



CITIZEN AWARENESS PROGRAM

(C.A.P.)

The Citizens Awareness Program is designed specifically to assist an organized neighborhood in their effort to reduce crime. The Cobb County Police Department is dedicated to working with our citizens, however, we need your help. As Cobb County continues to grow, the demand for police service increases. The police cannot be everywhere. By becoming the "eyes and ears" of the police, you can become part of a winning team.

Consider the following facts:

- 96% of all burglaries occur during the day
- Burglars look for the quickest and quietest way to gain entry into a structure.
- Most burglars spend less than six minutes in a house.
- Almost one third of all houses are entered through an unlocked door or window.
- Many burglars will return in a month or so, after the initial incident.
- In 1996, the ratio of police officers to citizens was approximately 2000 to 1

The first and most important part of this process is to realize no private citizen can take the place of the police. We do not expect you to. You will not be asked to patrol or detain persons. We will ask you to be alert, look for suspicious activity, report the activity to police and inform your neighbors. Matters such as making arrests, should be left up to police.

You may first ask what is suspicious? Everyone has a different opinion. The best guideline to use is if a situation you see requires you to make an excuse to explain it, it is suspicious enough for you to call police. For example, a person that is walking through the neighborhood you are fairly certain does not live or work there. Or a car that drives by your house late at night and it does not belong in the neighborhood. What if you are wrong? What if you call the police on a relative of a neighbor or a delivery man looking for an address? **Don't be embarrassed!** The worst thing you have done is increased police patrol in your community by having a uniform patrol car drive through your neighborhood. Just call police and have them check the situation out. If he or she is legitimate, they will be released and allowed to complete their business. If they are not, the police will take appropriate action. Before you convince yourself a burglar is a visiting relative, pick up the phone and call 9-1-1.

TRUST YOUR INSTINCTS AND BETTER JUDGEMENT.

In Cobb County to report suspicious activity such as a crime, a fire or a situation requiring emergency medical assistance. The correct number to dial is 9-1-1. The emergency 911 system in Cobb County cannot be overloaded, nor will you ever receive a busy signal or recording. The 911 system is enhanced to provide the communication center with the caller's phone number, address, police jurisdiction. It also includes the nearest fire station, cross streets and map coordinates! Cobb County Department of Public Safety wants you to utilize this system! If you were in a danger, the police could be sent to your location even if you were unable to provide your location.

When you do observe something suspicious, it is important that you stay on the phone to update responding officers. Your help in providing up to date descriptions, locations and a direction of travel will help the officers capture the subject. Without your updates, the officers may very well drive past the perpetrators as they enter the neighborhood. It is also important that you give good descriptions.

The ability to describe people and automobiles is not a skill we are born with. If you find it difficult to give accurate descriptions, do not be discouraged. With a little of training you too can learn. Here are some guidelines:

PEOPLE

- Look at height, weight, and a "physical build" first.
- Look for anything that attracts your attention such as scars marks or tatoos.
- Try to compare them to someone you know.

AUTOMOBILES

- See how many doors the car has.
- Check the color.
- Look for damage.
- Listen for distinctive noises.
- Look for after market items.
- Look for bumper stickers or decals.
- Look for the tag (license plate) number.

Remember the acronym CYMBAL...

Color
Year
Make
Body
And
License #

DISSEMINATION OF INFORMATION

The first responsibility of a neighbor is to keep their neighbors informed. This would be impossible without an organized plan. We call this a phone chain. The concept is designed to get the important information to an entire neighborhood with every member making only one phone call. Some of you may be familiar with the system. All members provide a day and evening number for a list that is given to members only. If a neighbor observes something, they call the police **FIRST**, then they call the first person on the list. The second person calls the third and this continues until the entire neighborhood is made aware of the situation. Now the police have every resident of that community acting as "eyes and ears".

