

Dallas Crime Watch



Resource Package



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CWEB
P.O. Box 227371
Dallas, Texas 75222

Dear Crime Watch Volunteer:

Citizens are the “eyes and ears” of the community. Crime watch focuses on the individuals of each neighborhood, apartment community or business working together as a neighborhood in cooperation with the Dallas Police Department. Crime watch can be a very effective program, but it depends upon the residents of Dallas and the Police Department to maintain the program and make it work.

You have taken an important step toward reducing crime in your neighborhood. Citizens who arm themselves with crime prevention knowledge have a powerful weapon against crime.

I applaud your efforts and your willingness to devote your personal time to this increasingly important community activity. Please do not hesitate to contact your Dallas Police Department Crime Watch Officer for any assistance you may need. Be assured that every effort toward crime prevention helps to make the City of Dallas a safer place to live and work.

Sincerely,

David O. Brown



Foreword

The Dallas Crime Watch Executive Board was created in April 1994 in an effort to increase and strengthen citizen's participation in crime watch. All members of the Crime Watch Executive Board (CWEB) are crime watch volunteers who recognized a need for more information and assistance for crime watch groups. We found that individual groups were "reinventing the wheel" because there was no centralized point to exchange information. Additionally, many very successful groups that learned through trial and error were not able to pass on the benefits of their experience to other groups.

This Resource Package was prepared for crime watch volunteers by crime watch volunteers, with the assistance of the Dallas Police Department. Months of volunteer work and a great deal of research went into the preparation of this Crime Watch Resource Package. The material included in this manual reflects our best estimate of information that will be helpful to those caring citizens who are willing to devote their time and energy to make their communities safer places to live.

CWEB has drawn from the shared experience of crime watch volunteers from all areas of Dallas and other cities to create the Resource Package. Many thanks go to everyone who contributed. As mentioned throughout, there is no one right way to organize a crime watch. Each community, whether a business, apartment complex, school or neighborhood has its own special needs, concerns and history which defines its identity. Any effort to organize a crime watch must take all of this into account. Successful community crime prevention planning requires local participation – people from the community helping to define and establish priorities.

CWEB is committed to help crime watch groups achieve a lower level of crime through community involvement. We hope you find this Resource Package informative and useful.

Disclaimer

Every attempt has been made to verify the accuracy of the information in this Resource Package. However, the points of view or opinions in this manual represent the consensus of those citizens involved with its preparation and do not necessarily represent the official position or policies of the City of Dallas or the Dallas Police Department.

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How to use this Resource Package

We suggest that you peruse the material to become familiar with the content. Open the table of contents (TOC file) and click on the link to view the selected document. Keep the manual available as a reference when you are planning crime watch activities or are answering crime watch members' questions. Don't feel that you need to implement every tool or program in your neighborhood. Every neighborhood is different, with different needs and different priorities. Pick and choose and tailor those tools that fit the needs of your area.

Which sections are most important?

Depending upon your level of expertise and your neighborhood's level of organization, you probably will be more interested in some sections more than others.

Just starting a crime watch? You will probably want to start with "Organizing a Crime Watch" to become familiar with the basic steps involved in starting a crime watch.

Just organized - Now what? Review the section on "Crime Watch Prevention Programs".

The Manual contains information regarding the Dallas Police Department to better help you understand how the police department is organized and who to call when you have questions from neighbors. Some of this information might be useful to distribute to neighbors if you have the ability to do so.

Sample forms

Any of the information included in this Resource Package may be reproduced for use within your crime watch group. The forms included have been designed to fill in by hand for those groups who do not have access to a computer. If you have a volunteer with writing, computer or design skills, you may want to use these forms as guides to develop forms specifically for your neighborhood.

One final note.....

Participating in crime watch should not be looked upon as a chore, but rather as a fun and fulfilling way to unify your neighbors and your neighborhood. Don't become discouraged! And don't feel you are alone in your efforts. Don't hesitate to call for help if you need it. Working together we can make our neighborhood a safer place to live.

Conventions Used in this Resource Package

Abbreviations

In order to make this Resource Package easy to read without having to refer back to an abbreviation key, we have attempted to avoid abbreviations except when it is explained



on the same page. An exception is DPD, which of course, stands for Dallas Police Department.

Who is my Crime Watch Officer?

Each of the six DPD Operations Division substations has neighborhood crime watch officers. Throughout the Resource Package we refer to your DPD central point of contact as your *Crime Watch Officer*. At some substations the Crime Watch Officer will be your only contact, while at others the duties are divided differently and you may have more than one contact. Additionally, titles may vary from Crime Prevention Specialist, Community Relations Specialist, Neighborhood Police Officer, Community Policing Officer, Crime Watch Coordinator and others. To simplify, we call this person your *Crime Watch Officer*.

What is a Crime Watch Chairperson?

Crime Watch groups also vary in their form of organization. In this manual, we consistently refer to the crime watch group leader as the Crime Watch Chairperson. In your area, this person may be called Area Coordinator, Area Chair, Crime Watch coordinator or Apartment Manager. In areas with active homeowners associations, the crime watch leader may be a committee head, the association president or an officer of the association. Regardless of the title, when we refer to chairperson, we are referring to the primary crime watch group leader who acts as the liaison between the police department and the community.

What is a neighborhood?

A neighborhood is a community designated within a geographical area. The majority of Crime Watch groups are currently neighborhood organizations. Even so, much of the information can easily be applied to apartments, condominiums, University campus, schools, shopping centers or other businesses. Keep in mind as you read this material that the majority of this information applies equally to all types of crime watch organizations. We encourage and support every type of crime watch organization.

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How to Start a Crime Watch

Neighborhood Watch is homeland security at the most local level. It is an opportunity to volunteer and work towards increasing the safety and security of our homes and our homeland. A crime watch program is an organization of concerned citizens working together as good neighbors to reduce the crime in their neighborhood. Crime watch programs take many forms. Organization by blocks is the cornerstone of all citizen crime prevention programs. Natural neighborhood boundaries such as major streets, creeks or parks may further define the crime watch area. The following guidelines will help establish a successful crime watch.

The 5 Steps

1. Contact the Dallas Police Department and schedule a meeting with the Division Crime Watch Officer.
2. Obtain a copy of the CWEB Resource Package.
3. Recruit and organize as many neighbors as possible.
4. Discuss community concerns and develop an action plan.
5. Hold regular meetings and train on relevant skills.
6. Implement a quick response communication system and take action steps.

Each of these steps will be discussed in various section of the Resource Manual.

Procedures

Contact the Crime Watch Officer (NPO) at your substation. Crime watch efforts should be coordinated through this officer to avoid duplication of efforts. Explain that you would like to start a crime watch (neighborhood, apartment or business) and ask for any assistance that the DPD might offer.

Discuss the size and boundaries of the area considered for the program. The NPO will know where the boundaries of the other groups end and may have suggestions for a manageable area if your neighborhood boundaries are not readily defined. Although the police department generally recommends that each crime watch group cover a complete reporting area, in practice reporting area boundaries often are not the same as natural neighborhood boundaries. Apartment or business crime watch boundaries are usually more easily determined.

Talk with neighbors and friends in your area. Ask for their participation in a small core group to take the first steps. Explain the need for, and the value of, a crime watch. Decide on the exact boundaries of the area to be organized.

Some of the substations have crime watch support groups in which experienced crime watch chairpersons have volunteered to answer questions and act as mentors to new crime watch



groups. Ask your crime watch NPO Officer if he/she can put you in touch with another chairperson who may be willing to advise you.

Become familiar with the duties of the crime watchperson, section coordinators, block captains and participants so that you will be able to answer questions. Always be on the alert to recruit interested volunteers.

The NPO Officer will be able to provide actual crime information for your area. Become familiar with the crime statistics. Armed with this knowledge, convincing neighbors of the need for a crime watch will be easier. Often neighbors are not aware of the extent of crime in their area.

Plan the first neighborhood meeting. Choose a date and time that will be convenient for most neighbors and the NPO Officer(s). Choose a convenient location known to most neighbors, such as a school auditorium, church, public library or recreation center. Encourage neighbors to bring refreshments.

Homeowners Associations

Questions frequently arise regarding the relationship between homeowners associations and crime watch associations. Here are some examples:

- The two groups are combined
- The groups are separate but work together
- The groups are completely independent of each other

There are pros and cons to any of these arrangements. Certainly there are efficiencies in having one neighborhood group. The purpose and goals of a crime watch are clearly defined, but the purpose and goals of a homeowners association may change as neighborhood sentiment toward current issues changes.

Whether or not to organize as a part of an established homeowners association is an individual decision that must be made by the group. One point that should be made, however, is that crime watch, by its very nature, ***should be open to all neighbors***, whether or not they participate or pay dues to any other organization. To be most effective, a crime watch should welcome all residents as members and should remain as free of politics whenever possible.

How to create an organization:

If you want to formalize the group you might consider preparing a constitution and bylaws. It is always best to get copies of constitutions and bylaws from similar organizations. The following is a brief guideline:

- Establish a committee to obtain copies of constitutions and bylaws from well-established similar organizations.
- The committee should select the most appropriate one to use as a guide.
- Amend the appropriate section to meet the needs of your organization.
- The constitution will usually contain:



- Name of the organization
- Qualifications of members
- Officers and their election and duties
- Meeting of the organization (but only the essential leaving the details for the bylaws)
- How to amend the constitution

These items can be arranged into 5 articles, with each article divided into various sections. Since the constitution has only the fundamental information, an organization should make it very difficult to amend the constitution.

The bylaws should contain all of the other rules of the organization that are too important to be changed without giving prior notice to all members about the proposed changes. Every organization should have one rule in particular. This rule can be in the bylaws or in the rules of order. This rule states the following: "The rules contained in (select a book on parliamentary procedure) shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the rules of order (or bylaws) of this organization."

The rules of order, bylaws, and constitution should contain some provision for amendments.

The following are links to sample bylaws:

[ByLaws BTHA w sig.pdf](#)

[CEDARS NEIGHBORHOOD ASSOCIATION BYLAWS.docx](#)

[VIP BYLAWS OF THE -VIP revised July 2008.pdf](#)

[Bylaws As Amended 2012 02 29.pdf](#)

[enp bylaws v01.doc](#)

Crime Watch Chairperson

A crime watch cannot work well without citizen volunteers in key positions to assume certain duties and responsibilities. Primary among these volunteers is the Crime Watch Chairperson. The Chairperson is the leader who generally organizes the other volunteers and who acts as liaison with the Dallas Police Department (DPD) and CWEB.

Who Should Be the Chairperson?

Often the chairperson is the one who initiated the move to organize the crime watch. Some neighborhoods hold elections for this position annually. Most neighborhoods are more informal. The person who exhibits the most interest takes on the position and maintains it for several years. In neighborhoods with active homeowners' associations, the Chairperson may be the association's president, or may be a committee head. Often the crime watch organization is independent and separate from the homeowner's association. There is no one right way to determine who should be the chairperson. Each neighborhood should do what suits it best.



How Long Should the Term Be?

Most neighborhoods have no set term limit for their leader. From the standpoint of the police department and many crime watch members, a chairperson who continues year after year may be more effective because of the expertise gained over a period of years. On the other hand, if procedures are not established in advance it may be difficult for members to replace an inactive or ineffective chairperson. The term of office for the chair can be included in the bylaws.

Responsibilities of the Chairperson

The chairperson has *overall responsibility* for all activities of the crime watch group. Depending upon the size of the neighborhood and the level of involvement of the neighbors, the chairperson may do virtually everything solely or may delegate one or many activities to individual volunteers, committees of volunteers, block captains or section coordinators.

Some neighborhoods expect and demand that their leaders be democratic in their approach to program development. Other groups expect a leader to direct the program. Typically, successful groups periodically will offer their members a forum for suggestions and the opportunity to get involved with the organization.

As a rule, chairpersons are personally involved in most activities during the organizational stage of the crime watch group, but may begin to delegate duties as block captains are recruited and a core of volunteers is built up. Delegation of some of the duties is recommended whenever possible so as not to overburden the crime watch leader.

Duties of the Chairperson

The following common duties of the chairperson, as mentioned above, may be delegated to other volunteers or committees depending upon the size of the task.

- Hold an organizational meeting with other concerned citizens to establish the goals of the group.
- Assist in the recruitment and selection of section coordinators and block captains when openings exist. Maintain a list of their names, email addresses and telephone numbers.
- Appoint or hold an election for a Treasurer if funds will be solicited and used.
- Serve as the liaison between the neighborhood crime watch and the DPD for dissemination of crime statistics and crime prevention information and act as a spokesperson for the crime watch area.
- Attend or have a representative attend the DPD's crime watch meetings.
- Acquire and maintain an area map.
- Assist in the training of crime watch participants.
- Submit the request for crime watch sign installation, if signs are needed.
- Meet with block captains and section coordinators, if any, on a regular basis every three months or as needed to:
 - Review the progress of the crime watch organization
 - Provide crime statistics for the area and pass on other information provided by the police department



- Establish good communications among all participants and provide a forum for suggestions and feedback.
- Conduct the general business of the organization.
- Plan at least one community meeting each year to meet with residents and discuss new topics important to the organization.
- Encourage and assist new areas to establish a crime watch.
- Consider publishing a newsletter periodically.

Rewards of the Chairperson

Don't be discouraged by the amount of work initially involved in forming a crime watch. Once organized, the group will operate smoothly with the biggest reward being a safer, friendlier neighborhood in which to live. Neighbors will truly appreciate your efforts and look up to you as a neighborhood leader and spokesperson. The personal satisfaction of knowing that you were instrumental in helping to acquaint your neighbors and for forming a real neighborhood is often a reward that money can't buy.

Additional Information

Some DPD Divisions have a support group of crime watch activists who are willing to act as mentors for other groups. If you are feeling overwhelmed or discouraged by the tasks at hand, ask your NPO (Neighborhood Police Officer) if he or she can put you in touch with someone who may be able to offer assistance. The Crime Watch Executive Board members for each division are also available to provide guidance or advice. See other topics within this section for further information on Block Captains and Section Coordinators and Recruiting Volunteers.

Where to Get Help

Everyone wants a crime watch group to succeed. Crime is everyone's business and help is out there, but it is not always easy to find. The most important thing to remember is that you probably won't get any help unless you ask for it, and sometimes you will have to ask several times. Don't give up! Your neighbors and the police department have a stake in the success of your crime watch group. Surrounding neighborhoods, nearby businesses, schools and churches all can be positively impacted by your crime watch group. All of these organizations may be willing to provide help in some form.

When You Need Crime Watch Expertise

The best starting place in the area is your NPO who is also known as the crime watch officer. They deal with crime watch groups every day and probably can answer most of your questions. They also may be able to refer you to a crime watch mentor who will offer guidance based on past experience. Most of the substations have experienced and successful crime watch chairpersons and groups who are willing to help and share their experiences with you. Your Crime Watch Executive Board representative is also available to provide assistance.

When You Need Volunteers

Obviously, your neighbors are going to be your best source of volunteers. Often neighbors sit back and assume that someone else will volunteer, or they may not be as qualified to help as



other neighbors. Encourage all of your neighbors to volunteer at least once in some capacity. Ask them to refer other neighbors who will help. Keep asking for help until you get it.

