



BERKELEY POLICE DEPARTMENT

COMMUNITY SERVICES BUREAU - NEIGHBORHOOD WATCH

WHAT IS NEIGHBORHOOD WATCH?

- NEIGHBORS GETTING TO KNOW EACH OTHER
- CITIZENS BEING TRAINED TO RECOGNIZE AND REPORT SUSPICIOUS ACTIVITIES
- CRIME PREVENTION ACTIVITIES

WHY NEIGHBORHOOD WATCH?

- THERE CAN'T BE A COP ON EVERY CORNER
- YOU & YOUR NEIGHBORS KNOW WHAT'S GOING ON IN YOUR NEIGHBORHOOD

HOW TO ORGANIZE YOUR NEIGHBORHOOD WATCH GROUP

- SELECT A BLOCK CAPTAIN/ SPOKESPERSON FOR THE GROUP
- SERVE AS THE LIAISON BETWEEN THE CITY AND YOUR GROUP
- ORGANIZE & FACILITATE YOUR MEETINGS
- RECRUIT NEW MEMBERS

MAINTAIN A LIST OF ALL MEMBERS OF THE GROUP

- DELEGATE WORK ASSIGNMENTS
- VACATION HOME WATCH
- ADMINISTRATIVE DUTIES
- DEVELOPING & MAINTAINING BLOCK MAPS
- DISTRIBUTION OF MATERIALS

NOTE: THE BLOCK CAPTAIN POSITION CAN BE ROTATED OR MAINTAINED BY THE SAME INDIVIDUAL IF THEY ARE INTERESTED.

MAINTAINING YOUR NEIGHBORHOOD WATCH GROUP

- BE ALERT TO SUSPICIOUS BEHAVIOR IN YOUR NEIGHBORHOOD
- TELL A TRUSTED NEIGHBOR WHEN YOUR HOUSE IS UNOCCUPIED FOR AN EXTENDED PERIOD AND HOW TO REACH YOU IN AN EMERGENCY
- LOOK AFTER YOUR NEIGHBOR'S HOMES WHEN THEY ARE AWAY
- HOLD A MINIMUM OF TWO NEIGHBORHOOD WATCH MEETINGS PER YEAR.

THE NEIGHBORHOOD WATCH PROGRAM is organized to enable the police and the community to work together. The goal is simple: To make each home, each street and each area more crime resistant. The program is constantly expanding and changing to meet the needs of the community.

EXCHANGE OF INFORMATION

Concerned citizens are the best asset any police department has to help fight crime. The program is designed to maximize that asset. The Area Coordinator and the Beat officers maintain lines of communication with the Neighborhood Watch Groups, supplying crime and suspect information, crime prevention tips, and training on a variety of subjects. This is done through Block Captains on each street. The Officer also works with the community to solve neighborhood problems. The system relies on the willingness of people to get involved, stay informed of area problems, and work together on solutions.

FORMING A NEIGHBORHOOD GROUP

If you are interested in beginning a neighborhood watch group or would like to locate one in your area, call us at 981-5808 and we'll provide the information to assist you. We can provide current information on crime and crime prevention. Tips on organizing and maintaining contact with each other and with the police department can also be provided.

THE BLOCK CAPTAIN

Each Street should appoint someone as the Block Captain. This should be someone who is willing to put a small amount of time into the program. The Block Captain acts as a representative of your street and communicates frequently with the Police department and city of Berkeley departments.

Each Block Captain will be given important information on area crime. The Block Captain then passes this information to those on his or her block. The Block Captain is also invited to the monthly area meeting and distributes new information to neighbors.

OTHER BLOCK CAPTAIN ACTIVITIES

- Maintain a list of neighbors including home & work phone numbers.
- Set up follow-up meetings for the street. (Speakers are available on a variety of subjects.)
- Establish a list of neighbors who can watch over homes when residents are away.
- Contact new neighbors and invite them to join the group.
- Act as a "clearing house" for information and maintain contact with other Block Captains in the area.
- Block Captains should seek and use volunteers from the group to help with these activities.

