



SANFORD POLICE



NEIGHBORHOOD WATCH BLOCK CAPTAIN HANDBOOK

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Cecil E. Smith
Chief of Police

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DISTRICT 4

NORTON N. BONAPARTE, JR.
CITY MANAGER



POLICE DEPARTMENT

Tuesday, May 14, 2019

Dear Community Partner,

I want to thank you for your interest in the Neighborhood Watch program. The Sanford Police Department looks forward to working with you in keeping the City of Sanford a safe place to live, work, and raise a family.

The Neighborhood Watch program is designed to reduce crime and enhance the quality of life for residents of Sanford. We recognize that when Sanford residents and the Sanford Police Department approach community problems together there are no challenges that cannot be overcome.

The Neighborhood Watch program begins with you knowing your neighbors. Our motto is , "**We Look Out For Each Other!**". As a *participant*, your ability to observe, recognize and report what is unusual or not customary comes as a result of paying attention and focusing your mind on the daily, ordinary happenings in your neighborhood. I know that together we can make our community a safer place to live.

The Neighborhood Watch program is an exclusive organization with high standards. Not every neighborhood within the city will be accepted into the program. However, those accepted will face the challenge of making their area a safe place and will reap the benefits of a knitted community.

The new "Neighborhood Watch Block Captain Handbook" has been simplified to assist you in tracking the requirements of the program. We ask that the Neighborhood Watch Block Captains and members maintain communications with their participants and keep the fundamental elements of the program in place. Please note: That neighborhoods who fail to comply with the required standards will be removed from the Neighborhood Watch program.

In Partnership With The Community

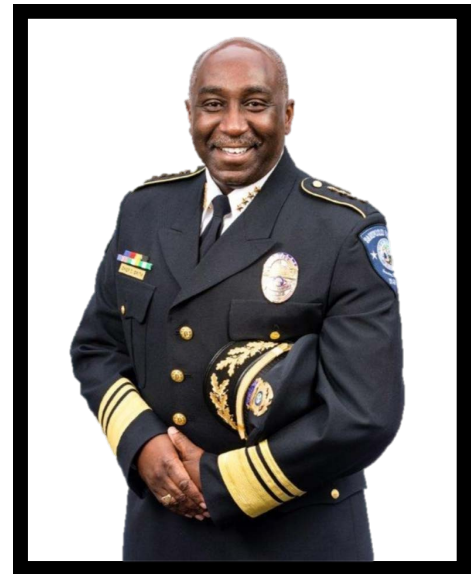
Standards have been set in place to ensure that only active, working Neighborhood Watch groups retain their signs and all of the benefits that Neighborhood Watch provides. These standards protect the integrity of the Neighborhood Watch Program and deter would-be-criminals from neighborhoods with Neighborhood Watch signs. The goal is to keep areas vigilant and non-tolerant of crime.

Please do not hesitate to contact my Department's Community Relations Unit if you have any questions or need our assistance in initiating or remaining an active Neighborhood Watch.

Best Wishes,



Cecil E. Smith
Chief of Police



The mission of the Sanford Police Department is to enhance the quality of life in our City by working in partnership with the community, within the framework of the Constitution, to enforce laws, preserve peace, reduce fear, and provide a safe environment.



MEET YOUR COMMUNITY RELATIONS UNIT

The mission of the of Community Relations Unit (CRU) is to foster, maintain and enhance the bond between the Sanford Police Department and the culturally diverse public it serves, to create and implement community-based programs and to increase knowledge and understanding about community based policing. The CRU is a highly proactive unit representing the Chief of Police and collaborates with the citizens of Sanford. CRU is tasked with establishing, building, and sustaining relationships within all the communities of Sanford. CRU is responsible for the critical task of opening up the lines of communication between the police and the community to better build rapport and trust.



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VOLUNTEER PROGRAM

Volunteers are an essential resource to the Sanford Police Department. The Volunteer Program is designed to increase partnerships between the community and police.

Volunteers enhance the work of the Sanford Police Department. Citizen involvement is the cornerstone of "Community Oriented Policing". Continued use and expansion of volunteers and Citizens On Patrol is a vital ingredient to help build strong bonds between citizens and the Sanford Police Department.

Volunteers serve as Citizens on Patrol, office volunteers or volunteer chaplains. Within those three categories, our volunteers have served in several capacities. Volunteers dedicate many hours participating in Sanford Police Department community events and volunteer recruiting efforts.

The Volunteer Program works closely with the Neighborhood Watch Program. Volunteers assist by being the extra "Eyes and Ears" and report suspicious activity to police.



If you would like to be part of the Sanford Police family and volunteer your time, please contact Millie Proodian at 407.688.5070 ext. 6008 or email her at mildred.proodian@sanfordfl.gov.

OBJECTIVES OF NEIGHBORHOOD WATCH



- To prevent crime by improving security, increasing crime awareness and creating and maintaining a caring community in an effort to reduce the opportunities for crime.
- To assist the police in detecting crime by promoting effective two way communication and the prompt reporting of suspicious and criminal activity.
- To reduce undue fear of crime by providing accurate information about crime risks, and by promoting a sense of security and community spirit, particularly amongst the more vulnerable members of the community.
- To enhance the police/community partnership by providing effective communication through systems such as the Neighborhood Watch Block Captain program. The Community Relations Unit communicates with the Block Captains via e-mail, fax, phone or mail about local crime trends. Block Captains may then disseminate information to their Neighborhood Watch members.
- **Citizens participating in the Neighborhood Watch program are not law enforcement officers and should never attempt to apprehend a suspect. That is a law enforcement officers job.**



HOW NEIGHBORHOOD WATCH WORKS

Each year, 10 million serious crimes – more than half of the nation’s total – go unreported. The Neighborhood Watch program is simply you and your neighbors working together and with your local police to reduce the criminal opportunity on your street.

Neighborhood Watch operates to educate participants in the principles of **deterrence, delay, and detection**. The program depends on a communication network organized with three levels of participants – the residents, block captains, and coordinator, and a local law enforcement representative.

Sound residential security practices and good locks are a **deterrent** since they eliminate the opportunity for an easy burglary.

Delaying a burglar for four minutes is generally considered sufficient to prevent entry into a house or apartment. A burglar wants to avoid being caught, so the longer it takes to force a door or window the greater his risk. The burglar wants to avoid making noise - like breaking glass or smashing doors - and he want to avoid attracting attention. It is nearly impossible to make a house or apartment impregnable - but it is relatively easy and inexpensive to make forced entry difficult and to delay the burglar.

Finally, the fear of **detection** is the third element of burglary prevention.

The possibility of detection is increased if you can delay a burglar, if you can force him to work where he can be observed, and if he will have to make noise or attract attention. Alarms on doors and windows are the surest way to detect a burglar, but watchful neighbors alert to unusual activity who will notify law enforcement authorities are an effective means of detection.

Keeping in mind the principles of **deterrence, delay and detection**, you can take positive steps to decrease the likelihood that your house or apartment will be burglarized. Take time to conduct your own security check. Take time to put your house in order. Then talk to your neighbors about how you can help each other keep your entire neighborhood safe.

