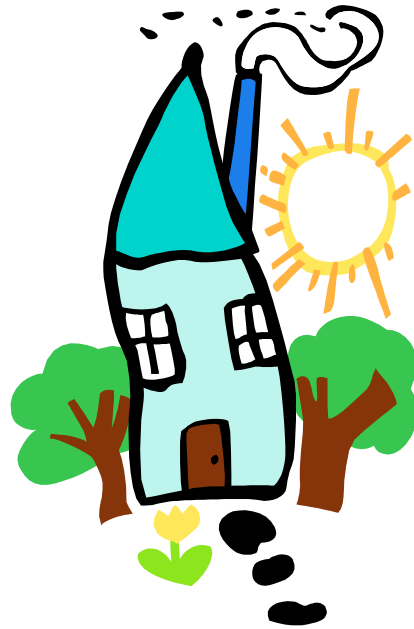


WELCOME TO BLOCK CAPTAIN TRAINING



Presented by the
Prince William County Police Department
Crime Prevention Unit
703-792-7270

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COUNTY OF PRINCE WILLIAM

15948 Donald Curtis Drive Woodbridge VA 22191

703-792-7270

CRIME PREVENTION
UNIT

Dear Block Captain:

Thank you for agreeing to be a Neighborhood Watch Block Captain for your neighborhood. You and your Coordinator will decide which homes will fall under your block area.

As a Block Captain, you will be expected to support the Coordinator in his or her duties and to maintain an active roster of names, addresses, phone numbers, email addresses (if applicable) for the homes in your designated area. In the event that a **Crime Alert** is issued from the Police Department to the Coordinator, you may be asked to phone your block members or distribute a flyer to keep them informed about any potential threat to your Watch area.

You will also be considered a role model in your community and it will be important for you to carry out your Neighborhood Watch duties with commitment and regularity, so that others will follow your example.

You are asked to identify and welcome any new residents in your block area and sign them up for the Watch Program. The Crime Prevention Unit has a “Welcome Package” and a wealth of literature for you to pass along that will familiarize your neighbors with the Watch Program.

Should you decide to step down from your post as Block Captain, you are asked to make every effort to find someone to take your place, as you are in the best position to know which of your neighbors could best serve as your replacement.

Thank you again for your interest. We look forward to working with you and your Watch. Do not hesitate to contact this office if you have any questions.

