



## NEIGHBORHOOD WATCH

# *Resource Guide*

CHESTERFIELD COUNTY



POLICE DEPARTMENT

Dear Chesterfield County Community Member:

You are invited to partner with the Chesterfield County Police Department and the Chesterfield County Neighborhood Watch Council as they strive to prevent crime in your neighborhood by becoming a member of the department's Neighborhood Watch program. The success of any Neighborhood Watch program is dependent upon the collaborative efforts of the police and the community.

The program's objective is to train residents to be alert for suspicious activities and criminal behavior in their neighborhoods. Thanks to the many concerned and involved residents in Chesterfield County, our Neighborhood Watch program has been extremely successful in reducing the number and severity of crimes within our community.

We look forward to having you join us in our endeavor to make neighborhoods in Chesterfield County the safest in the nation. Should you be interested in joining us in our continuing efforts to fight crime, we would be happy to provide you with additional information about our Neighborhood Watch program and its many benefits for you and your neighbors.



# TABLE OF CONTENTS



	4	Chesterfield County Contact Resource Guide
About Your Chesterfield County Police	5	
	6	Crime Prevention Unit Contacts
Neighborhood Watch Meetings and Crime Prevention Programs	7	
	8	Recognizing Suspicious Activity
Suspicious Persons	9	
	10	Reporting Suspicious Events, Vehicles, and Persons
Describing Persons	11	
	12	Home Security Measures
Vacationing Tips Telephone Security	13	
	14	Home Security Inspections and Dealing with Intruders
Disaster Planning and Community Emergency Response Team	15	



## USEFUL CONTACT INFO

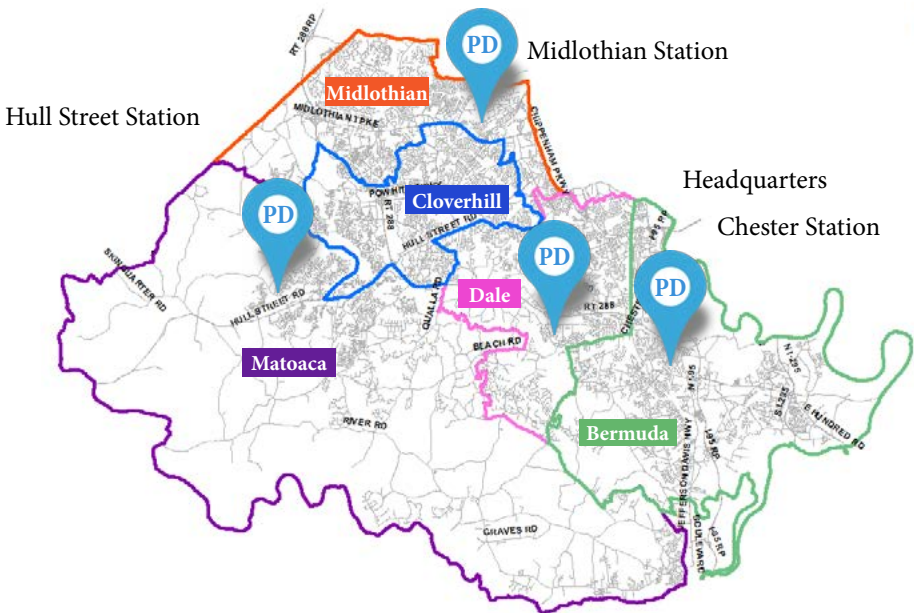
- » **CERT** (Community Emergency Response Team) 796-7159
- » **Child Protective Hotline** 751-4339
- » **Code Compliance** 748-1500
- » **Columbia Gas of Virginia** (800) 543-8911  
Emergency (800) 543-5606
- » **Commissioner of Revenue** 748-1281
- » **Cooperative Extension Office** 751-4401
- » **County School Website**  
[www.chesterfield.k12.va.us](http://www.chesterfield.k12.va.us)
- » **County Volunteer Opportunities**  
751-4142
- » **Crisis Intervention** 748-6356
- » **Dog Licenses** (Treasurer's Ofc) 748-1201
- » **Domestic/Sexual Violence Resource Center 24 hour Hotline** 800-838-8238
- » **Dominion Va. Power** (866) 366-4357
- » **Fire Administration** 748-1360
- » **Health Department** 748-1691
- » **Hispanic Liaison** 796-7085
- » **Leaf Burning** 748-1426
- » **Mental Health Support Svcs** 748-1227
- » **Miss Utility** (Call before you dig) 811
- » **Parks & Recreation** 748-1623
- » **Planning Department** 748-1050
- » **Real Estate Assessment** 748-1321
- » **Recycling** 748-1297
- » **Revitalization Office** 318-8674
- » **Roads** (VDOT) 674-2800
- » **Sex Offender Registry**  
[www.sex-offender.vsp.virginia.gov](http://www.sex-offender.vsp.virginia.gov)
- » **Social Services** 748-1100

