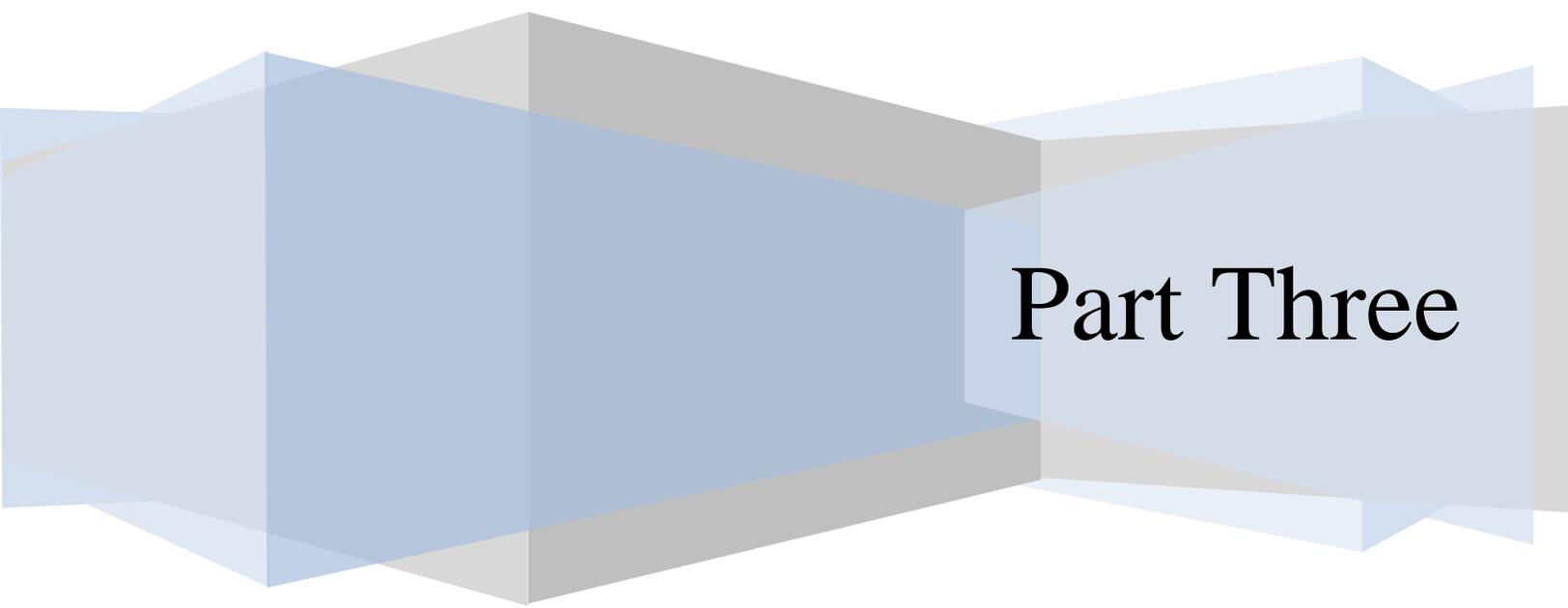


Northfield Village Police Department
NEIGHBORHOOD BLOCK WATCH

APPENDIX

Informational Flyers & Forms

Available at www.northfieldvillage-oh.gov



Part Three

APPENDIX 1
WATCH MEETING NOTIFICATION

Dear Neighbor,

We are looking for members of our community to take an active role in our neighborhood. You are invited to attend a Block Watch meeting to discuss concerns about our neighborhood. A member of the Northfield Village Police Department's Crime Prevention Unit will be there to discuss ways to mitigate these concerns. We will discuss inexpensive ways to improve your home security and how we can combine our efforts to make our neighborhood a safer place in which to live.

Please plan to attend to obtain more information and help to strengthen our community. If you have any questions about the meeting, please contact your Block Watch Captain listed below or Village Ward Councilperson.

