

# NEIGHBORHOOD WATCH

NEW PROGRAM TRAINING GUIDE



A community service project of the  
**Longview Police Department**  
Police Area Representative Unit

Longview Police Department  
Police Area Representative Unit  
302 W. Cotton, Longview, TX  
(903) 237-1111  
Neighborhood Watch Training Manual

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## Introduction

The Neighborhood Watch program is a self-help community crime prevention program with the main objective being to reduce crime by involving citizens in communities. It also hinges on the basic crime prevention concept of reducing the opportunity for crimes to occur through education. The Neighborhood Watch program is the most effective means available for keeping crime out of our neighborhoods. It relies on the best crime fighting tool ever invented, **a watchful neighbor**. Fortunately, good neighbors are found everywhere. They live in houses, in apartment buildings, and in urban, suburban, and rural areas.

When neighbors work together with law enforcement, one of the best crime fighting teams around is created. Be a watchful neighborhood and make your community safer from criminals by starting a Neighborhood Watch program in your neighborhood. Remember, people active alone will not win the battle against crime.

To help you start your Neighborhood Watch program, the Longview Police Department has developed this guide to assist you in planning and organizing your first meetings. It explains how to work with your neighbors and law enforcement in starting and sustaining an effective Neighborhood Watch program. This guide also has information on special program activities, reporting suspicious activities, and Operation Identification.

Some would contend that crime prevention and citizen participation with law enforcement are both new concepts. But the prevention of crime has traditionally been both a police duty and a public responsibility. Criminal activity can only be reduced if individuals and communities resume their roles as partners with law enforcement. Crime is not inevitable. Much can be done to reduce crime and the individual community can have an impact.

## Historical Concepts of Policing

The word "Police" means, generally, the arrangements made in civilized countries to ensure the inhabitants keep the peace and obey the law.

The modern concept of policing had its start in 1829, when Sir Robert Peel (The founder of Modern Policing) brought forth legislation in the British Parliament setting out the terms of a police force which has to operate within the City of London. Today, the modern police officer follows many of the same basic principles originally established by Peel.

The first colonial settlers that came to America were mostly English. They brought with them the Peel law enforcement system. Almost immediately the Americans modified this system because of the differences in the physical and cultural environment of England.

In 1801 the city of Boston established a paid continuous night watch. The watchmen patrolled the city until sunrise. In 1801 the city of Detroit appointed its first group of civilian police officers and in 1804, created a mobile patrol.

In 1844, New York was the first American city to model a police department along the Peelian law enforcement principles. American watchmen were required to walk their rounds slowly and silently.

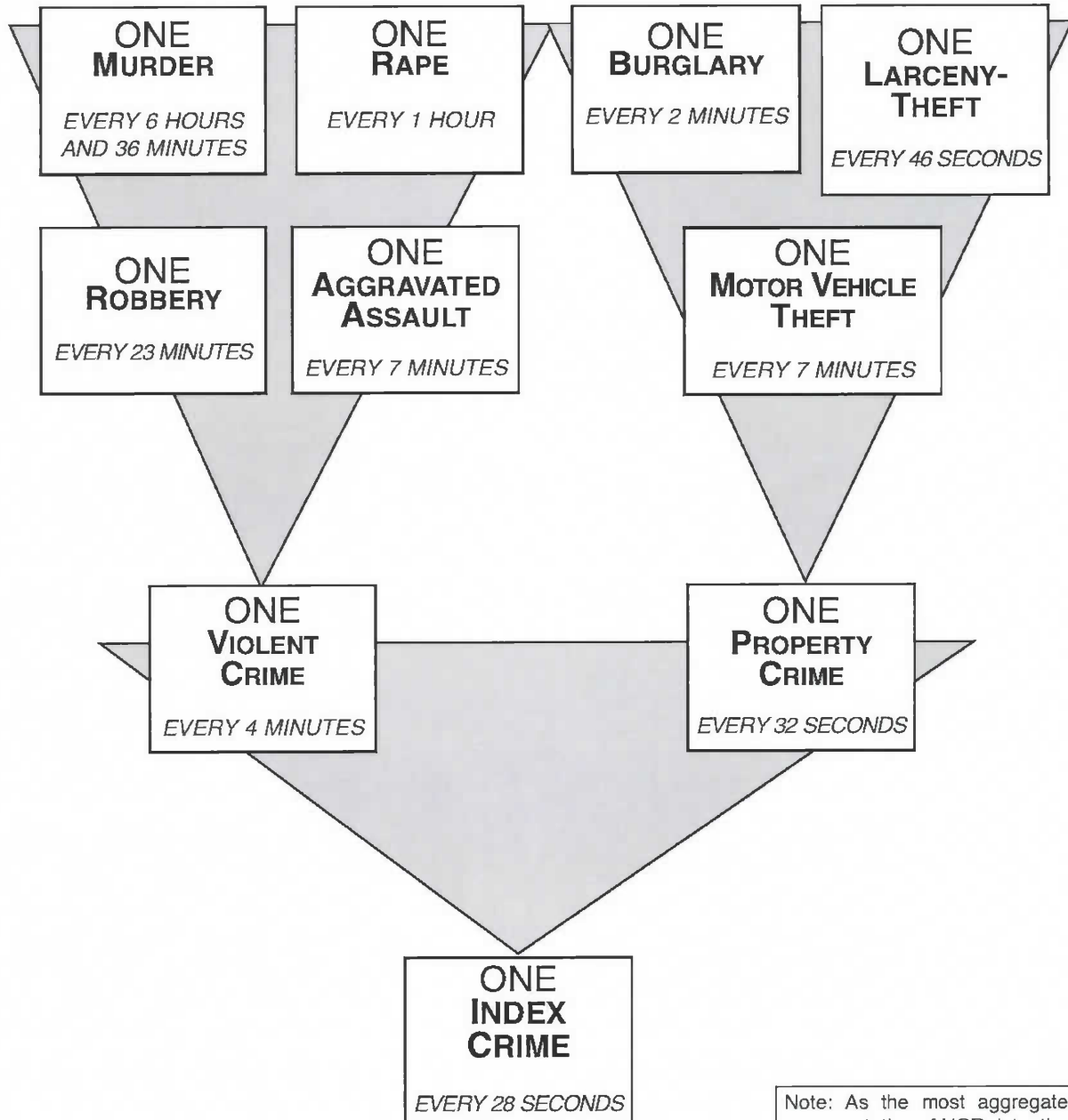
In today's environment, Community Policing is an accepted philosophy of policing, based on the concept police officers and private citizens work together creatively to help solve community problems related to crime and neighborhood decay. The concept of this philosophy establishes a strong relationship with the police department and the community, encouraging citizens a greater voice and participation in an effort to improve the overall quality of life in their neighborhoods. This philosophy is strongly accepted by the Longview Police Department.

