

# PIMA COUNTY SHERIFF'S DEPARTMENT NEIGHBORHOOD WATCH

Start Guide



# **Preface**





As far back as 1977, the Pima County Sheriff's Department looked for ways to improve law enforcement services despite a fiscally limited number of employees. The Department decided to train citizen volunteers from the community to act as liaisons with the community they serve.

The Sheriff's Auxiliary Volunteers support Pima County Sheriff's Department personnel in serving the residents

living in the unincorporated areas of the county. The county has a population of over 1 million spread out over 9,000 square miles. With such a large geographic area to cover it is imperative that the community be involved in crime prevention and deterrence.

The Sheriff's Auxiliary Volunteer Crime Prevention Unit is responsible for many aspects of crime prevention instruction and programs throughout the county. Crime Prevention Specialists are responsible for a number of tasks aimed at taking a proactive approach to fighting crime in Pima County. From teaching safety classes, to checking on the security of homes, the mission of the Crime Prevention Division includes: Home Security, Operation I.D., and much more.

The Sheriff's Auxiliary Volunteer Patrol Division also plays a vital role in assisting communities in Pima County with Crime Prevention. They assist deputies by conducting routine patrols in the communities that have a Neighborhood Watch in place. This additional presence in the neighborhoods allows for a safer feeling neighborhood, it also provides an outlet for people in the neighborhood to voice any concerns they have directly to the Sheriff's Department. This one on one contact allows for quicker information dissemination and appropriate response.

The Neighborhood Watch Program exemplifies the partnership between the community and the Sheriff's Department. There are currently more than 240 Neighborhood Watches in Pima County. One of the many benefits to a Neighborhood Watch is the increased law enforcement presence in the neighborhood. Better communication between the average citizen and the Sheriff's Department allows for a safer community.

# WHAT IS A NEIGHBORHOOD WATCH?

Neighborhood Watch represents law enforcement and citizens working together to reduce crime and improve the quality of life in their neighborhoods. Some of the ways this is accomplished is by:

- Encouraging neighbors to join together to detect and deter crime in their area by being the "eyes and ears" for their community and the Pima County Sheriff's Department.
- Helping neighbors to become better acquainted, so they can work together to solve problems in their neighborhood, while acting as a support group for each other.
- Educating individuals on the principles of "Deter, Delay, Detect, and Deny," and to work together to improve the overall quality of life in their neighborhood.
- Coordinating pertinent neighborhood meetings, e.g., Crime Prevention Fairs, GAIN, etc.
- Assisting the community and sheriff's deputies to work more closely together with a common purpose.
- Helping to encourage citizens to have pride in their neighborhoods and motivating them toward other common goals.
- Installing Neighborhood Watch signs at the primary entrance to the neighborhood to serve as a notice to visitors that the residents care about their neighbors and are trained to report suspicious activity.
- Receive additional preventive patrols by the Sheriff's Auxiliary Volunteer's Patrol Division that are dedicated specifically to active Neighborhood Watch communities. This serves as a visual deterrence to criminals and puts additional "eyes" in the area alert for suspicious activity.

A comprehensive Neighborhood Watch Program in your neighborhood, whether it is a high crime area or not, will have many rewards for you, your family, and your neighbors.

Neighborhood Watch Programs are known to instill a greater sense of security, well-being and reduce the fear of crime in your community, as well as create a greater "sense of community" by putting the "neighbor" back into neighborhood.

There cannot be a law enforcement officer on every corner, so citizen involvement is essential to combat crime. You and your neighbors are the ones that really know what is going on in your community. By communicating with each other and working together as a team, you and your neighbors can make a difference.

The partnership of Neighborhood Watch, working with the Pima County Sheriff's Department, acts as a deterrent to crime and serves as a crime prevention tool within your neighborhood.

