



# START UP PACKET



Neighborhood Watch  
120 W. Michigan, Lansing, MI 48933  
517.483.4469

Updated 1/20/2020

## What is Neighborhood Watch?

This is an organized effort by concerned citizens to prevent crime and improve the quality of life in their neighborhood. In cooperation with the police department, neighbors work to safeguard each other's homes and reduce the risk of crime in their community.

## Benefits -

By getting to know your neighbors and forming connections, you make your community safer. You do this by learning to recognize what is normal and what is not. This can help you in protecting your property and family as well as that of your neighbors. Watch groups are also great social gatherings and may be used to form networks to help each other with home improvement projects which can raise property values. This is also a great forum to discuss concerns and share ideas. Close friendships have been formed between members of a watch program.

## How Neighborhood Watch is organized -

Generally a watch group consists of a coordinator, block captains and watch members, but your Watch will be customized to meet the needs of your area. The Coordinator is the liaison between your neighborhood and the police department. The Coordinator also is responsible for sharing information with the Block Captains. Block Captains communicate with the Watch Members who live on their blocks. Watch Members are the eyes and ears of Neighborhood Watch. Success of Neighborhood Watch depends on neighbors who are alert and who communicate with each other.

# Organizational Chart



## **WHAT ARE THE COORDINATORS DUTIES?**

- Works closely with Assistant Watch Coordinator to expand program and maintain current list of participants and neighborhood residents, including :
  - Name
  - Address
  - Contact phone numbers
  - Email address
- Works with Lansing Police Department to arrange crime prevention training programs
- Sign up for Crime Mapping Crime Alerts for updated crime in your Watch area
- Notifies residents via phone tree of any safety alerts or notices
- Organize at least one meeting a year (This can be on National Night Out)

## **WHAT ARE THE BLOCK CAPTAIN'S DUTIES?**

- A Block Captain should be designated for every 10-15 houses, and they should be involved with their immediate neighbors
- Acts as a liaison between block residents and the Coordinator
- Maintains an up-to-date contact list for block residents and distributes to block participants
- Visits and invites new residents on your block to join Neighborhood Watch, notifying them of meetings, training sessions, and the Operation ID program
- Touches base with neighbors to discuss crime problems, any needs for assistance, and suggestions for program improvement

## **WHAT ARE THE BLOCK VOLUNTEERS / RESIDENTS DUTIES?**

- A Block Volunteer is actively involved in NW, providing contact information, attending meetings and trainings when possible, and watching out for his/her neighbors
- A Block Resident lives within the community but does not participate in NW activities. The Resident may choose to provide contact information to the Block Captain and may receive notices/alerts, but has no further interest. Some may wish to be omitted from the block list and have no contact with the Block Captain. Neighborhood Watch is strictly voluntary and no one need feel pressured to participate
- Pay attention to what goes on in the neighborhood and report suspicious activity to the police
- Work with the Block Captains and the Coordinator to solve problems in the neighborhood



## Contact Us



### The Next Step –

If you would like to learn more about how to improve your community with Neighborhood Watch visit:

<http://lansingmi.gov/FormCenter/Police-Department-6/Neighborhood-Watch-Inquiry-96>  
and fill out the inquiry form,

Or:

Contact the Lansing Police Department's Community Service Officer at 517-483-4469 or e-mail [lpdcso@lansingmi.gov](mailto:lpdcso@lansingmi.gov). The Community Service Officer can guide you on how to organize an initial meeting to introduce and begin organizing a program with your neighbors.

### Schedule and Officer to Attend your Meeting:

If you've established your Neighborhood Watch group and would like to invite a Community Police Officer to your next meeting visit:

<https://www.lansingmi.gov/FormCenter/Police-Department-6/Community-Meeting-Request-Form-126>

And make a formal request. (***Please note: Request must be made 2 weeks in advised unless an emergency meeting is called***)



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## HOW / WHEN TO CALL THE POLICE

The 911 System is designed to handle the following types of situations: **Life threatening emergencies, Medical emergencies, Crimes in progress.**

- Please ***do not*** call 911 if there is no emergency. The 911 operators are specifically instructed to handle only emergency calls. When you call 911, the operator will assess your situation and may instruct you to call back on the non-emergency line (517-483-4600). Please do not let this deter you from calling. Remember, sometimes there are only two 911 operators that can only handle nine calls at a time.
- Use the non-emergency number to report something that is ***not*** an emergency.
- When you see a suspicious activity, **CALL THE POLICE!** The operators are trained to decide whether or not your situation warrants police response. Calls are dispatched on a priority system, with emergencies dispatched first. Even if an officer is unable to respond as quickly as you would like, it is still important for you to report the suspicious activity. If an officer is going to respond, the dispatcher will decide when to send the officer to your location.
- We encourage Coordinators to problem-solve neighborhood issues and use the phone list as a resource. If additional assistance is needed, please contact your Community Service Officer.



