



J. Grayson Robinson

Sheriff

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Centennial, Colorado 80112  
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[sheriff@co.arapahoe.co.us](mailto:sheriff@co.arapahoe.co.us)

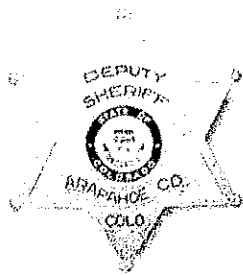
Dear Neighbor,

Thank you for your interest in the Neighborhood Watch Program. We have included our "Getting Started" packet to help you Begin your own Neighborhood Watch group. Deputies Amir Stephen and Brian McKnight, coordinate the program in your area. Please give us a call to answer your questions and to set up your first Neighborhood Watch meeting.

Sincerely,

Deputy Amir Stephen  
Crime Prevention Specialist  
(720) 874-3752

Deputy Brian McKnight  
Crime Prevention Specialist  
(720) 874-3750



## What is a Neighborhood Watch?

Neighborhood Watch is:

1. Citizens and Sheriff's Office working in partnership to reduce crimes and improve the quality of life in neighborhoods.
2. A cohesive body of citizens addressing issues that concern the entire community.
3. Neighbors getting to know each other, taking the time to care about each other and working together in a program of mutual assistance.

A comprehensive Neighborhood Watch Program in your neighborhood, whether it is a high crime area or not, will have many rewards to you, your family and your neighbors.

Neighborhood Watch programs are known to instill a greater sense of security, well-being and reduce the fear of crime in your community, as well as create a greater "sense of community," by putting the "neighbor" back into neighborhood.

The residents that live in an area will know the needs of that area better than anyone else. By communicating with each other and working together as a team, your community can make a difference.

Contact **Deputy Brian McKnight** at 720-874-3750 or **Deputy Amir Stephen** at 720-874-3752 for more information and to set up your first meeting.



# Organizing a Neighborhood Watch Group

## The ABCs of Neighborhood Watch

- Any community resident can join -- young or old, single or married, renter or homeowner. A few concerned residents or a community organization can spearhead the effort to organize a Watch group.
- Members learn how to make their homes more secure, watch out for others in their neighborhood, and report activities that raise their suspicions.
- You can form a Watch group around any geographical unit: a block, apartment, park, business area, public housing complex, office, etc.
- Watch groups are not vigilantes. They are extra eyes and ears for reporting crime and helping neighbors. Neighborhood Watch helps build pride and serves as a springboard for efforts that address community concerns such as recreation for youth, child care, and affordable housing.

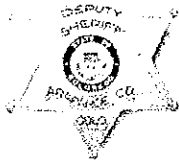
## Getting Organized.

Below are some important tips to get your group started.

- Contact the Neighborhood Watch Coordinator for help in training members in home security, reporting skills and for information on local crime patterns. Please coordinate your first meeting so that a Crime Prevention Deputy can attend.
- Plan your first meeting for a weeknight at someone's home, yard, recreation center, local park, school or church. Don't plan to have other speakers or activities. Think of this as a business meeting. Meetings typically take approximately one hour.
- Select a coordinator and block captains who are responsible for organizing meetings and relaying information to members.
- Recruit members, keeping up-to-date on new residents and making special efforts to involve the elderly, working parents, and young people. See sample flyer attached.
- Work with your Neighborhood Watch Coordinator to put up Neighborhood Watch signs after at least 75% of all households are enrolled. See sign program description later in this packet.
- Plan "get-togethers" during the year to maintain neighborhood relationships. After your first year as an active Neighborhood Watch group, you must meet on an annual basis, submitting a sign-in sheet to the Neighborhood Watch Coordinator in order to be considered an active group.
- Annual block parties are a fun activity for the neighborhood once the group has been formed. National Night Out is a great event to consider for the annual get-together during the month of August.

# 10 Steps to Starting a Neighborhood Watch

- Step One: **Define your neighborhood** geographically. Start small – 30 to 35 homes - so you and your neighbors can get to know everyone.
- Step Two: **Talk to your neighbors.** Do they know that a Neighborhood Watch program is fun? What are their issues? What nights are they available for a meeting?
- Step Three: **Call the Arapahoe County Sheriff's Office's** Crime Prevention Unit at 720-874-3746 and schedule a mutually agreeable date for the first meeting. Tell the Neighborhood Watch Coordinator about any issue or concern that may be brought up at the meeting.
- Step Four: **Ask neighbors** to be Co-Captains (one neighbor per 15 homes).
- Step Five: **Start a committee** with interested neighbors to plan the first meeting. Assign someone to: market/advertise the meeting, make/buy food, meeting logistics (name tags, copy of sign-in sheet, pens). Focus on the "3 F's" which are Food, Fun and Free things.
- Step Six: **Advertise the meeting** to your neighbors! Invite ALL your neighbors (in your geographical area). Talk to everyone when you get the opportunity. Deliver flyers to each home. Involve the children of your community by asking them to help by delivering the flyers.
- Step Seven: **Call to confirm** with Arapahoe County Sheriff's Office's Crime Prevention Unit representative 48 hours prior to the meeting.
- Step Eight: **Set up a welcome table** before the meeting begins with the sign-in sheet, name tags, and any applicable material provided by the Sheriff's Office.
- Step Nine: **Introduce the Neighborhood Watch Speaker** that will present on Neighborhood Watch. The presentation will last approximately 45 minutes followed by 10 minutes of questions. After the meeting, schedule a follow-up meeting with your group (an Arapahoe County Sheriff's representative does not have to attend subsequent meetings). Thank everyone who attended and acknowledge those who helped or neighborhood businesses that donated items. Invite neighbors to remain and get to know each other.
- Step Ten: **Thank those who helped.**



