

Greater Northeast Keizer Neighborhood Association WATCH PROGRAM



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EMERGENCY..... 9-1-1

NON-EMERGENCY 503-390-2000

Neighborhood Crime Prevention: A Joint Responsibility

The prevention of crime particularly crime involving residential neighborhoods is a responsibility that must be shared equally by law enforcement and private

citizens. The fact is, the impact on crime prevention by law enforcement alone is minimal when compared with the power of private citizens working with law enforcement and with each other.

NEIGHBORHOOD WATCH is based on this concept of cooperation, and nationwide statistics prove that it works. When citizens take positive steps to secure their own property and neighbors learn how to report suspicious activity around their homes, burglary and related offenses decrease dramatically.

Posting Neighborhood Watch signs on your street and labels or decals in your windows tells a criminal that:

1. You are not an easy target
2. They are probably being watched
3. You have taken the steps necessary to deter crime in your neighborhood
4. When a member of a neighborhood watch sees a suspicious person or vehicle, or a crime in progress, they call the police to report it.

You should never attempt to apprehend a suspect.

This is the law enforcement officer's job.

Is Your Neighborhood Vulnerable?

Crime feeds on apathy. If people simply "mind their own business," their entire neighborhood is vulnerable. Is your neighborhood vulnerable? Take the following test to help determine if you need a Neighborhood Watch Program.

1. Do you know all your neighbors?
2. Do you watch your neighbors' house when they are away?
3. Do your neighbors watch your home when you are away?
4. Do you and your neighbors work together on neighborhood problems?
5. If you hear or see something suspicious, do you call the police?
6. Is your active involvement in your neighborhood and community important?
7. Do you talk to the youth in your neighborhood?
8. When you see youngsters misbehaving, do you correct them?

9. Do you accept complaints about your children?

10. Do you know what is going on in your neighborhood?

The security of the community and its citizens depends upon the people themselves.

You and your neighbors are the ones who really know what is going on in your neighborhood.

No police department can effectively protect life and property without the support and cooperation of the citizens it serves. They need your eyes and ears.

Every citizen should be a Neighborhood Watch member....a concerned, public spirited person who watches their neighborhood and reports criminal activity to their local law enforcement agency. You will see this again as you read more It is very important.

Roles & Responsibilities in Neighborhood Watch

Chairperson; Arrange for meetings and crime prevention programs.

Communicate with the block captain's information received from the police.

Receive and report information from block captains to the police.

Keep updated list on residents

Maintain contact with the police.

The appointment of the proper Chairperson can determine the success of the program. This person should have an ability to communicate well and have some free time for activities. The Chairperson is responsible for presiding over all meetings.

Block Captain; Assists the chairperson in passing information to and from the residents on their block. Keep in touch with the chairperson.

Welcome new neighbors and encourage joining Neighborhood Watch.

The Block Captains have one of the most important functions in the Neighborhood Watch program, supervising the actual citizen participants who join Neighborhood Watch in their communities. The Block Captain is responsible for one block or similar designated territory. The duties of the Block Captain will offer very little change in lifestyle for the resident involved.

Rather, it will provide a means for meeting your neighbors as well as helping make your community a safer place to live.

Police

Keep the community informed of crime trends and potential problems.

Attend meetings, Conduct training sessions on crime prevention topics.

Maintain contact with the chairperson.

Inform fellow officers of neighborhood concerns.

Neighborhood Watch fights the isolation that crime both creates and feeds upon on it.

Article I. Name

The name of this organization shall be the Neighborhood Watch program

Article II. Boundary

The geographic boundaries are all of Keizer

Article III. Purpose

The purpose of the to support projects and programs which promote the common good of all our members; to inform, educate and provide an open forum for the free discussion of all issues which affect our neighborhood and promote cooperative action; to build a better neighborhood by reducing and preventing crime, to develop a cleaner, safer, healthier neighborhood an improve the quality of life for its residents; to solve problems which exist or arise within our boundaries; and to enable our members to work together to determine the needs of our neighborhood and fully utilize all available resources to respond to those needs.

Article IV. Membership

Section 1 Individual membership shall be open to any person who is at least 18 years of age who resides, owns property or operates a business within the boundaries described above. Membership shall be open to a representative from any organization, government agency, nonprofit entity, business, church or school who owns property or meets within the boundaries described above.

