



Burleson Neighborhood Watch Program

Block Captain's Manual

Your Neighborhood Watch Police Representative

The City of Burleson is divided into four sections. The sections are the North, South, East, and West Divisions. Currently there is only one Crime Resource Officer available at the Burleson Police Department to coordinate the Burleson Neighborhood Watch Programs. Get to know your coordinator and please contact them with any questions or concerns you may have.

Contact Information:
Officer David Wardlaw #341
Burleson Police Department
dwardlaw@burlesontx.com
Office: 817-426-9958

What is the Burleson Neighborhood Watch Program?

The BURLESON NEIGHBORHOOD WATCH PROGRAM is the first step in protecting your neighborhood. It requires the active participation of citizens in cooperation with law enforcement to prevent crimes in neighborhoods. The primary goal of the BURLESON NEIGHBORHOOD WATCH PROGRAM is to increase the safety of the citizens and to protect their property.

The program teaches citizens different techniques to utilize to protect themselves and their property.

The BURLESON NEIGHBORHOOD WATCH PROGRAM allows the Burleson Police Department to be involved in a form of community policing.

Community policing can be defined as: A form of policing that focuses on crime and social disorder through the delivery of police services that includes aspects of traditional law enforcement, as well as prevention, problem-solving, community engagement, and partnerships. The community policing model balances reactive responses to calls for service with proactive problem-solving centered on the causes of crime and disorder. Community policing requires police and citizens to join together as partners in the course of both identifying and effectively addressing these issues.

Why should I be involved with the Burleson Neighborhood Watch Program?

You have a chance to make an effect in the area that you live.

The definition of a citizen as defined by the American Heritage Dictionary is as follows: *a person owing loyalty to and entitled by birth or naturalization to the protection of a state or nation.*

It is your responsibility to assist with protecting your neighborhood. You can do this by reporting suspicious activity and crime. It is the responsibility of the Burleson Police Department to make the arrest when evidence supports the claim.

Who can be involved?

Any group of citizens that reside within the incorporated limits of the City of Burleson that has the support of the majority of the residents located on one block within a neighborhood can be involved.

Active Participation

You and your co-captains will be responsible for holding two meetings or activities per year. A qualified activity is 50% or more participation of the homes in your neighborhood watch area.

To Be An “Active” Neighborhood Watch You Must Have two (2) Neighborhood Watch activities:

- The first or second meeting must be the organizational meeting with your crime prevention officer presenting the information and materials. All other get-togethers can be social events.
- If you start your Neighborhood Watch BEFORE September 1, your second event must be held by December 31 of that same year. If you start your Neighborhood Watch AFTER September 1, your second meeting must be within 6 months of your first meeting. In both cases your second meeting must NOT be sooner than 6 weeks of the first.
- All meetings require at least 50% participation of the homes in your designated area, and attendance sheets from those get-togethers need to be sent to Officer Michael Owen, Burleson Police Department, 225 W. Renfro, Burleson, TX 76028 to keep the neighborhood’s status active.

What are your responsibilities as Neighborhood Watch Captain?

A Neighborhood Watch captain is very important to the success of the program!

Your involvement and enthusiasm will get the other neighbors in the neighborhood watch involved. You arrange the Neighborhood Watch meetings or events. **Two are required per calendar year.** Don’t let it scare you! It will take less time than you think.

Your initial Neighborhood Watch meeting can be used to establish to your neighbors the meaning and purpose of the Neighborhood Watch program and how it will benefit them, or your first “meeting” could just be a fun activity. Get the people out and meet one another. Suggestions for activities will be included later to help make your meeting a success.

At least one of your first two meetings needs to provide information on the following:

- Burleson Neighborhood Watch Program
- Home Security (Target Hardening)
- Vehicle Security
- Operation Identification

The Community Resource Officer for your area will present the information and provide materials. All subsequent meetings just need to be some kind of get together. The purpose of these meetings, again, is for the neighbors to get to know one another.

The Neighborhood Watch Captain plays a very important role in the Neighborhood Watch program.

As a Neighborhood Watch captain you will also be responsible for the paperwork that needs to be turned in to the Police Department. **A signature is required on each attendance sheet in order for it to be considered valid.**

Once you have completed each activity, simply send your attendance sheets to:

Officer David Wardlaw #341
Burleson Police Department
225 W. Renfro
Burleson, TX 76028

Any Neighborhood Watch that does not have the two required meetings per year, with at least 50% participation, will not be considered "active."

The Neighborhood Watch captain is the liaison between the police department and the neighbors. The police department sends information to our Neighborhood Watch captains and they, in turn, can disseminate this information to the neighbors.

If there are questions or concerns that are conveyed during an event, the Neighborhood Watch captain can call their crime prevention specialist for clarification and answers.

