



Westminster Police Department – 9110 Yates Street, Westminster, CO 80031

---

# Westminster Police Department

## Neighborhood Watch: Organizing and Maintaining a Successful Program

---

Westminster Police Department  
Investigator Kate Kazell  
Public Information Officer

Phone: (303)658-4422  
Email: [kkazell@cityofwestminster.us](mailto:kkazell@cityofwestminster.us)  
Web: [www.cityofwestminster.us/](http://www.cityofwestminster.us/)

## A Message from Westminster Chief of Police, Tim Carlson



Congratulations on your plan to organize a Neighborhood Watch Program in your neighborhood! I know the program will be beneficial to you and your neighbors, and I commend you for taking the initiative to become involved in your community by starting what can be one of the most successful programs in the nation – Neighborhood Watch.

The Neighborhood Watch Program creates a positive climate where you organize your own action groups and work with us to maintain peace and order in your neighborhood. To be effective, we must work together as a team.

We will do everything we can to assist you in developing your Neighborhood Watch Program, but I must emphasize that the program is yours, and it can only be as successful as the amount of commitment that you and your neighbors place upon it. Again, if we are to combat the problems of crime and violence in our society, we must work together. We need your assistance in acting as our eyes and ears. Despite the old adage that says there's never a cop around when you need one, our feeling is that the best way to involve the police in your neighborhood is to be observant, and when problems arise, to call us for assistance.

Thank you for your cooperation, and I look forward to the success that this cooperative will create.

Sincerely,  
Tim Carlson  
Chief of Police

# Important Phone Numbers

## Police Department

Emergency.....	911
Dispatch (Non-Emergency).....	(303)658-4360
Barking Dog Hotline.....	(303)658-4326
Code Enforcement.....	(303)658-4432
Graffiti Hotline.....	(303)658-4444
Investigations.....	(303)658-4222
Records.....	(303)658-4380
Traffic Complaint Hotline.....	(303)658-4335

## City Hall

Main Line.....	(303)658-2400
City Clerk.....	(303)658-2162
Passports.....	(303)658-2337
City's Manager's Office.....	(303)658-2006
Community Development.....	(303)658-2114
Fire Department.....	(303)658-4500
Municipal Court.....	(303)658-2240
Parks, Recreation & Libraries.....	(303)658-2192
Public Works & Utilities.....	(303)658-2175
Streets Division.....	(303)658-2501
Utilities Division.....	(303)658-2500
Standley Lake Park Rangers.....	(303)425-1097
Water Billing.....	(303)658-2030
Westminster City Web Site.....	<a href="http://www.cityofwestminster.us">www.cityofwestminster.us</a>

## What is Neighborhood Watch?

Neighborhood Watch is a national program implemented across the United States, involving neighborhoods working cooperatively with the Police Department to reduce crime and improve the quality of life in their neighborhoods. Although it is known by different names, "Block Watch," "Crime Watch," and "Town Watch," Neighborhood Watch is virtually the same in all 50 states.

The concept originated in 1963 in Monterrey Park, California, a small community of about 11,000 people. The program was developed to combat a rising burglary problem. In 1962, Monterrey Park experienced over 3,000 burglaries in their city of only 11,000 people. Citizens of this community felt compelled to implement a community-based program to combat the problem.

During the next several years the community was divided into two separate groups; a group of approximately 5,000 citizens participated in the pilot Neighborhood Watch Program, while the remaining section of the city did not. Over the next 3 years, a significant reduction in burglaries was noted, particularly in 1-year where the Neighborhood Watch section of the community only experienced 25 burglaries and the remainder of the city experienced nearly 1,000 burglaries.

The key to success of Neighborhood Watch is that it must be a community "grassroots" activity. In the City of Westminster we have experienced moderate decreases in crime in specific areas, but only in those areas where the neighborhood leaders took charge of the program and constructed a Neighborhood Watch program to assist the Police, not to become dependent upon them. Taking ownership over the problems of crime in your area is far more important than just involving the Police Department in its routine patrols. Neighbors that actively organize and work together to create a much higher quality of life significantly reduce crime in their neighborhoods.

If you think Neighborhood Watch might work in your area, this booklet will lead you through the process of organizing a Neighborhood Watch Program. It is not a small task. However, if you work cooperatively with your neighbors and delegate tasks to the entire group, it can actually be a fun and worthwhile endeavor. We are not advocating spying on your neighbors but watching your neighbors' homes and property and helping prevent crime in your neighborhood.

