



City of Portland

Establishing Business Watch

Business Watch is a program designed to increase the sense of safety and connections in neighborhoods by involving businesses and community members in united crime prevention efforts through community organizing. When neighbors are able to take responsibility in building and maintaining livable and cohesive communities, those neighborhoods are less vulnerable to crime. Business Watch is often formed when businesses notice chronic problems and/or increases in crime and suspicious activities in their neighborhoods. However, it is beneficial to organize as a proactive measure.

The primary purposes of a Business Watch are:

- To reduce crime and the fear of crime
- To prompt effective reporting of crime and livability issues
- To promote positive communication and relationships among businesses and other public safety agencies

Roles within a Business Watch?

Organizer

The organizer is a volunteer or member of the establishing Watch group chosen by the group. The job is to maintain the paperwork of the group and be the primary communication link with members of the watch and other partners to the watch.

Partners

Community members with similar interests or concerns who work together under the guidance of the Crime Prevention Program to achieve a goal of increasing livability and reducing crime and the fear of crime. Partners can include, but are not limited to: Crime Prevention Program, Police, neighboring businesses, and/or community members.

Crime Prevention Teams and Coordinators

In the context of Business Watch, Coordinators will provide the initial training to watch members, and follow-up training's, if needed. Each neighborhood in the City of Portland has an assigned Crime Prevention Team. Your Crime Prevention Team can also provide additional training's on crime prevention topics and resources aside from the Watch training's.

Business Watch Roles & Partners

Business Watches consist of members and partners who work collaboratively to help each other succeed. While business members are the ones who form the Watch group, they also partner with others to achieve success. Partners to the Business Watch group can assist with efficient use of the public safety system and accurate reporting; assistance with handling chronic issues in the neighborhoods and communities; and connect and strengthen communities in the City of Portland through community organizing.

Starting a Watch Group

MAKE CONTACT - Contact your Crime Prevention Team online and complete a Crime Prevention request/inquiry form at portlandoregon.gov/civic/cp or call our main line 503.823.4064 to be connected to a member of your Crime Prevention Team.

ASSIGNING WATCH ORGANIZERS - Ideally, a Business Watch will have 2+ "Watch Organizers" (one is the minimum) who are in charge of inviting and hosting the formal training and keeping the businesses' information up to date. Organizers must be members of the establishing Watch group.

PICK A DATE - Watch trainings are usually hosted in the daytime or evening, Monday-Friday. The initial training takes up-to 2 hours. Ideally, discuss with interested members, dates and times to propose to the Watch trainers for best attendance.

FORMAL INVITES - Watch Organizers may request a starter packet to get them organized before the training. Digital neighbor invites are available upon request. These invitations should be distributed to the businesses within the area the Watch is being established. If there is a business or individual you are concerned with inviting, ask your Watch trainer how to proceed.

CONFIRM & REMIND - 48-72 hours before the training, the organizer should remind the participating businesses of the time and location for the training and confirm attendance with your Watch coordinator. We require a minimum of 5 Businesses to form a new Business Watch. If your Watch attendance drops below 5 contact your Watch coordinator to discuss rescheduling.

ATTEND & LEARN - All Businesses wishing to participate in the Business Watch should attend the formal Business Watch training. The Watch training is a comprehensive overview of Portland's public safety system and resources available to the business community. For additional Crime Prevention trainings contact your Crime Prevention team at www.portlandoregon.gov/civic/cp.

Business Watch Trainings

Business Watches begin with an initial meeting at which your Crime Prevention Team provides the needed materials to get started. Each training will provide a training agenda and supplemental materials. Once the training is complete the Watch Organizer(s) is responsible for continuing the active involvement of the area. If post-training you are in need of additional help or training's you can contact your Crime Prevention Team.



OFFICE OF
Community
& Civic Life

Crime Prevention
Program

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portlandoregon.gov/civic

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City of Portland

Business Watch Training Agenda

Business Watch Training Goal

Our goal today is to equip and train the Business Watch Group with the skills to organize and support community partnerships to prevent crime, the fear of crime, and increase community resiliency in emergency situations.

Welcome/Intros: Why are you here? What do you hope to learn?

Business Watch: Mission & goals

Office of Community & Civic Life: Crime Prevention & what we do

Crime Prevention Coordinators: Who they are & what they do

Fill out & collect Questionnaires

Calling and reporting: Criminal & non-criminal

- Quick Resources Guide (Magnet)
- Bureau of Emergency Communications (BOEC)
 - Identify & report suspicious activity
 - Call-takers, call priority & dispatching
 - 7 Ws & CYMBOLS of reporting
- 9-1-1: When to call/text & how
- Non-Emergency: When to call & how
- Online Reporting: Crimes, livability & PDX Reporter
- Independent Police Review (IPR): Commendations & complaints

Questions/Break

Block Map: Examples & how-to

Crime Prevention Through Environmental Design (CPTED): DIY Packet

Bike Index & Project 529: Worksheet & how-to guide

Emergency Preparedness: Resources (Home Inventory, Fire & BEECN)

Additional Recommended Trainings: Example, Theft Prevention

Closing: Follow-ups & updating block information

Training will help build understanding and goals of your Business Watch and Crime Prevention Team as well as what Crime Prevention does and their role in assisting Business Watch and the community.

Subjects to be covered in your training may go outside of the listed agenda items due to the needs of every individual Watch group. During your training you will be provided with a training packet that will help to supplement the materials being taught.

Watch Organizer duties include: Inviting and organizing block training/meetings, creating and distributing block maps, updating block maps (annually or quarterly recommended), and maintaining communications with the Crime Prevention Program.

Reporting Toolkit

Is it an immediate or life-threatening emergency?

YES

Dial 911 - Be prepared to provide information (i.e. location, suspect details, involved persons). Do not hang up until instructed to do so.

NO

Are you calling to report a crime or suspicious activity?

YES

Does the incident involve any of the following:

- Known suspect(s)
- Stolen vehicles
- Domestic violence
- Vehicular accidents
- Firearms
- Hit and runs
- RX Medication
- Require police presence

NO

NO

YES

Report online:
portlandoregon.gov/police/cor/

Call Portland Non-Emergency
at (503) 823-3333.

Are you reporting livability issues and violations (e.g. campsites, potholes, illegal/abandoned vehicles)?

YES

NO

Go to pdxreporter.org and file a report (you will need a portlandoregon.gov account to login).

Do you need help and/or training for your business, neighborhood or residence, but don't know where to start?

YES

To get more training and connect with your Crime Prevention Team go online to:
portlandoregon.gov/civic/cp

Your Crime Prevention Team's mission is to organize and support community partnerships to prevent crime and the fear of crime. You can also find online resources and training tools on the Office of Community & Civic Life, Crime Prevention Program website portlandoregon.gov/civic/cpadvice.



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