

Neighborhood Watch Manual



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SECTION ONE Introduction to Neighborhood Watch

A. History, Definition, & Program Goals

Neighborhood Watch was started in Spokane County in 1979. As of 2004, the Sheriff's Department has started nearly 1400 Neighborhood Watch groups.

Our country's leaders tell us that Domestic Preparedness starts at home. That's why the National Sheriff's Association, who sponsors the National Neighborhood Watch Program, has been selected as the avenue to educate our citizens. In support of our nations efforts in Domestic Preparedness, our Sheriff's Department is expanding it's Neighborhood Watch program. We are striving for an ultimate goal of over 2,000 Neighborhood Watch programs in our community.

Neighborhood Watch is a simple program that can best be defined as neighbors watching out for neighbors. This is not a new idea. Neighborhood Watch attempts to create a neighborhood atmosphere resembling the past where neighbors know each other and feel comfortable relying on each other for help. A sense of belonging and neighborhood ownership are two goals the program seeks to achieve in an effort to reduce crime in our neighborhoods and increase our citizens' feeling of safety.

The three key elements of Neighborhood Watch are Organization, Education, and Communication.

Through organization of the neighborhood, a foundation is laid that facilitates the feeling of community and ownership. Organization also paves the way for education and communication within the neighborhood.

The education and application of simple crime prevention principles can help to create an environment free of opportunities the criminal seeks to commit their crimes.

And, through communication with each other, as well as S.C.O.P.E (Sheriff's Community Oriented Policing Effort) and Law Enforcement, neighbors can increase their awareness level of problems in their community. Quite often, awareness of problems is the sole motivating factor that moves us to implement crime prevention strategies.

SECTION TWO Neighborhood Watch Formation

A. Getting Trained

You will need to attend a short but informative Organizer Training Session where you will receive crime prevention supplies to take back to your neighbors.

B. Meeting your neighbors – organization

Visit the neighbors in your block, apartment complex, rural area etc. and invite them to join the Neighborhood Watch Program. After your Organizer Training Session, arrange a neighborhood meeting. The purpose of the meeting is for you and your neighbors to get to know each other and receive the crime prevention materials you received. If you would like, your crime prevention officer can help coordinate an officer who works in your area to attend your meeting. Be sure to distribute the crime prevention materials to your neighbors who were unable to attend your meeting.

When a new neighbor moves in, make sure to visit them & get the Neighborhood Watch information to them.

C. Creating a Map

With the help of your neighbors, you will need to create a map that portrays who lives where in the neighborhood. The map does not need to be fancy but it should show the street address, name of the occupants, and their phone number.

Other information that you might want to include would be a work number and/or an emergency contact number. This is especially important for seniors or anyone else that lives alone. The preferred map size is 8 ½ x 11. This map is to be distributed to your neighbors for quick reference when needed.

When completed, forward a copy of the map to the Neighborhood Watch Coordinator.

D. Education Opportunities

Ongoing elective training will be offered to you & your neighbors. Look for training on Neighborhood Watch, Basic Crime Prevention, Fraud Prevention, Meth Lab Awareness, Personal Safety, Terrorism Awareness, Domestic Preparedness, etc. To find out what is being offered and the upcoming dates of the training, call your local S.C.O.P.E. station, the Neighborhood Watch Coordinator, or visit the Spokane Sheriff Office web page at www.spokanesherriff.org. Click on Neighborhood Watch then on training.

SECTION THREE Neighborhood Watch Operation & Supplies

A. Supplies

Brochures & newsletters will be available through your local S.C.O.P.E. station. (see the contact sheet for the list of S.C.O.P.E. stations in your area.)

B. Neighborhood Watch Signs

With a donation of \$20.00 to the Neighborhood Watch Program, your neighborhood will receive 2 Neighborhood Watch street signs & supplies for your watch.

C. Newsletter Distribution

We will publish newsletters four times a year. You will receive a call from your local S.C.O.P.E. station to arrange a time when you can pick them up. Please distribute them to all of the households in you watch.

D. Neighborhood functions

It is a good idea to schedule get-togethers several times a year, especially if you have someone new that has moved in. Remember, it can be as simple or as fancy as you want. Have fun! Be creative! Many neighborhoods hold block garage sales, progressive dinners, ice cream socials, etc. A summer barbeque is a great idea that will usually help to bring everyone together.

E. What do I do if I can no longer fulfill my duties?

In the event that your family moves or if you are unable to continue as a neighborhood organizer, please try to find another volunteer in the neighborhood to take over for you. Let the Neighborhood Watch Coordinator know about your changes and pass this resource manual on to the organizer in your Neighborhood Watch.

SECTION FOUR Basic Crime Prevention

A. Natural Surveillance

It is a proven fact that an environment that provides less concealment for the would-be-criminal experiences fewer incidents of crime. Therefore, consider the following advice:

Landscaping

- Shrubbery around your house should be trimmed down to about the three foot level. Trim trees up approximately seven feet. Doing this will create less hiding places for criminal activity.

