



Neighborhood Watch Coordinators,
Block Captains & Members

Training Manual

"Our Community Our Commitment..."

www.indiopd.org

DUTIES OF NEIGHBORHOOD WATCH COORDINATOR

The appointment of the proper Coordinator can determine the success of the program. This person should have prestige within the community, an ability to communicate and some free time for activities. The Coordinator is responsible for presiding over all meetings as well as:

1. Setting up the initial meeting to explain the concept of NEIGHBORHOOD WATCH.
2. Obtain Block Captains in the neighborhood to set up a file with their names, addresses and phone numbers (home, cell, and work) and emails addresses.
3. Serve as a liaison between NEIGHBORHOOD WATCH group and the police department crime prevention practitioner assigned to the area/district/zone.
4. Assist in the development of any program that would be beneficial to the community, i.e., court watch, citizen patrol, operation identification, etc.
5. Keep a master list of all participants in the NEIGHBORHOOD WATCH program.
6. Disseminate information and necessary materials to the Block Captains.
7. Attend crime prevention training sessions.
8. Schedule location for meetings (3 meetings required per year) as well as obtaining speakers for the meeting.
9. Welcome new members to your community and encourage their participation in the NEIGHBORHOOD WATCH.
10. Keep a master list on emergency telephone notification system and/or email notification system.



DUTIES OF BLOCK CAPTAIN

The Block Captains have one of the most important functions in the NEIGHBORHOOD WATCH Program, supervising the actual citizen participants who join NEIGHBORHOOD WATCH in their communities.

The Block Captain is responsible for one block, usually 10 to 12 homes, and he/she is expected to:

1. Encourage neighborhood participation in the program.
2. Compile a list of names for all persons on their assigned block who wish to participate in the program, as well as their address, phone numbers (home, cell and work) and their email address.
3. Disseminate information to the citizens/residents in their assigned block.
4. Assist NEIGHBORHOOD WATCH Coordinator with neighborhood meetings.
5. Serve as the liaison between assigned block and the coordinator.
6. Attend NEIGHBORHOOD WATCH training.
7. Inform citizens/residents in assigned block of the NEIGHBORHOOD WATCH techniques, i.e., how to observe and report suspicious activities, how to join operation identification, etc.
8. Provide incentive for citizens/residents of assigned block to continue their crime prevention efforts.
9. Welcome new neighbors to the community and encourage their participation in NEIGHBORHOOD WATCH.
10. Assist in information and maintenance of telephone and/or email notification system for emergencies.
11. Relay information on community problems/suspicious activities to the coordinator so the coordinator is able to relate the information to the police department Crime Prevention Practitioner.
12. NOTE: The duties of the Block Captain will offer very little change in lifestyle for the citizen involved. Rather, it will provide a means for meeting your neighbors as well as a vehicle for making your community a safer place to live.

SUSPICIOUS ACTIVITY

The Indio Police Department can't function effectively without the concerned assistance of responsible citizens. We are depending on you to call and advise us whenever you observe suspicious persons or actions. Some people fail to call the police simply because they are not aware of what seemingly innocent activities might be suspicious.

Others may notice suspicious activity and be hesitant to call for fear of seeming to be a



“nosey neighbor” or a “crank”. Still others take it for granted that someone else has already called. Call the Indio Police Department immediately about suspicious activity...and do it yourself. Don't worry about “bothering” us because that is what we are here for. Don't worry about being

embarrassed if your suspicions prove unfounded. Think instead of what could happen if you do not act.

What Is Suspicious Activity?

Basically, anything that seems even slightly “out of place” for the area or is occurring at an unusual time of the day could be criminal activity. Some things to watch for and report include:

- A scream heard anywhere may mean a crime is being committed.
- Offers of merchandise or repair work at ridiculously low prices could mean stolen property or some type of fraud.
- Anyone removing accessories, license tags or gas from a Vehicle.
- Anyone peering into parked vehicles may be looking for a vehicle to steal or looking for valuables left displayed in the vehicle.