Prince William County Police, Crime Prevention Unit

703-792-7270 - Secretary

703-792-7231 - Officer Marcia Crowley

703-792-7232 - Officer Marty Leake

703-792-7266 - Officer Willy Straubharr

703-792-4412 - Officer Mike Alvey

703-792-4425 - Officer Mark Merriman

703-792-4676 - Officer Jim Hamilton, Jr

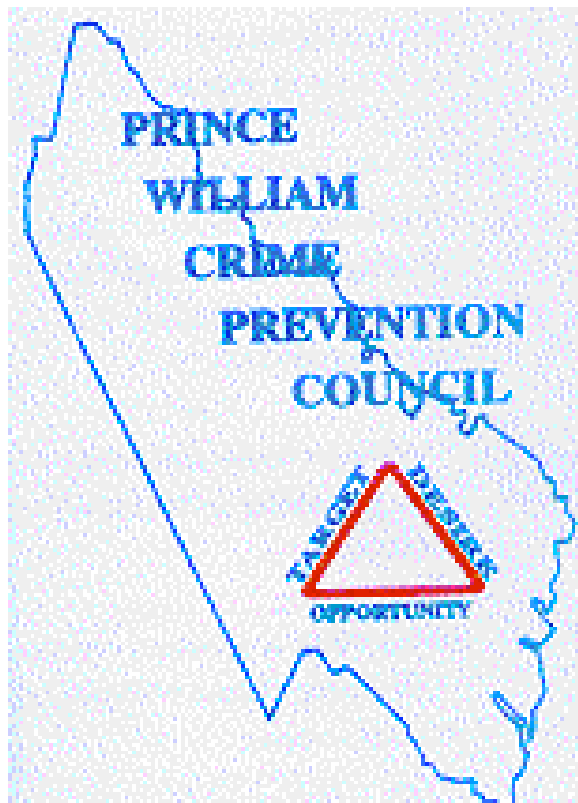
BLOCK CAPTAIN DUTIES

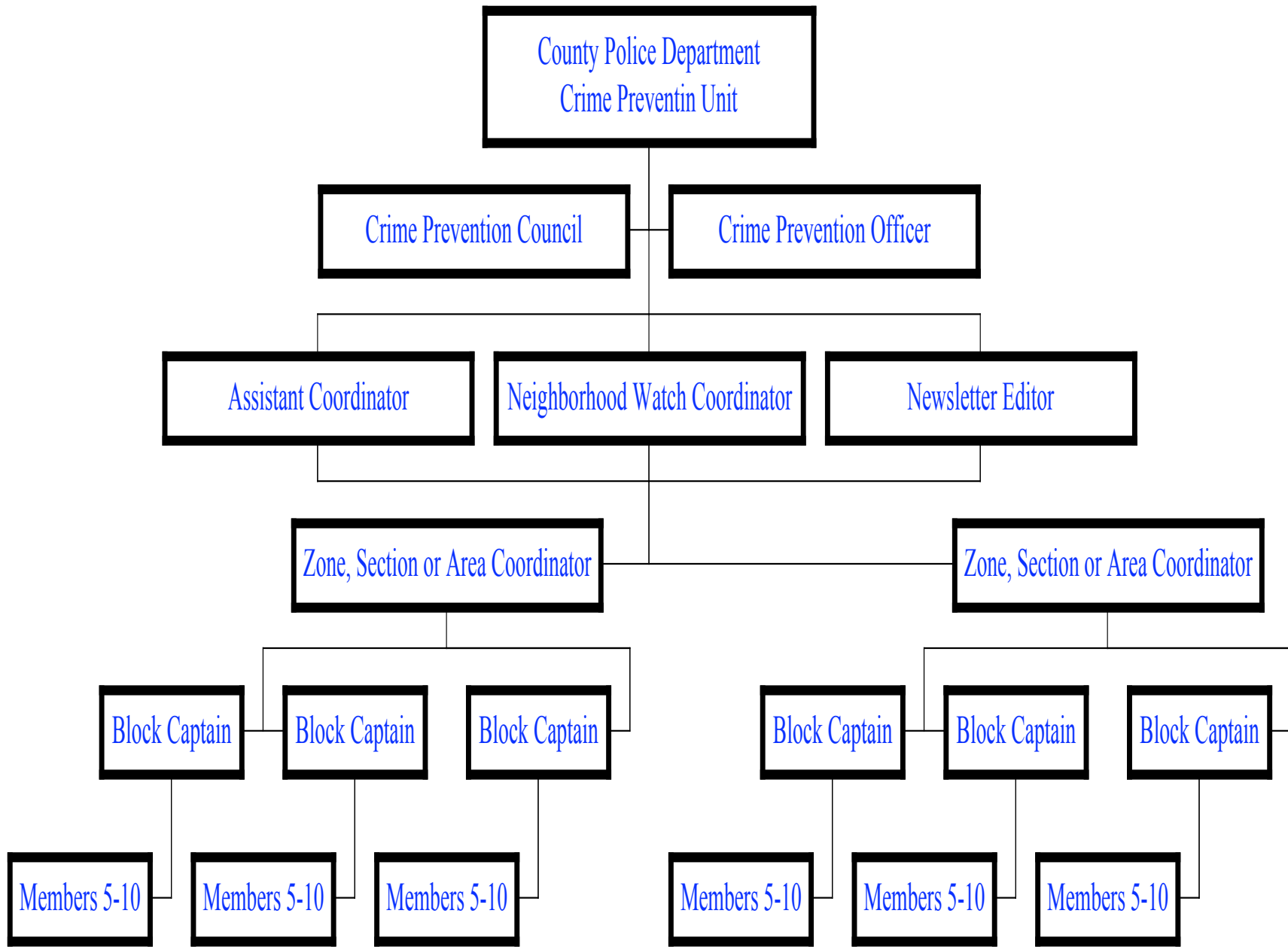
- Distribute Neighborhood Watch handouts to your block as needed.
- Greet new neighbors and invite them to join the Watch
- Assist your Watch Coordinator by offering to attend county-wide crime prevention meetings and activities or by offering to assist with any special Watch activity
- Assist your block members with patrol duties, if needed.
- Identify any neighborhood crime problems and advise the coordinator, or police **as appropriate.**
- Responsible for 5-10 homes in immediate area.

