
Neighbourhood Watch



Vol. 2 A Secure Lifestyle



Block Captain

Name _____

Address _____

Phone _____

Assistant Block Captain

Name _____

Address _____

Phone _____

Police

Emergency _____

Non-Emergency _____

Fire Phone _____

Ambulance Phone _____

Neighbourhood Watch



Endorsed by:

Ministry of
the Solicitor
General

Provided by:



NEIGHBOURHOOD WATCH is a program aimed at reducing crime in the community. It involves getting to know one's neighbours and introducing them to the concept of NEIGHBOURHOOD WATCH – that is, good neighbours working together, alert to the potential of crime and willing to look out for one another's interests. Neighbours working together through NEIGHBOURHOOD WATCH can combat crime in their area the most effective way - **before it starts**.

NEIGHBOURHOOD WATCH provides a means of reducing the opportunity for crime to occur, through the active participation of citizens in crime prevention. Citizens are taught how to make their homes less inviting as a target for thieves; how to participate in Operation Identification, making their personal property less desirable to burglars; and how to be alert to suspicious activity in their neighbourhoods.

Very few people are in a position to protect their homes and property all of the time. Vacation, business and shopping trips, or even an evening out will leave homes unattended and vulnerable to theft. The NEIGHBOURHOOD WATCH program will provide a sense of security for individuals or families who leave their homes for any length of time. The program will also help to co-ordinate the efforts of the police and the community in tracking down criminals. Strong community involvement is encouraged because neighbourhood unity can deter crime. Neighbours joined together do help correct situations that threaten their peace and safety.

The NEIGHBOURHOOD WATCH program is found in all areas of the country, from small rural communities to large urban centres. Membership is not restricted to single-family homes; people who live in apartment buildings, farms and cottages are very active in the program. Neighbourhood Watch is a flexible program and should be adapted to suit the needs of the community in which it operates. The program currently operates under a variety of names including Block Watch and Cottage Watch.

What NEIGHBOURHOOD WATCH is:

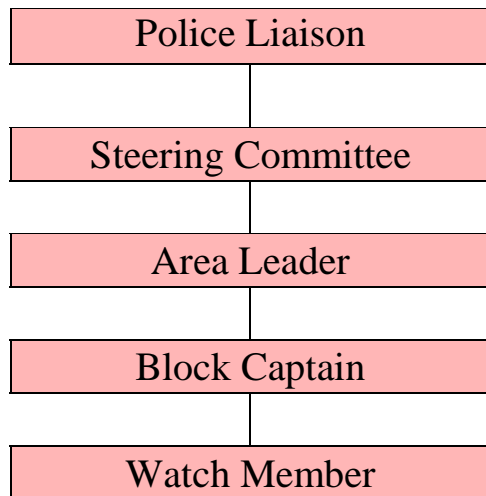
- 1) A commitment to improve your home security
- 2) A commitment to be concerned about your neighbour's property as well as your own. After all, a watchful neighbour is the best burglar alarm!
- 3) A commitment to report any crime that is occurring and any suspicious activity to the police and then to your neighbours. Talk to your neighbours; keep them abreast of current crime trends and crime prevention techniques.

What NEIGHBOURHOOD WATCH isn't:

- 1) Neighbourhood Watch does not require you to perform any special tasks, go to a lot of meetings or take on extra responsibilities.
- 2) You don't have to patrol the neighbourhood or chase burglars. Neighbourhood Watch just involves being alert as part of your everyday life. For example, when you go to the window to open or close the drapes, instead of just opening or closing them and turning away, you might stop for a second and take a quick glance around your neighbourhood to ensure that everything is as it should be.

- 3) Being a part of Neighbourhood Watch does not require you to know your neighbour's business. All that is required is that you be familiar enough with your neighbours to be aware of who belongs and who doesn't.

Organization of Neighbourhood Watch*



* The following are guidelines only. Each community should adapt these as necessary. Each community may use different titles for each position – remember the name is not nearly as important as the function.

The duties on NEIGHBOURHOOD WATCH will offer very little change in lifestyle for the citizen involved. Rather, they provide a means to meet your neighbour, as well as a vehicle for making your community a safer place to live.

