



GUIDELINES FOR BLOCK CAPTAINS

Citizen Awareness Program

(C.A.P.)

You have probably heard "every good program has a good leader". I think you will agree this is true. Now that you are familiar with the Citizen Awareness Program, you can see this program is very simple and will run itself. However, the success of the program depends upon that solid foundation from which it was started.

The purpose of this handout is to outline effective methods for block captains to coordinate their neighbors into a group which can better protect their homes. Keep in mind, this will require a time commitment of approximately two hours at the beginning of the program and very little time afterward.

What is a Block Captain?

A block captain is a leader in a Citizen Awareness Program. They are responsible for contacting their section of the neighborhood and ask them to participate in the program. Homes in their section would provide a name, address, home and work telephone number. 96% of all burglaries occur during the day so we need their work number in case of an emergency. The block captain will collect this information and make a phone chain to facilitate the transfer of information around the neighborhood. The phone chain is distributed and the block captain is finished. Their only responsibility at this point is to contact new neighbors and ask them to participate.

What is a phone chain?

A phone chain is a method of organizing several telephone numbers into a system which allows everyone to make at least one call to disseminate information to all those involved in their section. Many people are familiar with this concept. It is used with youth sports leagues in case of a game cancellation. Here is how it works...

PHONE CHAIN

1. Mary Johnson (Block Captain)
33 Teal Street
334-5656 (home)
555-6767 (office)
2. Jim & Ann Brown
222 Bead Road
467-8484 (h)
356-9873 (o)
3. Amy & Bill Mitt
345 Goe Road
256-8476 (h)
357-7474 (o)
4. Bob Wire
356 Glow Road
453-7578 (h)
467-8392 (o)
5. Lou Sleef
224 Bead Road
647-9576 (h)
837-8390 (o)

The first person on the list is a block captain. If an incident occurs, the VICTIM or WITNESS starts the phone chain. **The first phone call is made to the police.** Next the second call is made to the first person on the phone chain list. That person calls the next person and the next person etc., and when the call gets to the bottom of the list, that person calls the block captain to inform their block captain that all persons have received the information. That first block captain calls the block captain at the top of the next list and so on. If any one gets a busy signal or receives no answer, they call the next person on the list making sure to call the previous person back. If they get an answering machine, they leave a message. Information is passed to all the residents in a few minutes. You will notice the houses are not listed in numerical order. Do not put people together if they do not get along. This could cause the phone chain to stop.

When should the phone chain be activated?

The phone chain should be activated whenever a crime occurs. Whether it be a suspicious person or auto or just to test the system occasionally. Some groups have used the chain to notify the neighborhood of an upcoming bar-b-que or party.

We suggest block captains hold periodic meetings to discuss the Citizen Awareness Program. If you have any questions, please call the **Cobb County Police Department Community Education Unit** at (770)499-4134. We will assist you in any way possible.

NEIGHBORHOOD WATCH PARTICIPATION FORM

By signing this form, I agree to participate in the local Neighborhood Watch Program. I further agree that I will make a conscious effort to better protect my neighborhood by becoming aware and involved in this program designed to reduce criminal activity.

	NAME	ADDRESS	TELEPHONE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Block Captain's Name, Address, Telephone Date No. of Homes

NEIGHBORHOOD WATCH FAMILY DATA SHEET

Family Name: _____

Home Address: _____

Home Telephone Number: _____

Adults of Household (including work phone numbers): _____

Children (Names & Ages): _____

Other Residents: _____

Individual To Contact In Emergency

Name: _____

Address: _____

Home & Work Telephone Number: _____

Family Vehicles (Year, Make, Model, License Tag)

Vehicle 1: _____

Vehicle 2: _____

Vehicle 3: _____

Any special family health/medical problems _____

Any special emergency medical training/skills: _____

Any other pertinent or important information: _____

NEIGHBORHOOD WATCH

SUSPICIOUS ACTIVITY LIST

1. Anyone forcibly entering a vehicle or residence.
2. Someone running from a home or business under (suspicious) circumstances.
3. Someone that appears to be carrying a weapon.
4. Someone screaming or yelling in the area.
5. A stranger that offers a child candy or some other gift.
6. A loiterer who doesn't belong in the area.
7. A person walking around in the neighborhood with items that could have been stolen.
8. Person(s) looking into the window of a residence or automobile.
9. Anyone ringing your doorbell or knocking on your door without a reasonable explanation.
10. Persons loitering around school yards.
11. Strange vehicles parked in your neighborhood or other area for several days.
12. A clean car with damaged or dirty plates.
13. The sound of breaking glass.