## Steps to Establish a Neighborhood Watch Group

1. The size of the area you choose for your group is up to your discretion. However, the program may not be as successful with a small group of homes, or a low percentage of participation in a given area. It is recommended that you have a minimum of 20-30 participating residences and 75% participation rate for the area that you choose.
2. Conduct a needs assessment – contact neighbors on Nextdoor, Facebook, or by going door-to-door and determine who is interested in participating in a neighborhood watch. It is important that you explain to neighbors that you're interested in establishing a Neighborhood Watch, but cannot do it alone, and you will need their assistance and involvement.
3. Complete a block map of neighbors who wish to participate. This may be as simple as printing off a Google map and completing it by hand, or completing it electronically on Nextdoor.
4. Complete a contact list of all participating neighbors – Names of adults, email addresses, phone numbers, vehicle makes and models, etc. Note who has video surveillance at their homes in the event that a crime occurs (Nest, Ring, etc). A sample list is included at the end of this packet.
5. Determine the best method for your neighborhood to keep in contact with each other (Nextdoor, private Facebook group, email group, etc)
6. You or another designee should act as the "Block Captain." You will be responsible for maintaining your neighborhood's contact list, and organizing communication efforts and meetings.
7. Contact Westminster Police Department Community Outreach Public Information Officer and set up initial neighborhood meeting. More info on the initial meeting is on the next page.

## The Initial Neighborhood Watch Meeting

1. The main objective of this meeting is to give everyone a chance to get to know each other, meet WPD's Community Outreach PIO, and discuss any current crime concerns or trends.
2. The meeting will likely last about one hour, depending upon the number of topics you wish to discuss.
3. The WPD Community Outreach PIO will need four weeks advance notice so they can schedule to attend the meeting. Please reach out to them prior to solidifying a meeting date and time.
4. You are responsible for finding a meeting location (someone's home, community clubhouse, local church, community center, local business, etc). The PD does not have a place to hold neighborhood meetings.
5. Invite neighbors 3-4 weeks in advance, and remind them a week prior to the meeting.
8. Prior to the initial meeting with WPD Community Outreach PIO, talk to neighbors and compile a list of areas of concern that neighbors wish to discuss (any recent crime trends, burglaries, car break-ins, traffic, home security, etc).
9. Upon check in, simple stick-on name tags are suggested to enhance interaction between neighbors. Check-in is a good time to verify that block map and contact information is accurate.
10. Arrange for refreshments if you wish.
11. During the meeting, you should act as a facilitator – starting the meeting, introducing any speakers, keeping the meeting moving, and giving people the opportunity to speak and ask questions.
12. Example meeting agenda:
  - a. Welcome by the Block Captain. Discuss the purpose of putting the Neighborhood Watch group together.
  - b. Self-introductions by everyone in the group. Include name, which house you live in, how long you've lived in the neighborhood, what vehicles you drive, and any other pertinent information.
  - c. Introduce WPD Community Outreach PIO. They will discuss any current crime trends and general neighborhood safety. After speaking, they will answer any specific or general questions people may have.
  - d. Inform the group how to communicate amongst each other (Nextdoor, private Facebook group, email chain, etc.). It is up to your individual group if you would like to distribute the contact list, or if it's preferred that just the Block Captain keep it.
  - e. Set the next meeting date if necessary, discuss any upcoming communication or events, and close meeting.

## Maintaining a Neighborhood Watch

1. Organize an annual neighborhood meeting. You may meet as often as you would like, but the WPD Community Outreach PIO will attend one meeting annually to discuss current neighborhood statistics, crime trends, resident's concerns, and offer general Q &A.
2. Keep block map and contact info up to date. Add any new neighbors who move into area and remove any neighbors who move out.
3. Encourage neighbors to keep a log of all serial numbers of valuable items within their home. A sample inventory list is included at the end of this packet.
4. Participate in National Night Out. More info on this event in a few pages.
5. Watch out for your neighbors! Let someone know if you're going on vacation so they can keep an eye on your house, ask each other to hold on to packages if they'll be sitting on a porch for too long, etc.
6. Report any suspicious behavior, vehicles, or people to dispatch at 303-658-4360.
7. If your group is successful, consider inviting additional homes in your surrounding area and expand your group's reach.