When You Need Equipment or Facilities

If you need typing, copying, flyer or newsletter production and there is no one in your neighborhood that can help, ask a nearby church or business if it would be possible to use their equipment. Perhaps your neighbors can reciprocate with a special project for them. Businesses often will sponsor meetings or newsletters in return for public acknowledgment of their contribution. Include nearby businesses or churches in your crime watch activities. It never hurts to ask, and more often than not you will be pleasantly surprised. The worst that can happen is that they will say no.

Block Captains and Section Coordinators

Block captains are a very important part of the crime watch organization because the block captains often are the only direct contact with the organization for many of the neighbors. In order for communication to flow effectively to and from neighbors, they need to feel the block captain is interested and available to hear their comments.

Not every crime watch group has block captains. Some operate effectively without block captains, but a big advantage in recruiting block captains is a more even distribution of the workload and increased communication among residents. The number of block captains will depend upon the size of the neighborhood and the number of residences on each street. In some neighborhoods, co-block captains share responsibility for a block. In others, a captain may be responsible for more than one block. As a rule, a block captain can be most effective with a limited number of households, possibly 10 to 15 homes depending on the average number of homes on your blocks.

Duties of the Block Captain

Meet the neighbors on the block, inform them about the crime watch group, get their input about what is important to them and enlist their help to organize the block and/or neighborhood.

- Prepare and maintain a block directory listing or map of the block with resident's names, home addresses, email addresses, and home and work cell phone numbers. Distribute block directory copies to all residents on the block. Assure residents that their information is not shared with any entity or organization outside of the residents of their neighborhood.
- Distribute meeting flyers and newsletters to the block's residents as needed.
- Act as a liaison between all block residents and the section coordinator or chairperson. Meet with neighbors periodically to maintain the flow of information and promote neighborhood cooperation and friendliness.
- Visit with new residents to inform them about the crime watch program and encourage their participation and membership.
- Assist in encouraging neighbors to:
 - Recognize and immediately report unusual and suspicious activity
 - Be more observant and accurately record good descriptions, license numbers, etc.



- Exchange information with the other block residents such as types of automobiles, work hours, emergency contacts and other helpful information so that neighbors may know what is “normal” at each other's homes.
- Make their home more secure against illegal entry.
- Immediately relay information between the neighbors and the chairperson regarding criminal activity.
- Participate in periodic meetings with the chairperson and section coordinators, if any, and pass on the input received from your neighbors.

Back-up Block Captains

Because of the many ongoing responsibilities of a block captain, it may be advisable to recruit a back-up volunteer willing to fill in when the block captain is unavailable. This is especially important in areas in which you are relying upon the block captains to distribute urgent information. Back-up block captains' responsibilities normally are to substitute for, or assist, the block captain as needed.

Section Coordinators

Section coordinators, who also may be block captains, predominantly are used in very large crime watch areas which have 20 or more block captains. A section ordinarily is an area of 70 to 120 homes or 5 to 8 blocks each. A section coordinator serves as a liaison between the crime watch chairperson and the block captains within that section. It is helpful to have alternates trained as back-up section coordinators. Section coordinators, usually have the following responsibilities:

- Recruit block captains within the section when openings exist and maintain a list of their names, home addresses, email address and telephone numbers (home, work, cell).
- Act as a liaison between all section residents and the crime watch chairperson.
- Assist the block captains and chairperson, as needed.
- Meet with block captains regularly, or as needed to:
 - Train block captains in their duties.
 - Review the progress of the crime watch organization.
 - Provide information on criminal activity in the section and the entire area.
 - Distribute crime watch instructional material.
- Participate in periodic meetings with the block captains and chairperson.

Additional Information

See **Recruiting Volunteers** in this section for information on how to recruit and keep good volunteers. It is often advisable to have a supplementary list of other volunteers who are willing to pitch in on occasion when extra help is needed. Understand that personal and business commitments sometimes may cause conflicts. Don't make being a block captain a burden -- good, dependable block captains can be hard to find.



Crime Watch Budgets

Crime watch groups may need funds or other resources to accomplish their goals. Adequate funding can make the difference between the success and failure of a crime watch group. Depending upon the activities with which the group is involved, crime watch expenses may be relatively minor or may be as much as several thousand dollars per year. A typical crime watch group operates on less than \$500 per year, and many groups operate on less than \$100 per year. Major sources of funding for crime watch groups may include one or more combination of the following:

- Crime watch membership dues assessed to individual neighbors. These dues often range from \$1 to \$25 per year.
- Voluntary contributions from individual neighbors. Voluntary contributions often are requested routinely by including a short mail-in contribution form on all newsletter or flyers sent out by the organization. Many groups receive enough funds in this manner that no other fund raising activities are necessary.
- Homeowners' associations in the area may provide periodic contributions or recurring funding.
- Newsletter subscriptions can be an additional source funds.

Types of Expenses

The crime watch expenses can vary considerably by neighborhood and the types of activities in which you are involved. Some crime watch expenses are one-time only, and some are recurring. Examples of common crime watch expenses are:

- Crime watch street signs (\$22 to \$25 each, one-time)
- Voice mail (\$130 to \$400 per year, recurring)
- Voice mail signs (\$12 to \$50 each, one-time)
- Postage, if volunteers are not available (costs vary by area, one-time or recurring); Newsletters (costs vary, recurring)
- Flyers (costs vary, one-time or recurring)
- Meeting costs, if any (often no cost, recurring)
- Social event costs, if any (costs vary, recurring)
- Block directory costs, if any (costs vary, recurring)

You may have various resources in your own neighborhood. Many neighbors will be willing to volunteer their skills, such as typing, computer, design, public speaking or organizational skills. Neighbors may volunteer to perform copying, design newsletters or flyers or provide resources such as paper or refreshments for meetings and social events. Local businesses sometimes provide resources and services at reduced rates, or no charge, to crime watch groups in exchange for recognition. One of the first steps is to determine what you want to accomplish during the year and estimate the cost.



Neighbors will be more likely to support an activity if they are given the opportunity to be involved in the decision making process and know how their money will be spent. Determine what aspects of the budget might be accomplished through volunteers or donations.

Make your needs known to the neighbors at a meeting, in a flyer or newsletter. Be specific about what is needed and how much time will be involved. Ask for suggestions. Neighbors may be able to refer you to someone else who will help.

After you have estimated the portion of costs that may come from volunteers or business sponsors, the remainder is the amount you will need to collect from your neighbors. It is important to remember that no matter how small the suggested contribution or dues, all households will not participate. In many neighborhoods, only 50% or fewer of the households will contribute monetarily to crime watch. Better results sometimes are achieved by asking neighbors to "give what they can", than by setting an expected contribution amount. Neighbors also will be more comfortable about giving if they know how the money will be spent.

Accounting

The group may want to elect or appoint a Treasurer to handle the funds. The duty of the Treasurer may sometimes be performed by the crime watch chairperson. Regardless of who is responsible, a simple accounting of the funds at the end of the year is a good practice to assure your neighbors that the money was used appropriately. This accounting at a minimum should consist of the following:

Cash contributions collected	\$0.00
Money spent:	
Neighborhood voice mail	\$0.00
Voice mail signs	\$0.00
Meeting flyer	\$0.00
Meeting refreshments	<u>\$0.00</u>
Total expenses	<u>\$0.00</u>
Current surplus	<u>\$0.00</u>

Depending upon the amount of money involved, the crime watch association may set up a separate bank account for the funds. Some banks will offer crime watch groups accounts with no service fees. Shop around before opening an account. Some form of accountability should be decided upon before collecting funds in order to avoid problems in the future. The person handling the funds might be accountable to the group as a whole, the association president-or an audit committee. Generally, one person or a small group should be designated with the authority to approve expenditures because it can be difficult to get the entire group to agree in a timely manner.

Fund Raising

Crime watch does not cost a lot of money. You may have abundant resources in your neighborhood and neighbors frequently volunteer to fill many of the needs of a crime watch group.



When your neighbors' dues or contributions aren't enough to cover the costs of your crime watch activities, you may need to turn to an additional method of raising funds.

Common Methods of Fund Raising

Numerous avenues of fund raising are available to crime watch groups. Several common methods of fund raising are:

- Newsletter subscriptions
- Neighborhood contribution campaign
- Advertising (realtors, banks, tree service companies, etc.)
- Raffles of donated items
- Sales of "neighborhood spirit" items, such as t-shirts, caps, decals, mugs
- Neighborhood social events
- Car washes
- Recycling projects
- Neighborhood garage sales or bake sales

Sometimes the activity you want to implement is also the means of raising the funds. For example, if your neighbors would like to have vehicle stickers to identify cars that belong in the area, you may be able to furnish them for a minor charge. Similarly, if neighbors want to hold a party, a small per-person charge might be enough to cover the expenses of the event.

Other helpful sources of fund raising are restaurants and other local retail businesses. These merchants often will donate gift certificates, which may be awarded to outstanding volunteers or be offered as raffle or door prizes. Local businesses occasionally will sponsor meetings or other events by providing drinks, ice or refreshments. Merchants may sponsor your crime watch voice mail system in return for mention of their sponsorship in your voice mail message, newsletter or on your voice mail signs. Real estate and insurance agents may provide newsletter copying services or sponsor crime watch signs. In return, these businesses will expect public acknowledgement of their contribution at a meeting or in your newsletter. Crime is everyone's problem - it never hurts to ask.

Recruiting Volunteers

The commitment of volunteers is essential to the success of a crime watch group. Crime watch chairpersons who try to do everything quickly become "burned out" and the organization suffers accordingly. Many different skills may be available from within your neighborhood. Involving a cross section of neighbors will not only help to distribute the workload, but also will help to ensure that goals are set by the group and that support will be obtained from the general community. By dividing the workload into smaller tasks, several people may contribute without putting an unnecessary burden on anyone person.



How do you Recruit Volunteers?

- **Ask for help.** Be specific about what is needed, how much time or expertise will be involved and when and where the work will be performed.
- **Ask volunteers to recruit friends.** But make sure these friends are interested in helping before relying on them.
- **Let people know they will gain skills and opportunities** from their volunteer efforts. For instance, they may make friends with neighbors, gain leadership skills or gain experience in some area in which they are interested, such as writing or computer usage.
- **Publicize all of your activities** through newsletters, voice mail, flyers, telephone calls, meetings-and social events.

How do you Keep Good Volunteers?

Encourage all of your neighbors to get involved in some way. Everyone has something to offer (a skill, time, money, etc.). Make them feel important for whatever it is that they can contribute even if it is something as simple as baking a cake for a meeting. To motivate people, you need to know what is important to them, what their interests are and what makes them want to join in an activity.

- **Stress project results.** Plan your projects to achieve short-term recognizable successes. Set goals and then celebrate when they are achieved.
- **Ask volunteers for their ideas and suggestions.** Establish your goals as a group and make sure that everyone knows what the group's goals are.
- **Keep volunteers informed.** Good communication takes time, but failure to do so invites dissention and misunderstanding.
- **Never turn down a volunteer.** If you think the person is not suited for a specific task, try to divert that person to another project in which he or she will excel.
- **Give current volunteers public credit and proper thanks at every opportunity.** Awards, newsletter articles or a pat on the back are only a few of the ways group leaders can stimulate continued interest. Sometimes other neighbors are encouraged to volunteer when they learn that their neighbor has helped in some way.
- **Be diplomatic.** Volunteers do not like being told what to do, especially if they believe their points of view have not been considered in the decision-making process. Don't ask for too much. Consider whether the project can be split into smaller segments or be carried out over a longer period of time to avoid overtaxing one volunteer.

In What Areas Will You Need Volunteers?

- The needs of your crime watch group will change as you evolve from the organizational stage to the operational stage. Volunteer needs also will vary from neighborhood to neighborhood depending upon the activities or goals of your group. Several areas in which volunteers may be needed in crime watch groups are as follows:
 - Public Speaking
 - Clerical Skills/Organizing Techniques
 - Designing Flyers
 - Social Event Planning
 - Meeting Planning
 - Membership Recruiting
 - Accounting
 - Distribution of Information
 - Fund Raising
 - Children's Activities



- Statistics
- Writing/Composing a Newsletter or Articles
- Providing Refreshments
- Making Telephone Calls
- Computer Skills
- Legal Advice
- Advertising/Public Relations
- Photography
- City and/or Local School Liaison

Training Volunteers

Plan clear responsible roles for volunteers and provide supervision and directions when necessary. Monitor and evaluate their performance to ensure that your crime watch group is represented appropriately. Volunteers may need training and occasional monitoring to ensure that they:

- Understand the goals and objectives of the project.
- Provide accurate information about your program.
- Have the necessary skills to do their assignment.
- Know what to do if there is a problem.
- Don't do anything that could backfire.

Additional Information

People who take the time to come to your meetings are your best source of volunteers. Prepare a volunteer sign-up sheet to be used at neighborhood meetings or events. Call volunteers within a week to thank them for volunteering and to let them know specifically how and when they can help. This is particularly important if you currently do not have a project to assign to them. Volunteers who do not hear from the organization until months after their offer of help will assume you do not need them or forget they offered assistance. A sample volunteer sign-up sheet is included in the forms.

[CrimeWatchForms-PDF.pdf](#)

Block Directories and Maps

One of the basic concepts of crime watch is that neighbors who get to know each other are more likely to notice unusual or suspicious activities in the area. It is essential that neighbors look out for one another because the police cannot be everywhere. Block directories and maps are important crime watch tools to ensure that neighbors have the information necessary to contact one another when they notice something odd around the neighborhood or a neighbor's home. Block directories typically include the neighbors' names, addresses, email address and home, work and mobile telephone numbers. Maps generally show the whole neighborhood and may include specific residence details. Directories may be as simple as a hand-written listing of your immediate neighbors, or as elaborate as a printed booklet complete with vehicle descriptions and license numbers, cross referenced to a detailed area map.

Block Directory Procedures

For purposes of this example, it is assumed that a block captain will prepare a street directory starting from scratch with no knowledge about his or her neighbors.



1. Introduce yourself to your next door neighbors as the crime watch block captain for your street. Tell them that you are preparing a crime watch block directory and explain its purpose. Obtain their names, telephone numbers, and any other details you are gathering. Let them know that you will provide a completed directory to them.
2. Ask these neighbors for the names and telephone numbers of any people they know on the street. Call these neighbors, introduce yourself and explain as above.
3. If you cannot obtain the data for all of the households by telephone, visit the remaining neighbors' homes to ask for the information or to provide them with a form to complete at a time that is more convenient for them.
4. After about a week, follow up with neighbors who have not provided the information. Occasionally neighbors do not wish to be included in the directory. Suggest that at a minimum, they may want to provide an emergency contact, or give the details individually to their next-door neighbors.
5. A diagram or map of the street can also be very helpful. This can be prepared by drawing boxes representing each house on graph paper or by using the map procedures outlined on the following page.
6. Compile the information neatly, date the form and make enough copies for each neighbor. Call the neighbors to tell them the directory is available and make arrangements to distribute a copy to each neighbor. Since the block directories should be kept confidential, don't leave them on porches where anyone coming to the door can pick them up.
7. Directories typically should be updated once per year or more often if there have been many changes on your street. Preparing the first directory can be time-consuming, but after the original document is complete, updated data usually can be obtained easily over the telephone or via email.
8. As new neighbors move in, provide a copy of the directory to them and obtain their specific information even if you will not be able to update the entire directory at that time. New neighbors generally welcome the information and are glad to know there is a crime watch association in the neighborhood.