Section 2 An individual member shall have only one vote. A representative member shall have only one vote and no organization or entity shall have more than one voting representative. The representative member must have specific authority from the governing board of entity that he / she represent. Voting by proxy shall not be permitted.

Section 3 It shall be the responsibility of the Board of Directors to maintain a current membership list of the association, which shall be open and available for inspection upon request. This list shall be comprised of persons and entities that qualify for membership who have enrolled as members by registering their attendance at any general meeting, program or event of the Association. The membership list is not to be used for business solicitation.

Section 4. There shall be no mandatory dues or fees required for membership in the Association.

Article V. Directors and Officers

Section 1 The Board of Directors shall be composed of not less than 5 or more than 11

Neighborhood watch: members to be elected by the membership at a general meeting of the Association. The directors shall be elected for a two-year term and at least one-half shall rotate off each year to be replaced or re-elected.

Those members serving on the board at the time of these bylaws being approved shall choose numbers to determine who shall serve a full two-year term or a one-year term to begin the rotation. Members who choose even numbers will serve only a one-year term.

Section 2 Each year, the Board of Directors shall choose from its membership the following officers:

Chairperson or President

Vice-Chairperson or Vice President

Secretary

Treasurer

Section 3 Directors and officers shall serve the term for which they are elected or until replaced. The Board of Directors may combine two or more officers' positions for convenience and ease of operations or may designate other officers, as it deems necessary and appropriate. No officer shall serve more than four (4) consecutive years in the same office.

Section 4 Duties of Officers are as follows: Chairperson: The Chairperson shall preside at general membership meetings of the Association and meetings of its Board of Directors.

Vice-Chairperson: The Vice-Chairperson shall act as the aide to the Chairperson and shall preside at meetings in the absence of the Chairperson.

Secretary: The Secretary shall maintain accurate minutes of meetings of the general membership and meetings of the Board of Directors. The Secretary shall be the custodian of all official records of the Association.

D. Treasurer: The Treasurer shall have custody of all funds and shall keep a full and accurate account of all receipts, disbursements and expenditures of the Association. The Treasurer shall present a financial report at each general membership meeting of the Association and meetings of its Board of Directors.

Section 5 The business and affairs of the Association shall be managed by its Board of Directors. The Directors shall in all cases act as a board and may adopt such rules and regulations for the conduct of meetings and management of the Association, as they may deem proper.

Section 6 The Association or its Board of Directors shall not enter into any contract in the name of the Association, except as recommended by the Board and approved by the general membership.

Section 7 At any meeting of the Board of Directors, a simple majority shall constitute a quorum for the transaction of business.

Section 8 Any or all members of the Board of Directors may be removed for cause by a majority vote of the members attending at general membership meeting of the Association.

Section 9 In the event that a vacancy occurs in the Board of Directors, such vacancy shall be filled by a majority vote of the Directors.

Section 10 No members of the Board of Directors of the Association shall receive any form of compensation from any source in connection with the discharge of his / her duty as an officer.

Section 11 The Board of Directors shall meet at least **4 times** each year.

Neighborhood Organizations

Section 1. There shall be a general membership meeting of the Association at least **once (1)** each quarter. The election of the Board of Directors and the presentation of annual reports shall be held in the first half of the calendar year.

Section 2 A meeting of the general membership may be called at any time by any one of the following:

The Chairperson

A majority of the Board of Directors

C. A petition signed by no less than the number of members required for a quorum.

Section 3 Notice of any meeting of the general membership or meeting of the Board of Directors shall be given in accordance with procedures established so

as to assure reasonable and sufficient notice. Notice shall state the place, date and time of the meeting and the general purpose for which the meeting is held.

Section 4 At any meeting of the general membership for which proper notice has been given, a quorum shall not be less than one more than twice the number of total voting members of the Board of Directors

(Example: 11 voting board members X 2 + 1 = 23).

Article VII. Proceedings

Section 1 All proceeding of meetings of the Association and its Board of Directors shall be conducted according to generally accepted practices of parliamentary procedure.

Section 2 The resolution of any internal dispute or any grievance against the Association or its Board of Directors shall be the responsibility of a mediation committee comprised of three persons elected from the general membership.

Article VIII. Committees

The Board of Directors may create and appoint standing or temporary committees with such authority and responsibilities, as it deems necessary for the accomplishment of the purposes of the Association. Chairpersons of standing or temporary committees shall be non-voting, ex-officio members of the Board of Directors, unless otherwise elected as a regular Board member and shall report directly to the Board of Directors.