The police department needs your help to function effectively. But your neighbors are there. They know you and your family, what type of car you drive and when you will be away. Your neighbor could be the first to spot a burglar in your window or a strange car in your driveway.

Citizens participating in the Neighborhood Watch program are not law enforcement officer and should never attempt to apprehend a suspect. That is a law enforcement officers job.

HOW TO GET STARTED



First, concentrate your initial effort by recruiting your neighbors with whom you have occasional contact. If your block is mostly single-family dwellings, invite neighbors on both sides of the street and adjacent corners. If you live in an apartment or condominium, include everyone in your building and the adjacent buildings as space permits.

Talk to your neighbors and tell them you are starting a Neighborhood Watch and that you need their participation. Enlist the help of another neighbor to assist you. Introduce yourselves by going safely door-to-door. We suggest the following tips to encourage the neighbors to participate:

- Tell your neighbors about any recent crime activity in the area. Inquire as to which evenings your neighbors are available. Generally, neighborhood meetings are conducted in the evenings Monday through Friday.
- Exchange phone numbers. Tell your neighbors that you will notify them when a meeting is scheduled.
- Take this opportunity to get acquainted on a first-name basis. This is vital to the success of your Neighborhood Watch
- If you need a location for your meeting, ask if neighbors can offer their home to host this or a future meeting. Alternate locations, which can commonly accommodate a meeting, include local schools, places of worship, and libraries. It would always be preferred the meetings be held within the neighborhood.
- Keep your neighbors informed with the most recent updates on the area telephone tree and email tree.

Second, contact the Sanford Police Community Relations Unit (CRU) for help in formally setting up your Neighborhood Watch. The CRU can also help in training members in home security, reporting skills and for information on local crime patterns.

REQUIREMENTS OF A BLOCK CAPTAIN

Neighborhood Watch is an organization with high standards. When a criminal sees a Neighborhood Watch sign in the neighborhood, he or she should be assured people living in the area are committed to looking out for each other and keeping their community safe. While you work to take away any opportunity of crime occurring in your neighborhood, there are certain tasks required to be a successful Block Captain. Block Captains are the direct liaison to the Sanford Police Department (SPD) by communicating with the Community Relations Unit (CRU) . Remember to consider finding someone to partner with you in keeping on task with the following responsibilities.

- Encourage neighbors to watch out for each other and inform the police immediately of any suspicious activity. Residents know best what is unusual in their neighborhood.
- Recertify your Neighborhood Watch Group by updating the neighborhood list annually. Recertification requires Block Captains to inform the CRU of any new neighbors in your group (names, addresses, and telephone numbers).
- Inform neighbors of information obtained at the Neighborhood Watch Block Captain meetings (another member may attend to represent an absent Block Captain). The meetings are held quarterly at the SPD Training Room in January, April, July and October.
- Block Captains **must** maintain communication with the CRU on a quarterly basis (January, April, July, and October).
- Contact the members of your Neighborhood Watch group at least once each quarter.
- Encourage members to keep their front and back lights on during dark hours.
- Encourage neighborhood get-togethers to get to know your neighbors.
- Suggest that neighbors visit www.crimereports.com for information about crime on your street or in your neighborhood, and sign up for alerts. If for any reason you are unable to continue as a Block Captain, please recruit a potential replacement and inform the CRU.

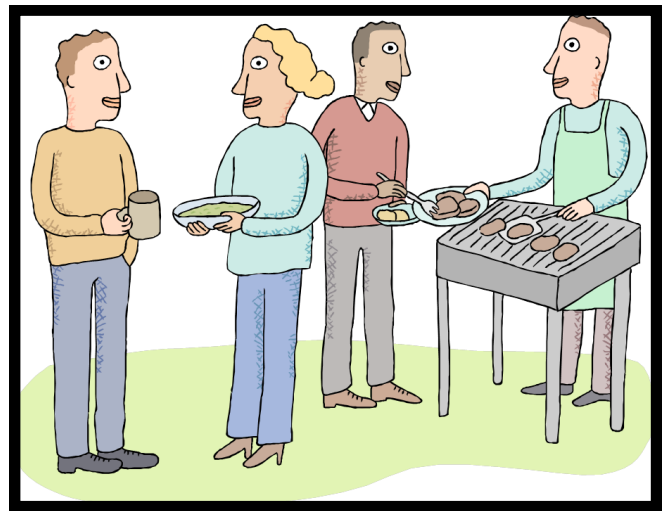
REQUIREMENTS OF A BLOCK CAPTAIN (CONT.)



- Please do not distribute the unlisted telephone numbers of your neighbors without their permission.
- Check to see if your Neighborhood Watch sign is visible. If not, contact the CRU.
- Inform the City's Public Works Department when you notice street lights are out.
- Please report any and all graffiti to the CRU.
- Encourage creating household inventories. Keeping an inventory of household items has been successful in returning merchandise to its lawful owner in case of a burglary.
- Please contact the CRU if your neighborhood is concerned with any unusual activity. We will assist in any way we can; we can answer questions or set up a meeting with residents to discuss or provide safety information.
- Must be 21 years of age or older.
- Must submit a map of Neighborhood Watch boundaries. Please keep the members supplied with the most recent copies of the map.
- There is a maximum of 20 homes per Block Captain.
- Must be willing to sign a "Neighborhood Watch Sign Agreement."
- Must be willing to sign a "Neighborhood Watch Block Captain and Background Agreement."
- Must be willing to sign a "Hold Harmless Agreement."
- Neighborhood Watch signs will be removed due to inactivity.
- Keep the members informed on the latest information received from the Sanford Police Department.
- Adhere to all training provided by the Sanford Police Department.
- Participate in the ride along program.

ORGANIZING AND MAINTAINING YOUR NEIGHBORHOOD WATCH

- Select a Block Captain for no more than 20 houses per Neighborhood Watch.
- The defined Neighborhood Watch area should have at least 40% participation.
- There will be quarterly meetings for Block Captains, which will also include training on various law enforcement topics or residential security.
- Create a communication/telephone tree/e-mail tree.
- The Neighborhood Watch must be able to maintain an accurate list of members' names, addresses, telephone numbers and emails.
- The Neighborhood Watch must be able to activate the communication/telephone chain and reach all members within a designated time period.
- The Neighborhood Watch group is required to hold one meeting a year, which must be scheduled through your Neighborhood Watch Captain. Participation in National Night Out can be used as the required meeting.



Maintaining good communication is vital to making Neighborhood Watch a success in your area. This requires an open line of communication between all members and the CRU. If the members are not communicating, it could cause them to believe the Neighborhood Watch is no longer active. Please remember to use your area telephone and e-mail trees as this will keep members alert should an emergency arise. Invite the CRU to speak with your group about topics you enjoyed during training at the Block Captain quarterly meetings.

Make the program successful in your area by using activities that everyone would enjoy or feel improves the overall feel of their neighborhood. Some examples may include yards sales, a neighborhood clean-up, neighborhood improvement projects, holiday parties, card and board games, or a disaster preparedness group.

