

# JOHNSON CITY NEIGHBORHOOD WATCH



## MISSION STATEMENT

To Increase The Effectiveness Of Police Service  
By Working In Partnership With The Community To  
Safeguard Life And Property And To Enhance  
The Quality Of Life In Our Neighborhoods

## Watch Patrol Policy and Procedure Manual

This manual is dedicated to the  
law enforcement officers  
who uphold the laws and serve the  
citizens of the Village of Johnson City

## The Neighborhood Watch Program

Neighborhood Watch is an organized group of concerned citizen volunteers mobilized to assist the Johnson City Police Department - to serve and protect the community. Members of the Neighborhood Watch patrol their neighborhoods as additional eyes and ears of the police, watching and listening for suspicious criminal activity or unsafe conditions. If we see a crime we report it!

Immediate and accurate reporting of a patroller's observations will effectively prevent crime and apprehend criminals - strengthening the partnership between the community and the police who serve us, making our village a safer and better place to live and work.

### Primary Objectives of Neighborhood Watch

- Maintain a cooperative system of surveillance over each other's property.
- Accurately and immediately report suspicious activity, crimes in progress or dangerous conditions to the police or appropriate agency.
- High visibility of neighborhood patrols.
- Watch members trained as competent witnesses.
- Assist the Police Department, other agencies and crime victims whenever possible.
- Work with Community Policing Officers, municipal government, residents and all village stakeholders to accomplish the goal of better and safer Johnson City.

## Community Teamwork Fights Crime

Working together, we can eliminate criminal activity and make our neighborhoods safer by:

- General awareness, being informed and not afraid to report criminal activity.
- Keeping an eye on our neighbor's house, especially when they are away on vacations, etc.
- Watching out for children and the elderly.
- Walking and riding patrols.
- Showing a "we care about our neighborhood" attitude which will deter criminal activity.
- Being alert for sources that cause neighborhood deterioration: drugs, graffiti, gangs, slums, trash.
- Becoming good witnesses.
- Maintaining programs, meetings, and activities that keep us all involved.
- Sticking together so no one has to go it alone.

## Our Goals

Neighborhood Watch is a community-minded effort to bring...

- Lawfulness
- Stability
- Peace
- Security
- Safety
- Order
- Cleanliness

...back to our neighborhoods.

The Watch looks for obvious signs of crimes in progress. In regards to crime, our motto is:

**"See it. Hear it. Report it"**

## Membership

- Membership is free. If you choose, goodwill donations are always accepted and greatly appreciated to offset operating costs.
- You are not obligated to be an active Watch Patroller and it is not a requirement for membership in Neighborhood Watch.
- Watch members must reside in the Village of Johnson City and be at least 18 years of age. Member businesses, organizations and agencies must operate in the village.
- All resident applicants must fill out a membership application. As this is a crime prevention organization which partners with law enforcement, all applicants will be subject to a background check that includes a search for prior criminal activity. Review and final determination will be made by the Johnson City Police Department. Membership may be terminated at any time for unacceptable behavior or violation of the Rules and Regulations set forth by the Police Department and Neighborhood Watch.
- All members will be registered by the Johnson City Police Department. When registered, you will be issued a Neighborhood Watch membership card. This card is the property of the Johnson City Police Department and must be surrendered if you move out of the village, resign your membership or your membership is revoked.
- Every member will receive organizational literature and a Policy and Procedure Manual detailing crime reporting, patrol and general guidelines.
- Neighborhood Watch Patrollers are not allowed to carry firearms or weapons of any kind. Patrollers are to "see it - hear it - report it" and are not to engage suspected criminals or attempt to apprehend.
- Members are not to divulge proprietary or confidential Neighborhood Watch or law enforcement information to the general public or use such information for personal gain or agenda.

## The Benefits of Joining

- Having a vote in the operation of the association at monthly membership meetings, elections and the annual membership meeting.
- Having the fast track to reporting crime and unsafe conditions.
- Notifications about crime trends and scams in your neighborhood
- Ability to volunteer for community events sponsored by the Watch.
- Being a part of community crime prevention.
- Education on how to protect yourself and your property.
- Opportunity to serve on various action committees and task forces with the goal of designing crime out of neighborhoods.
- Having the means to stop crime in your neighborhood.

