

Neighborhood Watch

Guide



**Public Safety Department
City of Paramount**





Introduction

The Neighborhood Watch program is one of the most effective means available for keeping crime out of our neighborhoods. It relies on the best crime fighting tool ever invented — a good neighbor. When neighbors work together with law enforcement, it creates a crime fighting environment. Be a good neighbor and make your community safer by participating in the Neighborhood Watch program. Remember, the battle against crime will not be won by people acting on their own.

To help you start your Neighborhood Watch, the City of Paramount has developed this guide. This guide includes information on programs, services, and information on special activities and how to report crimes.

Neighborhood Watch is only a beginning. It can be the basis for an ongoing dialogue and cooperative relationship with law enforcement, city personnel, and neighbors.

When you are ready to set up your first Neighborhood Watch meeting, call the Paramount Sheriff's Station at 562-220-2002. Public Safety personnel will be able to assist you and tell you more about working together to prevent crime in your community.

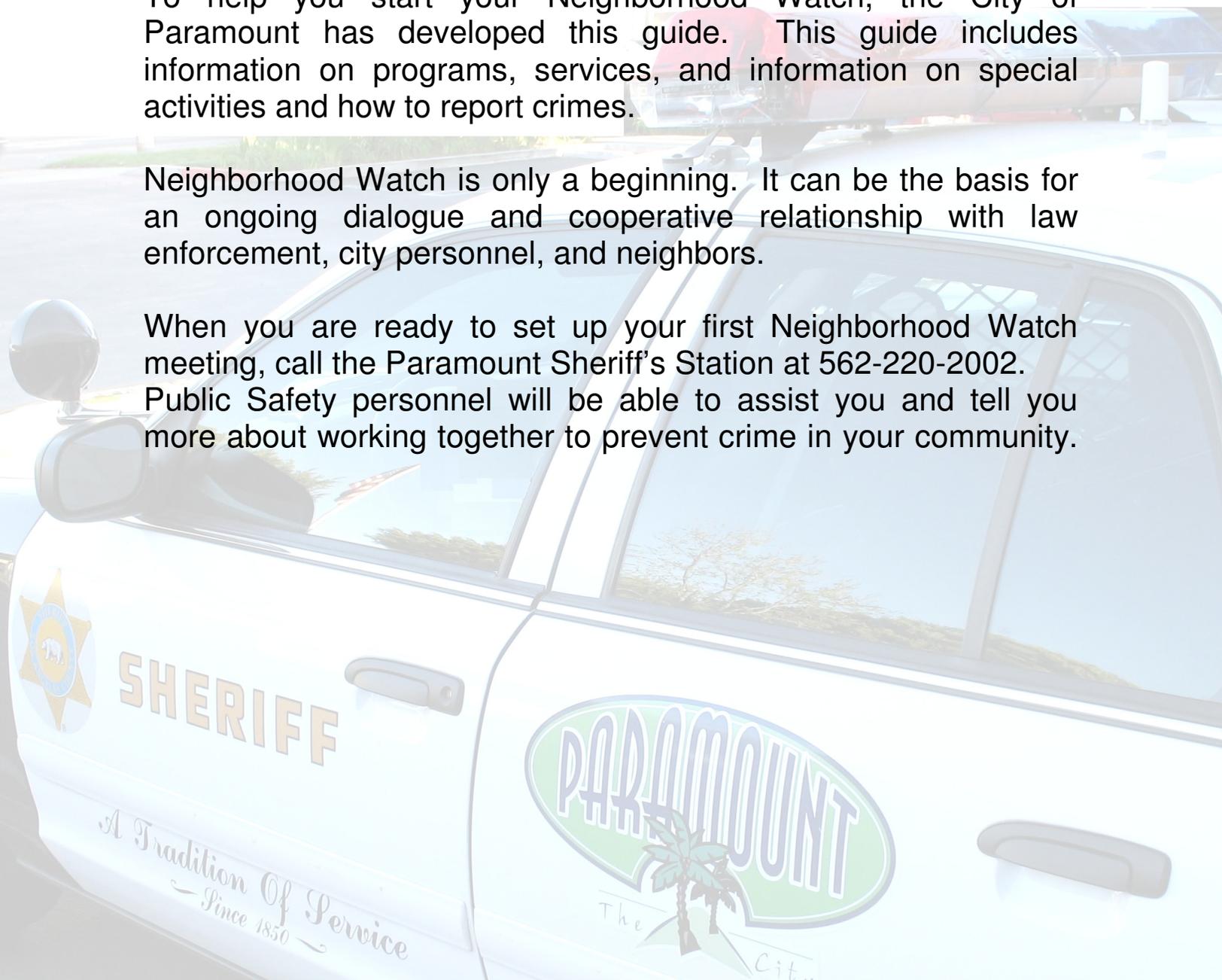




Table of Contents

What is Neighborhood Watch?.....3

Why Neighborhood Watch?4

How do I Start a Neighborhood Watch Group?.....5

Maintaining a Neighborhood Watch Group.....8

Program Activities.....9

Crime Awareness.....11

If a Crime Occurs—Report It!.....13

Things to Remember.....11

Suspect Description Form.....17

Vehicle Description Form.....18

Personal Property Identification Form.....19

Acknowledgments21

Resources & Programs.....22

Local Sheriff & Police Station Numbers.....27



What is Neighborhood Watch?

Neighborhood Watch is a crime prevention program which enlists the active participation of citizens in cooperation with law enforcement to reduce crime in their communities. Neighborhood Watch is one of the most effective and least costly ways to prevent crime and reduce fear.

It involves:

- Neighbors getting to know each other, taking the time to care about each other and working together in a program of mutual assistance.
- Training residents to recognize and report suspicious activities in their neighborhoods.
- Residents implementing crime prevention strategies such as home security and reporting procedures.
- Neighborhood Watch does not require frequent meetings.