Lighting

- Give your home the lived-in look when you are gone.
- Install timers on interior lights to establish a look of occupancy and so you do not have to enter a dark house.
- Porch lights should be on from dusk to dawn every night. Leaving lights on during the day often advertises that you are gone. Photo-cell light fixtures can be installed or you can usually retrofit existing fixtures for a few dollars. Check with your local hardware store.
- Other lighting can be used to light up yards, driveways, outbuildings, and garages. The key here is an even amount of low-level lighting that makes the criminal feel like they can be seen. Often, we make the mistake of adding too much light in one area of our property and leave other areas unlit. This can often lead to an increased risk in the unlit areas as well as annoy neighbors affected by areas lit up too much.
- Consider joining with other neighbors and have lighting installed in common areas that need more light. This may include areas on the street or in alleys. Contact your local power company for help with additional “public” lighting needs.

House

- House numbers should be a minimum of five inches tall, be easily seen from the street, and illuminated if possible.
- Place house numbers on your garage if you have an alley,
- Mailboxes should have your house numbers only, (no names)

B. Access Control

- The harder it is for a criminal to gain access to your property, the more they risk detection.
- Install good deadbolt locks on all exterior doors.
- Make sure your doors are constructed of solid wood or metal.
- Install secondary locking devices on windows and sliding doors.
- Plant low thorny bushes to deter access around first floor windows. River rock is noisy to walk on and can be used as a ground cover in these areas.
- Fences establish boundaries and offer privacy for the homeowner. However, fences can also offer concealment for a burglar. Consider using cyclone-type fencing or fencing that you can see movement through.
- Keep gates and outbuildings locked.
- Put your valuables away.

- Keep valuables out of your vehicles and park your vehicles in a garage if possible. At a minimum, lock your vehicles and park them in a well lit driveway close to the home.
- Remember, do not install any security device that would prevent you or your loved ones from exiting the house in the event of a fire or other emergency.

C. Territoriality

Residents who organize and work collectively to reduce crime in their neighborhood help to create an environment with an increased sense of community, ownership, and territoriality. No other crime prevention principal is more powerful than this. A resident who feels connected and knows their neighbors is usually more comfortable to take action on their neighbor's behalf. These neighbors are frequently responsible for preventing and solving numerous crimes in our community.

D. Operation I.D.

Operation I.D. is a simple program that deters burglary and theft, as well as assists law enforcement in the event personal property is stolen. The homeowner simply engraves their Washington Driver's License number on their property using the following format.

W.A. (state driver's license #) D.L.

This format is useful nationwide as well as Canada. Any officer can usually run this number from their patrol vehicle and attempt to contact the owner to verify ownership.

Once your items are marked, Operation I.D. stickers are available to place in your windows to advertise your participation in this program that deters crime. We encourage each Neighborhood Watch group to purchase an engraver, usually \$10 - \$20 at a local hardware store, and share it among the group members for marking of their valuables. You can also check out an engraver from your S.C.O.P.E. Station.

Key property to engrave may include, hand & power tools, firearms, lawn equipment, computers, televisions, audio and video equipment, etc. Usually the underside or back of the item on a metal surface (if available) is preferred as an engraving location.

If an item is sold, the owner is encouraged to engrave a single line through the number to signify that ownership has changed. An officer can still see the number through the single line and verify ownership if needed.

Remember to make a detailed inventory of all the valuables in your home. Record the brand names, model numbers, and serial numbers of these items. Make a list, take pictures, and use a video camera if possible. Keep a copy of these records in a safe place away from your residence.

SECTION FIVE Training Opportunities & S.C.O.P.E.

A. Ongoing training

The Neighborhood Watch and S.C.O.P.E. programs offer educational training on various crime prevention topics on a regular basis. For information on training and schedules, look in the latest Neighborhood Watch Newsletter, the county web page, or visit your local S.C.O.P.E.

B. S.C.O.P.E. (Sheriff Community Oriented Policing Effort)

In partnership with the Spokane County Sheriff's Office, S.C.O.P.E. is comprised of volunteers in your community that are helping to provide a safer living environment for us all. Below is a list of the programs that are currently available through your local S.C.O.P.E. station.

Business Prowl Checks – Volunteers who make sure businesses are secure.

Centennial Trail - Trained volunteers, working with the Park Service, to patrol the trail & it's parking areas.

Community Complaints - Helping neighbors solve neighborhood concerns.

Community Emergency Response Teams (C.E.R.T.) - Volunteers are trained to take care of themselves & others in their communities for the first three days following a disaster.

Citizens On Patrol (COP) - Volunteers patrolling neighborhoods to act as extra eyes & ears for the Sheriff's Office.

Data Entry – Volunteers entering data for the Sheriff's office.

Flagging - Trained volunteers helping at events that need traffic control.

Graffiti Task Force - Trained volunteers documenting graffiti.

Neighborhood Watch - The neighbor to neighbor link to preparedness.

Operation Family ID - Fingerprints & digital pictures are provided to families in the event a family member is missing.

Pawn Detail - Entering data on pawned merchandise.

Radar Reader Board - Volunteers who operate portable radar guns & display boards in an effort to reduce specific speeding concerns.

Resource Referrals - Providing community referral information.

