



NEIGHBORHOOD WATCH CAPTAIN'S MANUAL



Tempe Police Department

Crime Prevention Unit
10 W. Guadalupe Road
480-858-6330
www.tempe.gov/cpu/

Neighborhood Watch Coordinator

Neighborhood Watch Number: _____

Beat Number: _____

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Frequently Called Numbers

Emergency (Police or Fire)	911
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Non-Emergency (Police/Fire)	480- 350-8311
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Traffic Bureau	480-350-8346
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City Court	480-350-8271
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Crime Prevention	480-858-6330
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Graffiti Hotline	480-350-8384
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Criminal Investigations	480-350-8301
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Narcotics Tip Line*	480-350-8730
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Police Administration	480-350-8306
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Property Room	480-350-8348
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Police Records	480-350-8598
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Police Reserve Information 8296	480-350-
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Crime Prevention Unit web address: www.tempe.gov/cpu

Access our Web page to report suspected narcotics activity, or to request extra patrol or a vacation watch.

Tempe Police Department Locations



Main Station
120 E 5th St
Tempe, AZ 85281
Office of the Chief
Criminal Investigation Bureau



Apache Substation
1855 E Apache Blvd
Tempe, AZ 85281
North Patrol
Traffic



Hawk Substation
10 W Guadalupe Rd
Tempe, AZ 85283
Crime Prevention Office
Mounted Officers
K-9 Officers



Hardy Substation
8201 S Hardy Rd
Tempe, AZ 85284
South Patrol

Crime Prevention Message

From

The Tempe Police Department

Through the years citizens have delegated more and more of their individual responsibility for self-protection to law enforcement specialists. As a result, fewer citizens now recognize their responsibility to take an active role in crime prevention and the apprehension of criminals.

The information in this manual is provided to citizens of Tempe in an effort to help them take the measures necessary to reduce the possibility that they may become the victims of criminal activity.

Police officers make more arrests each year, but criminal activities continue to rise. Here in Tempe as well as nationwide, homeowners are being victimized every day at an ever-increasing rate. The time has come when citizens can no longer leave their responsibility for the reduction of crime to others.

Burglary is usually a crime of opportunity, committed by criminals who capitalize on carelessness or neglect. Most home burglaries are not committed by professionals who have planned to commit a crime. Most are committed by amateurs, who find an open or unlocked door or window, or drug abusers that take advantage of a home's weak defenses.

The police need the eyes and ears of citizens like you, to help the police protect your property from criminals, you must get involved. To help you, your community, and the Tempe Police Department, the Neighborhood Watch program was established. No home can be protected like Fort Knox. All of the locks, bars, lights, and alarms cannot guarantee total protection. You cannot make your home, property, and self crime proof, but you can make them crime resistant.

By starting or joining a Neighborhood Watch, you learn what **you** can do to reduce **your** chances of becoming a crime victim. A Neighborhood Watch is easy to start, and effective when implemented. By starting a Neighborhood Watch in your area, you are taking the first step towards making your home, your neighborhood and your community a safer place to live.

NEIGHBORHOOD WATCH

WHAT IS IT?

The City of Tempe Neighborhood Watch program is the cornerstone of all crime prevention programs. It enlists the active participation of citizens in cooperation with law enforcement to reduce burglaries and other neighborhood crimes. Its primary purpose is the protection of property, yours and your neighbors.

Most home burglaries occur during the day and early evening hours when alert neighbors could spot the thief and call police. Concerned citizens are doing just that. They are part of a Neighborhood Watch program with neighbors looking out for neighbors.

Neighborhood Watch crime prevention programs are a proven and effective means to substantially reduce not only the incidence of residential burglaries in a specific geographical area, but also the incidence of other crimes. A good neighbor is one of the most effective crime prevention tools ever invented.

Neighborhood Watch teaches you the steps that you can take to help protect your own home. It also organizes a neighborhood group which can make crime prevention part of every person's daily routine, just by watching out for each other. Your job is to **REPORT** suspicious activity to police. It is **THEIR** job to handle the crooks!

Neighborhood Watch involves:

- Neighbors getting to know each other and working together in a program of mutual assistance.
- Citizens being trained to recognize and report suspicious activities in their neighborhoods. Become a neighborhood "watcher". If you see a crime or suspicious activity in your neighborhood, immediately report what you have seen to police.
- Implementation of crime prevention techniques, such as home security, and Operation Identification make it more difficult for criminals to commit a crime in your community and at your home.
- Establish a telephone tree or distribution list on your computer to share and update each other with neighborhood information.

How to start a Neighborhood Watch program

First Get Organized

The first step in starting a Neighborhood Watch is to contact the Crime Prevention Unit at (480) 858-6333 and request a Neighborhood Watch Manual and materials. The manual contains information that will assist you in conducting your first meeting. You may contact the Crime Prevention Unit by phone or mail at the number or address below.

(480) 858-6330
Tempe Police Department
Crime Prevention Unit
P.O. Box 5002
Tempe, AZ 85280

Talk to Your Neighbors

- Determine the geographic area of your Neighborhood Watch. It should include only the homes on your street. It may include a cul de sac in the middle of your block.
- We also do not recommend any more than twenty-five to thirty homes be in any one Neighborhood Watch.
- Canvass your neighborhood for interest. Discuss crime problems in your area and how neighbors working together can help to prevent crime.
- Be sure to mention that
 - Neighborhood Watch does not require frequent meetings.
 - It does not ask that anyone take personal risks to prevent crime.
 - Neighborhood Watch leaves the responsibility for apprehension of criminals where it belongs--with the police.
- If your neighborhood is interested in the Neighborhood Watch Program you will need to schedule a date and time with the Police Department's Crime Prevention Unit for your first meeting. Please call (480) 858-6333 to coordinate a date and time with a Crime Prevention Officer at least two weeks in advance to attend your first meeting.
- Plan the meeting far enough in advance to give everyone adequate

notice.

- The meeting should be an informal and comfortable meeting. If possible, hold it in your home or a neighbor's home.
- Distribute the flyers announcing the meeting and its location. As the meeting date approaches (two or three days before) remind people of the meeting.
- Do not be disappointed if everyone cannot attend. One hundred percent participation is desired, but is not a requirement for the program to work.
- The first Neighborhood Watch meeting is considered a working/organizational meeting. For this reason, we ask that no small children attend. Later meetings can be designed to focus on children, if the neighborhood desires.