- Neighborhood Watch leaves the responsibility of catching criminals where it belongs, with law enforcement personnel.

You may hear people talking about Neighborhood Watch, see the signs, stickers, magnets, or flyers, but the bottom line is:

**Neighbors looking out
for each other!**

Why Neighborhood Watch?

There cannot be a law enforcement officer on every corner, so citizen involvement is essential to combat crime.

You and your neighbors are the eyes and ears of your community.

By cooperating with each other and law enforcement, people can help fight crime in their community in the most effective way — before it begins!

Neighborhood Watch members place stickers on their windows and post Neighborhood Watch signs on streets, warning criminals that they are in an active Neighborhood Watch Community, and that “neighbors are watching out for each other.”

We Take Action!



NEIGHBORHOOD WATCH

PARAMOUNT

In case of emergency call 911.

Paramount Sheriff's Substation
(562) 220-2002

Lakewood Sheriff's Dept.
(562) 623-3500

Fire Department
(562) 634-6559

City of Paramount Website
www.paramountcity.com

How Do I Start A Neighborhood Watch Group?

Talk to your neighbors.

- Canvass your neighborhood for interest.
- Talk to neighbors you know and trust.
- Briefly explain the value of working together to maintain and improve safety in your neighborhood.
- Ask about convenient times to schedule your first Neighborhood Watch meeting.

Be sure to mention that:

- Neighborhood Watch does not require frequent meetings.
- It does not ask that anyone take any personal risks to prevent crime.
- ***The only action required is a simple phone call to the Lakewood Sheriff's Station at 562-623-3500, when a crime is occurring or suspicious activity is occurring.***
- Your neighborhood may be able to get Neighborhood Watch signs for your street.
- Public Safety personnel may attend your meetings to answer questions about crime in your community and provide valuable information on how the Sheriff's Department works.



Contact the Paramount Sheriff Station. 562-220-2002

- Tell us that you would like to have a meeting or start a Neighborhood Watch group and ask for assistance.
- Get help from public safety personnel. We have personnel who can assist you in getting organized.
- Ask about the crime activity in your neighborhood.
- You can have a Sheriff's Deputy at your meeting to discuss safety and answer any questions.

