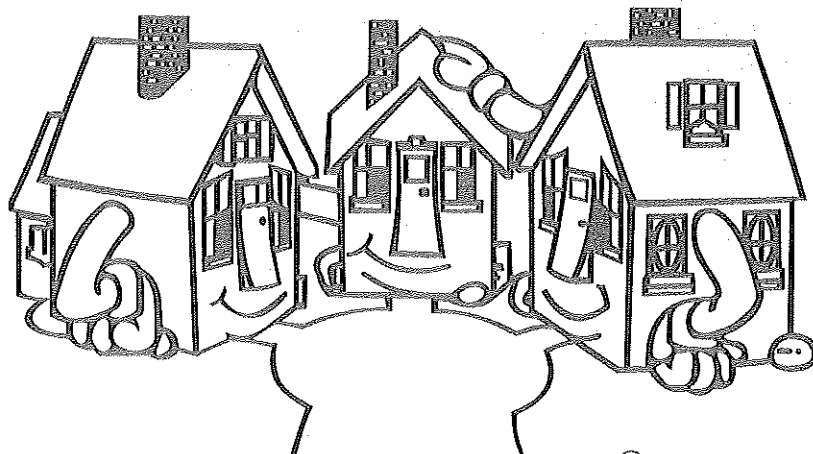


BLOCK WATCH

PARTICIPANT'S MANUAL



Block Watch[®]

www.blockwatch.com

FOR SAFER
COMMUNITIES

www.blockwatch.com

BLOCK WATCH

CONTENTS:

BLOCK WATCH IS A PROGRAM OF 'NEIGHBOUR HELPING NEIGHBOUR'. THE PROGRAM IS A FREE, COMMUNITY BASED CRIME PREVENTION PROGRAM ADMINISTERED BY YOUR LOCAL POLICE. RESIDENTS ON A STREET, (TOWN HOMES, MOBILE HOMES, APARTMENT BUILDINGS ETC.) FORM A COMMUNICATION CHAIN. THEY ARE COMMITTED TO WATCHING OUT FOR EACH OTHER AND REPORTING ALL SUSPICIOUS ACTIVITY. }

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VISIT US AT: www.blockwatch.com

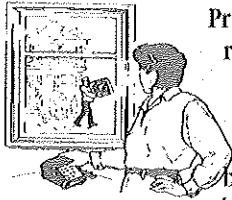
"Block Watch" and the "House" Logo's are registered Trade Marks and may not be reproduced without the written permission of the Block Watch Society of British Columbia.

BLOCK WATCH...

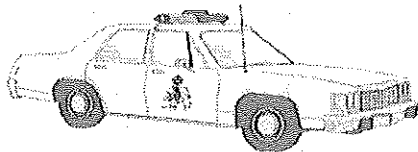
SAFER COMMUNITIES

THE PROCEDURE

The success of the Block Watch Program relies on the prompt reporting of all suspicious activity. Many Neighbourhood crimes have been prevented because alert neighbours have made a call to the police.



① CALL POLICE



② CALL A BLOCK CAPTAIN

The Block Captain will then alert:

1. Assigned Neighbours
2. Assigned Area Coordinator if this option is available in your program.
3. Your Block Watch Coordinator.



The Block Watch Program is not a new concept. It was introduced in Seattle in 1973, and since then it continues to combat local crime in communities throughout the modern world.

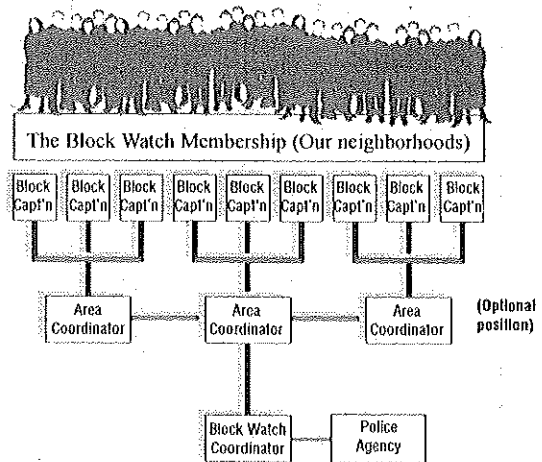
The concept is simple... neighbourly concern.