The program is simple and takes very little effort to start and maintain. Neighborhood Watch ensures that group members are informed, aware and involved. The goal of making your area **more crime resistant** is worth the effort and **it works!**

HELPFUL INFORMATION FOR NEIGHBORHOOD WATCH

Below, we have answered some frequently asked questions about scheduling and conducting a Neighborhood Watch meeting. If you have any additional questions, please phone us at 981-5808 or visit our [website](#)

- If someone calls who is interested in contacting a Neighborhood Watch group, we will take his or her number and contact the block captain. We will never give the public your name, address or other information. We only let them know if we do or do not have an active group and that we will put them in touch with the appropriate person.
- Whenever you schedule a meeting, please call the Community Services at 981-5808 at least **ONE WEEK** in advance so we can schedule the meeting and notify the beat officer or Area Coordinator.
- Please place the officer first on your agenda. Usually the officer who attends your meeting will be the officer who is on duty in your neighborhood when the meeting takes place. The officers will need to return to patrol as soon as possible.
- The officers are there to address questions about crime, safety and the quality of life in your neighborhood. Officers can assist or direct you to other City of Berkeley for non-police questions.
- If an officer has not arrived within fifteen minutes of when you requested them, please telephone the Communications Division at 981-5900 and inquire as to the problem.
- If you have a meeting that you do not request an officer to attend, please call us and let us record the meeting. An example would be if a City Council representative attended your meeting or maybe a Fire Prevention representative.
- If you would like information or brochures about specific crimes or criminal behavior, please phone Community Services at 981-5808.

KEEPING YOUR NEIGHBORHOOD WATCH GROUP ACTIVE

It's an unfortunate fact that when a neighborhood crime crisis goes away, so does enthusiasm for Neighborhood Watch. Work to keep your watch group a vital force for your community well being.

- Organize regular meetings that focus on current issues such as drug abuse, "hate" or bias-motivated violence, crime in schools, child care before and after school, recreational activities for young people, and victim services.
- Organize community patrols to walk around streets or apartment complexes and alert police to crime and suspicious activities and identify problems needing attention. People in cars with cellular phones or CB radios can patrol.
- Adopt a park or school playground. Pick up litter, repair broken equipment, paint over graffiti.
- Work with local building code officials to require dead bolt locks, smoke alarms, and other safety devices in new and existing homes and commercial buildings. Publish a newsletter that gives prevention tips and local crime news, recognizes residents of all ages who have "made a difference," and highlights community events. Don't forget social events that give neighbors a chance to know each other - a block party, potluck dinner, volleyball or softball game, picnic.

WHAT NEIGHBORHOOD WATCH MEMBERS LOOK FOR:

- Someone screaming or shouting for help
- Someone looking into windows and parked cars
- Unusual noises
- Property being taken out of houses where no one is at home or a business is closed
- Cars, vans, or trucks moving slowly with no apparent destination, or without lights
- Anyone being forced into a vehicle
- A stranger sitting in a car or stopping to talk to a child
- Abandoned cars.

HOW DOES OUR GROUP GET A NEIGHBORHOOD WATCH SIGN ON OUR STREET CORNERS?

Dear Neighborhood Watch Captain:

Thank you for expressing interest in obtaining a Neighborhood Watch sign(s). You should please note the following:

- The property line of a residence extends up to and includes the curb, gutter and parking strip. (Property owners give the right-of-way to others).
- A "Disclaimer Form" is needed if a neighborhood Watch sign is to be placed within the boundaries of a person's property.
- The Neighborhood Watch sign cannot be placed on utility poles or traffic control sign poles (Stop, Slow, Yield, etc).
- They may be placed on existing parking or street sweeping poles.
- If an existing pole is not available the city will provide, for a cost, a Neighborhood Watch sign pole.