The Citizen Awareness Program works. It is simple to set up and very effective against burglaries, prowlers and vandals. The most important point you must realize is the police need your help to keep crime out of Cobb County. Fighting crime is everyone's responsibility. Together we can be effective. So, join the team and remember:

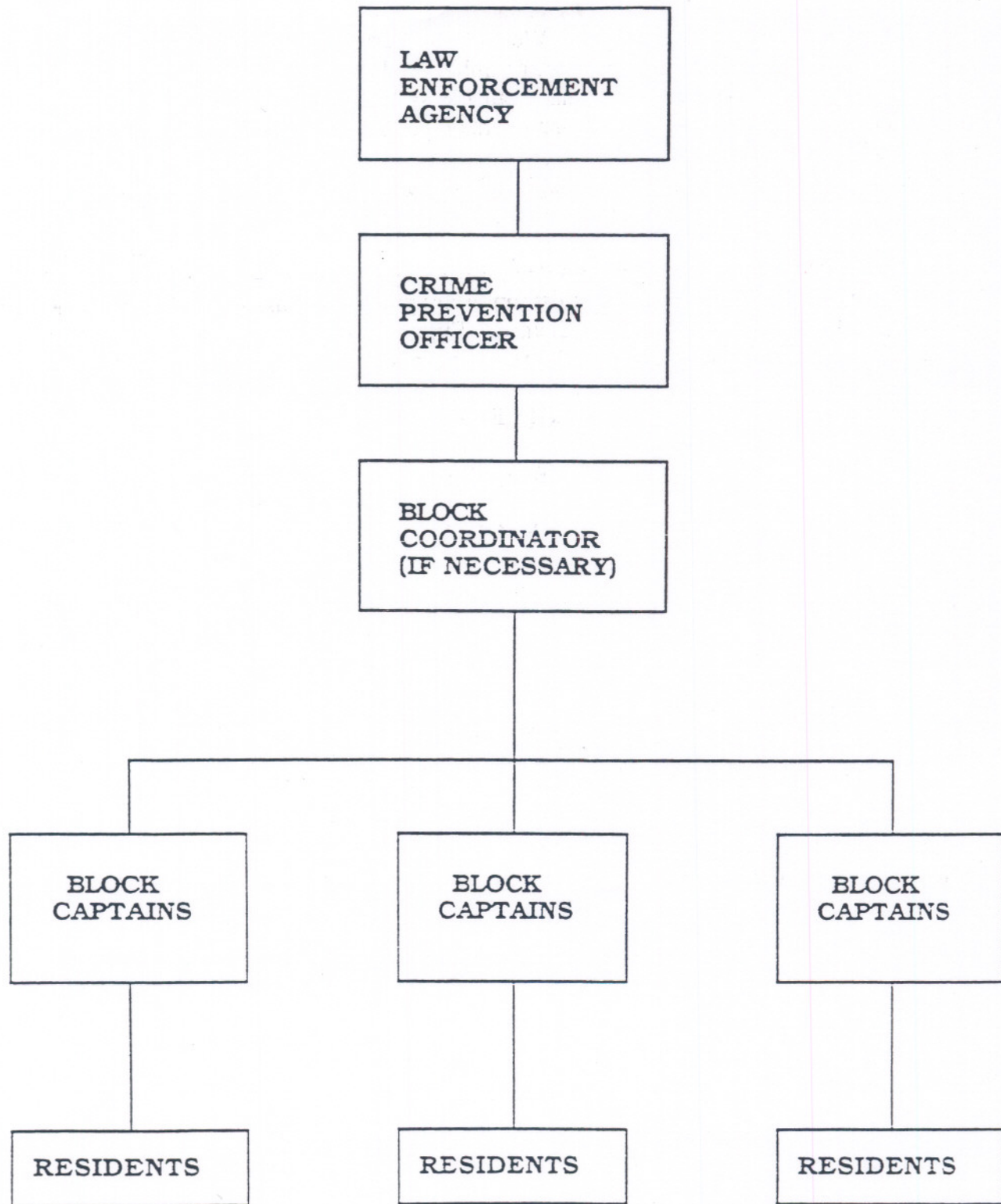
OBSERVE

REPORT

INFORM



NEIGHBORHOOD WATCH ORGANIZATIONAL CHART



AN INVITATION

Dear Neighbor:

This is an invitation to you to help crime-proof our neighborhood.