Other Sources

Other sources which may be useful in compiling the data for your directory are sign-in sheets from your crime watch meetings, homeowners, association records and local school and church directories. You can also research the names of property owners at dcad.org (the Dallas County Appraisal District website). *The Coles Cross Reference Directory*, available at your local public library, lists all city streets in alphabetical order. Within each street listing, every household is listed in numerical order by address. Find your block number and make a copy of that page. Personal follow up still will be required because the data may not be current, and it likely will not include all of the details you may need for your directory.

Map Procedures

1. For a simple area map, make an enlarged copy of the appropriate section from a city street map, Mapsco pages or Google map. Call your crime watch officer if you need help identifying your boundaries.
2. For a more detailed map that outlines each residential lot, visit City Hall to obtain a copy of the city plat of the street or neighborhood from the Plat Records Section. There may be a small charge for this service and you may need a copy of more than one page.



3. Look over your map copy and white out any extraneous markings, such as zoning codes. Make one, or two, enlarged 11" x 14" (legal size) copies to work with. On your working copy, write in the addresses, and if there is room, the neighbors' names and telephone numbers. Use a pencil so that it will be easier to change when new residents move in. Additionally, provide block captains with a map of their street and get their assistance in compiling the rest of the details.

4. You may want to make reduced copies of your completed map for block captains or for distribution to your neighbors. You also may want to make a large 36"x36" copy for display at meetings. Either the large or small maps may be color coded to indicate block captains, business or apartment areas, crime watch members or other aspects of your crime watch area. This can be accomplished with color highlighters or colored stickers, or quite possibly on the computer. Like the block directory, the original map may be time consuming to prepare, but updates should not take much time.

Additional Information

Depending upon how ambitious you and your block captains are, other details you may want to include in the directory are:

- Names and ages of children
- Work and School hours
- Vehicle descriptions and license plate numbers
- Pet information (number of dogs and/or cats as well as their names and if microchipped)
- An emergency contact in case something happens when the resident is out of town.

These include a simple one-page block directory form, a form letter to request block directory information and a "nine-home" chart which can be provided to neighbors to complete for themselves. The chairperson probably will want to keep a master map and listing of all residents for membership lists, mailings, and other needs. A volunteer willing to maintain a computer database of neighbors can be very helpful in producing mailing address labels when needed.

Crime Watch Participant Guidelines

The best way to take an active part in crime prevention is to participate in a crime watch in which each person becomes more alert and aware of what is going on within the area. Participation in a crime watch is not an activity that requires a lot of time. It means only that each person adopts a more observant attitude on a daily basis. Neighbors will get to know each other better, and as a result, will become more aware of strange cars, persons or circumstances which might be a danger and require calling the police. The following guidelines have proven to be successful:

- Get to know your neighbors. Know their names and be able to identify them and their vehicles by sight.
- Maintain a map or block directory of the immediate neighborhood with names, addresses, emails and phone numbers.
- Make the home as burglar proof as possible.
- Mark all property for identification by using the Operation ID Program.
- Register your vehicle under the Texas Heat Program.
- Be observant and watch over neighbors' homes, especially when they are not home or are out of town.



- Write down license plate numbers and descriptions of suspicious looking vehicles and/or good descriptions of any suspicious persons. Immediately report them to the police at 911.
- Report information that may be helpful to your Crime Watch Chairperson.
- Call the neighborhood voicemail (if you have one) on a regular basis to keep informed.
- Educate children in crime prevention and teach respect for law enforcement officers.
- Volunteer to help your crime watch organization in any way that you can, whether it involves your time or financial support.

Reporting Suspicious Activity

Anything that seems slightly "out of place" or is occurring at an unusual time of day can be criminal activity. **Call the police at 911 immediately about all suspicious activity!** Do not worry that you are bothering the police or about being embarrassed if your suspicions prove to be unfounded. Think instead about what can happen if you don't act. A listing of suspicious activities is included in the [Making a Report to DPD.docx](#) section.

All calls to the police to report crimes or suspicious activity should be made to 911. The police department prefers to investigate rather than to be called when it is too late. Your call can save a life, prevent an injury or stop a criminal act. Be alert!

Keep your crime watch chairperson informed of any crimes or suspicious activities in the area so that other neighbors may be informed. Armed with this knowledge, neighbors may take action that can prevent a similar crime from happening to them. Neighborhoods with voice mail, phone trees email blasts or a Nextdoor.com website are able to pass this information along to all of the neighbors in a short period of time, thus alerting the entire neighborhood to be "on the look-out."

How to Maintain Interest in Crime Watch

The key to keeping a crime watch group active is to maintain people's interest over time. The goal is to create a "small town" environment, even in large cities or apartments, where people care about their neighbors and their neighborhoods. A sense of pride in the community and recognition of successes achieved will draw people together.

Active neighborhood, apartment and business groups can make changes through their local officials, such as improving street lighting, altering police patrol schedules and changing traffic flow patterns. At the same time, neighbors can hold block parties, potluck dinners and neighborhood cleanup campaigns.

Crime Prevention Programs

Crimes watch programs can be fun. Remember that people are most likely to become involved and remain interested if the programs are fun as well as meaningful. Use your imagination. The following are some specific crime prevention activities that you can implement:



- **Home Security Education** - This can be accomplished by distributing written information provided by the DPD, inviting an officer to speak at a meeting having a security company do a presentation or encouraging individual home security surveys which DPD can provide.
- **DPD Crime Prevention Presentation** - Plan a neighborhood meeting around a property identification etching campaign, a group HEAT registration or any of the DPD programs included in Section VII.
- **Volunteers in Patrol/V.I.P.** - Neighbors patrolling their own neighborhood in a non-confrontational way may give neighbors a sense of satisfaction rather than a feeling of being powerless about crime. V.I.P. signs can be installed throughout your neighborhood, though you will have to pay for the fabrication costs. Installation is free through the City of Dallas Street Services.
- **Teen Crime Watch** - Help organize a teen crime watch at a local junior high or high school. Arrange for speakers to teach students ways to protect themselves, to say no to drugs and alcohol, to settle problems without violence, to report potential criminal activity and where to get help when they need it. Encourage teens to analyze their neighborhoods and put together a beneficial project they can tackle on their own.
- **Safety Fairs** - Combine forces with other nearby groups, businesses and churches to invite local vendors to come and display their safety products.
- **Crime Watch Network** - Develop a network with other crime watch areas and nearby groups to exchange information, provide support to each other and combine forces for activities that may not be feasible for an individual group.
- **Safe Schools** - Form a coalition with the school to patrol school grounds, monitor playground and provide safe routes for children to walk to school.

Tour of DPD 911 Communications Center - A tour of the communications center will help educate your neighbors about the police department and when to call 911. Tours are still allowed however tour members cannot actually go into the call center or dispatch area; it can only be viewed from the doors.

Benefits of Neighborhood Watch

There are obvious benefits that Neighborhood Crime Watch volunteers and their communities have experienced throughout the years such as:

- crime reduction
- a better quality of life
- a greater sense of security, responsibility, and personal control



- build community pride and unity
- preparing for helping ourselves and others in our community
- provide law enforcement agencies with volunteer support year round
- citizens become the extra “eyes and ears” of law enforcement personnel and therefore reduce law enforcement’s burden

Other Community Activities

Remember that crime doesn't have to be the only focus of your group. Some of the most successful crime watch groups have other areas of interest that tie the community together. Since getting to know your neighbors is one of the basic concepts of crime watch, often social or community activities are an effective way to make this happen. The following list of ideas may spur you on to think of an activity for your group.

- Organizing recycling program
- Neighborhood beautification and/or clean-up (including alleyways or local park and graffiti)
- Lobby the city to:
 - Improving lighting
 - Clean up vacant lots
 - Repair streets/sidewalks
 - Enforce code ordinances
 - Enact zoning changes
 - Helping elderly neighbors
- Install outdoor security lights or motion detectors at resident’s homes
- Clean up yards/trim shrubs for a resident or throughout the neighborhood
- Install smoke detectors (Dallas Fire Rescue will install these at no charge for City of Dallas residents)
- Food and/or coat/clothing drive for those in need
- Adopt a school or park
- Walking/jogging clubs
- Community spirit campaign or Support a Neighborhood sports team:
 - T-Shirts, caps
 - Flags, ribbons
 - Car decals
- Alleyway or curbside house numbering campaign, including on homes themselves (City of Dallas Code requires all residences/businesses have their visible address number on the home/building)
- Babysitting club
- A parade with kids and pets, a children’s carnival and/or pet show
- Neighborhood teen job program
- Yard or garage sales
- Bake sales
- Bicycle safety training and/or Fire safety training
- Organize kid’s summer activities
- Yard of the month award (Calloway’s Nursery has a Yard of the Month program for neighborhoods)



- Car pools for kids or elderly
- Tree planting for parkways (trees are free through the City of Dallas Forester and can coordinate plantings)
- Neighborhood directory
- Community garden (Dallas County Master Gardeners can help coordinate and develop these)
- Sign toppers to identify neighborhood
- Homemade treats for police
- Arts or Craft show
- Offer a scholarship to a local senior
- Install safety devices such as deadbolt locks, window security locks, door jamb reinforcements for residents
- Hotline to clean/board-up in emergencies[City of Dallas CERT (Community Emergency Response Team) can provide educational programs for meetings or events regarding Emergency Preparedness]
- Neighborhood blood drive (Carter Blood Care www.carterbloodcare.org)
- Teacher appreciation day

DOCUMENT CONTROL SECTION

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Crime Watch Meetings

The initial crime watch meetings, often described as organizational meetings, may be the most important. Neighbors will determine whether they want to be involved based on the content of these meetings. A friendly, professional presentation will go a long way toward generating enthusiasm among the neighbors.

Strategy Meeting

Although not required, a core group of interested neighbors may hold an informal meeting to discuss the aspects of organizing a crime watch group and the activities that might benefit your area. Contact your crime watch officer for information and materials that will be helpful for this meeting. This group might form a team to plan the neighborhood organizational meeting.

Planning the First Neighborhood Meeting

Proper planning will ensure an organized, professional meeting. If you won't feel comfortable speaking in front of the group, ask your crime watch officer for help. He or she may be willing to conduct the entire meeting. The steps in planning the meeting that are still your responsibility are:

1. Determine a convenient date for the meeting and schedule the date with your crime watch officer. Meetings are scheduled on a first-come, first-served base. Usually six to eight weeks advance notice to the crime watch officer is appropriate.
2. Discuss with the crime watch officer whether it might be beneficial to ask a beat officer or interactive community policing officer to attend. These officers should be able to answer specific questions about crime activity in your area.
3. Secure a convenient location for your meeting. The location can be a school, church, library or recreation center. These types of facilities will usually offer a meeting room at no charge to a crime watch group. Be sure to make the arrangements several weeks in advance because available meeting rooms can be difficult to obtain at the last minute. Also be sure to clarify who will be responsible for set-up, clean up and whether refreshments are allowed.
4. If your neighborhood is small, meetings may be held in private residences, but allow adequate room for seating and ask neighbors to bring their own chairs, if necessary.
5. Design a simple notice announcing the meeting. Recruit volunteers to hand deliver an invitation to every home and business in the area at least two weeks prior to the meeting. You may want to ask neighbors to bring refreshments to the meeting.
6. Flyers may be mailed if you have a list of all the addresses in the neighborhood, but do not place any flyers in mailboxes unless the appropriate postage is affixed. It is a violation of federal law and is subject to very large fines.



7. Recruit volunteers to call neighbors a day or two before the meeting to remind them about the meeting. This requires a lot of time, but it can make a big difference in attendance at your meeting. People do forget!
8. Appoint a refreshments committee, if desired, to make the arrangements for the first meeting.

The Meeting Agenda

The primary purpose of the initial neighborhood meeting is to provide the neighbors with information about crime watch, to explain the need for a crime watch and to recruit volunteers to help meet the goals that will be set as a group. Whenever possible, it is preferable to try to limit your meeting to an hour and no more than one and one-half hours. Plan your agenda to include:

- A sign-in table at the entrance with sign-in sheets and volunteer sheets. Have more than one copy of each so that people are not lined up at the door for long periods waiting to get in. Nametags are also a good idea. Be sure to provide a sufficient number of pens or pencils.
- Start the meeting on time. Introduce yourself and explain the meeting purpose.
- Explain the need for and value of a neighborhood crime watch by mentioning
 - Crime watch does not require frequent meetings
 - Crime watch does not require anyone to take any personal risk.
 - Crime watch leaves the responsibility for apprehending criminals with the police.
 - Crime watch is one of the best ways to meet and get to know your neighbors.
- Introduce the police officer(s) in attendance. The officer(s) will discuss the benefits of crime watch, crime statistics for your area, crime prevention methods and the importance of recognizing and reporting suspicious activity. Allow a few minutes for questions and answers.
- Define the volunteer crime watch positions and duties. Describe other areas in which you need help, such as with newsletters, block directories, delivery of flyers or other projects. Be as specific as you can about the time involved. Pass around the volunteer sheets and ask neighbors to volunteer for the areas that interest them most.
- If time permits, suggest a social period after the meeting for everyone to introduce themselves to each other. A short “Meet and Greet” just before the start of your meeting is another option for neighbors to meet each other.

DPD Requirements

Crime watch is an organization for citizens, run by citizens. The internal workings of the group are completely up to that group. The DPD **does require**, however, that the group hold an organizational meeting **open to all neighbors** with a DPD crime watch officer in attendance in order to become an “official crime watch group.” Other DPD suggested



guidelines are that the group should have at least 50% participation, which may be accumulated over a series of meetings, if necessary. DPD attendance is not required after the initial meeting(s). You may, however, wish to invite other officers, such as gang, narcotics, or beat officer(s) to speak about other areas of the DPD.

Police Presentations at Meetings

A police officer presentation at a crime watch meeting or social event can increase neighborhood interest in attendance. There are a variety of reasons for asking a police officer to attend one of your meetings. You may be interested in a specific subject, such as gang problems or burglary prevention, or you may be interested in general information about crime watch or crime prevention. Having a police officer attend your meeting is a good opportunity for your crime watch group and the police officer to get to know one another and establish a line of communications for future exchanges of information. It also shows neighbors that crime watch is a community effort backed by the DPD and makes them feel that their neighborhood is important.

Procedures

- Determine the date of your neighborhood meeting. Two months' notice to the officer will help assure the officer's availability for your meeting. Try to avoid weekends and holidays, whenever possible. An exception would be an emergency situation or a safety fair. Contact the crime watch officer at your substation to discuss arrangements.
- Discuss your goals for the meeting with the officer to determine what type of police officer will attend your meeting. For example, if your goal is to focus on home burglaries, the crime watch officer will attend. If your goal is to deal with a gang graffiti problem, a gang unit specialist may attend. Tell the officer what you hope to accomplish and he or she will work with you accordingly.
- Reconfirm the meeting date and time with the officer at least three days prior to the meeting.
- To achieve the best attendance possible, distribute flyers, email, use your Neighborhood Nextdoor.com website or voicemail if you have it. Make the meeting appealing to residents by having coffee and cake or some other refreshments. Make it fun for both the residents and the police.
- Recap what was accomplished at your neighborhood meeting and give the information to the officer who attended. The police need to be kept informed of the progress your group is making.
- Thank the officer for his or her time. Let your substation chief know if the Officer did a particularly good job.