NEIGHBORHOOD BLOCK WATCH MEETING

Event Location

Event Location Address

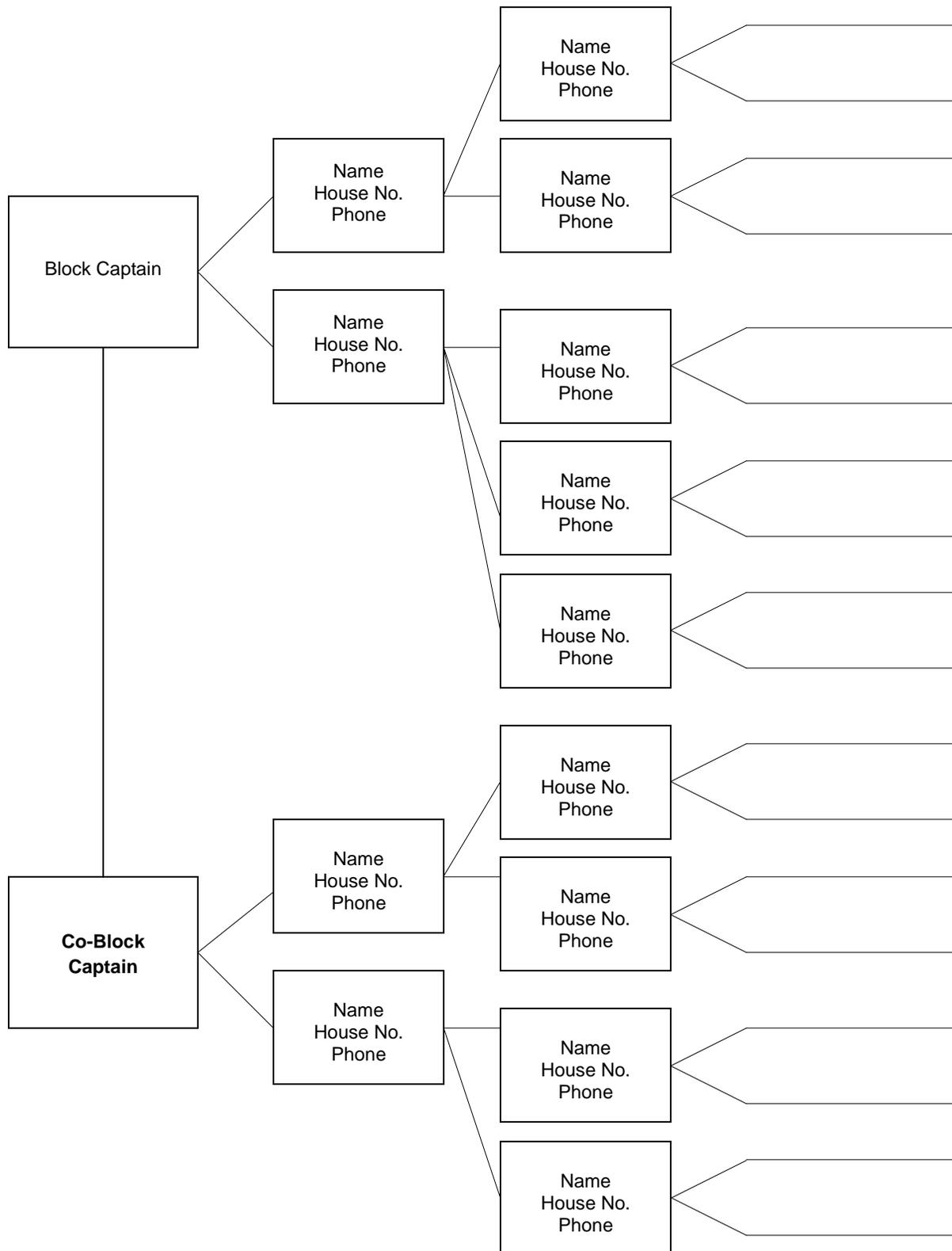
Date	Time

Please join us in ensuring the safety of our community by working in coordination with the Village of Northfield Police Department.