The Area Leaders

The Area Leaders will be responsible for a specific area and will serve as the contact for the Police assigned to the Program. In some communities, the Zone Leaders themselves may also form the Steering Committee. Their duties will include:

1. Organizing community meetings to explain the Watch to residents. Meetings are an important tool for communication; however, frequency depends on your community and its needs. Canvas the Watch to see what the residents feel is required
2. Helping to identify Block Captains and Assistants
3. Providing information to the Steering Committee or Police Co-ordinator, to assist in defining the Block boundaries

4. Attending NEIGHBOURHOOD WATCH seminars or workshops which may be conducted from time to time
5. Maintaining a liaison with the Steering Committee and/or Police Co-ordinator to ensure an open line of communication between them and the Watch participants
6. Monitoring the progress of the program in their zone, to ensure its success
7. Meeting with other Area Leaders in the Region to discuss the program with the aim of solving problems and initiating new ideas consistent with the guidelines of the program.

The Block Captains

The Block Captain has one of the most important functions in the NEIGHBOURHOOD WATCH program - supervising the Watch activities of the citizens who join NEIGHBOURHOOD WATCH in their communities. The Block Captain is responsible for one city block, or similar designated territory, and he or she is expected to:

1. Hold NEIGHBOURHOOD WATCH meetings, as required by your community
2. Assist in welcoming new neighbours
3. Encourage neighbourhood participation in the NEIGHBOURHOOD WATCH program
4. Serve as liaison between the Watch members and Area Leader
5. Channel information from the Police Services, Zone Leader or Steering Committee to the citizens
6. Attend the NEIGHBOURHOOD WATCH seminars or workshops, which may be conducted from time to time
7. Inform Watch members of NEIGHBOURHOOD WATCH techniques, such as how to observe suspicious activity, what to observe, encourage use of Operation Identification, Crime Prevention Through Environmental Design (CPTED), Target Hardening and similar crime prevention techniques
8. Provide incentive for Watch members to continue their crime prevention efforts.

Watch Members

REPORTING: The Watch Members will be instructed in the identification of criminal or suspicious activity and the procedure to follow when reporting this activity to the police. After they contact the police they should contact their Block Captains to inform them of the activity. If a Member notes suspicious activity but it does not warrant a call to the police they should pass the information on to their Block Captain.

HOME SECURITY. Watch Members will receive instruction on home security, Operation Identification, and will be encouraged to follow through on security measures.

VACATIONS: When a Watch Member goes on vacation they should inform their Block Captain or Assistant to ensure that the house is watched.

DISCUSSIONS: The Block Meetings provide an opportunity for the Watch Members to discuss any particular concerns they have, as well as the types of crimes being committed in their community.

Suggested Method of Reporting a Crime or Suspicious Activity

1. **CALL THE POLICE!**
It is wise to have the number readily accessible in case of emergencies.
2. Identify yourself by your name and address then relay the information.
Example: I am Jane Smith of 16 Rose Street, a member of NEIGHBOURHOOD WATCH. There is a suspicious person prowling around my neighbour's house at 14 Rose Street.
3. Give the exact location of the crime or activity.
4. Remain in contact with the Police Dispatcher until all of the necessary information has been obtained.
5. Do not personally confront the situation. Await the arrival of the Police.

When reporting an incident to the Police you may be asked to repeat the address. This is to ensure that the address has been correctly understood. At the same time as you are relaying the information, a car is being dispatched to the scene of the emergency. Any additional information that is required helps the Police determine the amount of emergency equipment required. **NOTE: ALL INFORMATION IS KEPT CONFIDENTIAL!!!**

What Response to Expect in Regard to your Call

If the crime is in progress, e.g. the burglar is still in your home; your call will be answered immediately.

If the crime has already been committed, e.g. you have come home and found that your home has been burglarized; a slower response should be expected.

CRIMES IN PROGRESS RECEIVE FIRST PRIORITY!

All other calls are answered after that, on a priority basis.