We are getting together to talk about Neighborhood Watch. This is a simple neighbors-helping-neighbors program that has helped other communities reduce crime by as much as 65%. Many watch groups have not only seen crime go down, but have discovered a new feeling of caring and belonging among neighbors. Many have used their combined efforts to improve their streets and parks, recreational opportunities, and local services.

All of us are concerned about becoming the victim of a crime, but not one of us can fight crime alone. Not even the police can do it without our help. Isolating ourselves behind locked doors simply makes it easier for burglars and other criminals to take advantage of our neighborhood.

At a Neighborhood Watch meeting you will learn things like picking up the newspapers and mail while your neighbor's away on vacation. Keeping an eye out for unusual activity like a strange person snooping around a house. Or escorting a frightened shut-in to a community meeting. Or visiting someone who has been a victim of a crime.

You can help decide the best ways to protect our neighborhood by telling us what concerns you. Please be sure to attend. Many thanks.

Let's Talk About Neighborhood Watch!

Time: _____

Date: _____

Place: _____

Contact For More Info: _____

Phone: _____

NEIGHBORHOOD WATCH BLOCK MAP

NAME:
ADDRESS:
HOME PHONE:
WORK PHONE:

NAME:
ADDRESS:
HOME PHONE:
WORK PHONE:

NAME:
ADDRESS:
HOME PHONE:
WORK PHONE:

STREET

NAME:
ADDRESS:
HOME PHONE:
WORK PHONE:

NAME:
ADDRESS:
HOME PHONE:
WORK PHONE:

NAME:
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NAME:
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NAME:
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HOME PHONE:
WORK PHONE:

STREET

NAME:
ADDRESS:
HOME PHONE:
WORK PHONE:

NAME:
ADDRESS:
HOME PHONE:
WORK PHONE:

NAME:
ADDRESS:
HOME PHONE:
WORK PHONE:

Fill in the blanks and use this sheet to report suspicious activity.

NEIGHBORHOOD WATCH FAMILY DATA SHEET

Family Name: _____

Home Address: _____

Home Telephone Number: _____

Adults of Household (including work phone numbers): _____

Children (Names & Ages): _____

Other Residents: _____

Individual To Contact In Emergency

Name: _____

Address: _____

Home & Work Telephone Number: _____

Family Vehicles (Year, Make, Model, License Tag)

Vehicle 1: _____

Vehicle 2: _____

Vehicle 3: _____

Any special family health/medical problems _____

Any special emergency medical training/skills: _____

Any other pertinent or important information: _____

NEIGHBORHOOD WATCH SIGN-IN SHEET

NAME

ADDRESS

TELEPHONE

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

Total Attendance:
Total Houses Contacted:
Total Houses Represented:
Block Captain:

Watch Group:
Date:
Meeting Number:

NEIGHBORHOOD WATCH PARTICIPATION FORM

By signing this form, I agree to participate in the local Neighborhood Watch Program. I further agree that I will make a conscious effort to better protect my neighborhood by becoming aware and involved in this program designed to reduce criminal activity.

NAME	ADDRESS	TELEPHONE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

Block Captain's Name, Address, Telephone Date No. of Homes

NEIGHBORHOOD WATCH

HOW TO REPORT A CRIME

1. Identify yourself - name, address, and telephone number.
2. Type of crime.
3. "In progress" or "has occurred".
4. Where? Be as specific as possible.
5. Description of suspect(s), how many, whether armed...
WRITE THIS DOWN!
6. Description of vehicle, tag number, dents, etc...
WRITE THIS DOWN!
7. Direction of travel.
8. The longer the caller can stay on the line, the better.
9. After calling the police, call a neighbor so they can watch the suspect and help give the police a more detailed description.