## ESTIMATED CRIME IN TEXAS

The offenses in this chart were compiled from reports submitted to the UCR program by Texas law enforcement agencies. Because reporting compliance has varied, it has been necessary to estimate offenses for non-reporting jurisdictions. The term "Rate" refers to the number of crimes per 100,000 population.

Year	State Population	Index	Murder	Rape	Robbery	Aggravated Assault	Burglary	Larceny Theft	Motor Vehicle Theft	TOTAL
1995	18,724,000	Volume	1,694	8,526	33,666	80,377	202,637	632,523	104,939	1,064,362
		Rate	9.0	45.5	179.8	429.3	1,082.2	3,378.1	560.5	5,684.5
1996	19,128,000	Volume	1,476	8,374	32,796	80,572	204,335	659,397	104,928	1,091,878
		Rate	7.7	43.8	171.5	421.2	1,068.3	3,447.3	548.6	5,708.3
1997	19,439,000	Volume	1,328	8,007	30,513	77,239	200,966	645,174	101,687	1,064,914
		Rate	6.8	41.2	157.0	397.3	1,033.8	3,319.0	523.1	5,478.2
1998	19,760,000	Volume	1,343	7,914	28,672	73,648	194,872	606,805	96,614	1,009,868
		Rate	6.8	40.1	145.1	372.7	986.2	3,070.9	488.9	5,110.7
1999	20,044,000	Volume	1,218	7,629	29,424	74,165	190,347	614,478	91,992	1,009,253
		Rate	6.1	38.1	146.8	370.0	949.6	3,065.6	459.0	5,035.2
2000	20,851,820	Volume	1,236	7,851	30,230	74,288	189,012	636,942	93,111	1,032,670
		Rate	5.9	37.7	145.0	356.3	906.5	3,054.6	446.5	4,952.4
2001	21,325,018	Volume	1,331	8,191	35,330	77,221	204,240	669,587	102,838	1,098,738
		Rate	6.2	38.4	165.7	362.1	957.7	3,139.9	482.2	5,152.3
2002	21,779,893	Volume	1,305	8,541	37,599	78,713	212,702	690,028	102,943	1,131,831
		Rate	6.0	39.2	172.6	361.4	976.6	3,168.2	472.7	5,196.7
2003	22,118,509	Volume	1,417	7,986	37,000	75,706	219,733	697,790	98,174	1,137,806
		Rate	6.4	36.1	167.3	342.3	993.4	3,154.8	443.9	5,144.1
2004	22,490,022	Volume	1,359	8,401	35,811	75,983	220,079	696,220	93,844	1,131,697
		Rate	6.0	37.4	159.2	337.9	978.6	3,095.7	417.3	5,032.0
2005	22,859,968	Volume	1,405	8,505	35,781	75,409	219,733	676,022	93,471	1,110,326
		Rate	6.1	37.2	156.5	329.9	961.2	2,957.2	408.9	4,857.1
2006	23,507,783	Volume	1,384	8,406	37,271	74,622	215,754	648,083	95,750	1,081,270
		Rate	5.9	35.8	158.5	317.4	917.8	2,756.9	407.3	4,599.6
2007	23,904,380	Volume	1,415	8,430	38,777	73,570	228,325	662,481	94,026	1,107,024
		Rate	5.9	35.3	162.2	307.8	955.2	2,771.4	393.3	4,631.1
2008	24,326,974	Volume	1,373	8,004	37,757	76,487	230,263	654,133	85,411	1,093,428
		Rate	5.6	32.9	155.2	314.4	946.5	2,688.9	351.1	4,494.7
2009	24,782,302	Volume	1,327	8,286	38,041	74,135	240,193	678,340	76,617	1,116,939
		Rate	5.4	33.4	153.5	299.1	969.2	2,737.2	309.2	4,507.0

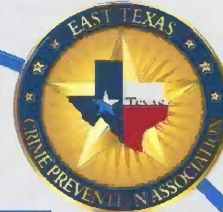
# TEXAS CRIME CLOCK, 2009



Note: As the most aggregate representation of UCR data, the Crime Clock should be viewed with care. The Crime Clock conveys the relative frequency of Index Crimes. This display does not imply any regularity in the commission of crimes, but rather, the clock represents the annual ratio of crimes to fixed time intervals.