# **LET'S GET ORGANIZED!**



- Any community resident can join young and old, single and married, renter and homeowner. Concerned
  residents or a community organization, such as a homeowner's association, can spearhead the effort to
  organize a Watch group.
- Neighborhood Watch is a neighborhood organization that is independent of membership to any other community organization or association and is overseen by the Pima County Sheriff's Department. Any resident within the Watch area is free to participate.
- Members learn how to make their homes more secure, watch out for each other, watch the neighborhood and report activities to the Sheriff's Department that raise their suspicions.
- You can form a Watch group around any geographical unit: a block, street, park, etc. Contact your neighbors to determine their interest in participating. We suggest a <u>minimum of 35% participation</u> in order for the group to be as successful as possible.
- Someone in the neighborhood must take the responsibility of applying as the Area Leader and then must select Block Leaders from other interested residents. Please refer to the Area Leader and Block Leader section of this guide to review the requirements for the positions. Area Leaders and Block Leaders are subject to a background investigation and approval by the Pima County Sheriff's Department. Area leaders and Block Leaders can continue to serve in their positions for an unlimited term, at the sole discretion of the Sheriff's Department.
- Please keep in mind that Watch groups are not vigilantes. They are to serve as extra eyes and ears for reporting crime and helping neighbors. Neighborhood Watch does not encourage anyone to take any personal risks to prevent crime.
- Provide us with a map or diagram of your Watch area, showing those homes covered by your Watch. Include a list of names and addresses of the participants involved in the Watch.
- Plan your first meeting for a weeknight at someone's house, yard, recreation center, local park, school or church. Don't plan to have other speakers or activities. Think of this as a business meeting. Meetings typically take approximately one to two hours.
- Work with the Sheriff's Auxiliary Volunteers' Neighborhood Watch Unit to have Neighborhood Watch signs installed. (See sign requirements in this packet.)
- Plan "get togethers" during the year to maintain neighborhood relationships. We ask that your Watch conduct two meetings the first year, with one of those meetings to include the entire neighborhood. After your first year as an active Neighborhood Watch group, you must meet at least once a year, submitting a sign-in sheet to the Neighborhood Watch Unit in order to be considered an active group.

- **DEFINE YOUR NEIGHBORHOOD** geographically. Start small—approximately 30 to 35 homes—so you and your neighbors can get to know each other.
- TALK TO YOUR NEIGHBORS. Do they know that a Neighborhood Watch program is for their protection and builds a bond in the neighborhood? What are their issues and concerns? What nights are they available for a meeting?
- CALL THE SHERIFF'S AUXILIARY VOLUNTEERS' NEIGHBORHOOD WATCH UNIT, (351-4972) and schedule a date for the first meeting. A S.A.V. will attend the meeting to assist in getting you started. Tell the Neighborhood Watch Unit about any issue or concern that may be brought up at the meeting.
- ASK NEIGHBORS to serve as Block Leaders (approx. one neighbor per 7-15 homes).
- START A COMMITTEE with interested neighbors to plan the first meeting. Assign someone to: market/advertise the meeting, make/buy food, take care of meeting logistics (name tags, copy of sign-in sheet, pens). Focus on the "3 F's" which are Food, Fun and Free things. The Sheriff's Department can help by providing some handouts and giveaway items at no cost to you.
- **ADVERTISE THE MEETING** to your neighbors! Invite ALL your neighbors (in your geographical area). Talk to everyone possible. Deliver flyers to each home.
- 7 CALL TO CONFIRM with the Neighborhood Watch Deputy Director at least 48 hours prior to the meeting.
- **SET UP A WELCOME TABLE** before the meeting begins with the sign-in sheet, name tags, and any applicable material provided by the Pima County Sheriff's Department.
- Pintroduce The Neighborhood Watch Representative that will speak on Neighborhood Watch. The presentation will last approximately 45 minutes followed by 10 minutes for questions. Thank everyone who attended and acknowledge those who helped, including any neighborhood businesses or individuals that donated items. Invite neighbors to remain afterwards and get to know each other.
- **AFTER THE MEETING**, thank those who helped and solicit their help to work on the next one.

