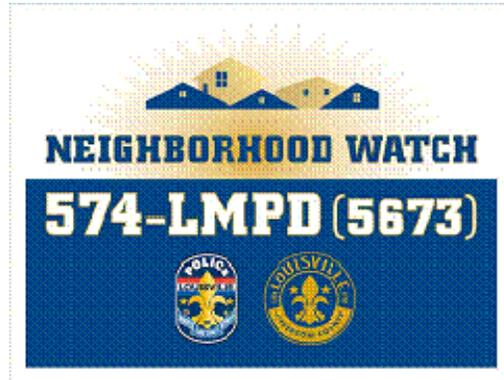


# Louisville Metro Police Department Neighborhood Watch Program

## Neighborhood Watch Roles and Responsibilities



**Make your neighborhood  
your own again.**



Louisville Metro Police Department  
Headquarters, Community Relations, 633 W. Jefferson Street, Louisville, KY 40202  
Neighborhood Watch (502) 574-7427 FAX (502) 574-4468

## **I. What Is a Neighborhood Watch**

The Louisville Metro Police Department Neighborhood Watch Program is an active partnership between the Louisville Metro Police Department (LMPD) and area residents to increase community awareness and crime prevention.

The Neighborhood Watch Program is a vital network that provides each resident with the knowledge and resources to fight crime. This is done by some of the following methods:

- **Home Security** – making homes more secure. (See attachment of Home Security Survey)
- **Property Identification** – marking personal property so it can be easily identified.
- **Public Safety** – learning various safety techniques to reduce the risk of being victimized in public areas.
- **Neighborhood Awareness** – recognizing suspicious activities and how to report them.
- **Know Your Neighbors** - know each other and their routines so that any unusual activity can be reported and investigated.
- **Partnership with Police** – Working with the police to address neighborhood concerns and issues.
- **574-LMPD Tip Line** – Taking active involvement in solving the crimes and concerns in our community. The 574-LMPD Tip Line is a great tool for citizens to provide information that can directly assist in creating a healthy community.
- **MetroWatch** – an online crime mapping tool that allows one to view the types of crime that have occurred in a neighborhood.  
<http://www.louisvilleky.gov/metropolice/>

## **II. Who Consists of a Neighborhood Watch and What Are The Duties?**

### **What Are the Responsibilities of Captains and Co-Captains?**

- The position of Captain should be a shared responsibility between two people or co-captains. This is done so that if one individual needs general assistance and cannot be present, or is unable to continue fulfilling his/her responsibilities, the job will still be done. It also helps neighbors to learn to work together as a team and to become better acquainted, thereby promoting a greater sense of community.

- Distribute information to neighborhood watch group members, such as meeting date and location notices, special events and functions, and police department communications to the area.
- Coordinate all activities for the Neighborhood Watch, such as meetings, parties, and activities.
- Insure the up-to-date maintenance of the membership list.
- Create a Neighborhood Watch phone tree listing each neighbor's name, address, and phone number. Give each neighbor a copy and regularly update this information.
- Ensure that any emergency-related incident that takes place is immediately reported first to 911, non-emergency incidents are reported to 574-7111 (Urban area) or 574-2111 (Suburban area), and then to the other members of the Neighborhood Watch.
- Greet new neighbors who move into your neighborhood, educate them about the Neighborhood Watch program, and invite them to join the Neighborhood Watch.
- Act as a liaison between members of the Neighborhood Watch and police division.

### **What Are the Responsibilities of Members?**

- Attend Neighborhood Watch meetings.
- Implement security measures suggested by law enforcement after a "Home Security Survey" has been completed for each member's home.
- Identify a friend or neighborhood watch member to pick up your mail and newspaper, and watch your home if gone for a period of time.
- Participate in Operation Identification. It is a program designed to mark all valuables. Mark valuables with driver's license numbers, home and apartment numbers, or initials never social security numbers. This will help properly identify valuables if recovered after being lost or stolen. Always keep a record of this information in a safe place. Hand etchers may be obtained from the Division.
- Learn neighbors' names and be able to recognize them and their vehicles without hesitation.
- Participate in the phone tree program.
- Watch neighbors' homes and report any suspicious activities to the police and neighbors.