FAMILY DATA SHEET

This information will be invaluable in watching out for each other as well as during emergencies. This information will be shared only with those in your Neighborhood Watch group and will be used for no other reason. Fill out the form as completely as possible. If you are not comfortable giving out certain information, feel free to leave that space blank. Return it to your Neighborhood Watch Captain.

Family Name	Address				
Home Phone	House Color and Style				
Names & Ages 1	2	3	4	5	6
Work Phone 1	2	3	Additional Occupant Names & Ages		
Cell 1	2	3			
Email Address 1	2	3			
Vehicle Make 1	Model 1	Year 1	Color 1	License Plate Number 1	
2	2	2	2	2	2
3	3	3	3	3	3
Work Schedules					
Pets (Dogs, cats, and others that are mobile)					
Special Medical Information					
Seniors, invalids, and those that need special care					
Children's babysitter or After-School Care Contact			Phone		

KNOW YOUR NEIGHBORHOOD



House Behind Yours	House Behind Yours	House Behind Yours
Name	Name	Name
Address	Address	Address
Home Phone	Home Phone	Home Phone
Work Phone	Work Phone	Work Phone
Email Address	Email Address	Email Address

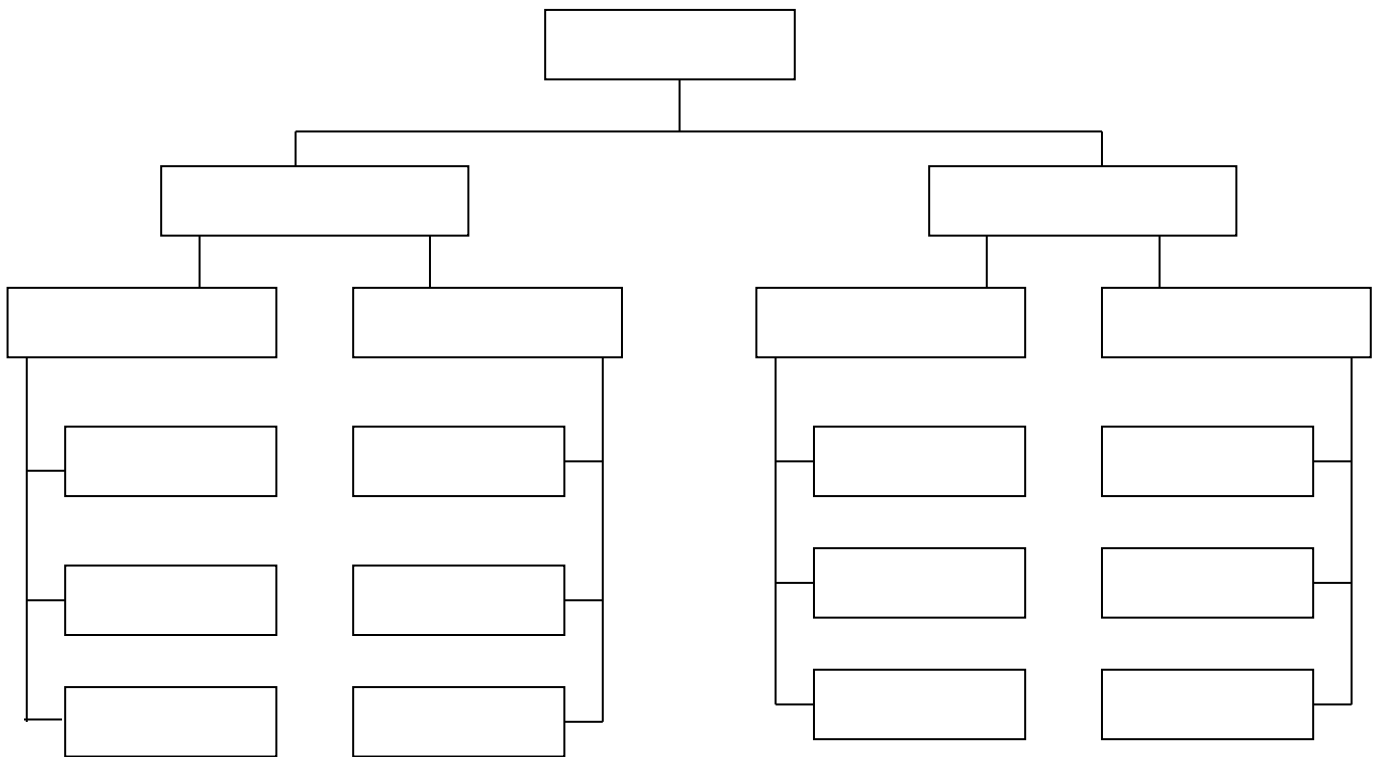


House Next Door	YouAreHere!	House Next Door
Name		Name
Address		Address
Home Phone		Home Phone
Work Phone		Work Phone
Email Address		Email Address



House Across the Street	House Across the Street	House Across the Street
Name	Name	Name
Address	Address	Address
Home Phone	Home Phone	Home Phone
Work Phone	Work Phone	Work Phone
Email Address	Email Address	Email Address

TELEPHONE TREE



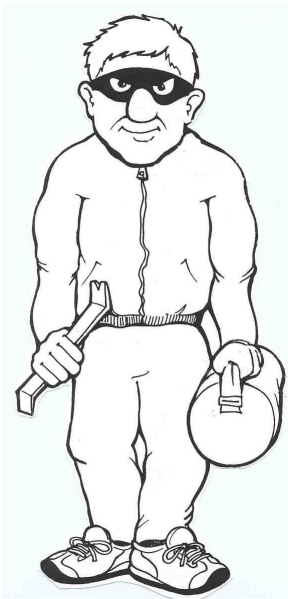
NEIGHBORHOOD MAP

Below is an example of a completed map. For each box (home) list the street number, family name, home and work phone numbers. Homes that are "vacant" and "not participating" should be indicated on the map. Get contact information for the home in front of you, behind you, and on both sides of your home.

Street/Block Name:			

REPORTING CRIME AND SUSPICIOUS ACTIVITY

Neighborhood Watch is one of the most effective and least costly ways to prevent crime and reduce fear. Neighborhood Watch Groups combat the isolation that criminal behaviors create and feed upon. Simply put, it works! The number of burglaries and related offenses significantly decrease in communities with active Neighborhood Watch programs. Be Alert! Know your neighbors and watch out for each other. Report any suspicious activity to the Sanford Police Department non-emergency line at 407.688.5199 and emergency information at 911.

