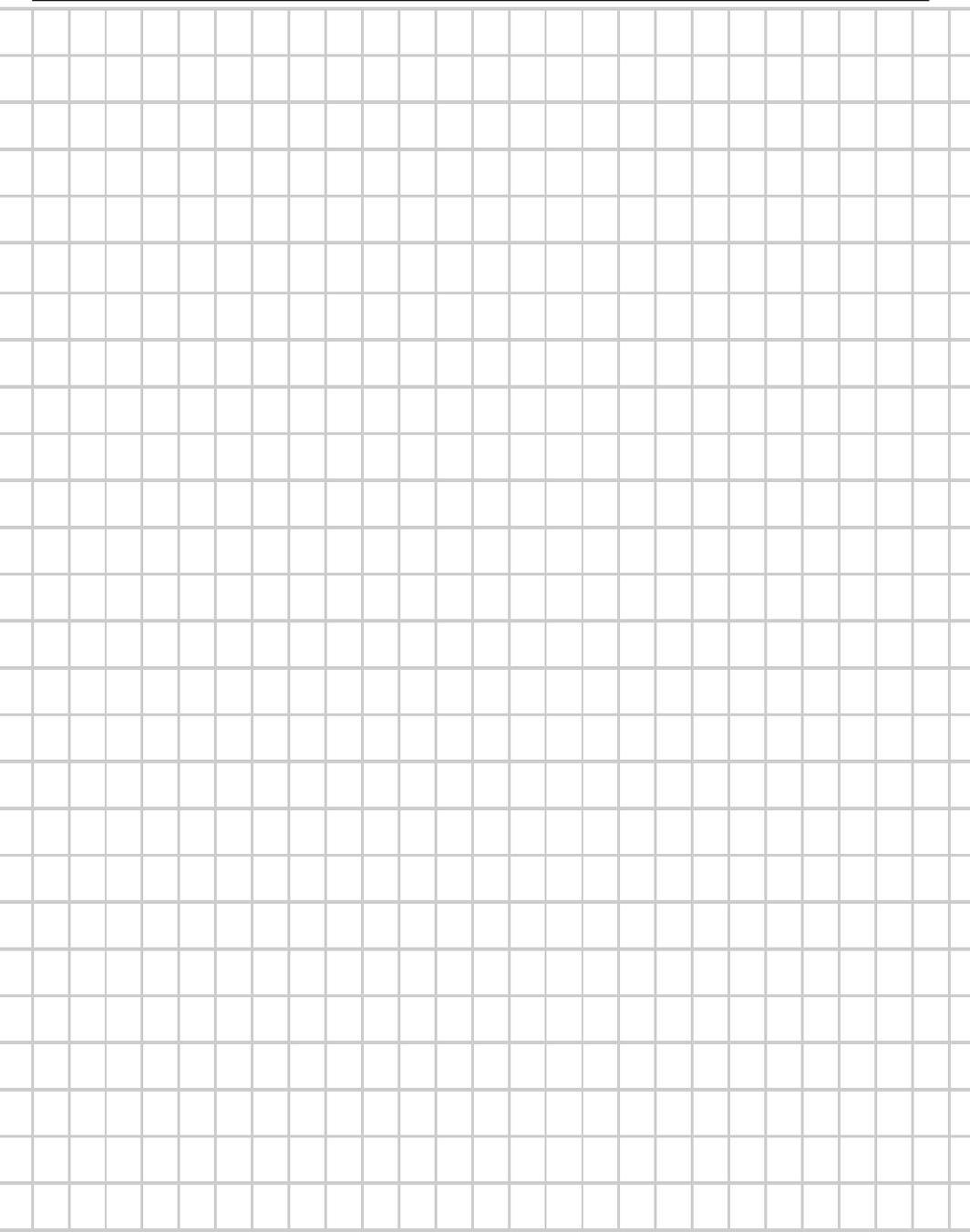
Name	_____	_____	_____
Address	_____	_____	_____
Phone#	_____	_____	_____
Emg#	_____	_____	_____

Neighborhood Map

A Neighborhood Map and inventories is a useful resource to familiarize members with families in the neighborhood.

Make the map simple, label N, S, E, W and all streets, draw squares for homes and list full names, address, phone, email.

The Internet offers many free mapping programs or aerial photos that may be a useful tool when pulling this resource together.