- » **State Police** 674-2000
- » **Street Lights & Signs** 748-1035
- » **Tax Payments** 748-1201
- » **Victim/Witness Assistance** 796-7087
- » **Voter Registration** 748-1471
- » **Water & Sewer** 748-1291  
Emergency - Weekends, Nights (after 4 p.m.), & Holidays 744-1360
- » **Waterline Break** 748-1310  
After hours 744-1360
- » **Youth Planning and Development/SAFE** 796-7100
- » **Zoning Enforcement** 748-1500

## POLICE CONTACT INFO

- » **Animal Services** 748-1683  
After hours 748-1251
- » **Crime Prevention Programs** 318-8699
- » **Crime Solvers** 748-0660
- » **Crime Stats** 748-1536
- » **Desk Officer** 748-1269
- » **Emergency** 911
- » **Investigations** 748-1268
- » **Neighborhood Watch** 318-8549
- » **Non-Emergency** 748-1251
- » **Online Crime Report** <http://www.chesterfield.gov/OnlineCrimeReport/>
- » **Police Volunteer Opportunities** 318-8995
- » **Project Lifesaver** 318-8549
- » **Ride Along Program** 751-4710
- » **Traffic Hotline** 318-8084  
email: [speeding@chesterfield.gov](mailto:speeding@chesterfield.gov)
- » **Uniform Operations** 748-1258
- » **Vacation Keep Checks** 748-1269

# ABOUT YOUR CHESTERFIELD COUNTY POLICE



## Headquarters

10001 Iron Bridge Road  
Chesterfield, Va. 23832  
(804) 748-1269

## Midlothian Station

20 North Providence Road  
North Chesterfield, VA 23235  
(804) 748-1269

## Chester Station

2920 West Hundred Road  
Chester, VA 23831  
(804) 748-1269

## Hull Street Station

6812 Woodlake Commons Loop  
Midlothian, VA 23112  
(804) 748-1269

The Chesterfield County Police Department is committed to being a nationally recognized leader in law enforcement through hiring, training, and promoting the finest police professionals. Our department is dedicated to the use of innovative and adaptive law enforcement technology, as well as implementing effective crime prevention strategies with our community partners. We are devoted to ensuring the safety and security of our community through exceptional service.

The police department has over 500 sworn police officers, plus a support staff of more than 120 civilians. Chesterfield County covers 437 square miles and has a population of over 316,000 residents. Chesterfield County is split into five magisterial districts: **Bermuda** **Clover Hill** **Dale** **Matoaca** **Midlothian**

The magisterial districts are shown on the map above. Also on the map, you see the locations of the four Chesterfield County Police stations.

## CRIME PREVENTION UNIT CONTACTS

### APARTMENT SAFETY COALITION

Making apartment communities safer by bringing together managers, residents, and police.



Georgia Smith



(804) 318-8694



SmithGW@chesterfield.gov

### BUSINESS WATCH

Business owners and managers are provided security assessments and crime site visits to help making their properties more crime resistant.



Corporal Tim Lamb



(804) 748-1585



BusinessWatch@chesterfield.gov

### COMMUNITY ACADEMY

County residents and business owners are given the opportunity to “go behind the badge” and get an inside look at the operations of the department.



Career Officer Craig Eckrich



(804) 706-2982



EckrichC@chesterfield.gov

### CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

There are many simple, effective crime prevention measures homeowners can take to help keep their homes and belongings secure, and some measures cost little to nothing to implement. Schedule a free home security assessment to determine how to most effectively bolster the security of your home.



