

COMMUNITY WATCH GROUP

CITY OF LONG BEACH



Long Beach Police Department

Starter Kit

3 EASY PHASES

provided by
Long Beach Police Department
www.longbeach.gov/police



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Dear Community Watch Volunteer:

The City of Long Beach appreciates your interest in starting a Community Watch Group (CWG) and wants to help ensure success in your hard work. The Community Watch is a crime prevention program that involves all aspects of the community working together and assisting law enforcement to discourage crime. A passionate and organized CWG can make a significant difference in the prevention and reduction of crime in their neighborhood.

CWGs typically consist of 12 to 20 homes, businesses, schools and/or faith based organizations within the community. At least one person in each group will serve as the CWG Captain, taking a leadership role in organizing meetings, engaging new members, and collaborating with the community.

The Long Beach Police Department in coordination with the Downtown Long Beach Associates developed this Starter Kit to make it as easy as possible to organize a CWG in your neighborhood. We thank you for your continuous support and dedication to making the City of Long Beach a safer place to live. We look forward to working with you!

Sincerely,

A handwritten signature in black ink that reads "R. Luna".

Robert G. Luna
Chief of Police



ABOUT COMMUNITY WATCH

Community Watch is one of the oldest crime prevention programs in the United States. Community Watch is an extremely effective tool because it brings the community together with local law enforcement to deter crime and make communities safer.

This “block-to-block” approach against crime is an opportunity to get to know your neighbors and keep a watchful eye on your street and the community as a whole. The program will teach you how to make crime prevention part of your daily routine, simply by watching out for each other.

The program does not require frequent meetings, and does not ask anyone to put themselves at risk. To prevent crime, your job will be to report suspicious activity to police, and let them handle the criminals. This program also gives members a chance to meet and speak directly to the officers who patrol their neighborhood.

An involved neighbor can be one of the most effective crime prevention tools available. By working together, everyone can help fight crime in the most successful way possible: before it begins.

Community Watch is easy to start, and valuable when implemented. By starting a Community Watch Group in your area, you are heading in the right direction to make your home and community a safer place to live.



WHO TO CALL

EMERGENCY POLICE AND FIRE

Police Dispatch/Non-Emergency/Anonymous	(562) 435-6711
PD Headquarters (400 W. Broadway) / PD Information Desk	(562) 570-7260
Fire Dept. Headquarters (3205 Lakewood Blvd)	(562) 570-2500
Direct Connect from Mobile Phone LBPD	(562) 435-6711
Direct Connect from Mobile Phone LBFD	(562) 436-8211

LBDP EAST DIVISION 3800 E. Willow Street

lbpdeast@longbeach.gov

Main Line	(562) 570-5880
Patrol Resource Officer	(562) 570-5812
Neighborhood Services Specialist	(562) 570-5808

LBDP NORTH DIVISION 4891 Atlantic Avenue

lbpdnorth@longbeach.gov

Main Line	(562) 570-9800
Patrol Resource Officer	(562) 570-9827
Neighborhood Services Specialist	(562) 570-9825

LBDP WEST DIVISION 1835 Santa Fe Avenue

lbpdwest@longbeach.gov

Main Line	(562) 570-3400
Patrol Resource Officer	(562) 570-3462
Neighborhood Services Specialist	(562) 570-3461

REPORTING LINES

Narcotics	(562) 570-7125
Gang Tip Line	(866) 426-4847
Terrorism Tip Line	(562) 570-5593
Traffic Complaints	(562) 570-7209
Juvenile Investigations Section	(562) 570-1426
Internal Affairs	(562) 570-7343

ADDITIONAL LBDP INFORMATION

Police Dept. Website	www.longbeach.gov/police
Crime Statistics	www.longbeach.gov/police
Sex Offender Website	www.meganslaw.ca.gov

CITY REPRESENTATIVES

First Council District	(562) 570-6919
Second Council District	(562) 570-2222
Third Council District	(562) 570-6300
Fourth Council District	(562) 570-4444
Fifth Council District	(562) 570-5555
Sixth Council District	(562) 570-6816
Seventh Council District	(562) 570-7777
Eighth Council District	(562) 570-6685
Ninth Council District	(562) 570-6137