The First Meeting

- Prepare and distribute nametags.
- Explain the purpose of the meeting.
- Have everyone sign the member information form that was in the packet
- Introduce the Police Department's Crime Prevention Officer.

The Officer will explain and discuss:

- The Neighborhood Watch Program.
- The City's involvement in the program.
- Information about specific crime problems in your area.
- Effective crime prevention techniques for home and neighborhood safety.
- How to report a crime.
- The need for neighborhood involvement in crime prevention and what it can accomplish.
- Other crime prevention programs.

Receiving & Keeping Your Signs

In order to receive your Neighborhood Watch signs, it is necessary to have representation from at least 50% of the homes in your geographic area, at **each** of your two meetings per year. It is not necessary that all the occupants of the home attend the meetings, only that someone represents the residence.

It is not necessary that the same homes be represented each time a

meeting is held, only that at least 50% of the homes in your area are represented.

Neighborhood Watch signs will be posted approximately two to four weeks after the Crime Prevention Unit receives the sign-in sheet from your second meeting. The location of the signs will be determined by an officer from the Crime Prevention Unit. The second meeting may be held any time up to a year after the first meeting. You do not need to have a Crime Prevention Officer attend every meeting.

In order to keep the signs, it is necessary to have at least two meetings per year. These may be formal or informal so long as they offer neighbors a chance to get acquainted. Participation in G.A.I.N. (Getting Arizona Involved in Neighborhoods), as well as various other types of block parties or social functions will also count towards your meetings. Be sure to keep attendance at each function.

Lastly, be sure to mail your attendance sign-in sheet to the Crime Prevention Unit each time you have a meeting. This way you can be guaranteed that your signs will not be removed.

It is very important that each time you have a meeting, you mail the sign up sheet of attendees to the Neighborhood Watch Program Coordinator at the Tempe Police Department. This will ensure that you receive credit for the meeting. Neighborhood Watches that do not meet the minimum criteria of at least two meetings per year will have their signs removed!

Mailing address below:

Tempe Police Dept
Crime Prevention Unit
P.O. Box 5002
Tempe, AZ 85280

YOU ARE ON YOUR WAY!!

Do not let anyone tell you that Neighborhood Watch is an excuse to be nosy. In other cities, active Neighborhood Watch programs have resulted in dramatic reductions in residential burglaries of 45% to 60%.

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

- a) Be alert! Report any unusual or suspicious behavior to the police. Write down descriptions of the person(s) or the license plate numbers of any vehicles involved.
- b) Keep a trusted neighbor informed if your house will be unoccupied for an extended period. It is important to leave the neighbor a way of reaching you if an emergency should arise.
- c) Look after your neighbor's house when they are away, and ask them to look after yours. This includes collecting mail, newspapers and other deliveries which, if not collected, would indicate at a glance that no one is home.
- d) Above all, be concerned. It is the most effective way to reduce or prevent crime and make your neighborhood safe. Often times, spending a few extra seconds watching strangers walking or driving through your neighborhood is enough to prevent many crimes.
- e) And remember - your job is to REPORT crime. The responsibility of apprehending criminals belongs to the police.
- f) If you would like the Crime Prevention Officer for your area to attend your meeting, please remember before setting the date for your meeting to contact the officer at least two weeks in advance to coordinate a date and time, otherwise they may not be available.

HOME SECURITY

PREVENTIVE MEASURES

DON'T "WELCOME" A BURGLAR INTO YOUR HOME!! Protect your home by starting where the burglar starts – outside.

Most residential burglars devote little time, if any, to the advanced planning of any specific break-in. Their crimes are, for the most part, crimes of opportunity. They pick what appears to be an easy mark. If their advance checking and closer examination reveal a greater risk than anticipated, they move on to an easier target. The more you do to keep your home from looking like an easy target, the safer you are. There are many steps that you can take to minimize your loss and improve your chances of recovery if a break-in occurs.

LANDSCAPING

A few alterations to the landscape can be enough to put off intruders. To avoid getting caught, intruders look for property they can get in and out of quickly. Their ideal target is a house surrounded by large hedges and shrubs, which hamper visibility from the street and neighbors' houses.

Trim shrubbery and trees so doors and windows are visible to neighbors and from the street. Trimmed landscaping should not provide concealment for criminals. If you have a second floor, prune trees so they cannot help a thief climb in second floor windows. Place trellises where they will not be used as ladders to gain upper floor entry.

Place large gravel on the ground near windows. The noise caused by intruders walking on it can become a psychological deterrent. **DO NOT** place river rocks or other large items near glass windows or doors - you do not want to provide the burglar with his tools!

Try planting spiny (thorny) plants along fences and under windows such plants will discourage even the most nimble intruder. Protecting with spiny plants is as effective as the use of barbed wire, and a lot more attractive.

LIGHTING

Criminals avoid the spotlight!! Exterior lights are important, especially near doors and in the rear of the house, where intruders do most of their work. All sides of your home should be protected by security lighting. Lighting in carports and garages is critical and can be turned on by motion detectors as you return home, making it much safer for you to leave your car to enter your home.

Outside lighting should be located high and out of reach. Decorative lighting can be useful as well as add to the attractiveness of your home.

Inexpensive timers and electric photo cells will automatically turn lights on and off at the correct time. Motion detectors not only turn on the lights but can also alert you to possible problems and will often scare off intruders.

YOUR HOUSE NUMBER

Make sure law enforcement and fire agencies can locate your home in an emergency. Your house number must be clearly visible from the street - day and night.

Use numbers made of reflective materials, or black on white paint, that are 6 inches high. Keep numbers new and clean and replace when necessary. Such numbers should be placed under a light and near the front or garage entrances. Follow the same guidelines for the outside of the rear fence near the back gate so police and fire officials can identify your home from the alley or back street.

Have your house number painted on the curb in front of your house, in the driveway entrance or in a location which cannot be obscured by a parked vehicle.

DOORS

Entry doors should be solid core wood (at least 1 ¾" thick) or metal. Your door should fit its frame tightly, with no more than 1/8" clearance between the door and the frame. If the gap is too big, replace the door or bolt a sturdy metal strip to the door edge. This boosts your protection and saves energy too.

Most hollow core doors can be easily broken through. If the door is flimsy, weak, or does not fit securely into the frame it offers little protection, no matter what locks you use.

Doors with decorative glass panels or windows are easy marks. It takes only seconds to break the glass and unlock the door. If you do not want to replace such doors, install a break-resistant plastic panel or decorative grille over the glass. Attach the grille with special non-removable screws.