Jim Eicher



(804) 318-8693



EicherJ@chesterfield.gov

### NEIGHBORHOOD WATCH

This program unites residents within a community with the ultimate goal of reducing crime by being observant and reporting suspicious activity.



Career Officer Matt Rogers



(804) 318-8549



RogersMW@chesterfield.gov

### WORSHIP WATCH

An effort between worship leaders and law enforcement to maintain a safe and welcoming environment through the use of recommended crime prevention practices.



Corporal Tim Lamb



(804) 748-1585



WorshipWatch@chesterfield.gov



## NEIGHBORHOOD WATCH MEETINGS

A Neighborhood Watch meeting should be held annually, at a minimum, with the residents of your neighborhood.

When conducting these meetings, you should consider utilizing crime prevention programs as a means to develop community awareness and proper response to suspected or actual criminal activity.

Speakers from law enforcement, as well as from a wide range of community organizations, are valuable resources for Neighborhood Watch training.



## CRIME PREVENTION PROGRAMS

- Frauds/Scams
- Identity Theft
- Internet Safety
- Personal Safety
- Robbery Prevention
- Shopping Safety and many more...
- Workplace Violence
- Auto Break-In Prevention
- Home Security
- Business Security
- Personal Safety

Visit [www.Chesterfield.gov](http://www.Chesterfield.gov) for more information. Follow the link to “Public Safety” and select “About the Police Department.” Our crime prevention programs are located under “Police/Community Services.”



## REMEMBER

There are many ways in which the Neighborhood Watch concept can be put to use. One of the most important elements is ensuring that every person involved knows what to do when suspicious activity is noticed.

In addition, it provides residents with the opportunity to make their neighborhoods safer and to improve the quality of life. Neighborhood Watch groups typically focus on observation and awareness as a means of preventing crime. They employ strategies that range from simply promoting social interaction and "watching out for each other" to active patrols by groups of residents.

## SUSPICIOUS PERSONS

It is important to be alert to the activities of all nonresidents. Solicitors and repair people travel our streets frequently; however, criminals often disguise themselves as these workers. Law enforcement officials should be called to investigate persons who may be suspects in the following circumstances:

- Going door-to-door in a residential area, especially if a person goes to the rear of a residence or loiters in front of an unoccupied house (burglary).
- Forcing entry or entering an unoccupied house (burglary, theft, or trespassing).
- Running, especially if carrying something of value or unwrapped property at an unusual hour (fleeing the scene of a crime).
- Before talking with solicitors, remember to request their credentials or permits/authority to represent a product or company.
- Screaming (rape or assault).
- Heavy traffic to and from a residence, particularly if it occurs on a daily basis (drug dealing, vice, or fence operation).



- Loitering around or peering into cars/homes (larceny or theft).
- Loitering around schools, parks or secluded areas (sex offender).
- Offering items for sale at an unusually low price (trying to sell stolen property).
- Loitering or driving through a neighborhood repeatedly or appearing as a delivery person with a wrong address (burglary).



## RECOGNIZING SUSPICIOUS ACTIVITY

- Be alert – anything that seems slightly out of place or is occurring at an unusual time of day could be criminal activity.
- Do not attempt to apprehend a person committing a crime. Call Chesterfield County Police immediately. Do not worry about being embarrassed if your suspicions prove to be unfounded. The police would rather investigate than be called when it is too late. Persistence is essential in reporting suspicious activities. The following incidents may indicate criminal activity and should be reported:
- Continuous repair operations at a non-business location could be stolen property being altered.
- Open or broken doors and windows at a closed business or unoccupied residence could be burglary or vandalism.
- Unusual noises, such as gunshots, screaming, or dogs barking continuously could be burglary, assault, or rape.
- Sound of breaking glass could be burglary or vandalism.
- A person exhibiting unusual mental or physical symptoms could mean that the person is injured, under the influence of drugs, or in need of medical attention.

Time and accuracy are critical in reporting crime or suspicious events. Call 911 for emergencies or 748-1251 for non-emergencies.