Emergency Situations (any crime in progress)

Homicide	Serious Injury
Assault	Odour of Gas
Purse snatching	Policeman in Trouble
Robbery	Person with a Weapon
Gun Shots	Serious Vehicle Accident
Burglary	Suspicious Vehicle
Fire or Explosion	Suspicious Person

Non-Emergency Situations

Traffic Conditions & Parking	Dogs at Large
Unnecessary Noise	Road Defects
Lost or Recovered Property	Vandalism
Narcotic Information	General Information

Home Security Survey

This survey is for YOUR OWN PRIVATE USE ONLY. It is designed to help YOU identify security problems in YOUR own home.

DOORS:	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	Does door have 180° peep hole?
	<input type="checkbox"/>	<input type="checkbox"/>	Are locks that can be opened from inside at least 40 inches from glass?
	<input type="checkbox"/>	<input type="checkbox"/>	Are entrance doors solid core?
	<input type="checkbox"/>	<input type="checkbox"/>	Do they have bolt locks?
	<input type="checkbox"/>	<input type="checkbox"/>	If hinge pins are outside, are they non-removable?
	<input type="checkbox"/>	<input type="checkbox"/>	Does door securely fit doorjamb?
	<input type="checkbox"/>	<input type="checkbox"/>	Is doorjamb tightly fastened?
	<input type="checkbox"/>	<input type="checkbox"/>	Does bolt extend sufficiently into strike plate?
	<input type="checkbox"/>	<input type="checkbox"/>	Have locks been re-keyed since you moved in?
WINDOWS:	<input type="checkbox"/>	<input type="checkbox"/>	Have double hung windows been pinned?
	<input type="checkbox"/>	<input type="checkbox"/>	Do metal windows have auxiliary locks?
	<input type="checkbox"/>	<input type="checkbox"/>	Can windows left open for ventilation be secured?
	<input type="checkbox"/>	<input type="checkbox"/>	Do basement windows have auxiliary locks?
	<input type="checkbox"/>	<input type="checkbox"/>	Do curtains or drapes fully cover windows?
	<input type="checkbox"/>	<input type="checkbox"/>	Is window air conditioner secured from inside?
GARAGE:	<input type="checkbox"/>	<input type="checkbox"/>	Does door close tightly?
	<input type="checkbox"/>	<input type="checkbox"/>	Does overhead door have a track padlock?
	<input type="checkbox"/>	<input type="checkbox"/>	Is padlock of high quality?
	<input type="checkbox"/>	<input type="checkbox"/>	Is hasp of high quality, installed without screws showing?

- Do you keep overhead doors closed and locked when not in use?
- Do you remove vehicle keys when garage is locked?
- Can garage light be turned on from inside?

EXTERIOR:

- Do you belong to a NEIGHBOURHOOD WATCH PROGRAM?
- Are shrubs cut below window level?
- Are tree limbs cut above window level?
- Is residence number visible from street?
- Can mailbox be locked?
- Is front door well lit?
- Is back door well lit?
- Are bicycles, mowers, ladders kept inside?
- Have you engraved property and put up stickers?

VACATIONS:

- Do you stop deliveries?
- Do you set light timers?
- Is your yard taken care of?
- Do you arrange for hand bills to be picked up?

**ADDITIONAL
CRIME
CHECKS**

- If you have a gun, is it kept secured?
- Do you keep most of your cash in the bank?
- Do you keep a list of all valuable property, credit cards and serial numbers?
- Do you keep this list in a safe place?
- Do you avoid displaying valuables to strangers?
- Have you memorized the telephone number of your police?

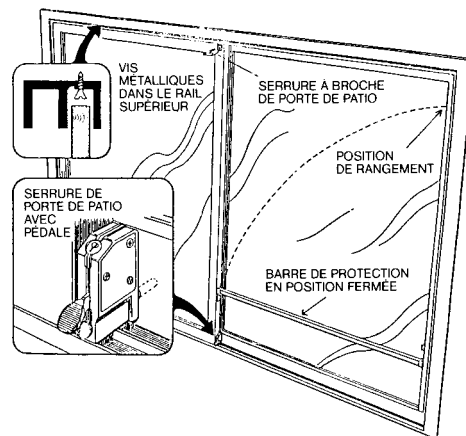
Exterior Door Security

Door Construction

Hollow core and glass doors are not very secure. Ideally all exterior doors should be solid wood or laminated wood core construction 1 3/4" thick. The doorframe should be of solid or laminated wood or metal.