# **AREA LEADER**



An Area Leader is a person who is interested in developing and maintaining a Neighborhood Watch and willing to take a lead role in their neighborhood. Often times, this person is the individual who makes initial contact with the Sheriff's Department concerning the establishment of a Neighborhood Watch. To become an Area Leader, the individual must apply for the position and pass a background investigation conducted by the Sheriff's Department. This person is appointed and serves at the discretion of the Sheriff's Department and may continue to serve as the Area Leader for as long as the person is able to fulfill the requirements of the position.

### **RESPONSIBILITIES:**

- 1. Neighborhood spokesperson and liaison with the Sheriff's Department regarding Neighborhood Watch Area issues.
- 2. Recruit and select Block Leaders for the Watch.
- 3. Distribute and disseminate information to Block Leaders.
- 4. Solicit neighborhood assistance with various duties and encourage participation.
- 5. Schedule a minimum of one Neighborhood Watch meeting per year for all participants. Other meetings can be for Area and Block Leaders. Also, additional meetings can be combined with other neighborhood meetings, such as homeowner association meetings.
- 6. Provide a written report to the S.A.V. Neighborhood Watch Unit regarding all Neighborhood Watch meetings (include meeting date/time, sign-in roster/attendance log and topic(s) presented).
- 7. Coordinate the distribution/dissemination of all Neighborhood Watch related information, especially regarding notification of Watch meetings.
- 8. Provide written notification to the S.A.V. Neighborhood Watch Unit any time the Watch experiences a change in Area or Block Leader status.

# **REOUIREMENTS:**

- 1. All Area Leaders must complete the "Area Leader and Block Leaders Information Sheet," providing all applicable information.
- 2. A background check will be conducted. <u>ALL INFORMATION PROVIDED IS STRICTLY CONFIDENTIAL</u> <u>AND FOR LAW ENFORCEMENT PURPOSES ONLY.</u>
- 3. Any applicant who has a FELONY CONVICTION is not eligible to become an Area Leader. Any applicant who has been a suspect in, or arrested for, any criminal offense involving minors, is not eligible to become an Area Leader.
- 4. All appointments to the position of Area Leader is at the discretion of the Pima County Sheriff's Department and is on a volunteer basis.

# **BLOCK LEADERS**

Most neighborhoods are either densely populated or have open areas between neighbors. Each block, or group, of homes should have a Block Leader to help coordinate with the Area Leader, approximately 7–15 homes per Block Leader. Each Block Leader coordinates with the Area Leader in all aspects of their Neighborhood Watch Program.

# **RESPONSIBILITIES:**

- 1. Act as a liaison between the Area Leader and Neighborhood Watch participants.
- 2. Maintain a current map and list of active participants on the block.
- 3. Keep the Area Leader up to date on Neighborhood Watch related issues regarding the block.
- 4. Welcome new neighbors, share Neighborhood Watch related information, and encourage participation.

### REQUIREMENTS:

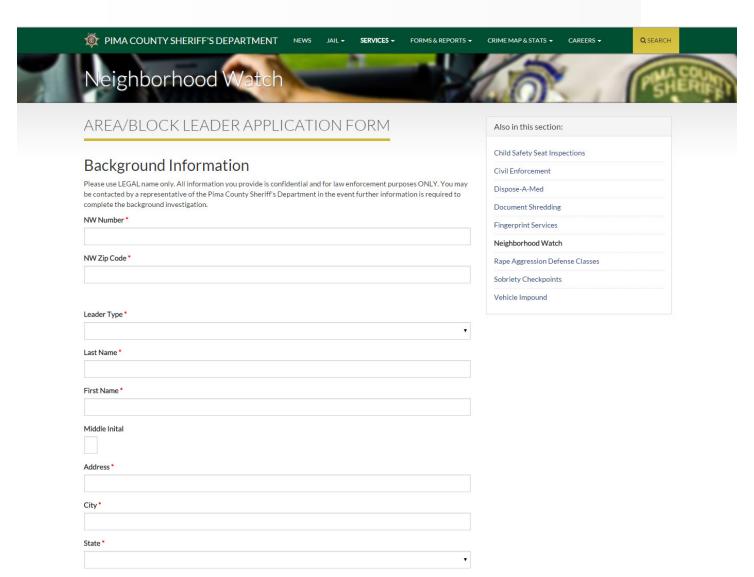
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# BACKGROUND INFORMATION