# Longview Police Department - Police Area Representatives

## "Serving Our Community"



**Beat 10**  
**Officer Chris Clayton**  
 903-424-6212  
[cclayton@longviewtexas.gov](mailto:cclayton@longviewtexas.gov)

**Officer James Bray**  
 903-399-4724  
[jbray@longviewtexas.gov](mailto:jbray@longviewtexas.gov)



**Beat 30**



**CITIZENS ON PATROL**



**NEIGHBORHOOD CRIME WATCH**



**CITIZEN'S POLICE ACADEMY**

**Officer Jeff Hall**  
 903-424-7725  
[jahall@longviewtexas.gov](mailto:jahall@longviewtexas.gov)



**P.A.R. Sergeant**  
**Sergeant Larry Webb**  
 (903) 452-7645  
[lmwebb@longviewtexas.gov](mailto:lmwebb@longviewtexas.gov)



**CHILD ID**



**Security Surveys**



**Police Department Tours**



**Beat 20**  
**Officer M. Ryan**  
 Office # 903-331-2541  
[mryan@longviewtexas.gov](mailto:mryan@longviewtexas.gov)

**Officer John Rolls**  
 903-235-7045  
[jrolls@longviewtexas.gov](mailto:jrolls@longviewtexas.gov)



**Beat 40**

**AUTO THEFT PREVENTION**

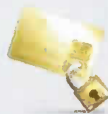


**Crime Multi-Housing**



**Women's Handgun Safety**

**FRAUD PREVENTION**



**Bike Safety**



### PAR OFFICE LOCATIONS

- BEAT 10 - 1602 PINE TREE ROAD
- BEAT 20 - LONGVIEW MALL
- BEAT 30 - 501 PINE TREE ROAD
- BEAT 40 - 1202 N. 6TH STREET
- BEAT 50 - 502 S. CENTER STREET
- BEAT 60 - 1406 E. BIRDSONG



**Community Education**



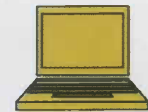
**OPERATION IDENTIFICATION**



**Church Safety Seminars**



**Women's Safety**

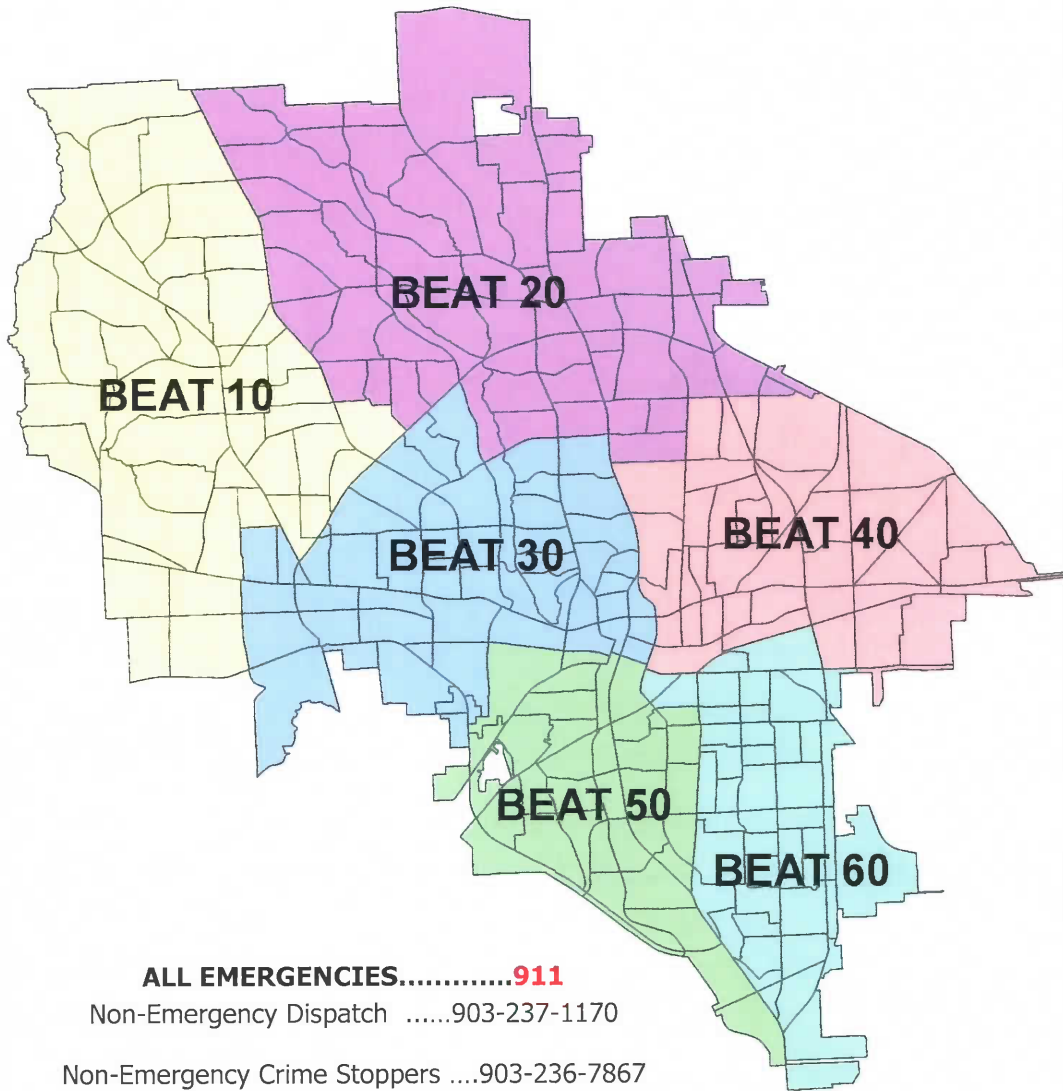


**Internet Safety**

**Longview Police Department - P.O. Box 1952 -302 West Cotton,  
 Longview, Texas - 75606 - [www.longviewpolice.com](http://www.longviewpolice.com) - 903-237-1111**

# LONGVIEW POLICE DEPARTMENT BEAT MAP

([www.longviewpolice.com](http://www.longviewpolice.com))



- ALL EMERGENCIES.....911**  
Non-Emergency Dispatch .....903-237-1170
- Non-Emergency Crime Stoppers ....903-236-7867  
Crime Stoppers Toll Free .....800-594-2233  
Criminal Investigations .....903-237-1110  
Media Relations .....903-237-2716  
Narcotics / C.O.D.E. ....903-759-9411  
Police Records / Reports .....903-237-1199  
Police Traffic Section.....903-237-1196

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## What is Neighborhood Watch?