Garage doors should be securely locked at all times. Keeping it locked is just as important as keeping your home locked, especially if the garage is attached to the home. Once inside the garage a burglar can work uninterrupted at getting into the house.

Garage windows should be locked and reinforced with mesh screening. They should be covered with shades or blinds so a burglar cannot look inside for possible loot or for an indication of someone being home.

If you install a “dog door” be sure it is not a way in for burglars as well as the dog.

LOCKS/DEADBOLTS

The “lock-in-knob” offers you privacy and convenience but it does not offer security from intruders. In fact, many “lock-in-knob” locks can be opened by using a simple credit card. You may have privacy, but you not security.

ALL exterior doors require the use of a deadbolt lock. When you turn the key the locking mechanism slides a strong metal bolt from the door into the door’s frame. When you buy a deadbolt lock, MAKE SURE:

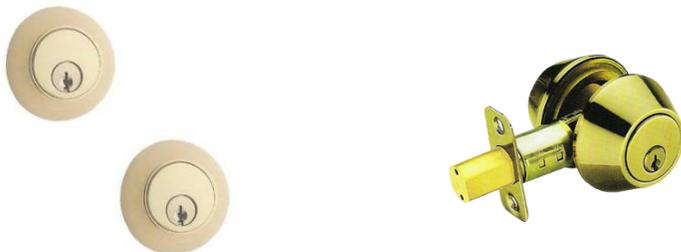
- The bolt extends at least 1” from the edge of the door.
- The strike plate is attached to the door frame with screws at least 3” long.
- It has a rotating case hardened shroud that prevents it from being twisted off with a pair of pliers or other tools.

The two most common types of deadbolts are the single cylinder and the double cylinder.

Single Cylinder Deadbolts have a thumb turn on the interior side. They are convenient to use and may speed up the exit process in the event of fire. If used near a window they can be opened by breaking the window and reaching through. This type of deadbolt lock does not prevent the burglar from taking your property out through the door.



Double Cylinder Deadbolts utilize keys on both sides. This type of lock should be considered if there is a glass window within 40" of the lock. However, this type of lock does present a potential fire escape hazard. This type of deadbolt lock can delay a burglar who wants to use the door to remove your property from your home.



KEYS

As many as half of all burglaries take place without forced entry, many times the burglar uses a key. Be sure your keys do not fall into the wrong hands.

- Never carry identification tags on your key ring or holder that identify name or address.
- Re-key all locks when you move into a new house or apartment.
- Know who has keys to your home. Do not give keys to maintenance or delivery people. If you must leave a key behind, leave it with a trusted neighbor. Make sure that each member of your family knows where his or her key is.
- Never hide a key outside. Burglars know all the hiding places.
- Do not hang keys on key hooks within plain view, inside your home.

WIDE ANGLE VIEWERS (PEEPHOLES)

All the hardware in the world won't protect you if you open the door without checking who's on the other side. **Install a peephole and use it.** Teach your children and their baby-sitters to use the peephole, **and never open the door to strangers!!**

STRIKE PLATE

The strike plate is attached to the door frame with screws. The metal bolt of the deadbolt lock slides into the strike plate to secure the door soundly to the door frame.

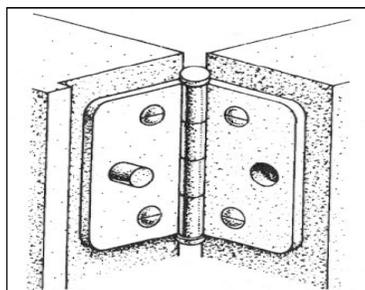
A high security strike plate is required to keep the metal bolt from being kicked from the door frame when locked. A high security strike plate should have at least 4 screws that are a minimum of 3" long.



HINGES

Hinges are often installed with the same 3/4" screws as the common strike plates. Replace these with 2" to 3" fully threaded screws so the hinges are anchored to the subframe.

In some cases the hinges are installed in such a manner that the hinges are exposed to the exterior and an intruder may attempt to remove the pins in an effort to gain entry.

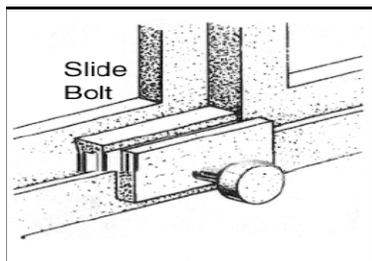


Hinges can be pinned by installing a partially threaded screw into the frame side of the hinge. The unthreaded portion of the screw is left exposed and the head of the screw is cut off. A corresponding hole is drilled into the door and hinge on the opposite side, so when the door is closed the exposed portion of the screw fits into the door. This will prevent the door from being lifted out.

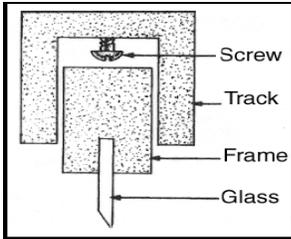
ARCADIA DOORS & SLIDING GLASS WINDOWS

People often install sturdy locks on their front doors but leave Arcadia doors and sliding glass windows “wide open” to illegal entry. Burglars look for both of these because they are easy to open. Usually, Arcadia doors and windows are more secluded than a front door, making a perfect place for burglars to enter. Two factors that must be protected against are: **prying the lock and lifting the window out.**

Most Arcadia doors and sliding glass windows come equipped with a lock that is easily pried open. A supplemental lock must be installed. Broomsticks, bars and finger operated locks provide some protection.



Key locking devices are much preferred because they can prevent the burglars from using the door or window to remove stolen property. There are several types of supplemental locks available. Keyed locks may be keyed alike with other entry locksets and deadbolts. Check with your locksmith or hardware store and select a sturdy type that most suits your home.

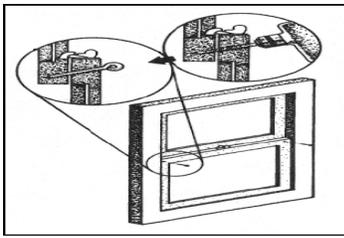


Many Arcadia doors and sliding windows can be lifted out of their track from the outside. Two sheet metal screws placed in the track above the removable part of the door or window can prevent it from being removed. Adjust the screws so that the door or window will just clear underneath them.

DOUBLE HUNG WINDOWS

To secure a double hung window, drill a downward sloping hole into the top of the bottom window, and through that into the bottom of the top window. A pin can now be inserted locking the window shut. If these windows are not used and no fire exit is needed, they can be screwed shut.