NEIGHBORHOOD DIRECTORY:

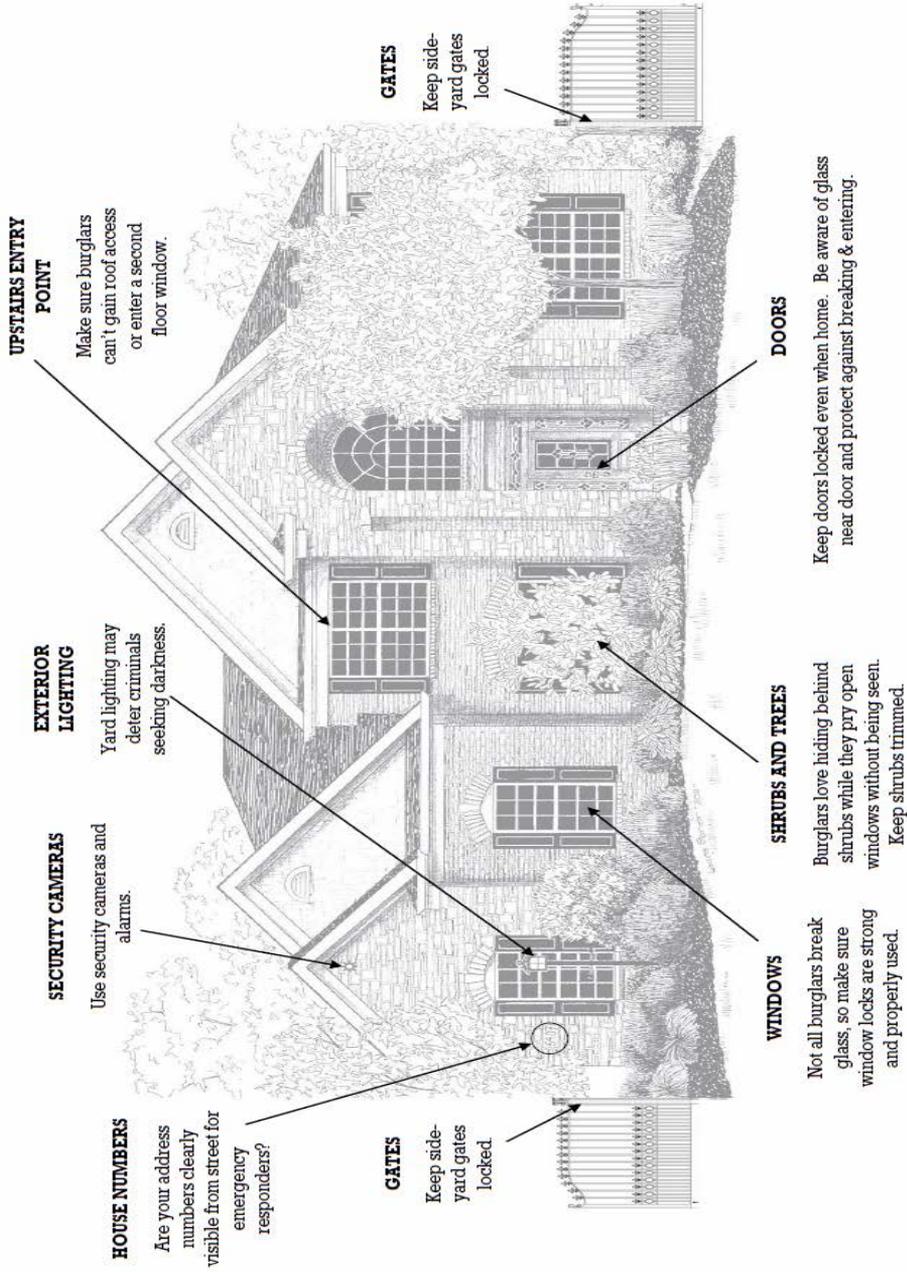
NAME:	NAME:	NAME:
ADDRESS:	ADDRESS:	ADDRESS:
EMAIL:	EMAIL:	EMAIL:
CHILDREN & AGES:	CHILDREN & AGES:	CHILDREN & AGES:
CONTACT #:	CONTACT #:	CONTACT #:
EMERGENCY CONTACT:	EMERGENCY CONTACT:	EMERGENCY CONTACT:
NW ROLE:	NW ROLE:	NW ROLE:

NAME:	NAME:	NAME:
ADDRESS:	ADDRESS:	ADDRESS:
EMAIL:	EMAIL:	EMAIL:
CHILDREN & AGES:	CHILDREN & AGES:	CHILDREN & AGES:
CONTACT #:	CONTACT #:	CONTACT #:
EMERGENCY CONTACT:	EMERGENCY CONTACT:	EMERGENCY CONTACT:
NW ROLE:	NW ROLE:	NW ROLE:

SUGGESTED MEETING TOPICS

1. Personal Safety
2. Street Safety
3. Child/Stranger Safety
4. Home Security
5. Water Safety
6. Awareness & Patrol Techniques
7. Observation
8. First Aid/CPR
9. Animal Control
10. Scams
11. Internet Crimes
12. Community Policing
13. Volunteer Programs
14. Emergency Preparedness
15. Search & Rescue
16. Terrorism Awareness & Prevention Presentation
17. Teen Vehicle Safety
18. Juvenile Crime Prevention
19. Conflict Resolution
20. Local Fire Station
21. Domestic Violence
22. Victims Assistance Programs
23. Sexual Assault Services
24. Red Cross
25. Mediation Services
26. Helping in Schools
27. Parole & Probation
28. Drug/Narcotic Awareness
29. NW Guidelines/Purpose

CHECK SECURITY AROUND YOUR HOME AND PROPERTY



CRIME PREVENTION TIPS





EASY CRIME PREVENTION TIPS:

- Lock Your Side Gates
- Lock Your Home And Car Doors
- Outdoor Lighting
- Indoor Lamp Timers
- Deadbolt Locks & Re-enforced Jambs
- Alarm System & Camera System
- Photograph Valuables
- Record Serial Numbers
- Engrave Driver's License Number Not SSN
- Know Your Neighbors
- Join Neighborhood Watch
- Call Law Enforcement On Suspicious Activities

LOCK YOUR SIDE GATES



SHRUBS & VEGETATION



Before



After

OUTDOOR LIGHTING



Which Home Would The Burglar Rather Enter?

INDOOR LIGHTING

Easy Timers



\$7-\$11



\$20



\$15-\$20



**\$\$\$ Home
Automation**

AWAY FROM HOME FOR A WHILE?

- **Have a trusted neighbor collect your mail & newspaper**
- **Avoid canceling delivery**
- **Do not permit mail or flyers to collect on or near door, lawn, driveway, etc.**
- **Make your home look active with timed lights or other tricks**
- **Sign-up for Sheriff VIPS Vacation Checks**

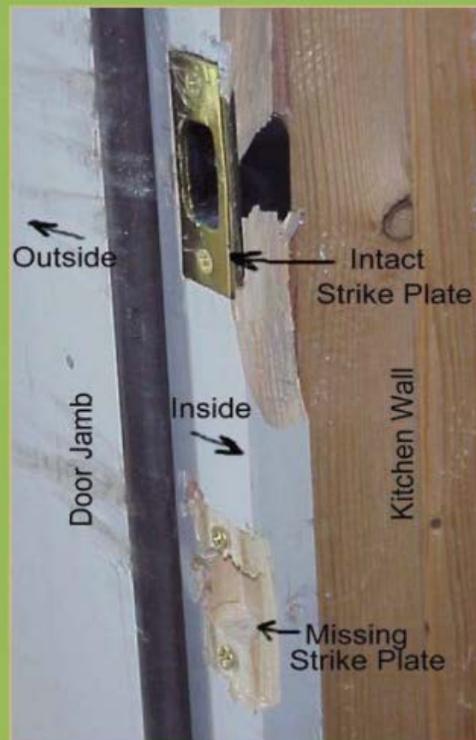




fakeTV®

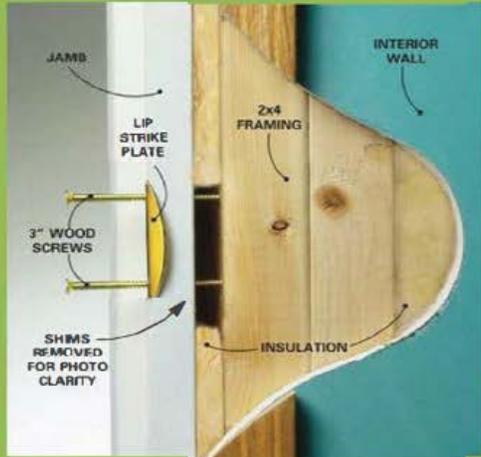


DOOR LOCKS AND JAMB



INSIDE YOUR WALLS

(With Drywall Wall
Board Removed)



PLEASE NOTE:
ROLLING HILLS
ESTATES
REQUIRES A NO-
FEE PERMIT.
PLEASE CALL
310.377.1577

Professionally Installed & Monitored Burglar Alarm Companies



Fluent



PROTECT AMERICA



LifeSHIELD™



ALARM SENSORS



DIY HOME SECURITY & ALARM SYSTEMS



SECURITY CAMERA SYSTEMS

Consider:

- ✓ Overall Cost
- ✓ Camera Quantity
- ✓ IR Night Vision
- ✓ Camera Resolution
- ✓ DVR Storage Size
- ✓ Pan/Tilt/Zoom
- ✓ Remote Viewing
- ✓ Wired or Wireless
- ✓ Audio
- ✓ Warranty

8 CHANNELS | 8 CAMERAS | 2TB HDD DRIVE | 1080p

Loxox 8-Channel HD Analog DVR with 2TB HDD, 8 1080p Cameras with 130 ft Night Vision

Features: 5 Outdoor-Rated 1080p Bullet Cameras, 16-Channel DVR Recorder, Remote Viewing, 8 60' Cables

Compare product

★★★★☆ 3.4 (42) Write a review

Share This Product: [f](#) [t](#) [g+](#) [p](#) [Print this Page](#)

Item #153961

\$50 manufacturer's discount is valid 11/30/15 through 12/13/15. While supplies last.

Online Price	\$499.99
Less	-\$50.00
Your Price	\$449.99

 Manufacturer's Warranty



System Package:

Advance DVR
4 Color Cameras
500 GB HD
Installation

\$980.
CALL NOW



4 Channel System

FEATURES: NIGHT VISION CAMERAS



Features: Remote Viewing



Mobile remote access in seconds



1 Connect the DVR to the Cameras & a Monitor



2 Connect to a wi-fi router



3 Download the Zsight App and register an account



4 Scan the QR-Code and Enjoy Live Viewing

Options: Fake Cameras and Signs

Fake Signs: \$6-10

Fake Cameras: \$8-20



VIDEO DOOR BELLS

\$50 - \$200



DOOR TO DOOR SALES & SOLICITORS



- Could be “Knock Knock Burglar” checking to see if someone is home, or casing neighborhood
- Don't be afraid to ask for proof of his/her Solicitation Permit and Business License or call the City/Sheriff to verify legitimacy of Sales/Solicitor
- A Permit is required for ALL Solicitors (except for religious proselytizing)

**PROTECT
YOU AND
YOUR
PROPERTY
AGAINST
UNWANTED
WILDLIFE**



City of Rolling Hills Estates

4045 Palos Verdes Drive North, Rolling Hills Estates,
CA 90274 (310)377-1577

www.RollingHillsEstatesCA.gov

HOME & YARD CHECKLIST FOR WILDLIFE

Complete the checklist to identify areas on your property that may need improvements to reduce wildlife, such as coyotes, opossums, skunks, raccoons, etc. on your property and in your neighborhood; improve any condition for which you check the box. Eliminate attractants on your property in order to minimize conflicts with wildlife. Share this information with your friends and neighbors because minimizing conflicts is most effective when the entire neighborhood works together.

COMMON ATTRACTANTS	Checkbox	CONDITIONS OR HABITS THAT MAY ATTRACTION WILDLIFE
FOOD SOURCES		
Never hand-feed or intentionally feed wildlife animals!		
Pet Food	Check	Do you feed your animal outside or leave food outside unattended? Do you leave pet treats or bones out?
Water Sources		Do you have pet water bowls or unnecessary water sources on your property, or fish ponds without nets covering the water?
Bird Feeders		Do you have bird feeders with fallen seed on the ground which could attract bird for wildlife to prey on?
Fallen Fruit		Do you have fallen fruit around trees that can be a food source?
Compost		Do you include meat or dairy products within compost contents that could attract or feed wildlife? Other food attractants?
BBQ Grills		Is your barbeque grill uncleaned with food or wrappers left out?
Trash		Do you leave your trash containers out? With lids open? (Periodically clean cans to reduce residual food or trash odors)
LANDSCAPING		
Trim vegetation to reduce hiding places and potential denning sites.		
Structures and Out Buildings		Do you have an access space under a house, deck or shed, or around woodpiles, or any other structure that can provide cover or denning sites for wildlife or their prey?
FENCING		
Enclose property with a 6-foot fence to deter wildlife from entering your yard. Consider placing rollers on top of fencing, fit gaps and spaces with metal mesh (like hardware cloth) and bury at least 2 feet down along the perimeter to deter the animal from digging deep.		
Fencing Around Yards		Do low fences, walls, or gates enable wildlife to enter your yard?
Gates		Do you leave gates open through which wildlife can enter your yard?
PETS AND ANIMALS		
Never leave pets unattended outside. Keep pets leashed when out. Keep other animals in secure enclosures.		
Pet/Wildlife Interaction		Do you permit your pets to "play" or interact with wildlife?
Kennels/Coops		Do you have an outdoor pet kennel/coops that are not fully enclosed?
Walking Pets on Leash		Do you sometimes walk your pet on a long leash or no leash? (Pets can be snatched by wildlife if not watched on a short leash)
Animal Waste		At home, do you sometimes or often fail to clean up after your pet or leave animal waste in your yard? (Wildlife animals are attracted to areas where animal waste is present because of the potential food source of the waste producing animal.)