- Write down a description of any suspicious looking people or vehicles and report them to the police.
- *Do not take any risks to prevent a crime or try to make an arrest. It is important to be a good witness.*

### **III. What is the Phone Tree?**

The *Phone Tree* provides a way to quickly communicate with every participant in the Neighborhood Watch. Each home can be contacted about suspicious activity that is occurring, or general information that needs to be communicated to the entire Neighborhood Watch.

- The Captain is to complete a call sheet with the name, address, phone, vehicle make, color, license of each resident. Once completed, the Captain is to ensure that all Watch members get a copy of the *Phone Tree*.
- Each person on the sheet is designated to call one or two homes until all the homes have been notified as to what is happening. It is important to keep calling the homes you are assigned until they are contacted or until the emergency is over.
- If the nature of the call is an emergency situation, call 911 first and report what is occurring. If it is not an emergency or if you have already called 911, then contact the person at the top of the list. This should be the Watch Captain.
- When contacted by someone on the tree, write the message down so you are sure of the information you are passing on, and then call the household(s) directly under you on the Phone Tree. If you are unable to reach the house directly below you, contact the next in line. Continue calling these homes that weren't contacted until they are reached.
- The homes at the bottom of the tree are to call the individual at the top to indicate they have received the message. This closes the communication loop.

### **IV. What Is the Role of the Police in Your Neighborhood Watch?**

The role of the police is to protect and serve. The Resource Officer will determine the best approach to take with any given situation. The Resource Officer is available to:

- Address and provide information on crime concerns you may have about your area.
- Provide tips and advice that will help you not become a victim.
- Assist you in completing a "Home Security Survey".
- Attend meetings, if appropriate, with advance notice.

## **V. What Kinds of Activities to Look For?**

- Persons loitering around schools, parks, secluded areas or in the neighborhood may be dangerous.
- Someone looking in windows of houses and parked cars.
- Open or broken windows at a closed business or residence whose owners are absent may mean a burglary in progress or already completed.
- Someone screaming or shouting for help.
- Property being taken out of houses where no one is at home or from closed businesses.
- Cars, vans, or trucks moving slowly with no apparent destination or without lights. Occupants may be "casing" for places to rob or burglarize, or could be drug pushers or sex offenders.
- Anyone being forced into a vehicle or a stranger sitting in a car or stopping to talk to a child.
- Parked, occupied vehicles containing one or more persons is especially significant if observed at an unusual hour. They could be lookouts for a crime in progress.
- Talk about concerns and problems with your neighbors.

## **VI. Reminders for You and Your Neighbors**

- Keep lawn equipment and other valuables in a secure area. Mark valuables so that if something is stolen it can be identified when found. A lot of items are recovered at pawn shops.
- Inspect doors, garages and windows to make sure they are secured properly and with good locks. Garages doors should be closed and secured overnight.
- Remove valuables from vehicles overnight even when they are parked in the driveway.
- Are homes in need of additional exterior lighting? Check all lights to make sure they work. All globes should be clean and unbroken. Driveways, front yards, garage doors and residence numbers should be lit. Motion sensor lights can be used in the front and back of the home. Street lights should be spaced properly and not have anything blocking them. Timers may be used with interior lamps.
- Leave a radio or television plugged into a timer when away from the house to confuse a possible intruder with the noise.

## **VII. Who Do You Call When Something Happens?**

Emergency - 911

Non-Emergency Dispatch - 574-2111

LMPD Crime Tip Line - 574-LMPD

To Make a Report by Phone - 574-4661

MetroCall - 311 or 574-5000

### **Neighborhood Watch**

Patsy Renee Stigall - 574-7427

MetroCall - 311 or 574-5000

LMPD Crime Tip Line - 574-LMPD

### **Division Resource Officers**

First Division, 416 North 29th St., Louisville, KY 40212	574-7167
Second Division, 3419 Bohn Ave., Louisville, KY 40211	574-2478
Third Division, 7219 Dixie Hwy., Louisville, KY 40258	574-2135
Fourth Division, 1340 South 4th St., Louisville, KY 40208	574-7010
Fifth Division, 2301 Douglass Blvd., Louisville, KY 40205	574-7636
Sixth Division, 5600 Shepherdsville Rd., Louisville, KY 40228	574-2187
Seventh Division, 7201 Outer Loop, Louisville, KY 40228	574-2133
Eighth Division, 200 Juneau Dr., Louisville, KY 40243	574-2258