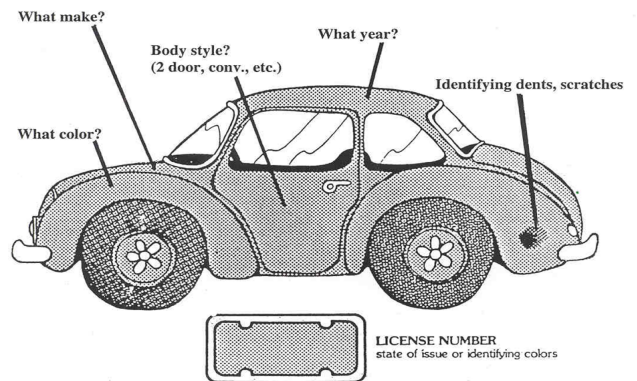


When observing suspicious activity it is vital to provide law enforcement the best possible description of the incident and all parties involved. This assists law enforcement in preventing and solving crime. Try to remain calm and answer all questions that dispatch requests. If possible, write down anything you observe. When giving a description of a person remember the following:

- Gender (male/female)
- Weight (approximate)
- Hair color (blonde, red, black, etc..)
- Clothing description (shirt color, pants/shorts color, hat, sunglasses, etc.)
- Direction of travel (north, south, east or west)

When providing law enforcement with a vehicle description, try to remember the following:

- Make (Ford, Chevy, Honda etc...) (SUV, van, car or motorcycle etc...)
- Model (Pinto, Impala, Civic etc...)
- Color (black, red, orange etc...)
- Tag number (ABC123)
- Direction of travel (north, south, east or west)



Observe, Identify and Report

SUSPICIOUS ACTIVITY

SUSPICIOUS ACTIVITY -- PERSONS	
CIRCUMSTANCES	POSSIBLE CRIME
Going door to door in a residential area, especially if one or more persons go to the rear of the residence.	Burglary suspects or trespassers.
Waiting or loitering in front of a house or business, if business is closed or house is unoccupied.	Burglary suspects.
Forcing entrance, or entering your neighbor's house, when it is unoccupied.	Burglary, theft or trespassing.
Person running, especially if something of value is being carried.	Suspect fleeing the scene of a crime.
Person carrying property that is not wrapped, at an unusual hour.	Suspect fleeing the scene of a burglary or robbery.
Excessive foot traffic to and from a certain residence occurring on a daily or regular basis.	Vice, drug, or fence operation.
Person screaming.	Rape, assault or domestic violence.
Person loitering around cars or going car to car peering into them, especially in parking lots or on streets.	Car thief or car burglar.
Persons loitering around schools, parks, or secluded areas.	Sex offenders.
Persons offering items for sale at a very low price.	Trying to sell stolen property.
Strangers loitering or driving through a neighborhood several times.	Burglary suspects.
"Delivery Man" with a wrong address or one who asks if someone else lives there.	Burglary suspects.
Unusual noises such as gunshots, screaming, or dogs barking continuously.	Burglary, assault, rape, domestic violence, etc.
A person exhibiting unusual mental or physical symptoms.	May be injured, under influence of drugs, or needs medical attention.

SUSPECT IDENTIFICATION

As a Neighborhood Watch member, it is imperative that you become a good witness. Being able to provide police with an accurate description of a suspect is often times one of the most crucial things that a witness can do. A good suspect description will be invaluable information throughout any police investigation, helping police to capture the criminal initially to ultimately getting a conviction in court.

The most important features to identify are gender, race, height, weight, approximate age, hair color, eye color, clothing, and any scars, marks or tattoos. Work from top to bottom, making mental notes of all of the following items when viewing a suspect. Write down this information as soon as you can after an incident.

Hair _____

Color, length, style, wig, cap,
Color, glasses, anything unusual
hat, markings on cap or hat, ski
mask, baseball hat, how is it worn

Eyes _____

Color, glasses, anything unusual

Face _____

Nose, lips, teeth, ears, mustache,
beard, goatee, sideburns, scars,
marks

Clothing _____

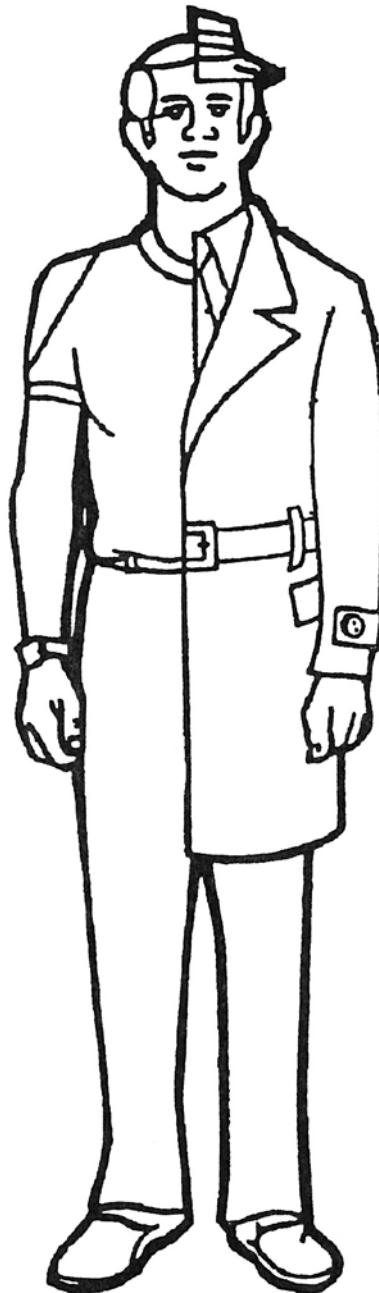
Coat, jacket, shirt, pants, dress,
shorts, gloves, tie, scarf, vest,
bandana

Race _____

Complexion, nationality, Ethnicity

Other _____

Anything else unusual, backpack
or carrying anything, style of walk
(gait or limp), any physical
disabilities or scars, marks, or
tattoos.



Height _____

Gender _____

Voice _____

Language, accent, lisp, loud, soft,
other speech characteristics

Weapon _____

Gun (revolver, automatic, pistol,
rifle), knife, club, bat, crowbar

Weight _____

Age _____

Shoes _____

Shoes, boots, style, color

SUSPICIOUS ACTIVITY

SUSPICIOUS ACTIVITY -- VEHICLES

Circumstances	Possible Crime
Slow moving vehicle, without lights, or driving appears aimless; in any location including residential streets, schools, and playgrounds.	Burglar, drug pusher, or sex offender.
Parked or occupied vehicle with one or more persons, especially if observed at an unusual hour.	Lookouts for a burglary or robbery.
Vehicle being loaded with valuables if parked by a business or unoccupied residence.	Burglary or theft in progress.
Abandoned vehicle parked on block.	Stolen car.
Vehicle containing weapons.	Robbery suspect or vehicle; selling stolen items or drugs.
Someone being forced into a vehicle, especially females or juveniles.	Kidnapping, assault, or attempted rape.
Vehicle where a business transaction is being conducted, around school or parks.	Selling stolen items or drugs.
Person attempting to forcibly enter a locked vehicle, especially in a parking lot.	Theft of a car or its contents.
Persons removing mechanical parts or accessories from a vehicle.	Theft or vandalism.
Objects thrown from a vehicle.	Disposal of contraband.