The form can be accessed at www.pimasheriff.org. If you do not have internet access you can call and request the form be mailed to you. This form can either be completed online and emailed to the Neighborhood Watch Unit or printed and mailed in to:

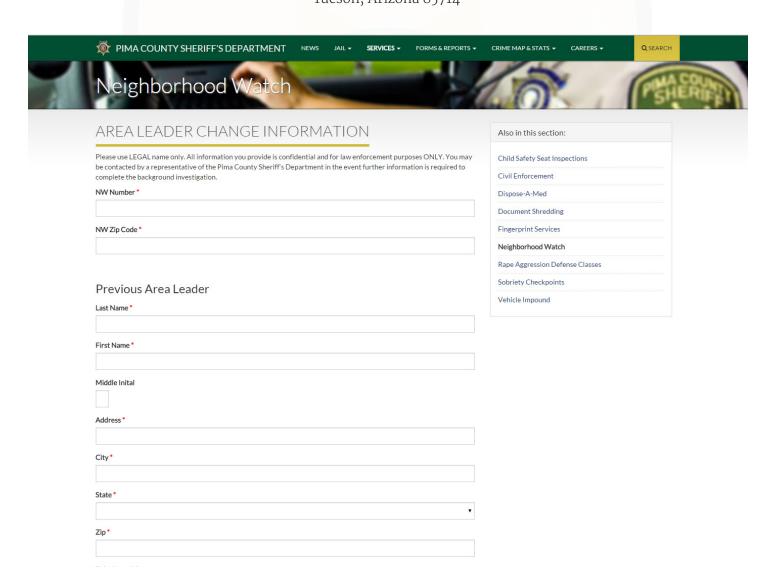
Sheriff's Auxiliary Volunteers of Pima County, Inc.
Neighborhood Watch Unit
1650 E. Benson Highway
Tucson, Arizona 85714



# **AREA LEADER CHANGE REQUEST**

The form can be accessed at www.pimasheriff.org. If you do not have internet access you can call and request the form be mailed to you. This form can either be completed online and emailed to the Neighborhood Watch Unit or printed and mailed in to:

Sheriff's Auxiliary Volunteers of Pima County, Inc.
Neighborhood Watch Unit
1650 E. Benson Highway
Tucson, Arizona 85714



# CREATIVE WAYS TO INCREASE ATTENDANCE IN NEIGHBORHOOD WATCH

- Go door-to-door in your neighborhood introducing yourself and your passion for setting up a Neighborhood Watch program. Write down names, telephone numbers and email addresses for following up before the scheduled meeting.
- Be sure to always call the "potential attendees" a few days prior to the meeting to ensure their participation.
- Typically, food is the #1 attraction for people to attend
- Send out and/or email flyers in addition to word of mouth notifications.
- If you are having a large neighborhood gathering you can contact local television/radio stations to use your meeting or block party for a live remote
- Have raffles and door prizes. Solicit donations from stores in your neighborhood.
- Have a local celebrity or community leader (your county supervisor, sports personality, etc.) make an appearance at your Neighborhood Watch meeting.
- Get subject specialists from the Sheriff's Department or other county departments to address your group.
- At your meeting, discuss topics of interest to you and your neighbors.
- Ask neighbors what has happened to them in the past year. Before your meeting, go online at www.
  - pimasheriff.org to get crime statistics for your area. You can also contact the S.A.V. Neighborhood Watch Unit and request that information.
- Use an agenda for each meeting and limit to 1 and 1/2 hours—max!
- Involve Block Leaders. Let them run some meetings.
- Establish an area newsletter. It can promote neighborhood activities, be informative and educational.



# **IDEAS FOR AREA & BLOCK LEADERS**

# Develop and distribute maps...

To help members give adequate information when reporting suspicious activity in the neighborhood, a map of your area should be developed to:

- Clearly identify street(s) and cross-street(s).
- Show the name, address and phone number of each resident.
- Include emergency phone numbers for police, sheriff, fire and ambulance.