OTHER CITY SERVICE

www.longbeach.gov

Abandoned Shopping Cart	(800) 252-4613
Animal Care Services	(562) 570-PETS (7387)
Code Enforcement	(562) 570-CODE (2633)
Gas Emergency	(562) 570-2140
Graffiti Abatement	(562) 570-2773
Long Beach Water Department	(562) 570-2390
Neighborhood Resource Center	(562) 570-1010
Neighborhood Services Bureau	(562) 570-6866
Parking Enforcement	(562) 570-2866
Parking Meters	(562) 570-3264
Sewer	(562) 570-2440
Trash Collection & Recycling	(562) 570-2876
Traffic Signals	(562) 570-3264
Street Lights	(562) 983-2000

OBJECTIVES



Empowering the community to help prevent crime in their neighborhood.



PERSONAL SAFETY

- How to avoid becoming a victim
- Increase awareness of personal safety in the home, on the street, and in daily travels throughout the community

HOME & BUSINESS SECURITY

- Promote easily implemented methods of burglary prevention and home/business security

EMERGENCY COMMUNICATION

- How to report suspicious activity and how to describe possible suspects
- Developing a communication tool to distribute information throughout the community

LEARNING EVERYDAY TECHNIQUES

- How criminals choose their victims and commit their crimes
- Most common crimes in your area
- Latest in crime prevention techniques, security technology, personal safety and identity theft.

QUALITY OF LIFE

- Addressing and contributing to making the community safer
- Improving police and community relations and communication
- A sense of neighborhood security
- The community looking out for each other



GETTING STARTED

IDENTIFY KEY LEADERS

- People concerned about safe communities, including crime, cleanliness, landscape and public spaces (see Roles and Responsibilities on page 7)

DETERMINE BOUNDARIES

- 12 to 20 homes, businesses, schools, faith based organizations, etc.
- Typically 1-2 blocks

SET FIRST MEETING DATE

- Set meeting date far enough in advance to give people time to plan
- Choose a time that is convenient for most members
- Decide on a location. Meet at the home of a neighbor to create a comfortable environment
- Contact the LBPD Neighborhood Services Specialist (NSS) in your area to request a LBPD representative to attend your meeting.

DEVELOP AN AGENDA

- Topics should focus on introductions, importance of a CWG and LBPD involvement
- Use provided template on page 11

CREATE & DISTRIBUTE FLYERS

- Use provided template on page 12
- Canvas door-to-door to recruit members and participation

COMMUNICATION & PREPARATION

- Remind everyone of the meeting date a couple days before
- Organize communication tools used for keeping in touch with members (see Materials on page 8)
- Use templates provided: Sign-up sheet and Maps

FIRST MEETING

- See Meeting Checklist on page 9



ROLES & RESPONSIBILITIES

CWG'S COMMUNITY CONTACT

- Personally introduce yourself to your neighbors to gain member's support and participation in the program.
- Welcome newcomers to the neighborhood and invite them to be part of the group
- Prepare and distribute meeting invitations. Remind your neighbors just before the meeting
- Maintain a map that shows your street name and each house/business. Write down addresses and make copies for everyone. (see pages 14 & 15)
- Actively encourage involvement and awareness. Serve as a model, practicing crime prevention measures and early reporting of suspicious incidents to the police.
- Serve as a liaison to the LBPD and stay updated on new information
- Collect crime information and share with members
- Supply each group member with crime prevention literature which can be found on the LBPD website www.longbeach.gov under the "Do I..." section.
- Attend one police department organized meeting annually to keep your group on the "active" list. (Each LBPD Commander hosts a quarterly community leadership forum)

PARTICIPANT

- Get to know your neighbors and build a neighborhood team
- Be alert and observant, reporting suspicious activity or crimes immediately to the police
- Check on vulnerable households and provide advice to members about dealing with callers at the door
- Learn about community resources, crime trends, and crime prevention.
- Identify and discuss neighborhood problems or concerns and help develop a plan of action



Keep all members active and involved. Get creative and develop roles for people based on their interests and skills. There are many possibilities for everyone to participate such as taking minutes, communications outreach, membership, etc.