Block Watch is a volunteer program consisting of a Block Watch Captain, a Block Watch coordinator and your local Police.

This booklet was prepared to assist citizens interested in organizing a local Block Watch Program. The Program was created in an effort to decrease residential break-ins through organized neighbourhood participation.

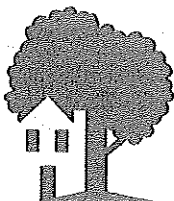
This program is successfully operating in many North American communities, and because it functions with the **organized** involvement and cooperation of community members, it is a proven crime deterrent. Community members are the key factor to safer communities.

THE TEAM



Examples of suspicious activity that should be reported:

1. Slow moving vehicles possible burglars casing homes
 2. Unknown vehicle loading valuables possible break-in in progress
 3. Property carried by persons on foot possible stolen property
 4. Persons going door to door possible burglars casing homes
 5. Stranger in back yard possible burglar looking for an entry point
 6. Door/window forced open possible break-in in progress
 7. Many visitors, coming and going at all hours possible drug activity
- (Contact your Block Watch Office for more information on suspicious activity)



BLOCK WATCH...


PROGRAM DYNAMICS

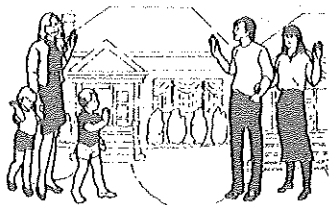
THE BLOCK WATCH MEETING

A neighbourhood meeting is the first step in creating a Block Watch community. Your Block Watch Captain will introduce you to your neighbours and the Block Watch team.

THE BLOCK WATCH MAP

The neighbourhood map is important to the Block Watch Program members because it identifies all the homes in your block, with contact names and phone numbers for cases of emergency.

BLOCK WATCH MAP	
BLOCK NO: <u>1</u>	
Police Emergency Phone: _____	
Police Non-emergency phone: _____	
Block Captain: <i>P. Barry</i>	
Co-captain: <i>R. Inglis</i>	
Date: <i>Aug. 23, 1998</i>	
	
96th Avenue	
412	REG INGLIS 555-1111 Co-CAPTAIN
410	CAL & DI YOUNG 555-1131
408	QUAN & HO LEE 555-1151
406	BASHIR BARRY 555-1177 BLOCK CAPTAIN
404	HELEN REEVE 555-1190
402	GEORGE CHEEKS 555-1132
400	JOE PITRE 555-1135
398	SAL ROSIE STONE 555-1177
411	SAM & MARY SMITH 555-1132
409	BILL JONES 555-1235
407	RON JENKIN 555-1158
405	SAM BOURN 555-9177
403	JOHN J. RANKIN 555-1234
401	ROB CLOWDER 555-1875
399	NOT PARTICIPATING
397	JAKE JASPER 555-8743
144th Street	



REPORTING A CRIME

OR SUSPICIOUS ACTIVITY

The Police will need all the details that you can give them. Write down the person's sex, approximate age and height, the colour of clothing such as jacket, shirt, pants and shoes. Keep your original notes and give a copy to police.

In the case of suspicious vehicles, look for the licence number, the colour, body style (e.g. two or four door sedan), and any unusual characteristics such as a loud muffler, wide tires, rust or missing parts and bumper stickers.

PLEASE REFER TO FORM ON INSIDE BACK COVER.

MAKE THE CALL COUNT

- STAY CALM
 - STAY ON THE PHONE
 - UNTIL YOU ARE TOLD TO HANG UP
 - LET THE OPERATOR CONTROL THE CONVERSATION
 - GIVE ALL THE INFORMATION REQUESTED
- You will be asked for some personal details, including a birth date. This information is used in the police files.

HOW CALLS ARE HANDLED

All calls are handled on a priority level and divided into two basic categories.

EMERGENCY CALLS (911):

These include crimes in progress, such as break-ins, vandalism, and situations where the suspect is still present. The police are dispatched on a high priority to these calls.

Some communities may not have a 911 service. Check your phone book for the correct emergency numbers.