## Watch Patrol Guidelines

### **SCOPE OF POWER AND DUTIES OF THE WATCH PATROLLER**

- A patroller does not possess Police powers.
- You cannot make an arrest. Do not confront, attempt to apprehend or arrest a suspected criminal.
- You cannot carry firearms, night sticks, mace or any type of weapon.
- You are not above the law. You must obey the law.
- A Watch Patroller's duty is to be a passive crime fighter:
  - A high-visibility mobile crime deterrent.
  - A vigilant observer.
  - A good witness.
  - A thorough and accurate report writer.
  - A helpful friend to local law enforcement.
  - A person who sends a clear message to criminals that you don't tolerate crime in your neighborhood and that you are not afraid to report crime.

### **SUGGESTED ITEMS FOR PATROL**

- Flashlight.
- Pocket notebook and pen.
- Cell phone, if possible.
- Neighborhood Watch Identification and Driver's License.
- Appropriate dress for the weather.

### **STARTING PATROL**

- Patrol in random fashion at staggered times whenever possible.
- Team up with another patroller whenever possible.
- Notify someone that you are going on patrol and expected time of return.

### **PATROL SAFETY**

- NEVER put yourself in danger.
- Watch for slippery conditions and trip hazards.
- Do not go on private property.
- Do not confront a suspected criminal or attempt to make an arrest yourself.
- Patrol in pairs, if possible.
- Dress to be seen. The Watch Patrol is designed to be a crime deterrent as a result of the high visibility of patrollers. For your own safety, do not dress darkly or operate by stealth.

## **PATROL OBSERVATION**

- Be observant and vigilant.
- Look and listen for the unusual and suspicious, such as:
  - Open doors, garages and gates that are usually closed.
  - Suspicious persons and vehicles that don't belong in the neighborhood.
  - Sounds such as screaming, gunshots and broken glass
  - Anyone or anything out of the ordinary for your neighborhood.
- You know your neighborhood. If it doesn't seem right - it probably isn't.

## **SUSPICIOUS ACTIVITIES THAT SHOULD BE REPORTED**

- Anyone who is looking into parked vehicles or windows.
- Anyone sitting in a parked vehicle - in front of a home or business, especially at an unusual hour.
- Anyone removing parts or license plates from a vehicle.
- Anyone going door-to-door without apparent reason.
- Anyone loitering around the neighborhood, park or school.
- Anyone loitering outside of, entering or leaving a place of business after hours.
- A stranger going into a backyard.
- A stranger going into an unoccupied or abandoned house.
- A stranger loitering around children.
- Vehicles cruising slowly back and forth on your street.
- Drug activity of any kind.
- Sounds of gunshots, screaming, someone in distress, broken glass, etc.
- Evidence of forced entry into houses and vehicles.
- Any obvious crime in progress.

## **NOTIFY THE POLICE AND FILE A REPORT ON THESE CRIMES / CONDITIONS**

- Drug trafficking.
- Teens - underage drinking and drugs / drunken and underage driving.
- Child neglect, endangerment and abuse.
- Theft, burglary and trespassing.
- Person brandishing or using a firearm or other weapon.
- Vandalism and graffiti.
- Domestic violence.
- Harassment, menacing and threatening behavior.
- Disorderly conduct and public nuisance.
- Public intoxication of a hostile or aggressive nature.
- Assault of any degree.
- Racial and hate crimes.

- Sexual, molestation and lewdness crimes of any type.
- Motor vehicle and pedestrian accidents.
- Any unsafe or endangering condition that poses an immediate threat.
- Theft of identity / fraud / forgery
- Violent or malicious gang activity
- Scam activity
- Road rage
- Reckless endangerment

### **NOTIFY THE APPROPRIATE AGENCY AND FILE A REPORT FOR THESE NON-CRIME RELATED CONDITIONS**

- Code violations.
- Dilapidated properties.
- Safety hazards.
- Landlord neglect of rented properties.
- Violation of tenant's rights.
- Violation of a neighbor's right to quiet enjoyment.
- Nuisance properties such as drug houses and frequent crime houses
- Senior citizen, child, handicapped or mentally impaired abuse.
- ✓ A Nuisance Property Complaint Form is included in this manual.
- ✓ The appropriate government / agency contact numbers list are in this manual.

### **CALLS TO THE POLICE - EMERGENCY AND NON-EMERGENCY**

Use discretion before you call.

Is the incident or condition:

- An emergency?
- A non-emergency?
- A criminal or civil incident?

Does the incident or condition require:

- An immediate emergency call?
- A non-emergency call?
- An Incident Report only?

