



Dennis Tyler  
Mayor of Muncie

This Booklet Courtesy of The City Of Muncie and  
Mayor Dennis Tyler

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Neighbor Helping  
Neighbor

“Your” Crime Prevention  
Alternative



Steve Stewart  
Chief of Police  
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“It takes all of us together to fight crime in our community. The Neighbor Helping Neighbor concept of community involved policing is a tool of great value in Muncie’s fight against crime. I am thankful for you, as a citizen of Muncie, for taking this first step on the road to a safe neighborhood for you, your family, and your neighbors.”

## What is a Neighborhood Crime Watch?

It's an alternative to fear. Now there is something YOU can do to restore pride and unity to your neighborhood and make it a safer place to live.

You'll work with your neighbors and the police to help reduce crime. You'll have the knowledge to report suspicious activity in your neighborhood. You'll benefit from this new policing concept.

## How Can You Benefit?

Who knows better than you and your neighbors when something suspicious is going on in your neighborhood? Now you'll know what to do about it.

When you, your family and friends join forces with the Muncie Police Department and the Delaware County Sheriff's Department, you'll be able to reduce the number and kinds of crime in your neighborhood. As a "concerned neighbor" you'll become more involved and aware of your neighbors.

## How Can You Participate?

This awareness will bring about a constructive effort with law enforcement agencies to stop crime.

- Call the Neighborhood Crime Watch staff number, 741-1350 or the Chief Of Police Office 747-4822
- The Crime Watch/Crime Prevention Officer will determine if you live in an area that already has a program and put you in touch with those people, OR help you organize a program and supply you with the needed information and instructions on how you can help.

## How is Neighborhood Crime Watch Organized?

The basic level deals with you and your neighbors. At a block meeting you discuss specific concerns of your neighborhood and learn how to observe and report suspicious activity.

Block captains report progress, problems and concerns to a larger neighborhood meeting and in turn, report back to you at block meetings.

## How Do You Start A Block Club?

- Determine if there is interest on your block. Talk with a few of your concerned neighbors. Identify neighborhood problems and other areas of concern. Briefly discuss the block club concept and decide if there is enough interest on your block to start a club. Call the Crime Watch/Crime Prevention Officer (741-1350, Chief's Office 747-4822) and set a time and date for your first meeting.

- Contact residents. In addition to using the written Crime Watch invitations in this manual, make a special effort to personally contact as many of your neighbors as possible. Introduce yourself and explain to them why you are there. Encourage the residents to share their own views on crime in the neighborhood. Help them decide to come to the first meeting based on what you have learned. And ask them if they are interested and whether they will attend the meeting. If they will not attend, try to find out why (bad time, no babysitter, have to work, prior commitment, ect.) Leave on a positive note, say "hope to see you there" or "I hope you will change your mind." Do not get discouraged if you do not get 100% participation.

Continue to establish personal contact with the people who turned you down. Stress how neighborhoods working together can make changes in shared problems. Some people will never attend a meeting, but they will follow the Crime Watch procedures, so distribute all materials to them. Some people simply do not want to be bothered. Be cordial to them, but don't pressure them to join.

- The importance of good planning. Keep the size of the group manageable. A block is one or two city blocks, houses facing each other or in an apartment complex, no larger than twenty

## How Do You Start A Block Club? (Continued)

households. It should be an area small enough so that you have daily contact. Give adequate notification to neighbors, two or three weeks prior to the meeting date should suffice using the included Crime Watch invitations. It is very important that everyone in the neighborhood be notified of the meeting to avoid ill feelings and ensure drawing all available resources. It is always important to keep your meetings manageable. You do this by keeping them simple and easy to follow.