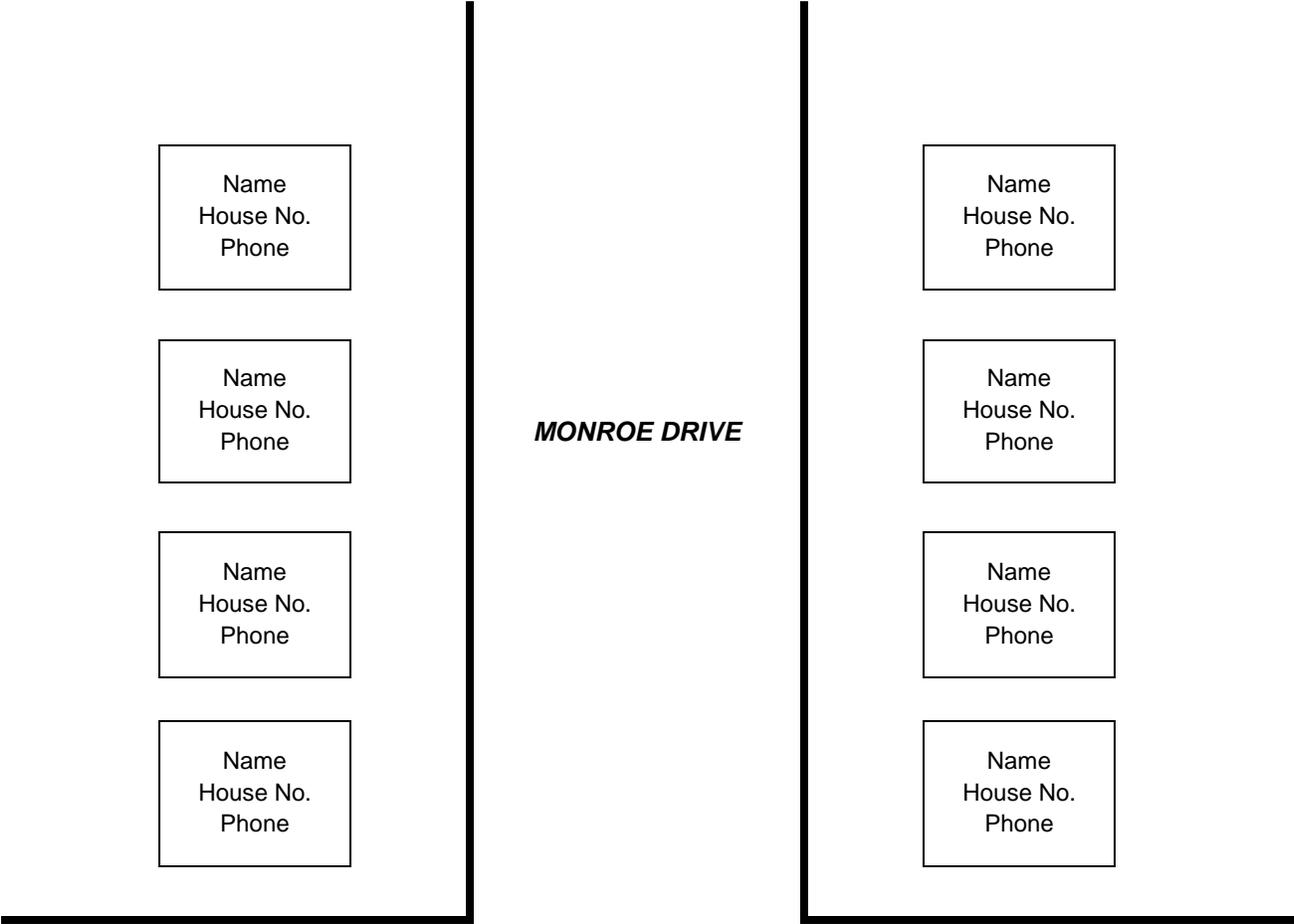
Thank you,

Block Watch Captain	Phone Number	E-Mail
	() -	
Ward Councilperson	Phone Number	E-Mail
	() -	

