



City of Menasha
Neighborhood
Watch Zone Program
430 First Street

Dear Neighbor,

Thank you for your interest in the Neighborhood Watch Zone Program. I have included our “Getting Started” packet to help you start your own Neighborhood Watch Zone group. Feel free to contact me if you need assistance in coordinating your neighborhood watch zone or have additional questions that have not been addressed in this packet. Most importantly, please call me before you set your meeting dates to ensure I can be at your meeting.

Sincerely,

Aaron Zemlock
Community Liaison Officer
(920)-967-3550
azemlock@ci.menasha.wi.us



What is a Neighborhood Watch Zone?

Neighborhood Watch Zones are areas where:

1. Citizens and police work in a partnership to reduce crimes and improve the quality of life in neighborhoods.
2. A cohesive body of concerned citizens addresses issues that concern the entire community.
3. Neighbors get to know each other, taking the time to care about each other and working together in a program of mutual assistance.

A comprehensive Neighborhood Watch Zone in your neighborhood, whether it is a high crime area or not, will have many rewards for you, your family and your neighbors.

Neighborhood Watch Zones are known to instill a greater sense of security, well-being, and reduce the fear of crime in your community. It also creates a greater “sense of community,” by putting the “neighbor” back into neighborhood.

The residents that live in an area will know the needs of that area better than anyone else. By communicating with each other and working together as a team, your community can make a difference.

Contact **Officer Aaron Zemlock (920)-967-3550/ azemlock@ci.menasha.wi.us** for more information and to set up your first meeting.

Organizing a Neighborhood Watch Zone

The ABCs of Neighborhood Watch Zones

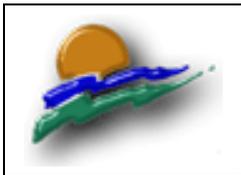
- Any community resident can join -- young and old, single and married, renter and home owner. A few concerned residents or a community organization can spearhead the effort to organize a Watch group.
- Members learn how to make their homes more secure, watch out for each other and the neighborhood, and report activities that raise their suspicions to the police.
- You can form a Watch zone around any geographical unit: a block, apartment, park, business area, public housing complex, office, etc.
- Watch zones are not vigilantes. They are extra eyes and ears for reporting crime and helping neighbors. Neighborhood Watch helps build pride and serves as a springboard for efforts that address community concerns such as recreation for youth, child care, and affordable housing.

Getting Organized. Below are some important tips to get your zone started.

- Contact the Crime Reduction Coordinator at (920)-967-3550 for help in training members in home security, reporting skills and for information on local crime patterns. Please coordinate your first meeting so that the City of Menasha Crime Reduction Coordinator and/or a police officer can attend.
- Plan your first meeting for a weeknight at someone's home, yard, recreation center, local park, school or church. Don't plan to have other speakers or activities. Think of this as a business meeting. Meetings typically take approximately one hour.
- Select a coordinator and block captains who are responsible for organizing meetings and relaying information to members.
- Recruit members, keeping up-to-date on new residents and making special efforts to involve the elderly, working parents, and young people. See sample flyer attached.
- Work with your Neighborhood Watch Zone Coordinator to put up Neighborhood Watch Zone signs after at least 50 percent of all households are enrolled. Signs cost \$40 each for installation. See sign program description later in this packet.
- Plan "get-togethers" during the year to maintain neighborhood relationships. After your first year as an active Neighborhood Watch Zone, you must meet on an annual basis, submitting a sign-in sheet to the Crime Reduction Coordinator in order to be considered an active zone.

10 Steps to Starting a Watch Zone

- Step One: **Define your neighborhood** geographically. Start small – 30 to 35 homes - so you and your neighbors can get to know everyone.
- Step Two: **Talk to your neighbors.** Do they know that a Neighborhood Watch zone is fun? What are their issues? What nights are they available for a meeting?
- Step Three: **Call the Menasha Police Department's** Crime Prevention Unit 967-3550 and schedule a mutually agreeable date for the first meeting. Tell the police about any issue or concern that may be brought up at the meeting.
- Step Four: **Ask neighbors** to be Co-Captains (one neighbor per 15 homes).
- Step Five: **Start a committee** with interested neighbors to plan the first meeting. Assign someone to: market/advertise the meeting, make/buy food, meeting logistics (name tags, copy of sign-in sheet, pens).
- Step Six: **Advertise the meeting** to your neighbors! Invite ALL your neighbors (in your geographical area). Talk to everyone when you get the opportunity. Deliver flyers to each home. Involve the children of your community by asking them to help by delivering the flyers.
- Step Seven: **Call to confirm** with the Crime Reduction Coordinator representative 48 hours prior to the meeting.
- Step Eight: **Set up a welcome table** before the meeting begins with the sign-in sheet, name tags and other material you may find pertinent.
- Step Nine: **Introduce the Crime Reduction Coordinator** that will present on Neighborhood Watch Zone. Allow time for questions about neighborhood watch zone and then general questions for the police department or City of Menasha. Thank everyone who attended and acknowledge those who helped or neighborhood businesses that donated items. Invite neighbors to remain and get to know each other.
- Step Ten: **Thank those who helped** after the meeting and get their help to work on the next.



CITY OF MENASHA WATCH ZONE CAPTAIN INFORMATION SHEET

Please complete this form and fax or mail it to the Officer Aaron Zemlock, Crime Reduction Coordinator, City of Menasha Police Department, 430 First Street, Menasha, WI 54952 or fax to (920) 967-5145.
PLEASE KEEP A COPY FOR YOUR RECORDS!