SUSPECT IDENTITY CHART

Physical Appearance:

Sex _____ Age _____ Height _____ Weight _____

Body build (slight, heavy, posture, proportions, etc.) _____

Race or nationality (if known) _____

Face (shape, bone structure, complexion) _____

Eyes (narrow, wide-set, deep-set, color) _____

Nose (long, short, broad, narrow, etc.) _____

Chin (square, dimpled, pointed, etc.) _____

Beard or mustache _____

Other identifying characteristics (scars, moles, etc.) _____

Hair (color, style, texture) _____

Ears (noticeable shape, size, prominently sticking out) _____

Identifying marks (scars, tattoos, birthmarks, etc.) _____

Identifying actions (mannerisms, walking style, speech pattern, left or right handed) _____

Weapons or equipment used _____

Identifying comments (mention of names, places, dates, etc.) _____

Clothing:

Hat _____ Coat/Jacket _____ Shoes _____

Shirt _____ Pants _____ Socks _____

Vehicle:

Make _____ Model _____ Year _____

Color _____ Dents/Marks _____ Tag No _____

Direction of travel _____

NEIGHBORHOOD CHECK-UP SURVEY

1. In general, has this neighborhood become a better or worse place to live in the past year?

Better _____ Worse _____ Same _____ Don't Know _____ Refused _____

2. As a place to live, do you think this area will be better, worse, or about the same a year from now?

Better _____ Worse _____ Same _____ Don't Know _____ Refused _____

3. Here are some statements. In your view are these statements mostly true or mostly false about you and your neighbors:

	Mostly True	Mostly False	Don't Know	Refused
If I were sick, I could count on a neighbor to run an errand for me.	_____	_____	_____	_____
If I have to be away from home for a day or two, I know a neighbor will keep an eye on my place.	_____	_____	_____	_____
There is very little my neighbors and I can do to change our neighborhood.	_____	_____	_____	_____
Crime in my neighborhood is more of a problem than in other nearby areas.	_____	_____	_____	_____
If I had to borrow \$25 in a real emergency, I could turn to someone (not family) in this neighborhood.	_____	_____	_____	_____
My neighbors and I don't talk about community problems and how to solve them.	_____	_____	_____	_____

4. Have you heard of community group meetings to discuss local problems?

Not At All _____ Vaguely Recall Some _____ Yes _____

- 5 Have you ever attend such a meeting?

Yes _____ No _____

6. For each of the following, mark whether it is a big problem, something of a problem, or little or no problem in your neighborhood, *compared to a year ago*?

	Adequate	Big	Some	Little	Don't Know	Refused
Shopping	_____	_____	_____	_____	_____	_____
Crime	_____	_____	_____	_____	_____	_____
Schools	_____	_____	_____	_____	_____	_____
Noise	_____	_____	_____	_____	_____	_____
Trash	_____	_____	_____	_____	_____	_____
Traffic	_____	_____	_____	_____	_____	_____
Kinds of Residents	_____	_____	_____	_____	_____	_____
Unsupervised Kids	_____	_____	_____	_____	_____	_____
Vandalism/Graffiti	_____	_____	_____	_____	_____	_____
Abandoned/Rundown Buildings	_____	_____	_____	_____	_____	_____

Any New Problems:

VACATION SECURITY CHECKLIST

Thieves look for what police term "**targets of opportunity.**" There are many things you can do to avoid becoming a victim, especially if you are going to be away from your home for an extended period.

