

# COMMUNITY WATCH GROUP

CITY OF LONG BEACH



Long Beach Police Department

## Starter Kit

# 3 EASY PHASES

provided by  
Long Beach Police Department  
[www.longbeach.gov/police](http://www.longbeach.gov/police)



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Dear Community Watch Volunteer:

The City of Long Beach appreciates your interest in starting a Community Watch Group (CWG) and wants to help ensure success in your hard work. The Community Watch is a crime prevention program that involves all aspects of the community working together and assisting law enforcement to discourage crime. A passionate and organized CWG can make a significant difference in the prevention and reduction of crime in their neighborhood.

CWGs typically consist of 12 to 20 homes, businesses, schools and/or faith based organizations within the community. At least one person in each group will serve as the CWG Captain, taking a leadership role in organizing meetings, engaging new members, and collaborating with the community.

The Long Beach Police Department in coordination with the Downtown Long Beach Associates developed this Starter Kit to make it as easy as possible to organize a CWG in your neighborhood. We thank you for your continuous support and dedication to making the City of Long Beach a safer place to live. We look forward to working with you!

Sincerely,

A handwritten signature in black ink that reads "R. Luna".

Robert G. Luna  
Chief of Police



# ABOUT COMMUNITY WATCH

Community Watch is one of the oldest crime prevention programs in the United States. Community Watch is an extremely effective tool because it brings the community together with local law enforcement to deter crime and make communities safer.

This “block-to-block” approach against crime is an opportunity to get to know your neighbors and keep a watchful eye on your street and the community as a whole. The program will teach you how to make crime prevention part of your daily routine, simply by watching out for each other.

The program does not require frequent meetings, and does not ask anyone to put themselves at risk. To prevent crime, your job will be to report suspicious activity to police, and let them handle the criminals. This program also gives members a chance to meet and speak directly to the officers who patrol their neighborhood.

An involved neighbor can be one of the most effective crime prevention tools available. By working together, everyone can help fight crime in the most successful way possible: before it begins.

Community Watch is easy to start, and valuable when implemented. By starting a Community Watch Group in your area, you are heading in the right direction to make your home and community a safer place to live.



# WHO TO CALL

## EMERGENCY POLICE AND FIRE

|   |                |
|---|----------------|
| Police Dispatch/Non-Emergency/Anonymous                 | (562) 435-6711 |
| PD Headquarters (400 W. Broadway) / PD Information Desk | (562) 570-7260 |
| Fire Dept. Headquarters (3205 Lakewood Blvd)            | (562) 570-2500 |
| Direct Connect from Mobile Phone LBPD                   | (562) 435-6711 |
| Direct Connect from Mobile Phone LBFD                   | (562) 436-8211 |

### LBDP EAST DIVISION 3800 E. Willow Street

[lbpdeast@longbeach.gov](mailto:lbpdeast@longbeach.gov)

|                                  |                |
|----------------------------------|----------------|
| Main Line                        | (562) 570-5880 |
| Patrol Resource Officer          | (562) 570-5812 |
| Neighborhood Services Specialist | (562) 570-5808 |

### LBDP NORTH DIVISION 4891 Atlantic Avenue

[lbpdnorth@longbeach.gov](mailto:lbpdnorth@longbeach.gov)

|                                  |                |
|----------------------------------|----------------|
| Main Line                        | (562) 570-9800 |
| Patrol Resource Officer          | (562) 570-9827 |
| Neighborhood Services Specialist | (562) 570-9825 |

### LBDP WEST DIVISION 1835 Santa Fe Avenue

[lbpdwest@longbeach.gov](mailto:lbpdwest@longbeach.gov)

|                                  |                |
|----------------------------------|----------------|
| Main Line                        | (562) 570-3400 |
| Patrol Resource Officer          | (562) 570-3462 |
| Neighborhood Services Specialist | (562) 570-3461 |