Please visit the City of Berkeley website Office of Transportation or email tbright@ci.berkeley.ca.us for further assistance regarding the placement of a Neighborhood Watch sign on your block.

Dear Neighbor:

This is an invitation to you to help crime proof our neighborhood. We are getting together to talk about Neighborhood Watch, a simple neighbors-helping-neighbors program that has helped other communities reduce crime. Many watch groups have not only seen crime decline, but have discovered a new feeling of caring and belonging among neighbors. Many have used their combined efforts to improve their streets and parks and local services.

All of us are concerned about becoming the victim of a crime, but no one of us can fight crime alone. Not even the police can do it without our help. And isolating us behind closed doors, not knowing our neighbors actually makes it easier for burglars and other criminals to take advantage of our neighborhood.

At the meeting you will learn about the activities of a neighborhood watcher. You can help decide the best ways to protect our neighborhood by telling the group what concerns you. Here are a couple of ideas on how to start a Neighborhood Watch program in our community:

- Get to know your neighbors.
- Decide on a date to meet that will include the majority of the neighbors you are trying to get involved.
- Invite the City Council member of your area and/or Berkeley Police Department.
- Assign various neighbors to take on different tasks to ensure that your group stays active and informed; block captain, co-captain, treasurer etc.
- Assign different residences to meet at for each meeting, allowing neighbors to get to know one another.

For more information about crime prevention tips and online forms from the Berkeley Police Department, please visit our website at <http://www.cityofberkeley.info/police>

IMPORTANT BPD CONTACT NUMBERS

9-1-1 Crimes In Progress

981-5900 24- hour Non Emergency Dispatch Line

981-5911 Directly from your cell phone while in Berkeley.

HOME SECURITY

ADDRESSING

- MINIMUM OF 6" NUMBERS ON A CONTRASTING BACKGROUND. SHOULD BE POSTED NEAR ENTRANCE TO HOME.

LANDSCAPING

- CUT VEGETATION AWAY FROM WINDOWS AND WALK WAYS
- USE DEFENSIVE LANDSCAPING ALONG FENCES AND LIKELY POINTS OF ENTRY

LIGHTING

- LIGHTING DETERS CRIME
- USE ENERGY EFFICIENT LIGHTING AROUND THE PERIMETER OF YOUR HOME WITH LIGHT SENSING SWITCHES

SECURITY

- DEADBOLT LOCKS WITH RE-ENFORCED STRIKE PLATES
- 190 DEGREE OPTICAL VIEWER (PEEP HOLE)

HOME ALARMS

- WHEN CONSIDERING AN ALARM, OBTAIN A MINIMUM OF THREE BIDS
- THE INSTALLER SHOULD BE A LICENSED CONTRACTOR
- ASK YOUR NEIGHBORS FOR RECOMMENDATIONS ON COMPANIES
- ALARMS DO DETER CRIME!

SERVICES OFFERED BY THE COMMUNITY SERVICES BUREAU

- HOME SECURITY SURVEYS CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)
- ENGRAVERS FOR OPERATION ID
- CRIME PREVENTION MATERIAL
- MONTHLY CRIME STATISTICS FROM COMMUNITY CRIMEVIEW AVAILABLE ON THE WEB

DAILY CRIME STATISTICS AVAILABLE ON THE BPD WEBSITE: <http://www.cityofberkeley.info/police>



Security Survey Checklist

No building is absolutely burglar proof. Burglars are the first to admit that they target buildings that appear unsecured or lack security. The checklist below will help you assess the security of your home or business. Every NO checked shows a potential weak point that may let a burglar in.

