



## Chino Valley Police Department

Starting a Neighborhood Watch may seem like a huge task.

First, determine if there is a need for and if there is an interest in a group in your area. Then talk with your neighbors and get 2 or 3 to help you put this program together. Follow these simple guidelines and you will be on your way.

**Remember: "We Look Out for Each Other" is the motto for Neighborhood Watch.**

Start with an area that has a good view of each other's houses, and an area that is not too large to handle.

1. Make a plan. Building a Neighborhood Watch takes some planning. Start with:
  - Form a planning committee. Talk with your neighbors who are interested in creating a Watch in your area.
  - Walk the area with your group. Make notes of any problems that might concern the group.
2. Contact your local law enforcement office and tell them about your plan.
  - They will help you with materials, statistics and help guide you with your start up.
  - Ask if they can present information on "what is suspicious".
3. Get the word out and at about 4 weeks, set a date, time and place for your first meeting. Create flyers and posters, use social media and go door to door. Don't forget to invite your law enforcement representative to attend.
4. Map out the area.
  - Decide on your boundaries of the Watch.
  - Note important locations like parks, bus stops, etc.
5. Set your goals! Decide what is important to the group, but don't stray away from your prime goal of watching out for each other and the reduction of crime in the neighborhood.
6. Establish leadership. Remember one person cannot do it all! Key leadership positions to consider:
  - A Watch Coordinator to help lead the group.
  - Block Captains to represent areas within the neighborhood.
  - A contact person to communicate with law enforcement.
7. Create a communication plan. Use a telephone tree list or email list.
  - In an emergency the Group Coordinator will telephone the Block Captains, who in turn will contact their members.
  - For non-emergencies, the Group Coordinator will create or forward emails to the group in total.
8. Teach Watch members to be on the lookout and be the eyes and ears of the group. Use the "What is Suspicious" guide supplied.
  - Keep a notebook
  - Take pictures
9. Create reporting policies to help guide you. Observe and report, never take action. When in doubt, call 911. For informational follow up contact your law enforcement coordinator.
10. Keep everyone informed. Neighborhood Watch policies require a yearly meeting, a good watch meets frequently.

**Your Chino Valley Police Departments Neighborhood Block Watch coordinator is:**

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