School Patrol - Helping to keep children safe in and around schools.

S.C.O.P.E. Basics - Initial training offered to S.C.O.P.E. volunteers.

Sheriff Special Duties - Trained volunteers help at the Public Safety Building & the Valley Precinct front desks and in other departments as needed.

S.C.O.P.E. Incidence Response Team (SIRT) - Trained volunteers assisting with traffic control during major collisions and other emergencies.

Venturing Scout Program – A Scouting Program in partnership with the Sheriff's Office.

Vacation Home Checks – Volunteers checking your property while you are Away.

Victim Call Back Program - Trained volunteers, working with the Property Crimes Detectives, calling victims of property crimes to give them an update on their case.

If you would like additional information on how your local S.C.O.P.E. station can help you & your neighbors please give them a call.

(See station list in the resource section)

SECTION SIX Communication

A. With Neighbors

Through ongoing communication with your neighbors, you will get to know what is happening in your neighborhood. You will begin to increase your knowledge of what's normal and what's suspicious. If there is a disaster or emergency in your neighborhood, you will better know who needs help, as well as, who you could call on to help out.

B. With Law Enforcement

We encourage you to contact your local law enforcement as needed. You are the eyes and ears of the community and they need your help. Call **911** for Emergencies or **456-2233** for a non-emergency or to file a crime report. For some minor report filing try our on-line reporting at –
www.crimecheckspokane.org

C. With S.C.O.P.E.

Many S.C.O.P.E. stations receive and maintain criminal statistics and maps, host educational meetings, distribute their own newsletter, etc. Call them and see what they can do for you. You may also find an opportunity to help them. If you have an on-going neighborhood problem, try contacting your S.C.O.P.E. station for help with ideas on dealing with your unique problem. Many S.C.O.P.E. volunteers have received training and have built partnerships that may be of help to you.



SARA MODEL

*A PROBLEM SOLVING PROCESS
FOR LAW ENFORCEMENT AGENCIES*

S - SCANNING

A - ANALYSIS

R - RESPONSE

A - ASSESSMENT

THE PROBLEM SOLVING MODEL

The problem solving process developed to implement problem oriented policing consists of a four step, decision making model, SARA (Scanning, Analysis, Response, Assessment).

Scanning - Individuals determine problems through:

- ❖ Personal experience with location, activity, or the behavior that has come to the police/community attention; and
- ❖ Communication with residents, businesses, other public or private agencies, other officers, or other employees.

A problem is two or more incidents which are similar in nature, are causing harm or have the potential to cause harm, and the public expects the police agency to handle the problem. Similarities among incidents include:

- ❖ Person;
- ❖ Location;
- ❖ Behavior; and
- ❖ Time

ANALYSIS - Problem solvers learn everything possible about the players, incidents, and actions already used to try to deal with the problem. Analysis should be as thorough, creative, and innovative as the response because the characteristics of each problem vary. Two basic questions that should be asked are:

- ❖ What do I want to know about this problem: and
- ❖ Who could provide an answer to the question.

To assist the problem solvers, questions regarding the problem should revolve around:

- ❖ Location;
- ❖ Suspect/Offender; and
- ❖ Victims/Complainants

In this step, it is paramount that the problem be well defined.

- ❖ Have you defined the root problem?

- ❖ Be careful that you are not defining a problem that is actually a symptom of a larger problem.

Remember: "A problem well stated is a problem half solved"

If an individual understands all of the components of a problem, that person can create a custom-made response to fit the problem.

- ❖ This often requires defining processes (flow charts, fishbone diagrams, etc.)

RESPONSE - Based on careful analysis, individuals then develop a goal which can be reached using a custom-made response. Solutions can be designed to:

- ❖ Eliminate the problem;
- ❖ Reduce the problem;
- ❖ Reduce the harm created by the problem;
- ❖ Deal with a problem better; or
- ❖ Remove the problem from police consideration.

By removing the problem from police consideration, the invested party gives the problem to the individual or agency that can better handle the problem. For example, code enforcement issues given to code enforcement officers, or animal violation issues forwarded to animal control officers.

ASSESSMENT - Individuals evaluate effectiveness. Did the problem solver achieve their goal? It may include:

- ❖ Reduced calls for service or reported crime;
- ❖ Satisfied residents or businesses;
- ❖ A more manageable problem;
- ❖ Policy makers (elected representatives, chief, sheriff, captain) notice a difference in complaints.

Assessment allows the problem solver to determine what effect the response had on a problem. If the response had little or no effect, more analysis can be completed so that a more appropriate response can be applied. If the response resulted in a positive change, the problem solver can determine what, if anything, is needed to maintain the change.

PROBLEM SOLVING PROCESS GUIDE

"Where do I start?" This is a common question asked by many people who have never used problem solving to deal with recurring problems. This guide and the following Problem Solving Process Form are designed to assist you in starting and working through problem solving projects. The items listed on this guide are meant to stimulate thinking about creative problem solving, not to limit you to a standardized process that is appropriate for every problem.

SCANNING - *Describe the problem (be specific)*

Crime problem (drugs, theft, burglary, robbery, vice, liquor, car prowls).