Neighborhood Watch is a crime prevention program, which enlists the active participation of citizens in cooperation with law enforcement to reduce crime in their communities.

It involves:

- ◆ Neighbors getting to know each other, taking the time to care about each other, and working together in a program of mutual assistance.
- ◆ Citizens being trained to recognize and report suspicious activities in their neighborhoods.
- ◆ Crime prevention strategies such as home security, Operation Identification, and others being implemented by citizens.

Neighborhood Watch was created to obtain citizen involvement in discouraging and preventing residential crime. Neighborhood Watch programs are not designed as substitutes for police protection, rather they supplement police activities by providing extra eyes and ears. When neighbors know each other personally, they are more observant of such activities which are suspicious or out of place; like strange cars in the neighborhood or suspicious persons who are at your home while you are away.

The participants make their neighborhood a safer place to live by becoming more active and involved in their neighborhood activities. As a result, they become more aware of problems when they occur. This will not take a lot of time and soon will develop into a daily routine of watching out for what goes on in your neighborhood. Neighborhood Watch programs help to create an identity with in the neighborhood which in turn fosters a sense of pride and belonging for the participants.



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## **How Neighborhood Watch Works**

Neighborhood Watch operates to educate participants in the principles of deterrence, delay, and detection. The program depends on a communications network organized with three levels of participants:

- ◆ Residents
- ◆ Block Captains
- ◆ Representative from the Longview Police Department

Reduction in burglary is likely because it is a well publicized program of prevention, coupled with citizen concern for the safety and security of the neighborhood.

## **How Do I start a Neighborhood Watch Program?**

### **TALK WITH YOUR NEIGHBORS AND FRIENDS**

- ◆ Explain that you would like to start a Neighborhood Watch Group and ask them to participate to take the first step in starting Neighborhood Watch Program.
- ◆ Discuss crime problems in your area. Police Area Representative (P.A.R.) Officers can assist you in determining the extent of the crime problem and provide you with information on specific crime statistics for your neighborhood.
- ◆ Briefly explain the value of the Neighborhood Watch program and the potential impact on local crime.
- ◆ Invite them to attend a neighborhood meeting to discuss starting a Neighborhood Watch program. Be sure to mention that Neighborhood Watch does not require that they attend frequent meetings and it does not ask that anyone take any personal risks to prevent crime.

## CONTACT YOUR POLICE AREA REPRESENTATIVE

- ◆ Explain that you would like to start a Neighborhood Crime Watch program in your area and ask for assistance.
- ◆ Be prepared to discuss the size and boundaries of the proposed Neighborhood Watch program with the officer at that time.
- ◆ Coordinate a date and time for the first Neighborhood Watch orientation meeting with the officer.

## PLANNING THE FIRST NEIGHBORHOOD WATCH MEETING

- ◆ Make arrangements to use a convenient meeting place that will accommodate the number of people expected to attend. If the size of the group allows, meet in someone's home to foster an informal, comfortable atmosphere.
- ◆ Design a simple flyer to notify neighborhood residents of the time and place of the meeting. Place the flyers on community bulletin boards in stores, churches, post offices, etc., or deliver them to every home in the area. Plan ahead to allow everyone plenty of notice.
- ◆ Distribute nametags and ask attendees to sign in as they arrive. Provide refreshment such as coffee and cookies. This all helps to create a relaxed atmosphere and encourages people to get to know each other.
- ◆ Remember, do not be disappointed if everyone cannot attend. A neighborhood participation of 100% is not required for the program to work.





## Keeping the Program Alive

Unless Neighborhood Watch organizations continue to pursue worth goals they will eventually stagnate and die. Keeping neighbors united in a general effort to improve their common environment is the most effective and worthwhile way to avoid the onset of apathy. Remember that a neighborhood's very appearance immediately signals to prospective intruders whether or not residences are easy targets. Getting involved in other projects such as improving sidewalks, fences, landscaping, security, security lighting, and the appearance of homes and lots gives neighbors a sense of accomplishment and pride in their community. At the same time it sends a message to criminals that the citizens care about themselves and their homes. Expanding the group's purpose to include training in fire prevention, first aid, personal safety, and health is a productive way to keep it active.

Another important tool is keeping a program working is communication. Schedule monthly meetings to discuss crime issues in your neighborhood. Be sure and keep the meetings informal and short. People in general do not like to attend meetings. Hold the meetings at someone's home if possible and always try to provide refreshments. Meetings should be interesting and informative, if not sometimes fun. If your group is large enough you may be able to arrange guest speakers each month. Be creative. There are many interesting people in your community who would be willing to come and speak to your group including: politicians, law enforcement officers, weathermen, radio or television personalities, etc.

Another way to keep communication flowing in your neighborhood is with a monthly newsletter. The newsletter does not have to be anything elaborate and can include information other than just local crime news. You can keep the reader's interest by including garage sales notices, neighborhood services such as Mary Kay, Girl Scout cookie sales, yard and handy man services, house cleaning and babysitting, lawn and garden tips, recipes, and school awards received by neighborhood children.