Article IX. Amendments

These bylaws may be amended at any duly-convened general membership meeting of the Association by a two-thirds vote of the members present, provided that notice of the proposed amendment shall have been given at the general membership meeting immediately prior to the one at which the vote will be taken.

The 5 Steps

Step 1: Recruit and organize as many neighbors as possible.

Step 2: Contact your local law enforcement agency and schedule a meeting.

Step 3: Discuss community concerns and develop an action plan.

Step 4: Hold regular meetings and hold training on relevant skills.

Step 5: Implement a phone tree and take action steps.

I believe in order to be successful and really make a difference in our communities we need to follow these five basic steps. I believe by adding this to our Neighborhood Association it will enhance the way we function as a unit as a whole. This may be the best way to cut down the crime in our communities.

REMEMBER THE 4 C'S

Communication

The agreement to share thoughts, ideas, information, and feelings to engage Communication need not require face-to face interaction, but can be accomplished through letters, telephone calls, reports, or email.

Coordination

This level of networking does not specify the amount or nature of the interaction. It can cover a range of activities, ranging from times where individual and groups simply keep each other informed, to situations where they regularly share information and resources.

Cooperation

This level occurs when two or more communicating individuals or groups agree to help each other with some task or objective.

Collaboration

This is the most intense level of working together, based on a model of sharing power

Dear neighbor,

Restore Keizer would like to thank you for wanting to make our community a safer place for our families. You've spoken loud and clear that crime reduction and safety are one of your top priorities to making the City of Keizer a vibrant place to live. Neighborhood Watch is an effective tool you and your neighbors can use to break the cycle of crime and in the process, build our community into a safer, friendlier place to live. The program relies on the best crime-fighting tool ever created – a good neighbor.

This booklet explains how to work with local law enforcement and community leaders to start and sustain your own Neighborhood Watch for your community. We created this helpful guide as a way to revive Neighborhood Watch on the west side. Our vision of Neighborhood Watch is to create a network of caring residents who want to make our neighborhoods safer.

The City of Keizer is diverse and eclectic, rich with history and culture and through Neighborhood Watch, we want to bring neighbors together, street by street, block by block, to enhance and protect the diverse culture that exists in our community. When neighbors know neighbors, we can get organized and work towards common goals. An alert community is a safe community.

Thank you!

Tammy Kunz (President of GNEKNA and GNEKNA Neighborhood Watch Program)

Neighborhood Watch is one of the most effective and least costly ways to prevent crime and reduce fear in the community by forging bonds between area residents and local law enforcement.

- Any community resident or business owner can join – young and old, single and married, renter and homeowner.
- A few concerned residents, a community organization, or a law enforcement agency can spearhead the effort to organize a program.
- You can form a group around any geographical unit: a neighborhood, a block, an apartment building, a community park, a business area – almost anything.

Why?

As extra eyes and ears for the community, members can 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.

- Today's lifestyles can contribute to residential isolation and weaken communities.
- By staying vigilant, neighbors can stop criminal activity by preventing it from happening before it begins.
- You and your neighbors are the ones who really know what is going on in your neighborhood.

I know since covid 19 hit we have not been out enjoying each other's company and getting to know our new neighbors. This is a great way to rebuild after being isolated for so long.

How do we make this work? A Neighborhood Watch works when citizens:

- Hold regular meetings to get to know neighbors and decide program

Strategies

- Connect with other community organizations to build support.

- Convince government to listen and respond to community needs.
- Share information quickly between area residents.
- Know the ins and outs of their neighborhoods.
- Raise awareness by holding community events.

SAMPLE SCRIPT

"Hi my name is Sally and I am your neighbor. I wanted to come introduce myself and see if you had a moment to chat. I've been talking with some other neighbors and we have some concerns about crime in the area. We are thinking about starting a Neighborhood Watch group and wanted to see if you might be interested?"

This is why I think after all the research we should have **block** captains are recommended for every 10-15 houses, and they should be directly involved with their immediate neighbors.

I think we need to decide what right for us I think a block captains for every two streets or go with what is recommended.

The block captain's responsibilities may include:

- Acting as liaison between block residents and the coordinator.
- Establishing a "telephone chain" by compiling and distributing a current list of names, addresses, and telephone numbers of block participants.