Environmental/crime related (litter, abandoned autos, health problems, abandoned property/buildings).

Location and time.

Persons involved

How did the problem come to your attention?

Who does this problem affect? (list all victims, suspects, locations, guardians, controllers, managers.)

IMMEDIATE ACTION TAKEN - Was an emergency response (arrests, warrants, etc) required?

ANALYSIS - *List the questions you have for each individual or group that is affected by this problem. What specific source would you go to for the answer.*

Interviews (complainant, victim, defendant, witnesses)

Surveys of affected parties (formal/informal)

Personal observations

Information from other officers (districts, beats, sectors)

Information from other units in your Department

Information from other public and private agencies

Information from community/business association meetings

Crime analysis information (radio calls, crime data, etc.)

Crime/arrests reports

Information from other police departments

Information from Neighborhood Watches and advisory councils (SCOPE, COPS, etc)

REDEFINE THE PROBLEM - How has the problem changed from when you started the process?

What else do you know about the problem?
Is there a need for more information?

RESPONSE - *Goals of your problem-solving effort (Short and Long Term). What are you trying to accomplish?*

Goals - What are you trying to accomplish? Short and long term goals.

Possible Resources:

- High visibility patrol
- Conduct a community meeting working with Crime Prevention Coordinators
- Refer to other appropriate agency
- Organize the community
- Obtain assistance from other public/private agencies:
 - Mayor/Council Offices
 - Court System (Superior and Municipal)
 - Prosecutors Office
 - City/County Attorney's Office
 - School System (Public and Private)
 - Health Department
 - Department of Welfare
 - Department of Parks and Recreation
 - Business Improvement Districts
 - Code Compliance
 - Tax Assessor's Office
 - Insurance Companies
 - Fire Department
 - Public Utilities, Solid Waste, etc.
 - Department of Construction and Land Use
 - Other Police Departments
 - Business
 - Banking, Lending Institutions
- Obtain assistance from other units in your Department
- Obtain assistance from the media
- Enforcement of law (arrests, cites, searches, etc.)
- Tactical action plan
- Abatement
- Education programs regarding problem
- Change in local, state, or federal law

Change in report procedure, dispatch policy, etc.
Neighborhood environmental changes (lighting, roads, etc.)

ASSESSMENT - *What specific measures will you use to assess the effectiveness of your problem solving effort?*

Change in calls for service, crime reporting, etc.
Change in perception of problem by people affected.
Will the problem arise again?
Is there some form of monitoring required?
Did you achieve your goal?

PROBLEM SOLVING PROCEDURE

SCANNING
Describe the problem: (be specific)
How did the problem come to your attention:
Who is affected by this problem? (list victims, suspects, locations, etc.)

ANALYSIS	
List the questions you have for each individual or group that is affected by this problem. What specific source would you go to for the answer.	
QUESTION	Source

ANALYSIS (continued)

List the questions you have for each individual or group that is affected by this problem.
What specific source would you go to for the answer.

QUESTION

Source

Go back to SCANNING. Does the problem need to be re-defined?

RESPONSES

GOALS OF PROBLEM SOLVING EFFORT (SHORT & LONG TERM)

What are you trying to accomplish?

Short term

Long term

PLAN OF ACTION

What strategies would you apply to solve this problem?	What resources?
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SECTION EIGHT Drug House Solutions

Although recent statistics have shown a decrease, generally there has been an alarming increase in the production and use of methamphetamine in the Spokane area. All law enforcement agencies in the Northwest are concerned about this increase, and the danger it presents to the residents.

You should be aware that with an increase in the usage of methamphetamine, there is a corresponding increase in property crimes as users look for the means to support their habits.

There are many chemical names for the ingredients in a meth production process. However, many of these chemicals are known better by product type or brand names. Some of the following are chemical names, product types, and brand names, which, in some combination, will be found in illegal meth labs.

Ephedrine - Cold and allergy medications such as Sudafed, Actifed, Allerest capsules, Mini-thin diet tablets.

Red Phosphorous - Strike plate on match covers or highway flares

Acetone

Alcohol - Denatured or isopropyl

Ether - Engine starting fluid

Isopropyl alcohol - Heat

Iodine

Hydrogen peroxide

Battery acid

Rock salt

Anhydrous ammonia - Farm fertilizer

There are three common methods used to produce methamphetamine. These processes use a variety of chemicals including explosives, solvents, metals, salts, and corrosives. The combination and/or the cooking of these chemicals can create vapors and spillage which could be toxic.

Signs of a meth lab operation

If you suspect a lab exists, contact the nearest law enforcement agency!

Indications of a lab may include some of the following:

- Chemical odors
- Persons coming and going at all hours of the day and night
- Excessive traffic – often short-stay traffic
- Chemical containers – tubing used in these containers
- Exhaust fans in constant use
- Large quantities of matches, acetone, lithium batteries and other ingredients
- Coffee grinder, blenders with white residue
- Coffee filters – with red stains
- Filthy conditions
- Trash – chemical containers, thermos, plastic liter pop bottles, or plastic baggies

Locations

Meth can be “cooked” anywhere; houses, apartments, trailers, motel rooms, garages, and vehicles.