- Selecting a block captain. Attempt to locate a volunteer who will assume the block captain's role (captain's role instruction sheet in manual) or, at your first meeting, select a captain by group election.
- Crime Watch block meeting format. The first Crime Watch meeting should be limited to no more than one hour. This is serious business and this needs to be expressed. The Block Captain should welcome and thank each guest for coming to the meeting. Each guest should introduce themselves and tell something about themselves and their home. Monthly topics should be chosen for each meeting. Contact the Crime Watch/Crime Prevention Officer for the topic of the month. Go over neighborhood news letter if your crime watch is doing one. Discuss specific neighborhood concerns at that time. In closing, choose a hospitality person who will be responsible to welcome new neighbors on the block and reinforce Crime Watch contact with the elderly in your area. Choose a victim assistance person who will be responsible for accompanying witnesses or victims to court and offer support if in emergency situations. Lastly, set a date for the next meeting.

## How Do You Report A Crime?

*First and foremost, call the police!* Tell the officer what has happened. Give the address or exact location of the crime. Give your name and telephone number and if you do not wish your name or address given to officers assigned the call, specifically tell the communications person. Answer any questions the dispatcher asks and remain on the phone until the dispatcher has all the information he needs. Be available to assist the officer who is sent to investigate.

**Describing a crime:** Do all you can to help the police and do not guess. Be able to describe the scene, the person or persons involved and the car or cars used.

**Describing the criminal:** Sex (male or female), Race (white, black, Puerto-Rican, Oriental, Mexican, etc.), approximate Age, approximate Height, approximate Weight, Build (heavy, slim, muscular, fat), Hair (color, texture, style, length, dyed), Eyes (color, shape, clear or blood shot, brows), Complexion (color, acne, rash, clean shaven, five o'clock shadow), Speech (well educated, slang, foreign accent), and Peculiarities, (scars, artificial limbs, deformities, mustache, beard, wig, make-up, manicure).

**Clothing description:** Hat (color, style), Shirt (color, style, sleeves), Coat (suitcoat, overcoat, jacket, raincoat), Pants (color, style, cuffed), Shoes and Socks (colors, styles, designs),

**Accessories** (sweater, scarf, neat, well groomed, dirty, sloppy, smelly), **Oddities** (clothing too large or small, unusual colors, patchwork, and body piercings).

**Weapon description:** Revolver, Pistol, Shotgun, Rifle, Knife, and Other. **REMEMBER, DETAILS . . . Make, Model, Barrel Length, Grip Type, Stock Markings, Color, Blade Length, Handle Markings . . . ARE IMPORTANT!**

**Vehicle description:** Make, Model, Type (sports car, station wagon, truck, etc.), Color, **Oddities** (dents, customized, etc.)

## How Do You Protect Yourself?

- Ways to avoid attack. You can protect yourself from attacks if you:
- Avoid dark streets. Choose a lighted path even though it may be longer.
  - Circle hedges and bushes. Walk near the street when a sidewalk crosses an alley.
  - If you think you are being followed, go to the nearest lighted house, knock and call for help.
  - Carry a flashlight with a strong battery. By aiming the light ahead of you, you may see a potential attacker in time to call for help.
  - Don't carry large sums of money. Take your money out carefully when paying for purchases. Don't show a roll of bills.
  - If your credit cards are stolen, notify the companies immediately. Make sure your credit card numbers are recorded and the list kept in a safe place.

Precautions for women. Women should take special precautions to guard against attackers:

- Carry a shrill whistle or other noisemaker.
- Walk with your purse latched toward you, not toward the street.
- If you are alone in a dark area, take your billfold out of your purse and carry it in your hand or your pocket. Purse snatchers usually grab the purse and run.
- Be able to describe your purse and its contents in detail. Know its approximate size, type of clasp, design, etc. Remember, many purses are black with a zipper.
- If you see anything suspicious, call the police from a safe place . . . like a business. Give the police the correct address and wait for them.

If you're robbed or attacked don't:

- Resist or argue.
- Try to use self-defense measures (judo, a gun, mace, etc.) unless you have been trained in those methods. It could cost you your life.
- Try to run away immediately. This may incite your attackers to harm you. Wait until you can do it safely.