# Gather and share information...

Knowing your neighbors' basic habits and belongings will help you to recognize unusual or suspicious activities. Basic information you might exchange includes:

- Home, work and cell phone numbers
- Number, ages and identity of family members
- Work hours
- School hours of children
- Any other useful information

- Number/type of vehicles
- Residents who own dog(s)
- Planned vacations or visitors
- Scheduled deliveries/repairs

# You are on your way...

Now that your Neighborhood Watch network is established, be sure that everyone understands and observes the following general guidelines:

- Be suspicious. Report unusual or suspicious behavior by calling 9–1–1. Write down descriptions of the person(s) and license numbers of any vehicles involved.
- Keep a trusted neighbor informed if your house will be unoccupied for an extended period. It is important to provide them with contact information should an emergency arise.
- Look after your neighbor's house when they are away and ask them to look after yours. This includes collecting mail, newspapers and other deliveries which would indicate at a glance that no one is home.
- Above all, be concerned. It is the most effective way to reduce or prevent crime and make your neighborhood safe.
- Find out the dates utility meter readers and others will be in your neighborhood.
- Ask strangers who look "lost" or "out of place" if you can assist them. They may be there legitimately. If they are not, sometimes just asking will deter them. If in doubt, call 9-1-1.
- Remember—your job is to report crime. Do not try to enforce the law yourself. The responsibility for apprehending criminals belongs to law enforcement. CALL 9-1-1. DO NOT JEOPARDIZE YOUR PERSONAL SAFETY.

# HERE'S YOUR SIGN...



The Pima County Department of Transportation has adopted the following guidelines for the installation of Neighborhood Watch signs:

- 1. Pima County manufactures, installs and maintains Neighborhood Watch signs on public roads. Neighborhood Watch sign installations are made to accommodate Watch member's expectations to the extent practical, while adhering to county sign placement standards. For example: Neighborhood Watch signs are not installed on arterial or major collector roads, but are installed as close as possible to access points into the Neighborhood Watch area.
- 2. The number of signs installed for a Neighborhood Watch area is based on the number of access points into the area, existing sign locations, physical parameters, and the preference of Watch members. Pima County reserves the right to limit the number of signs installed and select sign placement.
- 3. On private roads Watch members will be responsible for the installation and maintenance of Neighborhood Watch signs. The signs themselves remain the property of the Pima County Sheriff's Department.
- 4. On private driveways the Watch members will be responsible for furnishing, installing and maintaining any other types of Watch signs.
- 5. If private roads are subsequently accepted into the Pima County maintenance system, Watch signage will be reviewed and adjusted to Pima County standards at the sole discretion of Pima County.

When installing signs on county roads, we will attempt to satisfy Watch members by placing the signs at the locations requested. However, the Pima County Department of Transportation must follow other established county policies concerning sign proliferation and costs, which can lead to the selection of locations and quantities other than those requested by Watch members.



The S.A.V. Neighborhood Watch Unit should be contacted at 351–4972 to request any sign maintenance.

# How do I renew our signage privileges?

Signage MUST be renewed for your Neighborhood Watch area on an annual basis. This renewal process can be done easily by having at least <u>one (1)</u> meeting per calendar year. Please mail the Neighborhood Watch Sign-In Sheet to the Crime Prevention Unit of the Sheriff's Auxiliary Volunteers as verification of the meetings and those attending. After meeting these requirements, your signage will automatically be renewed. If there is no meeting reported for a period of one year, you will be notified and given a 60-day grace period. AT THE END OF THE 60-DAY PERIOD, IF YOU HAVE NOT REPORTED A MEETING YOUR NEIGHBORHOOD WATCH WILL BE DELETED FROM OUR FILES. AT THAT TIME THE PIMA COUNTY DEPARTMENT OF TRANSPORATION WILL BE NOTIFIED AND REQUESTED TO REMOVE ANY SIGNS.

