



HOME SECURITY GUIDE

Use this as a guide for safety measures you should implement around your home to keep you safe and to protect your valuables. It's simple

EXTERIOR DOORS

Make sure your doors are locked at night and every time you leave the house----even if you are in the backyard working.

All your entry doors should have a working keyed entry lock and a sturdy deadbolt lock installed.

Never, ever keep a spare key hidden outside, not under a door mat or planter, on a ledge or elsewhere. Spare keys should be kept with a trusted neighbor.

GARAGE DOORS

Keep your overhead garage door closed at all times, even if you are at home. An open door is inviting thieves to view your stuff and to take it.

Make sure your overhead garage door has a good lock. Do not rely on the automatic door opener to provide security.

Don't leave your overhead garage door partially open as a vent to your garage at night or when gone from home. Thieves can easily pry up or slide under the door to get in.

SLIDING GLASS PATIO DOORS

A dowel or a pin installed in the door track will prevent the door from being shoved aside or lifted off the track. This is in addition to a good lock.

PROTECTING WINDOWS

Make sure your windows have a good lock.

Never leave windows open when gone from home.

OUTDOOR SECURITY

Keep shrubs and bushes trimmed and that they don't block windows or doors from view.

Check your outside lighting. A well-lit home prevents prowlers from lurking around your home.

Photocell or motion-sensitive lighting is excellent choices to light up your home.

Make sure your house number is clearly displayed on your house in numerals so we can find you quickly. If you have a curb side mailbox, add your number to it. Your house number painted on the curb is not recommended by police, fire or EMS, as often these numbers are obscured.

INDOOR VALUABLES

Firearms should be unloaded, locked and secured. Manufacture, model, caliber and serial number should be recorded.

Other valuable items like televisions, computers and other expensive electronic equipment should have their serial numbers recorded.

Do a complete home inventory that includes pictures and keep a copy in a safe place.

OUTDOOR VALUABLES

Bicycles should always be locked whenever unattended. Make sure you record the serial number as it is helpful to get your bike back if stolen or lost.

Keep lawn mowers, and other outdoor valuables if left out in the open out of view. Preferably all valuables should be secured in a shed or garage.

SECURITY WHEN GONE FROM HOME

Use of timers is an excellent idea to make someone believe you are still at home. They are also excellent when return home at night that you enter a lit house.

Let trusted neighbors know if you are to be gone for an extended period of time. Have someone get you mail and pickup newspapers or anything that is left outside your home.

Have your yard attended too. Keep the grass mowed.

If you see anything suspicious or out of the ordinary in your neighborhood don't wait to tell a neighbor. Call the police and report what you see. We will respond and check it out. Maybe you will have saved a neighbor from being victimized.



SAINT CHARLES POLICE DEPARTMENT

NON EMERGENCY NUMBER 636-949-3300

EMERGENCY CALLS ONLY 911



Our mission-is to provide excellence in police service, to everyone, through partnerships, we will enhance the safety and quality of life for our community.

TAKE A STAND AGAINST CRIME JOIN NEIGHBORHOOD WATCH

Neighborhood Watch is one of the most effective and least costly ways to prevent crime and reduce fear. Neighborhood Watch fights the isolation that crime both creates and feeds upon. It forges bonds among area residents, helps reduce burglaries and robberies, and improves relations between police and the communities they serve.

Why Neighborhood Watch?

- It works. Throughout the country, dramatic decreases in burglary and related offenses are reported by law enforcement in communities with ACTIVE Neighborhood Watch programs.
- Today's transient society produces communities that are less personal. Many families have two working parents and children involved in many activities that keep them away from home. An empty house in a neighborhood where none of the neighbors know the owner is a prime target for burglary.
- Neighborhood Watch also helps build pride and serves as a springboard for efforts that address other community concerns such as recreation for youth and child care.

How does a Neighborhood Watch start?

A motivated individual, a few concerned residents, a community organization or a law enforcement agency can spearhead the efforts to establish a Watch. Together they:

- Organize a small planning committee of neighbors to discuss needs, the level of interest and possible community problems.
- Contact local police for help in training members in reporting skills and for information on local crime patterns.
- Hold an initial meeting to gauge neighbors' interest; establish the purpose of the program; and begin to identify issues that need to be addressed.
- Select a coordinator.
- Ask for block Captain volunteers who are responsible for relaying information to members.
- Recruit members, keeping up to date information on new residents and making special efforts to involve the elderly, working parents and young people.

Who can be involved?