Arrange a date, time and place for the first meeting.

- Set the meeting date far enough in advance to give everyone adequate notice.
- Select a time that is convenient for most neighbors and your law enforcement representative. Usually Tuesday through Thursday from 5:30 p.m.-7:30 p.m. works well for most residents.
- Public Safety personnel can distribute flyers announcing the meeting.
- If possible, meet in the home of a neighbor to foster an informal, comfortable environment. Street closures are also possible, since they receive a lot of visual attention.
- Remind everyone of the meeting date as it approaches (two to three days before).
- Remember, do not be disappointed if everyone cannot attend. One hundred percent neighborhood participation is desirable, but is not required for the program to work.



Select Neighborhood Watch Leaders.

The role of the Neighborhood Watch Leader is to:

- Be a spokesperson for the group.
- Serve as the liaison between law enforcement and your Neighborhood Watch group to organize and arrange Neighborhood Watch meetings.

Coordinate efforts that may include:

- Recruiting New members from your neighborhood
- Vacation home watch when neighbors are away
- Organizing group walks through the neighborhood
- Informing your neighbors of activity
- Materials distribution
- Maintaining communication with your Beat Deputy
 - The Beat Deputy is the deputy responsible for your neighborhood

Remind members to call law enforcement with concerns — not the Neighborhood Watch Leaders, when there is a crime in progress.

Share the work load and responsibilities for your neighborhood.

There can be more than one Neighborhood Watch Leader.

Maintaining a Neighborhood Watch Program.

Now that your Neighborhood Watch network is established, be sure that everyone understands and observes the following guidelines:

- Maintain communication with trusted neighbors by informing each other of suspicious activity.
- Be alert to unusual or suspicious behavior in your neighborhood.
- Notify the Paramount Sheriff's Station if your house will be unoccupied for an extended period of time. Property checks can be performed by deputies during your absence. Tell them how to reach you in case of an emergency.
- Look after your neighbors' homes when they are away, and ask them to look after yours. This includes picking up mail or newspapers and putting back the garbage cans or recycling bins.
- Do not leave signals that say "no one is home."
- Attend Neighborhood Watch meetings often.
- Above all, get involved. It is the most effective way to reduce or prevent crime and make your neighborhood safe. Remember, your job is to report crime.

The responsibility for apprehending criminals belongs to law enforcement.

Program Activities

The key to keeping a Neighborhood Watch group active is maintaining interest over time. By getting everyone involved you will create a feeling of pride and the atmosphere of a small town, even if you live in a large city.

Neighborhood Watch can easily be adapted to meet your needs, wherever you live.

The following are some of the benefits from being part of Neighborhood Watch:

- ✓ Teaches citizens techniques to improve safety at home, at work, or any location where a crime may occur.

- ✓ Crime Awareness

- Personal Safety
- Home Security
- Vehicle Security
- Child Safety

- ✓ Resources and Programs





NEIGHBORHOOD WATCH

In many communities, individual Neighborhood Watch Leaders unite to watch their neighborhoods. By coordinating their efforts, individuals find they can share valuable information, as well as increase the impact of their concerns with city and law enforcement decision makers.

Neighborhood Watch is **free** and available to residents interested in maintaining safety in their neighborhoods. Take the opportunity to team up with neighbors, city personnel, and law enforcement personnel to help coordinate services and maintain a high level of peace and safety in your neighborhood.

Change takes time, but it also takes your participation. All that you are required to do is call the Sheriff's Station at 562-623-3500, when there is a crime in progress or when suspicious activity is occurring in your neighborhood.

During the meetings we will discuss information on safety as well as programs and services available from a myriad of sources.

Make a difference and get involved!



CRIME AWARENESS

Learn from law enforcement experts and safety personnel during neighborhood watch meetings on a variety of topics, including:

PERSONAL SAFETY

- ✓ Always be aware of your surroundings.
- ✓ Make eye contact with people around you.
- ✓ Make a photo copy of all documents and identifications in your wallet or purse. This will assist you in the event your wallet or purse is stolen or lost. In either case you must file a police report.