## Neighborhood Watch Signs

Neighborhood Watch signs are available to purchase for \$39.75 each. A group may have up to four signs posted throughout their watch area. Once you have purchased your signs, you will contact the PIO and discuss where you would like the signs to be installed. The PIO will take the signs and work with the City's Traffic Engineers and Streets Department to determine the final location where signs may be posted and install the signs. If signs are damaged, please contact the PIO.

Signs must be purchased through the National Neighborhood Watch Institute (the only National Neighborhood Watch approved vendor), through this website:

[http://www.nnwi.org/p\\_signs\\_reflective.asp](http://www.nnwi.org/p_signs_reflective.asp)

Signs must be the following specifications: "Boris the Burglar – Police" design, Aluminum Reflective, Size Large (18"x24").

### Boris the Burglar<sup>SM</sup> - Police



Enlarge

### BPSL (Large)

Reflective Boris the Burglar<sup>SM</sup>, Police, Large Aluminum Sign  
Size 18" x 24"

1 to 3	4 to 14	15 to 45	46 to 149	150+
\$39.75	\$38.75	\$37.50	\$36.50	\$34.50
Prices are per sign.				

# National Night Out



On the first Tuesday of every August, the City of Westminster joins forces with thousands of communities nationwide to celebrate National Night Out. Citizens, Police and Fire personnel, businesses, and community leaders come together to communicate with each other and unite against crime. As you can see, Neighborhood Watch has a direct relationship to National Night Out.

The most effective way to celebrate National Night Out is a block party where various members of your neighborhood bring treats and beverages and have a large gathering to interact and discuss issues in your neighborhood. Neighbors gather for ice cream socials, backyard barbeques and potluck dinners in a variety of locations. Westminster City Council, police officers, and firefighters visit these gatherings to socialize, answer questions, and show kids and residents around some of the equipment we use – police cars, motorcycles, fire trucks, and ambulances.

It is the Block Captain's responsibility to contact the PD's Community Outreach PIO and let us know the plans for your NNO party. Registration of the parties typically starts in June.



## Neighborhood Watch Group Contact List

Names:		
Address:		
Home Phone:	Work Phone:	Work Phone:
Vehicle Make:	Vehicle Color:	License Plate #:
Vehicle Make:	Vehicle Color:	License Plate #:
Vehicle Make:	Vehicle Color:	License Plate #:
Pets:		

Names:		
Address:		
Home Phone:	Work Phone:	Work Phone:
Vehicle Make:	Vehicle Color:	License Plate #:
Vehicle Make:	Vehicle Color:	License Plate #:
Vehicle Make:	Vehicle Color:	License Plate #:
Pets:		

Names:		
Address:		
Home Phone:	Work Phone:	Work Phone:
Vehicle Make:	Vehicle Color:	License Plate #:
Vehicle Make:	Vehicle Color:	License Plate #:
Vehicle Make:	Vehicle Color:	License Plate #:
Pets:		

Names:		
Address:		
Home Phone:	Work Phone:	Work Phone:
Vehicle Make:	Vehicle Color:	License Plate #:
Vehicle Make:	Vehicle Color:	License Plate #:
Vehicle Make:	Vehicle Color:	License Plate #:
Pets:		

Names:		
Address:		
Home Phone:	Work Phone:	Work Phone:
Vehicle Make:	Vehicle Color:	License Plate #:
Vehicle Make:	Vehicle Color:	License Plate #:
Vehicle Make:	Vehicle Color:	License Plate #:
Pets:		

# Neighborhood Watch Personal Serial Number List

Homeowners are to keep this list private and stored in a secure place in the event their items are ever stolen. Please be sure to update this list as you replace or get new items of value.

If you choose to engrave your items with a personal identifier, it is recommended to use your Driver's License number, not your SSN. Example: CO99-999-9999): \_\_\_\_\_

## Household and Personal Items

ITEM	BRAND NAME	MODEL #	SERIAL NUMBER	VALUE \$\$
Television				
Television				
Gaming System				
DVD Player				
Computer				
Computer				
Printer				
iPad, iPod, etc				
Watch				
Watch				
Camera				
Video Camera				
Bicycle				
Bicycle				

## Power Tools, Lawn and Garden Equipment

ITEM	BRAND NAME	MODEL #	SERIAL NUMBER	VALUE \$\$

## Credit Cards

COMPANY	CARD NUMBER	COMPANY	CARD NUMBER