NON EMERGENCY CALLS:

These are situations in which the crimes have already been committed, and suspects have left the scene. Police are dispatched to these calls with the availability of manpower -- be sure to tell the operator whether or not you would like police to attend your residence.

Always obtain a file number for reference purposes.

REPORT ALL CRIMES - EVEN IF "MINOR":

For example -- theft of garden ornaments or lights. Police and your Block Watch Office need to know what's happening in your neighbourhood. A Block Watch warning message could be sent by the Block Watch Office to your, and other neighbourhoods.

BLOCK WATCH...

PROPERTY IDENTIFICATION - HOME SECURITY

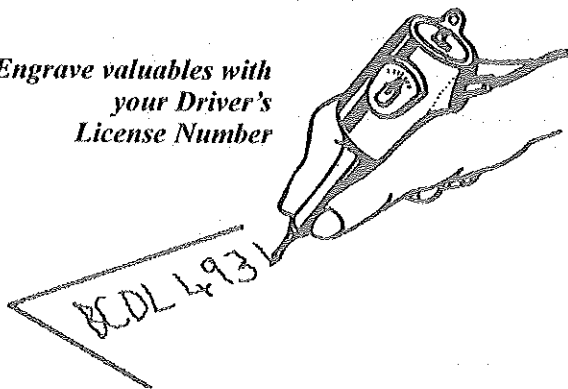
PROPERTY IDENTIFICATION

Burglars seldom steal things for their own personal use. They steal items that are portable, easily converted to cash – and most particularly, items that cannot be identified as to ownership.

Property identification will discourage a burglar from breaking into your home if all personal property is identified, as this creates a high risk for the thief. Here's how it works:

Police agencies have immediate national and international communications via computer. Within seconds, Police everywhere will be given the description of properly identified property. Proper identification is essential however, and that is where you can work together with your police.

*Engrave valuables with
your Driver's
License Number*



1. Obtain an engraving pen for your block/neighbourhood, and let the Block Captain keep track of it. You may also want to purchase your own engraver.
- *2. Engrave all your valuables with your B.C. drivers licence number.
3. Photograph or video tape items you don't or can't mark, such as jewellery, art and delicate glass. Include a ruler in the photo/video to visually determine comparative size.
4. Consider using security tags such as those available through the TB Vets. These "Securi Tags" are self-sticking vinyl tags printed with your drivers license number. They are available by donation from the TB Vets and most Block Watch offices. Call (604) 874-5626 in the lower mainland, or toll-free 1-(888) 874-5626 in other areas.
5. Use the Property Inventory provided (*see pages 9 and 10*) to help record all your items.
6. After all items are marked, obtain Block Watch stickers from your Block Captain.

HOME SECURITY

Burglars look for opportunities – points of easy entry – to get into your home. They quickly take what they want, and leave.

The facts are, that an overwhelming number of break-ins are executed with little or no force, and CAN be prevented.

A best way to prevent burglary is to eliminate opportunities. By making your home more secure, burglars must spend excessive time and create more noise than they're willing to risk.

OUTSIDE YOUR HOME

Home security starts where the burglar starts – on the OUTSIDE. Most burglars are adept at seeking external 'weak spots' which more often than not, reflect the overall quality of your home's security.



Shrubbery

Shrubbery offering concealment near entries or windows should be trimmed to eliminate hiding places. Basement windows are a common entry point, and often hidden by shrubbery. These windows should be replaced with unbreakable lexan or plexiglass, or window security film. You could also install decorative security bars. ***Be sure to provide an appropriate Fire Exit if using bars.***

Lighting

Front and back porch lights should be kept lighted from dusk to dawn – well lit areas deter burglars. High, or caged vandal-proof lighting is preferable. Consider motion detector lighting for driveways, carports and walkways.

Tools and Ladders

Keep all tools and ladders securely locked and out of sight. Burglars could use these tools to break into your, *or your neighbour's* home.

House Numbers

Be sure your house number is clearly visible from the street, especially if you have a long driveway. Be sure it can be seen at night and that no plants grow over it.

Emergency vehicles will be able to identify your home easily and quickly in the event of an emergency.

Lane Access

Ensure that this area is also well lighted and secure. House numbers should also be easily visible from your lane.