HOME SECURITY

- ✓ Ask your law enforcement agency for help with “home security surveys” for individual residences.
- ✓ Use your locks on your doors and windows, when not home.
- ✓ Use vegetation such as thorny bushes and rose bushes around windows to deter burglars. It is recommended that you maintain the bushes under 3 feet or 42 inches.
- ✓ Install an alarm system and display alarm company signs around your home.
- ✓ Use exterior motion sensor lights around your home such as the porch area, garage entrance, rear home entrance, and if possible, sides of the home.
- ✓ Make a list of your valuable electronics including information such as, make and model, price, and most importantly serial number. Keep this list in a safe place. This includes any firearms such as rifles, shotguns, or pistols. Take photos of other property such as jewelry or antiques.
- ✓ The Paramount Station offers free vacation security checks for residents. While you are away, officers will check your home. Please call (562) 220-2002 for information.

VEHICLE SECURITY

- ✓ Use locks on your windows and doors, when your vehicle is not being used.
- ✓ Do not leave any valuables in plain view.
- ✓ Use anti-theft devices (e.g., alarm, “Killswitch,” steering wheel lock).
- ✓ **Do not leave your vehicle unattended while warming it up in the morning.**

CHILD SAFETY

- ✓ Keep a recent photo of your child on hand at all times to help deputies find your child if he/she is missing.
- ✓ Explain to your children who is authorized to pick them up from school.
- ✓ Teach them emergency contact numbers such as 911 and/or parent cell numbers. You can disconnect or turn off phones and let them practice.
- ✓ You can participate in “Operation Kid Print.” The main objective is to provide parents with a reliable means of identifying their children in the event they become separated.
- ✓ Have an adult supervise children under 17 years of age or under when playing outdoors or at a park.



IF A CRIME OCCURS REPORT IT!

Sounds easy? Unfortunately, only about half of all crimes are ever reported. Too bad, because law enforcement cannot do anything if they do not know what is happening.

Eyewitness information is the key to solving many crimes.

Call the police/sheriff immediately, when a crime is occurring or suspicious activity is occurring.

Program police/ sheriff telephone numbers on your cell phones for the city you reside in and work in, or spend time in often.

As soon as possible, write down any details.

Lakewood Station is open 24hrs a day/ 7 days a week. You can call to report a crime at 562-623-3500.

The operator will ask you the following:

- Location of occurrence?
- What service is needed?
- What is your name?
- What is your telephone number?
- What is your address?



You can remain anonymous and you can request that deputies do not make contact with you.

The most important thing you can do is call to report the activity.



Reporting Crimes

When do I call 911?

-EMERGENCIES

Life threatening incidents such as:

- Traffic accidents with serious injuries
- Person not breathing
- Heart attack
- Persons drowning

Crimes in progress, especially when the victim is in immediate danger or a serious felony has just occurred:

- Robbery
- Burglary/Grand Theft
- Rape
- Kidnapping
- Assaults
- Homicide

****When you are reporting an emergency, the desk personnel will dispatch the type of call and location immediately to the field units. They will then continue to ask you for information and relay that information to the field units responding to the location. Let the desk personnel ask the questions. When they are finished you can give them additional information.**

STAY ON THE LINE!

Remember to be patient, deputies are already responding!



Reporting Crimes (cont'd)

When do I call the Sheriff's business line?

Lakewood Station 562-623-3500

- Crimes in progress, the victim is not in immediate danger.
 - Vandalism
 - Petty Thefts
- Suspicious Circumstances
 - Possible crime in progress
- Safety Hazards
- A crime has occurred and significant time has passed. There is no suspect information.
 - Burglary Reports
 - Theft
 - Vandalism
- Non Crimes
 - Keeping the peace
 - Lost or Found Property
 - Abandoned Vehicles
 - Parties - Loud Music

Remember to program police/sheriff station numbers on your cell phones from where you live and work.

