



Neighborhood Watch Patrol Procedures

Prepare to Patrol

- Before leaving home, Neighborhood Watch encourages you to don your Watch T-shirt (the more visibility the better), and bring your flashlight and cell phone (if applicable). Be sure your personal devices have fresh or charged batteries. **DO NOT** carry a deadly weapon!
- Arrive promptly for your scheduled patrol time.
- Open the Watch cabinet (access code is available from your trainer, a Block Captain or the Watch coordinator). If the door lock is not working, access the key via the Master lock box to the right (access code is the same as the door lock).
- Place 2 magnetic Neighborhood Watch signs on your vehicle doors, one on each side. Note: ensure the sign is smoothed and secure to help avoid it from sliding off. If a sign is lost, please report it immediately so others can keep an eye out for it.
- Place strobe light on top of your vehicle, stringing the wire through a slightly opened passenger window (this lessens the impact on the cord). Plug it into your cigarette lighter or 12 volt receptacle.
- Turn on NW Smartphone (808) 937-0526 and check battery. During your drive, leave phone on for incoming and outgoing calls. **REMEMBER** it is for Watch business only.) Use the NW Smartphone to take photos during your watch and to email them at the end of your shift. Refer to Smartphone procedure (copy in NW driver's bag).
- Review Drivers Log entries since your last Watch.
- Note if any special "Be On The Lookouts" or postings on Log or in cabinet.
- Lock cabinet. If the key is used, replace key, spin numbers on pad and close lift to the cover.



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While On Patrol

- Patrol LCA parking lot and roads, varying your routine each time. Note graffiti, vandalism, missing signs, etc. and take photos of each. Also note locations on Log if there was a photo taken.
- Note unusual vehicles or people on the log. Photograph face, if possible. Note descriptions, license plate numbers and locations. If a vehicle appears to be abandoned, complete an Abandoned Vehicle Action Report, place a copy on the vehicle's windshield and the other copy on top of the Log (see steps on the form).
- Note loose dogs. Photograph them while in the street, if possible. Write description of dogs, location and address. If uncertain of residence, honk your horn and yell "Go home!" to encourage them to get off the street and back home, and to possibly alert owners. Photograph address/mailbox at end of series of each dog's photograph(s). If driveway is unmarked, determine address by looking in the maps binder. Take photos of driveway or house to help identify or note the telephone pole number posted about 8-10 feet off the ground facing the road.
- If you see dogs off leash with their owners – if you feel comfortable, stop and educate them in a friendly way about the leash law and let them know the leash law is for the animal's protection as well as our neighbors.
- Move fallen branches off road, if possible. If too heavy, or too many, complete a Road Hazard Notification form and turn it in to the LCA Office. If after working hours (10 am - 3 pm), nights or weekends, leave the form in the In-Box located outside the LCA Office.
- If a house has been vacant for some time and it appears that squatters MAY have occupied the property, complete a Squatters Report Procedure form (and follow the steps on the form).
- Make some sort of contact with each person or vehicle you pass - wave, smile, say "Hello".



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- If you see a true emergency, call 911. A non-emergency may be reported to police at (808) 935-3311. The LCA Office can be reached at (808) 965-9555. These numbers are programmed into the NW phone.
- REMEMBER: Our job is to observe and report. Do not get involved. Neighborhood Watch is the "Eyes and Ears" of the police, never, never their "Hands".

Upon Completion of Your Patrol

- Return to LCA at or before scheduled ending time.
- Complete Log notes and initial. Return Log to Watch bag.
- If photos were taken, email them to the appropriate contacts (refer to Smartphone procedure):
Dog photos to Donna Lee DeBaets
All other photos to the LCA Office
- Hand off Watch materials to next Watcher; or,
- If no one available, open Watch cabinet using aforementioned procedures.
- Replace Watch magnetic signs and strobe light.
- Replace Watch bag in cabinet.
- Lock up cabinet per previous procedures. Check to ensure the lock functioned properly by pulling on the door handle.



Neighborhood Watch Patrol Procedures

For Night Patrols

- In addition to the above, pick up the spotlight from the Watch cabinet. Check its function before leaving on Patrol.
- Upon return, charge spotlight if needed.