Signs of Addiction

Behavioral Indications

- Hyperactivity
- Easily agitated
- Aggressiveness
- Paranoid, delusional

Physical Indications

- Open skin sores
- Weight loss
- Red nose
- Tooth loss
- Hair loss
- Eyes sensitive to light
- Dark circles under eyes

Record Keeping

Keep a record of activity at the suspected drug house.

See attached activity log.

Reporting

To report a suspicious drug house call: **Crime Check 456-2233**

To assist with the legal process, law enforcement requests a name and contact number. It is more likely the location will be investigated if you identify yourself and express interest in working with law enforcement officers on the problem. All information will be kept confidential.

Information helpful to law enforcement includes;

Name/address of suspected meth lab
Brief description of location of lab
Name or description of chemical products observed at location
Are there noxious odors?
Many visitors?
Short stay traffic?
Covered windows?
Filthy living conditions?
Frequent deliveries?
Other items which cause suspicion?
Are weapons present? Type? Location?
How many adults _____ Children _____ reside at the location?

For more information, contact your local S.C.O.P.E. station

See S.C.O.P.E. station contact list in this manual.

SECTION NINE Graffiti

Graffiti is a crime of vandalism that has far-reaching negative results. Graffiti in our community can decrease property values, promote gang violence, and instill fear in our citizens. As a whole, our nation spends into the millions of dollars per year in graffiti removal costs.

Removing graffiti in a timely manner is one of the most effective tools used to deter graffiti vandals. The longer graffiti is allowed to stay on any given property, the more likely the property, and surrounding properties, will be victimized by this and other crimes.

Report acts of graffiti vandalism by calling crime check at 456-2233. Take a picture of the graffiti and forward it to law enforcement. Your S.C.O.P.E. station can help you with this. Then, after you have talked with your local S.C.O.P.E. station or Law enforcement, remove the graffiti from your property. Helping to create a record of the vandalism may help to give investigators information on local criminals as well as tie the crime to a specific group or person.

Graffiti resistant paints and coatings may be purchased that will make removal of future graffiti easier. Check with your local paint supplier to see if this is a viable option for you and with advice on painting over graffiti. On some surfaces, the graffiti can simply be scrubbed off with a brush and/or a pressure washer.

Fencing and landscaping can be used to keep vandals away from areas of your property that are attractive to them as a canvas for their crime. Navigating a thorny bush, climbing a fence, or being illuminated in the dark by lighting, makes your property less attractive to the would-be criminal.

SECTION TEN Fraud Prevention

Consumer fraud includes a variety of crimes where an individual's personal information is taken without consent, to commit a crime. Personal information includes a bank or credit card account number, a social security number, a name, an address, or a telephone number.

Nobody expects to become the victim of consumer fraud, but because thieves are becoming increasingly bolder and sophisticated in defrauding, it is necessary to be aware of it.

Consumer fraud can be categorized in two different areas – identity theft and check fraud. Check fraud alone, produces an estimated \$10 billion in losses annually. In a given year, about 500 million checks are forged in the U.S.

Skilled thieves use a variety of ways to get your information such as ...

- Stealing wallets or purses containing identification, credit and bankcards.
- Stealing mail, specifically billing statements.
- Completing a change of address form to divert mail to another location.
- Using personal information relayed over the internet.
- Taking information from obituaries.
- Criminals have been known to go “dumpster diving” to gain access to your valuable account information, social security number, etc. Therefore, you may want to purchase a cross-cut paper shredder and shred your sensitive documents before throwing them away.
- Criminals have also been known to look in garbage cans for old prescription bottles. They will use the information on the bottle to call in a refill and fraudulently obtain your prescription. It is advisable to remove or destroy the labels on your prescription bottles before discarding them.

Keep your information safe ...

Deposit outgoing mail in collection boxes or the post office, not your residential mailbox. Remove mail from your mailbox immediately after it is delivered. Call the post office to request a vacation hold if you are planning on being out of town. Consider a secure neighborhood mailbox and call your post office with assistance in having one installed.

Use passwords on credit card, bank and phone accounts. Avoid using obvious information such as mother’s maiden name, birth date, the last four digits of your Social Security Number, or a phone number.

Don’t give out information over the phone, through the mail or through the internet unless you have initiated the contact or know with whom you’re dealing.

Keep items with personal information safe. Shred your charge receipts, copies of credit applications, insurance forms, physician statements, expired credit cards and mailed credit offers. This will prevent thieves from sorting through your trash and obtaining your valuable information.

For more information log on to www.ncpc.org

If you feel that you have been a victim of identity theft immediately contact the fraud department of the major credit reporting agencies: Equifax 1-800-525-6285, Experian 1-888-397-3742, Trans Union 1-800-680-7289.

- Ask the credit agencies to put a fraud alert on your account. Creditors then must contact you before any new accounts are opened in your name.
- Request copies of your credit reports. Review them to make sure no additional fraudulent accounts have been opened in your name. In a few months, order new copies to make sure no new fraudulent activity has occurred.