Things to remember

- What occurred?
- When did this occur?
- Where did this occur?
- How many suspects were there?
- What did they do?
- What did they say?
- What did they take?
- Which way did they go?
- Were there any other witnesses? What are their names, addresses, or phone numbers?
- Is there any other information which you feel is important?
- Can you describe the suspect(s)?
 - See Suspect Description Form, page 17.
- Can you describe their vehicle(s)?
 - See Vehicle Description Form, page 18.



Even an anonymous tip is better than nothing. Do not hesitate! Follow this rule:

If you see something suspicious, call law enforcement— fast —so they can act — fast. The longer you wait, the harder it is to catch the criminal.

Once You Have Reported The Crime, Stick With It.

- ◆ It pays to prosecute. The majority of criminals who are arrested for property crimes are convicted.



SUSPECT DESCRIPTION FORM

Sex:	Race:	Age:	Height:	Weight:
Hair Color:		Length:	Style:	Sideburns:
Eye Color:		Glasses:	Style:	
Face Complexion:		Mustache:	Beard:	
Ski Mask:		Stocking/Mask:		
Other: Tattoos:				
Amputation:				
Scars/Marks:				
Speech/Accent:				
Distinguishable Gait/Limp:				
Bag/Backpack, etc.:				
Clothing: Cap/Hat:				
Coat/Jacket:				
Shirt/Tie or Blouse:				
Pants:				
Skirt:				
Dress:				
Shoes:				
Stockings:				
Gloves:				
Jewelry:				
Purse:				
Weapon: Handgun/Knife, etc.:				
Last known direction of travel:				



PERSONAL PROPERTY IDENTIFICATION FORM

If you are the victim of a burglary, it is important that you know the serial numbers of the items stolen. Ability to prove ownership of the property may assist in the prosecution of suspects and recovery of your property. It is recommended that you take pictures of jewelry and other valuables for your records.

After you complete your inventory, you will realize how much you have to lose in a burglary.

CREDIT & CHARGE CARDS			
COMPANY	CARD NUMBER	EXPIRATION DATE	SERVICE NUMBER

AUTOMOBILES, MOTORCYCLES, RV's, & BICYCLES					
MAKE	YEAR	MODEL	SERIAL NUMBER	LICENSE NUMBER	\$ VALUE



HOUSEHOLD AND PERSONAL ITEMS

ITEM	BRAND NAME	MODEL #	SERIAL NUMBER	\$ VALUE
Television				
Television				
DVD Player				
Radio				
MP3 Player				
Computer (PC)				
Laptop Computer				
Printer				
Camera				
Phone				
GPS				
Game Console				
Jewelry				
Music Instruments				

POWER TOOLS, LAWN, & GARDEN EQUIPMENT & MISC.

ITEM	BRAND NAME	MODEL #	SERIAL NUMBER	\$ VALUE



Acknowledgements

Attorney General's Crime and Violence Prevention Center
California Attorney General's Office

California Crime Prevention Officers Association

Temple Sheriff's Station

Rosemead Public Safety Center

Los Angeles County Sheriff's Department
Community/ Law Enforcement Partnership Program (CLEPP)

RESOURCES AND PROGRAMS

✓ Success Through Academics and Recreation (STAR):

- This stimulating program uses a proven curriculum based on lessons learned in other cities and school districts over the last decade, provides students in grades one through five with academic assistance and recreational activities. It operates every weekday during the school year in each PUSD K-8 school, with a capacity for 85 students per campus.
- For more information, contact the Community Services and Recreation Department, 15300 Downey Ave., (562) 220-2121.

✓ Gang Resistance is Paramount (GRIP):

- GRIP is a successful, nationally recognized anti-gang program that steers children away from gang membership through classroom lessons, counseling and parental training. GRIP counselors present gang resistance lessons to elementary and ninth-grade students attending school in Paramount. Workshops and counseling sessions for parents and youngsters are also conducted throughout the community. More than 50,000 Paramount kids have gone through the program, and the results have been overwhelmingly positive. For more information, contact the Community Services and Recreation Department, 15300 Downey Ave., (562) 220-2121.