- Someone attempting to enter a vehicle using a coat hanger or other device (*Never assume that it is the owner who has locked his/her keys in the vehicle*).
- Anyone tampering with the hood or trunk of a vehicle.
- An improperly parked vehicle or an abandoned vehicle (*someone leaving one vehicle and driving away in another may be signs of a stolen vehicle*).
- Any vehicle moving slowly and without lights, or following a course that appears aimless or repetitive (*Occupants may be "casing" for places to rob or burglarize, or could possibly be a drug pusher or sex offender*).
- A clean car with damaged plates.
- Anyone being forced into a vehicle (*possible abduction*).
- Someone trying to open a neighbor's door or window.
- A stranger inspecting or entering your neighbor's home while they are away.
- A moving truck or van pulled up to a neighbor's home while they are gone (*Remember, burglaries often occur at times when they should be most obvious – broad daylight, in full view of observers*).
- Someone carrying property such as TV's, stereos, computers, etc., at a late hour or in an unusual place, especially if it does not appear that the property is newly purchased.
- Someone running from a home or business under unusual circumstances.
- The sound of breaking glass or other loud explosive noises (*possible accident or house being broken into or vandalizing*).
- Someone carrying a weapon.
- Person's loitering around schools, parks, secluded areas or in the neighborhood.
- School age children loitering around the area during school hours.
- Business transactions conducted from vehicles, especially around schools, playgrounds or parks (*A steady flow of strangers to and from a particular house on a regular basis could indicate drug sales or purchasing of stolen goods*).
- Door-to-door solicitors without properly issued licenses and identification.
- Persons around the neighborhood who don't live there.
- A stranger talking to or offering a child some candy, a gift or coaxing them to get into a vehicle.

- Continuous “repair” operations at a non-business location could mean stolen property being stripped, repainted and otherwise altered.
- Person exhibiting unusual mental or physical symptoms (*may be injured, under the influence of drugs or otherwise needing medical or psychiatric assistance*).

While this list points out many suspicious situations, it is by no means a complete record of all instances that can occur. While some, if not all of the above listed situations could have innocent explanations, the Indio Police Department would rather investigate a crime prone situation than to be called when it is too late.

When to Call the Police?

Whenever you observe suspicious activity call the police. The Indio Police Department would rather get multiple calls concerning the same incident than no calls at all.

Often times citizens fail to act because they are not sure if what they are observing is suspicious activity.

When in doubt, call the Indio Police immediately,

In-progress EMERGENCY DIAL 911

Non-emergency (760) 391-4051



How to Report?

The Indio Police need to have accurate information as quickly as possible about suspicious activity or crime in progress. Be prepared to furnish the following:

- Give your name, address and phone number.
- Tell if the crime is in progress or if it has already occurred.
- Describe the event in as brief a manner as possible.

SEE SOMETHING. SAY SOMETHING.

Where, when, how and who did it? Is anyone injured?

- Be precise when giving the details of the incident as the police officers respond differently depending on what type of crime is reported.
- Describe the suspect – sex, race, age, height, weight, hair color, clothing, SHOES, accent, beard, mustache, tattoos, scars, etc. Also note any distinctive characteristics or clothing. Write this down!
- Answer all questions and stay on the phone until the Indio Police Dispatcher has all the needed information. Be available to assist the responding police officer(s) with additional information.

(This is usually done by phone).

- If possible, after calling the police, call a neighbor so they can help watch the suspect and be able to give the police a more detailed description. (After reporting the incident to the police, notify your block captain and activate phone chain. If notification is done through email, the block captain will provide an email notice). If you live in a homeowners association community notify your manager or security of the incident.



***Remember,
we are all working together
to combat crime!***

Neighborhood Watch Members Responsibility

- Watch and report suspicious activities without bias.
- Attend Neighborhood Watch meetings.
- Watch out for neighborhood children and report problems to parent/police.
- **Be informed:** Read the paper, listen or watch local and national news reports and attend community meetings.
- **Be alert:** Be familiar with your environment at home, school, work, church and social events.
- **Be prepared:** Have a prepared family plan for emergencies. Create a family first aid kit, attend crime prevention classes or emergency preparedness classes and get involved with your local Law Enforcement.

The most crucial segment of crime and terrorism prevention is the sharing of information between partners.

***Remember never approach.
Always Wait on Law Enforcement.***

Neighborhood Watch members should always report crime and suspicious activity to the Indio Police Department.

Neighborhood Watch members are not permitted to follow, approach, stop, or detain suspicious persons. Watch members are not permitted to conduct what could be deemed as “neighborhood patrols” and as such are **not permitted to carry firearms** in this capacity. Neighborhood Watch members who may possess a “concealed weapons permit” are **not permitted to carry a weapon** to any event, activity or function of a Neighborhood Watch Program.

FOLLOW-UP NEIGHBORHOOD WATCH PROGRAMS

After establishing a new and active NEIGHBORHOOD WATCH, we have found that crimes in newly established areas tend to take a drastic drop because of immediate involvement of the citizens.

Sometimes this can work as a disadvantage to the new WATCH group. Residents/citizens feel they have eliminated the crime problem and need not continue with good crime prevention practices they learned through the WATCH program, i.e., locking doors and windows and turning on outside lighting. They also feel meetings with their WATCH group are no longer needed unless there is a crime problem. That is wrong!