By partly opening the window (less than 4 inches) and making a second set of holes, the window can then be used for ventilation. Remember, opened windows and doors, even if secured, should never be left unattended while you are gone or asleep.



STREET LIGHTS

If your street light is not working report it to the proper agency. If you have inadequate street lighting, work with the city through your Neighborhood Association or Neighborhood Watch group to upgrade your lighting. Contact the Public Works Department by phone 480-350-8352 and speak with the Lighting Systems Coordinator or fill out the online form <http://www.tempe.gov/streetlights/>.

DECALS AND STICKERS

Through Operation Identification, mark your valuable possessions and post “Operation Identification” decals on your windows. These, and other warning stickers, are a definite deterrent to burglars. See page 21 for details.

MAILBOX

Your mailbox should be located so it can be seen and observed by your neighbors. Put only your street address on the box, not your name.

STORAGE SHEDS

Storage sheds or outside buildings should be securely locked. Any tools or equipment, including ladders, which could help a burglar break into your house, should be locked in the shed or in a locked garage.

FENCES

Fences make it harder for a burglar to carry away large items, but are only effective **if the gates are locked**. Gates should always be locked, even when you are home.

WARNING SIGNS

A sign indicating an alarm system has been installed, that a dangerous dog is present or other warning signs can be a good deterrent. To be effective signs must be of sufficient size to attract attention and be in a conspicuous place.

OPENINGS UNDER THE HOUSE

Any vents leading to a crawl space or basement require reinforcing with metal bars or grills. A burglar can gain access to the house through such openings or a child can be lost in such an area.

ROOF OPENINGS

All skylights, roof vent openings or any other potential ceiling entrance should be reinforced with metal bars or heavy screens.

CITY OF TEMPE ALARM ORDINANCE **SECURITY ALARMS**

Do you keep extremely valuable property in your home such as jewelry, television sets, computers, other electronic equipment, etc.? Do you often leave your house unattended for more than a few hours (go to work or school for example), or do you want more protection? These are reasons to invest in a **quality** alarm system.

The FBI has announced that over a ten year period, an average of 1 of every 4 residences throughout the nation will be burglarized. Based upon statistics like those listed, the Tempe Police Department must recommend that most homes be protected by a good security system.

Burglar alarm systems can be a great deterrent. An unexpected noise can frighten away a burglar attempting to enter your home. Many alarms will alert an alarm company monitoring station who calls the police department. Some alarms include a smoke or fire alarm component.

Highly effective electronic burglar and fire alarm systems are now available at reasonable costs. We recommend that you speak to at least three security alarm companies about their products and services prior to purchasing any alarm system. **Remember**, you get what you pay for in many cases.

A wise, informed decision is very important when it comes to the protection of your family and your property. For this reason, the Tempe Police Department and the Better Business Bureau are willing to help you in any way concerning the purchase of an alarm system.

The Tempe Police Department does enforce a city ordinance regarding false alarms. The following information is very important to residents that have an alarm or are planning to purchase an alarm system.

In response to the growing problem of false alarms, the City of Tempe adopted an Alarm Ordinance in 1992, Tempe City Code Chapter 22. The code has specific requirements for both the user and the alarm company, for example:

- All alarms in the city, residential and commercial, both existing and new installations, must be registered with the police department, including responsible party information. The police department will then issue a user permit. **Fee: \$10.00**
- Alarm companies, when installing a new system, must advise the new user of the requirements of the ordinance.
- The alarm company must try contacting the premises before or immediately after calling the police on intrusions alarms.
- The Code provides for fines when failing to register an alarm, or when officers respond to five or more false alarms in a one year (Jan-Dec) period.

FALSE ALARM FEE SCHEDULE

<u>No. of False Alarms</u>	<u>Amount of Fee</u>
0 - 2	Free (No Fee)
3 rd call	\$50
4 th and above	add \$50 for each call (i.e., 4 th call = \$100, 5 th call = \$150)
Excessive audible alarm; longer than 20 minutes occurrence	\$75 each

Excess false alarms and false alarm fees can be avoided by:

- Routine Maintenance - Alarm systems require maintenance. Check the battery and examine the contacts once a year. Remember, alarms do not last forever.
- Keep Information Current - Make sure the alarm company has current information on who is authorized to deactivate the alarm.
- False Alarms - If you have unexplained false alarms, contact your alarm company and have them check your system. The service is included in your

monitoring fee.

To find this information online please use this website address <http://www.tempe.gov/police/AlarmProgram/> or by calling the Alarm Program Coordinator at 480-350-8778.

Operation Identification

Operation Identification has been a successful program for many years. Homes that display “Operation Identification” decals are much less likely to be burglarized than homes of non-participants.

Operation Identification consists of three parts -

- **FIRST**, mark your valuables with your **Drivers License Number** so that your property can be easily traced and identified as yours.
- **SECOND**, make and maintain an inventory list of your valuable property. Perhaps even make video tape of each room in your house to help verify what was stolen.
- **THIRD**, display the Operation Identification sticker, which tells would-be burglars that your property has been marked.

Marked property is difficult for a burglar to sell because it can be traced to the rightful owner with relative ease. The burglar knows this and many times won't even bother stealing property that has been marked.

To participate in Operation Identification call the Tempe Police Department Crime Prevention Office and arrange to borrow an electric engraver, free of charge, 480-858-6330. Mark your possessions in the following way:

AZ#####AZ
(Driver's License Number)

This assures fast identification and return of your valuables in the event they are lost or stolen and later recovered.

When you return the engraver you will be given decals to place on the doors and windows of your home. These “Operation Identification” decals are a definite deterrent to burglaries.

Burglary is one of the most frequently committed crimes in the United States. By participating in Operation Identification you are taking one important step to protect your possessions from burglary and theft.

Holding a Block Party

(Blocking off the Street)

The citizens of Tempe are permitted to block off their residential street for the purpose of holding a "Block Party". This is often done for the annual GAIN event in October. However the permission of the City of Tempe Transportation Division is required prior to blocking off the street. Listed below are the requirements for applying for a permit (the permit is free), and the restrictions when holding your party.

Please fill out an application online at <http://www.tempe.gov/tim/traffic/blkparty.htm> or follow the instructions below for requesting permission in writing.