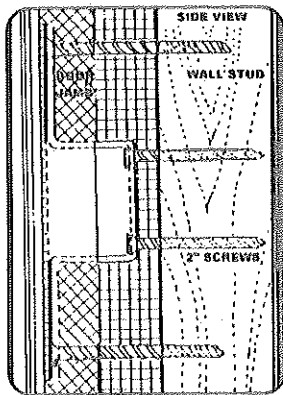
BLOCK WATCH...

HOME SECURITY TIPS (DOORS AND LOCKS)

EXTERIOR DOORS:

On most homes, an exterior door often provides easy access due to an inadequately secured door frame, or a wood frame that is weakened due to weather, ageing, etc. When such a door is kicked, the frame usually gives way, allowing the burglar to enter.

Check the condition of wood frames. If worn, have a new frame made. Anchor the frame to the wall studs by removing short screws used to secure the strike plate and hinge plates, and replacing them with 3" - 4" screws. This should be done for all exterior doors.



In terms of vulnerability, the following doors pose the greatest concern because they allow easy access to locks and knobs.

Hollow Core Doors

Comprised of a wooden frame with two thin sheets of plywood glued to either side, and usually filled with corrugated cardboard. Access can be gained by punching through, or easily cutting a hole in the door.

Panel Doors

Basically solid in the main construction. However, some panels may be thin and easily punched or kicked in.

Doors with Upper Glass Panels

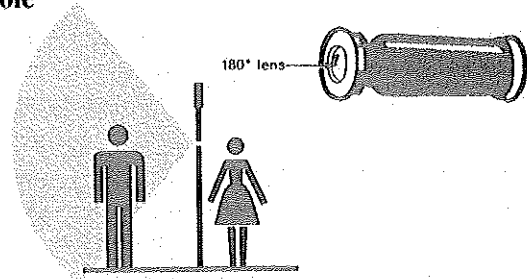
The upper half of these doors contain a thin pane of glass which can easily be broken, and entry gained.

Doors with "Side Lights"

SOLUTIONS:

1. Reinforce existing doors. You can do this by measuring the outside dimension of the door. Allow for knobs, locks etc. Purchase a 1" thick sheet of marine grade plywood and attach to the outside of door with glue or screws,
2. Replace the glass pane with a durable plastic product, or treated glass. (Refer to the section on Alternatives to Glass).
3. Replace ALL exterior doors with solid core doors. Solid lumber or steel is recommended. Be advised that some 'solid core' doors are actually constructed of particle board and are less durable.

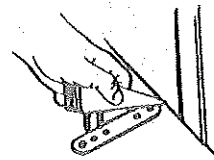
Peephole



Install a wide angle (180°) peephole in the entrance doors so that visitors can be viewed without opening the door. It should be placed at a height convenient for all family members.

Peeephole viewer allows seeing who is at your door without opening the door.

Consider installing an intercom system so you may communicate with callers without opening the door.



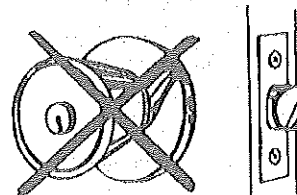
Night Chains

Do not rely on night chains. They can usually be broken with little effort. Consider an alternative, such as the wedge-stop illustrated, ensuring that both your door and the stop are of solid construction.

LOCKS

KEY-IN-THE-KNOB LOCKS

This is a very common lock with a keyed mechanism built into the knob. It is easily defeated by breaking, or by wrenching off the knob.



Key in the knob lock

DO NOT USE THIS KIND OF LOCK ON EXTERIOR DOORS.

BLOCK WATCH...

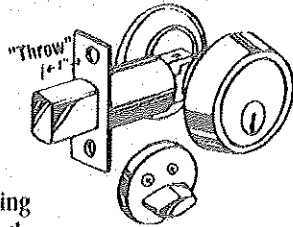
HOME SECURITY TIPS (DOORS AND WINDOWS)

DEADBOLT LOCKS

A deadbolt lock should have a 1 to 1½" throw (see illustration), and be affixed securely to the door with hardened steel screws. They are available as:

Single Cylinder

with a thumb turn on the inside and a key lock on the outside. Install on all solid or reinforced doors where access to locks and knobs cannot be gained by breaking adjacent glass. Check to ascertain the depth the "throw" extends into the striker plate/frame. Ensure striker plates are installed using 2 ½" screws, extending into the framing, not just the door trim.

