



Crime Watch of Stratford, Inc.

Neighborhood Watch Program
Stratford Police Department
900 Longbrook Avenue
Stratford, CT 06614

Dear Neighbor,

Thank you for your interest in Crime Watch of Stratford. If you are interested in starting a neighborhood watch group I have included our "Getting Started" packet to help you get started. Officer Bobby Ramos and I coordinate the Town's crime prevention/Crime Watch programs in your area. Please give one of us a call to answer any questions you have or to help you to set up your first neighborhood meeting.

Sincerely,

Jack Cratty
President

Contact Phone Numbers:

Jack Cratty, President, Crime Watch of Stratford, 203-381-2098

Officer Bobby Ramos Stratford Police Department, 203-385-4143



What is a Neighborhood Watch?

Neighborhood Watch is:

1. Citizens and police working in partnership to reduce crime and improve the quality of life in neighborhoods.
2. A cohesive body of concerned citizens addressing issues that concern the entire community.
3. Neighbors getting to know each other, taking the time to care about each other and working together in a program of mutual assistance.

A comprehensive Neighborhood Watch Program in your neighborhood, whether it is a high crime area or not, will have many rewards to you, your family and your neighbors.

Neighborhood Watch programs are known to instill a greater sense of security, well-being and reduce the fear of crime in your community, as well as create a greater “sense of community,” by putting the “neighbor” back into neighborhood.

The residents that live in an area will know the needs of that area better than anyone else. By communicating with each other and working together as a team, your community can make a difference.



Organizing a Neighborhood Watch Group

The ABCs of Neighborhood Watch

- Any community resident can join -- young and old, single and married, renter and home owner. A few concerned residents or a community organization can spearhead the effort to organize a Watch group.
- Members learn how to make their homes more secure, watch out for each other and the neighborhood, and report activities that raise their suspicions to the police.
- You can form a Watch group around any geographical unit: a block, apartment, park, business area, public housing complex, office, etc.
- Watch groups are not vigilantes. They are extra eyes and ears for reporting crime and helping neighbors. Neighborhood Watch helps build pride and serves as a springboard for efforts that address community concerns such as recreation for youth, child care, and affordable housing.

Getting Organized. Below are some important tips to get your group started.

- Contact Officer Bobby Ramos, 203-385-4143, for help in training members in home security, reporting skills and for information on local crime patterns. Please coordinate your first meeting so that a Crime Watch representative can attend.
- Plan your first meeting for a weeknight at someone's home, yard, recreation center, local park, school or church. Don't plan to have other speakers or activities. Think of this as a business meeting. Meetings typically take approximately one hour.
- Select a coordinator and block captains who are responsible for organizing meetings and relaying information to members.
- Recruit members, keeping up-to-date on new residents and making special efforts to involve the elderly, working parents, and young people. See sample flyer attached.
- Work with your Neighborhood Watch Coordinator to put up Neighborhood Watch signs, at no charge, after at least 50 percent of all households are enrolled. See sign program description later in this packet.
- Plan "get-togethers" during the year to maintain neighborhood relationships. After your first year as an active Neighborhood Watch group, you must meet on an annual basis, submitting a sign-in sheet to the Neighborhood Watch Coordinator in order to be considered an active group.
- Annual block parties are a fun activity for the neighborhood once the group has been formed. National Night Out is a great event to consider for the annual get-together during the month of August.

10 Steps to Starting a Neighborhood Watch

- Step One: **Define your neighborhood** geographically. Start small – 50% of homes in your area/street is a good starting point - so you and your neighbors can get to know everyone.
- Step Two: **Talk to your neighbors.** Do they know that a Neighborhood Watch program is fun? What are their issues? What nights are they available for a meeting?
- Step Three: **Call the Stratford Police Department's** Community Affairs Officer (203-385-4143) or **Crime Watch** (203-381-2098) and schedule a mutually agreeable date for the first meeting. Tell your Crime Watch representative about any issue or concern that may be brought up at the meeting.
- Step Four: **Ask neighbors** to be Co-Captains (one neighbor per 15 homes).
- Step Five: **Start a committee** with interested neighbors to plan the first meeting. Assign someone to: market/advertise the meeting, make/buy food, meeting logistics (name tags, copy of sign-in sheet, pens). Focus on the “3 F’s” which are Food, Fun and Free things.
- Step Six: **Advertise the meeting** to your neighbors! Invite ALL your neighbors (in your geographical area). Talk to everyone when you get the opportunity. Deliver flyers to each home. Involve the children of your community by asking them to help by delivering the flyers.
- Step Seven: **Call to confirm** with your Crime Watch representative 48 hours prior to the meeting.
- Step Eight: **Set up a welcome table** before the meeting begins with the sign-in sheet, name tags, and any applicable material provided by Crime Watch.
- Step Nine: **Introduce the Crime Watch** representative that will present on Neighborhood Watch. The presentation will last approximately 30 minutes followed by 10 minutes of questions. After the meeting, schedule a follow-up meeting with your group. Thank everyone who attended and acknowledge those who helped or neighborhood businesses that donated items. Invite neighbors to remain and get to know each other.
- Step Ten: **Thank those who helped** after the meeting and get their help to work on the next.