Glass doors should have burglar resistant wire mesh or tempered safety glass installed. This precaution should be observed for any glass panels near or in a door that would allow a burglar to reach in and open the door.

Sliding glass patio doors are often easily lifted out of their frame. To prevent this, self-tapping screws should be installed in the upper track. This will fill the space between the upper door and track and make it impossible to lift the door out of the track. This is neither difficult nor



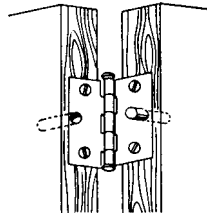
expensive. Patio doors may also be pinned, use 'jimmy bar' or locked with a commercial lock available for patio doors.

Hinges and Strike Plates

Exterior doors and hinges on the outside will provide burglars with easy access to your home. They have only to remove the hinge pins and lift the door out of its frame. This situation can be corrected three ways:

1. Have the doors removed and the hinges remounted on the inside of the frame so the door swings inward.
2. Install a set of non-removable hinge pins.
3. Install a locking pin in the existing hinge plate as follows:
 - Remove the centre screw from each plate of both the top and bottom door hinge.
 - Insert a "headless" screw or bolt into the doorjamb through the hole in the hinge plate, leaving $\frac{1}{2}$ " protruding.
 - Drill a hole $\frac{3}{4}$ " deep through the opposing hinge plate into the door.

Once this is done, the pins in the doorjamb will penetrate the opposing hole in the door. The door will be held in position even if the hinge pins are removed.



Doorframes should be as strong as the door itself with a securely mounted strike plate containing at least 6 screws. It should be ideally attached through the frame into a wall stud by sufficiently long screws. Door guard plates are useful in resisting entry by means of a knife, screwdriver or celluloid strip.

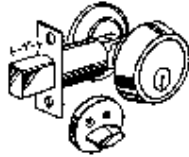
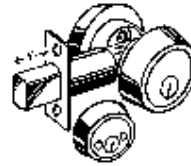
DO NOT RELY ON KEY-IN-THE-KNOB LOCKS!!

Although these are very common locking devices, they provide little security. This type of lock on an entrance door is an invitation to even the most inexperienced burglar. Over the years, this type of lock has proven the entry point in many burglaries.

Deadbolt Locks

A good quality deadbolt lock with a 1" throw (see illustration) that affixes securely to the door with hardened steel bolts provides excellent security. All key-in-knob locks should be replaced with deadbolt locks for all entrance doors.

Deadbolt locks are available with single and double cylinder opening. The double cylinder locks are operated by key only on both sides. It is designed to provide additional security on doors where a glass window is within 40 inches or arms length of the inside door lock.

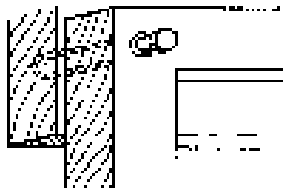
SINGLE**DOUBLE****FIREMARSHALLS' WARNING**

The double cylinder deadbolt locks are extremely hazardous if the door they secure is to be used as a fire or emergency exit. Please check with your fire department for local rules and regulations.

Window Security

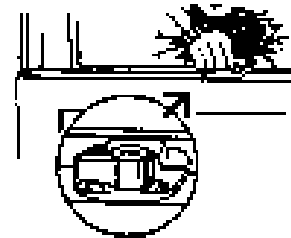
Windows provide little security. Although a burglar hesitates to break the glass, most window locks can be pried open with ease. The following are a few suggestions to appraise and possibly upgrade your current security.

1. Pinning - Nearly all types of windows can be pinned for security. Commercial pins are available, but large nails are just as effective and substantially less expensive.



Drill a 3/16" hole through the inside window frame and into (but not through) the outside frame. A nail or pin can then be placed in the hole to secure the window.

2. Double hung windows – (Windows which slide up). These can be secured by pinning, or by a commercial lock similar to the one illustrated.