If you're robbed or attacked do:

- What the robber tells you to do.
- Avoid personal harm by giving up your money and valuables.
- Call the police emergency number (911) immediately, and carefully report the crime. Before you hang up, give your exact location.
- Be able to provide a good description of the robber or attacker.

## How Do You Protect Your Family?

A main concern for you as a parent, is to protect your family. Here are some tips and guidelines for you to go over. Know where your children are. Have them use the "buddy" or playmate system-the more, the merrier and the safer! Know your children's friends, where they live and their parents. Confirm with other parents any plans for a day-long or overnight visit to another residence.

Establish play and bicycle boundaries in your neighborhood. This allows adults in your neighborhood to know which children live in an area and the children to know the faces of the neighbors. Children should not go into other residences unless they have your permission.

Teach children correct telephone procedures. Children should be taught to use the phone properly and know who to call in case of emergencies. Place the names and telephone numbers of two neighbors close to the phone so these numbers can be found quickly. Remind children not to talk to strangers over the phone and not to give out information such as "My parents aren't home right now." And when you are away from home, be sure to leave the name and telephone number where you can be reached.

When you're not home, teach children to keep the doors locked. Children should not let anyone into your home without your permission. If someone should come to your home, such as a repairman, for instance, tell children not to open the door. Have them let you answer the door. Or, if you're not at home, have them call a neighbor and have the neighbor come over.

## How Do You Protect Your Family? (Continued)

Children should never accept candy or gifts from strangers. They should never accept rides with strangers, even if the person says "Your parent(s) told me to give you a ride home." Children should know who they can ride with; for example: parents of playmates or a neighbor you have introduced them to or someone who is also participating in "Neighborhood Crime Watch". Instruct children to physically stay away from a car that has stopped-no matter how nice the person appears to be because they could be pulled into the car. Children should know the dangers of hitchhiking and should be taught to walk on well-lighted streets.

## How Do You Protect Your Car?

Secure your car. Protect your car and loss of personal property by making your vehicle more difficult to steal. Lock car doors when parked and while traveling. Keep windows shut. Choose a well-lighted area at night in which to park. *NEVER* leave any keys in your car. Don't leave behind any license registration cards or other identifying credentials that a thief could misuse if your car is stolen. Keep clothes and other personal property out of sight; don't tempt a thief. Don't transfer belongings or packages into a trunk at the same place your car is parked if you plan to do more shopping. A thief may be watching!

Traveling? Whether it's a trip to the store, mall, or a vacation, you can make travel safer by following the guidelines. Keep your car in good mechanical condition. Have it checked at regular intervals. Make sure the gas tank is filled. Avoid the hazards of walking to get gas. Do not pick up hitchhikers. If you think you're being followed, stop near a well-lighted curb and allow the car to pass. If the car does not pass, drive to the nearest place where you can get help or alert the police. If the car blocks your passage, sound the horn to alert persons nearby. Avoid stopping to aid drivers who appear to have car trouble. Instead, drive to the nearest safe phone booth and call the appropriate law enforcement agency and report the trouble. If you have car trouble, raise your hood. Use flares when making road repairs. If the trouble is serious, remain inside the car with the doors locked and windows raised, flash your lights and sound the horn to notify passing drivers of your need for help.

## How Do You Protect Your Possessions?

Disable your trailer. The frame should be blocked, and one of the wheels pulled. The tongue should be locked, or taken apart. Chain and lock the trailer to a tree. Lock any wheel to the frame, so it cannot be turned. When stopping overnight, chain and lock your snowmobile, bike etc., to the trailer.

Inside your garage. Any valuables that you might store in your garage (skis, golf clubs, fishing gear, etc.) could be best kept locked in a security locker.

Rifles and shotguns. Store all firearms in a locked cabinet, out of sight. Remove a working part from the firearm. Store ammunition separately.