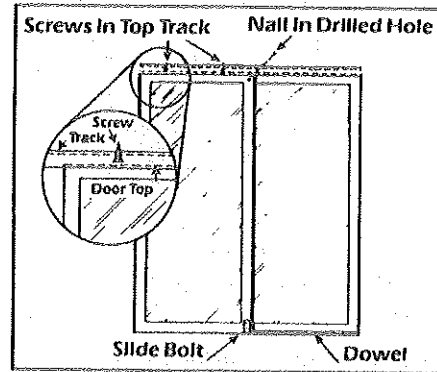


Sliding glass doors and windows are similarly constructed and share common security problems, although windows are by far the weakest link in the security chain. Both often have inadequate locking mechanisms that can be easily forced open.

Determine whether your door or window slides on an:

Inside track

If so, install a snug fitting wooden or metal dowel into the bottom track, or purchase a "charlie bar".

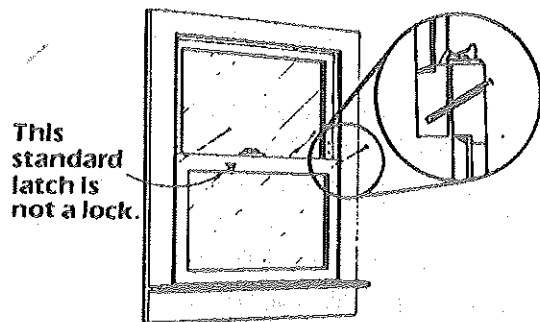


COMMISSIONER'S WARNING:
LOCKED DOORS MUST ALLOW UNRESTRICTED EXITING FROM A BUILDING. DOORS WITH DOUBLE CYLINDER LOCKS (KEYED BOTH SIDES) ARE NOT PERMITTED.
*Fire Commissioner
Ministry of Municipal Affairs, BC*

SLIDING GLASS DOORS AND WINDOWS

Secure the door or window using pins or dowels.

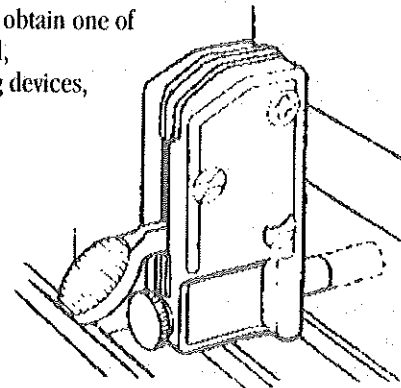
First, inspect the point where the inner and outer frames overlap. If you can drill without breaking the glass, drill a downward-angled hole completely through the inner frame and halfway through the outer frame. Insert a sturdy pin or nail snugly into the hole. (be sure that it is long enough to remove and re-insert if necessary). This method will prevent the door or window from sliding.



Double-hung windows have two sections with a latch between.

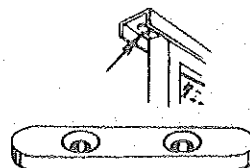
Outside track

If your door has this, obtain one of the many commercial, foot-operated locking devices, or install a slide bolt.



Shims (Anti-lifting devices)

If your sliding door or window can be lifted out of the track, this means there is more vertical space than necessary. To prevent this from happening, use large-head sheet metal screws in the top track at both ends and in the middle. Adjust screws to fill the space and allow the door to freely slide. Commercial shims are also available.



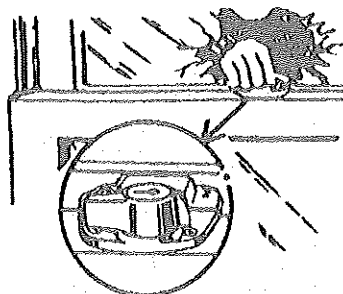
BLOCK WATCH...