## SUSPICIOUS VEHICLES

Vehicles in the following situations MAY be involved in crimes and should be reported to authorities:

- Slow moving without lights, vehicle making repeated passes at a location (burglar, drug dealer, or sex offender).
- Parked or occupied, containing one or more persons, especially at an unusual hour (lookouts for a burglary or robbery).
- Parked by a business or unoccupied residence, being loaded with valuables (burglary or theft).
- Abandoned in your neighborhood (stolen car).
- Containing weapons (criminal activity).
- Someone, especially a female or juvenile, being forced into a vehicle (kidnapping, assault, or attempted rape).
- Business transactions taking place in a vehicle, especially in a parking lot (drug deal, theft of car or its contents).
- People detaching mechanical parts or accessories from it (theft or vandalism).
- Object being thrown from it (disposing of contraband).



## REPORTING EVENTS, VEHICLES, AND PERSONS

As a Neighborhood Watch meeting activity, practice the skills required to quickly and accurately record descriptions and facts associated with suspicious or criminal activities. Write down the details and observations while they are still fresh in your mind so that the information provided to the police will be as accurate as possible.

### Describing Events

- What happened.
- When it happened.
- Where it occurred (note the nearest cross street, home address, or landmark in relationship to the event).

- Whether injuries are involved (Be prepared to report visible or suspected personal injury. Be as specific as possible – this could save a life).
- Whether weapons are involved (this information, whether observed or suspected, is vital to responding officers).

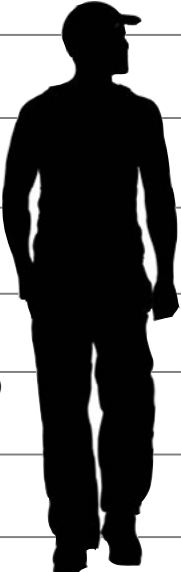
### Describing Vehicles

- Vehicle license number and state, make and type of vehicle, color, and approximate year.
- Special designs or unusual features, such as unique wheels, body damage, pinstripes, etc.
- Direction of travel.

### Describing Person

In preparing descriptions of persons, it is important to write down the following:

Sex	Race
Age	Height
Weight	Hair (color & length)
Hat	Glasses
Facial hair (beard/mustache)	Shirt/Tie
Trousers	Shoes
Tattoos/Scars	Voice characteristics
Direction of movement	




## HOME SECURITY MEASURES

- Use a timer to automatically turn a living room light on at dusk, especially if you are going to be away at that time.
- Leave a loud radio on tuned to talk radio when leaving home, even for short periods.
- Always close and lock garage doors.
- Secure your automatic garage door transmitter in glove compartment of your car.
- Secure all points of entry to your home; pretend you are the burglar, stand outside your home, and plan how you would get in.
- Lock up all ladders, ropes, or tools that could help a burglar gain entry.
- Keep all shrubbery trimmed near your doors and windows; do not provide concealment or climbing platforms for the burglar.
- Brightly illuminate all of your home's entrances.
- Keep your grass cut, leaves raked, etc. to indicate a well cared for and occupied home.
- Empty your mailbox or arrange to have it emptied every day.
- Install new deadbolt locks when moving into an apartment or previously owned home.
- Avoid displaying valuable items near windows with open drapes or shades.
- Keep extra keys with a trusted friend or neighbor; never hide a key outside, as most hiding places are obvious to burglars.
- Never leave a note on the door explaining why you are not at home.
- Never leave doors or windows unlocked when leaving home.
- Start a "buddy system" with your neighbors in order to watch each other's home; watch for "movers" or "repair people" at a house where no one is home.
- Burglars usually seek the easiest target. Take steps to make your house less vulnerable.