SUSPICIOUS ACTIVITY -- PROPERTY

Circumstances	Possible Crime
Going door to door in a residential area, especially if one or more persons go to the rear of the residence.	Burglary suspects or trespassers.
Waiting or loitering in front of a house or business, if closed or unoccupied.	Burglary suspects.
Property in homes, garages, or storage areas if collection is large, or items are in good but unused condition.	Stolen property.
Property offered for sale at very low price.	Stolen property.
Property in vehicles not normally found, especially if observed at an unusual hour, such as TV sets, stereos, guns, or auto parts.	Stolen property.
Property carried by person on foot; especially at unusual hour or place. Very suspicious if running with unwrapped property.	Property lost or stolen in a burglary or robbery.
Property being removed from or loaded into a vehicle or building at unusual hours.	Burglary or theft in progress.
Continuous repair operations at a non-business location.	Stolen property being altered.
Open or broken doors and windows at a closed business or unoccupied residence.	Burglary in progress, completed burglary, or vandalism.
Sound of breaking glass.	Burglary or vandalism.

VEHICLE IDENTIFICATION

Being able to provide police with an accurate vehicle description could make the difference between a crook getting away or being apprehended. A description like, "They're in a four door white car" just doesn't provide police with enough information to find the bad guys. Familiarize yourself with these descriptive characteristics and use them when identifying a suspect vehicle to police. Practice identifying cars when you are out and about. Most cars have the make and model printed somewhere near the trunk area. While you are driving to and from work, learn the different types and body styles of the cars you see so that you can be an expert witness when it counts.

Make _____

Chevy, Ford, Mercury, Dodge, GM,
Plymouth, Saturn, Buick, Oldsmobile,
Chrysler, Cadillac

Honda, Kia, Nissan, Toyota,
Isuzu, Mazda, Acura, Infiniti, Lexus
BMW, Volkswagen, Volvo, Saab,
Mercedes

Foreign or Domestic

Model _____

Car - Two door or four door, sports car,
hatchback, convertible

Truck - Small pickup, large pickup, flat
bed, boxed cargo truck, extended or king
cab, dual rear wheels, pulling a trailer,
camper

Motorcycle - Bullet bike, street bike, off-
-road, small or large, domestic or foreign

SUV - Hard top or convertible, off-
road, rear spare tire, two door or four
door, top rack

Van - Panel van, Custom van, rear and
side windows, company van (company
logo or writing on side)

Other _____

Any identifying bumper stickers, dents,
scratches, broken windows, etc.? Was it
damaged in any way? Was it modified in
any way?



Occupants _____

Model _____

Year _____



State _____

Plate # _____

Color _____



IF A CRIME OCCURS — REPORT IT!

Sound easy? Unfortunately, only about half of all crimes are ever reported. Too bad, because law enforcement can't do anything if they don't know what happened. Eyewitness information is the key to solving many crimes. Remember these tips when reporting a crime:

- Call the police immediately.
- Tell the call taker as much as you can. No fact is too trivial. In many cases it is what victims and witnesses tell police about the criminal that results in an arrest. The police officers responding can use answers to as many of these questions as possible. Please remember that wrong information is worse than no information at all.

- What occurred?
- When did this occur?
- Where did this occur?
- How many suspects were there?
- What did they do?
- What did they say?
- What did they take?
- Which way did they go?
- Were there any other witnesses? What are their names, addresses, or phone numbers?
- Is there any other information which you feel is important?
- Can you describe the suspect (s)?
- Can you describe their vehicle (s)?

- Sometimes, due to limited resources and personnel, officers may not be able to respond immediately. The police department prioritizes incoming calls based on apparent danger to human life. Don't be discouraged. We will get to you as soon as possible.
- Even an anonymous tip is better than nothing. Don't hesitate! Follow this rule:

*If you see something suspicious,
call the police—fast—so we can act—fast.
The longer you wait, the harder it is to catch the criminal.*

DIAL 9-1-1

Dial 911 when the situation is an emergency or a crime is in progress:

Any fire

If you see or hear a fight or a domestic dispute

If you see someone trying to force their way into a home or a car

If you hear screaming or calls for help

If you hear gunfire

If you see a child being forced or beckoned into a car or a home

If you hear an alarm or breaking glass

Any other emergency

DIAL 407.688.5199

Call the Communications Center directly any time the situation is not an emergency:

If you see suspicious behavior - such as someone walking in and out of yards or looking into cars

If you see a car driving around the neighborhood repeatedly with no apparent destination

If you see something that just looks out of place or unfamiliar and seems suspicious

If you see unknown people carrying property from a neighbors house or car

Any other non-emergency situation

IMPORTANT PHONE NUMBERS

EMERGENCY	911
Non-Emergency	407.688.5199
Crimeline	1.800.423.TIPS
Sanford Police Department	407.688.5070
Sanford Police Department Community Relations Unit	407.562.2872
City Hall	407.688.5000
Animal Services	407.665.5201
Utilities (City of Sanford)	407.688.5100
Code Enforcement	407.688.5160
Sanford Fire Department	407.688.5040
Poison Control	1.800.222.1212
Suicide Hotline	1.800.784.2433
Safehouse (Domestic Violence Shelter)	407.330.6933
Domestic Violence Hotline	407.330.3933
National Abuse Hotline	1.800.422.4453
Central Florida Regional Hospital	407.321.4500

CRIMELINE

Crimeline's Mission Statement

To increase the safety of the Central Florida community by assisting law enforcement agencies in removing undesirable individuals from the community.



Crimeline's Purpose

Motivating citizens to provide information on felony crimes by offering financial rewards and guaranteeing anonymity

Crimeline's Pledge

For information leading to a felony arrest, you may be eligible for a reward of up to \$1000. You don't have to give your name, and your identity will be protected. You may report information through this website or by calling.

How Does Crimeline Work?

Central Florida Crimeline follows the guidelines and directions set out by the Florida Association of Crime Stoppers in its day-to-day operation. Crimeline is available (1.800.423.TIPS) 24 hours a day, 365 days a year, taking completely anonymous tips on any felony criminal activity. Spanish speaking operators available. If you witness a crime in progress, you should call 911.

How Can I Give a Tip?

If you have any information about a felony crime that has been committed.....

- Call Crimeline at 1.800.423.TIPS (8477)
- Your information will be taken in strictest confidence. Your identity will be protected and you will never have to give your name.
- You will be given a code number. Your tip code number should be kept private and NOT shared with anyone.
- If you have additional tip information call Crimeline back, provide your confidential tip number and update your tip 24 hours a day.
- If you would like to check the status of your tip call Crimeline Tuesday - Friday 10:00am - 4:00pm, giving your confidential tip code number.
- Tips that lead to the felony arrest of suspects and/or the recovery of stolen property and drugs may be eligible for cash rewards of up to \$1,000, which are paid to tipsters on an anonymous basis. All tips eligible for a reward are paid to Tipsters using an anonymous process.

OPERATION IDENTIFICATION

This nationwide crime prevention program helps identify property if it should be stolen. Operation Identification is a program centered upon the belief that to prevent crime we must attempt to address the elements of the crime triangle. We attempt to make property less desirable to the criminal element by marking our valuables in such a way that they can be identified, increasing the likelihood that the thief will be caught with stolen goods. By doing this we hope that the criminal will choose to go elsewhere to commit his crimes and if he does take your belongings that if caught we can identify your property, successfully prosecute the thief, and return your property to you.