# **NEIGHBORHOOD WATCH AREA MAP**

Below is an example of a Neighborhood Watch area, indicating which homes are participating in the program. Please provide us with a map or sketch (similar to this) of your Neighborhood Watch area. Include a list of names and addresses of all participants. Also, please indicate in some manner (highlight, circle, etc.) which homes are participating. Pima County residents can access street maps online at www.dot.pima.gov. Click "Pima County GIS", then "Online Maps," then "Pima County Mapguide Maps" and then "Main MapGuide." Use the tips menu for instructions. Please mail your map to:

Sheriff's Auxiliary Volunteers of Pima County, Inc.
Neighborhood Watch Unit
1650 E. Benson Highway
Tucson, Arizona 85714





Date:	NW#:	Initial Meeting: ☐ Yes ☐ No			
Area Leader Name and Addr (Include zip and email)	ess:				
NEIGHBORHOOD WATCH					
MFFTING SIGN-IN SHFFT					

Please return to: Sheriff's Auxiliary Volunteers of Pima County, Inc., 1650 E. Benson Highway Suite B, Tucson, Arizona 85714, Attn: Neighborhood Watch Unit. Please keep a copy for your records.

Please **PRINT** legibly and use **LEGAL** names only (NO NICKNAMES OR ALIAS). One person per household.

Name	Address	Telephone
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# Hello Neighbor, GOT A MINUTE?

I know you care about our neighborhood as I do, an about forming a Neighborhood Watch Program. It	
Date:	Time:
A member of the Pima County Sheriff's Departmen to talk about forming a Neighborhood Watch progr improve home security and how to combine our e place in which to live.	am. We will discuss inexpensive ways to
Please plan to attend. If you have any questions ab	out this meeting, feel free to contact me
Name:	
Phone #:	

THANK YOU!

Every Watch member should have a map of his or her neighborhood. Information should include your neighbor's name, address, phone number and vehicles. Additional information such as working hours, number of children, or who's home during the day, would offer help in defining what is suspicious in your neighborhood.

WARNING: Keep your map in a safe place. Do not let strangers have a chance to obtain information about your neighborhood.

# Telephone Watch Neighborhood Map

Call 9-1-1

For <u>any</u> emergency or to make a police report



# **FREE PROGRAMS**

The Sheriff's Auxiliary Volunteers offer the following burglary prevention programs, free of charge, to residents of unincorporated Pima County:

# **OPERATION I.D.**



The Crime Prevention Unit has electric engraving tools available to loan to homeowners. There is a nominal loan fee, which is reimbursed when the engraver is returned. The engraver is used to mark valuables with your driver's license number and the state of issuance. This is a means to discourage burglary, but in the event of a burglary, the property can be easily traced and identified as yours. Note: if your driver's license number is your Social Security Number,

we recommend you request a new number from the Motor Vehicle Division. Using your Social Security Number for identification purposes could lead to identity theft.

### **HOME SECURITY INSPECTIONS**

Uniformed members of the Crime Prevention Unit will conduct a thorough interior and exterior security inspection of your home. This includes doors, windows, locks, etc. They may make suggestions on how to better secure your home.



# HOME SECURITY CHECKLIST



With home burglaries and break-ins a concern, the

Pima County Sheriff's Department, along with your help and vigilance, can assist in reducing these crimes. The following checklist provides some ideas for how you can make your home less of a target.



### **LOCKS**

- Keep doors and windows locked at all times, whether you are home or away.
- Use deadbolt locks with a one-inch throw on all exterior doors, and ensure that exterior doors are solid wood or metal.
- Use window locks on all windows and sliding doors, or cut wood or metal dowels to drop in the window track to prevent the window from being opened.



- Keep garage doors shut and locked at all times.
- Keep gates to backyard padlocked.

# **LIGHTS**

- Keep exterior lights on at night. Consider motion-sensor lights for hidden or dark areas, or "dusk-to-dawn" lights to make outside lighting easy.
- When away for extended periods of time, consider placing interior lights on random timers, so lights turn on and off at different times in the evening.