3. Sliding Aluminium Windows – These can also be secured by pinning a commercial lock or a 'jimmy bar'.
4. Basement Windows – This is another common point of entry for burglars. Special attention should be paid to securing these windows.
 - Basement windows hidden by bushes or trees provide burglars an ideal place to work unobserved. Such windows should be replaced with Plexiglas or Lexan, or reinforced with decorative security bars.
 - Seldom used basement windows should be permanently secured.

Apartment Security

Don't leave it all to the Superintendent or the police. By following these suggestions you can make your building a safer place in which to live. Security of the apartment building you live in is only as effective as you make it.

1. Securing your apartment

- When the buzzer rings, check identity of person(s) seeking entrance before releasing spring latch on lobby door.
- Unknown or suspicious persons seeking entrance to the building should be referred to the Superintendent.
- Notify the Superintendent when your apartment will be vacant.
- Make arrangements with a neighbour or the Superintendent to receive deliveries. Do NOT leave notes on the lobby callboard.
- Do not identify yourself on the callboard as a female living alone. First initials identify you, C.W. Smith.
- When moving into a new apartment, have the lock cylinder changed. Before changing or replacing locks in your apartment, check with the Superintendent first. Permission is usually required.
- Your apartment door should be equipped with good quality deadbolt locks, with a 1" bolt. Install a wide-angle door viewer.
- Secure sliding doors on the balcony with 'jimmy bars' or place a length of wood in the bottom track, making sure it fits snugly.
- Good quality locks should be placed on all windows, especially those opening onto rooftops or balconies.

2. Elevators

Do not enter an elevator if you are suspicious of the occupant(s) - wait for the next one.

When in an elevator, stand near the floor button panel. In a difficult situation, push as many buttons as possible, particularly the ALARM button. Do not touch the emergency "STOP" button, as it immobilizes the elevator, perhaps between floors. If telephone is available - lifting receiver automatically activates the alarm.

3. Laundry Rooms

Do not do laundry when you are likely to be alone.

4. Underground Parking

Be alert to vehicles or persons following you into the garage. Never enter your car without checking that it is safe to do so.

Don't expose yourself to unnecessary risk. Drive out of the garage if you encounter suspicious circumstances and report immediately to the Superintendent or the Police.

Lock your vehicle, and remove high value, portable items.

5. Vacations

Inform the Superintendent or a neighbour of your departure and return dates and leave a number where you can be reached in case of emergency.

Cancel all deliveries, including mail; or have your neighbour pick up newspapers and mail.

Use clock timers that activate lights and radios to give the impression that someone is home.

Small valuables should be stored in a safety deposit box.

Before leaving, check that all doors and windows are secured.

6. Apartment Lockers.

Do not store valuable property in your apartment lockers.

Report suspicious persons loitering in the vicinity of locker rooms to the Superintendent or the Police.

Personal Security

- Never indicate to anyone that you are home alone.
- Do not open your door for just anyone. Install a viewer. Confirm credentials.
- If there is an emergency and someone wants to use the phone, ask him or her to wait outside while you phone.
- Do not rely on night chains. They can usually be broken with little effort.
- Upon arriving home, if you think there is someone inside ... YOU GET OUT ... THEN CALL POLICE.
- When talking to unknown persons on the phone, do not give out personal information.
- When using answering machines say "I'm not available at this time", not "There's no-one in at the moment"
- In the event of prowlers or 'Peeping Toms' call the police immediately. If you wish you can turn on your outside lights. This will frequently scare prowlers away.

Alarms

Alarms should be used in addition to other security measures, and not be the only security measure.

These should be carefully chosen, as there are many kinds at many prices. They should be CSA and Underwriters' Laboratory approved.

Please check with your Police Services for local rules and regulations.

Operation Identification

The object of Operation Identification is to deter break-ins and thefts and to assist police and owners to identify stolen property. Burglars seldom steal valuable items for their own use; they steal merchandise, which can be easily converted to cash. Operation Identification is intended to discourage burglars before they attempt to break into a home.

Every year the police recover thousands of valuable items, which they are unable to return, due to a lack of positive identification. If items are taken by burglars and recovered by the police, the officers would be able to locate the owner quickly if the goods are properly engraved with an identifying mark such as the owner's driver's license number. Identifiable stolen property can now be placed on CPIC (a nationwide police information computer).

