NEIGHBORHOOD WATCH

Neighborhoods Against Crime
a community anti-crime program
Dear

This manual was developed to enable you to take NEIGHBORHOOD WATCH to your neighbors in an easy, flexible manner.

It was designed as a tool to organize the information you and your neighbors will need to have an active and effective block watch program.

Our NEIGHBORHOOD WATCH is a flexible approach that builds on your knowledge of the block and neighborhood in which you live. Your knowledge of who works and who doesn't, or whether a block meeting or individual conversations will be most effective, is important in acquainting neighbors with the basics of building a crime-free neighborhood.

Because you live here, you have knowledge of your block and neighborhood that is invaluable to you and your police service. Your cooperation and communication with them, and with your neighbors, are the essential ingredients needed to stop crime where you live.

The conscious and intuitive knowledge you have of what's "normal" on your block can't be purchased by a police institution or trained into a patrol officer. It is critical in our efforts to reduce neighborhood crime, and it costs you nothing but commitment.

Making these neighborly interactions a part of your daily lives will result in a happier and more secure neighborhood.

Sincerely,

Area Coordinator
NEIGHBORHOOD WATCH

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BLOCK COORDINATOR'S PROGRAM MAINTENANCE RECORD
As a Neighborhood Block Coordinator, you will receive training in NEIGHBORHOOD WATCH, related crime prevention techniques, and relevant areas of law enforcement. Using the NEIGHBORHOOD WATCH KIT, you will familiarize neighbors on your block with NEIGHBORHOOD WATCH and manage a communications network of those neighbors choosing to participate.

REQUIRED SKILLS

1. Ability to communicate effectively.
2. Ability to maintain records.

As A Neighborhood Block Coordinator you will:

1. Familiarize neighbors on your block with the concept of NEIGHBORHOOD WATCH, invite their participation, and provide each participating household with a NEIGHBORHOOD WATCH KIT.

2. Develop, copy, and distribute block maps showing names and addresses of participating neighbors.

3. Submit all requests for police bureau assistance (Security Surveys, etc.) to your Neighborhood Section Leader.

4. Distribute crime alerts and crime prevention information as needed.

5. Monitor and maintain the program by contacting participating neighbors and recording relevant program information to be passed on to your Neighborhood Section Leader on a monthly basis.

6. Will obtain property marking engravers from your Neighborhood Section Leader for loan to neighbors on your block, and be responsible for promptly returning the engravers to your Neighborhood Section Leader.
NEIGHBORHOOD WATCH is an investment in your home and personal security when you:

1. KNOW your neighbors and help make your neighborhood a safer place in which to live. Remember to:
   a. Look out for each other
   b. Alert each other of suspicious activity
   c. Discuss neighborhood needs or concerns
   d. Make it known your neighborhood is watching for and reporting crime
   e. Call the police when necessary

2. ASSIST by watching for and reporting suspicious activities or crime. Become aware, and know the best ways to:
   a. Get good suspect descriptions
   b. Recognize suspicious activity
   c. Call the police

3. HAVE a crime prevention specialist determine your home's security needs at no cost. Included will be an inspection of:
   a. Locks
   b. Windows
   c. Doors
   d. Lights
   e. Shrubbery

4. ENGRAVE your valuable property in a manner which discourages theft. Engravers can be provided free of charge on loan to engrave:
   a. TVs
   b. Stereos
   c. Tools
   d. Appliances
   e. All valuables
   f. Photograph those items you do not want engraved, such as antiques, jewelry, rare coins, and paintings.
"WHY SHOULD WE GET INVOLVED? ISN'T THAT THE JOB OF THE POLICE?"

We need to get involved:

BECAUSE: The police can't do the job alone. They need our help. Today, in Portland, there are less than two officers for every 1,000 residents.

BECAUSE: Crime is a community problem, and therefore, we should be a part of the planning and resolution of the problem in our own neighborhood.

BECAUSE: We know the economic situation is getting worse. And when times are bad, we can expect an increase in neighborhood crime.
Commercial Crime Prevention

Site Hardening Programs

Senior Citizen Programs

We have specially trained personnel who will talk to businesses on request and who will also conduct surveys upon request for any business regardless of size.