Letter of Application:

1. Written requests for temporary street closures shall be submitted to the City of Tempe Transportation Division office at 31 E. 5th Street, Tempe, AZ 85281 480-350-8204.
2. The request shall be accompanied by the name, address, and telephone number of the party responsible for the activity. The letter of application must include the written approval (petition) of the head of household of each residence which abuts the street proposed for the block party. In addition, if any neighborhood residents are denied access to their home because of the closure, their approval is also required.
3. The letter of application shall include the nature of the party and the proposed hours.
4. The letter of application shall include the following statement: "The undersigned agrees to indemnify and to hold the City of Tempe harmless of any damage or injury to persons or property arising from the conduct of this block party."
5. The city will furnish the necessary barricades and "Street Closed" signs. It shall be the responsibility of those organizing the party to pick up and return the barricades and signs to the Traffic Operations Facility, 945 W. Rio Salado Parkway (southeast corner of Rio Salado and Hardy Drive) during the hours of 8:00 a.m. to 3:30 p.m. A refundable deposit of \$25.00 will be required.

Restrictions:

1. Block parties will be restricted to residential districts and will not be allowed on collector or arterial streets.
2. There shall be no alterations of any kind made to a street or sidewalk in preparation of or during a block party. Any debris caused by the users will be removed from the public right-of-way immediately following the activity.
3. It shall be the responsibility of those organizing the party to erect and remove the necessary barricades and signs. The barricades shall be set at the place designated by the City Traffic Engineer.
4. For safety purposes the City Traffic Engineer may require those organizing the party to hire a Tempe police officer to direct and control traffic adjacent to the closed portion of the roadway.
5. The block party must be for non-profit purpose.
6. The block party shall continue no later than 10:00 p.m. Sunday through Thursday and no later than 1:00 a.m. on holidays and weekends.
7. Entertainment such as band music, record player music and any auxiliary amplifying equipment shall be restricted so that sound does not disturb beyond the perimeters of the block.

G.A.I.N. – Getting Arizona Involved in Neighborhoods October Annual Event

The Tempe Police Department participates along with neighborhood watches, neighborhood associations, homeowner associations, apartment and mobile home communities in the annual event focused on crime prevention awareness. G.A.I.N. is a partnership with the Police Department and the Tempe community held each year in the month of October.

This is a great opportunity to get together with your neighbors at the event in your community. Your event will allow the neighbors to get a chance to get to know each other better. When neighbors know and care about each other, they feel more comfortable reporting crime and suspicious activity to the Tempe Police Department.

The G.A.I.N. website has been designed to assist you in receiving a promotional packet, registration form, marketing materials, resources, ideas, checklist, etc.

Please visit the website for detailed information and on-line registration information for G.A.I.N at <http://www.tempe.gov/cpu/GAIN/>

During the month of September a date is selected by the Crime Prevention Unit to host G.A.I.N. Organizational Night. This hour meeting is set up to assist you in having a successful G.A.I.N. event in your community. Plus you will be given a packet of marketing information for your event and you will have a chance to enter a drawing for a police specialty unit to appear at your event. (One per community please)

G.A.I.N. is another opportunity to meet your neighbors and find out what is going on in your community.

Street Lights

One of the most common complaints from neighborhoods in Tempe, especially in older areas, is inadequate street lighting. Citizens constantly ask “How can I get more street lights”. Frequently cutting back trees around the light or upgrading the light head will solve the problem. Sometimes additional lights are warranted

The city standards regarding street lighting have changed over the years, such as the distance between lights, and the city is constantly upgrading existing lights, and installing new ones as budgets and resources permit. To see if your neighborhood qualifies for new or upgraded lighting, contact the city Traffic Operations Department at 480-350-8284 and ask for the Lighting System Coordinator or you can use the website at <http://www.tempe.gov/streetlights/> .

Neighborhood Enhancement

Citizens of Tempe call the police department everyday to complain about neighborhood problems that are not typically law enforcement issues. They call about things like barking dogs, junk cars parked on front lawns, residents doing major car repair work while the car is parked on the street, or a seriously deteriorating house. While these are important concerns to the neighbors they do not fall under the jurisdiction of the police department.

To handle these types of complaints, the city has established a City Code Enforcement Unit through Neighborhood Enhancement at the Building Safety Division to enforce city codes that relate to these types of problems.

To make a complaint, call Neighborhood Enhancement at (480) 350-8372 or on line at <http://www.tempe.gov/codecompliance/complaints.htm>. An inspector will come and investigate the complaint. Many times a warning will be sufficient to solve the problem. If stricter enforcement is necessary, the neighborhood enhancement officer has the authority to cite the violator.

City of Tempe Complaints

In order to better serve you, please ensure your complaint is directed to the correct department.

Complaints are taken for properties located within the city of Tempe only.

- **Residential Code Violations** (**barking dogs**, littered yards, deteriorated landscaping, lawn parking, junk or unregistered vehicles on private property, swimming pool gates, etc.) Neighborhood Enhancement at <http://www.tempe.gov/codecompliance/> or 480-350-8372
- **Building Code Violations** (construction without permits, unsafe structure) Development Services at http://www.tempe.gov/bsafety/Inspections/code_complaints.htm or 480-350-8341
- **Commercial Code Violations** (business/industrial properties that have zoning ordinance violations, such as illegal signage and dead or missing landscaping) Development Services at http://www.tempe.gov/bsafety/Inspections/code_complaints.htm or 480-350-8341
- **Abandoned, junk or unregistered vehicles on the street** City of Tempe Police Department at https://www.tempe.gov/police/forms/Abandoned_vehicleform.htm or 480-350-8311
- **Garbage receptacles and Alleys** Streets and Sanitation 480-350-8265
- **Graffiti Hotline** <http://www.tempe.gov/graffiti/> 480-350-8384
- **Landlord-tenant issues** (disputes over the amount of rent, eviction, security deposits, etc.) Landlord-tenant hotline 602.256.3517
- **Mosquitoes** Maricopa County Environmental Services <http://www.maricopa.gov/envsvc/WATER/VECTOR/westnile.asp> or 602-506-6616
- **Stray animals** Maricopa County Animal Care and Control at <http://www.maricopa.gov/pets/> or 602-506-7387
- **Rental Housing Code Violations** (no heat/AC, water leaks, infestations, deteriorated landscaping, etc.) Neighborhood Enhancement at <http://www.tempe.gov/codecompliance/rcomplaints.htm> or 480-350-8372

Loud Noise Complaints

http://www.tempe.gov/cpu/Loud_noises.htm

Chapter 20 of the Tempe City Code (Noise) was amended in February of 2000 to improve its effectiveness. As for enforcement responsibilities, members of the Police Department, Development Services, Community Development, Neighborhood Office, and Public Works have agreed on the following division of primary investigative responsibility:

Noise sources exempt from enforcement:

- Air-conditioning equipment when it is functioning in accordance with manufacturer's specifications and is in proper operating condition.
- Properly functioning lawn maintenance equipment with all mufflers and noise-reducing equipment in use and in proper operating condition.
- Non-amplified noises from planned activities involving schools, government, or community groups.
- Noises of safety signals, warning devices and emergency relief valves.
- Noises from authorized emergency vehicles or noise resulting from emergency work.
- Noises coming from the normal operations of railroad trains (includes crossing noises).
- Noise from church chimes.
- Power plant equipment during normal operation.