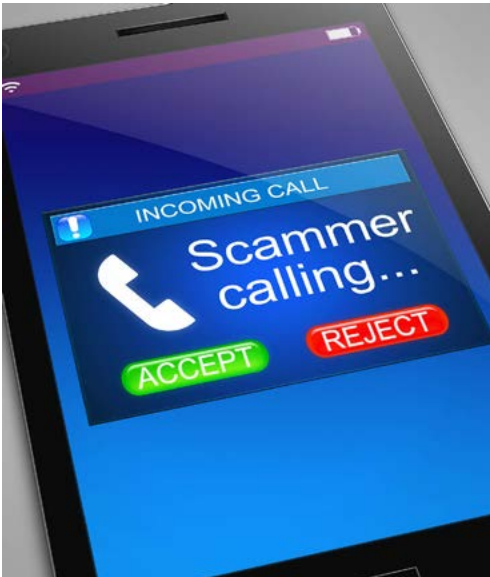


## VACATIONING

- If you decided not to cancel your paper or mail deliveries, ask your neighbor to pick them up every day.
- Leave a key with a friend or neighbor, and ask that your house be checked periodically.
- Keep a current inventory of jewelry, power tools, etc.
- Call police at 748-1258 for “Vacation Keep Checks.” Police will check on your house periodically.
- Consider asking friends or relatives to stay in your home while you are away.
- Leave a car in the driveway or ask neighbors to park in it.
- Use “call forwarding” if available in your area. It can give callers the impression that residents are home when they are actually away by transferring your incoming calls to another telephone number. Your local phone company can provide you with further information.



## TELEPHONE SECURITY



- Never give personal information (name, age, address, credit card or Social Security number, etc.) to a stranger on the telephone.
- Never tell a strange caller when you will or will not be home.
- Never let an unknown caller know you are home alone. Instruct babysitters not to tell callers that they are home alone with children.
- Teach children not to tell an unfamiliar caller that their parents are not home.

## HOME SECURITY INSPECTIONS



One of the most effective ways to educate Neighborhood Watch participants to protect their property is to arrange for detailed security assessments of their homes.

The Chesterfield County Police Department's Crime Prevention Section can assist you in this effort and can provide Watch members with home security inspections. To request a free home security assessment, please call 318-8699.

## DEALING WITH INTRUDERS

- Always survey your home as you approach it. If you notice evidence that someone has broken in, **DO NOT ENTER**; call the police department.
- If you encounter a suspicious person, get out of his way; do not try to stop him. Call the police as soon as it is safe to do so.
- If you are in your home and someone is prowling outside, call the police immediately.
- If an intruder has already broken in, retreat and put other doors between the two of you.
- If you cannot get out, try to signal a neighbor by throwing something through a window; the noise may frighten a burglar away.
- If someone enters your bedroom while you are in bed, pretend that you are asleep as long as he does not come near you.
- If the intruder is armed, do what he says and see that children do so as well. Remain calm. Intruders generally want your property rather than your life.
- Memorize a description of the intruder and write it down immediately after he has left, then call the police department.

## PROPER DISASTER/CRISIS PLANNING

September 11, 2001, started out as any other day, but ended with a world of change. Being prepared for disaster requires proper planning.

In the event of a crisis, whether a man-made event or a natural disaster, communities may be required to be self-sufficient for a period of time.

“Are you Ready?” provides a step-by-

step approach to disaster preparedness by walking the reader through how to be informed about local emergency plans, how to identify hazards that affect their local area, and how to develop and maintain an emergency communications plan and disaster supply kit.

Call 1-800-480-2520 or visit [www.fema.gov/areyouready](http://www.fema.gov/areyouready).

## COMMUNITY EMERGENCY RESPONSE TEAM

CERT training is designed to prepare people to help themselves, their families, their neighbors, and their workplaces in the event of a disaster. If a disaster overwhelms or delays local emergency personnel, CERT volunteers may assist by applying the basic response and organizational skills they learned during training.

More than 1,000 residents have completed Chesterfield’s initial CERT training. These volunteers participate in outreach events, disaster exercises,

and continuing education training throughout the year. Classes are offered several times a year and are free. For more information, please visit [www.chesterfield.gov/CERT/](http://www.chesterfield.gov/CERT/) or call the CERT Coordinator at 804-751-CERT.

Chesterfield County’s CERT program is sponsored by the Chesterfield Citizens Corps Council—Chesterfield Emergency Planning Committee. Support and direction are provided by Chesterfield Fire and EMS through the Office of Emergency Management.

## KEEP IT GOING AND GROWING

When crime drops or the neighborhood problems abate, some programs lose momentum. To keep a Neighborhood Watch program vital, blend crime prevention into other community concerns.

Have your group identify the neighborhood’s strengths and weaknesses, and then brainstorm what members can do to improve the quality of community life.

Chesterfield County Police Department  
Crime Prevention Unit  
2730 Hicks Road  
N. Chesterfield, VA 23235  
(804) 318-8699



*This document was partially prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security.*

## NEIGHBORHOOD WATCH

---

# *Resource Guide*

---

CHESTERFIELD COUNTY



POLICE DEPARTMENT