Bicycles. Lock bicycles with heel and toe hardened alloy steel locks. At least five tumblers are suggested for maximum security. Chain your bike to a sturdy permanent object (tree, pole, etc.) through both front and rear wheels. Engrave an identifying number (SS#) on your bike for easier recovery in case it is stolen.

Skis. Lock car-top ski racks. If you must leave the car unattended, park in a well-lit area.

Power equipment. Any off-the-road vehicles (riding lawn mowers, tractors, motorcycles, etc.) can be disabled by pulling a spark plug, and the distributor rotor.

Canoes and small boats. Regardless of where you store your boat, in the garage, or on a sawhorse in the backyard, always lock it up securely.

## How Do You Protect Your Home?

Use large, visible house numbers that can be easily seen from the street so police can locate your home quickly in case of an emergency. Remember: your home is only as secure as its weakest point!

Secure all locks in your home:

- **Deadbolt locks**-These are your best security bet. They operate separately from the door knob and cannot be easily pried open. The deadbolt locks that require a key from both sides are the best. They should have a one-inch bolt.
- **Springlatches**-The springlatch is commonly used, however, it offers little security. It is easily pried back and should be used for interior doors only or in combination with a deadbolt lock.
- **Chainlock**-Don't rely on a chainlock to keep someone out. A chainlock will allow you to open the door to see your visitor (peepholes are preferred for this), but chains can be snapped by a sudden push against the door.

Secure the doors:

- **Doors with windows**-These doors present special problems. The window can be easily broken and a burglar can reach through and unlock the door from the inside. The best lock for this kind of door is one that must be opened with a key from both the outside and the inside.
- **Doors with outside hinges**-If your hinges are on the outside of your door, a burglar may bypass the lock and attempt to remove the hinges. Unless you have non-removable hinge pins, it can take just a few minutes to get inside the door. There is a way to prevent removal of the door once the hinge pins are extracted. Remove the center screws from the hinge and insert a headless screw in such a manner that when the door is closed, the longer, headless screw will fit into the other hinge.
- **Peepholes**-A peephole is a must for every house and apartment. It allows all visitors to be seen before the door is opened preventing a possibly dangerous stranger from forcing his way in after you've opened the door.

Secure windows in your home:

- **Sliding glass doors and windows**-This kind of door and window is easy for burglars to enter unless it's properly secured. To prevent your sliding glass doors and windows from being opened: (1) Lay a broom handle or bar in the track; (2) Select a strong key-operated lock; and (3) "Pin" the door with a sheet metal screw. To prevent your door from being lifted from the track, slide it open and insert screws in the upper track. They should barely clear the top of the door or window.
- **Double hung windows**-This old, rope-pulley type of window is easy to permanently secure. Where the frames overlap, drive a nail through the inner frame and partially through the outer frame. To secure the window temporarily, insert a metal pin. This can be done with the window in a closed or open position. If the pin is inserted flush with the window frame, it can't be seen from the outside. When you wish to change the window from a closed or open position, the pin can be removed.

**Telephone Tips:** Use your phone on your terms. Never allow yourself to be drawn into a conversation with an unknown caller, especially if they are inquiring about your name, address, marital status or when you or other family members will be at home. Burglars and robbers may even use the phone to determine your sex or whether or not you live alone. Remember, persons doing legitimate survey work will properly identify themselves and their company. If a caller asks "Who is this?" you should respond by saying "Whom are you trying to reach?" Hang up the phone if the callers (they are looking for an audience), or the caller does not say anything or uses improper language. Should these kinds of calls persist, call your phone company and report it. You'll find the correct number to call on your latest phone bill or in the telephone directory. If you should receive threatening or late-night calls, phone the police department immediately and get a report made.

**Safety tips when you're home:** Don't open your door to trouble. A burglar may look like a salesman, a repairman, or any other legitimate caller. Ask for identification to be passed under the door. Then verify it by phoning the company the

## How Do You Protect Your Home? (Continued)

person claims to represent. Report a salesman without proper credentials to the police. Don't leave a stranger near your open door. He may follow you in or tamper with your lock for easy entry later. If a stranger should get in, have an emergency exit from your home. Women should list their first initial rather than their name on the mailbox, door, phone book, and magazine subscriptions.