STAGES OF OPERATION IDENTIFICATION

- Engrave Your Property
- Inventory Your Property



Engrave Your Property

Engrave your valuables with your drivers license number so your property can be easily traced and identified as yours. It may also prevent a thief from choosing to steal your belongings because they are more identifiable if they are caught with them. Even if your belongings have a serial number already, engraving your driver's license number will ease identifying you as its owner.

Inventory Your Property

Make a list of all of your valuables. Make several copies and store them in two or more secure locations, such as a safe, locked drawer or cabinet. Include on your list a full description of the item including color, make, model, year of manufacture, and any other identifiers, including any engraving.

Items to include on your list are CD players, stereos, computers (desktop laptop, and tablets), printers, telephones, televisions, radios, and any other belongings. Most electronic equipment has a serial number; anything that does not have any good identifier can be engraved.

VALUABLE PROPERTY RECORD

Name	AUTOMOBILES, MOTOTCYCLES, AND SCOOTERS				
Address	MAKE	MODEL	COLOR	LIC. NO.	VIN/SERIAL #
Zip					
Phone					
ID Number Used					
Date of Inventory					

BICYCLES/COMPONENTS

MAKE	MODEL	COLOR	SERIAL #

GUNS

MAKE	MODEL	COLOR	SERIAL #

TELEVISIONS, COMPUTERS, STEREOS

MAKE	MODEL	COLOR	SERIAL #

CAMERAS, WATCHES, SPORTING GOODS

MAKE	MODEL	COLOR	SERIAL #

OTHER PROPERTY

MAKE	MODEL	COLOR	SERIAL #

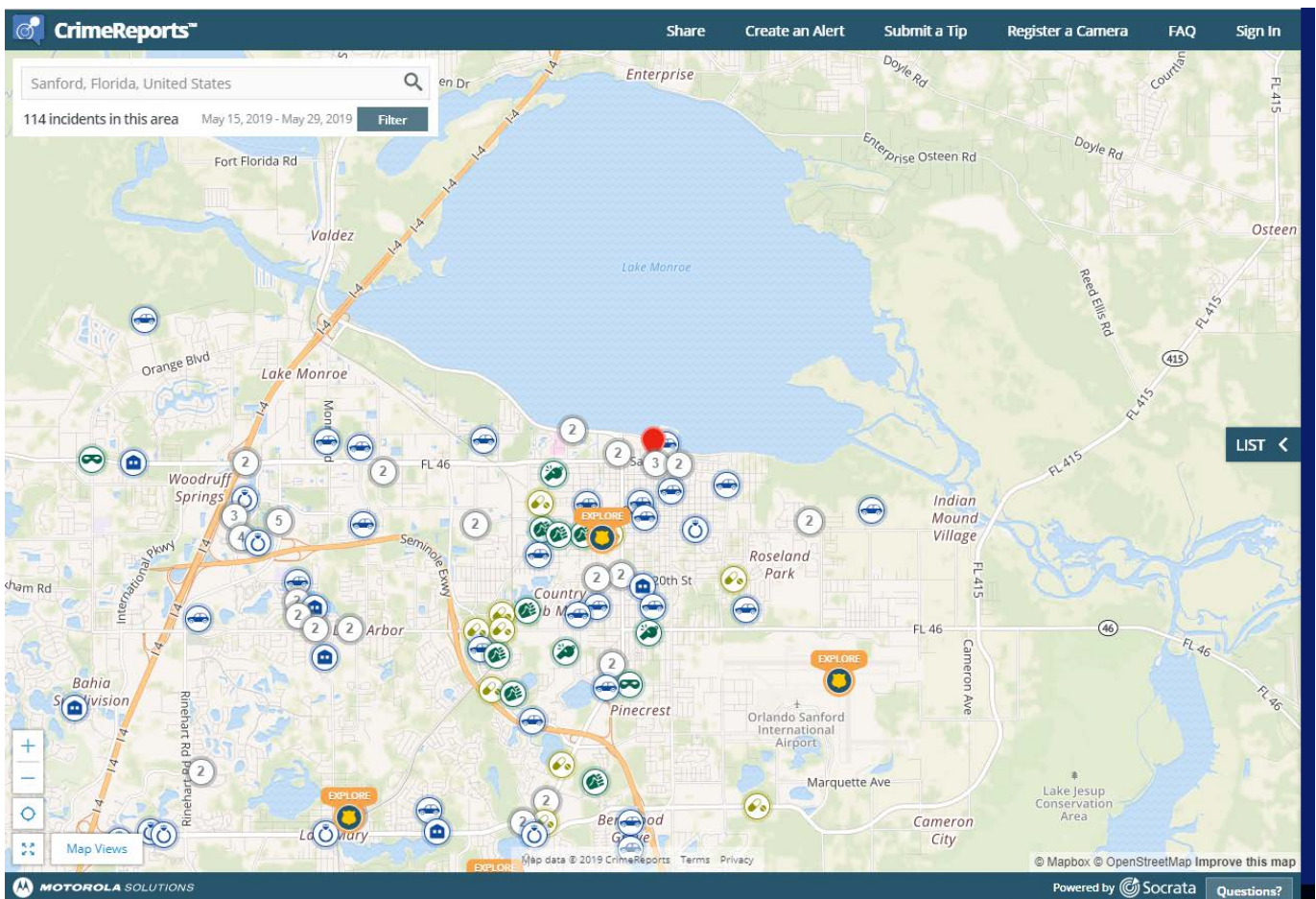
OTHER PROPERTY

MAKE	MODEL	COLOR	SERIAL #

CRIME REPORTS

The Sanford Police Department has contracted with Crime Reports.com to provide a crime mapping site. This is an excellent tool for residents to see what's happening in their neighborhoods.

Residents can use the site by visiting www.crimereports.com To use the site, just select **Sanford Police, FL** from the first drop-down menu box and click **Search**. The site then displays a map of the area and populates it with colorful icons depicting the type and location of crimes (e.g., theft, drug, assault). When you click on an icon, you can see the case number, type of crime, time & date and address. Some icons have a red/white plus sign in the upper right corner which indicates there are multiple pages to the crime report. You can create a custom report that focuses on a specific location, date, and crime type(s). Being informed is a great step in knowing what is happening in our neighborhoods.



NEIGHBORHOOD WATCH BLOCK CAPTAIN APPLICATION AND CRIMINAL BACKGROUND

(ALL APPLICANTS MUST BE 21 YEARS OF AGE AND RESIDE IN SANFORD, FL)

First Name: _____ Full Last Name: _____

Maiden Name or Alias (if applicable): _____

Home #: _____ Cell #: _____ Work #: _____

Email Address: _____

Full Address: _____ City: _____ Zip: _____

Years at current address: _____ DOB: _____ Gender: _____

Driver's License #: _____ Social Security #: _____

Have you ever been arrested or convicted of a crime? (circle one) YES NO

If Yes, please explain: _____

BACKGROUND CHECK INFORMATION RELEASE

I, _____, being twenty-one years of age or older, hereby authorize any officer or agent of the Sanford Police Department to have access to any and all of my records of information pertaining to me, held by any company, department, agency or individual, in order to complete the background investigation to which I freely agree in my application for Sanford Neighborhood Watch membership.