Any community resident can join – young and old, single and married, renter or homeowner. Even the busiest of people can belong to a Neighborhood Watch – they too can keep an eye out for neighbors as they come and go.

What does Neighborhood Watch do?

- A Neighborhood Watch is neighbors helping neighbors. They are extra eyes and ears for reporting crime and helping neighbors.
- Members meet their neighbors, learn how to make their homes more secure, watch out for each other and the neighborhood, and report activities that raise their suspicions to the police.
- Record serial numbers of valuable property to help law enforcement agencies identify and return stolen property.

What are the major components of a Neighborhood Watch Program?

- Meetings. These should be set up on a regular basis such as monthly, quarterly, or at least twice a year.
- Communications. These can be as simple as a monthly newsletter, emails or interaction via social networks.
- Special Events. These are crucial to keep the program going and growing. Sponsor a block party, holiday dinner or other event to provide neighbors a chance to get to know each other.
- Addressing other aspects of community safety. For instance, start a block parent program to help children in emergency situations.

What are my responsibilities as a Neighborhood Watch member?

- Be alert!
- Know your neighborhood and watch out for each other.
- Report suspicious activities and crimes to the police.
- Learn how you can make yourself and your community safer.

What kind of activities should I be on the lookout for as a Neighborhood Watch member?

- Someone screaming or shouting for help.
- Someone looking in windows of houses and parked cars.
- Property being taken out of houses where no one is at home or from closed businesses.
- Cars, vans, or trucks moving slowly with no apparent destination or without lights.
- Anyone being forced into a vehicle. A stranger sitting in a car or stopping to talk to a child.
- Report these incidents to the police. Talk about concerns and problems with your neighbors.

How should I report these incidents?

- Call 9-1-1.
- Give the address or location of the incident.
- Give your name.
- Explain what happened.
- Describe the suspect: sex and race, age, height, weight, hair color, clothing, distinctive characteristics such as beard, mustache, scars, or accent.
- Describe the vehicle if one was involved: color, make, model, year, license plate, and special features such as stickers.

SAINT CHARLES POLICE DEPARTMENT
NON EMERGENCY NUMBER 636-949-3300

EMERGENCY CALLS ONLY 911



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NEIGHBORHOOD WATCH

St. Charles Police Department

Block Captain Responsibilities

- Be the first point of contact for members residing on your assigned area/street.
- Personally visits, emails, or telephones each residence in his or her designated Neighborhood Watch area. Distributes information and encourages neighbors to participate in the program.
- Collects participant data forms from the residents and updates the forms when necessary. Notifies Chairperson of changes in resident information.
- Acts as a Neighborhood Watch liaison with the police department to disseminate information to residents in his or her designated watch area.
- Host a Neighborhood Watch meeting once a year. Participation in St. Charles Night Out may be counted as a Neighborhood Watch meeting.
- Block Captains must inform the Neighborhood Chairperson if they move out of the neighborhood or are unable to serve in the Block Captain Capacity.

Block Watcher Responsibilities

- Acts as “eyes” and “ears” for the immediate neighborhood and appropriately reports any suspicious or criminal activity.
- Studies and practices crime prevention materials and techniques furnished to them.
- Checks/observes neighbors’ homes when they are out of town.
- Attempts implement security in their individual homes in accordance with recommendations in the Home Security Guide furnished to them.
- Cooperate with and assist the block captain.

SAINT CHARLES POLICE DEPARTMENT

Community Relations 636-949-3541

NON EMERGENCY NUMBER 636-949-3300

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NEIGHBORHOOD WATCH PARTICIPANT DATA SUMMARY SHEET

Date: _____

Address: _____

1) Occupant Name: _____

Phone Numbers:

Cell: _____ Texts: Yes _____ No _____

Work: _____ Home: _____

Email: _____

2) Occupant Name: _____

Phone Numbers:

Cell: _____ Texts: Yes _____ No _____

Work: _____ Home: _____

Email: _____

Of Children residing at address

Infant - 5 yrs	
6 yrs - 12 yrs	
13 yrs - 18 yrs	

Other Occupants: _____

Emergency Contact:

Phone Numbers:

Cell: _____ Texts: Yes _____ No _____

Work: _____ Home: _____

Relationship: _____

Provide only the information you are comfortable sharing and return it to your Block Captain or bring it to the next Neighborhood Watch meeting. Your information is only to be used for Neighborhood Watch purposes (crime/suspicious activity info, meetings, neighborhood social gatherings, etc.).