The Police Department (480-350-8311) will be responsible for:

- Vehicles on the street
- Bars/Nightclubs
- Boom Boxes
- Concerts
- Domestic Situations
- Fireworks
- Gunfire
- Parties
- Special Events

After Hours Response (5pm - 7am)

The Police Department will respond to noise complaints that are received after normal business hours. In addition to responding and validating or abating the violation, the responding officer will forward a copy of the report outlining the findings and response to the appropriate Code Enforcement Division the next business day.

Development Services (Commercial) Code Enforcement (480-350-8310) will be responsible for:

- Air Conditioners
- Construction Equipment
- Delivery Trucks
- Machinery
- Power Tools

- Sweepers

Neighborhood (Residential) Enhancement (480-350-8372) will be responsible for:

- Air Conditioners
- **Animals/Barking Dogs**
- Vehicle Repair
- Complaints regarding violations in vacant lots

The Neighborhood Office (480-350-8234) will be responsible for:

- Construction noise outside of prescribed hours

Public Works (480-350-8265) will be responsible for:

- Trash Truck noise
- Construction noise from streets

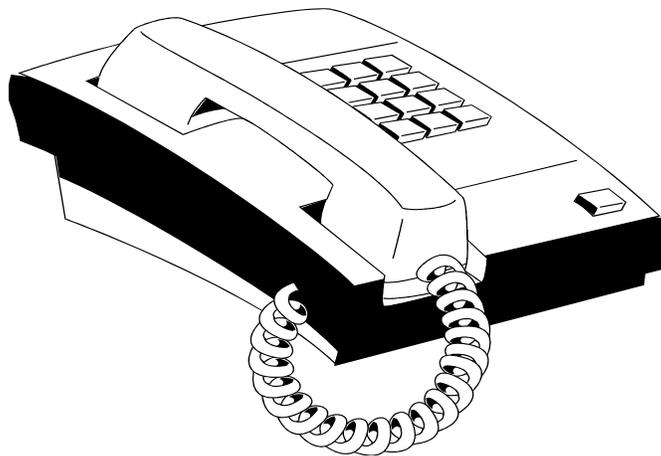
Aviation Specialist Department (480-350-8300) will be responsible for:

- Aircraft Noise

FINALLY

If a crime does occur

REPORT IT !!!



DIAL 9 - 1 - 1

Crime Prevention Unit Presentations

In an effort to provide current information about your neighborhood a Crime Prevention Officer can attend your block watch meeting.

WHAT TOPICS ARE THERE TO CHOOSE FROM

Crime Trend Issues in your Neighborhood
Auto Theft
Identity Theft
Personal Safety
Crime Related Topics

HOW DO I SCHEDULE A SPEAKER?

A request for a speaker must be made with the Crime Prevention Officer, at least two weeks in advance, to coordinate a date and time. To schedule a speaker for one of the topics listed, simply call 480-858-6333 and you will be directed to the Officer for your beat area.

NOTICE OF CHANGE

NEIGHBORHOOD WATCH CAPTAIN INFORMATION SHEET

This form to be completed by the **new** Neighborhood Watch Captain
Mail to: Tempe Police Crime Prevention Unit, PO Box 5002, Tempe, AZ 85280
or faxed to 480-858-6339

Previous Captain's Name: _____

Previous Captain's Address: _____

Previous Captain's City: _____ Tempe _____ State: AZ Zip: _____

Previous Captain's Home Phone: _____ Work Phone: _____

Previous Captain's Boundaries _____

New Captain's Name: _____

New Captain's Address: _____

New Captain's City: _____ Tempe _____ State: AZ Zip: _____

New Captain's Home Phone: _____ Work Phone: _____

New Captain's Boundaries _____

Include a new neighborhood map

The Tempe Police Department has my permission to release my name, address, and phone number to:

	Yes	No
Residents in my Neighborhood Watch area	<input type="checkbox"/>	<input type="checkbox"/>
Neighborhood Watch Captains in my area	<input type="checkbox"/>	<input type="checkbox"/>
Mayor's Office	<input type="checkbox"/>	<input type="checkbox"/>
City Council Representatives	<input type="checkbox"/>	<input type="checkbox"/>
Other City Departments	<input type="checkbox"/>	<input type="checkbox"/>