NEIGHBORHOOD WATCH

SUSPICIOUS ACTIVITY LIST

1. Anyone forcibly entering a vehicle or residence.
2. Someone running from a home or business under (suspicious) circumstances.
3. Someone that appears to be carrying a weapon.
4. Someone screaming or yelling in the area.
5. A stranger that offers a child candy or some other gift.
6. A loiterer who doesn't belong in the area.
7. A person walking around in the neighborhood with items that could have been stolen.
8. Person(s) looking into the window of a residence or automobile.
9. Anyone ringing your doorbell or knocking on your door without a reasonable explanation.
10. Persons loitering around school yards.
11. Strange vehicles parked in your neighborhood or other area for several days.
12. A clean car with damaged or dirty plates.
13. The sound of breaking glass.

SUSPECT IDENTITY CHART

Physical Appearance:

Sex _____ Age _____ Height _____ Weight _____

Body build (slight, heavy, posture, proportions, etc.) _____

Race or nationality (if known) _____

Face (shape, bone structure, complexion) _____

Eyes (narrow, wide-set, deep-set, color) _____

Nose (long, short, broad, narrow, etc.) _____

Chin (square, dimpled, pointed, etc.) _____

Beard or mustache _____

Other identifying characteristics (scars, moles, etc.) _____

Hair(color, style, texture) _____

Ears (noticeable shape, size, prominently sticking out) _____

Identifying marks (scars, tattoos, birthmarks, etc.) _____

Identifying actions (mannerisms, walking style, speech pattern, left or right handed)

Weapons or equipment used _____

Identifying comments (mention of names, places, dates, etc.) _____

Clothing:

Hat _____ Coat/Jacket _____ Shoes _____

Shirt _____ Pants _____ Socks _____

Vehicle:

Make _____ Model _____ Year _____

Color _____ Dents/Marks _____ Tag No _____

Direction of travel _____

NEIGHBORHOOD CHECK-UP SURVEY

1. In general, has this neighborhood become a better or worse place to live in the past year?

Better _____ Worse _____ Same _____ Don't Know _____ Refused _____

2. As a place to live, do you think this area will be better, worse, or about the same a year from now?

Better _____ Worse _____ Same _____ Don't Know _____ Refused _____

3. Here are some statements. In your view are these statements mostly true or mostly false about you and your neighbors:

	Mostly True	Mostly False	Don't Know	Refused
If I were sick, I could count on a neighbor to run an errand for me.	_____	_____	_____	_____
If I have to be away from home for a day or two, I know a neighbor will keep an eye on my place.	_____	_____	_____	_____
There is very little my neighbors and I can do to change our neighborhood.	_____	_____	_____	_____
Crime in my neighborhood is more of a problem than in other nearby areas.	_____	_____	_____	_____
If I had to borrow \$25 in a real emergency, I could turn to someone (not family) in this neighborhood.	_____	_____	_____	_____
My neighbors and I don't talk about community problems and how to solve them.	_____	_____	_____	_____

4. Have you heard of community group meetings to discuss local problems?

Not At All _____ Vaguely Recall Some _____ Yes _____

5. Have you ever attend such a meeting?

Yes _____ No _____

6. For each of the following, mark whether it is a big problem, something of a problem, or little or no problem in your neighborhood, *compared to a year ago*?

	Adequate	Big	Some	Little	Don't Know	Refused
Shopping	_____	_____	_____	_____	_____	_____
Crime	_____	_____	_____	_____	_____	_____
Schools	_____	_____	_____	_____	_____	_____
Noise	_____	_____	_____	_____	_____	_____
Trash	_____	_____	_____	_____	_____	_____
Traffic	_____	_____	_____	_____	_____	_____
Kinds of Residents	_____	_____	_____	_____	_____	_____
Unsupervised Kids	_____	_____	_____	_____	_____	_____
Vandalism/Graffiti	_____	_____	_____	_____	_____	_____
Abandoned/Rundown Buildings	_____	_____	_____	_____	_____	_____
Any New Problems:						

VACATION SECURITY CHECKLIST

Thieves look for what police term "**targets of opportunity.**" There are many things you can do to avoid becoming a victim, especially if you are going to be away from your home for an extended period.