Tips for Successful Meetings

The following suggestions have proven to be successful in many neighborhoods. It should be stressed that **every neighborhood is different** and you must pick and



choose what you think will work best for your neighborhood. These suggestions may be tailored to fit the individual circumstances of your neighborhood.

General Guidelines

- **Determine a convenient date, time and location** for your meeting far enough in advance to provide at least two weeks' notice to neighbors. Having a set day each month for your meeting at a set location can help ensure good attendance. It's suggested you might recruit volunteers to follow up with reminder calls or emails a few days or one week before your meeting.
- **Design an eye-catching meeting flyer** to be distributed to each home.
- **Prepare a brief agenda** of information you want to cover at the meeting. If possible, distribute copies of the agenda to the attendees as they might like to have a copy to make notes on or to take home to help refresh themselves about items discussed afterwards. Stick to the agenda and try to keep within your time allowed
- **Arrange your meeting room** in a comfortable configuration so that all attendees can see and hear speakers clearly.
- **Place sign-in sheets, name tags and handouts at a table** near the entrance. Ask volunteers to welcome people and ensure that everyone signs in and picks up handouts.
- **Try to limit your meeting to no more than 1 to 1 ½ hours.** Allow time for questions and answers. If you can't answer a question, write it down and follow up later.
- **Make introductions** of your core group, block captains, police officers and any guest speakers. Briefly explain the responsibilities of each person.
- **Provide two or three names and telephone numbers of your core group** so that if people have questions later or decide to volunteer they will know who to contact.
- **Arrange refreshments in an inviting manner** if you plan a social period before or afterwards.

Some Suggestions

- **At your initial meeting, or at each future meeting, you may wish to ask new attendees to fill out a 3"X 5" card or some type of form** with their name, address, telephone numbers and willingness to serve in a crime watch position. These forms may be used later to develop block directories and volunteer lists. This might be separate from your sign-in sheets and list separate, different volunteer opportunities.
- **Display a large neighborhood map.** Ask neighbors to place a dot at their place of residence on the map. Congratulate the street with the best attendance.
- **Pass out raffle tickets** before the meeting and offer a door prize to the winner. Many local businesses and restaurants are willing to provide gift certificates.
- **Describe the various activities** in which groups of residents might get involved and ask for input and suggestions from the neighbors. You can distribute a questionnaire to be filled out and collected at the end of the meeting. Be sure to provide pens or pencils



- **Ask neighborhood teens to volunteer to baby-sit** during the meeting, if a nearby room can be used for this purpose. Ask for donations to pay the teens for their time.
- **Ask a leader from a nearby group** with a successful crime watch program in operation to answer questions from your neighbors if you are promoting implementation of a new program such as voice mail, Volunteers in Patrol or Expanded Neighborhood Patrol.
- **Ask an enthusiastic nearby crime watch chairperson to speak** about the positive effects of crime watch in his or her neighborhood.

A Few Don'ts

- **Don't exaggerate the crime problem or use scare tactics.** If you lose your credibility, you lose your audience.
- **Don't be dictatorial or judgmental.** Always remember that crime watch is a *volunteer* organization. You can offer suggestions, but don't give orders.
- **Don't assume that you know the only right way to organize the group.** Some of the best ideas may come from an audience member.
- **Don't be disappointed if the turnout is not as great as you expected.** People have busy schedules. A low attendance does not necessarily mean that your neighbors are apathetic. Keep trying, as you learn from each meeting. It is often said that if 50 people come to a meeting it is a success, no matter what the size of your area.
- **Don't let neighbors take control of your meeting** by talking endlessly about their own burglary, car theft or other problem. Tell them firmly that you will be glad to discuss it with them after the meeting, but you must stick to the agenda to keep the meeting running as scheduled. This is a common situation at neighborhood meetings. Plan how you will handle it ahead of the meeting. You may even want to arrange in advance for a volunteer to step in to suggest that the meeting move on to the next topic if you don't feel comfortable doing this.
- **Don't be deterred if you do not consider yourself a public speaker.** Your neighbors have proven their interest in crime watch by virtue of attending. They are there to gather information about the neighborhood and possibly to contribute to it, not to critique your performance. They usually are grateful to you for taking the initiative.

Follow-up

After the meeting, analyze the success of your meeting. Did you cover everything you wanted to cover? Were people receptive? What could you have done better? How will you improve the next meeting? Did neighbors have suggestions for the next meeting? What follow up items need to be addressed? Ask friends to critique the meeting and offer suggestions for the next one. Make a few notes and keep them with your agenda and the sign-in sheet. These notes will help you plan the next meeting. The sign-in sheets will help you anticipate attendance at future meetings and may be a good source for volunteers.



Meeting Topics/Speaker Ideas

A guest speaker at your meeting may help generate interest and attendance. If your neighborhood is experiencing a specific concern or has a special interest in a certain topic, an expert in that area may be just what you need. Several ideas for meeting topics and speakers are listed below:

<u>Topics</u>	<u>Possible</u>
Crime Prevention Programs	DPD Crime Watch Officer DPD Community Policing Support Unit
Interactive Community Policing	DPD NPO Officer
Gang Awareness	DPD Gang Unit Officer
Juvenile Crime	Juvenile Court Judge Juvenile Division Assist. Dist. Attorney
Youth and Family Crimes Office	DPP Crime
Home Security	Security Product Vendors DPD Crime Prevention Specialist Security Alarm Companies
Drug Awareness	DPD Officer from Narcotics Unit
Self Defense Techniques	Dallas Recreation Center YMCA Local Self-Defense School
Child Safety	McGruff Presentation Mental Health Association WHO
Volunteers in Patrol (VIP)	Crime Watch VIP Leader Crime Watch Officer
Expanded Neighborhood Patrol (ENP)	Crime Watch ENP Leader



Fire Safety	Dallas Fire Department Representative
Careful Kids Program	DPD Crime Watch Officer
Composting	Local Nurseryman or Nurseries Texas A&M Extension Service
City Code Enforcement	Code Enforcement Officer for your area
Community Prosecution	City Community Attorney's Office

Most of the above speakers will speak to your group free of charge. Be sure to make arrangements a month or two in advance to assure availability. Many of the local not-for-profit organizations can provide a guest speaker in their area of interest

Social Events

An important aspect of crime watch is that neighbors who get to know each other are more likely to look out for one another. Neighborhood social events are excellent opportunities for residents to meet each other and work together on a fun project. Social events can be as simple or as elaborate as your time and budget allows.

Basic Guidelines

Start simple. An open house with soft drinks, coffee and cake or cookies may be a good starting point. Work your way up to more elaborate events as your party planning confidence and neighborhood enthusiasm grows.

Ask For Volunteers.

Break the project down into small tasks and ask for volunteers for specific areas. Depending upon the type of event and the number of people to be invited, you may need help from one or more person in the following areas:

- Planning the gathering
- Invitations (written, telephone or email) or distribution of flyers
- Refreshments (may be broken down into specific areas, if needed)
- Meeting and greeting guests
- Set-up and cleaning up after the event

Consider Expenses.

Neighborhood gatherings do not have to cost anything. Generally, neighborhoods are happy to chip in and bring refreshments, paper plates, cups and napkins. Chairs, tables



coffee pots and other equipment often can be borrowed from neighbors. Depending on your location, the venue may be able to provide tables and chairs at no charge to the group and help with set-up and tear-down. If you do not have a “party” budget to cover these expenses, ask for donations either in advance or at the event or meeting. In some cases, a small per-person or per-family charge might be appropriate. If you have a budget for social gatherings, you may consider a catered meal with rented tables and chairs to make your job easier.

Plan Ahead.

Good planning will ensure a relaxing, fun event for you and your neighbors. Confirm the location, guest speakers and other arrangements well in advance and reconfirm a week before the event. Obtain any supplies and do as much preparation well in advance as possible.

Party Theme

You may plan a structured activity or keep things informal. Refer to the list of neighborhood social event ideas in this section. Brainstorm with your neighbors for new ideas. Recruit a social committee so that neighbors have a voice in deciding what to do and to let them plan the specifics. Some activities require a great deal of planning. Others can be more spur of the moment. Obviously, the size of your neighborhood will be a factor to consider. A simple block party may not require a lot of planning or advance notice just because it will be a smaller group. A neighborhood-wide party generally will require more time and planning.

When to Hold the Event

The type of social event will play a part in determining the day and time. If children are to be included, you do not want to plan the party for late at night. Young families are often very busy with sports and other activities on Saturdays. Sunday afternoons may be a better scheduling choice for children’s activities. In older neighborhoods, seniors may be more likely to attend an event if it is scheduled for daylight hours. If your event is to be outdoors, spring or fall may be a better time than during the heat of the summer. Outdoor parties do not have to end at sunset. Disposable lawn torches or flood lights temporarily mounted on trees or fences may provide all the light you need. Schedule holiday celebrations the day or week before or after the actual holiday so they do not conflict with family celebrations.

Where to Hold the Event

Social events can be held at a neighbor’s home or backyard for smaller gatherings. Larger groups may need to use a park or reserve a room at a recreation center, church or other facility. Remember though, that a crowded room will promote conversation and interaction more so than a too-large and empty room. Try to keep the gathering in the neighborhood or as close as possible for the best attendance. Provide maps of the location with your invitations, if possible. Also consider planning car pools for the elderly, if necessary, especially if your event begins or ends after dark.



You may want to close a street or block if there is not enough space in front or back yards. Street parties, parades or street dances may require closing the street off to traffic. A petition signed by the residents of the street is required to obtain a permit from the City of Dallas to close a street or block. Make arrangements at least a month in advance. The street to be closed cannot be a major thoroughfare and should not restrict cross streets or alley access.

Sports events such as volleyball, badminton, Frisbee or football may be performed in a yard, field or park. Other sports events such as tennis, baseball, basketball or soccer will require reserving a date and time at a park or recreation center. Make your reservations far enough in advance to ensure access to the athletic field or court.

Invitations

Getting people to attend is the key to a successful event. Don't hesitate to extend an invitation to your area police officers. Invitations may take many forms, but the more reminders you give, the better your attendance is likely to be. The following lists several methods of informing neighbors about the event. For the greatest level of attendance, use any or all of these steps:

- A month or more in advance - A Newsletter, email or voice mail announcement to "mark your calendars now" for the date of the event.
- Two or three weeks before – Written invitations, email invitations or flyers delivered to each home. The more novel and creative the invitation, the better.
- One or two weeks before - Enthusiastic personal or telephone contact to follow up and reinforce the written invitations.
- A few days before – Written reminders distributed door-to-door. Again, the more novel and eye-catching the better.
- A day or two before – Individual reminder telephone calls. These calls also can serve to give you a rough count of the number of expected attendees and to firm up party volunteers and refreshment arrangements.

At the Party

A Meet and Greet Committee made up of block captains or others will help to make neighbors feel welcome. These volunteers may be in charge of the sign-in sheet, nametags, giving directions, serving refreshments or whatever is appropriate. The important thing is that someone says, "Hello, I'm glad you came!" as each person arrives.

If appropriate, provide brochures, block directories or other handouts at a table where people can pick them up on their way in or out. A volunteer sign-up sheet is always a good idea. Many people will not call to volunteer, but they will sign up at a social event.



At the beginning, or midway through the event, is a good time for a brief announcement by the crime watch chairperson thanking the hosts or other volunteers, congratulating the neighbors on some success of the crime watch group, giving a brief update on crime watch activities and asking for volunteers. All activities should promote the crime watch because you may have newcomers unfamiliar with crime watch or members who have become inactive. You may want to combine a formal program of some sort with a social event. However, if the event has been advertised purely as a party, don't take a great deal of time away from the festivities.

After the Party

Immediately after the gathering, make notes about what went well and what you want to improve next time. Keep notes about how many people attended, the amount and type of refreshments and whether the refreshment supply was too little or too much. If you used a sign-in sheet at the party, keep it with your notes to help you estimate attendance for your next gathering. The people who attended may be likely volunteers to help with the next event. If the event did not go as well as you hoped, ask others for suggestions for improvement. Send thank you notes and/or publicly thank your host and hostesses, guest speakers, if any, and others who helped with the party preparations.

If your neighborhood has not been particularly sociable in the past, don't be discouraged if the turnout for your first event is not what you expected. It takes time to build up a relationship among the neighbors. Those who have a good time will come to the next party and will talk to their neighbors about it. Keeping the first few gatherings simple also can help attendance.

If neighbors feel that they can "drop in" to check it out without making a commitment for the entire evening, they may be more likely to come. After the work has spread about your great neighborhood parties, then is the time to plan more ambitious events.

Neighborhood Social Event Ideas

Neighborhood social events are a great way to meet your neighbors. The following list may help you decide on a theme for a fun and interesting way to get together with your neighbors

- Adult evening open house
- Street dance
- Coffee or brunch
- New neighbor welcome party
- Black tie dinner
- Chili cook off
- Box lunch auction
- Ice cream social
- Covered dish block party
- Progressive dinner
- Scavenger hunt
- Mexican fiesta
- Dessert party
- Juneteenth celebration
- Trip to arboretum, etc.
- Beer and hot dog party
- Costume Party
- Backyard barbecue



- Volleyball, baseball, game
- Swimming party
- Fish fry
- Valentine dance
- Christmas boutique
- Easter egg hunt
- Halloween carnival
- Fourth of July parade
- Christmas caroling
- Cinco de Mayo celebration
- Morning coffees
- National Night Out
- Neighborhood walks or tours
- Tree trimming party
- Wine and cheese party
- Children's play

Additional Information

Hold a brainstorming session with your neighbors for other ideas. If you have had an especially successful gathering or an innovative party, we would like to hear about it! Call your crime watch officer or Crime Watch Executive Board representative to tell us about it. Your ideas may help other groups to get their neighbors involved.

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Methods of Communication

One of the biggest challenges to all crime watch groups is the problem of disseminating information to a large number of people within a short period of time. In contrast to traditional methods such as newsletters or flyers which can lack immediacy, voice mails, e-mails and neighborhood Nextdoor.com websites offer systems that quickly relay important information, eliminating the need of making individual telephone calls. A Community Voice Mail system redistributes the responsibility to all the neighbors, who may call the voice mail number as often as they like.

Voice Mail Procedures

Voice mail is an automated messaging system similar to an answering machine except that you have no equipment to maintain. The user is assigned to a specific telephone number that can be accessed from any telephone. Neighbors have the ability to leave messages after listening to the recorded announcement. The neighborhood voice mail coordinator may retrieve messages at their convenience by calling the number and entering a pass code.

A voice mail coordinator and an alternate should be appointed to do the following:

- Record outgoing neighborhood announcements as needed.
- Check incoming messages daily or more often when the alert signs are posted.
- Communicate with your DPD crime watch officer.
- Put up and take down alert signs when necessary.

Alert signs are used in conjunction with the voice mail to notify your neighbors when there is an urgent message. After you have established voice mail service and have been assigned a telephone number, you must have your neighborhood signs made. Although "Crime Alert" is common wording on the signs, you may want to consider using a different text. "Alert Neighborhood Alert!", "Voice Mail Alert" or some other wording may be used if you plan to use your voice mail for information other than only crime alerts. Many groups use voice mail for meeting notifications, crime prevention tips and other useful information. It is important to include the telephone number on the alert signs so that all members will be encouraged to call. Shop around to compare prices before purchasing signs.