Prevent Crime

We provide free locks, doors and screens for windows for qualified residents of the city. Call us today at 248-4126 and find out if you are eligible.

We also provide free educational programs for senior citizens, women and other security conscious persons. Our staff will also conduct appropriate security recommendations.

We have personnel available to mark identification numbers on property for senior citizens, women and other security conscious persons.

Site Hardening Programs

Commercial Crime Prevention

Senior Citizen Programs

Prevent Crime

248-4126

BEAT THE BAD GUYS

Your guide to beating the bad guys.

Portland Police Bureau

CRIME PREVENTION UNIT

PRINTED ON RECYCLED PAPER
Who we are.

We provide neighborhood block meetings where property owners have an opportunity to voice some concerns and we'll address prevention and safety information. Our meetings take place every 2nd Thursday of the month at 7:00 PM.

We encourage you to invite neighbors and friends and neighbors. Having a block meeting is the first step to doing a security survey. It's free and the survey itself costs nothing. You can fill out the form at your own convenience. If you complete a survey, you'll be entered into a drawing to win one of our special library volunteer t-shirts.

We are seeking volunteers to help us with our neighborhood library. If you are interested, please call the library at 503-595-2391.

Our services.

Block Safety and Theft

Prevention

Rape

Volunteers

NAC/PCAC

Surveys

Security

Some of our services.

Prevention & Security

The Portland Police Department and the Portland Community Safety Task Force have increased the crime fighting capabilities of our neighborhood. We have increased patrols and implemented new programs to combat crime.

We offer a variety of services, including neighborhood watches, crime prevention workshops, and community meetings. Our goal is to increase community awareness and encourage residents to take action to prevent crime.

If you see something suspicious, please call 911. Together, we can make our neighborhood a safer place to live.

Prevention Training

We offer prevention training for residents and community groups. Our goal is to teach methods of crime prevention and to encourage residents to take an active role in protecting their homes and neighborhoods.

The Portland Police Department is committed to working with the community to prevent crime. We encourage you to get involved in your neighborhood and to be proactive in preventing crime.

Volunteers

We are always looking for volunteers to help us with our neighborhood library. If you are interested, please call the library at 503-595-2391.
"WHAT DO YOU MEAN, 'KNOW YOUR NEIGHBOR'?"

Let's first clarify what this doesn't mean!

IT DOESN'T MEAN: Being Nosy!

IT DOESN'T MEAN: You're being forced to be friends with everyone on the block.

Now let's talk about what it does mean!

IT DOES MEAN: Reaching out and making contact with your neighbors, introducing yourself and your family, and getting to know your neighbors by name.

IT DOES MEAN: Knowing about special concerns on your block, such as:

1. The elderly
2. The handicapped
3. Special medical problems

IT DOES MEAN: Being able to recognize the daily routines and activities on your block.

All of these things add up to giving you an informed sense of when something is wrong in your neighborhood.
NEIGHBORHOOD WATCH

KNOW YOUR NEIGHBOR (Continued)

"HOW DO YOU GET TO 'KNOW YOUR NEIGHBOR'?"

This is best left up to you as the Neighborhood Block Coordinator. However, the fastest way is to bring all of your neighbors together at one time. You may wish to invite neighbors to your home for a crime prevention meeting or social hour.

Crime prevention meetings and social hours are very effective because they provide opportunities for friends and neighbors to meet and get to know each other better. It also allows you an opportunity to describe NEIGHBORHOOD WATCH to several people in an informal atmosphere, and obtain the necessary information to complete your Neighbor Profile form.

You may also wish to invite the district police officer to your meeting. Your Neighborhood Section Leader can help you with the arrangements.

Using this group meeting approach will allow you to get the information to as many people as possible, and will make it easy for you to identify and contact those neighbors who were not able to attend.

However, if a meeting or social hour is not possible, you are free to choose whatever method best suits you and your neighbors' needs. You may wish to share information on a neighbor-to-neighbor basis by telephone, or in person over coffee or tea. Do what feels comfortable for you.

Remember, you are the experts in your neighborhood, and you and your neighbors know best how to get the job done!
When You Suspect, Dial Direct.