- File a report with law enforcement. Get a copy in the event your bank, credit card company, or insurance company requests proof of the crime.
- File a complaint with the Federal Trade Commission's Identity Theft Hotline 1-877-ID-THEFT, which tracks cases of identity theft across the country.
- For more information and for a Theft Affidavit sheet log on to:

www.consumer.gov/idtheft

SECTION ELEVEN National Night Out

National Night Out is held on the first Tuesday in August. Arrange with your neighbors to have a party. You may want it to be a potluck with activities or just a simple dessert & coffee get-together.

Once you have your get together planned, let the Neighborhood Watch coordinator or your local S.C.O.P.E. station know of your plans so we can arrange to have someone stop by. It is not unusual to be visited by deputies, firemen, troopers, ambulance crews, and other Sheriff's Office personnel.

SECTION TWELVE Domestic Preparedness

Your federal, state, local law enforcement, and government agencies are working very hard every day to prevent terrorism in America. Below are a few things you can do to help.

A. Developing a Neighborhood Plan

Working together with your neighbors when disaster strikes can save lives and property. Include disaster preparedness as an activity for your Neighborhood Watch group to undertake. Discuss how the neighborhood could work together after a disaster until help arrives and develop a disaster preparedness plan for your community.

Include:

- **Neighborhood Inventory** - How can your neighborhood tap its resources to help everyone cope? Identify your neighborhood's special skills (e.g., medical, technical) and look at what equipment and shelter would be needed.
- **Emergency services** - Make a list of important local numbers such as Crime Check 456-2233, your fire department & the FBI field office, local shelters & food banks then distribute this list to your neighbors.

- **Special Needs** - Who in your neighborhood would need special assistance in a disaster? The elderly and disabled may rely on your help. Make plans for children in the event neighborhood parents can't get home.

B. Opening Mail

Some typical characteristics which should trigger suspicion include letters or parcels that:

Have any powdery substance on the outside. Are unexpected or from someone unfamiliar to you. Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words. Are addressed to someone no longer with your organization or are otherwise outdated. Have no return address, or have one that can't be verified as legitimate. Are of unusual weight, given their size, or are lopsided or oddly shaped. Have an unusual amount of tape. Are marked with restrictive endorsements, such as "Personal" or "Confidential." Have strange odors or stains

What Should I do if I Receive an Anthrax Threat by Mail?

Do not handle the mail piece or package suspected of contamination. Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off. Ensure that all persons who have touched the mail piece wash their hands with soap and water. Notify your local law enforcement authorities. List all persons who have touched the letter and/or envelope. Include contact information and have this information available for the authorities. Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for law enforcement agents. As soon as practical, shower with soap and water. Notify the Center for Disease Control Emergency Response at 770-488-7100 for answers to any questions.

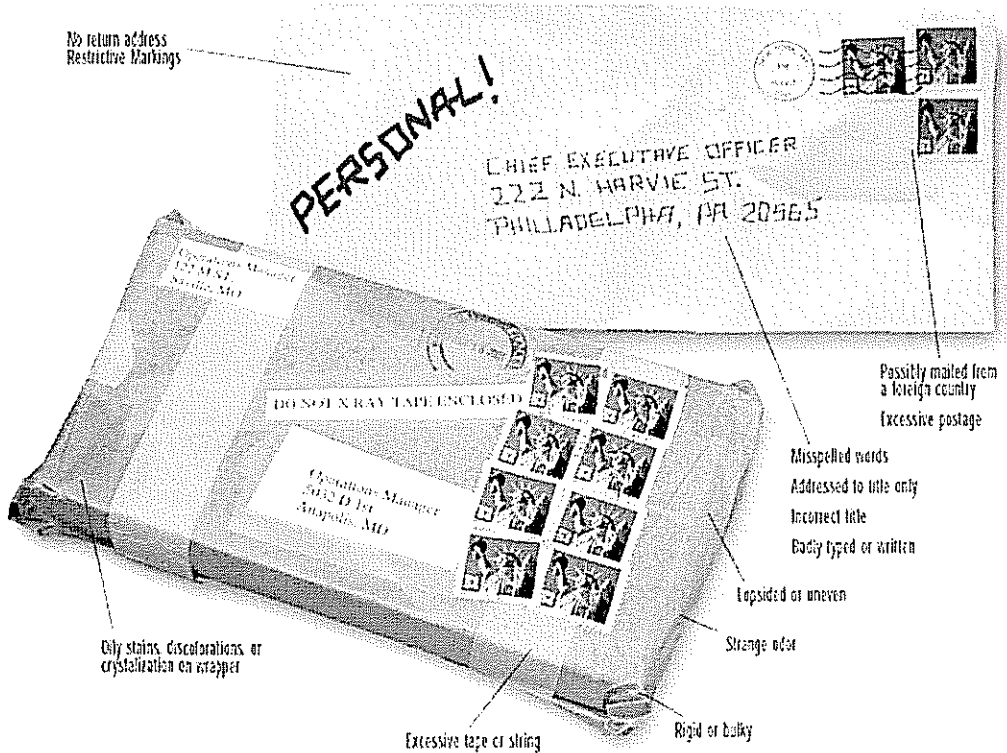
The mail is safe! People shouldn't stop using the mail because of these isolated incidents. The simple act of paying attention to incoming mail will go a long way in keeping it safe and viable. Everyone, in the mailing community, as well as the American public, should exercise common sense.