### REPORTING LINES

|                                 |                |
|---------------------------------|----------------|
| Narcotics                       | (562) 570-7125 |
| Gang Tip Line                   | (866) 426-4847 |
| Terrorism Tip Line              | (562) 570-5593 |
| Traffic Complaints              | (562) 570-7209 |
| Juvenile Investigations Section | (562) 570-1426 |
| Internal Affairs                | (562) 570-7343 |

### ADDITIONAL LBDP INFORMATION

|                      |  |
|----------------------|--|
| Police Dept. Website | <a href="http://www.longbeach.gov/police">www.longbeach.gov/police</a> |
| Crime Statistics     | <a href="http://www.longbeach.gov/police">www.longbeach.gov/police</a> |
| Sex Offender Website | <a href="http://www.meganslaw.ca.gov">www.meganslaw.ca.gov</a>         |

### CITY REPRESENTATIVES

|                          |                |
|--------------------------|----------------|
| First Council District   | (562) 570-6919 |
| Second Council District  | (562) 570-2222 |
| Third Council District   | (562) 570-6300 |
| Fourth Council District  | (562) 570-4444 |
| Fifth Council District   | (562) 570-5555 |
| Sixth Council District   | (562) 570-6816 |
| Seventh Council District | (562) 570-7777 |
| Eighth Council District  | (562) 570-6685 |
| Ninth Council District   | (562) 570-6137 |

### OTHER CITY SERVICE

[www.longbeach.gov](http://www.longbeach.gov)

|                              |                       |
|------------------------------|-----------------------|
| Abandoned Shopping Cart      | (800) 252-4613        |
| Animal Care Services         | (562) 570-PETS (7387) |
| Code Enforcement             | (562) 570-CODE (2633) |
| Gas Emergency                | (562) 570-2140        |
| Graffiti Abatement           | (562) 570-2773        |
| Long Beach Water Department  | (562) 570-2390        |
| Neighborhood Resource Center | (562) 570-1010        |
| Neighborhood Services Bureau | (562) 570-6866        |
| Parking Enforcement          | (562) 570-2866        |
| Parking Meters               | (562) 570-3264        |
| Sewer                        | (562) 570-2440        |
| Trash Collection & Recycling | (562) 570-2876        |
| Traffic Signals              | (562) 570-3264        |
| Street Lights                | (562) 983-2000        |

# OBJECTIVES



*Empowering the community to help prevent crime in their neighborhood.*



## PERSONAL SAFETY

- How to avoid becoming a victim
- Increase awareness of personal safety in the home, on the street, and in daily travels throughout the community

## HOME & BUSINESS SECURITY

- Promote easily implemented methods of burglary prevention and home/business security

## EMERGENCY COMMUNICATION

- How to report suspicious activity and how to describe possible suspects
- Developing a communication tool to distribute information throughout the community

## LEARNING EVERYDAY TECHNIQUES

- How criminals choose their victims and commit their crimes
- Most common crimes in your area
- Latest in crime prevention techniques, security technology, personal safety and identity theft.

## QUALITY OF LIFE

- Addressing and contributing to making the community safer
- Improving police and community relations and communication
- A sense of neighborhood security
- The community looking out for each other



# GETTING STARTED

## IDENTIFY KEY LEADERS

- People concerned about safe communities, including crime, cleanliness, landscape and public spaces (see Roles and Responsibilities on page 7)

## DETERMINE BOUNDARIES

- 12 to 20 homes, businesses, schools, faith based organizations, etc.
- Typically 1-2 blocks

## SET FIRST MEETING DATE

- Set meeting date far enough in advance to give people time to plan
- Choose a time that is convenient for most members
- Decide on a location. Meet at the home of a neighbor to create a comfortable environment
- Contact the LBPDP Neighborhood Services Specialist (NSS) in your area to request a LBPDP representative to attend your meeting.