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# SAMPLE NEIGHBORHOOD WATCH MAP

## **CEDAR STREET NEIGHBORHOOD WATCH**

Mike and Cindy  
Smith  
101 Cedar St  
555-3333

Bob and Lucy  
Jones  
103 Cedar St  
555-8888

Linda Waters  
105 Cedar St  
555-9999

VACANT  
107 Cedar St

Scott Seasons  
109 Cedar St  
555-8181



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CEDAR STREET

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Ann Klein  
100 Cedar St  
555-1111

John Peters  
102 Cedar St  
555-1211

Craig and Mary  
Williams  
104 Cedar St  
555-1344

Hillary Wing  
106 Cedar St  
555-6785

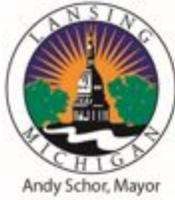
Greg Wilson  
108 Cedar St  
555-4456



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# SAMPLE LETTER TO DISTRIBUTE DOOR TO DOOR



## ARE YOU INTERESTED IN BECOMING INVOLVED WITH YOUR NEIGHBORHOOD WATCH?

### What is Neighborhood Watch?

This is an organized effort by concerned citizens to prevent crime and improve the quality of life in their neighborhood. In cooperation with the police department, neighbors work to safeguard each other's homes and reduce the risk of crime in their community.

### How Neighborhood Watch is organized:

Generally a watch group consists of a coordinator, block captains, and watch members, but your Watch will be customized to meet the needs of your area. The Coordinator is the liaison between your neighborhood and the police department. The Coordinator also is responsible for sharing information with the Block Captains. Block Captains communicate with the Watch Members who live on their blocks. Watch Members are the eyes and ears of Neighborhood Watch. Success of Neighborhood Watch depends on neighbors who are alert and who communicate with each other.

If interested, please contact the Coordinator of the *new watch* at the listed below:

Coordinators name: \_\_\_\_\_

Via Phone: - - / Email@: \_\_\_\_\_ or return forms to:

Address of Coordinator: \_\_\_\_\_ Please respond by: \_\_\_\_\_

### Please check the box of the position you are interested in:

Coordinator  Block Captain  Watch Member

### Please fill out your information:

Name(s) : \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

For additional information please contact the Lansing Police Department Community Service Unit @ 517-483-6812 or via e-mail @ [LPD.CSU@LANSINGMI.GOV](mailto:LPD.CSU@LANSINGMI.GOV)

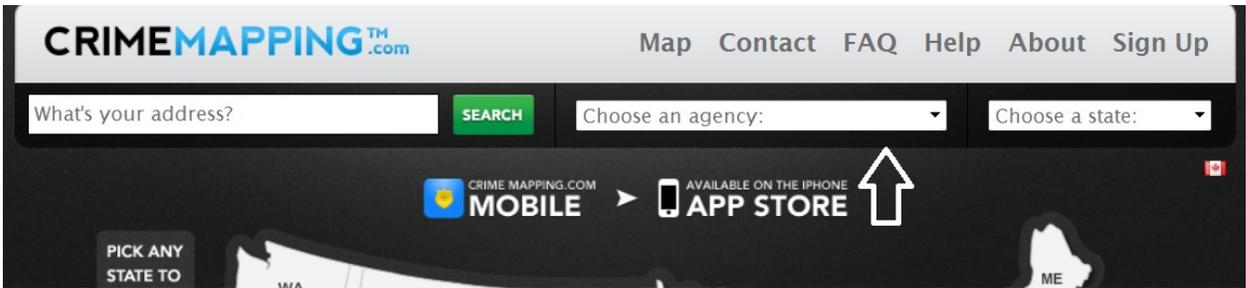
Visit us @ [www.lansingpolice.com](http://www.lansingpolice.com) or on  @lansingpoliceneighborhoodwatch