Captain's Signature

Date

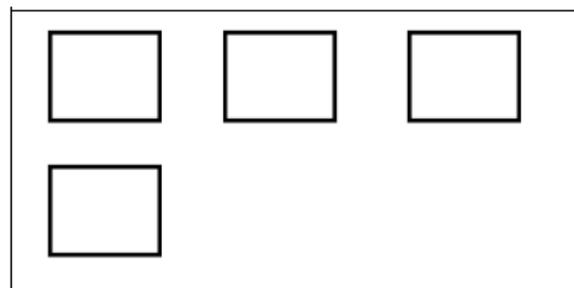
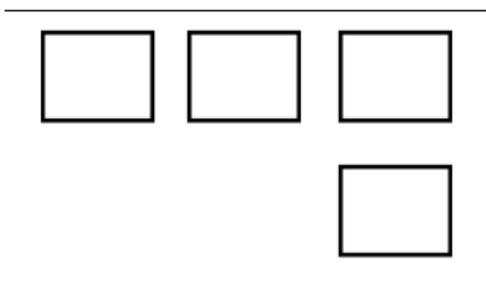
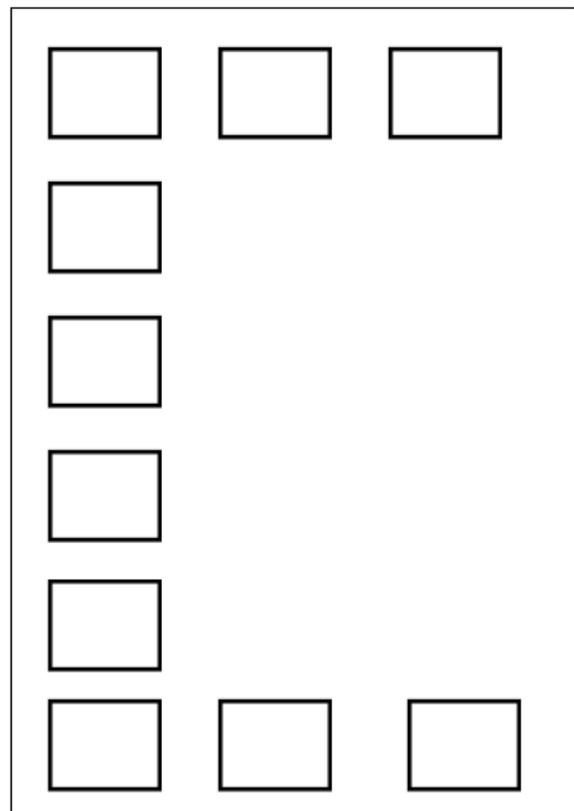
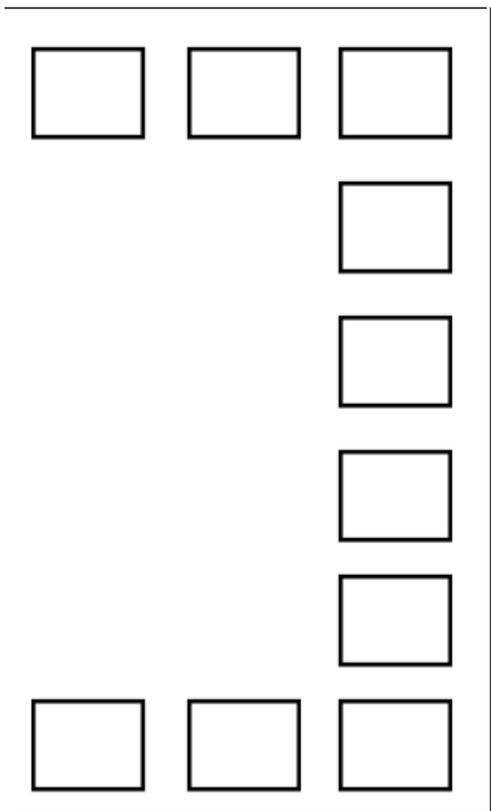
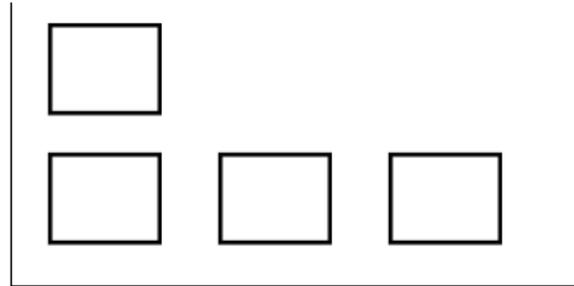
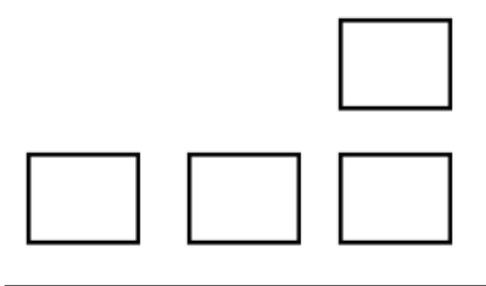
FOR OFFICE USE ONLY: Beat.: _____

