

**Office of the Sheriff
Lee County
Sheriff Mike Scott
477-1000**



Neighborhood Watch Information Manual

**Prepared by:
Community Policing Sub-Committee
Lehigh Acres Weed & Seed Program**

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Crime Prevention Specialist
477-1802**

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Disclaimer

This information is to be used for the Neighborhood Watch Program.

The material in this Neighborhood Watch Information Manual is not to be returned to Larry Gutridge. This information belongs to and is the property of the Neighborhood Watch group and does not become the property of the Lee County Sheriff's Office.

Larry Gutridge will use this material to assist individuals in setting up their Neighborhood Watch's. You may contact him at 239 477-1802 to make arrangements.

Larry Gutridge
Crime Prevention Specialist
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DUTIES OF A NEIGHBORHOOD WATCH COORDINATOR

The appointment of the proper coordinator can determine the success of any program. This person should have prestige within the community, an ability to communicate, and some free time for planning activities. The coordinator should preside over all meetings as well.

1. Set up the initial meeting to have a Lee County Sheriff's representative explain the concepts of Neighborhood Watch
2. Obtain block captains in the neighborhood and maintain a file with their names, addresses, and phone numbers
3. Keep a master list of all participants in the Neighborhood Watch program
4. Welcome new neighbors to the community and encourage their participation in the Neighborhood Watch
5. Serve as liaison between the Neighborhood Watch group and the crime prevention practitioner assigned to your group
6. Assist in the development of any program that would be beneficial to your community
7. Disseminate information and necessary materials to block captains, from the Sheriff's Office, on crime prevention
8. Be responsible for the on going success of the Neighborhood Watch program by keeping the community involved in all aspects of the program. This can be accomplished by holding a minimum of two meetings yearly.

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DUTIES OF BLOCK CAPTAINS

The block captains have one of the most important functions in the Neighborhood Watch program: supervising the actual citizen participants who join Neighborhood Watch in their communities. The block captain is responsible for a designated territory and is expected to:

1. Encourage neighborhood participation in the program
2. Welcome new neighbors to your community and encourage their joining Neighborhood Watch
3. Compile a list on all persons in their designated territory who wish to participate in the program as well as their addresses and phone numbers
4. Assist in formation and maintenance of the telephone notification system
5. Assist the coordinator in scheduling the neighborhood meetings, which must be held at least twice a year
6. Inform all members of Neighborhood Watch techniques: i.e. how to observe suspicious activities, how to utilize Operation I.D., etc.
7. Provide incentive for the community to continue their crime prevention efforts

Note: The duties of the block captain will offer very little change in lifestyle for the person involved. Rather, the job will provide a means for meeting your neighbors, as well as a vehicle for making your community a safer place to live.

TELEPHONE NETWORK CIRCLE

Name _____
Address _____
Home Phone _____
Bus. Phone _____
Primary Language _____

Name _____
Address _____
Home Phone _____
Bus. Phone _____
Primary Language _____

Name _____
Address _____
Home Phone _____
Bus. Phone _____
Primary Language _____

Name _____
Address _____
Home Phone _____
Bus. Phone _____
Primary Language _____

**YOUR
HOME**

Name _____
Address _____
Home Phone _____
Bus. Phone _____
Primary Language _____

Name _____
Address _____
Home Phone _____
Bus. Phone _____
Primary Language _____

Name _____
Address _____
Home Phone _____
Bus. Phone _____
Primary Language _____

Name _____
Address _____
Home Phone _____
Bus. Phone _____
Primary Language _____

Larry Gutridge, Crime Prevention Specialist – 477-1802

**NEIGHBORHOOD WATCH
FAMILY DATA SHEET**

Family Name: _____ Family Primary Language: _____

Home Address: _____ Home Telephone: _____
_____ Email Address: _____

Number of People in Household: _____

Telephone Number: Work 1 - _____ Work 2 - _____

Other Cellular/Pager: _____

Individual to contact in an **EMERGENCY**:

Name: _____ Address: _____

Home Telephone: _____ Work Telephone: _____

Family Vehicles:

	Year/Make	Style	Color	License #
#1	_____	_____	_____	_____
#2	_____	_____	_____	_____
#3	_____	_____	_____	_____

Any special family health/medical problems: _____

Any special emergency medical training/skills: _____

Any other pertinent/important information: _____



LEE COUNTY SHERIFF'S OFFICE
Neighborhood Watch

SIGN AGREEMENT

I, _____ the undersigned and representing

Neighborhood Watch, do hereby agree to pay for the purchase of any Neighborhood
Watch sign(s) to be placed in, on, or about _____

Further, I understand and agree that: (1) When the Lee County Sheriff's Office
determines the _____
Neighborhood Watch program to be inactive for an unreasonable passage of time; (2)
And/or no longer maintains and adheres to the intent and purpose of the program; (3) **and**
after written notice is given to correct the situation without results, (4) said sign(s)
can and will be removed from said community and returned to the Lee County Sheriff's
Office, and the cost of the sign will be forfeited.

Further, I understand and agree that prior to installing any sign/pole requiring excavation
on an easement or right-of-way, I am required by law to call: Sunshine State **ONE CALL**
(1-800-432-4770) not less than two nor more than five business days before excavation.
Failure to do so may result in damages and fines. (See second sheet).