**Safety tips when you're away:** Don't advertise it. Leave a radio playing and a light burning when you go out at night. An inexpensive timing device to turn the lights and music off and on can be useful. Alarm systems, outside lights and a barking dog help to discourage burglars. If you return home and suspect your home has been burglarized, do not enter. Use a neighbor's phone and call the police immediately.

**Vacation checklist:**

- Don't call attention to your absence.
- Stop all unnecessary deliveries.
- Call your newspaper carrier and ask to have your paper saved or temporarily discontinued or ask a neighbor to save your papers.
- Notify the Post Office to hold or forward your mail or have a neighbor save your mail.
- Arrange to have your lawn mowed in the summer and your driveway and sidewalks cleared of snow in the winter.
- Leave your key with a trusted neighbor. Ask him or her to check your home daily, occasionally change the position of the blinds, remove advertising circulars, avoid telling inquiring strangers about your absence, notify the police of any suspicious activity.
- Advise police or sheriff of your vacation plans so they can check your home periodically.

**Property identification:** If you were robbed tomorrow, would you be able to adequately describe the items stolen? If they were recovered, could you prove they belonged to you? Mark your property with your own ID number, such as your social security number, birthdate, etc. with an engraver (MPD has one for use) or invisible marking pens. And, if the stolen items are recovered, you can prove they belong to you. Record all the serial numbers, model numbers, and any markings you apply on the Operation ID household inventory sheet included in this manual. Keep it in a safe place in case you are robbed.

Make your home safe through use of alarm systems. They can be hooked up to alert a resident of illegal entry.

Good security habits keep burglars away! House numbers should be visible day and night from the street, and garages located in alleys should be numbered. In rural areas name or number should be displayed on the mail box. This is important for the police officer when responding to a complaint. Shrubbery should not hinder a clear view of the door. If shrubbery is hiding the door, thin or trim it down so that the burglar is denied the opportunity to work undetected. Re-key locks when moving into a new home or apartment. An extra key hidden in a secret location should be avoided. A burglar knows all the "secret locations" and will be looking there for spare keys. Clean up your yard area. Never leave small portable items (lawn chairs, tricycles, bicycles, etc.) laying around where they may be easily stolen. Keep them in a garage or shed with the door closed and locked. Any ladders should be stored inside. If you must leave one outside, lock it up securely. Don't provide a burglar with the means to break into your home. Alter your daily routine occasionally, to confuse any would-be burglar who may be watching your house. Turning interior lamps on inside your home with a timer is inexpensive and recommended. A transistor radio left playing when away will also confuse the burglar. External lighting is also important, but exclusive use of outside lighting when the home is unoccupied may actually tip off the burglar. Report any broken street lights in your neighborhood, the city is paying for them whether they are off or on! Always be careful about admitting strangers. Identification of sales persons, public utilities personnel, repair persons, and stranded strangers should always be required before opening the door. A wide angle door viewer is an absolute must if visibility of callers is not possible. Partially opening door with a door chain is a practice which must be discouraged. If you know you will be gone for a long period, stop all mail and newspaper deliveries. Make arrangements to have the lawn mowed or the snow

## How Do You Protect Your Home? (Continued)

shoveled. Have lights on a timer. Leave a key with a trusted neighbor. Notify the police in your area and request a vacation watch.

How to cope with intruders: If you should come home to find a window or door open, DO NOT GO IN!!! Go to a neighbor's house, or to the nearest phone and call your local police agency. Never try to be a hero by investigating the incident yourself. If you should surprise a burglar in your home, remain calm. He does not want to harm you, all he wants is to steal your property! Never place yourself between him and the nearest exit. Stay out of his way. Put as many closed doors between you and the burglar as possible. Do not scream for help and by no means should you resist or attack the burglar. These actions may panic the burglar into injuring you, when he had no intention of doing so. As soon as it is safe, call your police department and report the incident. While you are waiting for them to arrive, make sure that nothing is touched. Try to write down as much detail about the incident and the burglar's appearance as you can remember.