I hereby release the City of Sanford, and all of its officials, officers, employees and agents including, but not limited to, its personnel from any and all liability or claims involving records or information they receive in the background investigation, and any and all liability, claims and or losses however so arising during my participation in the Sanford Neighborhood Watch program.

I further agree to abide by all of the policies, rules, regulations, and guideline established and adopted by the Sanford Police Department for the Sanford Neighborhood Watch and its members regarding their participation in the Sanford Neighborhood Watch Program. I recognize and agree that I am not a law enforcement officer and that I shall not undertake actions as a law enforcement officer.

Signature of Applicant: _____ Date: _____

To be completed by Police Department:

Background Check Completed By: _____ Date Taken: _____
APPLICATION APPROVED _____ DATE: _____ / APPLICATION DENIED _____ DATE: _____

IF APPROVED, NEIGHBORHOOD WATCH SIGN NUMBER ASSIGNED: _____

Signature Chief of Police: _____ Date: _____

NEIGHBORHOOD WATCH SIGN AGREEMENT

The Neighborhood Watch sign is one of the core elements of the Neighborhood Watch program. The Sanford Police Department provides free installation use of the sign, but retains ownership of the sign. The sign will be removed should your Neighborhood Watch become inactive as determined by the Sanford Police Department. Remember in order to remain active you are required to:



1. Complete Recertification.
2. Your area must host one neighborhood activity, such as an area meeting or block party, or participate in National Night Out Against Crime.

I understand that the Sanford Police Department provides Neighborhood Watch signage and that it retains the ownership of the sign and should my Neighborhood Watch group become inactive, as determined by the Sanford Police Department, the signage will be removed.

Signature _____ **Date** _____

Name (Printed) _____

Neighborhood _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT-NEIGHBORHOOD WATCH



I, _____, in order to improve the quality of life in my community, wish to perform the services for my neighbors in the area of _____, in Sanford, Florida, as a Neighborhood Watch Captain.

I understand that I will be performing these services for the benefit of myself and my neighbors. I further understand I am not, nor will I be, a Police Department employee, or represent the Sanford Police Department as an employee. I understand that I will not serve in the capacity of a law enforcement officer.

In consideration of the City of Sanford allowing me to be a Neighborhood Watch Block Captain, I do hereby release and discharge, the City of Sanford, the Sanford Police Department, its agents, officers, employees and agents including, but not limited, to the Sanford Police Department, from any and all claims, demands, grievances, and causes of action of any kind whatsoever including, but not limited to, all liability for property damages and personal injury of any kind, nature, or description, arising, or which may hereafter arise, from performance of services as a Neighborhood Watch Block Captain.

I hereby indemnify and hold harmless the City of Sanford and its officials, officers, employees and agents including, but not limited to, the Sanford Police Department, from any and all claims, demands, and causes of action of any kind or nature arising from any and all matters pertaining to my performance of services, in my neighborhood, located in the area of _____.

Print Name

Chief of Police

Signature

Date

Date

POLICE DEPARTMENT

Cecil E. Smith
Chief of Police

SANFORD POLICE DEPARTMENT
815 Historic Goldsboro Blvd.
Sanford, Florida 32771

TELEPHONE
407.688.5070

FACSIMILE
407.688.5071

WEBSITE
WWW.SANFORDFL.GOV

CITY COMMISSION

JEFF TRIPLETT
MAYOR

ART WOODRUFF
DISTRICT 1

KERRY WIGGINS
DISTRICT 2

PATRICK AUSTIN
DISTRICT 3

PATTY MAHANY
DISTRICT 4

NORTON N. BONAPARTE, JR.
CITY MANAGER



To All Ride Along Applicants:

Thank you for your interest in the "ride along" program. This program was designed, and continues to serve as a means to acquaint members of our community with the role of the Sanford Police Department Patrol Division. I hope that you find your tour of duty with our officers educational and enjoyable.

As a matter of explanation, the following steps will outline your application process, before the approval of your request to participate in the program.

Application and Approval Process

1. All applicants wishing to participate in the "ride along" program must complete the attached form.
2. All juveniles, 17 years of age and under, must have written consent of a parent(s) for this program. If the signing of the Rider Release form is not witnessed by a Police Department Employee, a notarized consent form will be needed from the parent(s).
3. The completed form may be left with a Sanford Police officer or the Police Department's front desk. Be sure to include your email address for further information.
4. All requests will be routed to the appropriate patrol shift for review and approval.
5. You will be notified by administration of your approval. At that time you will be able to schedule the date and time of your ride along.

Conditions of Ride Along Participants

1. Due to a heavy volume of requests, "ride along" program participants will be restricted to a maximum of once every three (3) months.
2. All participants are required to wear appropriate casual business attire during their tour of duty.
3. Only certified law enforcement officers, as defined by Florida State Statutes, are permitted to carry a firearm during their tour of duty. The possession of a concealed firearm's permit does not satisfy this requirement.
4. The actions of all "ride along" program participants will be monitored by the patrol officer with whom they are riding, any officer of this department who is on the scene, or one of the Patrol Supervisors.
5. All participants will be added as a witness to the report of any crimes he/or she may observe while participating in the ride along program. The participant may be called to testify in Court by either the State Attorney or the Defendant.
6. As this program was carried out to better educate the citizens of Sanford of the functions performed by police officers, and also create a more open forum between the citizens and law enforcement, any abuse of the program or disregard of the conditions and requirements may preclude the applicant from future participation.

Again, I wish to thank you for your interest and participation in this program. I encourage your comments concerning more efficient means by which the Sanford Police Department may better serve our community.

Sincerely,

CECIL E. SMITH
CHIEF OF POLICE

revised 11-13-2018



In Partnership with the Community

Sanford Police Department Rider Release Form

In consideration of the privilege being granted me by the Sanford Police Department to be a passenger in a Patrol/Police vehicle, I hereby assume all risk of personal injury or death and property damage or loss from whatever causes arising while I am approaching, entering, boarding, riding, or being on, disembarking from, or leaving, or being about, any vehicle or property of said city/county, while I am using, intending to use, or have used this privilege, and release said county, city, Chief of Police, or his officers, employees, agents, and servants from any such liability or contribution to such liability, or contribute to such liability, while using this privilege. I understand I may be called as witness in court for anything I observe while participating in the ride along. The observer privilege may not be exercised in excess of one (1) time per three (3) month period. All juveniles, 17 years of age and under, must have written consent of a parent (s) for this program. If the signing of the Rider Release Form is not witnessed by a Police Department employee, a notarized consent form will be needed from the parent(s).

It is understood and agreed by me that the privilege granted me to ride in a patrol/police vehicle shall only be exercised by me after I made specific arrangements with the Chief or his authorized representative on the day I plan to ride as an observer.