# **LANDSCAPING**

- Keep trees, shrubs, and bushes trimmed away from doors and windows to eliminate hiding places for criminals
- Consider "Planting for Prevention" and plant cactus or thorny bushes near windows and hiding places to deter criminals from using those areas to their advantage.

# ADDITIONAL CRIME PREVENTION TIPS

- Positively identify anyone requesting entry into your home. If you are unsure about who they are, deny entrance and call 9-1-1 if they do not leave.
- Consider installing a home alarm, and if you already have one, USE IT!
- If away from home, have a friend or trusted neighbor pick up mail and newspapers daily and park their vehicle in your driveway if possible.
- Make sure your address is visible from the street, day and night.
- Try not to advertise the fact that you are away from home. Your telephone answering machine should say that you are unable to come to the phone right now, rather than provide details as to where you are, or are not.
- When posting items on social media websites DO NOT give out information indicating that you are not home.

Making your home a harder target may send a potential criminal to another target. If we all follow these tips, we may be successful in reducing property crimes in Pima County. For additional information, go to: www.pimasheriff.org.

# **RESOURCES**

Following is a list of some community agencies who can provide speakers for follow-up Neighborhood Watch meetings. Please give them as much advance notice as possible. Area code for all phone numbers is 520.

# 1. PIMA COUNTY SHERIFF'S DEPT. -COMMUNITY RESOURCES UNIT: 351-4615

• Topics: Various crime prevention topics—personal safety, identity theft, child safety, traffic, etc

### 2. 88-CRIME: 740-5617

Topics: 88-CRIME anonymous hot line.

### 3. ALLIANCE FOR THE MENTALLY ILL: 622-5582

• Topics: Those related to mental illness, as requested.

### 4. AMERICAN CANCER SOCIETY: 321-7989

• Topics: Cancer prevention and detection; sun awareness.

### 5. AMERICAN RED CROSS: 318-6740

• Topics: General topic of American Red Cross and its services. Can give some demonstrations.

### 6. AMERICAN LUNG ASSOCIATION: 323-1812

• Topics: Activities of the American Lung Association, lung and respiratory problems, including Valley Fever.

# 7. ARIZONA POISON CENTER: 626-6016

Topics: Poison prevention, venomous creatures, poisonous plants.

# 8. ARIZONA DEPARTMENT OF PUBLIC SAFETY: 746-4500

- Topics: Seat belt use, drunk driving.
- Specialty: Narcotic abuse and alcohol prevention program.

# 9. PIMA COUNTY ANIMAL CARE CENTER: 243-5900

• Topics: Dog bite prevention, dog care, dog behavior, role of the Animal Care Center.

# 10. PIMA COUNTY ATTORNEY'S OFFICE: 740-5600

• Topics: Criminal prosecution, use of force, court procedures, victim witness assistance, child support issues, and consumer protection issues.

# **RESOURCES**

# 11. PIMA COUNTY FIRE DEPARTMENTS

Arivaca:	398-2003	Northwest Fire:	887-1010
Avra Valley:	682-3255	Pascua Yaqui:	879-5720
Corona de Tucson:	762-5007	Picture Rocks:	682-4960
Drexel Heights:	883-4341	Rincon Valley:	647-3760
Flowing Wells:	See Northwest Fire	Rural Metro:	297-3600
Golder Ranch:	825-9001	Three Points:	822-1086
Green Valley:	625-9400	Tohono O'odham:	573-1485
Mt. Lemmon:	576-1201	<b>Tucson Estates:</b>	See Drexel Heights

• Topics: Fire safety and emergency care

# 12. PIMA COUNTY HEALTH DEPARTMENT:

• Topics:

Community Nutrition Division: 724-7770
Disease Control Division: 724-7797
Public Health Nursing: 724-7909

# 13. SOUTHWEST GAS CORPORATION: 877-860-6020

• Topics: Home safety, properties of natural gas.

# 14. SOUTHERN ARIZONA CENTER AGAINST SEXUAL ASSAULT: 327-1171

• Topics: General awareness and prevention, acquaintance rape prevention, child molestation, adolescent awareness.

