

NEIGHBORHOOD WATCH POLICIES AND PROCEDURES

I. PURPOSE

A. CRIME PREVENTION

1. Practicing crime safety measures that eliminate opportunities for criminals and helping others avoid becoming victims of crime in their area.
2. Finding ways in which to participate responsibly with local law enforcement agencies in the apprehension of offenders and in crime prevention and safety techniques.
3. Being willing to appear as a witness and follow through in other ways to insure that all violations are properly adjudicated.

B. ENCOURAGE CITIZEN INVOLVEMENT

1. Encouraging others to join in crime prevention and aiding others when they fall victim to a crime.
2. Working for a better and safer neighborhood in protecting and honoring the rights of others.
3. Be a good neighbor.

II. GUIDELINES

A. MAKE YOUR NEIGHBORHOOD WATCH COORDINATOR AWARE OF YOUR ACTIVITIES IN YOUR PARTICULAR GROUP BY:

1. Seeking guidance and instruction for training from the Springfield Police Department.
2. Defining boundaries of your Neighborhood Watch.
3. Keeping a current list of active members that will be involved in your watch group.

- #### **B.**
- Insure what you are doing is legal and does not violate the rights of others, state or federal laws, city ordinances, or have a conflict with any of your local law enforcement agencies.

III. SAFETY

- A.** For your safety patrolling is not allowed.
- B.** Never attempt to make an arrest unless advised to do so by a police official.
- C.** Never check or inspect a suspected crime scene. Always wait for the arrival of an officer and follow his instructions.
- D.** Never confront or accuse a person suspected of a criminal offense. Wait for the arrival of an officer. The suspect may be kept under surveillance if, in doing so, you do not put yourself or others in any type of jeopardy or peril.
- E.** No alcoholic beverages may be consumed within a reasonable time prior to Neighborhood Watch functions or activities.
- F.** The safety of the members of the Neighborhood Watch Group is of paramount importance.

IV OPERATIONS

- A.** Guns are definitely not allowed to be carried by watch members during their participation in Neighborhood Watch business. This also includes knives, clubs, nunchaku sticks, or any item defined by state or federal law as weapons.
- B.** Do not attempt to enforce traffic laws. If a flagrant violation is witnessed, you should get the year, make, model and license number, if possible, of the suspected vehicle involved, also a detailed description of the violator and report all information obtained to the police department. Radar units are available for you to check out at the Police Department by contacting the Watch Commander.
- C.** If you are confronted by a citizen as to any Neighborhood Watch activities, do identify yourself as a member of the Neighborhood Watch. If you should be confronted by a suspect, immediately leave the area. If in your vehicle, do not get out. Contact the Springfield Police Department and report the incident. Do not become involved in any type of altercation or argument with a suspect.
- D.** Never accuse any person of a criminal offense or criminal activity. Relay your suspicions to the Springfield Police Department.

V. COMMUNICATIONS

A. WHEN CALLING THE POLICE DEPARTMENT:

- 1. Identify yourself as a member of Neighborhood Watch.
- 2. Give the dispatcher as a member of Neighborhood Watch.
- 3. Explain the incident and identify any suspects involved.
- 4. Stay on the line until the dispatcher has all information needed.

B. If you are reporting an accident, fire, or a suspected crime, be sure to give adequate information to the police department as to the street by name and house number, if possible. If a certain type of emergency equipment is needed, this should be specified. Make sure that the receiver definitely understands the situation and which equipment is needed at the scene.

Remember: Calls are prioritized. When possible, reports will be taken over the phone.

VI REMEMBER

- A.** You are a private citizen acting in support of your community in assisting a local law enforcement agency.
- B.** Under no circumstances can any police agency be responsible for your actions on the street.
- C.** When you are in doubt (in any type of situation or action on the streets) and don't know exactly what to do, contact the Springfield Police Department.
- D.** Never trespass on any private property unless you are invited.
- E.** You are not provided any type of insurance that would cover your liability or injury while engaged in Neighborhood Watch activities.

FOR INFORMATION REGARDING THE NEIGHBORHOOD WATCH PROGRAM IN SPRINGFIELD:

CONTACT:

Neighborhood Watch.....	726-2324
Springfield Police Dept. Crime Prevention.....	726-3731
Springfield Police Dept.....Business.....	726-3714
Springfield Police Dept.....Emergency.....	911



SPRINGFIELD NEIGHBORHOOD WATCH



APPLICATION

Watch Group: _____

Name: _____ E-mail: _____

Phone: _____ Cell Phone: _____

Address: _____

Others living at the same residence:

Active participation of our membership contributes to the success of Neighborhood Watch. Please check the areas in which you are willing to volunteer:

- Block Captain
- Fund raising
- Organizing groups
- Assisting with engraving
- Clerical (newsletter, etc.)
- Calling committee

I have read and understood the Springfield Neighborhood Watch policies and procedures.

Signature

Date

When completed, return application to your Watch Group Coordinator, who will then turn it in to the police department. The information will be entered into a database in order to create the telephone trees and to create mailing labels for the Neighborhood Watch Newsletter.

Watch Group Coordinator

Date

Office Use Only

Initials of person making entry

Group number

Date entered into membership files