✓ Graffiti Removal Program:

- To report graffiti in progress call 562-623-3500
- To have graffiti removed from any area that can be seen from a public street call 562-220-2233. It is usually removed within 72 hours, and sometimes even the same day.

✓ **Graffiti Reward Program:**

- The City of Paramount will pay **\$200** for information leading to the arrest of a graffiti suspect and up to an additional **\$300** if a subsequent conviction is based on testimony in court.
- The only thing you need to do is place a call.
- To report graffiti in progress call 562-623-3500

✓ **Paramount Education Partnership (PEP):**

- Adult Classes: this program offers adult classes such as introduction to computer and typing classes.
- School Readiness Program: this program helps students as well as guides parents through their child's first educational experience by familiarizing them with the basics of an educational curriculum.
- Plato K-8th Program: The classes offer computer based and hands on learning in reading, math, arts, social studies, and sciences. The goal is to assist students with areas of studies that they are having difficulty in.
- Tutoring: Tutoring is available Monday through Thursday from 3:00 P.M. to 7:30 P.M.
- Computer Lab: Access to computers and the internet for Paramount residents and students. This service is available Monday-Thursday from 8:00 A.M. to 7:30 P.M.
- For more information, contact the Community Services and Recreation Department, 15300 Downey Ave., (562) 220-2121.

✓ **Prevent Auto Theft (PAT):**

- Provides Paramount residents with free anti-theft steering wheel locks for specific cars. The following autos only are covered: 1984 to 1994 Toyota Camrys, Honda Accords and Civics, Nissan Sentras, and Toyota pick-up trucks.
- For more information, contact the Paramount Public Safety Department, 15001 Paramount Blvd., (562) 220-2002.

✓ **The Good Neighbor Program (GNP):**

➤ Free Property Management Training:

- Recognizing & reporting crime on your property
 - Maintaining your property/ Code Enforcement
 - Sound property management
 - Tenant screening techniques
 - Evicting problem tenants
 - Developing effective rental agreements
 - Neighborhood Watch
 - Section 8 Requirements
- Property managers or owners completing the program requirements will receive on free year membership in the Apartment Association and one free annual business license for the City of Paramount
- For more information, contact the Paramount Public Safety Department, 15001 Paramount Blvd., (562) 220-2002.

✓ **Paramount Adult Education Center:**

➤ Adult Classes: this program offers adult classes such as the following:

- Introduction to computers
 - Free citizenship classes
 - Free English classes
 - Parent Project: a program designed for Raising Children and Adolescents in the 21st Century. Learn how to develop a discipline structure, stamp out behavior problems, truancy, failing grades, drug and alcohol use, and gang involvement.
 - Earn your high school diploma or general education diploma.
- For more information, contact the Paramount Adult Education Center, 14507 Paramount Blvd., (562) 602-8080.

✓ **Southeast Area Social Services Funding Authority (SASSFA):**

- Youth Program: this program offers free tutoring, summer employment, internet access, job training and certificate programs, job application, resume, and interviewing workshops. Must be 17-21 years of age to participate in the Youth Program.
- Free services offered at this center include job placement, resume workshops, computer access, internet access, job placement services. Must be 17 years or older to receive employment services.
- For more information, contact the Paramount SASSFA Office, 15538 Colorado Ave., (562) 633-9511.

