



SAN LEANDRO POLICE DEPARTMENT
901 E. 14TH STREET
SAN LEANDRO, CA 94577

Non-Emergency: 510-577-2740
Crime Prevention: 510-577-3248



HOW TO START A NEIGHBORHOOD WATCH GROUP

The San Leandro Police Department encourages you and your neighbors to form a Neighborhood Watch group on your block. It is easy to do, and is one of the most important things you can do to prevent crime. Below are frequently asked questions about Neighborhood Watch. Please call the Administrative Services Division Crime Prevention Unit at 577-3248 for more information.

What is Neighborhood Watch?

Neighborhood Watch is a partnership between neighbors and the San Leandro Police Department to improve safety and prevent crime. Forming a Neighborhood Watch group on your block is the first step to making and keeping your neighborhood safe.

What will I learn?

- Who your neighbors are and how to work with them to prevent crime
- How to use a neighborhood map and roster to communicate
- How and why crime happen
- How to improve home security and personal safety
- How to recognize and report suspicious activity
- How active Neighborhood Watch groups with visible Neighborhood Watch signs can deter crime

Who can participate?

Anyone who lives in San Leandro can participate in Neighborhood Watch whether you live in an apartment, condominium complex, townhouse, or a single family home.

I'm interested! What are the next steps?

1. Call the San Leandro Police Department, Administrative Services Division Crime Prevention Unit at 577-3248.

2. Contact your neighbors, find out the best time for them to attend a meeting (typically a weekday evening about 6:30 or 7:00 PM)
3. Schedule a meeting.
4. Distribute flyers inviting neighbors to the Neighborhood Watch meeting about 7 to 10 days before the meeting.
5. On the day of the meeting, give your neighbors a call to remind them.

What happens at the meeting?

A Police representative will discuss:

- Crime in your neighborhood
- How and when to contact the police
- Neighborhood Watch program requirements- and how and why it works
- What you can do to make your home more safe and secure
- What is National Night Out and how it can help you organize your neighborhood

What are the requirements to be an official Neighborhood Watch group?

- Schedule and hold 2 Neighborhood Watch meetings
- Complete a roster of members' names, addresses and telephone numbers
- Complete a neighborhood map
- Select a Block Captain and an Alternate for the group
- Decide how many signs you want and where the signs should be installed
- Send a copy of the completed map and roster to the Neighborhood Watch Coordinator.

What is a Block Captain?

The Block Captain and the Alternate are liaisons between the Neighborhood Watch group and the police department. They make sure the map and the roster are complete and the Neighborhood Watch signs are purchased and installed. They also schedule Neighborhood Watch meetings, maintain a current membership roster and map, and distribute flyers or other information as provided by the police department.

Many groups rotate the Block Captain and Alternate responsibilities.

What about the Neighborhood Watch Signs?

Every official Neighborhood Watch group must have at least one Neighborhood Watch sign. The sign acts as a crime deterrent by notifying people who enter the area that the neighborhood is watching and knows how to contact the police.

Where do we get Neighborhood Watch Signs and how to we get them posted?

Neighborhood Watch signs are the responsibility of the Neighborhood Watch group to purchase. They can be purchased at www.nnwi.org/street.html

Neighborhood Watch Signs are limited to 12"X14" or 18"X30". The San Leandro Police Department's Crime Prevention Unit will make arrangements for Neighborhood Watch Signs to be installed at either end of a block. This service is FREE to the Neighborhood Watch Group.

Communications and Meeting Topics?

Neighborhood Watch groups communicate by using telephone rosters, flyers, e-mails, fax rosters, websites and newsletters. While some groups have formal meetings, others prefer to have more relaxed with barbecues and block parties. However they communicate, most groups focus on safety and crime prevention. The police department is a resource that offers presentations such as:

- Personal Safety and Crime Prevention
- Child, Teen or Senior Safety
- Halloween, Summer or Holiday Safety
- Scams or Fraud Schemes

Is disaster preparedness training available?

The Alameda County Fire Department provides community training on disaster preparedness to residents and groups within San Leandro. Basic offerings include a home and family preparedness course (1 hr) and a neighborhood preparedness course (1 hr). In addition, the Department offers a 20-hour Community Emergency Response Team Training (CERT) for more in-depth and hands-on training within a neighborhood. All Neighborhood Watch groups of 20 or more can request any of these courses. For more information on these courses and others, please call 510-618-3490 or visit the "Community Education" link at <http://www.acgov.org/fire>.

For a general description of CERT training, go to <http://www.citizencorps.gov/cert>.

If I call the police, what will I need to do?

When calling the Police Department to report an incident or a crime, please be prepared to answer the following questions:

- WHAT are you reporting?
- WHERE is it occurring?
- WHEN is it occurring: in progress or just occurred?
- WHO is involved?

Provide a description of the individuals involved in the incident AND provide a description of the vehicle involved including the direction it was going, if appropriate.

- HOW is it occurring?

Please keep in mind that you may be asked, "Do you have an emergency?" when you call is answered, or you may be placed on hold depending on the call(s) the dispatcher is working on at the time of your call. You may also be asked a number of additional questions depending on the nature of the incident you are reporting. Please let the Dispatcher ask the questions.

IMPORTANT NUMBERS TO KNOW

IN AN EMERGENCY:

FIRE	911
POLICE	
MEDICAL	
Non-Emergency	577-2740
General Business	577-2740
Records Section	577-3217
Traffic	577-3208
Animal Control	577-3206
Community compliance/ Abandoned Vehicles	577-3260
Recruiting/Crime Prevention	577-3248
Community Relations	577-3358
Graffiti, Street Lights, Street Maintenance, Sidewalk Repair, Tree Trimming	577-3400 Hotline

City Website: www.ci.san-leandro.ca.us