Please check one (use a pen please): Captain Co-Captain

First Name

Last Name

Address

City

Zip

Home Phone Number

Work Phone Number

Number of Homes in your zone

Number of homes participating in zone

Neighborhood Association if applicable: _____

E-mail address

Captain or Co-Captain's Signature

Date

Are you interested in being included on the Neighborhood Email property crimes list? __Yes __No
By indicating 'yes' you will receive by e-mail the weekly property crimes which have occurred in the City of Menasha. Also any alerts or other attempts to locate will be dispersed as they become available.

FOR OFFICE USE ONLY

Date Started: _____ Date entered into Database _____

NOTICE OF CHANGE
City of Menasha
WATCH ZONE CAPTAIN INFORMATION SHEET

This form must be completed by the **new** Neighborhood Watch Zone Captain and mailed to Aaron Zemlock, City of Menasha Police Department, 430 First Street, Menasha, WI 54952 or fax to (920) 967-5145

Previous Captain's Name: _____

Previous Captain's Address: _____

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

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

Previous Captain's Boundaries (include a map): _____

New Captain's Name: _____

New Captain's Address: _____

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

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

E-Mail address: _____

New Captain's Boundaries: _____

Captain's Signature

Date

FOR OFFICE USE ONLY

Date New Captain Started: _____ Date entered into Database _____

Neighborhood Watch Zone

Creative Ways To Increase Attendance

- Go door to door introducing yourself and your passion for setting up the Neighborhood Watch program and write down their names and telephone numbers for a follow up phone call before the scheduled meeting
- Be sure to always call the “potential attendees” a few days prior to the meeting to ensure their participation
- Food is the #1 attraction for people to attend
- Send out and/or post flyers in addition to word of mouth
- Have a local celebrity (the Mayor, council person, sports person and etc.) make an appearance at your NW meeting.
- Get subject specialists from the Police Department or some other city/county/state subject specialist.
- Discuss things of interest to the neighbors at your meetings.
- Ask neighbors what has happened to them in the past year.
- Use an agenda for each meeting and limit to 1 hour or 1 and 1/2 hours - max!
- Involve co-captains. Let them run some meetings.
- Rotate your Captains so no one burns out.



Hello Neighbor,
**GOT A
MINUTE?**

I know you care about our neighborhood as I do, and I am inviting you to a meeting to talk about forming a Neighborhood Watch Zone. It is to be held at:

on: _____

at: _____ P.M.

Officer Aaron Zemlock from the Menasha Police Department's Crime Prevention Unit will be there to talk about forming a Neighborhood Watch zone. We will discuss inexpensive ways to improve home security and how to combine our efforts to make our neighborhood a safer place in which to live.

Please plan to attend. If you have any questions call me for more details about this meeting:

Thank you.



Date: _____

Initial Meeting: Yes No

Captain's Name & Address - including Zip & email (please print): _____

Watch Zone Meeting Sign-In Sheet

FAX to: 920-967-5145 or MAIL to Aaron Zemlock, Crime Reduction Coordinator, Menasha Police Department, 430 First Street, Menasha, WI 54952 or email azemlock@ci.menasha.wi.us PLEASE KEEP A COPY FOR YOUR RECORDS!

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

Name	Address	Unit #	Home Phone	1 st Meeting? Yes/No
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
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18.				
19.				
20.				
21.				
22.				
23.				
24.				

How do we obtain a Neighborhood Watch Zone Sign?

The city maintains an inventory of signs. The signs are free, however, the neighborhood must pay a \$40 installation fee per sign. Once you complete your second Watch Zone meeting or activity, complete the sign request form and return it with a copy of the second meeting sign-in sheet and a check made payable to the City of Menasha as indicated on the form. Your sign will be installed as soon as time permits from the Sign Shop of Menasha Department of Public Works. We suggest that a community collection is taken during your second meeting. This collection will also instill a sense of ownership within the community in the program.

Installation of the signs will be arranged by the Menasha Department of Public Works Sign Shop and placed in a location appropriate for signage. We will make an attempt to get your input on location but will be limited to existing poles in the area for the signs.

The Crime Reduction Coordinator should be called at (920) 967-3550 to request any sign maintenance. No fees to maintain your neighborhood signage will be assessed by the City of Menasha for this service.

How do I renew our sign privilege?

Signage **MUST** be renewed for your Neighborhood Watch Community on an annual basis. This renewal process can be done easily by having at least one meeting or event per calendar year. Please fax (920) 967-5145 your sign-in sheets or send them to Aaron Zemlock as verification of the meeting and those attending. After meeting these requirements, your sign privilege will automatically be renewed. **NEIGHBORHOOD WATCH ZONES THAT DO NOT HOLD AN ANNUAL EVENT AND RENEW THEIR NEIGHBORHOOD WATCH SIGNS ARE SUBJECT TO SIGN REMOVAL.**

CITY OF Menasha
NEIGHBORHOOD WATCH ZONE SIGN REQUEST

Please return the completed form with copies of your two meeting sign in sheets and a check made payable to the City of Menasha for installation (\$40.00 per sign -- please don't send cash) to:

Aaron Zemlock
 Crime Reduction Coordinator
 City of Menasha Police Department
 430 First Street
 Menasha, WI 54952

Neighborhood Watch Zone Captain: _____

Address: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Total number of signs requested: _____ Date: _____

Please list the CROSS STREETS for **EACH** sign that you are requesting:

Sign #	Street	Cross Street/description	Installer remarks

FOR OFFICE USE ONLY

DATE RECEIVED BY COS: _____ DATE SENT TO DPW: _____

DATE REC'VD BY Sign Shop _____ DATE INSTALLED: _____ BY: _____



Communication Tree

Neighborhood Watch Zone Calling Guide

Menasha Police first (either 9-1-1 or non emergency 967-3500, 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!