NOTICE OF CHANGE

NEIGHBORHOOD CAPTAIN INFORMATION SHEET

This form must be completed by the **new** Neighborhood Watch Captain must complete this form and fax or mail it to Jack Cratty, Stratford Police Department, 900 Longbrook Avenue, Stratford, CT 06614 or fax to his attention at 203-385-4019.

Previous Captain's Name: _____

Previous Captain's Address: _____

Previous Captain's City: _____ State: _____ Zip: _____

Previous Captain's Home Phone: _____ Work Phone: _____

Previous Captain's Boundaries (include a map): _____

New Captain's Name: _____

New Captain's Address: _____

New Captain's City: _____ State: _____ Zip: _____

New Captain's Home Phone: _____ Work Phone: _____

E-Mail address: _____

New Captain's Boundaries: _____

Captain's Signature

Date

FOR OFFICE USE ONLY

Date New Captain Started: _____ Date entered into Database _____

Neighborhood Watch

Creative Ways To Increase Attendance

- Go door to door introducing yourself and your passion for setting up the Neighborhood Watch program and write down their names and telephone numbers for a follow up phone call before the scheduled meeting
- Be sure to always call the “potential attendees” a few days prior to the meeting to ensure their participation
- Food is the #1 attraction for people to attend
- Send out and/or post flyers in addition to word of mouth
- Contact local TV/Radio stations to use your meeting or block party for a live remote for weather.
- Have raffles and door prizes, solicit donations from stores in your neighborhood.
- Have a local celebrity (the Mayor, council person, sports person and etc.) make an appearance at your NW meeting.
- Get subject specialists from the Police Department or some other city/county/state subject specialist.
- Discuss things of interest to the neighbors at your meetings.
- Ask neighbors what has happened to them in the past year. Contact the police department to get crime stats for your neighborhood.
- Use an agenda for each meeting and limit to 1 hour or 1 and 1/2 hours - max!
- Involve co-captains. Let them run some meetings.
- Rotate your Captains so no one burns out.
- Develop and use a newsletter to communicate

Town of Stratford Departments/ Programs to Help Your NW Group

1. Code Enforcement 385-4017
2. Stratford Fire Department (Fire Marshall office) 385-4073
3. Stratford Police Department (Non-Emergency) 385-4100
4. Stratford PD Crime Prevention Information 385-4143
5. Stratford Police Citizens' Academy 385-4069
6. Stratford Public Library 385-4164
7. Stratford Police Traffic Division 385-4159
8. Stratford Mayor's Office - Honorable James Miron 385-4001
9. Community Affairs Office 385-4143
10. Parks and Recreation Facility 385-4050



Hello Neighbor, GOT A MINUTE?

I know you care about our neighborhood as I do, and I am inviting you to a meeting to talk about forming a Neighborhood Watch Program. It is to be held at:

on: _____

at: _____ P.M.

A member of the Crime Watch of Stratford Organization and Stratford Police Department's Community Affairs Office will be there to talk about forming a Neighborhood Watch program. We will discuss inexpensive ways to improve home security and how to combine our efforts to make our neighborhood a safer place in which to live.

Please plan to attend. If you have any questions call us for more details about this meeting:

Thank you.



Date: _____

Initial Meeting: Yes No

Captain's Name & Address - including Zip & email (please print): _____

Neighborhood Watch Meeting Sign-In Sheet

Please complete this form and fax or mail it to the Jack Cratty, Stratford Police Department, 900 Longbrook Avenue, Stratford, CT 06614 or fax to his attention at 203-385-4019 **PLEASE KEEP A COPY FOR YOUR RECORDS!**

Please PRINT your name below (print clearly). One person per household.