Coordinator Duties

- Recruit Members and Block Captains and set up meetings.
- Maintain Awareness of crime in the area.
- Maintain Roster and phone numbers of members.
- Hold Block Captain Meetings and prepare Walking Schedules.
- Publish Newsletter
- Act as administrative liaison between police and community.
- Attend Crime Prevention Council Meetings.
- Disseminate Crime Prevention information and newsletters.

THE ORGANIZATIONAL CHART FOR NEIGHBORHOOD WATCH





A Block Captain IS:

- Primary point of contact between group of homes and Coordinator.
- Responsible for developing a roster of homes in his/her block area.
- Welcome new neighbors.
- Responsible for passing along information that is given to them by Coordinator.
- Responsible for maintaining good working relationships with neighbors and the Coordinator.
- Responsible for keeping the HOA separate from the Watch.

A Block Captain *IS NOT*:

- The block cop. They are not to receive calls about crime that should be directed to the Police department and are not to be blamed if a crime occurs.
- Responsible for the inappropriate or illegal behavior of any resident on the block. They are to note the problem and pass it on to the appropriate authority, nothing more.
- The police department snitch.
- To be held to a higher standard than anyone else in the neighborhood. They are a resident, just like you, concerned about crime.

Neighborhood Watch Code

HOME SECURITY

We will conduct security inspections of our homes and practice realistic security measures to include:

- Secure doors, windows, garages, personal property and automobiles.
- Lighting the front and rear areas of our homes during the hours of darkness.
- Mark all personal property
- Coordinating activities & extended absences w/our immediate neighbors or BC to ensure coverage.

COMMUNITY AWARENESS

We will be watching for any unusual or suspicious persons, activities, or vehicles in our neighborhood.

CRIME REPORTING

If we suspect or observe a crime in progress or see evidence of a crime having been committed, we will contact the police immediately at 792-6500 or 911.

WATCH PATROL

We will take every opportunity during the course of our daily activities to go out of our way to be observant. When called upon, we will participate in scheduled Neighborhood Watch Patrols and will abide by the patrol instructions issued by the Prince William County Police.

EDUCATING AND RECRUITING

We will educate our children, new neighbors, friends and others, the purpose of the Neighborhood Watch program and its benefits. We will solicit their support and encourage them to contribute to the program within their capabilities as responsible citizens.

SAFETY

We recognize the goals of Neighborhood Watch to be personal safety, protection of property and enhanced quality of life for our neighborhood. We will not endanger others or ourselves, in order to achieve these goals. We understand that our mission is to deter, observe and report.

NEIGHBORHOOD

We acknowledge that this program cannot be successful without a commitment to one another as neighbors. We agree to be open minded when a neighbor comes to us with a problem and pledge to do our best to resolve neighborhood problems as a team.

“In every community, there is work to be done. In every nation, there are wounds to heal. In every heart, there is the power to do it.”

Marianne Williamson

NEIGHBORHOOD WATCH PATROL INSTRUCTIONS



PATROL WITH A PARTNER

You are encouraged to patrol in pairs. This is not only a safety issue but also provides for additional witnesses and assistance in case of trouble.

TRANSPORTATION

Walk, drive, or both.

SCHEDULE

Patrol at least once every two hours between sunset ;and midnight. Random patrolling is best. If you or your family can patrol during the daylight hours or after midnight, please do so. Any hour of the day is suitable for patrolling.

ROUTE

Your designated Neighborhood Watch Area.

RECOMMENDED EQUIPMENT

Carry at least one flashlight per patrol during the hours of darkness. If driving, you can opt to affix the magnetic identification signs to your vehicle. If walking, you can opt to wear the reflective neighborhood watch vests or hats to identify yourself. Carry a patrol logbook or notepad and pencil.

