



## **NEIGHBORHOOD WATCH POLICIES AND PROCEDURES**

### **I. PURPOSE**

#### **A. CRIME PREVENTION**

1. Practicing crime safety measures that eliminate or detour opportunities for criminals and helping others avoid becoming victims of crime in their area.
2. Finding ways in which to participate responsibly with law local law enforcement agencies in the apprehension of offenders, in crime prevention and safety techniques.
3. Being willing to appear as a witness and follow through in other ways to insure that all violations are properly adjudicated.

#### **B. ENCOURAGE CITIZEN INVOLVEMENT**

1. Encouraging others to join in crime prevention and aiding others when they fall victim to a crime.
2. Working for a better and safer neighborhood in protecting and honoring the rights of others.
3. Be a good neighbor

### **II. GUIDELINES**

#### **A. MAKE YOUR NEIGHBORHOOD WATCH LIASION AWARE OF YOUR ACTIVITEIS IN YOUR PARTICULAR GROUP BY:**

1. Seeking guidance and instruction for training from the Millersport Police Department.
2. Defining boundaries of your Neighborhood Watch.
3. Keeping a current list of active members that will be involved in your watch group.

#### **B. INSURE WHAT YOU ARE DOING IS LEGAL AND DOES NOT VIOLATE THE RIGHTS OF OTHERS, STATE AND FEDERAL LAWS AND CITY ORDINANCES.**

### **III. SAFETY**

#### **A. WHILE ON NEIGHBORHOOD WATCH PATROL**

1. For your safety single patrol is not allowed, always use the buddy system.
2. Never attempt to make an arrest unless advised to do so by a police official.
3. Never check or inspect a suspected crime scene. Always wait for the arrival of an officer and follow instructions.
4. Never confront or accuse a person suspected of a criminal offense. Wait for the arrival of an officer. The suspect may be kept under observation if, in doing so, you do not put yourself or others in any type of danger or peril.
5. No alcoholic beverages will permitted while on duty for the neighborhood watch program, or be consumed 8 hours prior to reporting for duty.
6. The safety of the members of the Neighborhood Watch program is of paramount importance.
7. No weapons of any kind which include GUNS, KNIVES, STUN GUNS, MACE, BILLY CLUBS OR ASP'S. or any item defined by state and federal law as a weapon will be carried by Neighborhood Watch Members.

### **IV. PATROL OPERATIONS**

#### **A. RULES OF CONTACT OR INTERACTION WITH PUBLIC**

1. Do not at any time attempt to enforce traffic laws. If a violation is observed that puts the public safety at risk, take down the year, make, model and license plate number of the suspected vehicle involved, also a detailed description of the violator and report all information to the Millersport Police Department.
2. If you are confronted by a citizen as to any Neighborhood Watch activities, identify yourself as a member of the Neighborhood Watch member and take down any information that the citizen gives you. If you should be confronted by a suspect, immediately leave the area and contact dispatch for Police assistance. Do not become involved in any type of altercation or argument with a suspect.
3. Never accuse any person of a criminal offence or criminal activity. Relay your Documented suspicions and observations to the Millersport Police Department.

**V. COMMUNICATIONS**

**A. WHEN CONTACTING THE FAIRFIELD COUNTY DISPATCH**

1. Identify yourself by using the issued radio and ID number that you were assigned.
2. Give the dispatcher the proper information, incident description and location.
3. Speak in a clear and calm voice.
4. Stay with your radio until the dispatcher has all information that is needed.
5. If you are reporting an accident, fire, or a suspected crime, be sure to give all the adequate information to the dispatcher as to the name of the street and house number if possible.

**VI REMEMBER**

1. You are a private citizen acting in support of your community in assisting a local law enforcement agency.
2. Under no circumstances can any police agency be responsible for your actions on the street.
3. When in doubt (in any type of situation or action on the street) and don't know exactly what to do, contact the Fairfield County Dispatch for an officer response.
4. Never trespass on any private property unless you are invited.
5. You are not provided any type of insurance that would cover your liability or injury while engaged in Neighborhood Watch activities.

**I have read and understand the Millersport Police Department Neighborhood Watch Policies and Procedures.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date / Time

When completed return this to your departmental liaison, who will give you a copy and place the original in your file. All information provided in this form and your application are confidential, a database will be created for telephone trees.

\_\_\_\_\_  
Neighborhood watch Liaison

\_\_\_\_\_  
Date

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Office Use Only

\_\_\_\_\_  
Initials of person making entry

\_\_\_\_\_  
Group number

\_\_\_\_\_  
Date entered into membership files