✓ **Los Angeles County 211 Program:**

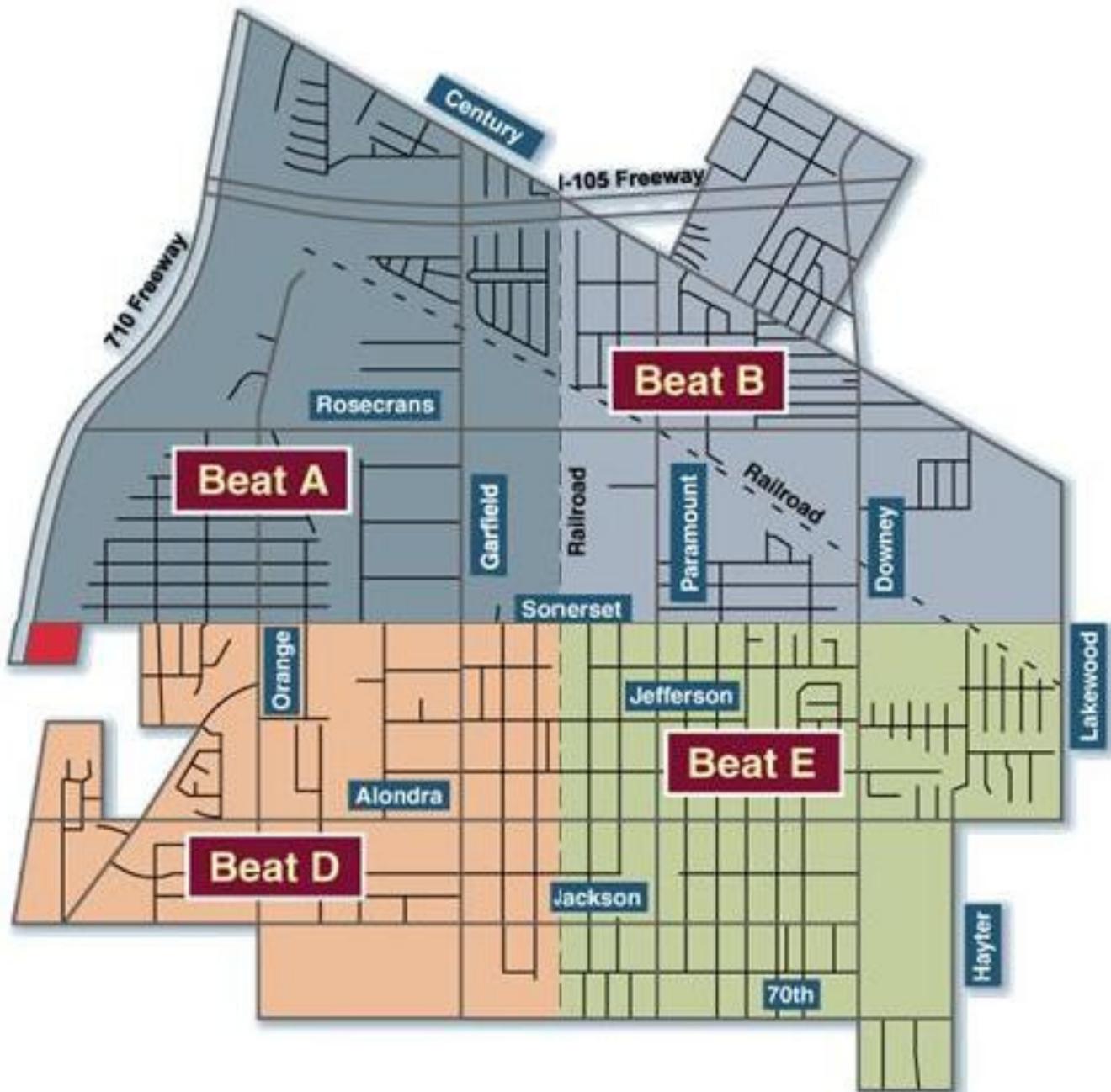
- This is a free service offered to residents that reside in Los Angeles County. You can call them and inform them of the service you are in need of and they will try to find the resources that fit your needs. Resources available include the following:
 - Employment Resources
 - Counseling Services
 - Free or low –cost health care
 - Child Care Services
 - Senior Services
 - How to become a volunteer
 - FREE and confidential available 24 hours a day, 7 days a week. Just dial 211.

✓ **Southeast Area Animal Control Authority (SEAACA):**

- To obtain animal control services for stray dogs or cats, and/or other wild animals.
- To obtain information on licensing & vaccination requirements.
- For more information, contact the SEAACA Office, 9777 Seaaca Street, Downey, CA 90241; (562) 803-3301.