PATROL UNARMED!!

NO: side-arms, shotguns, rifles, knives, ax handles, mace/pepper spray and any other type of weapon is prohibited on patrol. Remember: We are the eyes and ears of the community, NOT a vigilante group.

REPORTING

If you suspect criminal activity, observe a crime in progress, or see evidence of a crime having been committed, one patrol member should contact the police (792-6500 or 911). Immediately identify yourself as Neighborhood Watch and provide the appropriate information. The other patrol members should remain at or near the scene and continue to observe, *if safe to do so*.

DO NOT ATTEMPT TO DETAIN INDIVIDUALS AGAINST THEIR WILL

Not only might this be dangerous, but also you may be violating their civil or legal rights.

TRY TO IDENTIFY VICTIMS/WITNESSES AND
URGE THEM TO FILE A FORMAL
COMPLAINT

Many crimes are never reported, remain unsolved or offenders are not punished because people refuse to get involved.

MAINTAIN HIGH VISIBILITY DURING YOUR
PATROL

It is just as important for potential lawbreakers to see you as it is for you to see them. Your objective is to deter criminals, *not apprehend them.*

ALWAYS PUT SAFETY FIRST

Do not be a hero.

IF ANYTHING LOOKS SUSPICIOUS, REPORT
IT!!

Report immediately to the police, *not to the block captain
or coordinator.*

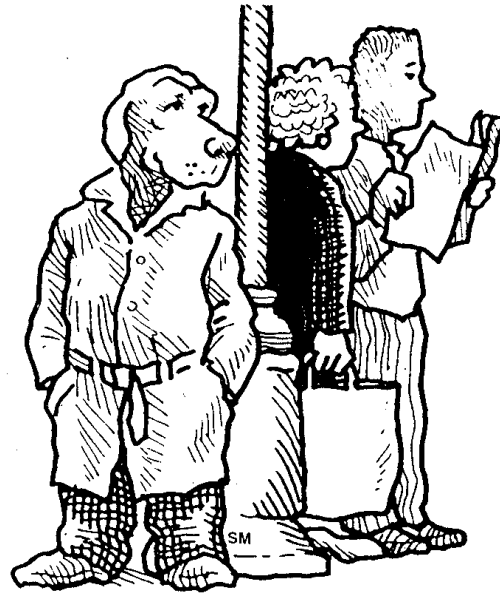
RECORD INFORMATION

If you see anything on patrol that does not warrant a call to the police but does draw your attention, record the information in your notepad or your patrol log book.

**TAKE A BITE OUT OF
CRIME™**

NEIGHBORHOOD WATCH

PATROL SCENARIOS



- A patroller observes a car speeding. He motions with his hands and yells at the driver to slow down.

APPROPRIATE OR INAPPROPRIATE?

INAPPROPRIATE ACTION

Two options: Contact Communications at 792-6500 and the dispatcher will issue a lookout for the vehicle OR record the tag number and vehicle and driver description and have the Crime Prevention Officer follow up on the offense with a warning.

- Two patrollers walk past a group of young men playing loud music on the street corner. One patroller points out it is past curfew and suggest they turn off the music and go home.

APPROPRIATE OR INAPPROPRIATE?

INAPPROPRIATE ACTION

The patroller should go to the nearest phone and call communications with a curfew violation.

- A watch member observes two young females walking through a parking area pulling on door handles. She ducks down between the cars to see if they will attempt a break in.

APPROPRIATE OR INAPPROPRIATE?

INAPPROPRIATE ACTION

You are to deter crime, *not apprehend criminals*. She should continue her patrol in full view of the potential offenders without confronting them. Make a mental note of their descriptions and proceed to the nearest phone.

- A patrol team calls to have a suspicious vehicle checked out. They wait for 45 minutes but they do not see an officer so they give up on the Watch because the police did not respond to their call.

APPROPRIATE OR INAPPROPRIATE?

INAPPROPRIATE ACTION

Call back. The officer may have already responded but perhaps to the wrong location, or a missing child or other emergency call may mean the call has not yet been dispatched. If a call is not handled to your satisfaction call your CPO then next day. We can track the call and give an explanation.