Additional information is available on the Postal Service's official web site at www.USPS.com



SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:



- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb:
Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Radiological:
Limit Exposure - Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:
Isolate - Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

C. CERT

Community Emergency Response Teams are volunteers who are trained to take care of themselves and then help others in their communities for the first three days following a disaster, when debris-clogged or damaged roads, disrupted communications, or a high volume of calls into 9-1-1 may prevent access by emergency response personnel.

The purpose of C.E.R.T. training is to provide citizens with basic skills required to handle virtually all their own needs and then to be able to respond to their communities' needs in the aftermath of a disaster.

Remember ... If Disaster Strikes

- Remain calm and patient. Put your plan into action.
- Check for injuries. Give first aid and get help for seriously injured people.
- Listen to your battery powered radio for news and instructions.
- Evacuate, if advised to do so.

For more detailed information on domestic preparedness, consider the following web sites and their resource links:

www.usaonwatch.org

www.fema.gov

www.redcross.org

SECTION THIRTEEN Crime Reporting

Crime Check & 911

A. Reporting Emergencies

- Take what you hear seriously. If you hear or know of someone who has bragged or talked about plans to harm citizens in a violent attack or who claims membership in a terrorist organization, take it seriously and report it to law enforcement immediately.
- If you see or hear someone use or threaten to use a gun or other weapon, place a bomb, or release a poisonous substance into the air, water or food supply, report it.

- If you see fire, smell smoke or gas or hear an explosion, report it.
- If you see someone forcibly taken or being held by someone holding a weapon or threatening violence, report it.
- If you see a suspicious package in a crowded public place like an office building, airport, school or shopping center, report it.
- If you see a suspicious letter or package in your mailbox, stay away from the letter or package and don't shake, bump or sniff it. Wash your hands thoroughly with soap and water, and report it.
- If you believe a life or property is in immediate danger, report it!
- If you see a suspicious vehicle left by a school or other public facility, report it!

To report an emergency – Dial 911

Be prepared to provide the 911 operator with the following information:

- Exact location of the threat or danger you observed
- As much detail as you can provide about the emergency. Try to stay calm and take note of the circumstances of the event, including physical descriptions of the perpetrators, license numbers, and directions of travel.
- If a person is injured, tell the dispatcher as much as possible about how the injury happened and the person's condition.

B. Reporting Non-Emergencies

You have a great asset to draw upon—*your experience*—when deciding what is suspicious. You know what is normal for your neighborhood, workplace, and daily routines. If a behavior or an event seems to be outside of the norm or is frightening, let law enforcement authorities know. Just remember, it's your job to watch out and report. Let law enforcement authorities handle the investigating and take further action. That is what they are trained to do.

When reporting suspicious activity, it is helpful to give the most accurate description possible of the persons, situation, vehicles involved, what made you concerned, and where the suspicious persons have gone. Try to remember the exact time and place that you observed the suspicious activity.

SECTION FOURTEEN Personal Safety

A. Attitude

- Crime does happen and it could happen to you
- Personal crime prevention means
 - 1) Accepting that crime exists and that you may be a victim, then
 - 2) Knowing how to avoid being a victim, and
 - 3) Knowing what to do if you are a victim.
- Practice **what if!** Accept the above and review in your mind winning scenarios. Don't be obsessed, but, Do prepare!
- Trust your instincts! If it looks bad or criminal, you're probably right.

B. Environment

At home

- Keep doors and windows locked when possible. Most intruders are opportunists looking for any easy target and entry.
- Keep curtains closed at night.
- Install good deadbolt locks and reinforced strike plates.
- Secure sliding glass doors with a dowel in the track.
- Consider an alarm system.
- Don't confront burglars! If you're in the home and hear an intruder call 911. If you come home and find your home unsecured, don't go in. Go to a neighbors and call 911.
- Consider a dog for protection.
- Do not open your door to a stranger. Use your peep hole in the door or look out a window to see who it is.
- Form a Neighborhood Watch. Know your neighbors and neighborhood. Look out for each other.

In your car

- Carjackers are out for a thrill
- Be passive and do not give them the thrill of a violent encounter.
- If they try to pull you from your vehicle, do not resist. Give up the vehicle.
- Keep your doors locked and windows rolled up while at a stoplight.

- When stopping at an intersection, leave room for an evasive maneuver.
- Pay attention.
- Park under lights and away from hiding areas.
- Scan the parking lots before approaching your vehicle to leave.
- Have your keys in hand.
- Walk to your car with a companion or security personnel if you observe suspicious behavior.

On the street

- Move with purpose. Keep your head up and pay attention to who is around you and what is going on.
- Carry purses, bags, etc. close to your body. Avoid straps around your wrists or shoulder that may cause you to fall down if someone tries to grab the item.
- On buses, don't sit by the exits and don't leave bags, etc. sitting on an empty seat by themselves.
- If held up, don't resist! Most attackers want just your valuables yet they can turn violent if you resist.