## Help Catch A Criminal!

No criminal wants to be caught. But if you see or hear someone breaking the law, try to remember what they look like and quickly report them to the police. The most valuable aid you can give a police officer about a crime is help in the identification of suspects. This and the facts you observe about the crime itself are the two main points on which an officer bases his investigation. These two items can, in many cases, be far more important than the findings made through scientific investigation at the scene such as fingerprints, foot casts, etc. Many times such evidence is non-existent.

## Ten Steps For Safety:

1. Know your neighbors.
2. Assist your neighbors by watching their property.
3. Ask your neighbors to watch your property.
4. Instruct your family on how to answer a door and the phone with safety in mind.
5. If you live near a school, establish a rapport with school officials.
6. Be suspicious and report suspicious salesmen, cars, unusual activities, and repairmen to police.
7. Attend scheduled neighborhood meetings (crime watch and others) and keep informed of community problems and crime trends ("On the Record" in newspapers, etc.)
8. Get to know your police officers.
9. When calling the police to report suspicious activity, stay on the phone until the operator has all the information needed.
10. Investigate a scream, dog barking, or other suspicious activity. Don't take action, just report to the police. Don't take chances — don't be a hero.

## Some Important Phone Numbers:

Police Emergency: 911      Police Non-Emergency (suspicious activity): 747-4838

Chief's Office: 747-4822      Mayor's Office: 747-4845

Crime Stoppers: 298-4050 (Call in tips and receive rewards without giving your name!)

Victim Advocate Office: 747-4777 (Provides guidance, information, and support for crime victims)

Uniform Div.: 747-4755 Investigative Div.: 747-4867

A Better Way (Temporary shelter and support to women victims of domestic violence): 747-9107



**COMMUNITY ORIENTED POLICING**  
**300 N. HIGH STREET**  
**MUNCIE, IN 47305**

## KNOWING YOUR NEIGHBORHOOD

This section is designed to discuss the purpose, make up and use of the block map, the block profile sheet, the family information sheet, and the importance of getting to know your neighbors.

Obviously, the success of an entire Neighborhood Crime Watch program in a neighborhood will depend on the ability of the residents to quickly and accurately report a suspicious activity. By knowing all they can about each other, residents will be able to accomplish this goal and ultimately make their crime watch a success.

### Why Should You Know Your Neighborhood?

Getting to know your neighbors, their families, their habits, the cars they drive, their phone numbers both at home and at work, any medical problems they may have, and what kind of pets they have is probably one of the most important aspects of a successful Neighborhood Crime Watch program.

Knowing these aspects of your neighbors' lives will allow you to respond accurately and quickly to any emergency situation, and may thereby prevent a crime or save a life.

### Family Watch Information Sheet

It is important that you share as much information as you can with your neighbors about yourself so they can recognize when something suspicious is occurring at your home.

This can be accomplished by using the Watch Family Information Sheet. The family fact sheet is designed to list all members of the family, their ages, telephone numbers, emergency contacts, any medical problems, family vehicles and pets, and any special training that may be of use in an emergency situation.

The Watch Family Information Sheet will be kept by the Block Captains to assist them in preparing the block map and block profile sheet for distribution.

### The Block Map

The block map gives you a visual perspective of your block. It is an easy reference for who lives on your block and is used to explain the layout of your block to the 911 or the law enforcement dispatcher.

The block map is to be completed by the Block Captains and distributed after the first meeting. The block map ought to include information such as: house color, address, names of resident(s), telephone numbers, street names and numbers, and a directional compass.

You may also wish to use symbols to indicate things such as alarms, dogs, work schedules, etc.

Your block map should be kept in a place that is easily accessible to the family, yet safe from strangers.