APPENDIX 2
NEIGHBORHOOD WATCH PHONE TREE EXAMPLE



APPENDIX 3
BLOCK WATCH MAP EXAMPLE



McKINLEY DRIVE
(To Houghton Road) ►



APPENDIX 4
RESIDENTIAL SECURITY SURVEY

EXTERIOR	YES	NO
Do you belong to the Neighborhood Block Watch?	<input type="checkbox"/>	<input type="checkbox"/>
Are shrubs and bushes within four (4) feet of any sidewalks, driveways, doors or gates maintained at a height of not more than two (2) feet?	<input type="checkbox"/>	<input type="checkbox"/>
Are shrubs and bushes between four (4) and eight (8) feet away from sidewalks, driveways, doors or gates?	<input type="checkbox"/>	<input type="checkbox"/>
Are trees trimmed so that lower branches are more than six(6) feet off the ground?	<input type="checkbox"/>	<input type="checkbox"/>
Are bushes trimmed down to be lower than window height?	<input type="checkbox"/>	<input type="checkbox"/>
Is the front door well lit?	<input type="checkbox"/>	<input type="checkbox"/>
Is the back door well lit?	<input type="checkbox"/>	<input type="checkbox"/>
Does photocell or timer control exterior lights?	<input type="checkbox"/>	<input type="checkbox"/>
Is public or residence number easily visible on house and mailbox?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any hiding places near the doors, windows, garage, or parking area?	<input type="checkbox"/>	<input type="checkbox"/>
GARAGE		
Do you keep the overhead door closed and locked when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
Do you remove keys from your motor vehicles when the garage is locked?	<input type="checkbox"/>	<input type="checkbox"/>
Are you careful not to leave garage door openers in vehicles parked outside?	<input type="checkbox"/>	<input type="checkbox"/>
Is the garage door, leading into the house, locked at all times?	<input type="checkbox"/>	<input type="checkbox"/>
Does the overhead door have a track pad lock?	<input type="checkbox"/>	<input type="checkbox"/>
Does the garage door close tightly?	<input type="checkbox"/>	<input type="checkbox"/>
Is the door leading from the garage into the home either solid wood or metal core?	<input type="checkbox"/>	<input type="checkbox"/>
DOORS		
Are all exterior doors solid core?	<input type="checkbox"/>	<input type="checkbox"/>
Is the doorjamb tightly fastened?	<input type="checkbox"/>	<input type="checkbox"/>
Do exterior doors have wide-angle (180 degrees) door viewers?	<input type="checkbox"/>	<input type="checkbox"/>
Are strike plates securely fastened to the doorjamb with at least 3" screws?	<input type="checkbox"/>	<input type="checkbox"/>
Are locking bars, or "Charlie Bars," used to secure sliding glass doors?	<input type="checkbox"/>	<input type="checkbox"/>
LOCKS		
Are deadbolt locks with at least a 1" throw installed on all exterior entrance doors?	<input type="checkbox"/>	<input type="checkbox"/>
Have locks been re-keyed since you moved in?	<input type="checkbox"/>	<input type="checkbox"/>
WINDOWS		
Have double-hung windows been pinned?	<input type="checkbox"/>	<input type="checkbox"/>
Have screws been installed in the tracks or horizontal sliding windows?	<input type="checkbox"/>	<input type="checkbox"/>
Can windows left open for ventilation be secured?	<input type="checkbox"/>	<input type="checkbox"/>
Do basement windows have security bars, grills, or auxiliary locks?	<input type="checkbox"/>	<input type="checkbox"/>
Are window air conditioners anchored and protected by steel grillwork to prevent removal from outside?	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX 6

VACATION CHECKLIST

- Complete a **House Check Request (see Appendix 4)** form with the Northfield Village Police Department. Your home will be checked at least once per shift by the officers.
- Arrange to have your pet(s) fed/given water at home rather than kept in a kennel.
- If you have a second car that you leave outside, arrange to have it moved occasionally.
- Arrange to have your lawn cut or snow shoveled as required, and for garbage to be put out and picked up as usual.
- Arrange for secure storage of expensive or dangerous items, such as furs, jewelry, family heirlooms, guns, or other weapons.
- Pay bills that will be due in your absence and arrange for the payment of others that may arrive while you are away.
- Use timers for inside lights and arrange to have outside lights turned on during darkness. Keep a small radio on a talk show station, at a low volume.
- Have your alarm system checked before your departure.
- Leave shades and drapes in the positions that they would normally be in if you were home, arranging, if possible, to have them raised and lowered or opened and closed routinely.
- Set thermostats or air-conditioner according to weather conditions.
- Make sure you have documented serial numbers on household items.
- If you don't have a generous neighbor, use a qualified and trustworthy house sitter.
- Avoid publicity about your impending trip.
- Leave an itinerary with the person watching your house so that you can be notified in case of emergency; or, include emergency information on police House Check form.
- Don't pack your car the night before departure unless it's in a secured garage.
- The last thing you do before departure is to check that all doors and windows are locked and that you have taken all necessary keys or left them with the person watching your home.
- Disconnect or lock overhead garage door.
- If you belong to an active Neighborhood Block Watch Program, let your Watch Captain know that you are going to be gone, and who, if anyone, is going to "house sit."
- When you return home and there are signs of burglary, **DO NOT GO INSIDE;** immediately call the police at **(330) 467-7112**.
- When you return home and everything is as it should be, and you completed a **House Check Request** form with the police department before leaving, notify the police of your return and cancel the house check. Call **(330) 467-7112**.