MATERIALS

“ *The role of a community watch member is to learn how to be a good neighbor, a helpful witness, and how to identify and report suspicious activity.* **”**

COMMUNITY WATCH MAP

The Community Watch Map (page 14) will help members give precise information when reporting suspicious or emergency information in your community.

- Identify the CWG's Community Contact
- Label street names, addresses and phone numbers of each building
- Important identifiers: senior citizens, people with health issues or special needs, etc.
- Listing the make, model, color and license plate numbers of resident's cars on the CW Vehicle Map (page 15) will help neighbors identify suspicious vehicles

KNOW YOUR NEIGHBORS

Knowing your neighbors and their daily routines better will help you recognize abnormal or suspicious activities. Here is basic information everyone should consider exchanging with each other:

- Home, work and cell phone numbers
- Home and/or work e-mails
- Number, ages and names of family members or residents
- Work hours
- School or day care hours for children
- Who owns pets (in case of fire or natural disasters)
- Planned vacations or visitors
- Scheduled deliveries or repairs



MEETING CHECKLIST

- MAKE SURE EVERYONE SIGNS IN
- DESIGNATE SOMEONE TO TAKE NOTES/MINUTES
- ALL MEMBERS SHOULD WEAR NAME TAGS
- EVERYONE SHOULD INTRODUCE THEMSELVES & WHERE THEY LIVE
- EXPLAIN THE IMPORTANCE OF A CWG
- DISCUSS CONCERNS ABOUT THE NEIGHBORHOOD/ COMMUNITY
- DECIDE ON GOALS AND OBJECTIVES FOR THE GROUP
- HAVE A LYPD PATROL REPRESENTATIVE ATTEND YOUR FIRST MEETING



At your first meeting, the LYPD Patrol Representative will be available to answer questions about crime in your community, offer safety tips, and explain the relationship between LYPD and CWGs.



TIPS FOR SUCCESS



BE INCLUSIVE

- Involve people with different backgrounds and ages to reflect your whole community



HOLD REGULAR MEETINGS

- Hold regular meetings to help members get to know each other and to decide on program strategies and activities



“WINDOW WATCHERS”

- Ask people who seldom leave their homes to be “window watchers,” who will look out for the neighborhood and report any unusual activities in the neighborhood.



TRANSLATORS

- Be willing to translate all information into other languages needed by non-English speakers in your community. If necessary, have a translator at meetings.



REMEMBER... YOU'RE NOT THE POLICE

- Remind members that CWG are not vigilantes and should not assume the role of the police.



CWG's are a proven and effective way to substantially reduce crime within the community.





COMMUNITY WATCH GROUP

AGENDA

Date:
Time:
Location:

1. CALL TO ORDER and INTRODUCTIONS

5 Minutes

2. Topic 1 - Crime Update:

3. Topic 2 - Safety Tips:

4. Topic 3 - Community Concerns:

5. Topic 4 - Goals/Strategies:

6. Topic 5 - Upcoming Events:

7. Old Business

8. New Business

9. Public Comment

10. Adjournment

Next Scheduled Meeting

Date:
Time:
Location:



COMMUNITY WATCH GROUP MEETING

An involved neighbor is one of the most effective crime prevention tools



When:

Where:

Time:

Topic:

Working together to help fight crime in the most successful way... BEFORE IT BEGINS!



COMMUNITY WATCH GROUP MEETING

An involved neighbor is one of the most effective crime prevention tools

When:

Where:

Time:

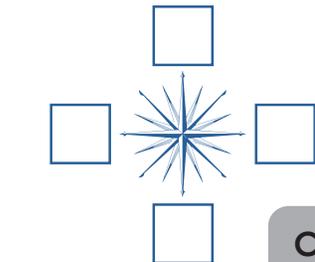
Topic:

Working together to help fight crime in the most successful way... BEFORE IT BEGINS!