1. Do you carry keys so that you do not need a hidden key under the mat or some other location around the building? yes no
2. Do you know everyone who has a key to your building? (Do previous occupants have keys?) yes no
3. Are the doors or windows unobstructed by shrubbery to permit maximum visibility? yes no
4. Is your landscaping trimmed to eliminate hiding places? yes no
5. Are there exterior lights around the building front, back and sides? yes no
6. Do the porch lights have a minimum of 60-watt bulbs? yes no
7. Are your exterior doors made of solid core materials? yes no
8. Do all exterior doors have wide-angle viewers (peep holes)? yes no
9. Do the exterior doors have a cylinder type dead bolt with a one-inch throw and beveled cylinder guard? yes no
10. Do the exterior doors have a heavy slide type bolt or similar locking device which can only be opened from inside? yes no
11. Can all of your doors be securely locked? yes no
12. Does your basement door have a lock, which isolates that area? yes no
13. Are the locks in good working order – including strike plates with 3" screws? yes no
14. Do all of the exterior doors have inside hinges or locking/pinned non-removable hinges? yes no

15. Do sliding doors have a secondary lock that prevents sliding? ___ yes ___ no
16. Is the garage door secured with a padlock, hasp or auxiliary lock? ___ yes ___ no
17. Do you lock you garage door except when going in or out of it? ___ yes ___ no
18. Do you lock the door between the garage and the interior? ___ yes ___ no
19. Do you lock your car, remove the keys & garage opener when parked in the driveway? ___ yes ___ no
20. Are all windows locks in working order and secure in the frame? ___ yes ___ no
21. Are all windows equipped with auxiliary locks or pinned? ___ yes ___ no
22. Have you replaced or secured (glass epoxy) louvered windows? ___ yes ___ no
23. Do you keep your windows locked when they are shut? ___ yes ___ no
24. Are there strong locks on the garage & utility areas windows? ___ yes ___ no
25. Do you close and lock the second floor windows when not home? ___ yes ___ no
26. Do you let your neighbors know you are out of town? ___ yes ___ no
27. Do you have neighbors or friends collect papers and mail? ___ yes ___ no
28. Do you notify the Berkeley Police – Vacation Watch program that you are away?
___ yes ___ no
29. Do you have lights and radios inside the building on timers? ___ yes ___ no
30. Do you have someone to put out the trash and mow the lawn if you are away?
___ yes ___ no

THE NEXT STEP:



Now that you have identified the weak points in your home or business, please take the necessary steps to improve them. If you have any questions about this survey or would like to arrange for an officer to come to you location, please contact the Community Services Bureau at 510-981-5806.

GENERAL INFORMATION FROM THE BERKELEY POLICE DEPARTMENT

Under **Quick Links**, go to **CSB Area Coordinators** where you can read in more detail about our department and the services we offer.

BROCHURES

Crime prevention brochures may be seen or downloaded (PDF format) from this site. The information provided can help all of our Berkeley residents be safe. To name a few brochures, we provide information on Senior Citizen safety, electronic safety (ATM, online shopping), fraud, and safety for our disabled residents.

POLICE BULLETINS

Under the link **CRIME STATISTICS** you can view crimes committed throughout the city by viewing our police bulletin which is updated daily to provide you with the most up to date information.

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

We have a brief home and business Security Survey that you can print out and use to conduct your own building security survey. The survey helps you locate possible security risks in and around your property in order to reduce the likelihood of being burglarized.

Please visit our website and connect to:



[Community Crime View](#)



- In 1998, Penal code section 530.5 was enacted, making it illegal for a person to obtain your personal information and attempt to use it to obtain goods, services, credit or medical information.
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The crime of identity theft is one of the quickest growing crimes in history. The government statistics are staggering. The largest credit bureaus report millions in losses every year and the crime has risen 1400% since 1997.

The following is a guide for victims and potential victims. This guide has been provided to you courtesy of the Berkeley Police Department Fraud/ Forgery Division.