- Ask your local law enforcement agency to check your house periodically, if they offer this service in your community.
- Double check the areas which are often overlooked such as second floor or basement windows.
- Make sure exterior areas do not give your absence away. Arrange to have mail and deliveries either stopped or picked up by a neighbor.
- Leave a car in the driveway. Have outside lights turned off and on with a home timer. Arrange to have the lawn cut and the bushes trimmed.
- Have several timers attached to lights in various locations throughout the house. One timer can be programmed to turn one light on and off several times during the evening. Several timers performing the same function can give a very "lived-in" look to a home.
- This same practice with home timers can be utilized with TV's and radios. It gives an added sound element to the "lived-in" look.
- Ask your neighbors to check your home regularly, and leave a number with them where you can be reached. Also ask neighbors also to use your garbage cans. Spotters for burglars sometimes work for trash collectors. Ask neighbors to also pick up handbills or circulars.
- While it is advisable to notify police and a neighbor of your planned absence, don't tell everyone about your plans. Don't leave notes on the door for neighbors or couriers.
- If, upon returning from your trip, you spot evidence of a break-in, do not enter the house, the burglar may still be inside. **Call 9-1-1 at once!**
- Make a list of personal items by serial number, and date purchased. Keep the list in a safe place and not in your home. In addition, mark valuables with an engraver.
- Doors and windows should be equipped with deadbolt locks.

HOME SECURITY SURVEY

RESIDENTS NAME _____ PHONE NO. _____

ADDRESS _____

OFFICER _____ SURVEY/FILE NO _____

BUILDING TYPE: HOUSE APARTMENT DUPLEX OTHER

Recommendations for security improvements checked below are in the interest of reducing the opportunity for a crime to occur.

DOOR SYSTEMS

HINGED DOORS					SLIDING DOORS		GARAGE DOORS	
F-Front	S-Side	R-Rear	O-Other	Recommendations	Recommendations		Recommendations	
F-	S-	R-	O-	Recommendations				
				Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Satisfactory
				Reinforce frame & strike plate	<input type="checkbox"/>	Take up slack	<input type="checkbox"/>	Add auxiliary lock
				Add auxiliary lock	<input type="checkbox"/>	Use Charlie bar or stick	<input type="checkbox"/>	Pin Track
				Single Cylinder Deadbolt	<input type="checkbox"/>	Pin doors	<input type="checkbox"/>	Electronic door opener
				Double Cylinder Deadbolt	<input type="checkbox"/>	Reverse Units (if incorrectly installed)	<input type="checkbox"/>	
				Pin Hinges	Other (specify) _____		Other (specify) _____	
				Install Door Viewer	_____	_____	_____	_____
				Replace Door	_____	_____	_____	_____
				Double Door - Install lever extension flush bolts	_____	_____	_____	_____
Other (specify) _____					_____	_____	_____	_____

WINDOWS

DOUBLE HUNG	CASEMENT
<p>Recommendations</p> <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Pin Windows</p> <p><input type="checkbox"/> Install auxiliary lock</p> <p><input type="checkbox"/> Secure air conditioning unit from inside</p>	<p>Recommendations</p> <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Replace latching mechanism</p> <p><input type="checkbox"/> Adjust latching mechanism</p> <p><input type="checkbox"/> Remove Crank</p>
SLIDING	BASEMENT
<p>Recommendations</p> <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Pin Windows</p> <p><input type="checkbox"/> Install auxiliary lock</p> <p><input type="checkbox"/> Use Charlie bar or stick</p> <p><input type="checkbox"/> Let out expanders</p>	<p>Recommendations</p> <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Decorative grill</p> <p><input type="checkbox"/> Interior or exterior security bar</p>
Other window (specify) _____	

MISCELLANEOUS OPENINGS

Attic, basement, outbuildings, etc.