Further, I understand and agree that any sign/pole must be in compliance with Florida
State Statutes and Lee County Ordinances.

Signature: _____

Witness: _____

Date: _____

Signs may be purchased from:

T & S Signs
4970 Lexington Avenue
Ft. Myers, Florida 33905
(239) 694-0003

Headquarters: 14750 Six Mile Cypress Pkwy. Ft. Myers, FL 33912-4406
East District, 1301 Homestead Rd. N. Lehigh Acres, Florida 33936
WWW.SHERIFFLEEF.LORG

Florida State Statute

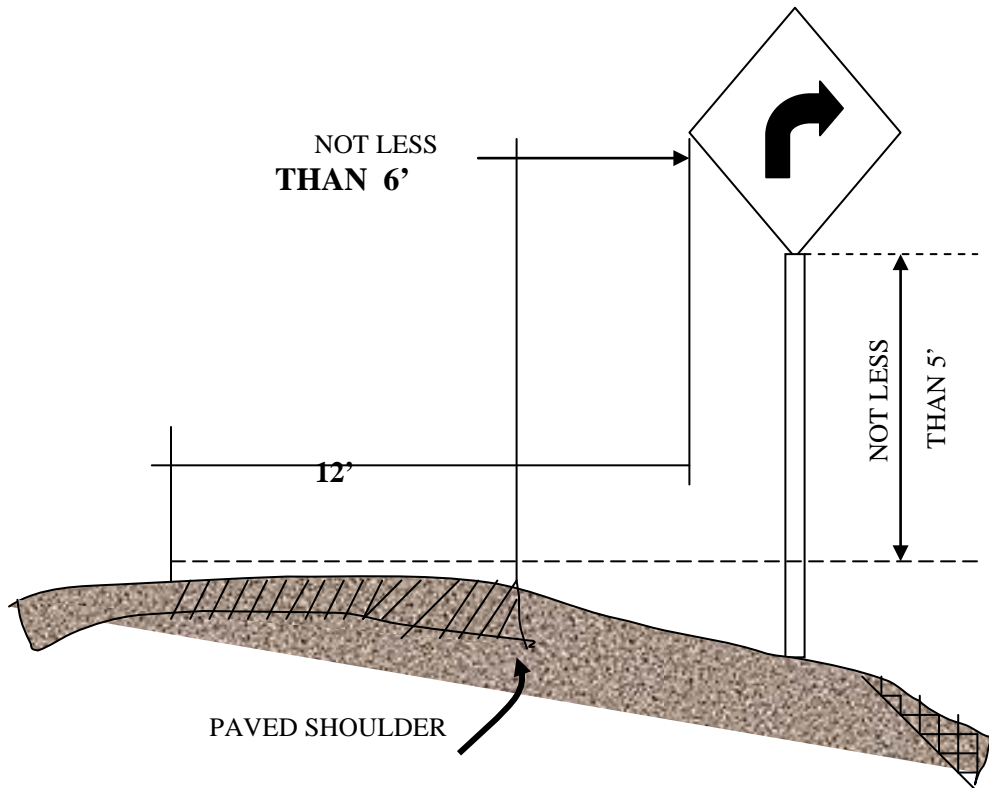
Any person who knowingly and willfully removes or otherwise destroys the stakes or other physical markings used to mark the horizontal route of an underground facility commits a misdemeanor of the second degree, punishable as provided in s.775.082 or s. 775.083.

556.108 Exemptions.-

The notification requirements provided in s. 556.105(1) do not apply to:

- (1) Any excavation or demolition performed by the owner of single-family residential property when such excavation or demolition is made entirely on such land, provided there is no encroachment on any member operator's right-of-way, easement, or permitted use.

ROADSIDE SIGN



Call "SUNSHINE STATE ONE CALL OF FLORIDA, INC" AT 1-800-432-4770 BEFORE YOU DIG.

Suspect Description

Sex _____ Race _____ Height _____ Weight _____ Hair _____

Complexion: _____

Tatoos: _____

Color of eyes _____

Shirt _____

Teeth (missing): _____

Hat: _____

Glasses _____

Coat _____

Moustache, beard or
sideburns: _____

Tie _____

Pants/Shorts _____

Shoes: _____

Tattoos, amputations,
Scars or marks _____

Weapons: handgun, knife,
rifle _____

Speech Impediment or Accent: _____

Distinguishing gait or limp: _____

Rings, bracelets, Necklaces or Earrings: _____

*Lee County Sheriff's Office- Crime Prevention Unit
Larry Gutridge- Crime Prevention Specialist -477-1802*

Vehicle Description

What Make: _____

What Model: _____

What Year: _____

Body Style: _____ (2door, convertible, etc.)

Color: _____

Tint: _____

Identifying dents, scratches: _____

License number/State of or identifying colors _____

The Lee County Sheriff's Office can use answers to as many of these questions as possible. Please remember that wrong information is worse than no information at all. Answer only the questions you are sure of.

1. How many subjects were there? _____

2. What did they do? _____

3. What did they say? _____

4. What did they take? _____

5. Which way did they go? _____

6. Were there any other witnesses? _____

7. Names and addresses? _____

8. Is there any other information? _____