Record an announcement to introduce the neighbors to your new neighborhood voice mail system. The announcement should explain how the system will be used. Post the signs at all major entrances to your area so that neighbors will know to call. Consider a flyer to acquaint your neighbors with the details of the voice mail system.

Remind your neighbors to always call 911 first. Then call the voicemail when reporting a crime. Review the voice mail guidelines and sample voice mail messages that follow. Ask your neighbors what information would be of interest to them.



Voice Mail Guidelines

What sort of messages should I record on voice mail?

The voice mail system is especially effective for getting out Urgent crime information, such as a serious crime in your area, nearby or a recent crime trend and related tips. Other uses for voice mail are:

- DPD messages received on voice mail
- Weekly or monthly DPD crime statistics
- Crime prevention and security tips
- Business sponsor advertisements
- Neighbor opinion polls
- Meetings, police events, social event notifications and reminders
- Lost and found pets
- Zoning information
- Other neighborhood activities and news
- Fire safety tips
- RSVP'S for meetings or social events

When should I post the signs in my neighborhood and how often?

Signs should be posted when there is urgent information. If you post the signs for minor crimes or less important information, people may think you are “Crying wolf” and will tend to ignore the signs. Frequency will depend on the crime activity in your neighborhood.

How long should I leave up the signs?

Generally, leave up the signs for two to four days. If people become too familiar with seeing the signs, they probably won't call.

Are there certain things I should say in my message?

Always verify the accuracy of your information and be sure to use the correct terminology. State where you obtained your facts. Examples would include the police department, the newspaper or a neighbor, etc. Include the date of your announcement. Always thank your neighbors for calling and for being involved in crime watch.

Are there certain things I should NOT say in my message?

Never give a crime victim's name or address. Identify crimes by the block number and street only (not specific house numbers). Similarly, never give a suspect's name, address or complete license plate number. Leave off the last digit to avoid any potential liability. You are responsible for your messages. If you have any doubt about the appropriateness of your message, call your DPD crime watch officer for advice.

How often should I change my announcement and check my messages?



For Non-urgent recordings generally you will want to change your message every week or two so people won't lose interest. Change your message often, even if you only record a crime watch tip. It is very important that you check your messages daily. During an alert when the signs are posted, you may have to check your messages several times a day to avoid the box filling up.

Should I return calls when neighbors leave a message?

Yes. Neighbors need to know that their message is important. Assure them of confidentiality and that you will act on their information.

How can I get my neighbors to call?

Be consistent with reminders! If you have a newsletter, publish the voice mail number in every issue. Distribute a special flyer explaining how the system works. Consider getting business cards, telephone stickers or refrigerator magnets with the voice mail number.

How do I record a good announcement?

Write out your announcement before recording it. Speak slowly so people can understand and digest the information. Be informative, not scolding. Put a smile in your voice and thank your neighbors for calling.

Sample Voice Mail Messages

Voice Mail-General Message

Hello (name of crime watch group) Neighbors,
Today is (date)

For those of you who are new to our neighborhood voice mail system, we should like to explain how the system works. Whenever we are informed of any crimes or suspicious activities in the neighborhood, the crime watch signs will be posted for 2-3 days, notifying you to call the voice mail number.

An announcement will inform you of those activities. At the end of the announcement, you will be able to leave a message to report any incidents or to leave a message for our Crime Watch chairperson.

Obviously, this voice mail system should be used only for **non-emergency information**. Please leave a message if you would like:

- To volunteer for **(activity)**,
- Additional information about **(program)**, or
- Information about the crime watch program in general.

Your call is important to us and will be promptly returned. Thank you for calling the **(name of Crime Watch)** voice mail.



Hello, this is **(Name)**, your Crime Watch Chairperson, Today is **(date)**.

Thank you for calling our new neighborhood voice mail system! The system will be used in the following manner: Recorded announcements will include crime and neighborhood information, safety tips and urgent bulletins received from the Dallas Police Department.

This is the (crime watch name) Hotline.

Today is (date)

This crime watch voice mail system is used in conjunction with the “Crime Alert” signs to alert neighbors to crimes in the area. We feel it is important for neighbors to be informed so that they are armed with a better knowledge of what types of crimes are occurring, we can better protect ourselves and possibly take steps to ensure that the same thing doesn’t happen to us.

In addition to the crime report, we will be providing crime watch tips for the next few months. We would like to take a poll of callers to determine whether you feel the tips are worthwhile, how often you call and if you would like us to cover any special topics.

Neighborhood Newsletters

Neighborhood Newsletters are a good way to keep your neighbors informed about the activities of the crime watch group. Newsletters can serve as a format to educate, persuade and inform resident. A professional, well-written newsletter will add credibility to your organization. Like many other crime watch activities, a newsletter can be as simple or as elaborate as your budget and talent allows.

Guidelines

Some factors to consider in publishing a successful newsletter are:

- **Consistency** – the style, format and design of your newsletter should remain relatively consistent to that neighbors will recognize it. One or more recurring columns, such as a letter from the chairperson, calendar of events or crime report will help maintain consistency.
- **Timelines** – Newsletters may be monthly, bi-monthly, quarterly, or annually depending upon the amount of information you have to communicate to your neighbors. Decide on a regular schedule and stick to it. Even if you don’t have the resources for a regular newsletter, an annual issue may be a good way to advise people of the group’s accomplishments and other items more easily conveyed in a written format.



- **Printing/coping** – Shop around for coping services as prices vary considerably. You might be able to get a local print shop to print your newsletter for free in exchange for an advertisement. You may be able to sell newsletter subscriptions to neighbors or advertising to local businesses to help cover printing costs. Another idea is to develop a list of neighborhood volunteers who are each willing to provide copying services for one issue. Be creative and your newsletter may be a revenue producer rather than an expense.
- **Means of distribution** – Newsletters may be hand-delivered or mailed.

Preparation of the Newsletter

Neighborhood newsletters are often a simple two-column format with a large banner at the top that includes the organization's name and the date of the issue. Review other neighborhood newsletters for layout and design ideas. If you have computer access, you may have Microsoft Word or Works that may include an easy-to-use newsletter template. Consider including appropriate clip art, neighborhood pictures, logos, business cards or diagrams into the newsletter to increase its visual effect. Whatever layout you decide upon, try to keep it simple enough so that preparation of your newsletter is not too time-consuming. Use readable and legible fonts and refrain from using special effects that might make the newsletter difficult to read.

If the newsletter is to be a group project try to recruit one or more writers, an editor, a typist/publisher and a distribution committee. At a minimum, ask for a volunteer editor to check for spelling, grammar and punctuation errors, as well as readability. Another opinion is always helpful, even if you are an excellent writer. What may seem clear to you may not be so clear to someone else.

Content of Newsletters

Neighborhood newsletters do not have to focus exclusively on crime watch issues. Often such newsletters are a combination of crime, crime prevention tips and neighborhood news. Ask your neighbors what they would like to see included in their neighborhood newsletter. Solicit newsletter articles from neighbors. Several topics commonly covered are:

- Crime reports, statistics graphs
- Crime watch organization updates
- Welcome to new neighbors
- Voice mail instructions, reminders
- DPD activities or notices
- Proposed zoning changes
- Social event announcement
- City ordinance information
- Contribution drive information
- Recycling/composting information
- Calendar of upcoming events
- Thank you to volunteers
- Personal news (new babies, etc.)
- Crime prevention tips



- Block captains names and numbers
- Farewell to old neighbors
- Crime watch financial reports
- Gardening information
- Local School bulletins
- Community activity announcements
- Helpful telephone numbers
- Editorial from the Chairperson

Sources of information may be the DPD newsletter or crime reports, newspapers, magazines, crime prevention brochures and other neighbors. The DPD welcomes your use of their newsletter articles in your own newsletter. Keep a file of information you may want to use in your newsletter. Consider the distribution time involved when selecting your articles. Don't include articles that will be out of date before the readers receive them.

Distribution of the Newsletter

If your newsletter is to be hand-delivered, line up several volunteers in advance. It is a federal offense to place mail inside a mailbox without postage and without being processed by the United States Postal Service. There may be a stiff fine for this, even if your neighbors have given you permission to do so. Newsletters can be placed on the door handles or stuck inside a screen or storm door when possible. Posting on crime watch websites, such as Nextdoor.com, can provide immediate distribution and easy resident access.

Additional Information

Six sample neighborhood newsletters are on the following pages. Many good reference books regarding newsletters, Microsoft Word or Works and desktop publishing programs are available at bookstores and local public libraries.

Sample Newsletters

[btha 2014 01.pdf](#)

[septoct2013-fsm.pdf](#)

[LNA1-12.pdf](#)

[11-13 newsletter Page 2.doc](#)



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Making a Report to the Police Department

Call the police immediately about suspicious activity. Don't worry about bothering them or about being embarrassed if your suspicious prove to be unfounded. Instead think about what might happen if you don't act. The police department would rather investigate than be called when it's too late. Your call could be stopping a criminal act. Also call your crime watch voice mail number, if your crime watch has one, so that they can make all your neighbors aware of the suspicious activity. All crimes should be reported to 911, no matter how minor the crime may seem. A police officer may not be dispatched for a minor crime, but it is important to report it. Police resources are allocated in part based on the number of crimes reported in a given area.

When reporting suspicious activity call "911". Information that you should have ready when you call is:

- Your name, address and location
- The reason for the call
- Whether the crime or suspicious activity is still in progress
- The address of the incident and type of suspicious activity
- As complete a description as possible of the suspects
- A description of the vehicle and license plate number if you were able to get it

Be sure to make a written note of as many of the above characteristics as possible. The operator may not ask for all of the above information at the time of your "911" call. Keep the information for the officers when they arrive and/or contact you. Do not hang up until you're sure the 911 operator has all the required information.

Trust your instincts. Concerned and alert neighbors CAN make a difference!

In your voice mail messages and newsletters you should encourage residents to not hesitate and call 911 when they see suspicious activity.

Cellular Telephones

Cellular telephone users should dial "911" to be connected with the Dallas emergency dispatching system. Procedures for making a report from a cellular telephone are slightly different, because the operator may not know where you're calling from like they do when you call from a regular landline telephone. After being connected, immediately tell the operator that you are calling from a cellular phone and give the following information:

1. Your cellular telephone number, so the dispatcher can call you back if you're disconnected before completing the call.
2. Your location, so the dispatcher will be able to send an officer to your location if you are disconnected.
3. The nature of your emergency or why you need the police or fire to respond. Stay



on the line until the dispatcher has all the necessary information. If you are traveling as you call, the dispatcher may ask you to stay on the line to report your location as you travel.

Additional Information

Anyone who experiences a problem communicating the nature of their call to the “911” operator should ask to speak to a supervisor at the time of the call. Although “911” tapes are maintained for a certain period of time complaints are more easily investigated and resolved if made immediately.

At the time of your call you may request that the officer contact you after investigating the situation. The officer does not automatically do this if not requested.

Translators who speak Spanish and several other languages are available either from within the communications center or through the use of your local telephone companies nationwide 24-hour “Language Line” in which the caller’s language is identified and translators are connected on the line to interpret.

Suspicious Activity

The following are examples of suspicious activity that could be associated with a potential crime:

Circumstance

Someone going door-to-door in a residential area, especially if they go to the rear of the residence

Possible Crime

Possible burglary suspects

Circumstance

Someone waiting or loitering in front of an unoccupied house or closed business

Possible Crime

Possible burglary suspect

Circumstance

Someone forcing entrance or entering a neighbor’s house while unoccupied

Possible Crime

Possible burglary, theft or trespassing

Circumstance

Someone running, especially if something of value is being carried

Possible Crime

Possible suspect fleeing crime scene



Circumstance

Excessive human traffic to and from a certain residence if it occurs on a daily regular basis

Possible Crime

Possible vice, narcotics, fence operation

Circumstance

Someone hysterically screaming

Possible Crime

Possible rape or assault

Circumstance

Someone loitering around cars, or going car to car peering into them, especially in parking lots or on streets.

Possible Crime

Possible auto theft or burglary of a motor vehicle

Circumstance

Someone offering items for sale at a very low price.

Possible Crime

Possibly selling stolen items

Circumstance

Strangers loitering or driving thorough neighborhood several times

Possible Crime

Possible burglary or theft suspects casing the neighborhood; drug dealers

Circumstance

Delivery person knocking on your door, but has with the wrong address, or one who asks if someone else lives there

Possible Crime

Possible burglary suspect; casing residence for occupancy and/or items to steal

Suspicious Activity Concerning Property:

Circumstance

Large accumulations of property in homes, garages or storage areas, if items are in good condition, but not in use

Possible Crime

Possible stolen property; fencing operations

Circumstance

Property in vehicles not normally found there such as TV sets, stereos, guns, computers/laptops and auto parts. Especially, if observed at an unusual hour.



Possible Crime

Possible stolen property

Circumstance

Property carried by a person on foot, especially at an unusual hour or unusual place, or if running and property is wrapped in unusual manner (such as blanket)

Possible Crime

Possible property just stolen in burglary or robbery

Circumstance

Property is removed from, or loaded into a vehicle, or into a building at an unusual hour, or from a closed business or unoccupied residence

Possible Crime

Possible burglary or theft in progress

Circumstance

Slow moving vehicle driving in the dark without headlights on in any location including residential streets, schools and playgrounds

Possible Crime

Possible burglar, drug dealer or sex offender

Circumstance

Parked or unoccupied vehicle containing one or more persons who do not live in the neighborhood, especially significant if observed at an unusual hour

Possible Crime

Possible lookouts for a burglary or robbery; drug dealers or lookout for a drug trap house/location

Circumstance

Vehicles being loaded with valuables, if parked by a business or unoccupied residence

Possible Crime

Possible burglary or theft in progress

Circumstance

Abandoned vehicle parked on your block.

Possible Crime

Possible stolen vehicle; drug dealer vehicle

Circumstance

Vehicle containing weapons

Possible Crime

Owner may engage in criminal activity

Circumstance



Someone being forced into a vehicle, especially females or juveniles

Possible Crime

Possible kidnapping, assault or attempted rape

Circumstance

Multiple quick business transactions being conducted in or near a school or park

Possible Crime

Possible selling stolen items or drugs

Circumstance

Someone attempting to forcibly enter a locked vehicle, especially in a parking lot

Possible Crime

Possible theft of vehicle, or its contents

Circumstance

Someone detaching parts or accessories from a vehicle

Possible Crime

Possible theft or vandalism

Circumstance

Objects thrown from a vehicle

Possible Crime

Disposal of contraband

Other Suspicious Activity

Circumstance

Continuous repair operations at a non-business location

Possible Crime

Possible altering stolen property or vehicle chop shop

Circumstance

Open or broken doors and windows at a closed business or unoccupied residence that were not there before

Possible Crime

Possible burglary in progress, completed burglary or vandalism; drug trap house

Circumstance

Unusual noises such as gunshots, screaming or dogs barking continuously.

Possible Crime

Possible assault, rape, burglary, robbery or theft.

Circumstance

Sounds of breaking glass



Possible Crime

Possible burglary or vandalism

Circumstance

A person exhibiting unusual mental or physical symptoms, or public display

Possible Crime

Person may be injured or under the influence of drugs, or otherwise in need of medical attention.

Never try to investigate suspicious activity yourself! Don't hesitate to call just because you do not have all the preceding details. Don't worry that your concern may not be important enough to bother the police. It could very well be important.