1. Use the Block Map on the reverse side to determine the exact location of the problem.
2. Call the Police at 760-6911.
3. Tell the Police: Your Name, Address, exact location of the problem.
4. Stay on the line to answer any questions. A patrol car can be sent.
5. Explain What is Happening and Where.
6. Someone carrying items of value from a neighbor's home.
7. Someone leaving your neighborhood.
8. Someone stealing something or throwing something.
9. Someone breaking into a neighbor's home.
10. Someone leaving your neighborhood.

There is a list of suspicious activities that should be reported to the Police

Below is a list of suspicious activities that should be reported to the Police

- Someone leaving your neighborhood.
- Someone stealing something.
- Someone breaking into a neighbor's home.
- Someone leaving your neighborhood.

For other information, please call the Police at 760-6911.

Here are some definitions of common crime:

- Assault: is when a physical force or injury occurs.
- Burglary: is when one enters a structure illegally with the intention of committing a crime.
- Robbery: is when a violent or threat of force occurs.
- Larceny: is when a property or item is taken.
- Arson: is when someone sets fire to property.

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Less than 50% of all crimes are reported to the police!

"WHY IS THIS THE CASE?"

BECAUSE: people don't want to get involved!

BECAUSE: people don't trust their own judgement!

BECAUSE: people are afraid the police will ignore, or not take them seriously.

BECAUSE: people are afraid they will be harassed by the police, or seen by their neighbors as informers.

BECAUSE: people don't have any confidence that the police will be able to do anything!

While there may be some truth in these concerns, THE FACT IS, ten times more arrests come from neighbors reporting suspicious circumstances to the police than from routine police patrols! So, your neighborhood involvement is important.

"WHY IS IT IMPORTANT?"

BECAUSE: you know your block, therefore, your suspicions are reason for concern and action.

BECAUSE: you have a right to expect the police to respond seriously to prompt, complete, and accurate information.

BECAUSE: there may be someone on your block who will resent your action, but most of your neighbors will appreciate your concern.

BECAUSE: your information might supply a crucial piece of the puzzle to help solve a crime pattern in your neighborhood.
"WHAT IS PROMPT AND COMPLETE INFORMATION?"

Information that is received "Fast" and described "Accurately."

The faster you report a crime, the greater the chances are of apprehending a suspect. So, report crimes and suspicious activity AS FAST AS POSSIBLE.

As soon as you observe suspicious activity, write down a brief description of the suspect (and vehicle if observed). Refer to your "DESCRIBE THE SUSPECT" and "VEHICLE DESCRIPTION" cards for assistance.
NEIGHBORHOOD WATCH

RADIO PROCEDURES

The following is a list of things that you may be asked when calling the police. If at all possible, have this information available prior to making the call.

The most important thing to remember is to simply let the operator ask the questions. DO NOT try to anticipate them.

When calling the emergency telephone number, the operator will determine whether yours is an "emergency" call. If it is NOT, then you will be transferred to a non-emergency operator. There may be some delay in this transfer. Please, be patient.

If the call is determined to be an emergency, the operator will ask you:

1. What is happening? (BRIEFLY explain the circumstances.)
2. Where is this happening? (Have an exact address available if at all possible.)
3. What is your name, address, and telephone number?
4. What was the license number on the suspect's car?
5. What did the vehicle look like?
6. What did the suspect look like?

DO NOT HANG UP until the operator has all the necessary information. The operator will advise you when sufficient information has been received to dispatch the necessary help.
PRIORITY "1" EXTREME EMERGENCY

It is a Priority "1" call when:

1. There is immediate danger to a person's life or safety, or
2. A crime is in progress in which a person's life or safety may be in danger, or
3. There is a possibility of extreme or major property loss.

PRIORITY "1" calls will ALWAYS be dispatched immediately.

PRIORITY "2" IMMEDIATE RESPONSE

It is a Priority "2" call when:

1. An emergency response may be necessary to protect life or property.
2. A crime is in progress. (Those not in Priority "1")
3. The suspects may still be in the area of the crime.
4. A crime has just occurred in which a person's life, safety, or property was placed in jeopardy.

PRIORITY "2" calls will be dispatched immediately.