Watch: _____

Cpt ID: _____

Date Started: _____

Neighborhood Watch Map

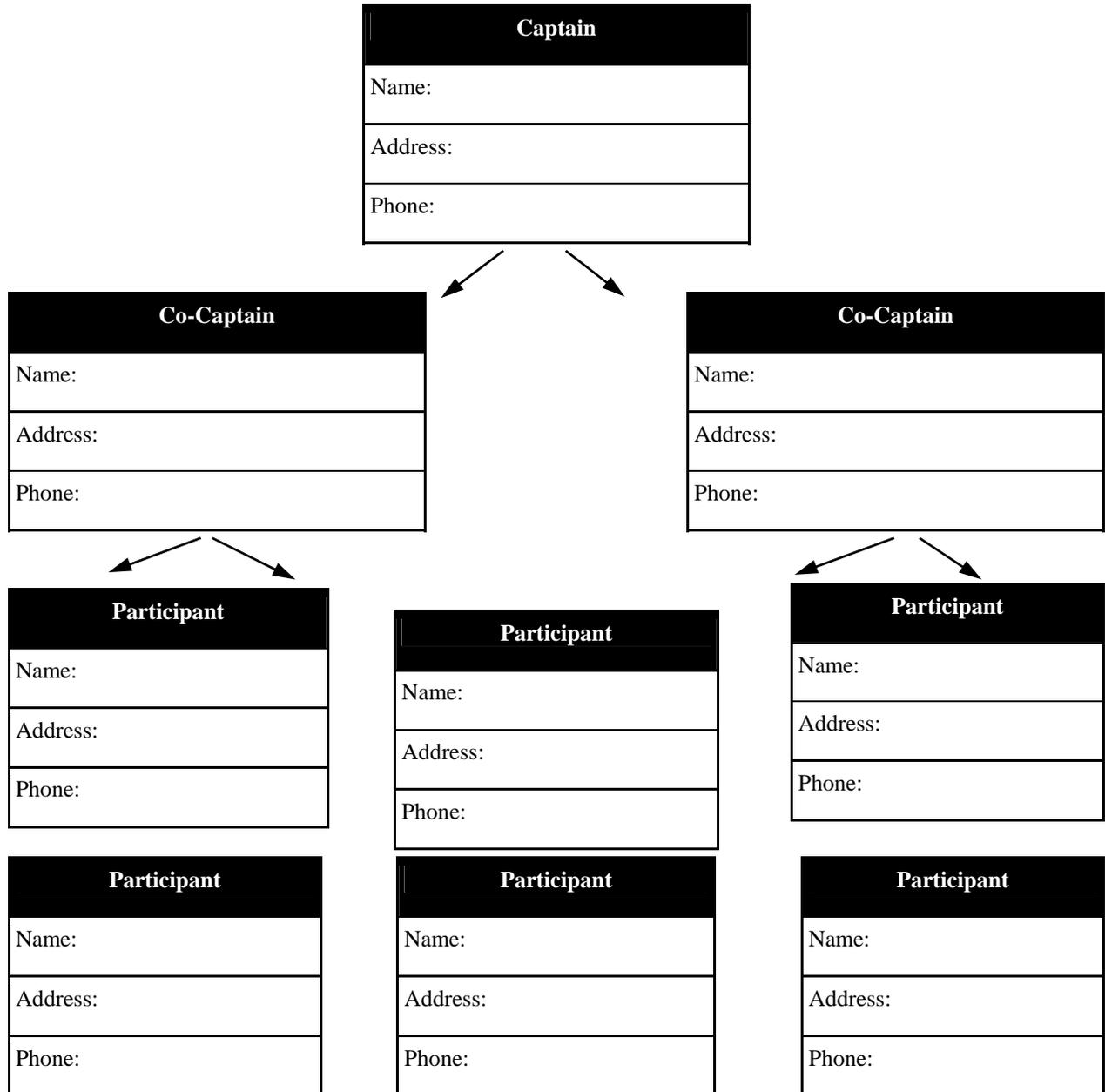


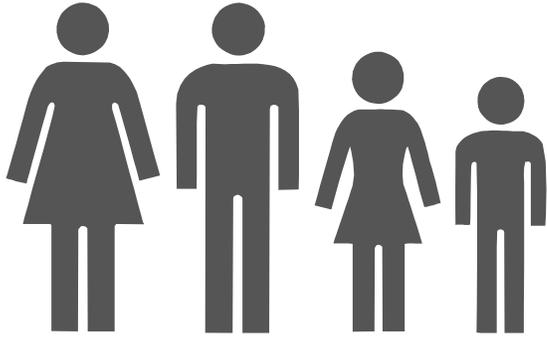
Telephone Tree

Neighborhood Watch Calling Guide

Activate the telephone tree when you see a crime or observe something suspicious. Call the Tempe Police first (either 9-1-1 or non emergency (480) 350-8311), 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!





A good neighbor is one of the most effective crime prevention tools

***Take a
Stand***

***Join a
Neighborhood
Watch***

*We are organizing a Neighborhood Watch Group.
Come to our first meeting to learn about your neighborhood and meet
a Crime Prevention Officer.*

Where: _____

Day: _____ ***Date:*** _____ ***Time:*** _____

Phone Number: _____

A neighborhood watch group is the best crime prevention tool possible, as nobody knows more about a neighborhood than its residents.

SIGN IN SHEET NEIGHBORHOOD WATCH MEETING

FAX to: (480) 858-6339 or MAIL to: Tempe Police Crime Prevention Unit
P.O. Box 5002, Tempe, AZ 85280

Date: _____

Initial Meeting

Captain's Name (please print): _____

Address & Zip: _____

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

Name	Address	Home Phone
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		



Rental Resource Information

The City of Tempe and Tempe Police Department, Crime Prevention Unit has many resources and programs available to assist in dealing with rental properties within your community and also to assist in improving the quality of life for the residents.

Noted below are just some of the programs available:

Registration Process: All rental units are currently required to register with the Maricopa County Assessor's Office at www.maricopa.gov/assessor and the City of Tempe, License and Sales Tax Division at www.tempe.gov/salestax. To determine ownership of a home within your community consult the Maricopa County Assessor website.

Crime Analysis Web Site: www.tempe.gov/cau This website provides an opportunity to review monthly calls for service at your community. We also encourage property owners to contact the Tempe Police Department, Crime Prevention Unit at (480) 858-6330 to obtain crime stats on their rental property.

Trespass Authorization Form: You may want to post No Trespass signs if your community has common areas and/or entrances and sign Trespass authorization form (HOA president). This can assist the Tempe Police Department in dealing with unauthorized occupants utilizing your community.

Landlord Training Program: Encourage property owners that elect to rent their property to attend the **FREE** landlord training noted below. The Crime Free Multi-Housing Program uses a unique three-phase approach that can assist in keeping illegal activity out of rental properties is being reached. Upcoming seminar dates are noted on our website: www.tempe.gov/cpu.

Loud Party Ordinance: A large gathering or party is defined as a social event with five or more persons. Officers can issue a written notice during the first response, informing the responsible person that a second response to a gathering at their residence within 90 days could result in the responsible person and/or the property owner being billed for police service. To download a copy of the loud party ordinance, visit the following website www.tempe.gov/cpu.

Lease Agreement & Crime Free Drug Free Lease Addendum: Encourage property owners of rental units to obtain a legal lease agreement, conduct criminal background checks, conduct thorough screening process and obtain signature on the Crime Free Drug Free Lease Addendum. Additional information available at [www.tempe.gov/cpu-crime free multi-housing program](http://www.tempe.gov/cpu-crime-free-multi-housing-program).

Neighborhood Watch: This program enables you to create an alert neighborhood by using simple prevention methods. The program works through neighbors meeting and getting to know each other. Contact a Crime Prevention Quadrant Officer at (480) 858-6330 to establish a Neighborhood Watch Group.

Neighborhood Enhancement: The Neighborhood Enhancement Division is responsible for the enforcement of a variety of municipal codes, ordinances and rehabilitation programs which were created to promote the health, safety and welfare of our citizens. The enforcement of codes and use of rehabilitation programs will enhance the quality of life in our city and help to maintain healthy neighborhoods free of unsightly and hazardous conditions that can have a negative impact on surrounding property values. To register a complaint, call (480) 350-8372.

Tool Trailer: This program will lend landscaping tools and painting supplies to Tempe residents, neighborhood groups and other organizations to aid in the maintenance of properties in our City. The trailer can be delivered to neighborhoods who are interested in a neighborhood cleanup. Call (480) 350-8372 to schedule the Tool Trailer.

Graffiti Hotline: If you discover graffiti on public property, you should notify the Graffiti Hotline as soon as possible at (480) 350-8384. If the graffiti is on private property it should be painted within 10 days per city ordinance.

Arizona Residential Landlord/Tenant Act: To obtain a current copy of the Arizona Residential Landlord & Tenant Act, access the following website www.azsos.gov. The Residential Landlord/Tenant Act will provide the laws governing rental of dwelling units and the rights and obligations of landlords and tenants.

Neighborhood Grants: Tempe's Neighborhood Grant Program was created to invest in resident-initiated proposals designed to enhance neighborhoods. Contact www.tempe.gov/nhoods for further information.

Criminal Abatement: Arizona Revised Statutes 12-991.01—The use of a residential property regularly used in the commission of a crime is a nuisance and the criminal activity causing the nuisance shall be enjoined, abated and prevented. For further information on criminal abatement process, contact the Crime Prevention Unit at (480) 858-6330.