**COMMUNITY ORIENTED POLICING  
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**The Block Profile Sheet**

This is a more detailed record of your block's composition. It includes information such as work schedules, emergency phone numbers, types of vehicles, health information, and block skills. This should be kept with your block map.

**Telephone Tree**

This sheet is designed so that each home in the watch group is contacted about any suspicious activity that is occurring, or general information that needs to be communicated to the entire watch group.

The telephone tree provides a way to quickly communicate with every participant in the watch program.

Each person on the sheet is designated to call 1 to 2 homes until all homes have been notified as to what is happening. It is important to keep calling the homes you are assigned, until they are contacted or the emergency is over.

**Designing Your Telephone Tree Sheet**

List the block captain in the top block and fill in the other blocks with the rest of the participants of the watch program. When new participants join the watch program, their names are added at the bottom of the phone tree.

A good place for the telephone tree is on the back of the block map.

**Using the Telephone Tree (Refer to the telephone tree sheet)**

1. If the nature of the call is an emergency situation, call 911 first and report what is occurring. If it is not an emergency or you have already called 911, then contact the person at the top of the list, (this should be the Block Captain).

2. When contacted by someone on the tree, write the message down so you are sure of the information you're passing on, then call the household(s) directly under you. If you are unable to reach those directly below you, contact the homes next in line. Continue calling those homes that weren't contacted until they are reached.

3. Individuals at the bottom of the tree are to call the individual at the top of the tree to let him or her know they have received the message. This closes the loop of communication.

Note: It is a good idea to practice calling on the phone tree to work out any glitches in the procedure.

**Reporting Suspicious Activities**

**What is Suspicious Activity?**

Suspicious activity is an event taking place that is out of the ordinary or should not be occurring. Knowing your neighbors, their habits, and the composition of their households will make it easier to recognize and report any suspicious activities occurring in your neighborhood.

**How to Report Suspicious Activity**

When reporting suspicious activity, utilize the 911 emergency system or dial your local law enforcement at their administrative number (Muncie 747-4838). Keep the phone number of your local law enforcement agency near your phone in either case.



**NEIGHBORHOOD CRIME WATCH  
CALLING TREE**



Name _____
Address _____
Phone _____



Name _____
Address _____
Phone _____



Name _____
Address _____
Phone _____



Name _____
Address _____
Phone _____



Name _____
Address _____
Phone _____



Name _____
Address _____
Phone _____



Name _____
Address _____
Phone _____



Name _____
Address _____
Phone _____



Name _____
Address _____
Phone _____







## NEIGHBORHOOD CRIME WATCH FAMILY INFORMATION SHEET

ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

**NAMES:**

Adult Male: \_\_\_\_\_ Adult Female \_\_\_\_\_

Child 1: \_\_\_\_\_ Age \_\_\_\_\_ Child 4: \_\_\_\_\_ age \_\_\_\_\_

Child 2: \_\_\_\_\_ Age \_\_\_\_\_ Child 5: \_\_\_\_\_ age \_\_\_\_\_

Child 3: \_\_\_\_\_ Age \_\_\_\_\_ Child 6: \_\_\_\_\_ age \_\_\_\_\_

Other Occupants \_\_\_\_\_

**IN CASE OF EMERGENCY CONTACT:**

NAME \_\_\_\_\_ Telephone -Home \_\_\_\_\_

Address: \_\_\_\_\_ Telephone-Work \_\_\_\_\_

**VEHICLES:**

	OWNER	YEAR	MAKE	BODY STYLE	COLOR	LICENSE#
1.:	_____	_____	_____	_____	_____	_____
2.:	_____	_____	_____	_____	_____	_____
3.:	_____	_____	_____	_____	_____	_____