## NEIGHBORHOOD WATCH CAPTAIN INFORMATION SHEET

Please complete this form and fax or mail it to the Arapahoe County Sheriff's Office Neighborhood Watch Coordinator, 13101 E. Broncos Parkway, Centennial, Colorado 80112 or fax to 720-874-3771 **PLEASE KEEP A COPY FOR YOUR RECORDS!**

Please check one (use a pen please):  Captain  Co-Captain

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Work Phone Number

\_\_\_\_\_  
Number of Homes in your NW\* area

\_\_\_\_\_  
Number of homes participating in NW

\_\_\_\_\_  
Neighborhood Association if applicable:

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Captain or Co-Captain's Signature

\_\_\_\_\_  
Date

Are you interested in being included on the Neighborhood Notification list?  Yes  No  
By indicating 'yes' you will receive the quarterly Neighborhood News newsletter and occasionally may receive information from various city departments.

\*NW - Neighborhood Watch

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### FOR OFFICE USE ONLY

Date Started: \_\_\_\_\_ Date entered into Database \_\_\_\_\_

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# NOTICE OF CHANGE NEIGHBORHOOD WATCH CAPTAIN INFORMATION SHEET

This form must be completed by the **new** Neighborhood Watch Captain and mailed to the Arapahoe County Sheriff's Office Neighborhood Watch Coordinator, 13101 E. Broncos Parkway, Centennial, Colorado 80112 or fax to 720-874-3771

Previous Captain's Name: \_\_\_\_\_

Previous Captain's Address: \_\_\_\_\_

Previous Captain's City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Captain's Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Previous Captain's Boundaries (include a map): \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\*

New Captain's Name: \_\_\_\_\_

New Captain's Address: \_\_\_\_\_

New Captain's City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

New Captain's Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

New Captain's Boundaries: \_\_\_\_\_

\_\_\_\_\_  
Captain's Signature

\_\_\_\_\_  
Date

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## FOR OFFICE USE ONLY

Date New Captain Started: \_\_\_\_\_ Date entered into Database \_\_\_\_\_

# **Neighborhood Watch**

## **Creative Ways To Increase Attendance**

- Go door to door introducing yourself and your passion for setting up the Neighborhood Watch program and write down their names and telephone numbers for a follow up phone call before the scheduled meeting
- Be sure to always call the “potential attendees” a few days prior to the meeting to ensure their participation
- Food is the #1 attraction for people to attend
- Send out and/or post flyers in addition to word of mouth
- Contact local TV/Radio stations to use your meeting or block party for a live remote for weather.
- Have raffles and door prizes, solicit donations from stores in your neighborhood.
- Have a local celebrity (the Mayor, council person, sports person and etc.) make an appearance at your NW meeting.
- Get subject specialists from the Sheriff's Office or some other city/county/state subject specialist.
- Discuss things of interest to the neighbors at your meetings.
- Ask neighbors what has happened to them in the past year.
- Use an agenda for each meeting and limit to 1 hour or 1 and 1/2 hours - max!
- Involve co-captains. Let them run some meetings.
- Rotate your Captains so no one burns out.
- Develop and use a newsletter to communicate.

## **Arapahoe County Departments / Programs to Help Your Neighborhood Watch**

- |                                                     |              |
|-----------------------------------------------------|--------------|
| 1. Arapahoe County Sheriff's Office (Non-Emergency) | 303-795-4711 |
| 2. Code Enforcement Officer City Of Centennial      | 303-795-3320 |
| 3. Traffic Complaint Hotline                        | 720-874-3825 |
| 4. Crime Prevention Information                     | 720-874-3746 |
| 5. Civil Process                                    | 720-874-3845 |
| 6. Investigations                                   | 720-874-4020 |
| 7. Victim's Assistance                              | 720-874-4020 |
| 8. Mental Health                                    | 303-795-6187 |
| 9. Records                                          | 720-874-3875 |
| 10. Animal Control                                  | 720-874-6750 |
| 11. Road Maintenance                                | 303-792-5016 |
| 12. The Neighborhood Resources Center               | 303-477-0023 |
| 13. Arapahoe Library District                       | 303-693-7449 |
| 14. South Suburban Parks and Recreation District    | 303-798-5131 |
| 15. Arapahoe Park and Recreation District           | 303-269-8412 |
| 16. Block parties/Street Closures                   | 720-874-6500 |





Hello Neighbor,  
**GOT A  
MINUTE?**

I know you care about our neighborhood as I do, and I am inviting you to a meeting to talk about forming a Neighborhood Watch Program. It is to be held at:

\_\_\_\_\_

on: \_\_\_\_\_

at: \_\_\_\_\_ P.M.