PRIORITY "3" PROMPT RESPONSE

It is a Priority "3" call when:

1. Time is a factor in proper handling of the call.
2. Danger to life or property is NOT involved.
3. The complaintant cannot wait for an extended period of time.
4. All major crime scenes, except those above, in which there is no longer a threat to lives or property.

(Continued)
PRIORITY "4" ROUTINE

It is a Priority "4" call when:

1. Time is not a factor in the handling of the call.
2. A special car or officer is requested.
3. The complaintant understands that a significant delay may occur.

PRIORITY "4" will normally be dispatched to the district car unless a necessary delay prevents it; then the nearby car will be dispatched.

PRIORITY "5" DELAY REQUESTED

It is a Priority "5" call when:

1. Requested delays in this priority will not exceed 30 minutes.
2. This type request should be discouraged.
3. The priority will change to the higher appropriate priority after the elapsed time.
Division of Fire Prevention

Questions arise, please call the Fire Prevention Office. We can do our best assistance of should any
problems arise. A United States Fire Administration.

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Office.
To report a crime by telephone, dial 911 or your local police number.

When calling 911, do not hang up until you are told to do so. You will be connected to your local police department.

If you are not sure which police department to call, dial 911. The operator will ask for your location and direct you to the appropriate police department.

If you are unable to reach a police department, call 911 and ask for the nearest police department.

When you call 911, please provide your name, address, and phone number.

If you call 911, please provide the following information:

- Your name and address
- Your phone number
- The nature of the emergency
- Your location
- The number of people involved
- Any other relevant information

If you are unable to provide all of the information, please do your best to provide as much as you can.

If you are unsure of what to report, please call 911 and speak with an operator.

If you need assistance with a non-emergency situation, call your local police department.
Vehicle Description

What make?

Body style? (2 dr., conv., etc.)

What year?

What color?

Identifying dents, scratches?

LICENSE NUMBER
state of issue or identifying colors

The police can use answers to as many of these questions as possible. Please remember that wrong information is worse than no information at all. Answer only those questions that you’re sure of.

1. How many suspects were there? 
2. What did they do? 
3. What did they say? 
4. What did they take? 

Which way did they go?

6. Were there any other witnesses?
   Names and Addresses? 
   
   Phone numbers? 

7. Is there any other information you feel is important?

Portland Police Emergency: 760-6911
Describe
the suspect.

Sex ______ Race ______ Age ______ Height ______ Weight ______

Hair ______

Hat ______

Moustache/Beard
Sideburns

Tie ______

Distinguishable gait or limp

Pants and Shoes ______

Complexion ______

Color of eyes ______

Glasses ______

Shirt ______

Coat ______

Tattoos, Amputations, Scars, or Marks

Speech impediments or accents

Weapon ______

This project was supported by Grant Number 78-DF-AX-0127, awarded by the Law Enforcement Assistance Administration, United States Department of Justice. Points of view or opinions stated in this publication are those of the Portland Police Bureau and do not necessarily represent the official position of the United States Department of Justice.
"WHY SHOULD WE HAVE SECURITY SURVEYS PERFORMED ON OUR HOMES?"

BECAUSE: Studies show that a burglar normally will not spend more than four minutes attempting to break into a home. If it requires more effort, the burglar will choose an easier "mark."

BECAUSE: The average burglary in Portland last year cost victims $1,000 in terms of property losses.

BECAUSE: Right here in Portland, studies prove that where homes have had security surveys, and owners have taken the steps necessary to make them more secure, the likelihood of becoming a burglary victim is reduced by over 60%.

BECAUSE: Many times we think we're protected, when actually we're not. Often times existing home security measures really are very little protection. Security surveys will identify weaknesses, and suggest ways that you can improve your home security.

BECAUSE: Security survey specialists can often advise people of inexpensive ways that can substantially increase your protection.

(Continued)
"WHAT IS A SECURITY SURVEY?"

The Security Survey is a free study of your locks and hardware, doors, frames and hinges, windows, glazing, shrubbery, and outdoor lighting to determine and recommend ways to improve the security of your home. You will receive a written report together with the recommendations at the end of the survey which you will be asked to sign.