HOME SECURITY TIPS (WINDOWS AND CHECKLIST)

WINDOW SECURITY

DOUBLE-HUNG WINDOWS

These usually have a top half that can be lowered, and a bottom half that can be raised. A latch is situated in the centre where both halves overlap. Burglars gain entry by prying the latch and lifting the window. Or, they break the glass, reach in and undo the latch.



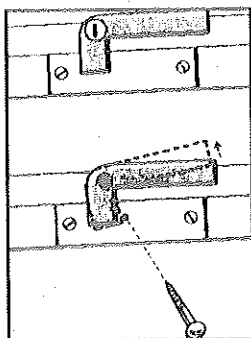
CASEMENT WINDOWS

These windows swing open and are hinged at the top, side or bottom.

As with double-hung windows, entry is usually gained by breaking a small piece of glass near the latch and reaching through to undo the latch.

Top Illustration:
Keyed latch secures casement windows

Bottom:
Screw prevents casement latch from opening.



SECURITY SOLUTIONS

If the window is not being used as an emergency escape or ventilation, permanently seal the window with nails or screws.

Replace the latch with a keyed latch or pin the windows with a nail or pin.

GLASS WINDOW ALTERNATIVES

Plastic, treated glass, and security film are effective alternatives. Durable security film can also be applied on the existing windows. Consult a glazier for professional advice.

REMEMBER:

Security improvements are no guarantee to prevention of burglary. They 'slow the burglar down'. Vigilance and working together as a watchful community will always be the best solution to crime.

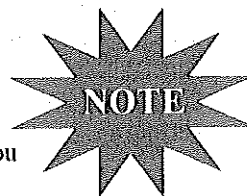
Before you begin to improve your home security, identify entry points most likely to be used by a burglar. Do this by answering the following questions:

- Which entrances are hidden or out of view?
- If locked out of my house, where could I get in without much difficulty?

All those you identify should be secured. Your goal is to make entry more difficult for the burglar by forcing them to take more time and make more noise!

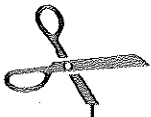
DO NOT COMPROMISE FIRE SAFETY FOR SECURITY.

You should have fire escape routes in your home; you and your family should have 'fire drills' to ensure your safety, particularly if you have young children at home.



A FINAL CHECKLIST

	YES	NO
• Are all your exterior doors strong enough to withstand excessive force?	<input type="checkbox"/>	<input type="checkbox"/>
• Are all exterior doors secured with a deadbolt lock that has a minimum 2 cm. (1") throw?	<input type="checkbox"/>	<input type="checkbox"/>
• Are all strike plates and frames for exterior doors anchored to the home's main framework?	<input type="checkbox"/>	<input type="checkbox"/>
• Do all exterior doors fit snugly and are free of warping, cracks, and other signs of wear?	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a wide-angle peephole/viewer on the main entrances?	<input type="checkbox"/>	<input type="checkbox"/>
• Are sliding glass doors and windows secure against force or being lifted out of the frame?	<input type="checkbox"/>	<input type="checkbox"/>
• Are high-risk windows (hidden, garage, basement etc.) secured sufficiently?	<input type="checkbox"/>	<input type="checkbox"/>
• Are double hung windows secured with pins or extra locks?	<input type="checkbox"/>	<input type="checkbox"/>
• Do all windows have adequate locks in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
• Are trees and shrubs trimmed to allow clear visibility around the perimeter of your home?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have timers to activate interior/exterior lights in your absence?	<input type="checkbox"/>	<input type="checkbox"/>
• Are all entrances to your home well lighted at night?	<input type="checkbox"/>	<input type="checkbox"/>
• Is your address clearly visible from the street and lane both day and night?	<input type="checkbox"/>	<input type="checkbox"/>
• DO YOU ALWAYS USE YOUR SECURITY DEVICES?	<input type="checkbox"/>	<input type="checkbox"/>



BLOCK WATCH - HOW MUCH WOULD YOU LOSE?