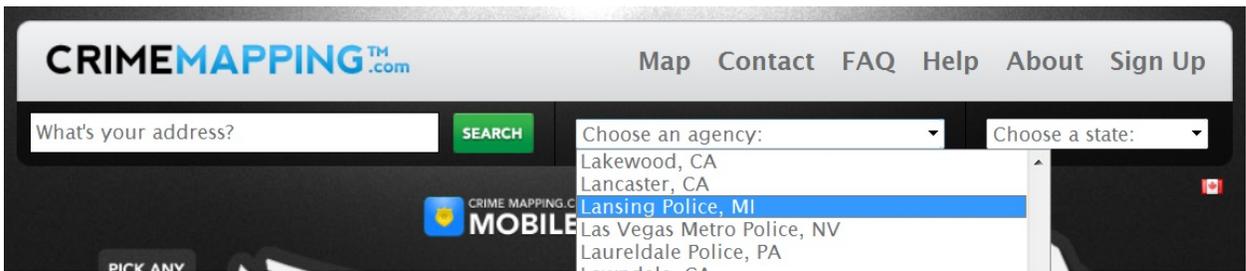
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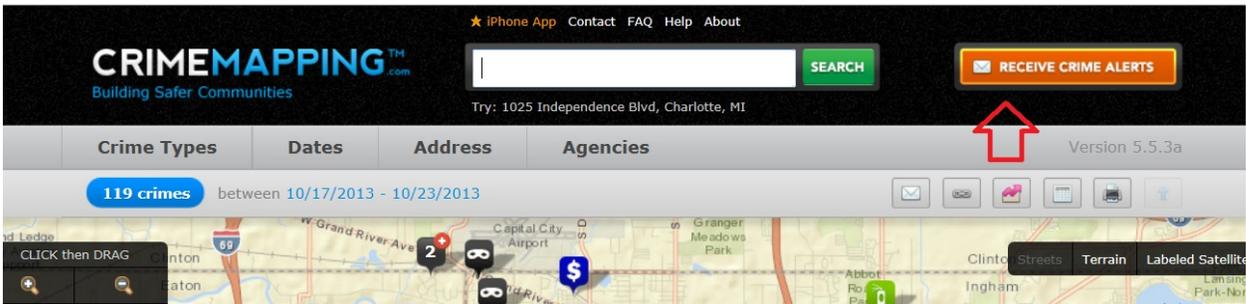
Please sign up for the **Crime Mapping Crime Alerts** at the following: [www.crimemapping.com](http://www.crimemapping.com)



On the Home Page, click on “Choose an agency:” (See above arrow)



Select “Lansing Police, MI”



Click on “RECEIVE CRIME ALERTS” (See above arrow)



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# Follow the instructions below to sign up for Crime Alerts:

## SIGN UP AND RECEIVE CRIME ALERTS

We'll send you community alerts and crime reports via Email

**Note:** Be sure to add [do-not-reply@crimemapping.com](mailto:do-not-reply@crimemapping.com) to your safe senders list.

### Step 1: Email Address

Enter the email address that the email alerts will be sent to.

Note: Your email address will not be shared with any third parties.

Your Email address:

Confirm Email address:

Email Format:

Formatted HTML

### Step 2: Location of Interest

Enter the address or intersection for the location that you are interested in.

Location:

ex: 3rd Ave & Laurel St, San Diego CA

[Find Address](#)



### Step 3: Focus

How far around this location do you want to focus this report?

Distance around location:

1.0 mile

### Step 4: Crime Types

Check the box next to the crime types that you would like to be notified about.

[Check All](#) [Clear All](#)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Arson                     | <input checked="" type="checkbox"/> Assault                |
| <input checked="" type="checkbox"/> Burglary                  | <input checked="" type="checkbox"/> Disturbing The Peace   |
| <input checked="" type="checkbox"/> Drug & Alcohol Violations | <input checked="" type="checkbox"/> DUI                    |
| <input checked="" type="checkbox"/> Fraud                     | <input checked="" type="checkbox"/> Homicide               |
| <input checked="" type="checkbox"/> Motor Vehicle Theft       | <input checked="" type="checkbox"/> Robbery                |
| <input checked="" type="checkbox"/> Sex Crimes                | <input checked="" type="checkbox"/> Theft Larceny          |
| <input checked="" type="checkbox"/> Vandalism                 | <input checked="" type="checkbox"/> Vehicle Break-In Theft |
| <input checked="" type="checkbox"/> Weapons                   |  |

### Step 5: Sex Offenders

By checking this box your alert will contain a link to sex offenders in the state you selected.

Yes, I want a link to state sex offenders in my alert.

### Step 6: Almost there!

Click the Save button to finish.

[Save Subscription](#)

## HOW IT WORKS



When a crime occurs in your area we will send you an e-mail with a detailed **report** telling you exactly

what crimes occurred and where they happened.

## YOUR PRIVACY

Your email address and personal information will not be shared with any third parties. You can unsubscribe from our Community and Crime Alerts at any time.

## OUR PLEDGE

We do not "scrape" data from other sites and we strive to provide you with data that is current and accurate.

[Read more](#)



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**Once you click on “Save Subscription”, you will receive an e-mail from Crimemapping.com. You must complete the following as outlined in the e-mail:**

To save your crime alert click the link below or copy and paste it into your browser:

[Save my Subscription!](#)

**Congratulations!** You will now receive e-mails when a crime occurs in your area with a detailed report telling you exactly what crimes occurred and where they happened. Please contact the Lansing Police Department Community Service Officer at [lpdcsu@lansingmi.gov](mailto:lpdcsu@lansingmi.gov) or call 517-483-4469 with any questions.