## DEVELOP AN AGENDA

- Topics should focus on introductions, importance of a CWG and LBPDP involvement
- Use provided template on page 11

## CREATE & DISTRIBUTE FLYERS

- Use provided template on page 12
- Canvas door-to-door to recruit members and participation

## COMMUNICATION & PREPARATION

- Remind everyone of the meeting date a couple days before
- Organize communication tools used for keeping in touch with members (see Materials on page 8)
- Use templates provided: Sign-up sheet and Maps

## FIRST MEETING

- See Meeting Checklist on page 9



# ROLES & RESPONSIBILITIES

## CWG'S COMMUNITY CONTACT

- Personally introduce yourself to your neighbors to gain member's support and participation in the program.
- Welcome newcomers to the neighborhood and invite them to be part of the group
- Prepare and distribute meeting invitations. Remind your neighbors just before the meeting
- Maintain a map that shows your street name and each house/business. Write down addresses and make copies for everyone. (see pages 14 & 15)
- Actively encourage involvement and awareness. Serve as a model, practicing crime prevention measures and early reporting of suspicious incidents to the police.
- Serve as a liaison to the LBPd and stay updated on new information
- Collect crime information and share with members
- Supply each group member with crime prevention literature which can be found on the LBPd website [www.longbeach.gov](http://www.longbeach.gov) under the "Do I..." section.
- Attend one police department organized meeting annually to keep your group on the "active" list. (Each LBPd Commander hosts a quarterly community leadership forum)

## PARTICIPANT

- Get to know your neighbors and build a neighborhood team
- Be alert and observant, reporting suspicious activity or crimes immediately to the police
- Check on vulnerable households and provide advice to members about dealing with callers at the door
- Learn about community resources, crime trends, and crime prevention.
- Identify and discuss neighborhood problems or concerns and help develop a plan of action



*Keep all members active and involved. Get creative and develop roles for people based on their interests and skills. There are many possibilities for everyone to participate such as taking minutes, communications outreach, membership, etc.*





# MATERIALS



*The role of a community watch member is to learn how to be a good neighbor, a helpful witness, and how to identify and report suspicious activity.*



## COMMUNITY WATCH MAP

The Community Watch Map (page 14) will help members give precise information when reporting suspicious or emergency information in your community.

- Identify the CWG's Community Contact
- Label street names, addresses and phone numbers of each building
- Important identifiers: senior citizens, people with health issues or special needs, etc.
- Listing the make, model, color and license plate numbers of resident's cars on the CW Vehicle Map (page 15) will help neighbors identify suspicious vehicles

## KNOW YOUR NEIGHBORS

Knowing your neighbors and their daily routines better will help you recognize abnormal or suspicious activities. Here is basic information everyone should consider exchanging with each other:

- Home, work and cell phone numbers
- Home and/or work e-mails
- Number, ages and names of family members or residents
- Work hours
- School or day care hours for children
- Who owns pets (in case of fire or natural disasters)
- Planned vacations or visitors
- Scheduled deliveries or repairs



# MEETING CHECKLIST

- MAKE SURE EVERYONE SIGNS IN
- DESIGNATE SOMEONE TO TAKE NOTES/MINUTES
- ALL MEMBERS SHOULD WEAR NAME TAGS
- EVERYONE SHOULD INTRODUCE THEMSELVES & WHERE THEY LIVE
- EXPLAIN THE IMPORTANCE OF A CWG
- DISCUSS CONCERNS ABOUT THE NEIGHBORHOOD/ COMMUNITY
- DECIDE ON GOALS AND OBJECTIVES FOR THE GROUP
- HAVE A LYPD PATROL REPRESENTATIVE ATTEND YOUR FIRST MEETING



*At your first meeting, the LYPD Patrol Representative will be available to answer questions about crime in your community, offer safety tips, and explain the relationship between LYPD and CWGs.*



# TIPS FOR SUCCESS



## BE INCLUSIVE

- Involve people with different backgrounds and ages to reflect your whole community



## HOLD REGULAR MEETINGS

- Hold regular meetings to help members get to know each other and to decide on program strategies and activities



## “WINDOW WATCHERS”

- Ask people who seldom leave their homes to be “window watchers,” who will look out for the neighborhood and report any unusual activities in the neighborhood.