It is further understood and agreed by me that this privilege may be revoked at any time by the Chief of Police or his authorized representative. Unless specifically authorized, no observer may carry a firearm. All observers are required to wear appropriate attire while riding.

Date _____ D.O.B. _____ Driver's License # _____

Name _____ Race/Sex _____

Address _____ City _____ State _____

Phone _____ Email Address _____

Reason for Riding _____

Officer Requested _____ Shift Requested _____

Applicant's Signature

Witnessed by

Completion of the CJIS Online Security Awareness Level One Training is required in order to participate in the Sanford Police Department's Ride Along Program. If you have already completed the training and your certificate has not expired, please attach your certificate to this form.

Background Check: QP _____ History _____ CJIS Level I Training _____

Background Check Completed By: _____

Lieutenant _____	<i>Approved</i>	<i>Disapproved</i>	Date: _____
Captain _____	<i>Approved</i>	<i>Disapproved</i>	Date: _____
Deputy Chief _____	<i>Approved</i>	<i>Disapproved</i>	Date: _____
Chief of Police _____	<i>Approved</i>	<i>Disapproved</i>	Date: _____

Security Awareness Acknowledgment for Non-Criminal Justice Personnel

I, _____, have read the following, or have had it read and explained to me, and understand and agree that:

My duties require me to work or be present in areas where Criminal Justice Information (CJI) may be seen. I realize that this information is sensitive in nature and will not discuss or reveal any CJI to anyone.

CJI refers to state and federal criminal justice data, which may include case/incident information, identity information (including fingerprints and other forms of biometric data), and property (such as vehicle or firearm) data.

Access to or use of CJI (such as viewing, reading, copying, sharing) is strictly limited to official purposes, specifically the *administration of criminal justice*.

The term "administration of criminal justice" is defined in state law, at Section 943.045(2), Florida Statutes, as follows:

"Administration of criminal justice" means performing functions of detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders by governmental agencies. The administration of criminal justice includes criminal identification activities and the collection, processing, storage, and dissemination of criminal justice information by governmental agencies.

My work-related duties, as defined by my employer and understood by me, do not in any way involve the administration of criminal justice, as defined above.

In the course of my work-related duties, I may see or learn of (as by hearing mention of) CJI.

Because I have no responsibility or authority for handling CJI, I will not access, use, view, copy, disseminate, or disclose (in writing or in conversation) CJI, nor will I take part in the physical destruction of CJI. I am aware that doing so would be considered misuse of CJI.

I further understand that misuse of CJI is not limited to situations in which the CJI is used by me or others for purposes or in a manner that could be punished under the criminal laws of Florida or of the United States.

I acknowledge that misuse of CJI may subject me to administrative action (such as termination of employment or contract), civil penalties and/or criminal penalties.

I agree and commit that if I hear, see, or otherwise become aware of actual or potential misuse of CJI, or of a situation that may cause or contribute to the misuse of CJI, I will promptly report same to:

_____ (*insert agency designee.*)

I agree and commit that I will not allow, by action or inaction, the unescorted entry into any secure (protected) area by anyone who is not known to me to be authorized to enter such area.

I have read and understand the information above regarding the importance of protecting CJI, and have asked and received a satisfactory answer to any questions I had concerning the duties and restrictions imposed on me with respect to CJI.

Signature of Individual

Date

Company Employing the Individual

I hereby confirm that the above signed individual has read the above document (or had it read to him or her), and been given the opportunity to ask questions. I have answered any questions and/or clarified any issues he or she posed regarding information security requirements.

Signature of Criminal justice Agency Representative

Date

Criminal Justice Agency

ORI

Reconocimiento conciencia de la seguridad para el personal de justicia Non-Criminal

Yo, _____, haber leído las siguientes reconozco y acepto que:
Mis deberes me exigen al trabajo o estar en las zonas en donde Información sobre Justicia Penal (CJI) puede ser visto. Me doy cuenta de que esta información es de carácter confidencial y no voy a referirme o revelar y CJI a cualquier persona.

CJI se refiere al estado federal de justicia penal y los datos, que pueden incluir caso/información sobre la incidencia, información de identidad (ejemplo, las huellas dactilares y otras formas de datos biométricos), y a la propiedad (como vehículo o arma de fuego) los datos.

El acceso a o el uso de CJI (como, por ejemplo, visualizar, lectura, copia, distribución) está estrictamente limitada a fines oficiales, específicamente la **administración de la justicia penal**.

El término "administración de la justicia penal" se define en la ley estatal, en la sección 943.045 (2), Estatutos de la Florida, de la siguiente manera:

"La administración de justicia penal" significa realizar funciones de detección, aprehensión, detención, libertad bajo fianza, puesto en libertad, enjuiciamiento, sentencia, supervisión correccional, o la rehabilitación de las personas acusadas o delincuentes por agencias gubernamentales. La administración de la justicia penal incluye las actividades de identificación y recopilación, procesamiento, almacenamiento y difusión de la información en materia de justicia penal por parte de las agencias gubernamentales.

Mi funciones relacionadas con el trabajo, según lo definido por mi empleador y entendido por mí, no implica de ningún modo la administración de la justicia penal, tal como se ha definido anteriormente.

En el curso de mi funciones relacionadas con el trabajo, YO puede ver o aprender (como con el oído mencionar) CJI.

Porque no tengo ninguna responsabilidad ni autoridad para controlar CJI, yo no uso, acceso, ver, copiar, diseminar, o divulgar (por escrito o en una conversación) CJI, ni voy a tomar parte en la destrucción física de CJI. Soy consciente de que hacerlo sería considerado el abuso de CJI.

Además, entiendo que el mal uso de CJI no se limita a las situaciones en las que el CJI es utilizado por mí o por otras personas o de una manera que podría ser castigado con arreglo a la legislación penal de Florida o de los Estados Unidos.

He de reconocer que el mal uso de CJI me pueden estar sujetos a medidas administrativas (como la terminación del empleo o contrato), las sanciones civiles y/o penales.

Estoy de acuerdo y comprometerse que si oigo, ver, o de lo contrario se convertiría en conocimiento real o potencial de uso indebido de CJI, o de una situación que puede causar o contribuir a un uso indebido de CJI, voy a informar con prontitud a

_____ (inserte la agencia designada.)

Estoy de acuerdo y my comprometo que no voy a permitir que, por acción o por omisión, la entrada en cualquier guía segura (protegida) zona en la que la persona no es conocida para mí que se le autorice entrar en esa zona.

He leído y entendido/entiendo la información anterior con respecto a la importancia de la protección de CJI, y he solicitado y recibido una respuesta satisfactoria a las preguntas que tenía respecto a los deberes y a las restricciones impuestas a mí con respecto a dicho órgano.

Firma de Individuo

Fecha

Organizacion/Agencia que Emplea el Individuo

Por este medio confirmo que la persona ha firmado por encima leer el documento anterior, y ha dado la oportunidad de hacer preguntas. He respondido a todas las preguntas y/o he aclarado los cuestiones que él o ella que han planteado en relación con requisitos de seguridad de la información.

Firma de la justicia penal representante de la agencia

Fecha

Agencia de Justicia Penal

ORI