Be professional, patient and as cooperative as you can. The dispatcher needs a certain amount of information to determine the coding, disposition and priority of your call. Follow these guidelines:

- Call 9-1-1 for crimes in progress and emergency situations.
- Call 729-9321 (JCPD Dispatch) for non-emergency incidents.
- Stay on the line and give all information requested by the dispatcher.

- Be patient - the Police will respond as soon as possible. Police response depends on the patrol area they respond from and the priority of the call.
- Upon arrival of officers, immediately identify yourself to avoid confusion.
- Do not interfere with the Police investigation but be available for questions.

### **INCIDENT REPORT AND FOLLOW-UP**

- Retain your notes for future reference and further incident investigation.
- As soon as practical, fill out an Incident Report while the facts are still fresh in your mind.
- Write legibly and be as accurate as you can. Describe:
  - What happened? (Give an accurate and detailed account of events)
  - Where? (Give exact locations)
  - When? (Be accurate in your time line of events)
  - Who? (Detailed description of persons involved and names, if known)
  - Why? (The circumstance, incitement or cause of the incident)
  - How? (Method of operation in the suspected crime)
  - ✓ Work sheets are included in this manual to assist you in your report.
- Give the Incident Report to your Block Captain. If you do not have a Block Captain, you can:
  1. Deliver the report to the Johnson City Police Station desk.
  2. Mail the report to:  
Johnson City Police Department Community Policing Division  
31 Avenue C  
Johnson City, NY 13790
  3. Fax the report to the JCPD: 729-1883.
  4. File an online report through the Neighborhood Watch website: <http://johnsoncitywatch.tripod.com/>

For general purposes, Community Policing can be E-mailed at:  
communitypolice@jcnypd.org  
and Neighborhood Watch can be E-mailed at:  
jcneighborhoodwatch@yahoo.com

- Be a willing witness to Police, giving written statements and testimony, if required.



## Beyond Watch Patrols - Public Relations and Community Involvement

- Be proud to serve your community as a crime stopper and protector of neighbors.
- Be a good example in your neighborhood.
- Help a neighbor in need.
- Become high profile - get to know your neighbors. Let them know you're a Watch Patroller and that they can come to you with problems and concerns.
- Distribute consumer protection, anti-crime and anti-drug literature (available from the Watch) to your neighbors.
- Volunteer for Neighborhood Watch events, projects and programs.
- Serve on a Neighborhood Watch committee or task force.
- Attend monthly Membership Meetings.
- Start an active and dynamic Block Watch and hold Watch Meetings.
- Enroll in the JCPD Citizen's Police Academy.



## Johnson City Neighborhood Watch Important Phone Numbers

EMERGENCY AND NON-EMERGENCY CRIMINAL COMPLAINTS	
<b>Emergency</b>	<b>9-1-1</b>
JCPD Dispatch	729-9321
JCPD Fax	729-1883
Community Policing E-mail	<u><a href="mailto:communitypolice@jcnypd.org">communitypolice@jcnypd.org</a></u>
JOHNSON CITY MUNICIPAL GOVERNMENT AND AGENCIES	
Municipal Offices	798-7861
Code Enforcement	729-2047
Village Court	798-0002
Fire Marshall	729-0428
Planning Department	797-9098
Public Works	797-3031
Water Department	797-2523
Central School District	763-1247
CIVIL, CONSUMER AND FRAUD COMPLAINTS	
NYS Attorney General Binghamton Regional Office	721-8778
NYS Attorney General Consumer Help Line	1-800-771-7755
Broome County District Attorney	778-2423
PROTECTIVE AGENCIES	
Broome County Child Protective Services	778-2647
Broome County Adult Protective Services	778-2635
First Call For Help (Information on area agencies)	729-9100

# JOHNSON CITY NEIGHBORHOOD WATCH CRIMINAL DESCRIPTION FORM

Please complete all information.    ✓ Check G boxes where applicable.

## PHYSICAL DESCRIPTION

**Gender:** GMale GFemale GUnsure

G I could Identify this person by picture / lineup

**Apparent Height:**

**Apparent Age:**

**Apparent Weight:**

**Glasses:** GNo GYes>> Style:

**Race:** GCaucasian GHispanic/Latino GAfro American GOriental GOther:

**Eyes:** Color:

Look: GTired GNormal GDrooped GIntense GWild GBloodshot

**Hair:** GBald GShort GMed GLong GAfro GOther:

Color:

**Skin Type:** GLight GMed GDark GSmooth GHairy GOther:

**Complexion:** GClear GFreckled GAcne GOther Describe:

**Facial Hair:** GBeard GMustache GSideburns Describe:

**Voice:** GDeep GHigh GGraveled GNormal GEThnic GSounding slurred, drugged or intoxicated

**Build:** GObesse GFull figured GThin GEmaciated GStocky GMuscular GATHletic GAverage

**Body Distinctive Features:** GScars GMarks GTattoos GPiercings GOther:  
Describe:

**Head Coverings:** GNo GYes>> GMask GBandana GScarf GHat: Facing front or back:  
Color: Describe:

**Accessories:** GNo GYes>> GBackpack GUmbrella GPurse GCell Phone GOther:

**Clothing Style:** GTailored GNeat GUnkept GAverage GSoiled G"Home boy" GGang look  
Describe complete outfit including colors and types of clothing:

**Weapon:** GNo GYes>> GGun GKnife GClub GOther:

Which hand: GRt GLt

**Additional Comments:**

## METHOD OF ESCAPE

**Direction of Escape:**

**Means of Escape:** GWalking GRunning GBike GVehicle GOther:

## VEHICLE DESCRIPTION

**Vehicle:** GNo GYes>> Make:

Model:

Year:

Color:

License Number:

State:

Unique or Distinctive Features:

**Date:**

**Watch Member:**

**Signature:**

# JOHNSON CITY NEIGHBORHOOD WATCH INCIDENT REPORT FORM

Please complete all information. ✓ Check G boxes where applicable.

Location of incident:

Date of incident:

Time of incident:

**INCIDENT> Describe incident, your observations and reaction** G Additional Information Form attached

Nature of incident (Ex: burglary):

Your observations (Ex: broken window):

Time line of events (Ex: Suspect ran from house, then left in car towards Main St.):

Comments:

G Method known (Ex: forced entry):

G Incident had cause (Ex: argument):

G 911 called > Time: G JCPD called > Time : Response Time: G No agency called

**SUSPECT INFORMATION> Suspect(s) description and details** G Criminal Description Form attached

G I know > G Victim knows > suspect(s)

G Have reliable information on suspect(s)

Name:

Address:

Name:

Address:

G I don't know > G Victim doesn't know > suspect(s)

G I could > G Victim could > ID by picture/lineup

Race: Sex M/F: Age: Height: Weight: Build:

Clothing and accessories:

Additional Information:

G Vehicle > Make/Yr:

Tag/State

Color:

**VICTIM INFORMATION> Victim identity and involvement**

G Additional Information Form attached

Name:

Address:

G Victim involved > How:

Date: / / Watch Member:

Signed:

# JOHNSON CITY NEIGHBORHOOD WATCH NUISANCE PROPERTY COMPLAINT FORM

Please complete all information. ✓ Check G boxes where applicable.

## YOUR INFORMATION

Name:

Address:

Phone:

E-mail:

## NUISANCE PROPERTY DESCRIPTION

Address:

Property Owner, if known:

Owner's Address, if known:

☐ Residential House

☐ Apartment

☐ Unit - apartment house, building or complex

☐ Other:

☐ Owner occupied

☐ Tenant occupied

☐ Owner occupied - rents to tenant

☐ Not sure

What is the complaint you have for the above property?

☐ Code violations ☐ Dilapidated property ☐ Excessive noise ☐ Landlord neglect ☐ Abandoned

☐ Safety hazard ☐ Drug activity ☐ Criminal activity ☐ Accumulated trash ☐ Other

Explain the problems:

Describe the impact it has on you and the surrounding neighborhood:

What would you like to see done about this property?

Date: / / Name:

Signed:

## JOHNSON CITY NEIGHBORHOOD WATCH ADDITIONAL INFORMATION SHEET

[illegible]