## TRANSLATORS

- Be willing to translate all information into other languages needed by non-English speakers in your community. If necessary, have a translator at meetings.



## REMEMBER... YOU'RE NOT THE POLICE

- Remind members that CWG are not vigilantes and should not assume the role of the police.



*CWG's are a proven and effective way to substantially reduce crime within the community.*





# COMMUNITY WATCH GROUP

## AGENDA

Date:  
Time:  
Location:

1. CALL TO ORDER and INTRODUCTIONS

5 Minutes

2. Topic 1 - Crime Update:

3. Topic 2 - Safety Tips:

4. Topic 3 - Community Concerns:

5. Topic 4 - Goals/Strategies:

6. Topic 5 - Upcoming Events:

7. Old Business

8. New Business

9. Public Comment

10. Adjournment

Next Scheduled Meeting

Date:  
Time:  
Location:



# COMMUNITY WATCH GROUP MEETING

An involved neighbor is one of the most effective crime prevention tools



**When:**

**Where:**

**Time:**

**Topic:**

Working together to help fight crime in the most successful way... BEFORE IT BEGINS!



# COMMUNITY WATCH GROUP MEETING

An involved neighbor is one of the most effective crime prevention tools

**When:**

**Where:**

**Time:**

**Topic:**

Working together to help fight crime in the most successful way... BEFORE IT BEGINS!





# COMMUNITY WATCH GROUP











## SIGN UP SHEET

*An involved neighbor is one of the most effective crime prevention tools*

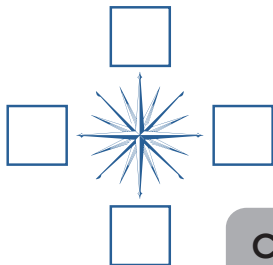
PLEASE PRINT YOUR NAME BELOW (PRINT CLEARLY).

| NAME | ADDRESS | PHONE | EMAIL |
|------|---------|-------|-------|
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# COMMUNITY WATCH MAP

| STREET   |   |  |  |
|--|---|--|--|
| <p>Name: _____<br/>Home Ph#: _____<br/>Cell Ph#: _____<br/>Email: _____<br/>Extra: _____</p> | <br><input type="text" value="Address #"/>   | <br><input type="text" value="Address #"/>   | <p>Name: _____<br/>Home Ph#: _____<br/>Cell Ph#: _____<br/>Email: _____<br/>Extra: _____</p> |
| <p>Name: _____<br/>Home Ph#: _____<br/>Cell Ph#: _____<br/>Email: _____<br/>Extra: _____</p> | <br><input type="text" value="Address #"/>   | <br><input type="text" value="Address #"/>   | <p>Name: _____<br/>Home Ph#: _____<br/>Cell Ph#: _____<br/>Email: _____<br/>Extra: _____</p> |
| <p>Name: _____<br/>Home Ph#: _____<br/>Cell Ph#: _____<br/>Email: _____<br/>Extra: _____</p> | <br><input type="text" value="Address #"/>  | <br><input type="text" value="Address #"/>  | <p>Name: _____<br/>Home Ph#: _____<br/>Cell Ph#: _____<br/>Email: _____<br/>Extra: _____</p> |
| <p>Name: _____<br/>Home Ph#: _____<br/>Cell Ph#: _____<br/>Email: _____<br/>Extra: _____</p> | <br><input type="text" value="Address #"/> | <br><input type="text" value="Address #"/> | <p>Name: _____<br/>Home Ph#: _____<br/>Cell Ph#: _____<br/>Email: _____<br/>Extra: _____</p> |
| <p>Name: _____<br/>Home Ph#: _____<br/>Cell Ph#: _____<br/>Email: _____<br/>Extra: _____</p> | <br><input type="text" value="Address #"/> | <br><input type="text" value="Address #"/> | <p>Name: _____<br/>Home Ph#: _____<br/>Cell Ph#: _____<br/>Email: _____<br/>Extra: _____</p> |