"WHO DOES THE SECURITY SURVEY?"

The Portland Police Bureau will contact you and arrange for an officer or a Crime Prevention Volunteer to come out to your home and conduct the survey.

"HOW DO YOU KNOW THE PERSON AT THE DOOR IS FROM THE POLICE BUREAU OR THE CRIME PREVENTION UNIT?"

Ask to see proper identification before letting the representative into your home. The official identification card of the Police Bureau is recommended as minimum ID. However, remember that the Police Bureau will not send anyone out to do a survey unless you request it. So, the person at the door should be who they say they are. If there is any question, call the Police Bureau for verification.

"HOW DO YOU GET A SECURITY SURVEY DONE ON YOUR HOME?"

If you decide to have a Security Survey, I will call the Police Bureau for you. This is part of my job as a Neighborhood Block Coordinator, and I will be happy to do it for you. The Police Bureau will then contact you directly to set up a time and day convenient for you.

"DOES IT COST ANYTHING?"

The Security Survey is free for the asking. The recommended improvements would be done at your discretion, and that would be a cost to you unless you qualify for Housing Community Development (HCD) assistance.

(Continued)
"WHAT IS HCD ASSISTANCE?"

All homeowners-occupiers whose income falls below $11,200, qualify for FREE hardware (locks, screens, etc.) and installation, following a Portland Police Bureau Security Survey.

"DO YOU FILL ANYTHING OUT?"

Just sign a Security Survey Request Form.
Are your locks adequate?
Do your windows lock properly?
Is your home really safe?

FREE HOME SECURITY SURVEY

You may be eligible for FREE locks installation, window screening and other security hardware if:

- You own or are buying your home;
- Your annual income is less than $11,200; and
- You reside in an HCD area.

To have a free security survey or get more information about the FREE locks program, call the Portland Police Crime Prevention Division at 248-4126.

Printed Courtesy of the Portland Police Bureau Crime Prevention Unit

BEAT THE BAD GUYS
Are your locks adequate?
Do your windows lock properly?
Is your home really safe?

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Beat the bad guys

PREVENT CRIME

1. Secure your yard
2. Secure your doors
3. Secure your windows
4. Mark all property

STOP BURGLARY
Lights + Noise = A Safer House

Interior Lighting

- Leave a light on in the bathroom in the event of an exit.
- Turn on lights in the bedroom to deter burglars.

Exterior Lighting

- Have one light over every door. Double doors can be a security feature.
- Keep exterior lights turned on, especially at night.

The stealing only.

Your home may be more attractive to burglars if:
- They can see into your home.
- Their actions are unobserved.
- You have no security measures in place.

However, if:
- They see lights turned on.
- They see lights turned off, but are observed.
- They see security measures in place.

The major point:

The most popular time for residential burglaries is right after the holidays.

Tips for avoiding burglary:

1. Keep your home well-lit, both indoors and outdoors.
2. Lock your doors and windows.
3. Set your home security alarm.
4. Store valuables out of sight.
5. Be cautious about what you post on social media.

Facts about Burglary

- Burglary is the third most common crime nationwide.
- It affects all types of homes, not just those with alarming systems.
- Home Burglary is a problem that can be easily overcome.

Portland Police Bureau

Chief of Police

B. A. Baker
Doors, Windows and Locks

Base doors have bolts which cannot be freed back. They are called non-reversible screws (if basement is unoccupied).

Sash windows

Doors with windows

Sliding aluminium doors & windows

Aluminium doors and windows

Base doors with Stainless steel screen (for doors with glass). If the basement glass is broken, it is easily replaceable and not expensive to repair. To prevent breakage, a door window and reeding and an exterior door should never be used as an

 Door with windows should use a single

A solid door should use a single

Double cylinder lock with a "deadbolt"

Basement windows with ornamental grille.

Base basement window with expandable steel screen.

The best exterior door for your home is called a solid core door. This
Yard:
Keep clear of newspapers, milk bottles and junk mail.

Porch:
Drapes and blinds (from them upward):
Keep clear of the area by windows and doors.

When Away:

Last, but most important:

Betty, Mr. Ryan, and the Burgher.