Name	Address	Unit#	Home Phone	Email
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				

How do we obtain a Neighborhood Watch Sign?

Crime Watch of Stratford maintains an inventory of signs. Signs are limited to 1 per street and are free to streets that establish a Neighborhood Watch group of 50% or more of the homes, otherwise a fee of \$35.00 will be charged per sign. Once the established group completes the second Neighborhood Watch meeting or activity, complete the sign request form and return it with a copy of the second meeting sign-in sheet. A check made payable to Crime Watch of Stratford will be required if the 50% of homes are not signed up. Once the request is processed the sign will be installed in 2 to 4 weeks. If a payment is necessary for a sign we suggest that a community collection is taken during your second meeting. This collection will also instill a sense of ownership within the community in the program.

Installation of the signs will be arranged by the police Crime Prevention Detective and Stratford's Highway Department and placed in a location appropriate for signage and with your neighborhoods approval.

How do we obtain a Neighborhood Watch Sign?

Crime Watch of Stratford maintains an inventory of signs. Signs are limited to 1 free sign per street that establish a Neighborhood Watch group of 5 or more of the homes, otherwise a fee of \$25.00 will be charged per sign. A check made payable to Crime Watch of Stratford will be required if the number of homes are not signed up. Once the request is processed Crime Watch will submit a work order to the Traffic Division at the Stratford Police Department. The sign should be installed within 2 to 4 weeks by the Town of Stratford Highway Department time and manpower permitting. If a payment is necessary for a sign we suggest that a community collection is taken during your second meeting. This collection will also instill a sense of ownership within the community in the program.

To request a sign go to the Sign Request Form page.

Here are the guidelines established regarding sign placement:

- 1) Signs will be typically posted on right corner of the street facing oncoming traffic on its own pole. If there is a problem placing a sign at this location the back of an existing stop sign will be used. All signs will be posted on Town of Stratford property, usually the planting strip.
- 2) If the sign is posted adjacent to a property it will typically be located on the property line. Prior to the submittal of the "neighborhood watch sign request" form, the neighborhood block captain needs to make sure that the owner of the property is aware of the sign placement and agrees to the installation of the sign avoiding potential complaints and moving it after its installation.
- 3) The sign(s) will be placed at each entrance of the residential area coming from a major road; signs will not be installed throughout the neighborhood. An exception would be if the street where the neighborhood watch is located covers a very wide area signs may be installed in the middle of the block.

4) Signs will NOT be installed on PRIVATE STREETS or gated neighborhoods by Town of Stratford employees. The town will install signs on public streets only. Arrangements can be made to have the sign(s) picked up and installed by the neighborhood association if desired. Contact the Crime Watch business office for details.

Crime Watch of Stratford, Inc. will not be responsible for replacing damaged, vandalized or stolen signage. If a request is made to replace a sign that has been damaged, vandalized or stolen said sign will be replaced after a payment of \$25.00 has been received.

**CRIME WATCH OF STRATFORD
NEIGHBORHOOD WATCH SIGN REQUEST**

Please return the completed form with a check made payable to Crime Watch of Stratford (\$25.00 per sign -- please don't send cash) to:

Crime Watch of Stratford
Stratford Police Department
900 Longbrook Avenue
Stratford, CT 06614



Neighborhood Watch Captain: _____

Address: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Total number of signs requested: _____ Date: _____

Please list the CROSS STREETS for **EACH** sign that you are requesting:

Sign	Street	Cross Street (If applicable)	OFFICE USE ONLY
1.	_____	& _____	_____
	_____	_____	_____
2.	_____	& _____	_____
	_____	_____	_____
3.	_____	& _____	_____
	_____	_____	_____
4.	_____	& _____	_____
	_____	_____	_____
5.	_____	& _____	_____
	_____	_____	_____

FOR OFFICE USE ONLY

DATE RECEIVED BY CW: _____ DATE SENT TO TR. DEPT: _____
DATE REC'D BY TR. DEPT: _____ DATE INSTALLED: _____ BY: _____



Communication Tree

Neighborhood Watch Calling Guide

Stratford Police first (either 9-1-1 or non emergency 385-4100, then call the Neighborhood Watch Captain. Remember:

- If you call the next person on the tree and you get no answer or an answering machine, keep the tree going by calling the next level!
- When you get to the bottom of the tree, the person on the bottom must call the Captain to tell them the message. This checks for accuracy!

