

# BLOCK WATCH PROGRAM - GUIDELINES



The following information will help you establish a Block Watch Program in your neighborhood. The extent of problems and concerns within your community as well as the commitment level of neighborhood residents will determine the success of your group.

## Block Watch's three components:

Create and distribute a Member List.

Complete Operation Identification (Operation ID).

Hold quarterly meetings – Have fun!

## PLANNING & IMPLEMENTATION

### ***Preliminary Block Watch Steps:***

1. Meet informally with at least 5 neighbors concerned about crime in your neighborhood.
2. Discuss current problems, expected results and get a commitment to work together.
3. Select a Captain and Co-Captain who will coordinate your Block Watch group.
4. Captain needs to attend a quarterly Block Watch Introduction Summit with the Everett Police Department - Crime Prevention Unit.
5. Select a date and location for the first Block Watch meeting and inform your neighbors.

### ***Block Watch Meeting (Agenda):***

1. Have attendees introduce themselves.
2. Discuss neighborhood issues and concerns. Develop a "Team Attitude."
3. Explain Block Watch - How it works and the benefits. ([Block Watch Program Overview](#))
4. Complete [Member List](#) and [Neighborhood Street Map](#) of participating neighbors.
5. Set a reasonable completion date for [Operation ID](#). (Captain confirms individual completion.)
6. Set next quarterly meeting date and location.

### ***Benefits To Block Watch Groups From The Everett Police Department:***

Community-police partnerships:

- ◇ Crime Prevention informational brochures available on the web.
- ◇ Neighborhood specific Crime Alerts for current crime trends distributed by e-mail.
- ◇ Quarterly educational Block Watch Captain Summits.
- ◇ Upon request - Calls for service statistics available for quarterly Block Watch meetings.
- ◇ Operation ID stickers provided to Block Watch Captains for participants who complete the program requirements.
- ◇ Crime Prevention Through Environmental Design (CPTED) security surveys provided by the Crime Prevention Unit for Block Watch members and the physical neighborhood.
- ◇ City of Everett provides and installs Block Watch signs.

## ORGANIZATION

Block Watch is a group of neighbors working together to make their community a safer place to live. This occurs when neighbors look out for the general welfare of others and property by calling 911 to alert police of suspicious activities or crimes. Groups need to establish clear objectives and strive for 100 percent participation within their geographical area. Block Watch truly is “Neighbors Helping Neighbors.”

### ***Block Watch Captain and Co-Captain Responsibilities:***

1. Serve as a liaison between your active Block Watch members and the Everett Police Department.
2. Recruit new Block Watch members to reach 100 percent participation in your neighborhood.
3. Maintain and distribute the Member List.
4. Distribute Block Watch materials and information to members in a timely manner.
5. Initially confirm Operation ID requirements are completed. Annually follow-up with active members to encourage updating Operation ID.
6. Notify members of Block Watch meetings.
7. Encourage members to call 911 before contacting you of unusual or suspicious activities and document it on the [Neighborhood Activity Log](#). (Form may be downloaded from our website.)
8. Record situations when members called 911 on the Neighborhood Activity Log. Provide information to the Crime Prevention Unit to help track criminal activity in your neighborhood.

### ***Participant Responsibilities:***

1. Attend meetings and get acquainted with neighbors.
2. Keep your Member List in an easily accessible location.
3. Make your home as burglar-resistant as possible.

### ***Daily Tips:***

1. Be observant. Report suspicious activities to 911 and Block Watch Captain.
2. Educate children about crime prevention. Stress the importance of 911 and helping law enforcement.
3. Do not physically confront suspicious individuals. Call 911.

### ***Tools:***

- *Member List*
  - Provides immediate contact information in the event of suspicious activities.
- *Block Watch Signs*
  - Warns potential thieves of law enforcement partnership with residents.
  - Placed at entrances and inside the neighborhood.
- *Neighborhood Watch Window Decals*
  - Emblems can be used on windows, gates, doors, mailboxes, etc.
  - Identifies property as documented by Operation ID.
- *Neighborhood Street Map*
  - Guide for participants and law enforcement, fire, rescue or other emergency personnel.
  - Informs other participants who is an active member.

FOR EMERGENCIES, CALL 911



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Everett Police Department  
Crime Prevention Unit  
425-257-7497  
crimeprevention@everettwa.gov  
www.EverettPolice.org

EVERETT WASHINGTON USA