On Burglar Alarms:

A complete description should be written on the face of the property. A good device to protect your property is a Burglar Alarm. A number of different types are available on the market today. It is important to remember that if you do not install your own alarm system, you will receive a higher premium on the cost of the insurance. And if a break-in occurs, the Burglar Alarm may be an effective tool in minimizing your property damage.

Warning Stickers:

We will provide you with warning stickers for your property. Please hang them on all doors and windows. This will help deter intruders. Call us today at 244-1234.
Today we can help you make your home and neighborhood a safer place to live. Call us 248.4124.

Beat the crime!

1. Observe pieces of obvious value on the doorways, or in other parts of your property. If there are items that are particularly valuable, consider moving them to a safer location.

2. Do not leave your keys under the doormat.

3. Engage neighbors, friends, and family members in your neighborhood to watch for suspicious activity.

4. When going out at night, leave one or more interior lights and outdoor area lights on.

5. Always lock your doors and windows.

6. Make certain all windows and doors are secure. When away from home, do not advertise your absence.

7. Contact the police and inform them of your departure.

8. When leaving your home, do not advertise your departure.

9. Call the police to find out whether anyone is watching your property. If your presence is being monitored, they may be trying to warn you or your neighbors.

10. When no one is home, will mail accumulate at a noticeable rate? If so, consider collecting and distributing the mail to nearby neighbors.

11. Notify the post office to forward your mail.

12. Do not leave your car unattended.

13. When leaving your car, lock it at all times.


15. When shopping, carry only what is necessary.

16. Do not display your valuables.

17. Keep your garage door closed.

18. Unplug appliances when not in use.

19. Do not leave your keys under the doormat.

20. Make sure your doors and windows are secure.

21. Leave lights on while away from home.

22. Make a safety inspection list.

23. Be alert to suspicious activity.

24. Report anything unusual to the police.

CHECK LIST
"WHY SHOULD PROPERTY BE MARKED?"

BECAUSE: Thieves don't like to be caught carrying property that has been marked. So, they are much less likely to steal it.

BECAUSE: 80% of all recovered property is not marked and cannot be returned to the rightful owner.

BECAUSE: Thieves have more difficulty disposing of marked property. "Fences" don't want it. And because it's so easily traced, there is a lower market value for the goods. The lower market value and the difficulty in disposing of the property makes the burglar think twice before he takes marked goods.

BECAUSE: It's very helpful when dealing with insurance companies to have a handy record of your lost property, complete with "brand" names, models, and serial numbers.

(Continued)
"HOW DO YOU MARK PROPERTY?"

1. Obtain an engraver from your Neighborhoods Against Crime volunteer, or staff coordinator, from your local library, or from the Police Bureau.

2. Engrave your complete driver's license number on all items likely to be stolen.

   EXAMPLE: DL123456OR

3. If you are a non-driver, engrave your Oregon ID number.

   EXAMPLE: OR-123456-DLID

HOW TO OBTAIN AN OREGON ID CARD: An Oregon State resident of any age who does not have a driver's license or driver's permit can obtain an Oregon State ID Card from the nearest office of the Oregon State Motor Vehicle Division. Your picture is taken by the Department and appears on the card when issued. Call the Motor Vehicle Division to determine the current fee, and what type of identification you will need to provide.

   East Office:  5821 N.E. Glisan, 238-8203
   North Office:  8260 N. Interstate, 283-5716
   West Office:  1400 S.W. 5th, 229-5810

4. As you engrave your property, use the form provided to list the serial numbers of your property. Place the completed Household Inventory List in a safety deposit box, or other safe place away from home.

5. Items that cannot be engraved (jewelry, antiques) should be photographed, described, and placed with your Household Inventory List.

6. Place stickers provided on the front and back doors of your home.
YOUR PROPERTY IDENTIFICATION LIST

1. For permanent identification of your possessions, use the engraver provided to mark your Driver's License number on them. If you do not have a Driver's License, you should consider getting a Non-Driver's Identification Card from the Department of Motor Vehicles. Avoid marking on removable parts such as lids, plates, doors, etc. Engrave the numbers as clearly and as close together as possible. Use this form to list your valuables along with their description and where you have them engraved.

