

NEIGHBORHOOD WATCH POLICIES AND PROCEDURES

I. PURPOSE

A. CRIME PREVENTION

1. Practicing crime safety measures that eliminate opportunities for criminals and helping others avoid becoming victims of crime in their area.
2. Finding ways in which to participate responsibly with local law enforcement agencies in the apprehension of offenders and in crime prevention and safety techniques.
3. Being willing to appear as a witness and follow through in other ways to insure that all violations are properly adjudicated.

B. ENCOURAGE CITIZEN INVOLVEMENT

1. Encouraging others to join in crime prevention and aiding others when they fall victim to a crime.
2. Working for a better and safer neighborhood in protecting and honoring the rights of others.
3. Be a good neighbor.
4. As a member we require you attend at least two general membership information meetings a year, which are held on the third Wednesday of September, November, March, and May (unless a different day must be used, which will be announced) at 6:00 pm in the EOC on the 2nd Floor of the Springfield Police Department. The May meeting is mandatory for all members. Dates and times are subject to change and changes will be announced via email, Facebook and on springfieldnw.org website. If you cannot physically attend a meeting we will accept a written statement explaining your Neighborhood Watch participation and what information you think would be useful for your watch group.
5. We encourage attendance at the Annual General Membership meeting and Board of Director Elections held in May (date to be announced) at 6:00 pm in the EOC. If you cannot physically attend, please notify us and we will mail a ballot ahead of time.
6. We require you to attend at least 2 of your neighborhood's watch group meetings a year, which will be organized and facilitated by your group's Coordinator. We use the feedback from those meetings to help focus our community outreach efforts needed in your neighborhood.

7. We ask that you update to your contact information as soon as it changes and for you to give us 30 days written notice if you no longer want to participate. Notice should be mailed or delivered to: **Springfield Police Department, Attn: Neighborhood Watch, 230 Fourth Street, Springfield, Oregon 97477** or by email to springfieldNW.org@gmail.com.

II. GUIDELINES

A. MAKE YOUR NEIGHBORHOOD WATCH COORDINATOR AWARE OF YOUR ACTIVITIES IN YOUR PARTICULAR GROUP

1. If you witness a crime or suspicious activity contact the police first than notify your coordinator
2. Share information you receive from the police department with your neighbors even if they are not members of Neighborhood Watch. Neighbors being aware of what is going on in your neighborhood can also help prevent or deter crime.

- B. Insure what you are doing is legal and does not violate the rights of others, state or federal laws, city ordinances, or could be a conflict with any of your local law enforcement agencies.

III. SAFETY

- A. For your safety patrolling is not allowed.
- B. Never attempt to make an arrest unless advised to do so by a police official.
- C. Never check or inspect a suspected crime scene. Always wait for the arrival of an officer and follow their instructions.
- D. Never confront or accuse a person suspected of a criminal offense. Wait for the arrival of an officer. The suspect may be kept under surveillance if, in doing so, you do not put yourself or others in any danger.
- E. No alcoholic beverages may be consumed within a reasonable time prior to Neighborhood Watch functions or activities.
- F. The safety of the members of the Neighborhood Watch Group is greatest concern.

IV OPERATIONS

- A.** Guns and any other weapons that are defined by state or federal law as weapons are definitely not allowed to be carried by watch members during their participation in Neighborhood Watch business.
- B.** Do not attempt to enforce any laws in particular traffic laws. If a flagrant TRAFFIC violation is witnessed, you should get the year, make, model and license number, if possible, of the suspected vehicle involved, also a detailed description of the violator and report all information obtained to the police department.
- C.** If you are questioned by a citizen as to any Neighborhood Watch activities, do identify yourself as a member of the Neighborhood Watch. If you should be confronted by a suspect, immediately leave the area. If in your vehicle, do not get out. Contact the Springfield Police Department and report the incident. Do not become involved in any type of altercation or argument with a suspect.
- D.** Never accuse any person of a criminal offense or criminal activity. Relay your suspicions to the Springfield Police Department.

V. COMMUNICATIONS

A. WHEN CALLING THE POLICE DEPARTMENT:

- 1.** Identify yourself as a member of Neighborhood Watch.
 - 2.** Explain the incident and identify any suspects involved.
 - 3.** Stay on the line until the dispatcher has all information needed.
- B.** If you are reporting an accident, fire, or a suspected crime, be sure to give adequate information to the police department as to the street by name and house number, if possible. If a certain type of emergency equipment is needed, this should be specified. Make sure that the receiver definitely understands the situation and which equipment is needed at the scene. The call taker will ask appropriate questions to obtain the information they need.

Calls are prioritized. When possible, reports will be taken over the phone.

VI REMEMBER

- A. You are a private citizen acting in support of your community in assisting a local law enforcement agency.
- B. Under no circumstances can any police agency be responsible for your actions on the street.
- C. When you are in doubt (in any type of situation or action on the streets) and don't know exactly what to do, contact the Springfield Police Department.
- D. Never trespass on any private property unless you are invited by the owner or person in charge.
- E. You are not provided any type of insurance that would cover your liability or injury while engaged in Neighborhood Watch activities.

FOR INFORMATION REGARDING THE NEIGHBORHOOD WATCH PROGRAM IN SPRINGFIELD:

CONTACT:

Springfield Police Dept.....Business/Non-Emergency/NW Message Phone 541-726-3714
Springfield Police Dept.....Emergency..... 911
Springfield Neighborhood Watch Membership Chairperson..... springfieldNW.org@gmail.com
Office: 541-579-6412 Website: springfieldNW.org

Note: Keep the "Policies and Procedures" portion of this application for your reference. If you have not received an acknowledgment within 30 days, that your application has been processed, please feel free to follow up with an email or phone call using the contact information listed above. Please know the date you submitted your application and whether it was emailed, submitted on our website, or mailed/hand delivered.