Operation Identification is sponsored by the Police and often assisted by the local Independent Insurance Agents Association or a Service Club. Electric engraving markers are often loaned to the public for the purpose of marking all valuable items. After the items have been marked, the property owner advertises the fact that all of the property in the home is marked for identification, by placing decals on front and rear doors.

The electric engraving pencil is the most efficient tool for marking goods permanently. This tool is simple to use on metal, wood, plastic or glass and should be applied to:

Appliances	Cameras	Motorcycles
Televisions	Sports equipment	Typewriters
Radio/stereo equipment	Garden tools	Trailers
Computer Equipment	Lawn mowers	Sewing machines
Laptops	Power Tools	Weapons
Printers	Cottage valuables	Photography equipment
DVD/VCR's	Musical instruments	Binoculars
Video Game Systems	Snowmobiles	Tape recorders
Bicycles	Auto accessories	

Other methods of marking property, as supplements to the engraver are:

Fur Coats: Stitch a mark in the lining and/ or use an indelible pen on the skins.

Paintings: Use a non-toxic crayon to inscribe across the back of the canvas. The engraver may be used on the frame.

Silverware: The engraver may be used on tea services, but not on flatware. A jeweller, using the more precise engraver that is used on watches, can better mark flatware.

Jewellery: On smaller pieces, use the jeweller's facilities. With antiques, paintings, and very valuable jewellery, coloured photographs should be taken, with a set left in the insurance agent's file and the extra set in a bank security box.

Stocks, Bonds, and other valuable papers: The invisible marking pens may be used on these items. These should also be stored in a safety deposit box.

An inventory should be kept of all property. How and where the item has been marked as well as any manufacturer's serial numbers on the items should be included on the inventory.

Operation Identification now allows ready identification of lost or stolen property and where promoted, is an effective deterrent to thefts.

When Going Away for an Extended Length of Time...

Make Sure That:


- You discontinue mail and newspaper delivery.
- All possible entrances to your home are secured.
- Your neighbours and Neighbourhood Watch contact are aware that you are going away and for how long. You have left a key with someone you trust.
- You have arranged with someone to pick up any mail or newspapers that are left on your step.
- Use a timer to switch various household lights on at night and off in the morning.
- Have someone come in and reposition curtains occasionally.
- In general, with the help of friends and neighbours try to avoid the appearance that your home is deserted. A few dollars to a neighbourhood person for yard maintenance can be money well spent.


Regarding Keys...

Instead of carrying a large ring of keys, most locks around the home, summer cottage, camper or garage can be keyed alike-one key fits all. It is a good policy to change the locks on moving into a new residence, and doing it again every few years.

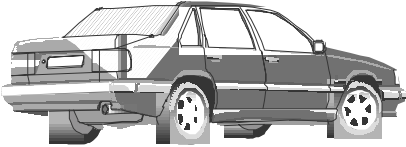


NOTES

Suspect & Vehicle Identification

SEX Male <input type="checkbox"/> Female <input type="checkbox"/>	AGE	HEIGHT	WEIGHT	RACE
HAIR (Colour/Style)	GENERAL APPEARANCE			HAT (Colour/Type)
EYES (Glasses)				COAT
COMPLEXION				SHIRT
JEWELLERY				TROUSERS
SCARS/MARKS				SHOES
TATTOOS				TIE

Facial Expression		Write below specific facial details that you definitely remember.
Skin/hair Colour Wrinkles Shape of Eyebrow Size & Shape of Eye Mouth & Lips Moustache or Beard		Hair Style Hair Texture Ear Size and Shape Shape of Nose Cheeks (full or sunken) Neck & Adams Apple
		What did the suspect say?
		Tool or weapon seen.

Vehicle

			
Colour	Make	Model	Licence Number
Body Style		Damage/Rust	
Antenna	Bumper Sticker	Wheel Covers	
Direction of Travel			
<p>DON'T HANG UP! STAY ON THE PHONE!</p>			<p>Working Together To Prevent Crime</p>



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