2. There are some things you may not want to engrave — such as antiques, jewelry, furs, watches, etc. Anything that could be damaged by engraving should be photographed. Write a short description of the item on the back of each photo. Keep it and this property list in a safe place. If anything is stolen, you will have a detailed description, along with photographs of the things that were not marked, to give the police.

3. Place warning stickers on your exterior doors and windows. Permanently mark your valuables with your Oregon Driver's License number, prefaced by "OR" and ending with "DL". If you do not have a Driver's License, use a Non-Driver's Identification Card number.

   - My valuables are marked with...
   - Oregon Driver's License No.:
     - OR________________________DL
   - Non-Driver's Identification No.:
     - OR________________________ID

4. This list and photos should be put away for safe keeping (be sure to remember where you put it). Then, if any of the valuables are stolen, you will have a detailed description of them to turn over to the police.
Permanently mark your valuables with your Oregon driver’s license number, prefaced by “OR” and ending with “DL”. If you do not have a driver’s license, use a Non-Driver’s I.D. card number.

My valuables are marked with:
- [ ] Oregon Driver’s License No. OR [ ] DL
- [ ] Non-Driver’s Identification No. OR [ ] ID


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<th>ITEM</th>
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### Tools, Sporting Equipment, Cameras, Etc.

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<td>ADDRESS</td>
<td>NAME &amp; HOUSEHOLD PROFILE (number of children, elderly, etc.; list only information participants agree to share.)</td>
<td>TELEPHONE NUMBERS</td>
<td>PARTICIPANT</td>
<td>SECURITY SURVEY</td>
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<td><strong>STEP 1: KNOW YOUR NEIGHBORS</strong></td>
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<td>a. Contact each person on block.</td>
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<td>b. Distribute KIT.</td>
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<td>c. Develop map.</td>
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<td><strong>STEP 2: WATCH AND REPORT</strong></td>
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<td>a. Explain use of vehicle and suspect ID cards.</td>
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<td><strong>STEP 3: SECURITY SURVEY</strong></td>
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<td>a. Schedule Security Surveys</td>
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<td><strong>STEP 4: ENGRAVE PROPERTY</strong></td>
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<td>a. Distribute engravers</td>
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<td>b. Collect engraver</td>
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<td>c. Distribute decals</td>
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BLOCK COORDINATOR'S NAME: ________________________________

Number of households in Coordinator's area: ______________
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<tr>
<th>MONTH</th>
<th>NUMBER OF BLOCK COORDINATORS CONTACTED</th>
<th>NUMBER OF HOUSEHOLDS CONTACTED BY BLOCK COORDINATORS</th>
<th>REPORTED/UNREPORTED CRIME &amp; NEIGHBORHOOD CONCERNS</th>
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<td><strong>STEP 1: KNOW YOUR NEIGHBORS</strong></td>
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<tr>
<td>a. Contact each person on your block (or area of responsibility).</td>
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<td>b. Distribute NEIGHBORHOOD WATCH KITS.</td>
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<td>c. Explain NEIGHBORHOOD WATCH concept.</td>
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<td>d. Solicit a decision on their willingness to participate.</td>
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<td>e. Draw up map with names, addresses of each person on block.</td>
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<td>f. Distribute to each household. (Block Coordinators copy should include phone numbers.)</td>
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<td><strong>STEP 2: WATCH AND REPORT</strong></td>
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<td>a. Explain use of vehicle and suspect information cards contained in KIT.</td>
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<td>b. Explain radio call priorities</td>
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<td><strong>STEP 3: SECURITY SURVEY</strong></td>
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<tr>
<td>a. Have each neighbor sign the Security Survey Request Form, and phone names into the Police Bureau (248-4126).</td>
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<td>b. Recontact to determine if surveys have been completed and if recommendations have been followed.</td>
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<td><strong>STEP 4: ENGRAVE PROPERTY</strong></td>
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<td>a. Distribute an engraver to each household.</td>
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<td>b. Provide instruction on how to use Property ID List (contained in KIT) and engraver.</td>
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<td>c. Collect engravers</td>
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<tr>
<td>d. Distribute warning stickers after property has been marked.</td>
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