

Louisville Metro Police Department Neighborhood Watch Program

Summary for Citizens Coordinating
A Neighborhood Watch Meeting



Make your neighborhood
your own again



Louisville Metro Police Department
Community Services Division, Community Engagement Unit,
400 S. First Street, Louisville, KY 40202
Neighborhood Watch (502) 574-8732 FAX (502) 574-2149

Summary for Citizens Coordinating a Neighborhood Watch Meeting

This document explains the process leading up to the first Neighborhood Watch meeting and the installation of the sign. This information is relevant for citizens coordinating a Watch meeting for their street, subdivision, condo complex, Suburban City or neighborhood.

What is Neighborhood Watch? Neighborhood Watch is a crime prevention program. It is an active partnership between the Louisville Metro Police Department and area residents to reduce the incidence of fear and crime in their neighborhoods. Neighborhood Watch uses citizen involvement to secure their homes and personal property and report any suspicious activity to the police. This crime prevention and education program increases community awareness so the citizen knows what to look for and how to report it.

Is the interest there? As a citizen interested in starting a Watch for your street talk to your neighbors to determine if they are interested in participating in Neighborhood Watch and helping you get it started.

Schedule a Meeting. These are things to consider before scheduling a meeting. Who will you invite? You must give your Resource Officer a 3 to 4 week notice for any meeting to make sure he/she is available. Once you have the date, time and place notify your neighbors at least 2 weeks in advance of the meeting.

Where is the best location to meet (your home, a neighbor's home, a public place or at your LMPD Division Substation). It is up to you and your neighbors to reserve the space.

What is the best date and time for the meeting? Week day evening meetings are the norm and usually begin at 6 p.m., 6:30 p.m. or 7 p.m. when people are available after work.

Meetings should last no more than 1 to 1 1/2 hours. Record every participants name, address, phone number and email address for future reference and the set up for the Phone Tree.

First notify your Division Resource Officer. If the Neighborhood Watch Coordinator receives the first call, email or Metro Call to start a Neighborhood Watch he will send the person requesting assistance Neighborhood Watch information and contact the appropriate Division Resource Officer so the citizen can be contacted to set up a date, time and place for the first meeting. After the initial meeting, the Resource Officer and group are acquainted with each other enough to contact each other in the future.

Contact your neighbors. As the neighbor coordinating the first meeting you and your neighbors will need to contact other neighbors about the Watch meeting. You can call them, distribute flyers door to door or post notices in visible areas, such as at entrance and exit points, in the neighborhood or subdivision if applicable.

The first meeting. The Resource Officer will address your group at the first meeting on the benefits of Neighborhood Watch, provide area crime statistics and patterns, answer questions and emphasize crime prevention methods. After the Resource Officer speaks

for about 45 minutes it is your groups turn to take over and make some decisions about the future of your Watch because the Watch belongs to you and your neighbors.

What happens after the first meeting? It takes two meetings to establish and organize your Watch because everything cannot be addressed at the first meeting. At the end of the first and/or beginning of the second meeting your group will choose captains and co-captains; list topics to discuss at future meetings; determine how to address problems and quality of life issues neighbors want to see resolved; decide when, where, and how often you will meet; complete the **Neighborhood Watch Club Registration** form; and determine where you want your Watch signs. Your Resource Officer can assist your group with questions you may have in the above areas.

To request a Watch Sign. All Neighborhood Watches in need of a new or updated sign must be active. Sign Requests and questions about signs are directed to the Neighborhood Watch Coordinator Officer Theron Wiggins at 502-574-8732 or theron.wiggins@louisvilleky.gov

The Watch Club captain or designee must complete the **Neighborhood Watch Club Registration** form and mail it to the address indicated at the bottom of the second page. Each group must indicate if the sign will be on the North, South, East, or West side of the street, on the easement, or at an intersection and facing a particular street if appropriate.

It is recommended that **street specific Neighborhood Watches** that want a sign are required to have a representative (captain and/or co-captain) for each corresponding street. This creates ownership for the Neighborhood Watch.

Some subdivisions, apartment and condominium complexes require that a Watch sign can only be erected on the easement at their entrance and/or exit. Public Works inspectors will only erect signs on the easement of subdivision, apartment and condominium complex entrances. They will not go on private property or in the complex area and install signs.

Suburban Cities. Louisville Metro government collaborates with Suburban Cities to promote the Neighborhood Watch program so that uniform program information is disseminated across our city. The Louisville Metro Public Works & Assets cannot install signage inside Suburban Cities. Suburban Cities may request the Neighborhood Watch sign, but Metro Public Works will only install the sign in the public right away near the entrance to the city's boundary. If a Suburban City would like to pick-up the sign from the Metro Public Works Sign Shop on Lexington Road and install the Neighborhood Watch sign within their boundaries, they may install the signs themselves.

Any Watch group that cannot have a sign erected on their property by Metro Public Works can arrange to pick up the sign from the Public Works Sign Shop so the group can erect it.

How many signs can we receive? Each Watch Group and neighborhood is unique. The rule of thumb is one to two signs per Club. Some groups require more. Signs are specific to the location of the Watch group. It is appropriate for a sign to be erected in the middle of long streets, on public easements, corresponding street corners and intersections. Usually the groups know what is best for them and are reasonable about the number of

signs that are needed for their Watch. The Resource Officer and Neighborhood Watch Coordinator are available to provide guidance.

Installation List Priority. Installing Neighborhood Watch signs are not a high priority. Metro Public Works processes the service request within 10 days after receiving it. Public Works will only accept requests to install Neighborhood Watch Signs from the Neighborhood Watch Coordinator through the Metro Call Hansen system. This system is a uniform method of communication, eliminates confusion and complications with requests.

Louisville Metro Public Works and Assets follows the Manual of Uniform Traffic Control Devices (MUTCD) code to install all signs. Neighborhood Watch signs will be installed in the public right of way and not on private property. The primary responsibility of the Public Works Sign Shop is to install regulatory signs. Neighborhood Watch signs will be installed as a routine maintenance request. There is an average waiting time of 45 days once a neighborhood watch sign is approved until the sign is installed. Many times the signs are installed much sooner (within 2 weeks).

A utility pole does not have to exist for the sign to be installed because Metro Public Works will attach the sign to a metal pole if necessary.

All signs are 7 feet or higher from the ground. In a neighborhood that has vandalism to signs the inspector will place the sign on a utility pole to make it difficult to reach. If a group complains that the sign is too high the inspector is protecting your investment in this program.



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