## Program Activities

Keeping a program active is dependant upon more than just communication. You must constantly work at keeping the group's activities interesting. In addition to monthly meetings you should also plan fun activities. Many successful programs have annual block parties where everyone gathers on a weekend afternoon to bar-b-que and play outdoor games. Other groups have held periodic potluck dinners, spaghetti suppers, and even super bowl parties. Neighbors can also get together and participate in other group activities such as sponsoring neighborhood softball tournaments, youth activities, and garage sales to raise money for other projects, neighborhood clean ups, or holiday events (Easter egg hunts, Christmas caroling, etc.)

Make belonging to your Neighborhood Watch group enjoyable. Remember, people will most likely become involved and remain interested if the programs are fun as well as meaningful. These activities encourage citizens to interact and feel ownership within the neighborhood, not just their home.



## Program Participant Guidelines

As a **Member** of Neighborhood Watch you should:

- ◆ Get to know your neighbors. Know their names and be able to identify them and their vehicles by sight.
- ◆ Maintain a map of your neighborhood along with the names, addresses and telephone numbers of your neighbors. You should also have a daytime work telephone number in case you need to contact them at work, or a relative's telephone number in case of an emergency while your neighbor is away and unavailable.
- ◆ Implement home security measures to make your residence unattractive to a potential burglar.
- ◆ Mark all of your property as described in the Operation Identification Program, and conduct a complete inventory of your valuables.
- ◆ Be watchful over your neighbors' homes, especially when they are away or on vacation.
- ◆ Write down license plate numbers and descriptions of suspicious looking vehicles and persons in the neighborhood and report them to the Longview Police Department immediately.

As a **Block Captain** you should:

- ◆ Be familiar with your assigned area and it's members.
- ◆ Keep residents informed of meetings, crime concerns in your area, and new residents.
- ◆ Recruit new members as they move into your neighborhood, and encourage participation for members that have lost interest.

As a **Program Coordinator** you should:

- ◆ Provide leadership and organization to the group.
- ◆ Plan and schedule group action and regularly scheduled meetings.
- ◆ Preside over meetings and supervise neighborhood newsletter.
- ◆ Work with Block Captains to establish block boundaries and fill Block Captain vacancies.
- ◆ Coordinate with P.A.R. Officer for Neighborhood Watch signs and stickers.
- ◆ Serve as a liaison with the Longview Police Department and notify them of any new programs or updated contact information.



**PARK RD**

Bishop Family Tel #555-555-5500 1200
Jones Family Tel # 555-555-5501 1202
Stiles Family Tel # 555-555-5502 1204
Harrod Family Tel # 555-555-5503 1206
Webb Family Tel # 555-555-5504 1208
Rolls Family Tel # 555-555-5505 1210

**LONGVIEW DRIVE**

Kotulla Family Tel # 555-555-5506 1201
Davis Family Tel # 555-555-5507 1203
Bray Family Tel # 555-555-5508 1205
VACANT House
Lusk Family Tel # 555-555-5509 1209
Buckner Family Tel # 555-555-5510 1211
Smith Family Tel # 555-555-5511 1213

## Suspicious Activities and Situations

What actually constitutes a suspicious person? Suspicious is actually a very broad term and could apply to a multitude of situations. However, we have compiled the following situations which will help guide you in determining if a particular person or incident should be reported. These situations serve as a guideline only. It is impossible to list every possible type of suspicious behavior, so be alert and use good judgment and common sense. If you are in doubt, notify the Longview Police anyway. It is always best to check it out than to wait and wonder if you could have prevented a crime if you had reported it earlier.

### **BE AWARE OF THE FOLLOWING:**

1. **SOMEONE GOING DOOR-TO-DOOR IN THE NEIGHBORHOOD.** Watch for a short time to be certain that the canvas is legitimate. Observe whether the person tries a door to see if it is unlocked, looks into the windows, or goes into the backyard, etc.
2. **WAITING OR LOITERING IN FRONT OF A HOUSE OR BUSINESS.** Especially if the business closed or the homeowner is away. This could be a burglar casing the premises.
3. **SOMEONE FORCING A DOOR OPEN.** This could be just someone who accidentally locked himself out, but it also could be someone attempting a burglary, theft, or vandalism.
4. **A BROKEN WINDOW PANE or a door standing ajar to a business or residence** could mean that it has been burglarized. Beware because the burglar may still be in the inside. Never go into a business or residence. Call the Longview Police and let the responding officers ensure the potential burglar is no longer inside.
5. **A PERSON CARRYING UNUSUAL PROPERTY** such as TV's, stereos, guns, or other items (especially at night). This could be a suspect fleeing the scene of a burglary or theft.
6. **SOMEONE LOADING PROPERTY INTO A VEHICLE** in an unusual place or hour. This could be a burglary in progress.
7. **VEHICLES DRIVING SLOWLY THROUGH THE NEIGHBORHOOD** with no apparent destination or with the headlights turned off. Burglars may be casing the neighborhood looking for an easy target.
8. **PERSON LOITERING AROUND CARS** or going from car to car looking into them. They may be looking for a car to steal or to break into.
9. **SOMEONE RUNNING OR TRYING TO HIDE**, especially if they appear panicked or are carrying property, or a gun. They could be a burglary or a robbery suspect trying to elude law enforcement officers. Try to safely keep tabs on the person and immediately call the police.