- A patroller observes a vehicle drive up to a suspected drug house. She walks to the car and records the license plate unconcerned that she is being observed by the resident.

APPROPRIATE OR INAPPROPRIATE?

INAPPROPRIATE ACTION

If the tag number can be obtained discretely it can certainly be of use to the police, but not at the risk to your safety. Drugs are big business and drug dealers should be considered armed and dangerous.

- A patrol team walks past a house where the resident is sitting on the front porch ridiculing them because his truck was broken into last week. One of the patrollers yells “why don’t you get off your behind and come out here and help?”

APPROPRIATE OR INAPPROPRIATE?

INAPPROPRIATE

Tempting yes.....but not recommended.

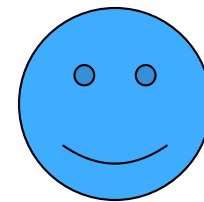
Remember, as Neighborhood Watch members and patrollers, you are role models and community leaders and people will be watching you closely. Note the address, have the Coordinator mail a welcome package so he/she will be better informed about Neighborhood Watch.

- A patrol team observes a trespasser in the playground area after dark. Noting the *NO TRESPASSING* sign, they call communications at 792-6500 and report trespassers and watch the group from a safe distance until the police arrive.

INAPROPRIATE OR APPROPRIATE?

APPROPRIATE ACTION

By calling dispatch and staying a safe distance away, you are keeping yourself safe and you will be able to assist the police with descriptions.



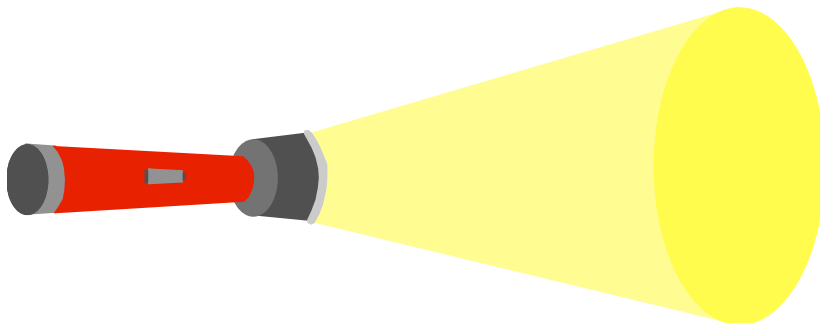
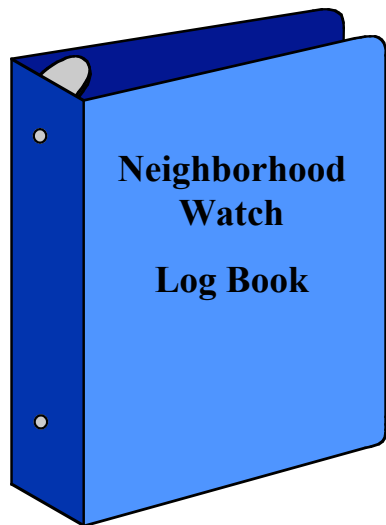
This does not encompass every situation but it should give you a good working knowledge about what is and what is not expected from Watch Patrol.

*Prince William County Police
Crime Prevention Unit
703-792-7270*



NEIGHBORHOOD WATCH

PATROL EQUIPMENT



LOG BOOK



The Log Book consists of a notebook containing patrol log sheets for members to sign in and report patrol times.

This serves as a record of who has participated in patrol duty and a report of their observations.

A report of no activity may be important because if a crime occurs later it may be possible to narrow down the time of occurrence.

Also, the police may use the log book to develop suspects from tag numbers and observations.

The log book may contain several sections (but not limited too):

- Patrol Schedule
- Neighborhood map and route
- Neighborhood Watch rules and patrol instructions
- Patrol log sheets
- Contact roster of addresses, names, and phone numbers
- Recent crime alerts & newsletters
- Members on vacation

PATROL HAT/VEST

Orange Patrol Vests/Hats' marked "*Neighborhood Watch*" are available and serve to make the Watch patrols highly visible, which provides a greater deterrent to criminal activity.