In order to maintain an active NEIGHBORHOOD WATCH, meetings are imperative to draw the WATCH members together to communicate. To resolve this problem we have suggested that the WATCH group hold meetings with guest speakers at least twice per year and have a social gathering at least once a year.

Listed below are some programs ideas for follow-up meetings for the NEIGHBORHOOD WATCH group:

1. **Crime Prevention/Crime Trends** – Indio Police Department or a Security consultant has many different topics on crime prevention and crime trends.
2. **Security Systems** – have a representative from a security company to demonstrate residential alarm systems. Always make sure they have a valid city business license.
3. **Locksmith** – have a representative from a local locksmith talk on residential locking devices. Always make sure they have a valid city business license.
4. **C.P.R./First Aid** – Indio Fire Department paramedics/fire staff talk on first aid and C.P.R.
5. ANY program the Coordinator and Block Captains of the NEIGHBORHOOD WATCH desires invite that is related to crime prevention or awareness.

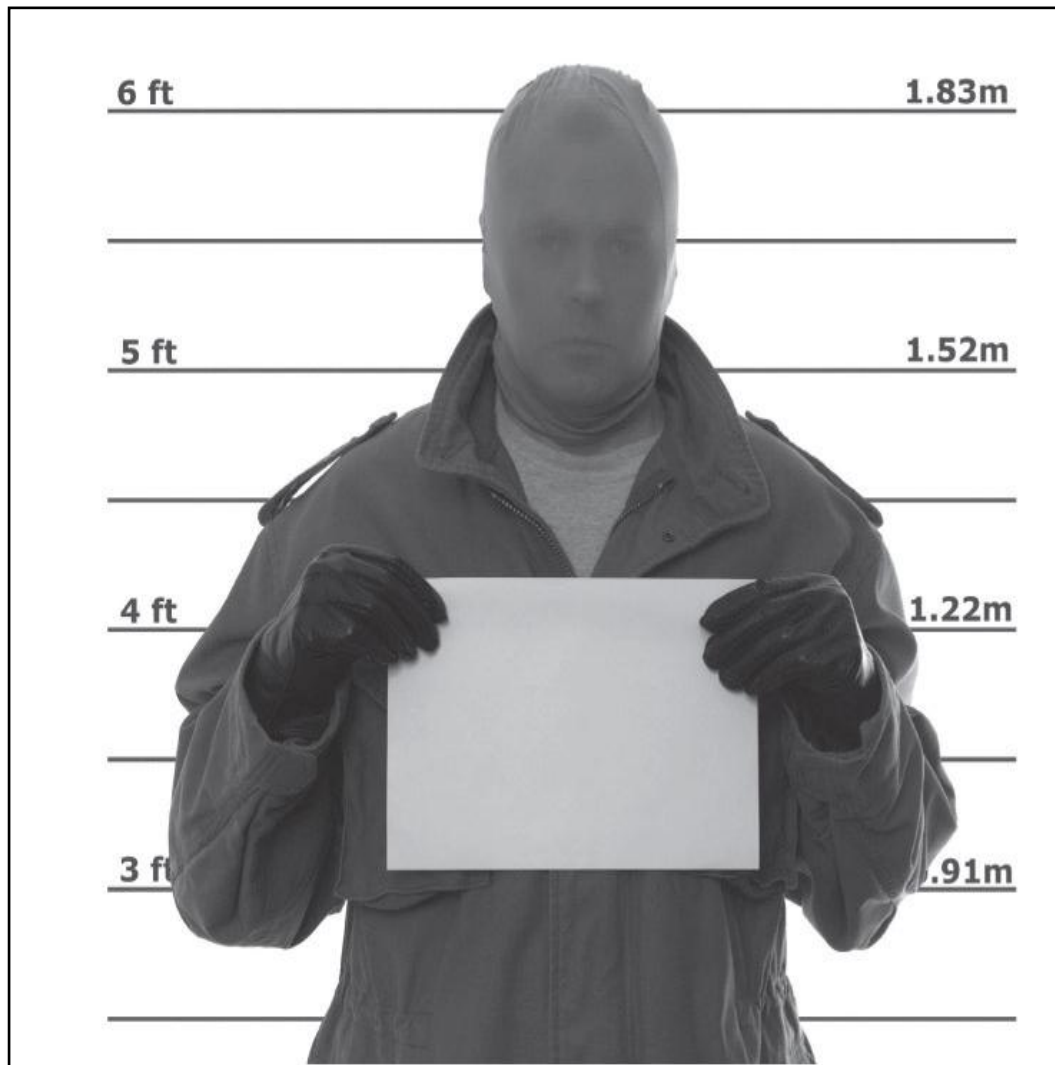


NEIGHBORHOOD WATCH FAMILY DATA SHEET

Family Name:			
Home Address:			
Home / Work Number:		Cell phone:	
Adults of Household:			
Full Name:			
Full Name:			
Full Name:			
Children (Names & Ages):			
Full Name:		Age:	
Full Name:		Age:	
Full Name:		Age:	
Full Name:		Age:	
Full Name:		Age:	
Individual to Contact In Emergency			
Name:			
Address:			
Phone:			
Family Vehicles (Year, Make, Model, License Tag)			
Year:	Make:	Model:	License Tag:
Year:	Make:	Model:	License Tag:
Year:	Make:	Model:	License Tag:
Year:	Make:	Model:	License Tag:
Other pertinent/important information:			