A member of the Arapahoe County Sheriff's Office Crime Prevention Unit will be there to talk about forming a Neighborhood Watch program. We will discuss inexpensive ways to improve home security and how to combine our efforts to make our neighborhood a safer place in which to live.

Please plan to attend. If you have any questions call me for more details about this meeting:

\_\_\_\_\_ Thank you.



Date: \_\_\_\_\_

Initial Meeting:  Yes  No

Captain's Name & Address - including Zip & email (please print): \_\_\_\_\_

# Neighborhood Watch Meeting Sign-In Sheet

PLEASE KEEP A COPY FOR YOUR RECORDS!

*Please PRINT your name below (print clearly). One person per household.*

Name	Address	Unit #	Home Phone	1 <sup>st</sup> Meeting? Yes/No
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				

# How do we obtain a Neighborhood Watch Sign?

Arapahoe County maintains an inventory of signs. The signs are free. Once you complete your 75% participation, complete the sign request form. Your sign will be installed in 2 to 4 weeks.

Installation of signs will be arranged by the Sheriff's Office, Arapahoe County Traffic Engineering Department, and placed in a location appropriate for signage.

Here are the guidelines established by the Traffic Engineering program regarding the sign placement:

- 1) Signs will be typically posted on the back of an existing stop sign. If no stop sign is present or there is a visibility issue, the sign will be installed on its own pole adjacent to a property.
- 2) If the sign is posted adjacent to a property it will typically be located on the property line. Prior to the submittal of the "neighborhood watch sign request" form, the neighborhood watch captain needs to make sure that the owner of the property is aware of the sign placement and agrees to the installation of the sign avoiding potential complaints and moving it after its installation.
- 3) The signs will be placed at each entrance of the residential area coming from a major road, signs will not be installed throughout the neighborhood.
- 4) Signs will NOT be installed on PRIVATE STREETS or gated neighborhoods. The city will install signs on public streets only.

The Arapahoe County Sheriff's Office should be called to request any sign maintenance. No fees to maintain your neighborhood signage will be assessed for this service.

# How do I renew our signage privileges?

Signage MUST be renewed for your Neighborhood Watch Community on an annual basis. This renewal process can be done easily by having at least one meeting or event per calendar year. Please fax your sign-in sheets or send them to the Neighborhood Watch Coordinator as verification of the meeting and those attending. After meeting these requirements, your signage will automatically be renewed. **NEIGHBORHOOD WATCH GROUPS THAT DO NOT HOLD AN ANNUAL EVENT AND RENEW THEIR NEIGHBORHOOD WATCH SIGNAGE ARE SUBJECT TO SIGNAGE REMOVAL.**

# NEIGHBORHOOD WATCH SIGN REQUEST

Please return the completed form with copies of your meeting sign in sheets.

Neighborhood Watch Coordinator  
13101 E Broncos Parkway  
Centennial Colorado 80112



Neighborhood Watch Captain:

\_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Total number of signs requested: \_\_\_\_\_ Date: \_\_\_\_\_

Please list the CROSS STREETS for **EACH** sign that you are requesting:

Sign	Cross Street		Cross Street	OFFICE USE ONLY
1.	_____	&	_____	_____
	_____		_____	_____
2.	_____	&	_____	_____
	_____		_____	_____
3.	_____	&	_____	_____
	_____		_____	_____
4.	_____	&	_____	_____
	_____		_____	_____
5.	_____	&	_____	_____
	_____		_____	_____

FOR OFFICE USE ONLY

DATE RECEIVED BY ACSO: \_\_\_\_\_ DATE SENT TO TR. ENG: \_\_\_\_\_  
DATE RECEIVED BY TR. ENG. \_\_\_\_\_ DATE INSTALLED: \_\_\_\_\_ BY: \_\_\_\_\_

# Communication Tree

## Neighborhood Watch Calling Guide

Arapahoe County Sheriff's Office first (either 9-1-1 or non emergency 303-795-4711), then call the Neighborhood Watch Captain. Remember:

- If you call the next person on the tree and you get no answer or an answering machine, keep the tree going by calling the next level!
- When you get to the bottom of the tree, the person on the bottom must call the Captain to tell them the message. This checks for accuracy!