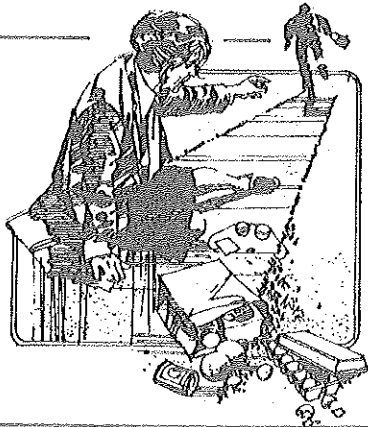
A complete household inventory, record of insurance policies and credit cards will be of value to police and insurance adjusters if you suffer a burglary or other loss. Please take the time to conduct an inventory **TODAY!**

(NOTE: You may use the greyed suggestions below or overprint your own – KEEP IN A SECURE PLACE)

LIVING ROOM		FAMILY/REC ROOM		MASTER BEDROOM		3 rd BEDROOM/DEN	
Sofa(s)		Chair(s)		Bed(s)		Bed(s)	
Chair(s)		Curtains		Chairs		Chairs	
Lamp(s)		Lamp(s)		Bedding		Bedding	
Table(s)		Table(s)		Night table		Night table	
Stereo		Stereo		Dresser		Desk	
TV		TV		Bench		TV/Stereo	
VCR		VCR		Bureau		DVD/VCR	
DVD		DVD		Mirror		Printer	
Rug/Carpet		Rug/Carpet		Lamps		Monitor	
Art		Art		Rugs		Computer	
Curtains		Desk		Other		Other	
Piano		Other		TOTAL:		TOTAL:	
Other		TOTAL:		2 nd BEDROOM		YARD/GARAGE/STORAGE	
TOTAL:		KITCHEN		Bed(s)		Bed(s)	
DINING ROOM		Table		Chairs		Chairs	
Table/Chair		Dinette		Bedding		Bedding	
Cabinet		Stove		Night table		Night table	
Buffet		Fridge		Dresser		Dresser	
Carpet/Rug		Dishes		Bench		Bench	
Drapes		Cutlery		Bureau		Bureau	
Appliances		Utensils		Mirror		Mirror	
Silverware		Pots/Pans		Lamps		Lamps	
China		Ice. Appl.		Rugs		Rugs	
Other		Other		Other		Other	
TOTAL:		TOTAL:		TOTAL:		TOTAL:	

BLOCK WATCH...

SUSPECT IDENTIFICATION FORM



Keep a pen and this form handy to make an accurate record of events, should you be a witness a crime in your neighbourhood. Fill in all blanks, and keep in a safe place until requested by police for their reports. This information could be instrumental in the apprehension, or conviction of criminals in a court case.

Keep the original as copies are inadmissible in court!

NEVER intervene or attempt to apprehend a criminal.

NEVER put yourself at risk to obtain information

WHEN SHOULD I CALL POLICE?

For a **CRIME IN PROGRESS** - Call 911 immediately.

For **SUSPICIOUS ACTIVITY** - Call your local police non-emergency line.

GENERAL APPEARANCE		
SEX: Male <input type="checkbox"/> Female <input type="checkbox"/>		
AGE		
HEIGHT		
HAIR		
EYES		
COMPLEXION		
JEWELLERY		
SCARS		
TATTOOS and other identifying marks:		

FACE	
Hair style	Skin/hair colour
Hair texture	Shape of eyebrows
Ear size and shape	Wrinkles
Size and shape of eye	Shape of nose
Cheeks (full or sunken)	Moustache or beard
Mouth and lips	Neck and Adams Apple

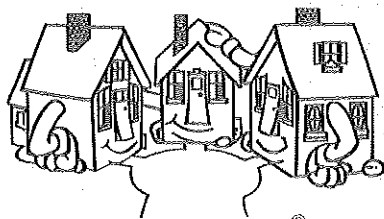
Write below any specific facial details that you definitely remember:

What, if anything, did the suspect say?

Tool or weapon carried by suspect:

VEHICLE LICENCE NUMBER			
Colour	Make	Model	
Body Style		Damage /Rust	
Antenna	Bumper sticker	Wheel Covers	
Direction of travel (including street and compass heading if known)			

OTHER INFORMATION	
WITNESS NAME:	
WITNESS ADDRESS:	
PHONE #:	
DATE:	TIME:
WEATHER:	



Block Watch[®]

VISIT US AT:

www.blockwatch.com

1-877-602-3358



**Ministry of Public Safety
and Solicitor General**