A Checklist for Starting a Neighborhood Watch

You Will Need

- A person or group of people committed to starting a Neighborhood Watch
- A planning committee to initiate the program
- A list of what issues initially need to be addressed in your community
- A means of communicating with the residents, e-mail, fliers, telephone trees
- Publicity for the initial Neighborhood Watch meeting
- A meeting agenda to keep things moving and on track
- A place to meet-resident's house or apartment, community center, school, library
- A crime prevention officer to discuss the crime issues in the neighborhood and to help train members
- A map of the community with spaces for names, addresses, and phone numbers of all households
- A sign-up sheet for those interested in becoming block or building captains
- Brochures or other materials on topics of interest to the residents
- Neighborhood Watch signs to be posted around the community. Some jurisdictions require a minimum number of participants before Neighborhood Watch signs can be posted.

- Facts about crime in your neighborhood (These can be found in police reports, newspapers, and residents' perception about crime. Often residents' opinions are not supported by facts, and accurate information can reduce fear of crime.)

To Add Excitement

- Mix business with pleasure -allow attendees time to socialize
- Seek out neighborhood go-getters -civic leaders and elected officials -to be your advocates and mentors
- Work with such existing organizations as citizens' association, tenants' association, or housing authorities
- Provide speakers on topics of community interest
- Link crime prevention into activities promoted by other groups: child protection, anti-vandalism projects
- Start a neighborhood newsletter
- Arrange for to make a surprise appearance at a meeting, rally, or other event
- Community service, arson prevention, recreation activities for young people

To Build Partnerships

- The police or sheriffs' office's endorsement is critical to a Watch group's credibility. These agencies are the major sources of information on local crime patterns, crime prevention education, and crime reporting.
- Local businesses and organizations can help provide fliers and a newsletter, offer meeting places, and distribute crime prevention information. Ask an electronics store to donate cellular phones.
- Libraries can provide research materials, videos, computers, and meeting space.
- Media can aid Neighborhood Watches by publicizing recruitment drives.
- Look to volunteer centers, parent groups, and labor unions for advice on recruiting volunteers.
- Teenagers are valuable resources. They can be an integral part of a citizens' patrol including and
- Places of worship can provide meeting space and a good source of volunteers.

Tips for Having a Neighborhood Watch Party

- Send out invitations at least 2 weeks in advance. Give the date and the approximate length of the party. Indicate alternate plans should it rain. It may be possible, instead, to plan on using a finished basement or covered patio.
- Assign one person to handle the RSVP's, preferably someone with an answering machine. In taking an RSVP call, get the caller's name, address, phone number and number of people coming and the ages of the children.
- Have name tags ready with each person's name and house numbers.
- In addition to the food that people will bring, have one person responsible for paper plates and napkins, one for ice, another for soda; or have the guests bring their own beverage.
- If you want a street rather than a backyard party and want to block off your street, you will need to call the Public Works Department of the City of Burlson at 817-447-5410 to

arrange for barricades at least 4 weeks before your party. Do not call the police department for barricades.

- Younger children are comfortable on sheets or blankets on the ground. It is nice to have some toys out for them.
- Provide several large trash containers.
- Ask guests to bring lawn chairs.
- Be generous with food. People tend to eat twice -- upon arrival, and later, when they have relaxed. Finger foods work well. Desserts are also very popular.
- Have 'doggie bags' for leftovers.
- Ask local merchants to donate food, prizes or gift certificates; even money saving coupons will make good handouts to those who attend the party.
- Just in case, have a first-aid kit handy.
- If you barbecue, keep the grill far from the children's area. Begin cooking on the grill about half an hour before the party.
- Take pictures as souvenirs.

Neighborhood Watch – The Meeting

The success of a neighborhood watch is directly related to the ongoing participation and support from each member of the watch.

Welcome and Sign-In

Welcome everyone, and let them know how long the meeting will last. Use a Sign-In sheet to keep track of who is present at the meeting. Read aloud the agenda and items to be covered, and tell residents there will be time after the meeting to ask questions.

Introductions

Let residents introduce themselves by giving their name and address. Residents might also briefly tell their reason for coming to the meeting, or what they would like to see the group accomplish in the neighborhood.

Discussion of Neighborhood Issues

Allow residents time to raise specific neighborhood concerns. At the first few meetings, residents might express anger and frustration over neighborhood problems, or criticize law enforcement for not doing more to address their problems. As time goes on, though, residents will use this time to focus on specific issues and ways to address them.

Crime Prevention Presentation

During the first meetings, the Community Resource Officer will provide information on crime prevention topics and ways to maintain an active, effective neighborhood watch. For following meetings, invite guest speakers to discuss current issues or speak on topics members are interested in, like substance abuse or family violence.

Selection of a Watch Captain

The basic structure of a neighborhood watch involves a captain and members. A captain is elected by members during the first meeting and may serve for a term decided by members. Allow captains the opportunity to serve in different roles to avoid burnout and maximize the creativity and energy of other members.