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Is your security camera registered  
with the Lansing Police Department?



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## Security Camera Registry and Mapping (S.C.R.A.M)

Today, more and more citizens and businesses are installing private security cameras to help protect the inside and outside of their property. As a citizen or business owner, you may not be aware that your cameras may have unknowingly captured valuable footage that can help solve crimes. This footage, if accessible to the police department, has the ability to keep our community safer.

### How It Works

The S.C.R.A.M program encourages residents and businesses with security cameras to register their cameras with the police department. By registering your cameras, the police department will know which residences and businesses have functioning cameras.

**PLEASE NOTE:** registering your camera provides the police department with the location of your cameras and **does not** allow the police department to view what your cameras are recording!

### Benefits of Registering Your Cameras

- Helps fight crime indirectly with technology.
- Allows officers to immediately identify where private security.
- Cameras are located and positioned, saving valuable time.
- Help solve crimes and crime sprees.
- Can eliminate the innocent.
- Assist with runaway and missing person cases.

<http://lansingmi.gov/FormCenter/Police-Department-6/Camera-Registry-Form-SCRAM-97>

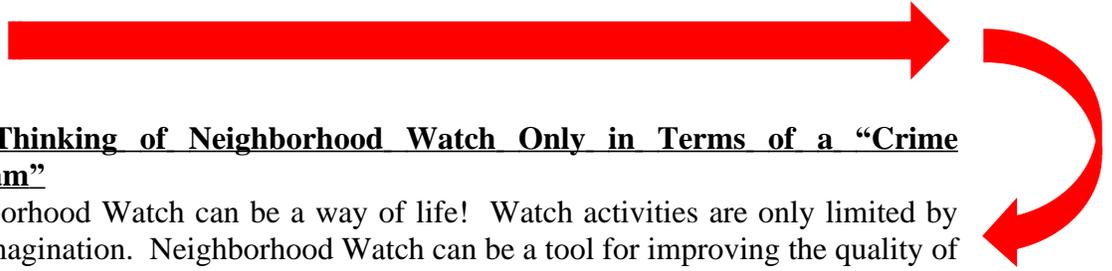


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## A FEW TIPS TO INCREASE PARTICIPATION IN YOUR NEIGHBORHOOD WATCH !



1. **Stop Thinking of Neighborhood Watch Only in Terms of a “Crime Program”**

Neighborhood Watch can be a way of life! Watch activities are only limited by your imagination. Neighborhood Watch can be a tool for improving the quality of life on your block.

2. **Consider the Size of Your Watch**

It is easier to organize and motivate small groups of people rather than larger groups.

3. **Ask Questions**

Find out what neighbors want. What common themes connect you?

4. **Plan a Visible Activity**

(e.g. ribbons on street posts, luminaries, etc...)

Such an activity can be done by a small number of people, but it can raise awareness among neighbors that something is happening.

5. **Do Something Fun!**

This doesn't have to be something elaborate. Do something easy...Even if it only draws a few neighbors, it will help to get the ball rolling. (e.g. Serve donuts and cider to neighbors after Trick or Treating, have a potluck, plan a “Know your neighbor party” etc...)

6. **Do Something Easy**

If your area has a lot of problems that need to be addressed, start with something easy that you know can be resolved quickly (e.g. have street lights repaired). This will show your group that they can get results. Your Community Service Officer can help you develop a problem-solving plan.

7. **Create an Upbeat and Exciting Newsletter to Re-Introduce Neighborhood Watch**

Hand out the newsletter as you go door-to-door to update your phone-tree.



**Tips continued....**

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8. **“Term Limit” Coordinators**  
No one wants to be the Neighborhood Watch Coordinator for life! Consider limiting the coordinator’s position to a two year term and work to identify someone who will take over at the end of that time period.
  
9. **Plan a Meeting with a Cool Guest Speaker**  
Consider what topic might be of interest to many people in your neighborhood and arrange for a guest speaker. (Your Community Service Officer can help you with this.) Once you have people gathered, take the opportunity to announce your next Neighborhood Watch activity!
  
10. **Identify a Need in the Neighborhood and Organize a Response to It**  
The goal is to bring people together for a common good. You might do a yard clean-up for an elderly neighbor or plant flowers in a common area.
  
11. **Create a Strategic Plan**  
If your Neighborhood Watch does not have goals that provide direction, the result will be a flurry of activities that have little purpose. Ultimately, this will lead to inactivity. A Strategic Plan can provide direction and longevity for your Watch. A Strategic Planning guide is available from your Community Service Officer.
  
12. **Don’t Go It Alone**  
There are lots of people for you to turn to for help with Neighborhood Watch! Don’t hesitate to call them!



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