Tips for prevention:

- Don't carry your social security card with you.
- Be careful with receipts; make sure to take them with you. Don't throw them in public receptacles.
- Use the post office instead of leaving mail in your mailbox.
- Get a locking mailbox.
- Shred anything with your name, address, and date of birth, Social Security Number or any credit solicitations.
- Carefully review all statements, including bank, telephone, cable, cellular phone etc.
- Request your credit report quarterly.
- If you don't receive your mail for more than a couple days, check with the post office to see if there has been a change of address.
- If statements are late, call creditors to see if a change of address has been filed.
- Do not have your driver's license number or social security number printed on your checks.
- Do not release personal information over the phone or Internet.
- Order your social security benefits and earnings statement yearly.
- Remove you name from Direct Marketing Association mailing and telephone lists.
- Consider not listing your phone number.
- Consider not using a professional qualification (Dr., Ph.D., and Atty. Etc.) in the phone book.
- Do not carry PIN or passwords with you.
- Never have new checks mailed to you; pick them up from the bank.

WHAT TO DO IF IT HAPPENS TO YOU:

- Keep a log of all contacts. Get names, dates and times.
- Call the fraud units of the three credit bureaus - Equifax, Experian and Trans Union.

- Request an alert be placed on your record and ascertain the expiration of the alert. Also request a victims statement be placed on your account.
- Contact all creditors, by phone and in writing, where fraudulent use has occurred.
- Carefully review incoming statements for fraudulent use.
- Report the crime to the local police having jurisdiction over the crime and provide as much documentation as possible.
- Check with your bank in the event your checks were stolen. Look for fraudulent use or fraudulent accounts that you did not open.
- Notify your utilities companies and ascertain if any new accounts have been opened in your name.
- In the event your driver's license or identification were stolen, go to DMV and request a new number. (restrictions apply)
- If your social security number (SSN) is being used, call the Social Security Administration and inquire into getting a new SSN issued. (restrictions apply)
- If you suspect your mail is being stolen, call the post office and inquire if a change of address has been filed.
- Be prepared to back up everything in writing and by notarizing documents.

Social Security Administration

- To order a statement: (800) 772-1213 or Social Security Administration Data Operations P.O. box 7004 Wilkes Barre, PA 18767
- To report fraudulent use: (800) 269-0271

Fraudulent use of checks

- Check rite (800) 766-2748
- Crosscheck (800) 843-0760
- Chexsystem (800) 428-9623
- Equifax (800) 437-5120
- Int'l Check Svcs. (800) 526-5380
- Scan (800) 262-7771
- Telecheck (800) 710-9898

Informational Web Sites

- [Dept. of Consumer Affairs](#)
- [Privacy Rights Clearing House](#)
- [California Public Interest Research Group \(CalPIRG\)](#)

HOME SECURITY

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

The facts about burglary...

- Criminals committed almost 300,000 burglaries in California. That's almost one burglary every 2 minutes!
- Nearly half of these burglaries, no force was used. That means the burglars got in through UNLOCKED doors and windows. **Most of these burglaries could be prevented!**
- Always lock your doors and windows even when leaving for "just a minute."
- Never leave a house key available: under a doormat, in a flowerpot, or on the ledge of the door. **These are the first places a burglar will look.**

If you would like to make life even harder for crooks — remember the following tips:

- Exterior doors should have "dead bolt" locks with a 1-inch strong metal bar extending into the doorframe.
- Sliding doors and windows should all have "ventilation" locks as well as auxiliary locks to bolster security.
- Be sure to include good locks for garage, cellar, patio, or other doors that lead out through storage areas or a spare room.
- For more information on locks, contact your local law enforcement agency or write for the Attorney General's **Home Security Handbook**.

Going Out?

Let us know. Download our VACATION WATCH available on our webpage

- Lock all doors and windows.
- Use timers so that lights, radio, and TV go on and off throughout the house to indicate someone is home.
- For longer trips, be sure to stop mail and newspaper delivery or have a neighbor collect them daily.
- In short, make your house look "LIVED IN." Remember, if you come home and see a broken window or a jimmied door, don't go in. Confronting a burglar can be dangerous. Phone your local law enforcement agency immediately.