Recommendations: _____

LIGHTING

Recommendations

Exterior - additional lighting

Interior - use timer

Other _____

SHRUBBERY

Recommendations

Trim from windows

Trim from doors

Other _____

SECURITY HABITS

- Reviewed basic security habits with resident:
- Neighborhood Watch Participant

HOME OWNER INFORMATION

Comments/Remarks _____

OPERATION IDENTIFICATION

- Recommendations
- Satisfactory Display warning stickers
- Engrave property Update

BURGLARY PREVENTION CHECKLIST FOR HOMES

Doors and Entry Areas

- | | | |
|---|-----|----|
| Are your doors of solid core construction? | Yes | No |
| Do entry doors have a wide-angle viewer? | Yes | No |
| Are the door locks secure if a burglar breaks out the glass or a panel of the door?
wood? | Yes | No |
| Do exterior doors have cylinder-type deadbolt locks with at least
a one-inch throw and a beveled cylinder guard? | Yes | No |
| Do the doors without cylinder locks have a heavy bolt or some similar
secure device that can be operated only from the inside? | Yes | No |
| Can all of your doors (basement, porch, french, balcony)
be securely locked? | Yes | No |
| Do your basement doors have locks that allow you to isolate that
part of the house? | Yes | No |
| Are all your locks all in good repair? | Yes | No |
| Are the door strike plates installed with at least three-inch wood screws? | Yes | No |
| Do you know everyone who has a key to your house? | Yes | No |
| Do all outswinging doors have the hinges pinned or have
non-removable pins? | Yes | No |
| Are entry areas unobstructed by shrubbery and other decor to
permit maximum visibility? | Yes | No |
| Does the porch light have a minimum 60-watt bulb? | Yes | No |
| Do sliding doors have auxiliary locks that locks that secure both the door panels
together? | Yes | No |
| Do sliding glass doors lift out of the track? | Yes | No |
| Is the garage door secured with a padlock, hasp, or other
auxiliary lock? | Yes | No |
| Do you lock your garage door at night? | Yes | No |
| Do you lock your garage door when you are away from home? | Yes | No |

Do you lock your car and take the keys even when it is parked in your garage?	Yes	No
---	-----	----

Windows

Are all windows equipped with auxiliary key locks or pinned?	Yes	No
--	-----	----

Have you replaced or secured louvered windows?	Yes	No
--	-----	----

Are your window locks properly and securely mounted?	Yes	No
--	-----	----

Do you keep your windows locked when they are shut?	Yes	No
---	-----	----

Do you use locks that allow you to secure a window that is partly opened?	Yes	No
---	-----	----

In high crime areas, do you use bars or ornamental grilles?	Yes	No
---	-----	----

Do you have secure locks on garage windows?	Yes	No
---	-----	----

Do you have garage windows that are covered by curtains?	Yes	No
--	-----	----

Are basement and second floor windows as secure as those on the first floor?	Yes	No
--	-----	----

Safe Practices

Do you keep a list of all valuable property?	Yes	No
--	-----	----

Do you keep a list of the serial numbers for your cameras, TV's, VCR's and other similar items?	Yes	No
---	-----	----

Do you have a description of other valuable property that does not have an assigned number?	Yes	No
---	-----	----

Do you keep excess cash and other valuables in a bank?	Yes	No
--	-----	----

Do you "hide" a key under the door mat?	Yes	No
---	-----	----

Are your trees and shrubs trimmed to eliminate hiding places?	Yes	No
---	-----	----

Are lights installed around the perimeter of your home?	Yes	No
---	-----	----

Have you made it more difficult for the burglar to gain access to a second floor or roof?

Yes No

Have you told your family what to do if they discover a burglar breaking in or already in the house?

Yes No

Do you have emergency telephone numbers listed by your phone?

Yes No

If you have any other questions about the Neighborhood Watch Citizens Awareness Program please contact the **Cobb County Police Department Community Education Unit** at (770)499-4134.