10. **SOMEONE SELLING VALUABLE ITEMS** at a ridiculously low price. There is a high likelihood the property is stolen.
11. **THE SOUND OF BREAKING GLASS OR GUNSHOTS.** This may be a crime in progress such as a burglary or an assault.
12. **A PERSON SCREAMING.** This could also indicate an in-progress crime such as an assault, sexual assault, robbery, or even a murder.
13. **SOMEONE BEING FORCED INTO A VEHICLE** against their will, especially juveniles or women. This could be a serious crime such as a kidnapping or sexual assault.
14. **A PERSON WITH BLOOD STAINED CLOTHING.** This could be either a victim or suspect of a serious crime involving injury.
15. **SOMEONE EXHIBITING UNUSUAL BEHAVIOR.** This could indicate a person who is injured, under the influence of drugs, or an emotionally disturbed person.
16. **EXCESSIVE PEDESTRIAN TRAFFIC** to and from a certain building or residence could indicate criminal activity such as: drug trafficking, prostitution, or selling stolen property.
17. **BUSINESS TRANSACTIONS FROM CARS** could indicate drug transactions, especially if money changes hands.
18. **PARKED OR OCCUPIED VEHICLE** containing one or more individuals could be casing a home, or a lookout for a burglary or robbery attempt. This is more suspicious if at an unusual time of day.
19. **AN ABANDONED VEHICLE** parked on the street, or in a rural or obscured location could be a stolen vehicle that has been abandoned.
20. **CONTINUOUS REPAIR OPERATIONS** at a non-business location could signal a "chop shop" where stolen cars are stripped for their parts.
21. **UNUSUAL CHEMICAL OR AMMONIA ODOR.** While this may be indicative of a gas leak or chemical spill, many times it could be a sign of a drug lab where methamphetamines are being manufactured. These are usually found in rural areas and may possibly set up in a motor home or RV for frequent relocation.

LISTEN



LOOK

SMELL



## Report Suspicious or Criminal Activity

### IF A CRIME OCCURS - REPORT IT!

Sound easy? Unfortunately, only about half of all crimes are ever reported. Law enforcement officers are unable to do anything about the crime if they don't know about it, or if they are notified several days after the fact. Eyewitness information is the key to solving most crimes. If you witness a crime you need to report it. The purpose for reporting suspicious activity is to prevent a crime from occurring.

Remember these tips for reporting criminal or suspicious activity:

1. If an **EMERGENCY OCCURS** notify the Longview Police Department immediately by calling **911**. You can also contact a Communications Operator directly by calling: **(903) 237-1170** (non emergency number). Give your address and telephone numbers to the dispatcher first.
2. Tell the Communications Operator as much as you can about the incident. No fact is too trivial. In many cases, what victims and witnesses tell law enforcement officers about the offender, results in the arrest of that person. Please remember that incorrect information is worse than no information at all and can sometimes hinder an investigation or search allowing the offenders to evade capture and arrest. When calling, it is important to provide the following information:
  - A) What occurred?
  - B) When did the incident occur?
  - C) Where did it happen?
  - D) How many suspects were there?
    - What did they say?
    - What did they do?
    - Did they take anything?
    - Were they in a vehicle?
  - E) Were there any other witnesses?
  - F) Is there any other information, which you feel is important?
3. Describe the suspects. Copy the form on the next page and keep it near the phone. Fill it out after the crime has occurred and give the information to the Communication Operator when you report the crime.
4. Describe the suspect vehicle and the direction of travel. Use the form on the next page.



*Note: Sometimes, due to limited resources and personnel, Longview Police may not be able to respond immediately to your call. We must prioritize calls based on apparent danger to human life. Please be patient, as we will respond as soon as possible.*

## Suspect Description Form

Race: \_\_\_\_\_ Sex \_\_\_\_\_ Approximate Age: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Name (if known): \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Glasses: \_\_\_\_\_ Complexion: \_\_\_\_\_

Mustache: \_\_\_\_\_ Beard: \_\_\_\_\_

Scars, Marks or Tattoos: \_\_\_\_\_

Clothing Description (Check type and indicate color):

<input type="checkbox"/> Cap	<input type="checkbox"/> Hat	<input type="checkbox"/> Gloves	<input type="checkbox"/> Tie	<input type="checkbox"/> Other: _____	Color: _____
<input type="checkbox"/> Coat	<input type="checkbox"/> Jacket	<input type="checkbox"/> Shoes	Color: _____		
<input type="checkbox"/> Shirt	<input type="checkbox"/> Blouse	<input type="checkbox"/> Dress	Color: _____		
<input type="checkbox"/> Pants	<input type="checkbox"/> Skirt	<input type="checkbox"/> Other	Color: _____		
<input type="checkbox"/> Jewelry	<input type="checkbox"/> Purse	<input type="checkbox"/> Other	Color: _____		

Weapon:

Handgun  Rifle  Shotgun  Knife  Other: \_\_\_\_\_

Description: \_\_\_\_\_

Misc

Information: \_\_\_\_\_

## Vehicle Description Form

Color of Vehicle: \_\_\_\_\_ License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Body Style:

2-Door  4-Door  Convertible  Station Wagon  SUV

Misc Information: \_\_\_\_\_

Other Identifying Information:

Hub Caps: \_\_\_\_\_  Wheels: \_\_\_\_\_  Dents: \_\_\_\_\_

Scratches: \_\_\_\_\_  Bumper Sticker: \_\_\_\_\_  Decals: \_\_\_\_\_

## Operation Identification

OPERATION IDENTIFICATION is the name given to a nationwide program of marking personal property indelibly with a unique identifying number, which acts as a means of discouraging burglary and theft. Operation ID also permits positive identification of the items if lost or stolen. In communities where it has been properly implemented, the program has shown dramatic results in its ability to reduce burglaries and theft.