APPENDIX 7
HOUSE CHECK REQUEST FORM

HC No. _____

(Police will fill in the House Check No. when this form is returned)

Homeowner Name	Requester Name
Street Address of Property To Be Checked	Type of Premises
	Residential <input type="checkbox"/> Business <input type="checkbox"/> Other <input type="checkbox"/>
Reason for House Check Request	Date Period Security Check Requested
	From: To:
Home Phone Number	Cell Phone Number
() -	() -

In Case of Emergency, do you wish to be notified by collect call? YES NO

SECURITY | EMERGENCY CONTACT INFORMATION

Protected by Alarm System?	Alarm System Type	
YES <input type="checkbox"/> NO <input type="checkbox"/>		
Lights On?	If Yes, are lights constant?	Are Lights Automatic?
YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Keys left with anyone?	If Yes, Name	Phone Number
YES <input type="checkbox"/> NO <input type="checkbox"/>		() -
	Address of above listed Key Holder	
Other Persons / Vehicles allowed on premises.		

Signature: _____ Date of Request: _____

This form must be returned in person to the Northfield Village Police, 10455 Northfield Rd, Northfield Village, OH 44067.

APPENDIX 8
NORTHFIELD VILLAGE POLICE DRUG INFORMATION REPORT

Do not put yourself, employees or residents at any risk to gather this information.

Address of drug activity: _____

Building Information

Description of property – include distinguishing characteristics, color, size, etc.

Where are drugs sold and used? Be specific as possible.)

What drugs are involved?

Cocaine Heroin Marijuana Crack Pills Don't Know

What time(s) of day are drugs sold or used? Be specific, not "all day" or "all night."

Primary: _____

Secondary: _____

Suspect Information:

Name, if known _____

Nickname, if known _____

Physical Description: Race Sex Hgt. Wgt. Hair Color

Hair Style Glasses: Yes No

Facial Hair: None Mustache Full Beard Goatee Sideburns

Scars, Marks, Tattoos: _____

Clothing: _____

Jewelry: _____

Suspect Vehicle:

Make: Model: Color: Plate:

Special Features: _____

Is suspect a resident of address? Yes No

DRUG INFORMATION REPORT (Continued on Next Page)

Typical Buyer / User Information:

Age Group:	Under 10	11-15	16-20	21-30	31-40	Over 40
	<input type="checkbox"/>					
Race(s):						
Method Travel:						

Weapons:

Weapons ever seen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Weapons ever mentioned?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, what type(s)?	

Describe the normal drug transaction. Be as specific as you can about how the drug deal occurs. Explain how buyers arrive, how money and drugs are exchanged, whether any kind of weapons are involved, whether lookouts are used, etc. Attach additional paper, if needed.

Reporting Person Information

In order to initiate a drug investigation we need as much detailed information as possible. There may come a time when an officer would need to contact you for additional information. If you are willing to be contacted, please provide the following information. Be advised that your information may or may not be able to be kept confidential should an arrest occur.

Your Name		
Your Address		
Your Phone Numbers	Home: () -	Cell: () -

FAX this form to the Northfield Village Police at (330) 468-2538, Attn: Det. Bureau; deliver in person, or mail to the Northfield Village Police, 10455 Northfield Rd, Northfield Village, OH 44067.

APPENDIX 9
NORTHFIELD VILLAGE POLICE TRAFFIC COMPLAINT REPORT

The information in this report will be reviewed by an officer of the Northfield Village Police Department, who will determine what action, if any, should be taken. Should adequate probable cause exist to file formal charges, your testimony may be needed for successful prosecution.

Location of incident (Specify street, intersection, etc.)		
Day of Week	Date of Incident	Time of Incident
		AM <input type="checkbox"/> PM <input type="checkbox"/>
Reporting Person's Name		Reporting Person's Address
Home Phone Number		Cell Phone Number
() -		() -

Description of Vehicle(s) and Party(ies) involved in incident.

License No.	State	Vehicle Yr.	Make	Model	Color		
Distinguishing Features, Damage, etc.							
Driver Name (if known)	Race	Sex	Age	Height	Weight	Hair	Eyes
Distinguishing Features							
Would you be able to recognize the driver again?				Are you willing to testify in court?			
Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>			

***If more than one vehicle or person was involved, list that information on a separate sheet.**

Description of Incident or Traffic Complaint

FAX this form to the Northfield Village Police at (330) 468-2538, Attn: Det. Bureau; deliver in person, or mail to the Northfield Village Police, 10455 Northfield Rd, Northfield Village, OH 44067.