SUSPECT IDENTITY CHART

Physical Appearance:			
Sex: _____	Age: _____	Height: _____	Wight: _____
Body Build: (slight, heavy, posture, proportions, etc): _____			
Race or Nationality: _____			
Face Shape: _____ Bone Structure: _____ Complexion: _____ <input type="checkbox"/> Beard <input type="checkbox"/> Mustache <input type="checkbox"/> No facial hair		Eyes <input type="checkbox"/> Narrow <input type="checkbox"/> Wide-Set <input type="checkbox"/> Deep-Set <input type="checkbox"/> Color _____ <input type="checkbox"/> Other: _____	
Nose <input type="checkbox"/> Long <input type="checkbox"/> Short <input type="checkbox"/> Broad <input type="checkbox"/> Narrow <input type="checkbox"/> Other: _____		Chin <input type="checkbox"/> Square <input type="checkbox"/> Dimpled <input type="checkbox"/> Pointed <input type="checkbox"/> Other: _____	
Ears <input type="checkbox"/> Noticeable: _____ <input type="checkbox"/> Size: _____ <input type="checkbox"/> Prominently sticking out: _____		Hair <input type="checkbox"/> Color: _____ <input type="checkbox"/> Style: _____ <input type="checkbox"/> Length: _____ <input type="checkbox"/> Textures: _____ <input type="checkbox"/> Other: _____	
Identifying marks <input type="checkbox"/> Scars: _____ <input type="checkbox"/> Tattoos: _____ <input type="checkbox"/> Birthmarks: _____ <input type="checkbox"/> other: _____		Identifying actions Mannerism: _____ Walking Style: _____ Speech patterns: _____ Left of Right handed: _____ <input type="checkbox"/> Other: _____	
Weapons or equipment used: _____		Identifying comments (mention names, places, dates, etc.): _____	
Clothing: <input type="checkbox"/> Hat: _____ <input type="checkbox"/> Coat/Jacket: _____ <input type="checkbox"/> Shoes: _____ <input type="checkbox"/> Shirt: _____ <input type="checkbox"/> Pants: _____ <input type="checkbox"/> Socks: _____ <input type="checkbox"/> Jewelry Accessories: _____		Vehicle: Make: _____ Model: _____ Year: _____ Color: _____ Dents/Marks: _____ Tag No.: _____ Direction of Travel: _____	
Other identifying characteristics: _____			



Up to \$1000 Reward

**VALLEY
CRIME
STOPPERS**
760-341-STOP

If you have information about any Crime or Criminal Activities.
Information leading to the arrest for Vandalism and Graffiti.

You do not have to give your name!
No one will know who you are.

Cash Rewards up to \$1000
(760) 341-STOP (7867)
Help Keep Your Community Safe and Attractive



IMPORTANT NUMBERS

POLICE / FIRE / AMBULANCE - EMERGENCY	911
Indio Police Department (Non-Emergency)	(760) 391-4057
Indio Fire Department (Non-Emergency).	(760) 347-0756
JFK Memorial Hospital	(760) 347-6191
Animal Services	(760) 343-6634
Boys & Girls Club of The Coachella Valley	(760) 347-5712
Business Licenses	(760) 391-4197
City Hall	(760) 391-4000
Code Enforcement	(760) 391-4123
Crime Free Multi-Housing Program	(760) 391-4037
CV Crime Stoppers Tip Line – Calls are Anonymous	(760) 341-7867
Coachella Valley History Museum	(760) 342-6651
Coachella Valley Unified School District	(760) 399-5137
Desert Sands Unified School District	(760) 777-4200
Desert Recreation District	(760) 347-3484
Indio Golf Course	(760) 391-4049
Indio Water Authority	(760) 391-4038
Graffiti Removal Hot-Line	(760) 391-4143
Neighborhood Watch Program	(760) 391-4037
Office of the Chief of Police	(760) 391-4035
Office of the Chief of Fire	(760) 347-0756
Office of Community Safety	(760) 391-4037
Senior Center	(760) 391-4170
Special Events / Garage Sales and Event Permits	(760) 391-4175
Teen Center	(760) 541-4400