The greatest benefit is that it acts as a deterrent. Without identifying numbers, the stolen property can be sold to pawnshops, flea markets, fences, and even on the street to other criminals. Burglars know that it is many times more impossible to dispose of stolen property that is properly marked. It increases the burglar's chances of discovery and ultimate apprehension. On the other hand, many law enforcement agencies have property rooms full of stolen property that they are unable to return to the rightful owner because there are no identifying numbers or the owners did not know the serial numbers of the items and therefore it cannot be traced.

Here is how it works. Operation Identification is comprised of three parts.

1. **MAKE A LIST** of all of your valuables and keep a copy in a safe place. If you should ever become a victim of a burglary or theft you will be able to quickly describe the stolen property from a list. Be sure to include the **BRAND NAME** of the item, the **MODEL NUMBER**, and the **SERIAL NUMBER**. This information is important so that the officer who takes the report can enter your stolen items in the National Crime Information Center (NCIC) computer. Property entered into the computer can be recovered throughout the United States if an officer in another state runs the serial number.
2. **ENGRAVE YOUR DRIVERS LICENSE** number on the item. **DO NOT** use your social security number. Engrave your drivers license number onto the item preceded by the two letter abbreviation for the state; i.e.: Texas = TX. The eight digit number should then be followed by DL if you have a drivers license or ID if you have a State issued identification card. Completed, your number should look like this:

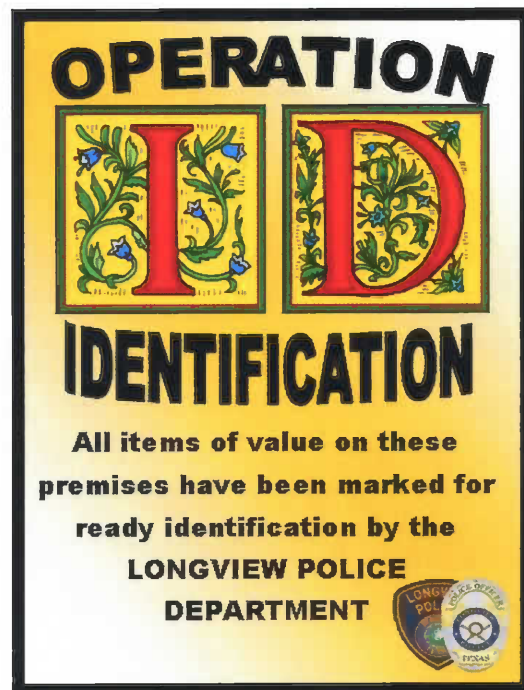
**TX12345678DL or TX12345678ID**

Be sure and engrave the number somewhere where it cannot be altered or dismantled from the item. It is a good idea to mark the item in two places. First, where it can easily be seen by looking at the item. Second, somewhere such as the bottom or inside of the case where the burglar cannot easily see it. If the first number is somehow removed, you will still be able to identify your property. Make sure that you indicate in your inventory where you marked the item.

3. PHOTOGRAPH each one of your valuables. This is especially important in cases where items are small, hard to describe, or cannot be engraved (eg: jewelry). Insurance companies encourage individuals to photograph or video tape all of their insured possessions. This makes filing a claim easier and quicker because you have better chance of identifying your property.

Remember that in order for Operation Identification to work as a crime prevention tool, the burglar must be aware that you have taken steps to mark your property. Place an Operation Identification label on each door and window to show that you are participating in Operation ID.

Electric engravers can be purchased at any hardware store for less the \$20. However, if you do not wish to purchase an engraver, your P.A.R. Officer will have one available for use. The Longview Public Library also has several for loan at no cost. These are located at the Access Services Desk and a library card is required. Contact the Longview Public Library at 903-237-1350, 222 W. Cotton St., Longview, TX.



## Neighborhood Signs

Neighborhood Watch signs can be ordered from your P.A.R. Officer after your group has completed (2) two consecutive Crime Watch meetings. To retain the Neighborhood Crime Watch sign, the group must continue to have (2) two Crime Watch meetings within each year. Your P.A.R. Officer will assist you with completing the form for your neighborhood.



## T.A.C.™ – Texans Against Crime™

T.A.C.™ Program History – Seeing a decrease in citizen-community crime prevention involvement, representatives from the East Texas Crime Prevention Association and the East Texas Police Chiefs Association came together with a desire to generate increased participation in neighborhood association programs and other crime prevention activities in Texas neighborhoods. Believing that law enforcement and citizens have a responsibility to work together to protect our neighborhoods, the group concluded that the best course of action was to develop ways to restore East Texas residents' interest in the planning of neighborhood block parties.

National Night Out™ is a nationwide program designed to increase crime prevention understanding, generate support/participation in crime prevention programs, improve police-community alliances, and to let criminals know that the community is in control. Although NNO™ has been successful across the nation, it was apparent to the group that planning successful NNO™ events (which take place in August) is simply too challenging for East Texas residents. Regardless of the commitment level of those planning the NNO™ events, battling the excessive heat and humidity of August in East Texas always proves to be too difficult. It was suggested that a crime prevention event be created for East Texas and set for the month of October.

Not only would the weather be more agreeable, but October is National Crime Prevention Month, making it the perfect time to generate increased participation in neighborhood association programs and other crime prevention activities in East Texas communities. To achieve this, law enforcement agencies across East Texas are joining forces to sponsor T.A.C.™ – Texans Against Crime™.

The T.A.C.™ program promotes neighborhood alliances to strengthen our communities and preserve the quality of life in East Texas. Through T.A.C.™, we can strengthen our communities by helping to educate our families, friends and neighbors on crime prevention.

