



Planning A Successful Neighborhood Watch Program

The Principles: Know your neighbors; Report suspicious activity

The Players:

- Plano Police Department
- Area Coordinator
- Block Captains
- Residents

The Responsibilities:

Plano Police

- Pass on important information to the Area Coordinator
- Help get the neighborhood watch organized
- Attend your organizational meeting

Area Coordinator

- Serves as a liaison between the Plano Police Department and your neighborhood
- Organize Block Captains to cover your neighborhood
- Submit request for Crime Watch signs and submit funds for signs (optional)
- Coordinate annual meetings/block parties for neighborhood
- Attend Area Coordinator Meeting

Block Captain

- Pass residential house information to Area Coordinator
- Collect contact information including e-mail addresses for neighbors
- Forward crime watch bulletins via e-mail to neighbors received from your Area Coordinator
- Assist with Block Party
- Notify Area coordinator if no longer able to perform Block Captain duties

Neighbors

- Watch out for each other's property
- Immediately call 911 to report any suspicious persons, vehicles, or circumstances

Guidelines For Starting A New Crime Watch Area:

- Hold the initial meeting with as many residents as possible
- An officer from the Plano Crime Prevention Unit must attend
- Crime Watch signs for the neighborhood is available

Guidelines For An Established Crime Watch Area:

- Area Coordinator attends Area Coordinator meeting
- Update the Block Captain list and email it to Karen Richmond with the Crime Prevention Unit: karenri@plano.gov
- Host one social or educational meeting per year and document with the Plano Police Department within the calendar year

Organizing A Crime Watch Group:

- Contact the Plano Police Department to have an officer come to your neighborhood meeting (972-941-2431). Please contact the officer to confirm his availability, prior to locking in the date and time.
- Find an appropriate meeting place, such as recreation center, park, library, church, resident's home or school.
- Distribute fliers about starting the Crime Watch that include place, date, and time
- Once the group is established, the Plano Police Department will send Crime Watch Bulletins to the Area Coordinator

Officer Christopher Biane

Area of Primary Responsibility: Custer to the east city limits

Phone: 972-941-2437

E-mail: christopherb@plano.gov

Officer Mark Dawson

Area of Primary Responsibility: Custer to the west city limits

Phone: 972-208-8045

E-mail: markda@plano.gov



HOW TO REPORT A CRIME OR SUSPICIOUS ACTIVITY

- Identify yourself
- Give your name
- Give your address
- Give your telephone number
- Stay on the line until the police have all the information

Remember:

- Nature of the incident
- Location of the incident
- Description of suspects (from head to foot)
- Nature of injuries
- Method of escape (vehicle, walking, or running)
- Direction suspect is traveling
- Suspect vehicle description (don't forget color, 2 door 4 door etc. Do not put yourself in harm's way to get information or a License Plate.)

EXAMPLES OF SITUATIONS THAT WARRANT A CALL TO 9-1-1

- Burglary (even if you're not sure when it occurred)
- Disturbances (could be anything from Road Rage to Domestic Violence)
- Motor vehicle accidents
- Intoxicated person
- Suspicious person or vehicle
- Gun shots
- Robbery

Events delayed or from yesterday call the non-emergency number 972-424-5678.

If it is happening now, or when in doubt... **CALL 9-1-1**



CRIME WATCH NEIGHBORHOOD SIGNS

Procedure for having a sign placed in your neighborhood:

- 1. The price of each sign is \$109.25 which includes installation. If you have the sign placed on an existing pole (i.e. telephone, street sign, etc.) the cost is \$76.66 each. EXCEPTION- signs cannot be placed on the back of a STOP SIGN.**
- 2. Decide on the number of signs desired and the location of each sign.**
- 3. Obtain written permission from the homeowner on whose property the sign will be located.**
- 4. Place stakes in the ground at the desired locations.**
- 5. Draw a map showing the location of all signs, and the direction that you want each sign to face.**
- 6. Make one check payable to the City of Plano for the total cost of all signs. (Only preprinted checks will be accepted, also you will need to write your DL #, date of birth, and if not already preprinted on check your phone number)**
- 7. Mail the check, the homeowner's written permission, and the map to the Plano Police Department Crime Prevention Unit at 909 14th Street, Plano, TX 75074 or deliver between the hours of 8:00 am and 5:00 pm, Monday thru Friday.**
- 8. Upon receipt of all the above, it usually takes 5-7 days to have the signs placed.**