Medical or health problems/name: \_\_\_\_\_

Medical training or skills: \_\_\_\_\_

Other information or comments: \_\_\_\_\_



## NEIGHBORHOOD CRIME WATCH SUSPICIOUS OR CRIMINAL REPORT

**FILL OUT AS COMPLETE AS POSSIBLE**

Was this a (check one) \_\_\_\_\_ Crime \_\_\_\_\_ Suspicious Activity

Briefly describe what happened: \_\_\_\_\_

When did it happen? \_\_\_\_\_

Where STREET: \_\_\_\_\_

did it ADDRESS: \_\_\_\_\_

happen? NEAREST CROSS STREET: \_\_\_\_\_

**SUSPECT DESCRIPTION**

SEX: \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE

AGE: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Race \_\_\_\_\_

Hair color: \_\_\_\_\_ Mustache, beard, sideburns, other hair: \_\_\_\_\_

Glasses \_\_\_\_\_ Color of Eyes \_\_\_\_\_ Complexion: \_\_\_\_\_

Tattoos, amputations, scars and/or other distinguishing marks: \_\_\_\_\_

Noticeable accents or special characteristics of speech: \_\_\_\_\_

**CLOTHING DESCRIPTION**

Shirt \_\_\_\_\_ Coat \_\_\_\_\_ Trousers/Pants \_\_\_\_\_

Shoes \_\_\_\_\_ Tie \_\_\_\_\_ Hat \_\_\_\_\_

Rings, Bracelets, Necklaces or Earrings: \_\_\_\_\_

**Weapon Description**

Handgun: \_\_\_\_\_ Rifle: \_\_\_\_\_ Knife: \_\_\_\_\_ Club: \_\_\_\_\_ Other: \_\_\_\_\_

**DESCRIPTION OF VEHICLE**

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Body Style: \_\_\_\_\_ Color: \_\_\_\_\_ License#: \_\_\_\_\_ State \_\_\_\_\_

**ANSWER THE FOLLOWING**

Number of subjects: \_\_\_\_\_ What they said: \_\_\_\_\_

Direction fled: \_\_\_\_\_ Witnesses: \_\_\_\_\_

(Optional) Your name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_



You are invited to attend a  
Neighborhood Crime  
Watch meeting at:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Address: \_\_\_\_\_

At the home of: \_\_\_\_\_

\_\_\_\_\_



You are invited to attend a  
Neighborhood Crime  
Watch meeting at:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Address: \_\_\_\_\_

At the home of: \_\_\_\_\_

\_\_\_\_\_



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At the home of: \_\_\_\_\_

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Watch meeting at:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Address: \_\_\_\_\_

At the home of: \_\_\_\_\_

\_\_\_\_\_





**COMMUNITY ORIENTED POLICING**  
**300 N. HIGH STREET**  
**MUNCIE, IN 47305**

**COMMUNITY POLICING INQUIRY FORM**

NAME \_\_\_\_\_ DATE SENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

LOCATION/AREA OF INQUIRY: \_\_\_\_\_

**NATURE OF INQUIRY**

DESCRIBE PROBLEM TO BE ADDRESSED IN AS MUCH DETAIL AS POSSIBLE (DRUG SALES, ABANDONED VEHICLE, DOMESTIC VIOLENCE, GANG ACTIVITY, TALL BUSHES OR WEEDS, SIGN OR TRAFFIC SIGNAL REPAIRS NEEDED, TRASH PROBLEMS, POTHOLES, PAVING NEEDED, POLICE COMPLAINT, ETC.) USE REVERSE SIDE IF NECESSARY.


**COORDINATOR USE ONLY**

ASSIGNED TO: \_\_\_\_\_

SOLUTION: \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

CITIZEN CONTACT? \_\_\_\_\_ VIA: \_\_\_\_\_ DATE: \_\_\_\_\_ BY: \_\_\_\_\_

Send completed form to : **Muncie Police Department**  
**300 North High Street**  
**Muncie, IN 47305**

**Send all completed Citizen Inquiry Forms to the Muncie Police Address Shown on the Form and make sure to add “Attn: Chief Steve Stewart”**