The T.A.C.™ program helps local governmental agencies inform residents that communities are safer when neighbors work together. Getting to know your neighbors is an important step in guaranteeing safety in your communities, so neighborhoods are encouraged to host "block parties" – turn on your lights and gather outside with your neighbors.

Some ideas for a successful block party include:

- Contact the Police Department for tips on making your home and neighborhood safer or on how to organize a neighborhood association, and then share the knowledge with your neighbors.
- Host a potluck or a progressive dinner – each course is at a different neighbor's home.
- Throwing an old-fashioned ice cream social.
- Loosen up the crowd with an icebreaker game to get people to interact.
- Play games - set up croquet in one neighbor's front yard and horseshoes in another.
- Raffle safety products or services like security lighting controls.
- Get the children involved - conduct a neighborhood essay or poster contest with topics like "what makes my neighborhood safe", and display the posters/essays at the party.

The Longview Police Department is a member and supporter of T.A.C.™. We encourage neighborhood participation and work closely with Partners In Prevention for this annual event. For further information concerning this program please contact your P.A.R. Officer and visit:

[www.texansagainstcrime.org](http://www.texansagainstcrime.org)

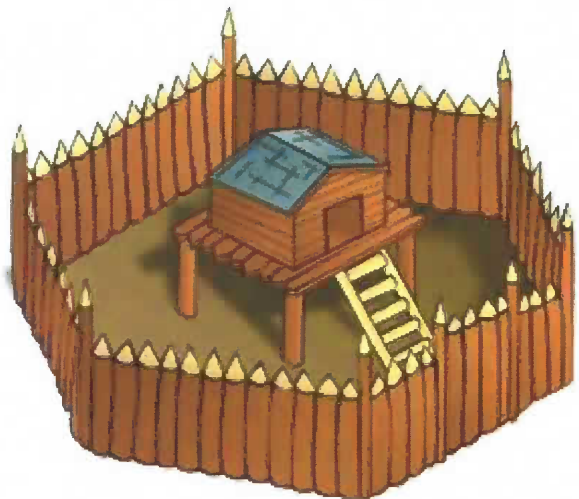
## Home Security

Burglary is the fastest growing felony crime in America. Crime statistics indicate a burglary is committed in Texas every two minutes. The next one could be your home. Of the billions of dollars worth of property stolen each year, only a small percentage is recovered. Property crimes also place individuals at risk for serious personal crimes as well. These can occur because people fail to protect their homes and families against illegal entry.

As the crime rate continues to climb, citizens must take extra steps to protect themselves against crime. The rules for protecting your home are very simple and basic. Two of the best measures you can take are good common sense and good solid locks.

You cannot make a house completely burglary proof, but you can make entry so difficult the burglar will go elsewhere in search of an easier target. Burglars tend to avoid those homes which will take time to gain entry, or where a substantial amount of noise will be generated from breaking in. Both time and noise will increase the chances of the burglar being discovered and ultimately apprehended.

Crime prevention is a job for you and your neighbors because you are in the best, and often the only, position to prevent crime. The criminal justice system, law enforcement agencies, courts, and prisons, primarily deal with crime after it occurs. Law enforcement agencies arrest criminals and play a role in preventing crime, but can never take the place of strong ties among people in the community. It is you and your neighbors who have the most power to stop crime from happening.



←—————→

*Your Longview P.A.R. Officers are well trained in Home Security tactics and will gladly perform an individualized inspection of your home at no cost. Contact your P.A.R. Officer (pg.5) and set up an appointment to discuss in detail how you can protect your home.*



## LONGVIEW POLICE DEPARTMENT

For additional information and programs in your area contact:

### Police Area Representative Officer

302 W. Cotton

Longview, Texas 75601

903-237-1111

#### COMMUNITY POLICING PROGRAMS

The Longview Police Department offers a variety of programs to help achieve the goal of Community Policing. As a citizen we invite and encourage you to use or attend the various programs we offer:

- ◆ Internet Safety
- ◆ Business Security Survey
- ◆ Child ID Programs
- ◆ Church Safety Seminars
- ◆ Crime Free Multi-Housing Program
- ◆ Crime Prevention Class and Tips
- ◆ Police Department Group Tours
- ◆ Safety Demonstrations
- ◆ Women's Handgun Safety Class
- ◆ Women's Safety Class
- ◆ Fraud Prevention

#### COMMUNITY INVOLVMENT PROGRAMS

The Longview Police Department believes the basic principle of Community Policing is citizen participation. We have programs that you, as a citizen, can become involved in:

- ◆ Citizens on Patrol
- ◆ Citizen Police Academy
- ◆ Neighborhood Crime Watches
- ◆ Reserve Officer Program
- ◆ Accessible Parking Enforcement Volunteers
- ◆ Texans Against Crime
- ◆ Police Department Volunteers

## Disclaimer

The information provided in this manual should be considered as minimal recommendations to reduce the opportunity for a crime to occur. Following these suggested guidelines in most cases could assist you from becoming a victim. However, it should be noted there are not absolutes and each situation may have different circumstances.

Also, there is no such thing as a crime-proof structure or building, and anything that is made by man can be defeated by man. By following these strategies, you will make committing a crime more difficult for the offender, thus likening the possibility he/she will search out another, easier target.

The information contained in this booklet was arrived from the following sources and credit acknowledged to:

Longview Police Department - 302 W. Cotton - Longview, TX  
Longview Police Department - Assistant Chief Robert Eberz (Retired) / C.P.A. Booklet  
Travis County Sheriff's Office - Community Outreach Unit Program Booklet  
Texas Department of Public Safety - Uniform Crime Reporting  
Texans Against Crime - Website ([www.texansagainstcrime.org](http://www.texansagainstcrime.org))