In larger communities, there may be areas having numerous neighborhood watch and captains. A coordinator might be selected to oversee watch activities for the entire area. In these communities, the coordinator holds meetings with the other captains to discuss the issues and goals of their areas, and reports to local law enforcement on the status of all the watches.

Issues for the Next Meeting

Before the meeting adjourns, plan on the issues to be discussed at the next meeting. Encourage members to think of new ideas or strategies to bring up at the next meeting.

Date, Time, Place for Next Meeting

Members usually meet once a month or at the least, every other month. Captains and other members involved with planning, training, and meeting activities usually meet more often. However often you meet, be sure member know when and where the next meeting will be held.

Adjourn/Refreshments

The time after the meeting can be as important as the meeting itself. During this time, members have the opportunity to visit and build friendships and informally brainstorm on future goals and strategies.

Neighborhood Watch Meeting Agenda

- Welcome and Sign-In
- Introductions
- Discussion of Neighborhood Issues
- Watch and Crime Prevention Presentation
- Selection of Captain
- Issues for Next Meeting
- Date, Time, and Place for Next Meeting
- Adjourn/Refreshments

Neighborhood Watch Flyer

Dear Neighbor;

Neighbors in our area are meeting to discuss forming a neighborhood watch. Watches are just that: Neighbors watching out for themselves and each other to make the neighborhood a safer place to live. Neighborhood watches all across the country let neighbors get to know each other better, and help to reduce the chance of criminal activity in their neighborhoods and communities.

A local Community Resource Officer helps train us in personal safety and security for our homes, as well as ways to join together and use our time and talents to tackle problems we think can be resolved when we all work together.

Neighborhood watches cost only the time it takes for us to care about our neighbors. Please come to the meeting and help us discover ways to improve the quality of life in our neighborhood.

WATCH MEETING: _____

DATE: _____

TIME: _____

MEETING PLACE: _____

FOR MORE INFORMATION CONTACT:

NAME: _____

TELEPHONE: _____

Neighborhood Watch
Membership List

Captain: _____

Phone: Day: _____

Address: _____

Evening: _____

1.	Name: _____	Address: _____
	Phone: Day: _____	Evening: _____
	Email: _____	

2.	Name: _____	Address: _____
	Phone: Day: _____	Evening: _____
	Email: _____	

3.	Name: _____	Address: _____
	Phone: Day: _____	Evening: _____
	Email: _____	

4.	Name: _____	Address: _____
	Phone: Day: _____	Evening: _____
	Email: _____	

5.	Name: _____	Address: _____
	Phone: Day: _____	Evening: _____
	Email: _____	

6.	Name: _____	Address: _____
	Phone: Day: _____	Evening: _____
	Email: _____	

7.	Name: _____	Address: _____
	Phone: Day: _____	Evening: _____
	Email: _____	

8.	Name: _____	Address: _____
	Phone: Day: _____	Evening: _____
	Email: _____	

9.	Name: _____	Address: _____
	Phone: Day: _____	Evening: _____
	Email: _____	

10.	Name: _____	Address: _____
	Phone: Day: _____	Evening: _____
	Email: _____	

NEIGHBORHOOD WATCH ATTENDANCE SHEET

Captain _____ Address _____ Phone _____
Block _____ Type of Event _____ Date _____
of Homes in Neighborhood Watch _____ Homes Attended _____
1st Meeting of year _____ 2nd Meeting of year _____

_ To receive credit for this meeting, return this sheet to
**Officer David Wardlaw, Burleson Police Department, 225 W. Renfro, Burleson, TX
76028;**

or fax to us at (817) 426-9386, **within 4 weeks after activity/meeting.**

_ You **must** inform our office of any captain/co-captain/assistant captain changes in
order to keep your Neighborhood Watch current and active.

PLEASE PRINT

	Name:	Address:	Phone:	Email:
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____

Neighborhood Watch
Schedule

January

Date: _____ Time: _____ Location: _____

Activity: _____

February

Date: _____ Time: _____ Location: _____

Activity: _____

March

Date: _____ Time: _____ Location: _____

Activity: _____

April

Date: _____ Time: _____ Location: _____

Activity: _____

May

Date: _____ Time: _____ Location: _____

Activity: _____

June

Date: _____ Time: _____ Location: _____

Activity: _____

July

Date: _____ Time: _____ Location: _____

Activity: _____

August

Date: _____ Time: _____ Location: _____

Activity: _____

September

Date: _____ Time: _____ Location: _____

Activity: _____

October

Date: _____ Time: _____ Location: _____

Activity: _____

November

Date: _____ Time: _____ Location: _____

Activity: _____

December

Date: _____ Time: _____ Location: _____

Activity: _____