At Play

- Exercise with a partner, your dog, or take a walking stick.
- Avoid isolated areas and avoid suspicious people.
- No Walkmans! You need to be able to hear what is going on around you.

C. Tools

- Plan ahead and question your capabilities to defend yourself.
- Personal weapons can have risks and weaknesses. If you choose to carry a weapon consider your legal responsibilities and seek proper training.
- Practice the what if question and know in advance what you would do in any given circumstance.
- Remember, common sense and avoidance are your best defenses.

D. If attacked

- Stay calm and think before you act.
- If you choose to fight back, remember your attacker's weak points.
- Remember your natural weapons.
- Strike quickly and violently.
- Use your voice – yell!
- Consider a personal shriek alarm.
- Be flexible. Each situation is different. Don't depend on weapons alone. Remember, no one piece of advice is always valid.

SECTION FIFTEEN Additional Resources

- | | |
|---|----------|
| ❖ Deputy Greg Snyder (City of Spokane Valley)
www.gsnnyder@spokanesherriff.org | 477-2592 |
| ❖ Deputy Travis Pendell (All Other County Areas)
www.tpendell@spokanesherriff.org | 477-6044 |
| ❖ Diana Somerville (Neighborhood Watch Coordinator)
www.dsomerville@spokanesherriff.org | 477-3055 |
| ❖ Bonnie Abernethy (S.C.O.P.E. Director)
www.babernethy@spokanesherriff.org | 477-4717 |

Web resources

- ❖ Spokane County Sheriff www.spokanesherriff.org
- ❖ National Crime Prevention Council www.weprevent.org
- ❖ Crime Check www.crimecheckspokane.org
- ❖ National Sheriff's Association Neighborhood Watch Site
www.usaonwatch.org

For additional downloadable copies of this Resource Guide please log onto the Spokane Sheriff Office web site at www.spokanesherriff.org click on Neighborhood Watch then on Resource Guide.

SECTION SIXTEEN S.C.O.P.E. Stations

STATION	PHONE	FAX	ADDRESS
Central Valley	928-3807	922-3399	115 N. Evergreen Mailing: P.O. Box 1534 Spokane Valley, WA 99037
Deer Park	276-7848	276-1424	316 E. Crawford Mailing: P.O. Box 3064 Deer Park, WA 99006
East	922-3150	891-0616	4904 N. Harvard Rd. #3 Otis Orchards, WA 99207
Edgecliff	477-6345	532-0487	522 S. Thierman Road Spokane Valley, WA 99212
Espanola/Medical Lake	299-7525	299-7525	111 W. Brooks Rd. Medical Lake, WA 99022
EWU/Cheney	359-2677	359-6406	Not active at this time
Fairfield	283-4107	283-2395	101 W. Hamilton Mailing: P.O. Box 128 Fairfield WA 99012
Liberty Lake	755-1143	755-1144	22414 Meadow Wood Lane Suite 110 City Hall
Newman Lake	226-4357	226-4357	25011 E. Trent Suite D Mailing: P.O. Box 692 Newman Lake, WA 99025
Nine Mile Falls	232-5882	232-5882	9711 W. Charles Road Nine Mile Falls WA 99026
North	477-6377	477-2685	9435 N. Newport Highway Spokane, WA 99218
Rockford	291-3198	None	C/O 26 W. Emma Rockford, WA 99030
Spring Hill	796-3646	796-3646	8717 N. Brooks Road Spokane, Wa 992
Trentwood	927-9490	927-9491	2400 N. Wilbur #79 Spokane, WA 99206
University	477-2582	477-6608	10621 E. 15th Spokane Valley, WA 99206
West Valley	477-0629	477-0924	3102 N. Argonne Spokane, WA 99212

SECTION SEVENTEEN Appendix

Sample map

Captain information form

Household inventory sheet

Criminal activity log sheet

Community Resource contact list



NEIGHBORHOOD WATCH

Office use only

DATE FORMED : _____

COORDINATOR NAME : _____

ADDRESS : _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER : HOME _____

WORK _____

E-MAIL ADDRESS _____

NUMBER OF HOMES IN YOUR
NEIGHBORHOOD WATCH

QTY: _____

Please print this application fill out
& mail it back to:
Neighborhood Watch
1121 W. Gardner
Spokane WA 99201



Authorization to Release Information / Background Check

I authorize the Spokane County Sheriff's Office to check my criminal history and access any files, reports, or information that they may have concerning me, not prohibited by the Washington State Law Against Discrimination (RCW 49.60). Information of a confidential or privileged nature may be included. The purpose of accessing such information is to determine my qualifications and fitness for the position I am seeking with the Spokane County Sheriff's Office Volunteer Service Program.

I hereby release you, your organization, and others from any liability or damage, which may result from furnishing the information requested.

Signature of Applicant

Date



Please print legibly

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: _____ Sex: _____ Race: _____

Office use only: WACIC () NCIC () DOC () DOL () III () RMS () Approved: Yes () No () By: _____