Additional Information

Call "911" immediately to report all suspicious activity. Do not worry that you are bothering the police or about being embarrassed if your suspicions prove to be unfounded. The police prefer to investigate than to be called after it is too late. Your call can save a life, prevent an injury or stop a criminal act. Be alert!!

DPD webpage for suspicious activity <http://www.dallaspolice.net/community/rsa.html>

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911 Call Prioritization

The DPD operates a 5-tier call prioritization system to ensure response to the most serious 911 calls first. **Total response time** consists of the dispatch time plus the travel time. **Dispatch time** is the time elapsed from the receipt of the 911 call until the call is assigned to an officer. **Travel time** consist of the time elapsed from receipt of the assignment to the time the officer arrives at the location. Actual response time depends on many factors, including:

- **Staffing at the substation.** The DPD tries to maintain staffing based on expected call load, but like any other business, is sometimes may be short-handed.
- **Location of the officer at the time of the dispatch.** It is not always possible to assign the call to a nearby officer, resulting in increased travel time.
- **Traffic conditions.** Heavy traffic and wet or icy roads may delay response.
- **Call backlog.** Backlog during busy periods such as weekends and evenings can result in longer response times.
- **Weather conditions.** Stormy weather plays havoc on many security alarms, which results in greatly increased responses to false alarm calls.
- **Insufficient or incorrect information from caller.** Neighbors should be made aware of the importance of specifying an exact location. Similarly, an accurate description of the activity being reported can make a difference in prioritization. For example, a suspicious person report is a Type III call, but a prowler report is a Type II call and will receive faster response.

Additional Information

Anyone who experiences a problem communicating the nature of his or her call to the 911 operator should ask to speak to a supervisor **at the time of the call**. Although 911 tapes are monitored for a certain period of time, complaints are more easily investigated and resolved if made immediately.

Translators who speak Spanish and several other languages are available from within the communications center in which the caller's language is identified and translators are connected on the line to interpret.

See *Making a Report to the Police Department* for information about accurately reporting a crime. [Making a Report to DPD.docx](#)



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Disposition of Your Case

What happens when you or your neighbors report a crime to the police department? The responding officer will complete an offense report. At your request the responding officer will inform you of the service number generated by the 911 call. The offense will be classified by the type of crime and the degree of seriousness. Felonies are offenses generally punishable by a year or more in prison. Misdemeanors are less serious offenses, usually involving less than a year in jail or often probation. Crime is typically classified as violent crimes or property crimes.

Common types of violent crimes

- **Assaults** – unlawful and deliberate, inflicting or attempted to inflict injury to another person, with or without a weapon, and certain types of threats, including verbal
- **Homicide** – intentionally causing the death of another person
- **Robbery** – taking or attempted taking of property on a person by force or by threat of force
- **Sexual assault** – sexual conduct by force or without consent

Common types of property crimes

- **Arson** – the act of or attempt to maliciously damage or destroy property by fire or explosion (The Dallas Fire Department investigates arson.)
- **Burglary** – unlawful entry into a building or other fixed structure, with or without force, with the intent to take tangible property
- **Burglary of a Motor Vehicle (BMV)** - falls into the above category
- **Theft** – taking or trying to take another’s property, other than a motor vehicle, without permission, but without force or threat
- **Motor vehicle theft** –taking or trying to take another’s motor vehicle without permission. This crime is classified as **Unauthorized Use of a Motor Vehicle (UUMV)**.

Status of your case

The status of the offense will be determined by many factors. The DPD will classify the investigation under the following circumstances:

- **Open (O)** – Offense is assigned to a detective to investigate
- **Cleared by Arrest (C)** – Suspect arrested, no further investigation is necessary
- **Cleared by Exceptional Arrest (E)** – The suspect is identified but for some reason prosecution will not be pursued, such as when the victim will not prosecute or other charges of a greater magnitude will be filed against the suspect.
- **Suspended (S)** – No further investigation is warranted at this point due to the lack of leads. The investigation will be reopened if further leads are provided at a later date.



The abbreviations shown above are used on the monthly Block Watch Reports sent to crime watch chairperson.

The Dallas Police Department seeks to aggressively pursue prosecution on all criminal cases. However, a case priority system is used to assist investigators in the best utilization of manpower. Suspects, witness information and other factors that may lead to a resolution of the case are taken into consideration in determining the amount of manpower that will be assigned a case. Example, a felony case with suspect or witness information will be allocated more resources than a misdemeanor case with no leads.

Open cases will be assigned to a detective for investigation. Burglaries, thefts, burglaries of motor vehicles (BMV) and criminal trespasses are assigned to the substation detective unit. Other offenses are assigned to specialized units in the DPD, such as the Robbery, Homicide and Auto Theft Units. Crimes involving domestic violence or violation of a protective order will be forwarded to the Family Crimes Unit.

The police department handles certain offense reports over the telephone if there is no immediate need for police to respond to the scene. Offenses such as thefts, vandalism and non-recent burglaries and vehicle thefts are reported over the telephone. A finger print team will be sent to the scene, if requested. The citizen making the report will be given a service number to refer to if inquiries are made or a copy of the police report is needed. A copy of the report may be obtained by mail or in person at the Records Section in the Police and Courts Building located at 106 South Harwood. There is a \$4.00 fee for each report. Some incident reports can also be obtained at the Dallas Police Department web site. <http://policereports.dallaspolice.net/>

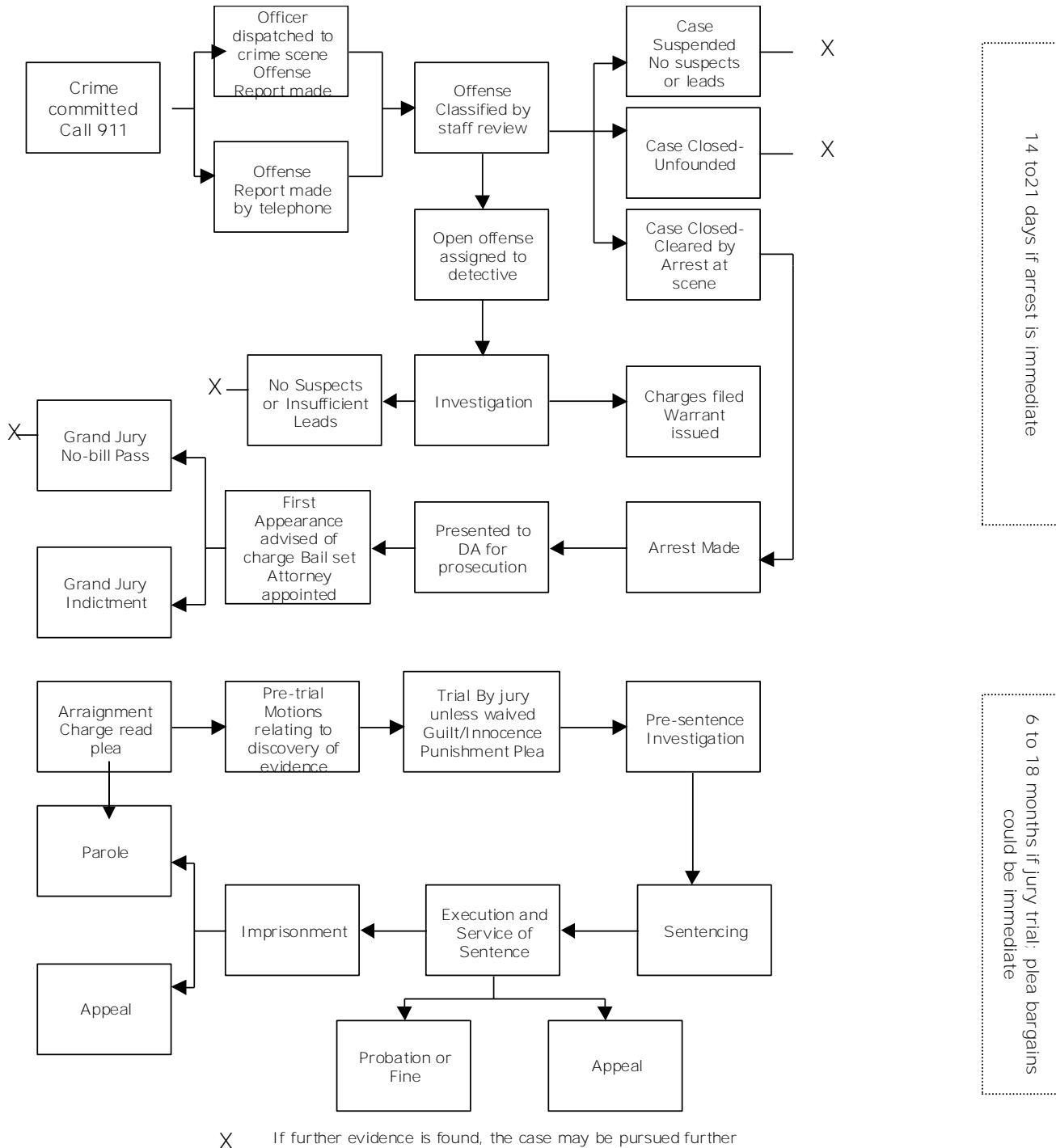
The detective handling the case may advise the complainant by telephone if an arrest is made or if the case is cleared. Generally, misdemeanor thefts, burglary of a motor vehicle and certain felony thefts will be closed without investigation if insufficient leads or evidence prevents investigation. Prior to officially closing these cases, a detective at the substation will review the facts of the case and will notify you by postcard. The postcard also will inform you to call if any additional information becomes available, or if you have any questions regarding your case.

Steps in the Criminal Justice System

The criminal justice system is a very complex and often lengthy process. The diagram on the following page shows the basic steps of the system.

Additional Information

For more information about obtaining a copy of your police report, call the DPD Records Both the DPD and the District Attorney's Office have victim liaisons to assist crime victims. Criminal courts are open to the public if you desire to view a criminal case being tried.





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Crime Watch Neighborhood Signs

Posting crime watch sign around the perimeter of a neighborhood, and/or within its boundaries, helps to reinforce and strengthen the effect of a good crime watch organization. It sends a message to the criminal that the neighborhood is alert to suspicious activity. However, signs without enthusiastic participation reduce the effectiveness of the crime watch program. Contact your NPO for specifications before you purchase your crime watch neighborhood signs.

Procedures

1. A "Request for Neighborhood Sign" application is included in this section. Fill in all the requested information and attach a map of your area detailing each location where you want a crime watch sign installed. Mark the desired sign locations on a hand drawn, or Mapsco, map of your area.
 - a. The Dallas Department of Transportation (DoT) will install your crime watch signs. The preferred location for the signs is on the back of your stop signs. If stop signs are not available, the signs may be installed on other street sign(s) or light poles, if the sign meets the 7' height requirement. The DoT will install your signs on existing poles at no charge. If you would like a crime watch sign(s) installed where there is no stop sign or existing pole, you must purchase the pole(s) from DoT. Hardware is included.
 - b. City Ordinance 17225 states that the sign will not be placed where it will interfere with traffic safety. Additionally, DoT will not install signs on utility poles, DART bus sign poles or private property. You may install crime watch signs on private property, such as fences at the entrances to alleys, only if you obtain the property owner's written permission.
2. Return your signed application and map to the crime watch officer at your DPD Substation
3. Your application will be forwarded to the *Interactive Community Policing Coordination Unit* (ICPCU) for approval. If the map and information are complete, your application will then be forwarded to DoT Field Operations to process the installation of the signs.
4. You will be informed by ICPCU when your application is approved. You can then proceed to purchase the approved crime watch signs. You may use any vendor you like as long as the sign specifications are met. Shop around for the best price for your needs. The City of Dallas Department of Street Services can fabricate the signs for you as well.
5. Deliver your crime watch signs for installation to the DoT Field Operations at 3204 Canton, Dallas TX. 75216.



6. Upon receipt of your signs, the DoT will schedule an installation date. You can anticipate three to four weeks before the installation of your signs.
7. If you have any questions about the installation call DoT

Additional Information

Contact your crime watch officer if you need help in determining the best locations for your signs. You will probably have to drive around the neighborhood to determine the location of stop signs and the best sites for your crime watch signs.

Web Site providing information regarding crime watch signs.

http://www.dallascityhall.com/streets/engineering_faqs.html

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Crime Watch Sign Specifications

REQUEST FOR NEIGHBORHOOD WATCH SIGN

Date: _____

From: Neighborhood Crime Watch Group _____

To:
NPO Coordination Unit
Dallas Police Department
1400 S. Lamar Street
Dallas, Texas 75214

It is requested that the official Neighborhood Crime Watch Sign be installed as per locations marked on the attached map furnished and prepared by the Chairperson.

Our Neighborhood Crime Watch was formed in (month/year) _____ and approved by the Police Department. Over 50% of the homes lying within the boundaries of our organization are members. Officer _____ attended the organization meeting.

We understand that the signs must be in accordance with the Dallas City Ordinance No. 17225 and must be installed by the Signs markings and meters Division of the City of Dallas.

After approval, we will purchase the signs and deliver them to the Department of Transportation Field Operation, 3204 Canton, Dallas, TX. 75216

Neighborhood Crime Watch Chairperson

Dept. of Transportation

Home Address

Approved/Disapproved by

Phone Number

ICP Coordinator Unit
Dallas Police Department

(TO AVOID DELAYS, FILL IN COMPLETELY)



Crime Reports

The DPD maintains statistics on all crimes committed in the City of Dallas. The monthly crime reports available to crime watch groups are titled "Crime Summary for Block Watch". Crimes are summarized by reporting areas and are classified by type of crime. Most crime reports are available at the Dallas Police Department web site. Additional crime mapping sources are available such as Raids online and Spot Crime. Web links to these sites are provided in the end of this section.

Procedures

Call your crime watch officer to find out the requirements in your division to receive the reports either on a one-time or regular basis. If you are not sure of your reporting area number(s), give the officer your area boundaries and he or she will be able to help you. Your crime watch statistics will more than likely be emailed to you as a file. Crime watch reporting websites are also available free of charge. Links to some of these websites will be provided in this section.

In order to maintain confidentiality of the victims, the last two digits of addresses are deleted from the report. It is important that crime watch chairpersons not disclose actual addresses or names, if they are known, of crime victims. Residents will be more likely to keep the crime watch group informed of criminal activity if they can be assured of confidentiality. The crime watch chairperson, for example, should report crimes as being in the "1200 Block of Maple Ave."

Crime reports can be invaluable for getting accurate information to residents and for planning crime prevention effort. Neighbors who are aware of criminal activity in their neighborhoods are in a better position to take the appropriate steps to avoid becoming a victim themselves. Crime information should be passed along to residents. This can be accomplished via voice mail, newsletter, flyer, email, text or through Nextdoor.com alerts. Always be sure to maintain the confidentiality of the victims.

The city of Dallas participates in the RAIDS program. This program will provide you with various reports via the internet. You can also use the crime mapping option to see where crime is concentrated in your area. Other options will provide you with information such as the days in the week when crime is higher. Other crime mapping programs such as Spotcrime, Crimemapping and Dallas area watch are available and free. These resources can provide you and your neighbors with valuable information. Links are provided at the end of this section.

Additional Information

Note that in some cases, crimes are categorized slightly differently on the block watch reports than they are for other police reports and not all types of crimes are included on the report.



Specialized crime reports covering specific areas or time periods may be obtained on occasion, such as for an annual meeting. Discuss this with your crime watch officer. Be sure to make your request far enough in advance to allow for preparation of the report by the officer(s).