- Ask your local law enforcement agency to check your house periodically, if they offer this service in your community.
- Double check the areas which are often overlooked such as second floor or basement windows.
- Make sure exterior areas do not give your absence away. Arrange to have mail and deliveries either stopped or picked up by a neighbor.
- Leave a car in the driveway. Have outside lights turned off and on with a home timer. Arrange to have the lawn cut and the bushes trimmed.
- Have several timers attached to lights in various locations throughout the house. One timer can be programmed to turn one light on and off several times during the evening. Several timers performing the same function can give a very "lived-in" look to a home.
- This same practice with home timers can be utilized with TV's and radios. It gives an added sound element to the "lived-in" look.
- Ask your neighbors to check your home regularly, and leave a number with them where you can be reached. Also ask neighbors also to use your garbage cans. Spotters for burglars sometimes work for trash collectors. Ask neighbors to also pick up handbills or circulars.
- While it is advisable to notify police and a neighbor of your planned absence, don't tell everyone about your plans. Don't leave notes on the door for neighbors or couriers.
- If, upon returning from your trip, you spot evidence of a break-in, do not enter the house, the burglar may still be inside. **Call 9-1-1 at once!**
- Make a list of personal items by serial number, and date purchased. Keep the list in a safe place and not in your home. In addition, mark valuables with an engraver.
- Doors and windows should be equipped with dead bolt locks.

BURGLARY PREVENTION CHECKLIST FOR HOMES

Doors and Entry Areas

Are your doors of solid core construction?	Yes	No
Do entry doors have a wide-angle viewer?	Yes	No
Are the door locks secure if a burglar breaks out the glass or a panel of the door? wood?	Yes	No
Do exterior doors have cylinder-type dead bolt locks with at least a one-inch throw and a beveled cylinder guard?	Yes	No
Do the doors without cylinder locks have a heavy bolt or some similar secure device that can be operated only from the inside?	Yes	No
Can all of your doors (basement, porch, french, balcony) be securely locked?	Yes	No
Do your basement doors have locks that allow you to isolate that part of the house?	Yes	No
Are all your locks all in good repair?	Yes	No
Are the door strike plates installed with at least three-inch wood screws?	Yes	No
Do you know everyone who has a key to your house?	Yes	No
Do all swing out doors have the hinges pinned or have non-removable pins?	Yes	No
Are entry areas unobstructed by shrubbery and other decor to permit maximum visibility?	Yes	No
Does the porch light have a minimum 60-watt bulb?	Yes	No
Do sliding doors have auxiliary locks that locks that secure both the door panels together?	Yes	No
Do sliding glass doors lift out of the track?	Yes	No
Is the garage door secured with a padlock, hasp, or other auxiliary lock?	Yes	No
Do you lock your garage door at night?	Yes	No
Do you lock your garage door when you are away from home?	Yes	No

Do you lock your car and take the keys even when it is parked in your garage?

Yes No

Windows

Are all windows equipped with auxiliary key locks or pinned?

Yes No

Have you replaced or secured louvered windows?

Yes No

Are your window locks properly and securely mounted?

Yes No

Do you keep your windows locked when they are shut?

Yes No

Do you use locks that allow you to secure a window that is partly opened?

Yes No

In high crime areas, do you use bars or ornamental grilles?

Yes No

Do you have secure locks on garage windows?

Yes No

Do you have garage windows that are covered by curtains?

Yes No

Are basement and second floor windows as secure as those on the first floor?

Yes No

Safe Practices

Do you keep a list of all valuable property?

Yes No

Do you keep a list of the serial numbers for your cameras, TV's, VCR's and other similar items?

Yes No

Do you have a description of other valuable property that does not have an assigned number?

Yes No

Do you keep excess cash and other valuables in a bank?

Yes No

Do you "hide" a key under the door mat?

Yes No

Are your trees and shrubs trimmed to eliminate hiding places?

Yes No

Are lights installed around the perimeter of your home?

Yes No

Have you made it more difficult for the burglar to gain access to a second floor or roof?

Yes	No
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Have you told your family what to do if they discover a burglar breaking in or already in the house?

Yes	No
-----	----

Do you have emergency telephone numbers listed by your phone?

Yes	No
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If you have any other questions about the Neighborhood Watch Citizens Awareness Program please contact the **Cobb County Police Department Community Education Unit** at **(770)499-4134**.