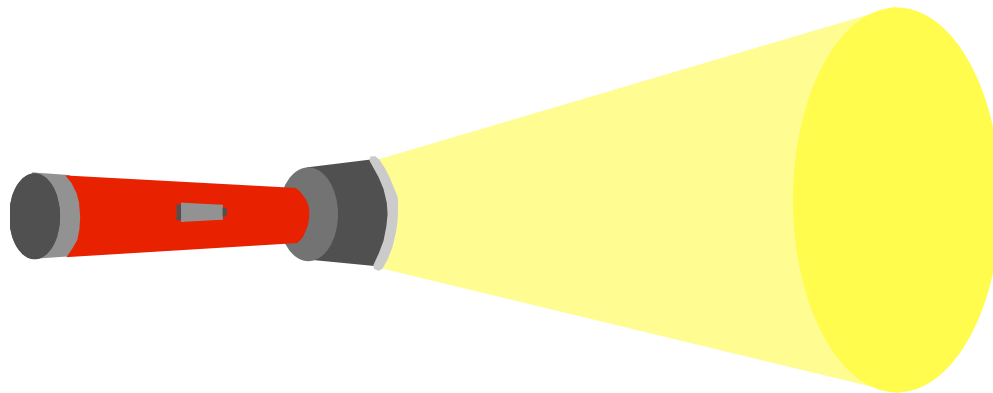
MAGNETIC DOOR SIGNS

Magnetic door signs marked “*Neighborhood Watch*” are available and make the Watch vehicle patrols identifiable by distinguishing them as the Watch patrol rather than a suspicious vehicle.

NEIGHBORHOOD WATCH

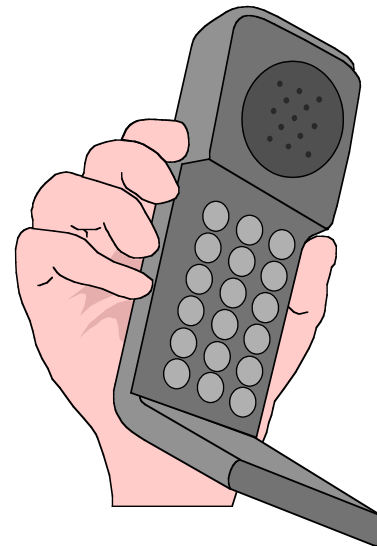
FLASHLIGHT

A flashlight is very useful for lighting dark areas between homes and cars. Plus, you will be able to be seen at night.



CELL PHONE

- A cell phone is extremely handy while on Neighborhood Watch Patrol.
- Go to any pawn shop, buy a cell phone, and as long as the battery is kept charged you can dial 911 without the need of cellular service.



PATROL BAG

Many Watches keep their equipment in a nylon day pack/bag. This helps to keep the equipment together and makes it easier to pass around between patrol shifts.

DO NOT LOSE THIS BAG - SENSITIVE CONTENTS INSIDE!!



PRINCE WILLIAM CRIME PREVENTION COUNCIL 1999 CALENDAR OF EVENTS

Neighborhood Watch Special Events

June 27	Sunday	Neighborhood Watch Picnic	Leesylvania State Park	July 24	Satu

PRINCE WILLIAM CRIME PREVENTION COUNCIL 1999 CALENDAR OF EVENTS

Crime Prevention Council Board of Directors Meetings

February 8 Monday 7:30pm Garfield			April 12 Monday 7:



Prince William Crime Prevention Council
Neighborhood Watch Product Order Form



Item	Cost	How Many	Total Cost	Hat \$4.00	Vest \$4.00	Magnetic Car Sign \$8.00	Bea

Method of Payment: Check Cash Payment Forthcoming Please Bill Me

Have these items already been sent or have they been received already? (please circle) Sent Received

Date of Order: _____ Date of Payment: _____

Name: _____ Watch: _____

Address: _____

Phone: _____ Home _____ Work

Email: _____

Payment to: PWCPC c/o Crime Prevention Unit 15948 Donald Curtis Dr Woodbridge VA 22191 (703-792-7266)

QUESTIONS & ANSWERS