First & Last (Names), Address, Home Phone #, Emergency # and Email

- Visiting and inviting new residents to join; notifying them of meetings and training sessions.
- Establishing an "Operation Identification" program. (Training with PD)
- Contacting each neighbor as often as possible to discuss possible crime problems, needs for assistance, and suggestions for program improvement.

This leads me to chain of command so to speak; we have law enforcement the Startup committee and Area coordinator or President

Then block captains and then members who have one of the most important jobs. As this is the reason for the phone tree and using the incident reports we have.

The phone tree is designed to share the information so we work as a team and can all be aware of any problems or concerns. I will display what the phone tree looks like and be sure we all get copies. I would like each of us to have folders to keep these documents in and then at meetings we can add them to the main binder.

I would like us to use neighborhood maps of the area we are in so we have a master copy of this as well each area map is with the block captains for easy record keeping and knowledge base.

- Report:
- ✓ Suspicious activities,
 - ✓ People watching vehicles
 - ✓ Illegal activities
 - ✓ Unusual events or incidents
 - ✓ Dangerous situations

Knowing What and How to Report

There are four general categories to consider when determining what to report:

- 1) Suspicious activities, 2) people and vehicles; 3) illegal activities; and
- 4) Unusual events or incidents, dangerous situations.

By reporting these types of activities and situations, citizens can make their communities safer and more secure, reduce violence, minimize victimization, reduce crime, and improve the overall quality of life. Community members must also being instructed on how to report suspicious activity. To report suspicious activities, crimes in progress, or possible terrorist activities, simply;

Dial 9-1-1 and call the police department or sheriff's office.

- Tell the call taker what happened and the exact location.
- Provide a detailed description of individuals or vehicles.
- Remain on the phone and stay calm.
- Be prepared to answer follow-up questions.

This is where the training we have and get from Keizer PD can make the difference.

When to Call 911 and When Not!

Calling 911 is an important communications tool for emergencies. However, some citizens call 911 in nonemergency situations. This can cause the dispatch operator to miss a call of a person needing help. It is important that not only your groups but all citizens understand when to call and when not to call 911.

When to Call

- Medical emergency (examples: chest pain, extreme shortness of breath, uncontrolled bleeding).
- Motor vehicle accident.
- Fire.
- When a life is in danger.

When Not to Call

- The power is off.
- Asking for directions to the hospital.
- Asking for telephone numbers of others.
- Requesting to speak with a particular officer.
- Inquiring as to the time and day.
- Inquiring about community activities and locations.

Neighborhood Watch Observation Notes

Post-observation activities:

1. Write down your observation as soon as possible.
2. Note the date and time.
3. If activities appear to be unusual, suspicious, or illegal, call for assistance and take the appropriate action according to your agency's policies and procedures.

Date: _____ Time: _____

Observer: _____

Observation:

Notes:

Physical Setting – specific location

People – What do they look like? How are they acting? How many are there?

Specific Items – What aspects are important?

Routines – Did you notice any recurring patterns or routines? How often did they occur? Who was involved?

Name: _____

Date; _____

Time: _____

Name of Block captain: _____

Location of person filling out this Form: _____

REMEMBER: Community members only serve as the extra “eyes and ears” of law enforcement. They should report their observations of suspicious activities to law enforcement; however, citizens should never try to take action on those observations. Trained law enforcement should be the only ones ever to take action based on observations of suspicious activities.

Neighborhood Improvement Survey

Dear Neighbor,

My name is Tammy Kunz. I live at 2001 Kennedy Cir NE Keizer 97303. Several residents of our neighborhood are interested in forming a Neighborhood Watch Program to try to make some improvements in our neighborhood, and we would like to get your ideas on what you thing should be changed or improved in our neighborhood. Would you please take a minute to fill out the Survey at the bottom you could just drop it off at my house if you have time or place it in the mail!

Thanks for your help

What would you like to see changed in our Neighborhood?

Would you be interested in forming an Association in our neighborhood?

Yes _____ No _____

Check the following problems you think should be corrected in our neighborhood:

Gang Activities Drugs Trash Dumping

Graffiti Burglaries Traffic Problems

High Weeds Illegal parking Junk Vehicles

Fencing Repair Other (please list)

Name: _____ Phone: _____

Address: _____