Other Tips

- Install a wide-angle lens viewer in the front door. Never open the door without knowing who is there.
- Consider installing an alarm system.
- Whenever you move to a new home, have the locks changed.

Operation I.D.

Another deterrent to “would be” burglars is **Operation Identification**.

- Mark your valuables with your driver’s license number preceded by the letters “CA.” Burglars don’t want marked merchandise because it is difficult to fence and evidence of guilt if they are caught.
- Photograph those items that cannot be engraved (jewelry, silverware, antiques).
- Operation I.D. also facilitates the return of stolen property when it is recovered.

WANT TO KNOW THE BEST CRIME PREVENTION TOOL EVER INVENTED?

A GOOD NEIGHBOR!

- Law enforcement officers can’t be everywhere at once, but you and your neighbors can. You’re the ones who really know what’s going on in the neighborhood.
- Put that neighborhood know-how to work. It’s simple: just use your eyes and ears — then your telephone. If you spot something suspicious, call the police or sheriff immediately.
- Don’t try to stop a criminal yourself — it can be dangerous.
- Neighbors working together in cooperation with law enforcement make one of the best crime fighting teams around.
- For more information on how to start your own NEIGHBORHOOD WATCH GROUP — contact us at 510-981-5808



How Does My Neighborhood Watch Group Get A Dumpster?

- ❖ Please make note that dumpsters are reserved for Neighborhood Watch groups that have registered and have had TWO scheduled meetings through the [Community Services Bureau](#) at 981-5808. A Berkeley Police Officer, Berkeley Fire, City Council or City staff must attend your group's meeting prior to reserving a dumpster.
- ❖ The annual reservations for dumpsters is January – December, and only meetings that occur in December will be allowed to schedule a dumpster for January.
- ❖ The Community Services Bureau honors your requests on a first come, first serve basis and tries diligently to meet your group's needs in scheduling. Dumpsters arrive on Friday between 7:00AM & 2:00 PM and are picked up on Mondays 7:00AM & 2:00PM

CONTACT Us

The department's goal is to develop and enhance the relationships (partnerships) with our community. If you are calling to report a crime in progress, dial **9-1-1**. For all non-emergencies; reporting suspicious activity or making an initial report, please call our non-emergency number at **510-981-5900**.

For more specific reports or information, please take a look at our phone list below to call the appropriate division.

981-5900

To report an abandoned vehicle

981-5750

To obtain a copy of a police report

981-5766

To make an appointment for
Livescan

981-5808

For information on Neighborhood Watch

981-4755

To reach the Warrant Clerk

981-5742

Robbery (**not for initial reports**)
981-5900

981-5734

Sex Crimes (**not for initial reports**)

981-5716

School Resource Officer

981-5741

Homicide

981-5725

To make an appointment to pick up property

981-5808

To schedule a tour of the police department a
class

981-5990

To leave a message for an officer
(24-hr voicemail)

981-5890

Parking Enforcement

981-5737

Property Crimes (**not for initial reports**)
981-5900

981-5736

Domestic Violence

981-5980

Traffic Bureau

Mission Statement

In partnership with a culturally diverse community, the Berkeley Police Department is committed to the effective suppression of crime and drug related activity, and to providing a safe and secure environment through vigorous law enforcement. The department will strive to identify and solve problems that will threaten the quality of life in our community.

Quality Service

The people who live, work and study in the City of Berkeley are the primary consumers of the services provided by the Berkeley Police Department. The Department's goal is to provide quality service to its customers.

Community Engagement

Officers are members of the community and they play an important and integral role in the affairs of the City of Berkeley. The department's goal is to develop and enhance the relationships/partnerships with our consumers. The police should become more involved in the affairs of the community while community members become more involved in the activities of the police.

Problem Solving

Community livability, "quality of life" issues are affected by crime, the fear of crime and disorderly conditions. The Department's goal is to identify and solve problems that have a negative impact on the public and private lives of the citizens.