Other Recourses

<http://www.raidsonline.com/>

<http://spotcrime.com>

<http://www.crimemapping.com>

<https://www.crimereports.com/>

http://www.dallaspolice.net/dpd_crimereport.html

<http://www.dallasareawatch.com/>

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Na
Ad

Crime Watch Meeting

**Are You Concerned About Crime?
Please Join Us!**

What: _____

Where: _____

When: _____

**Other
Info:** _____

B



YES ! I WANT TO HELP . . .

Please print your name and phone number

Plan/Coordinate Neighborhood Gatherings

1 _____ 3 _____
2 _____ 4 _____

Provide a refreshment for gatherings

1 _____ 6 _____
2 _____ 7 _____
3 _____ 8 _____
4 _____ 9 _____
5 _____ 10 _____

Make Phone Calls – Reminders of Meetings, etc.

1 _____ 5 _____
2 _____ 6 _____
3 _____ 7 _____
4 _____ 8 _____

Donate Paper/Envelopes

1 _____ 4 _____
2 _____ 5 _____
3 _____ 6 _____

Collate, Staple, Stuff Envelopes

1 _____ 5 _____
2 _____ 6 _____
3 _____ 7 _____
4 _____ 8 _____

Write Articles for Newsletters

1 _____ 3 _____
2 _____ 4 _____

Distribute Newsletters

1 _____ 5 _____
2 _____ 6 _____
3 _____ 7 _____
4 _____ 8 _____

Crime Watch Block Directory Information Request Form



Dear Neighbor,

Our crime watch group is preparing the block directory for

_____ (Street Name)

A copy of the block directory will be provided to each resident so that if we notice anything unusual around a neighbor's home, we will know who to call. **(Of course, in any emergency situation you should always call 911 first.)** Will you please take a moment to provide the information below so that our directory will be as complete as possible?

Name(s): _____

Address: _____

Home Phone: _____

Work Phone(s): _____

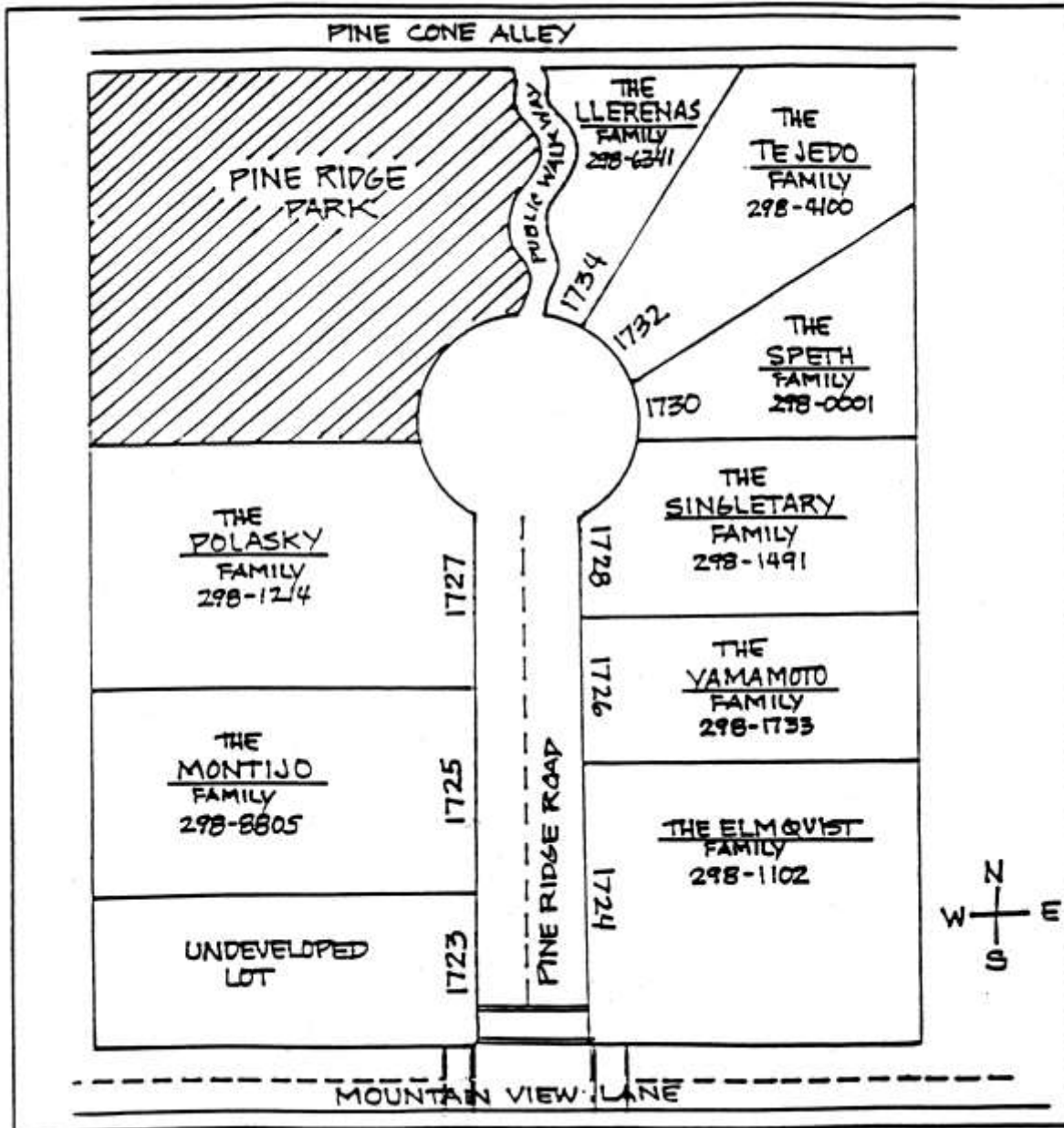
Please complete and return this form to me at _____
or call me at _____ if you have any questions or concerns about
how this information will be used.

Thank you for your cooperation.

Neighborhood Block Directory

Across the Street Address: _____ Name: _____ Home Phone: _____ Work Phone: _____	Across the Street Address: _____ Name: _____ Home Phone: _____ Work Phone: _____	Across the Street Address: _____ Name: _____ Home Phone: _____ Work Phone: _____
Next Door Address: _____ Name: _____ Home Phone: _____ Work Phone: _____	YOUR STREET Your House Address: _____ Name: _____ Home Phone: _____ Work Phone: _____	Next Door Address: _____ Name: _____ Home Phone: _____ Work Phone: _____
House Behind Next Door Address: _____ Name: _____ Home Phone: _____ Work Phone: _____	ALLEY House Behind Yours Address: _____ Name: _____ Home Phone: _____ Work Phone: _____	House Behind Next Door Address: _____ Name: _____ Home Phone: _____ Work Phone: _____

Typical Neighborhood Map - Prepared by Block Captain.



Dallas Crime Watch Resource Package User Comment Form

Once you are familiar with crime watch and this Resource Package, please fill out this form and mail it to the address on the reverse side of this page. Your comments will be valuable to us in producing future revisions and updates.

Are you? A new Crime Watch Chairperson/Volunteer
 Familiar with Crime Watch

How do rate your level of crime watch knowledge?

Beginner
 Intermediate
 Advanced

Check the box that best describes your overall rating for each section:

Section	Very Helpful	Good	Fair	Needs Improvement	Didn't Use
Your DPD Operations Division					
Dallas Police Department					
City of Dallas Information					
Crime Watch Meetings					
Organizing a Crime Watch					
Crime Watch Activities/Tools					
Crime Prevention Programs					
Sample CW Forms					
Other Information					

Are there sections of the documentation you especially like?

Are there topics that you feel were left out or need more explanation?

Did you find errors in the documentation?

What part of the documentation did you use the most?

Other comments?

Thank you for completing this form. Your feedback will help us improve the Resource Package.



Crime Prevention Programs

Volunteers in Patrol

Volunteers in Patrol/VIP is a non-confrontational neighborhood patrol program designed to reduce crime through increased cooperation between citizens and police. Citizen volunteers donate time to patrol their neighborhood by driving their own vehicles, or vehicles provided by their community organization. They are trained by the DPD to observe, recognize and report suspicious and/or criminal activity in their neighborhood.

The VIP programs allow citizens to take an active role in crime prevention by acting as the eyes and ears of the police department. It builds camaraderie between the residents of the neighborhood by creating a safer environment. It also sends a message that the neighborhood is aware, alert and will not tolerate criminal activity.

The VIP can also be used to monitor city code compliance.

Requirements

A VIP group must extend from an organized crime watch or homeowners association. A minimum of 2 volunteers is recommended. It is most efficient to submit all patrol applications at the same time. The following individual requirements must be met by each volunteer to qualify for the VIP program:

1. Applicants must be at least 21 years of age
2. Applicants must be in good health
3. Applicants must have a valid driver's license
4. Applicants must have no criminal record. No Class A or B misdemeanors within the past two years and no felony convictions.

Procedures

One person from the crime watch or homeowners group should be designated to organize the VIP program. To obtain applications for your volunteers, make copies of the most current VIP application or contact the DPD NPO officer at your substation.

Link to DPD volunteer webpage is

<http://www.dallaspolice.net/community/volunteerProgram.html>

1. All applications must have a copy of the applicant's driver's license attached.
2. Completed applications should be returned to the group's VIP Coordinator, NPO officer, at the address on the application
3. After the applications are processed and approved, they will be forwarded to the NPO officer who will schedule the VIP training program and notify the applicants of the scheduled dates and times.
4. Background and driver's checks will be performed on each applicant.
5. Anticipate a waiting period of approximately two months before start of the class
6. The typical VIP training program lasts approximately seven hours and may be



held on one day or over a period of three evenings. The classes are generally held at your substation. Topics in the classes will consist of the following:

- a. Observation skills and note taking
 - b. Use of 911 and mobile phone
 - c. Beat configurations
 - d. City geography
 - e. Laws of arrest
 - f. Types of patrol
7. Patrol can begin when at least two volunteers have graduated. Discuss your neighborhood crime activity with your crime watch or beat officer. This will help determine when and how often your VIP groups should patrol. The VIP groups can patrol as little or as much as the activity of the neighborhood warrants. However, the DPD recommends the neighborhood patrol at least eight hours a week. The DPD also requires that the volunteers patrol in pairs.
 8. A coordinator should be designated to organize schedules, contact patrollers, maintain equipment and keep a patrol log. Someone with access to a computer will make record keeping easier. A written set of bylaws or written standard operating procedures is recommended so that patrollers will have a clear understanding of their responsibilities.
 9. To be most effective, the patrollers should have a cellular phone to communicate with the other neighbors and the police.

The DPD recommends that a magnetic sign be posted on each of the vehicle's front passenger doors while patrolling. In addition to the signs, a yellow magnetic rotating light can be placed on the roof of the vehicle. This is important to let potential criminals know your neighborhood is being patrolled, as well as to alert neighbors who might be prone to call 911 to report a suspicious slow moving vehicle in the area. Obtain sign prices from several companies before placing your order because prices vary considerably from vendor to vendor.

Additional Information

Contact your substation's VIP coordinator, crime watch officer, NPO or Crime Watch Executive Board Director to obtain the most recent VIP application. Request that the NPO put you in touch with other groups that have established VIP programs. Other groups may be able to answer questions and offer suggestions about procedures that have worked in their neighborhoods.



DPD Crime Prevention Programs

The DPD offers many formal crime prevention program presentations, which are available to groups. These programs are generally an hour in length. Your crime watch officer or the crime prevention specialist can present many of the programs from your substation. An appropriate expert such as a Gang or Narcotics unit officer may make some of the presentations.

Program Topics

Auto Theft -- Designed to teach the public how to protect a car from theft by informing them of the latest anti-theft devices and prevention methods

Bicycle Rodeo -- Designed to teach children bicycle safety by giving them several activities in which they maneuver their bicycles

Bicycle Safety -- Designed to teach children of all ages safety skills and bicycle regulations

Carjacking -- Designed to inform the public about how carjacking's occur, methods of prevention and how to avoid becoming a victim

Child Molestation -- Designated to teach children to recognize and report molestation and to inform adults how to teach their own children and deal with this topic at home

Senior Citizen Security -- Designed to teach and inform senior citizens how to avoid becoming victims of crimes that typically target seniors

Drug and Alcohol Abuse -- Designed to inform adults how to deal with drugs and alcohol, as well as to teach children about the detriments of drugs and alcohol. Sessions can be directed to an adult audience or a teen/children audience.

Executive Protections -- Designed to teach high level executives, in prominent positions, about how to best prevent extortion and kidnapping of themselves and their families

Forgery, Check and Credit Card Abuse -- Designed to teach merchants and their employees how to avoid becoming victims of bad, forged or stolen checks and credit cards

Fraud, Cons and Credit Card Abuse -- Designed to inform the public about how not to become a victim of theft from fraud and how con artists make up fake business ventures to part the victim from their money



Gangs -- Designed to educate the public about gang activities and how to keep children out of gangs

Internal Theft – Designed to teach business owners and management how best to prevent theft by employees and other business associates

Latch-key Kids – Designed to teach parents and their children personal safety, awareness and crisis avoidance for children who stay home alone for extended periods of time

Max the Robot – Large group presentation of an actual working robot used to present crime prevention programs of all kinds to children

McGruff, the Crime Dog, Presentations – Large group presentation of an individual in a McGruff, the Crime Dog, suit accompanied by a crime prevention officer to teach children all aspects of safety

Office Security – Information about how to make an office as secure as possible from thefts, assaults and robberies

Officer Friendly – Designed to introduce children to the police and to explain the police function and police equipment with the intent to eliminate any fear of police

Police Officer, as a Career – Designed to approach young people, as well as young adults, with the information for the qualifications to become a police officer and an explanation of the police officer role

Robbery Prevention – Designed to teach the public how best to avoid being robbed and how to get out of a dangerous robbery situation as safely as possible. This program can be geared towards individuals, banks or credit unions, or retail business establishments.

Sexual Assault Prevention – Designed to help women, or men, avoid becoming victims of sexual assault and to teach them how best to avoid further injury in cases where rape is imminent

Shoplifting Prevention – Designed to teach merchants and their employees how to deter, or prevent, shoplifters and how best to handle a shoplifter when spotted, and subsequently arrested

Teens, Crime and the Community – Designed to combine education and action to help teens understand how crime affects them, their friends and the community



Vandalism – Teaches the public how to best deal with destruction of property, who to contact for removal of graffiti or for additional information

Violence in the Workplace – Designed to inform the business community about what constitutes violence in the Workplace and how to deal with situations involving violent behavior

What is Suspicious? – Designed to teach the public, especially crime watch groups, that suspicious activity can be a prelude to crime and how to report this activity immediately

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Operation Identification

Operation ID is a nationally recognized burglary prevention program in which citizens make an inventory of their property and permanently mark their valuables with an identification number, usually a Driver's license (DL) number or serial number (SN).

1. The most effective way to recover stolen property is through the serial number.
2. You should record property information including description, model, and SN.
3. Property is marked with an ultraviolet marker. This ink is invisible and requires a UV light source to see the mark. The marks are invisible and permanent according to the manufacturer. These markers and UV light are available from your neighborhood VIP program or the Dallas Police Department (DPD). You can also purchase the markers and UV light online. These pens are available at like Walmart, Office Depot, Staples, and Amazon.com.
4. Operation decals are provided by the VIP or DPD for placement on your doors and windows **only after** you have created an inventory list and marked your valuable property.