City of Rolling Hills Estates

4045 Palos Verdes Drive North, Rolling Hills Estates,
CA 90274 (310)377-1577

www.RollingHillsEstatesCA.gov



COYOTE BEHAVIOR, BEHAVIOR CLASSIFICATION, AND RECOMMENDED RESPONSE

Report Coyote encounters, incidents and attacks to Los Angeles County Agricultural Commissioner/Weights and Measures Department – Pest Management Division at (626) 575-5462.

Coyote Action	Classification	Response
Coyote heard	Observation	Note sighting –tracked as normal coyote behavior.
Coyote seen moving in an area	Sighting	Note sighting. Learn proper hazing techniques. Tracked as normal coyote behavior.
Coyote seen resting in an area	Sighting	If area frequented by people, learn proper hazing techniques to encourage animal to leave. Look for and eliminate attractants
Coyote following or approaching a person and a pet	Sighting -Encounter	Know and exercise proper hazing techniques and pet management – pets should be kept on leash. Do not turn your back; face the coyote and carefully back away slowly.
Coyote following or approaching a person without a pet (stalking)	Encounter	Know and exercise proper hazing techniques. Do not turn your back; face the coyote and carefully back away slowly.
Coyote entering a yard	Encounter	Complete a yard audit and remove attractants. Know and understand proper hazing techniques. If you have pets, review pet management for their safety.
Coyote entering yard and injuring or killing pet	Incident	Work with neighbors to aggressively haze coyotes, gather info on specific animals involved, report on circumstances, conduct yard and neighborhood audits, remove coyote attractants in yard and neighborhood, encourage pet safety for all in neighborhood.
Coyote biting or injuring pet on leash	Incident	Gather info on specific animals involved, report circumstances, conduct yard and neighborhood audits, remove coyote attractants in yard and neighborhood, encourage pet safety for all in neighborhood. Trapping may be necessary.
Coyote aggressive showing teeth, back fur raised, lunging, nipping without contact	Threat	Gather info on situation, report circumstances, conduct yard and neighborhood audits, remove coyote attractants in yard and neighborhood, encourage pet safety for all in neighborhood. Trapping may be necessary.
Coyote biting or injuring person	Attack	IN PROCESS ATTACK – REPORT TO 911 Identify and gather information on specific animal involved. Report circumstance to County Department and City staff. City will inform the California Department of Fish and Wildlife. Trapping may be necessary.



City of Rolling Hills Estates

4045 Palos Verdes Drive North, Rolling Hills Estates,
CA 90274 (310)377-1577

www.RollingHillsEstatesCA.gov



COYOTE HAZING

While most coyotes are easily scared off when encountering humans, it is still important to be aware of hazing tips to keep coyotes wary of humans. We can reduce conflicts with coyotes by ensuring they remain cautious of humans.

Hazing must be more exaggerated, aggressive and consistent when first beginning a program of hazing. As coyotes “learn” appropriate responses to hazing, it will take less effort from hazers. Early in the process, it is extremely common for coyotes to not respond to hazing techniques. Without a history of hazing, they do not have the relevant context to respond in the desired outcome (to leave).

How to haze a coyote

- Basic hazing consists of standing your ground, never ignoring or turning your back to a coyote, yelling and making unpleasant and frightening noises until the animal choose to leave. Never run from coyote.
- Aggressive hazing consists having quick and aggressive action, throwing projectiles near the animal, spraying with a hose or water gun containing water or white vinegar, creating fear of contact so the animal leaves the situation.

Hazing tools

- Noisemaker: voice, whistles, air horns, bells, “shaker” cans, pots & pans
- Projectiles: sticks, small rocks, cans, tennis balls, rubber balls
- Deterrents: hoses, spray bottles with vinegar, pepper spray, large sticks

Tips

- Hazing must continue until the animal LEAVES. Otherwise, the coyote will learn to “wait” until the person gives up. Hazing should reinforce the idea that “people are scary”.
- Hazing should NEVER injure the animal. Hazing should be conducted in a manner that allows the coyote to return to its normal habitat in a direction that would minimize harm to the animal. Hazing the animal in the direction of other houses and busy streets should be avoided