**Signature:**

## SAMPLE - HOW TO FILL OUT THESE FORMS

<b>JOHNSON CITY NEIGHBORHOOD WATCH INCIDENT REPORT FORM</b> <small>Please complete all information.    ✓ Check G boxes where applicable.</small>			
<b>Location of incident:</b> In front of 100 Maple St.  <div style="text-align: center;">Johnson City, NY</div>		<b>Date of incident:</b> June 10, 200X  <b>Time of incident:</b> 9:35 PM	
<b>INCIDENT&gt; Describe incident, your observations and reaction</b> G Additional Information Form attached			
<b>Nature of incident (Ex: burglary):</b> Breaking into vehicle. Theft of car stereo.			
<b>Your observations (Ex: broken window):</b> I observed a man (not the car owner) leaving a parked car with a car stereo in front of 100 Oak St.			
<b>Time line of events (Ex: Suspect ran from house, got in his car, etc.):</b> He saw me, then ran north towards Elm St. and ran right on Cherry St. - I then lost sight of him. I checked the car - found damage to the door and the stereo missing. I called 911 immediately on my cell phone. The police responded and searched unsuccessfully for the suspect, then notified car owner.			
<b>Comments:</b> The man had in his left hand an object that looked like a crow bar.			
<input checked="" type="checkbox"/> <b>Method known (Ex: forced entry):</b> The scratches on the door looked to be forced entry.			
G Incident had cause (Ex: argument):			
<input checked="" type="checkbox"/> 911 called > Time: 9:37 PM    G JCPD called >Time:      Response Time: 9:43 PM    G No agency called			
<b>SUSPECT INFORMATION&gt; Suspect(s) description and details</b> <input checked="" type="checkbox"/> Criminal Description Form attached			
G I know > G Victim knows > <u>suspect(s)</u>		G Have reliable information on suspect(s)	
<b>Name:</b>	<b>Address:</b>		
<b>Name:</b>	<b>Address:</b>		
<input checked="" type="checkbox"/> I don't know > <input checked="" type="checkbox"/> Victim doesn't know > <u>suspect(s)</u>		<input checked="" type="checkbox"/> I could > G Victim could > <u>ID by picture/lineup</u>	
<b>Race:</b> White <b>Sex M/F:</b> M <b>Age:</b> 22 <b>Height:</b> 5'10" <b>Weight:</b> 145 <b>Build:</b> Slim			
<b>Clothing and accessories:</b> Dressed in a white T-shirt, blue jeans, tan baseball cap and white sneakers.			
<b>See attached Criminal Description Form for full description.</b>			
<b>Additional Information:</b>			
G Vehicle > Make/Yr:		Tag/State	Color:
<b>VICTIM INFORMATION&gt; Victim identity and involvement</b> G Additional Information Form attached			
<b>Name:</b> John Doe		<b>Address:</b> 100 Maple St., Johnson City, NY	
<input checked="" type="checkbox"/> <b>Victim involved &gt; How:</b> Damage to passenger door and theft of his car stereo.			

Date: 06 / 10 / 20XX

Watch Member: Ima Crimestopper

Signed: *Ima Crimestopper*



## JOHNSON CITY NEIGHBORHOOD WATCH

### CITIZEN MEMBERSHIP APPLICATION

(You must be a Johnson City resident 18 years or older)

#### Applicant's Information:

Name	Date of birth
Address	
Home phone	Work phone
Place of employment	

#### List names and date of birth for all residents of your household (use back, if necessary):

Name	Date of birth
Name	Date of birth
Name	Date of birth
Name	Date of birth

**\* NOTE** Separate applications must be completed for each Neighborhood Watch applicant.

#### Participation:

Do you have an interest in (please check ☒):

- ☐ Performing Watch Patrols on your street, block or watch zone?
- ☐ Becoming a Block Captain (recruit members, plan and organize block meetings)?
- ☐ Volunteering for special events?
- ☐ Serving on committees and task forces?

#### Questions, Comments and Concerns:

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Signature

Date



# **JOHNSON CITY NEIGHBORHOOD WATCH**

## **CITIZEN MEMBERSHIP REQUIREMENTS AND PRIVILEGES**

(please keep this copy)

### **Membership:**

Membership in Neighborhood Watch is free. If you choose, goodwill donations are always accepted and greatly appreciated to offset operating costs. You are not obligated to be an active Watch Patroller and it is not a requirement for membership in Neighborhood Watch.

Watch members must reside in the Village of Johnson City and be at least 18 years of age.

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Every member will receive organizational literature and a Policy and Procedure Manual detailing crime reporting, patrol and general guidelines.

Neighborhood Watch Patrollers are not allowed to carry firearms or weapons of any kind. Patrollers are not to engage suspected criminals in any manner or attempt to apprehend.

Members are not to divulge proprietary Neighborhood Watch or law enforcement information to the general public or use such information for personal gain or agenda.

### **Privileges of Membership:**

Each member:

1. May have one (1) vote at general meetings and at the annual membership meeting.
2. May run for Organization Officer or Community Board of Director seats.
3. May serve on task forces, standing and appointed committees.
4. May bring business before the Community Board of Directors.
5. May have items placed on meeting agendas for consideration.
6. May voice comments, suggestions, questions and concerns at general meetings.

[illegible][illegible]