COMMUNITY WATCH MAP

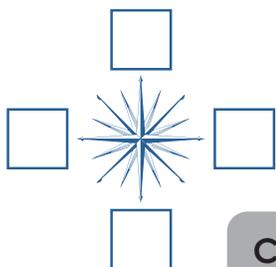
STREET	
<p>Name: _____</p> <p>Home Ph#: _____</p> <p>Cell Ph#: _____</p> <p>Email: _____</p> <p>Extra: _____</p>	<p>Name: _____</p> <p>Home Ph#: _____</p> <p>Cell Ph#: _____</p> <p>Email: _____</p> <p>Extra: _____</p>
<p>Name: _____</p> <p>Home Ph#: _____</p> <p>Cell Ph#: _____</p> <p>Email: _____</p> <p>Extra: _____</p>	<p>Name: _____</p> <p>Home Ph#: _____</p> <p>Cell Ph#: _____</p> <p>Email: _____</p> <p>Extra: _____</p>
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CWG'S COMMUNITY CONTACT:

COMMUNITY VEHICLE MAP

STREET	
<p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p>	<p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p>
<p>Address #</p>	<p>Address #</p>
<p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p>	<p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p>
<p>Address #</p>	<p>Address #</p>
<p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p>	<p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p>
<p>Address #</p>	<p>Address #</p>
<p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p>	<p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p>
<p>Address #</p>	<p>Address #</p>
<p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p>	<p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p>
<p>Address #</p>	<p>Address #</p>



CWG'S COMMUNITY CONTACT:

TOOLS & RESOURCES



LBPD - “GO LBPD” App

- News, stories, alerts, events, photos and videos
- Crime mapping
- Anonymous crime tip feature

To learn more visit LBPD website at www.longbeach.gov/police



CITY OF LB - “Go Long Beach” App

- Access to City Hall 24/7
- Submit service request – graffiti, potholes, broken lights, etc.

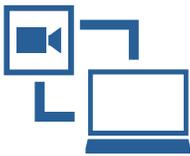
To download to your smartphone, search “Go Long Beach” in your app store



NIXLE

- Important, time-sensitive alerts sent by LBPD and LBFD
- Road closures, traffic issues, missing persons, dangerous suspects, etc.

For more information or to sign up, visit www.nixle.com



LBPD Community Camera Partnership

- LBPD can access a network of both public and privately owned cameras throughout Long Beach to monitor security concerns through Long Beach Common Operating Picture (LBCOP)
- Private businesses and residents can opt into giving LBPD access to their camera to allow for more significant coverage throughout the city

For more information or to sign up contact Officer Eddie Reyes at 562-570-7324 or email Eduardo.Reyes@longbeach.gov or visit www.longbeach.gov/police/lbcop/



CITY OF LONG BEACH'S CRIME STATS

View statistics at the city's website:

www.longbeach.gov/police/statistics.asp



NEXTDOOR.COM

- FREE Private social network for you, your neighbors and community
- Every neighbor must verify their address
- Great way to share information about suspicious activity, CWG meetings, or recommendations

For more information visit www.nextdoor.com



GO METRO App

- Access to City Hall 24/7
- Submit service request – graffiti, potholes, broken lights, etc.
- Submit service request – graffiti, potholes, broken lights, etc.

YOU'RE ON YOUR WAY...

Now that you have your CWG established, understand this is only the start. The significant part to keep a CWG active is maintaining interest over time. By getting the whole community involved it will create a sense of pride and closeness.

An active CWG can make changes in their community, such as improving street lighting, sidewalks and alleyways. You can work together to develop new policies or practices to improve building and property security.

Make being a CWG member enjoyable and rewarding. Remember, people will most likely become involved and remain interested if the programs are fun as well as meaningful. Get creative and use your imagination.



For Crime Prevention Tips & Documents for future CWG meetings visit the Long Beach Police Department's website at www.longbeach.gov/police under the "How Do I..." section.

THANK YOU!