✓ The Beat System

- The City is divided into four BEAT areas. Each BEAT is assigned a dedicated group of deputies to operate within that territory. Each BEAT also has a lead deputy that serves as the main contact for that BEAT.
- At the same time, residents and business owners develop relationships with their deputies. Call us to find out who your Beat Deputy is or check our website at www.paramountcity.com
- For more information, contact the Paramount Sheriff Station 15001 Paramount Blvd., (562) 220-2002.



Local Sheriff & Police Station Numbers

✓ **Lakewood Sheriff Station**

- 5130 Clark Ave, Lakewood, CA 90712
- **562-623-3500** (24HRS/7 days a week)
- Services the cities of Paramount, Lakewood, Bellflower, Artesia, & Hawaiian Gardens

✓ **Paramount Sheriff Sub-Station**

- 15001 Paramount Blvd, Paramount, CA 90723
- 562-220-2002

✓ **Bell Police Department**

- 6326 Pine St, Bell, CA 91765
- 323-585-1245

✓ **Bellflower Sheriff Sub-Station**

- 16615 Bellflower Blvd, Bellflower, CA 90706
- 562-925-0124

✓ **Bell Gardens Police Department**

- 7100 Garfield Ave, Bell Gardens, CA 90201
- 562-806-7600

✓ **California Highway Patrol (CHP)**

- 10051 Orr & Day Road, Santa Fe Springs, CA
- 562-868-0503
- Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday

✓ **Carson Sheriff Station**

- 21356 S. Avalon Blvd., Carson, CA 90746
- 310-830-1123



✓ **Century Sheriff Station**

- Services the City of Lynwood
- 11703 S. Alameda St., Lynwood, CA 90262
- 323-568-4800

✓ **Cerritos Sheriff Station**

- 18135 Bloomfield Ave, Cerritos, CA 90723
- 562-860-0044

✓ **Compton Sheriff Station**

- 301 S. Willowbrook Ave, Compton, CA 90220
- 310-605-6500

✓ **Downey Police Department**

- 10911 Brookshire Blvd, Downey, CA 90241
- 562-861-0771

✓ **East Los Angeles Sheriff Station**

- Services the City of Commerce & East Los Angeles
- 5019 E. Third St., East Los Angeles, CA 90022
- 323-264-4151

✓ **Gardena Police Department**

- 1718 W. 162nd St., Gardena, CA 90247
- 310-323-7911

✓ **Hawaiian Gardens Public Safety Center**

- 11940 Carson St., Hawaiian Gardens, CA
- 562-496-1026



✓ **Huntington Park Police Department**

- 6542 Miles Ave, Huntington Park, CA 90255
- 323-584-6254

✓ **Industry Sheriff Station**

- 150 N. Hudson Ave., City of Industry, CA 91744
- 626-330-3322

✓ **Lawndale Sheriff Station**

- 15331 Prairie Ave, Lawndale, CA 90260
- 310-219-3750

✓ **Lennox Sheriff Station**

- 4331 Lennox Blvd, Inglewood, CA 90304
- 310-671-7531

✓ **Long Beach Police Department (HQ)**

- 100 Long Beach Blvd, Long Beach, CA 90802
- 562-570-9800 (North Long Beach)
- 562-570-7236 (HQ)

✓ **Los Angeles Police Department**

- 213-972-7828 Southeast Division
- 213-928-8223 Information Line

✓ **Maywood Police Department**

- 4317 E. Slauson Ave., Maywood, CA
- 310-323-7911

✓ **Montebello Police Department**

- 1600 W. Beverly Blvd. Montebello, CA 90640
- 323-887-1313



✓ **Norwalk Sheriff Station**

- 12335 Civic Center Drive, Norwalk, CA 90650
- 562-863-8711

✓ **Pico Rivera Sheriff Station**

- 6631 S. Passons Blvd, Pico Rivera, CA 90660
- 562-949-2421

✓ **South Gate Police Department**

- 8620 California Ave, South Gate, CA 90280
- 323-563-5400

✓ **Whittier Police Department**

- 7315 Painter, Whittier, CA 90602
- 562-945-8250