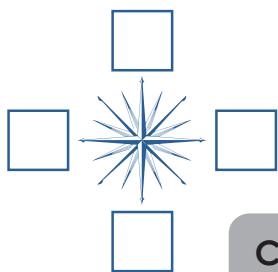
STREET



**CWG'S COMMUNITY CONTACT:**

# COMMUNITY VEHICLE MAP

| STREET  |   |
|---|---|
| <p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p> | <p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p> |
| <p>Address #</p>  | <p>Address #</p>  |
| <p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p> | <p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p> |
| <p>Address #</p>  | <p>Address #</p>  |
| <p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p> | <p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p> |
| <p>Address #</p>  | <p>Address #</p>  |
| <p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p> | <p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p> |
| <p>Address #</p>  | <p>Address #</p>  |
| <p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p> | <p>Name: _____</p> <p># of Cars: _____</p> <p>Model: _____</p> <p>License#: _____</p> <p>Color: _____</p> |
| <p>Address #</p>  | <p>Address #</p>  |



**CWG'S COMMUNITY CONTACT:**



# TOOLS & RESOURCES



## LYPD - "GO LYPD" App

- News, stories, alerts, events, photos and videos
- Crime mapping
- Anonymous crime tip feature

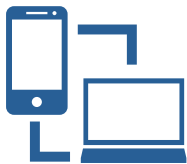
To learn more visit LYPD website at [www.longbeach.gov/police](http://www.longbeach.gov/police)



## CITY OF LB - "Go Long Beach" App

- Access to City Hall 24/7
- Submit service request – graffiti, potholes, broken lights, etc.

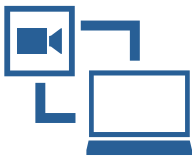
To download to your smartphone, search "Go Long Beach" in your app store



## NIXLE

- Important, time-sensitive alerts sent by LYPD and LBFD
- Road closures, traffic issues, missing persons, dangerous suspects, etc.

For more information or to sign up, visit [www.nixle.com](http://www.nixle.com)



## LYPD Community Camera Partnership

- LYPD can access a network of both public and privately owned cameras throughout Long Beach to monitor security concerns through Long Beach Common Operating Picture (LBCOP)
- Private businesses and residents can opt into giving LYPD access to their camera to allow for more significant coverage throughout the city

For more information or to sign up contact Officer Eddie Reyes at 562-570-7324 or email [Eduardo.Reyes@longbeach.gov](mailto:Eduardo.Reyes@longbeach.gov) or visit [www.longbeach.gov/police/lbcop/](http://www.longbeach.gov/police/lbcop/)



## CITY OF LONG BEACH'S CRIME STATS

View statistics at the city's website:

[www.longbeach.gov/police/statistics.asp](http://www.longbeach.gov/police/statistics.asp)



## NEXTDOOR.COM

- FREE Private social network for you, your neighbors and community
- Every neighbor must verify their address
- Great way to share information about suspicious activity, CWG meetings, or recommendations

For more information visit [www.nextdoor.com](http://www.nextdoor.com)



## GO METRO App

- Access to City Hall 24/7
- Submit service request – graffiti, potholes, broken lights, etc.
- Submit service request – graffiti, potholes, broken lights, etc.

# YOU'RE ON YOUR WAY...

Now that you have your CWG established, understand this is only the start. The significant part to keep a CWG active is maintaining interest over time. By getting the whole community involved it will create a sense of pride and closeness.

An active CWG can make changes in their community, such as improving street lighting, sidewalks and alleyways. You can work together to develop new policies or practices to improve building and property security.

Make being a CWG member enjoyable and rewarding. Remember, people will most likely become involved and remain interested if the programs are fun as well as meaningful. Get creative and use your imagination.



For Crime Prevention Tips & Documents for future CWG meetings visit the Long Beach Police Department's website at [www.longbeach.gov/police](http://www.longbeach.gov/police) under the "How Do I..." section.

**THANK YOU!**

