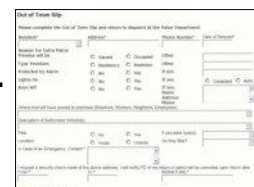


Neighborhood Watch Block Captain Workshop

INDIVIDUALS can minimize their vulnerability: **DETER - DETECT - DELAY**

- Keep unused doors and windows locked, even when you are inside.
Do not open your door to strangers.
Keep all entrances and porches well-lit at night.
Keep shrubbery away from first floor windows to prevent hiding places.
Trim branches away from upper floor windows to prevent access.
Do not hide keys outside.
- Ensure outside doors frames are solid.
Replace original door locks with more secure deadbolts (longer screws).
Place bar or broom handle in sliding door tracks.
Pin hinge side of door if hinges are on the outside.
Place bolt or nail through inside sash into outside sash of double-hung windows.
- Whenever possible, park your car inside the garage.
If car is parked outside, lock and remove valuables or place them in trunk.
Close your garage door when it is not in sight.
Remove handle from automatic garage door release rope.
Lock door from garage into house.
- Consider installing an alarm system.
Do not place personal mail in your home mailbox (take it inside the post office).
Mark valuables with personal ID and keep a list in safe place (Operation ID).
Ask for a Security Survey.
- Teach children how to properly use the telephone for emergencies.
Have children memorize personal information.
Have children fingerprinted.
Make sure children always walk with friends and avoid strangers.
Tell children when and where to go in an emergency.
- Overnight absence: Leave light(s) on random timers
Notify neighbors.
Extended absence: Cancel/arrange pickup of newspaper/mail.
Arrange for yard care.
Notify police (*Out of Town Slip*).



The image shows a form titled "Out of Town Slip" with various fields for personal information and emergency contacts. The form includes sections for "Personal Information", "Emergency Contacts", and "Out of Town Information". It has checkboxes for "Yes" and "No" for several items, and a "Date" field. The form is partially filled out with handwritten text.

NEIGHBORHOODS can enhance their protection: **SOCIALIZE - INFORM - SUPPORT**

- Get to know your neighbors, discuss concerns and share information.
Establish a Neighborhood Watch program and select a Block Captain.
Periodically check on homes of absent neighbors.
Place neighbors' old newspapers by the front door.
 - Be alert to things that invite crime and take action to eliminate them.
Be alert for any local crime trends such as scams.
Install Neighborhood Watch sign.
Report inoperable street lights to CPS and UCPD Dispatch.
Report suspicious activity and/or persons to UCPD Dispatch (658-5353, Ext. 1).
 - Suspicious activities: Open/broken doors or windows at closed or unoccupied buildings,
Unusual noises such as screaming or breaking glass,
Heavy traffic at a residence.
 - Suspicious persons: Solicitors without a city permit,
Loiterers around unoccupied building or vehicle,
Anyone trying to avoid detection.
 - Suspicious vehicles: Slow moving or aimless,
Parked by closed business or unoccupied residence,
Forced entry,
Business transactions inside.
 - Call 658-5353, Ext. 1 to report non-emergencies and suspicious activities
Who you are and what is happening
Description of suspect and direction of travel
Any witnesses or weapons that are observed
- Call 911 if you are in immediate danger or you observe an actual crime in progress
- Involve teens in crime prevention activities.
Educate teens how to avoid alcohol / drug use and abusive behavior.
Pay particular attention to the welfare of senior citizens.
Provide support for any crime victims.
Encourage local civic groups such as PTAs to promote crime prevention.
Attend the Universal City Citizens Police Academy.



BLOCK CAPTAINS can bring it all together: **ORGANIZE - COMMUNICATE - ADVERTISE**

- Encourage neighbors to participate in the NW program.
Solicit additional block captains if necessary.
Participate in National Night Out event first Tuesday in October.
Hold periodic neighborhood meetings to exchange ideas and information.
Establish neighborhood Safe Houses for children.

The image shows a 'Neighborhood Crime Survey' form from the National Crime Prevention Council. It includes a title, a purpose statement, and a grid for recording data. The grid has columns for 'Type of Crime', 'Frequency', and 'Area'. The 'Type of Crime' column lists categories like Burglary, Theft, Auto Theft, etc. The 'Frequency' column has options for 'Often', 'Sometimes', and 'Rarely'. The 'Area' column has options for 'Front Yard', 'Back Yard', and 'Other'. There are also sections for 'Comments' and 'Date'.

- Neighborhood Survey
- Establish a list of contact information for neighbors.
Educate neighbors on how to be alert for suspicious persons and activities
Relay communications from the NW coordinator (NWC) and Police Department.
Bring neighborhood concerns to the NWC and the Police Department.

The image shows a 'Transparency 2009 Crime Statistics' table. It includes a title, a purpose statement, and a table with columns for 'Call Type', 'Subcategory', '2009 Total', '2008 Average', and 'Q. Above/Below'. The 'Call Type' column lists categories like Burglary, Theft, Auto Theft, etc. The 'Subcategory' column lists specific types of crimes. The '2009 Total' and '2008 Average' columns show the number of calls. The 'Q. Above/Below' column indicates whether the 2009 total is above or below the 2008 average.

- Neighborhood Crime Stats
- Coordinate installation of Neighborhood Watch signs with Public Works.



Have individuals mark their homes and cars with NW decals.

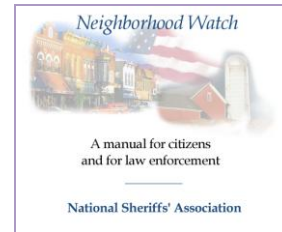


Eliminate any graffiti immediately.

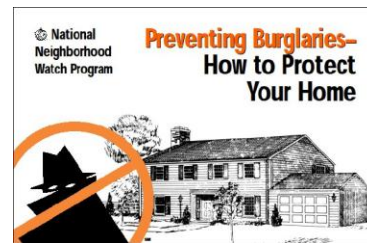
Ensure your neighborhood presents a "We Care" look and attitude.

RESOURCES can facilitate your effort: **HANDOUTS - ACADEMY - ALUMNI - WEBSITES**

- NW tri-fold summarizes the NW program and provides local resource information.
Senior Citizen brochure provides on crime prevention tips.
NW manual provides more details.



- Several homeowner checklists can be downloaded from websites.



- Free Citizens Police Academy taught by the UCPD is available to all U.C. residents.



Interactive classes on UCPD operations.

Tuesday nights for ten consecutive weeks each spring.

- UCCPAAA holds monthly meetings provide additional training and information.



Various projects provide support the Police Department.

Ride-a-longs provide insight into police procedures.

Guest speakers present info on topics of interest.

Monthly crime stats sent to NW block captains.

- Universal City website (www.uccpaaa.org) contains local government information.
Alumni website (www.uccpaaa.org) contains local crime prevention information.
National Crime Prevention Council website (www.ncpc.org)
National Sheriffs' Association website (www.sheriffs.org)
USAOnWatch website (www.usaonwatch.org)
National Neighborhood Watch website (www.nnwi.org)

MAXIMIZE PARTICIPATION

DEVELOP COMMUNICATION PLAN

EDUCATE YOUR NEIGHBORS

REPORT ALL SUSPICIOUS ACTIVITY