The program is designed to:

Discourage burglars and thieves by marking your property and possessions, and by displaying the Operation ID decal on your house.

1. Aid in the return of stolen property to the owner.
2. Discourage burglars from fencing stolen property.
3. Assist in apprehending and convicting criminals caught with marked property.

Procedure

1. Prepare an inventory listing of all your valuable property as indicated above. Photograph items that are too small for marking. Keep this information in a safe place. An alternative to recording property information on paper is to use the free online resource such as www.leadsonline.com and click on the "ReportIt" (Citizen Property Inventory System) link. **ReportIt** lets you securely store serial numbers, item descriptions, pictures and scans of receipts so that your items may be more easily identified in the event of theft or loss. **Leadsonline** website is an online investigative system used by law enforcement to recover stolen property and solve crimes.
2. Property should be marked on a permanent, non-removable part, in a place that can be detected without dismantling the object. Mark the property with TXDLXXXXXX, where the "X" stands for your driver's license number.
3. Texas ID numbers issued through the Department of Public Safety also may also be used to mark property. For those individuals that do not have a driver's license or identification number you may contact your DPD NPO for advice. In some cases they may be able to issue a Property ID (PID) number that is registered in the Operation ID files at the Police Department. This PID number also can be used by businesses for the purposes of marking business property



4. After step 1 and 2 are completed return the marker pen to the VIP or DPD. Take your inventory list with you for proof of completion. Your Operation ID decals will then be issued to you.
5. If you purchased your own marker pen, you will still have to show the completed inventory list to the VIP or DPD in order to obtain you ID decals.
6. As you obtain more property, be sure to mark it and update your inventory list. Remove obsolete or surplus property from the inventory list, but do not remove your ID number.

Recovery Tracking System

With motor vehicle theft topping the charts as the #1 property crime in the U.S. recover tracking systems fills a clear market needed for an effective stolen vehicle recovery solution. The Stolen Vehicle Recovery System provides car owners with peace of mind knowing that if their vehicle is stolen, they have the best chance of getting it back.

Recovery tracking systems can also be used on computers, and laptop. If your item is stolen Law Enforcement will be able to work with the recovery tracking system to recover your item. While being very effective there is no guarantee that your stolen item will be recovered, however, the chances are greatly increased. In most cases the service provider will assist with the replacement of your stolen item.

There are numerous vendors that provide this service. If you google recovery tracking system you will find vendors. CWEB does endorse any specific vendor or service provider.

Additional Information

Click on this link to view operation ID brochure in English [OperationIDFlyer05-18-11_English.pdf](#)

Click on this link to view operation ID brochure in Spanish [OperationIDFlyer05-18-11_SP.pdf](#)

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Operation Identification



Operation Identification (Operation ID) is a nationally recognized burglary prevention program in which citizens make an inventory of their property and permanently mark their valuables with an identification number, preferably a Texas Driver's License or ID number. There are three important steps required to participate in the Operation ID program.

- 1) The most effective way to recover stolen property is through the property serial number.
- 2) You should record your property information, including description; make, model, and serial number on an inventory form (see the reverse of this sheet or go to www.dallaspolice.net).
- 3) Property is marked with an ultraviolet (UV) marker. large/heavy equipment it should be etched in a more visible manner
- 4) Operation ID decals are place on your doors and windows ONLY AFTER you have created an inventory and marked your property.

This program is designed to:

- Discourage the activities of burglars and thieves by marking your possessions and placing decals on your windows.
- Aid in the return of lost or stolen property to the owner.

- Discourage burglars from fencing stolen property.
- Assist in apprehending and convicting criminals caught with marked property.

Procedures

- 1) Prepare an inventory listing of all of your valuable property, including serial numbers if applicable. Photograph items that cannot be easily marked. Keep this information in a safe place.
- 2) UV markers may be borrowed free of charge from all Dallas Police Substations. You can purchase UV markers online. Call your substation before arriving on marker availability. A driver's license/ID will be required to borrow a marker.
- 3) If you are not sure how to use the UV marker, ask station personnel. Property should be marked on a permanent, non-removable part, in a place that can be seen without dismantling the object. Mark the letters "TXDL" and your Texas driver's license or ID number on the object.
- 4) For large/heavy equipment, it should be etched in a more visible manner utilizing an electric engraver.
- 5) After property has been marked and an inventory list completed, return the marker promptly to the substation, show that you have completed the above and you will be issued a decal.
- 6) Place your operation ID decal in a prominent place on your front door or a window.
- 7) As you acquire new property be sure to mark it and update your inventory list.

Additional Information

If you relinquish the property to another after marking it with your number, do not remove your number. The new owner should add their number next to yours.

An alternative to recording property information on a paper is to use the online resource of www.leadsonline.com. This website is an online investigative system used by law enforcement to recover stolen property and solve crimes. Leadsonline provides a free Citizen Property Inventory System. Citizens can use this system to record property information. You can log your property at - www.leadsonline.com – click the "Reportit" link.

Operación Identificación



La Operación Identificación (Operation ID) es un programa anti robo reconocido a nivel nacional en el cual los ciudadanos hacen inventario de sus propiedades y graban permanentemente sus artículos de valor con un numero de identificación, preferiblemente el numero de la licencia de manejar de Texas o un numero de identificación. Hay tres importantes pasos requeridos para participar en el programa de Operación ID.

- 1) La manera más efectiva de recuperar propiedad robada es con el número de serie de la propiedad.
- 2) Usted debe anotar la información de su propiedad, incluyendo la descripción; marca, modelo y numero de serie en una hoja de inventario (vea el reverso de esta hoja o visite www.dallaspolice.net).
- 3) La propiedad es marcada con un marcador ultravioleta (UV). Equipo grande/pesado debe ser grabado de la manera más visible.
- 4) Engomados de la Operación ID se colocan en sus puertas y ventanas **SOLO DESPUES** de que haya hecho un inventario y marcado su propiedad.

Este programa esta diseñado para:

- Desalentar las actividades de ladrones marcando sus posesiones y colocando engomados en las ventanas.
- Asistir en el retorno de propiedad robada a sus dueños.
- Desalentar a ladrones de vender propiedad robada.
- Asistir en aprender y juzgar a criminales sorprendidos con propiedad marcada.

Procedimiento

- 1) Prepare un inventario listando toda su propiedad, incluyendo los números de serie aplicables. Fotografíe los artículos que no puedan ser marcados. Mantenga la información en un lugar seguro.
- 2) Marcadores UV pueden ser adquiridos gratis de las Subestaciones de Policía de Dallas. Usted puede comprar un marcador UV por Internet. Llame a su subestación antes de arribar para ver si hay marcadores disponibles. Licencia de manejar/ID son necesarias para adquirir un marcador.
- 3) Si no sabe como usar el marcador UV pregunte al personal. La propiedad debe ser marcada en un sitio permanente que no se pueda remover y en un lugar que se pueda ver sin desmantelar el objeto. Marque las letras "TXDL" y el número de su licencia de manejar de Texas en el objeto.
- 4) El equipo grande/pesado debe ser grabado en una parte visible con grabador eléctrico.
- 5) Después que todo haya sido marcado y el inventario completo, regrese el marcador de inmediato a la subestación y muestre que ha terminado para que reciba el engomado.
- 6) Coloque el engomado en un sitio prominente.
- 7) Al adquirir nueva propiedad modifique el inventario.

Información Adicional

Si se deshace de la propiedad una vez marcada, no quite el número. El nuevo dueño deberá marcarla con sus números

Una alternativa es utilizar el recurso electrónico en www.leadsonline.com. Este sitio Web es un sistema de investigación usado por las autoridades para recuperar propiedad robada y resolver crímenes. Leadsonline ofrece un sistema de inventario gratis para ciudadanos. Personas pueden usar el sistema para anotar información de propiedades Visite - www.leadsonline.com – clic en el enlace "Reportit".



Expanded Neighborhood Patrol

Expanded Neighborhood Patrol (ENP) is a program authorized by the DPD in which neighborhood organizations may hire armed, uniformed off-duty police officers to patrol their area. The organizations may pay to rent a Dallas police car for use by the officers subject to availability. Frequency and length of an individual patrol period are decided by the group, with a two hour minimum patrol period required. ENP has shown to be effective in reducing crime in neighborhoods. It is also the most expensive crime prevention program and can require a great deal of time and effort to organize and operate on a continuing basis.

Requirements

ENP must be approved by the Divisional Commander prior to formation. The following requirements must be met:

- The group must be a valid community organizational structure sufficient to support the program, the means of payment and a representative to act as a liaison between the group and the DPD.
- The group must hold a public forum meeting with all interested members of the neighborhood and DPD personnel to discuss ENP and other viable options.
- A designated representative of the organization must sign a Letter of Agreement.
- The Division Commander can discontinue the ENP at any time it is determined that the program is not operating within the DPD guidelines.

Factors to Consider

Document your findings on the following factors because neighbors will have questions regarding these issues that will need to be answered before they make a commitment are:

1. **Incorporation** -- Consult an attorney to determine if incorporation of your organization is advisable to reduce potential individual liability.
2. **Insurance** -- The DPD encourages groups to obtain a one million dollar liability policy. Coverage for the program is difficult to obtain and relatively expensive. Consult an insurance advisor.
3. **Taxes** -- Federal, State, franchise, payroll taxes, and tax returns are likely to be involved in this type of program. Consult a tax advisor before starting, to avoid any tax problems.
4. **Association Officers**- Since the amount of money involved with ENP is generally much greater than that involved in most crime watch programs, it is recommended that the group elect or appoint officers, including a Treasurer, with specific responsibilities and authority outlined in the by-laws or some other document.
5. **Member Fee Billings** -- Members will need to be billed in advance of the patrol period to ensure that adequate funds are available to pay for the expenses incurred. Billings may be prepared quarterly, semi-annual or on an annual basis.



A surplus fund of at least a month's expenses is desirable to allow for unexpected expenses or slow collections.

- 6. **Mobile Phones** -- Although a cellular phone is not required, members want to be able to call the officer in an emergency. This feature alone is the key attraction that differentiates participants from non-participants. The more such features you can offer, the more incentive the neighbors have to join ENP.

Initial Budget Estimate and Poll

After consulting with legal, insurance and tax advisors, poll your neighbors to determine if there is enough interest to sustain the program. The poll can be accomplished by telephone, by block captains, in person, or at meetings. You usually will have to provide an initial estimate of monthly cost to neighbors, which may be difficult to do until you know the number of neighbors willing to participate. A rough initial budget may be calculated as follows for ENP service of 5 hours per day for 7 days out of the week:

Officer patrol wages at \$30.00/ hour	\$4,200.00
Patrol car at \$13.50/hour	\$1,690.00
Insurance will vary based on amount of patrol)	\$200.00
Cell Phone costs (may vary from \$35-\$150/month)	\$100.00
Administrative costs (postage, paper, etc.)	\$34.00
Total estimate monthly costs	\$6,190.00

Number of households in your area	200	Total estimated monthly costs	\$6,190.00
Expected participation rate	50%	Divided by estimated members	100
Estimated number of members	100	Est. Monthly cost per home	\$61.90

The above example is not meant to imply that this will be the actual cost of the program in your neighborhood, but rather to provide a basic format to assist in calculating an initial budget estimate. You may have more or fewer expenses, and actual costs may vary considerably, especially insurance and administrative costs. A lack of volunteer efforts will result in increased administrative costs. You may also have a larger or smaller participation rate among your neighbors. You may find ENP to be cost prohibitive in your neighborhood.

Start-up Procedures

If the initial poll of neighbors indicates an adequate interest in the program, and after you have discussed alternatives with the DPD and residents in a public forum, proceed as follows:

- 1. Send out member billings. Quarterly, semiannually or annual billings will reduce administrative efforts. Follow up calls will be necessary. If payments are not received from all the neighbors who originally indicated interest in the program, you may have to adjust the number of patrol hours accordingly.
- 2. Revise your budget to reflect the actual number of participants from whom you have received payments.



3. Contact your DPD substation ENP coordinator or crime watch officer for a Letter of Agreement to be signed and returned to the Divisional Commander.
4. Determine whether or not a patrol car will be available to your group. The ENP coordinator also may be able to provide a list of available officers.
5. Interview the officers and ask for references. Let them know what you expect from the program.
6. Selection of the individual officers is up to the neighborhood organization, subject to DPD approval.
7. Negotiate a mutually agreed upon pay rate.
8. Contract for a mobile phone for the officer's use, to be billed to your organization. Negotiate with a service provider for the best "Corporate" rates.
9. Determine the days, times and length of patrol periods based on your budget and discussion with your patrol officer, Interactive Community Policing Lieutenant, and with experienced ENP neighborhood groups to determine the most appropriate hours for your neighborhood. Adjust the schedule as needed. For example, you may want to increase patrol hours during higher crime periods, holidays or if a significant crime trend hits your area.
10. Notify participating members of the starting date for the patrol, the patrol schedule and the procedures residents should follow, if and when they need the officer's assistance.
11. In some ENP neighborhoods, the members are not given the patrol car's mobile phone number, may not be given the patrol schedule or the patrol may be performed on a random basis with no set schedule. For best acceptance by members, the group as a whole should make decisions such as these, after weighing the pros and cons and the individual circumstances of neighborhood. In general, members may be easier to recruit and keep if they have a say in the procedure and have access to the officer. Neighbors typically will accept the decision which is determined on a majority rule basis.

Ongoing procedures

Your organization will need one or more persons, either volunteers or paid consultants, to prepare regular billings, payroll and tax returns, record payments, make collection calls, pay monthly bills, and handle the bank account. Collection difficulties often occur, even in the best of neighborhoods.

Don't assume the program will run itself. Members will move or drop out and constant recruitment of new members may be necessary to maintain the level of service. Not all neighbors will participate, which sometimes results in some resentment between neighbors. A large time commitment from a neighborhood ENP coordinator is required because he or she basically is running a business, with all the related problems of billings, collections and employee motivation, etc.

The ENP patrol officers are required to complete all necessary paperwork at the substation. This includes off-duty employment requests, checking in and out at the



station and completing vehicle usages forms. Officers are also required to adhere to their on-duty standards of conduct while on off-duty jobs. They are not allowed to perform personal services and may stop vehicles only if probable cause exists.

Many ENP groups maintain a patrol logbook that includes a detailed map of the area, an up-to-date roster of members, confidential member information sheet and a patrol activity log to be completed by the officers. Voice mail can be used in conjunction with ENP to keep the officers informed of any unusual activity or member vacation schedules.

Additional Information

It is very important that members be instructed to call 911 first in any emergency situation when they may have time for only one call. The association and its representatives should be careful not to give any guarantees or exaggerated assurances of safety.

See Volunteers in Patrol for a less expensive alternative to ENP. You may also talk to your NPO Lieutenant or crime watch officer to see if some other solutions are available especially if the problem may be short term or non-recurring.

<http://www.mpum.org/enp/>

<http://lgna.net/crime-watch/extended-neighborhood-patrol/>

DOCUMENT CONTROL SECTION

Date Approved	Author	Revision made to document	Ver
Unk	Unk	Original Document	1
05/01/14	Valadez	Major revision of document.	2



Citizen Police Academy

Established in 1992, the Dallas Citizen Police Academy is designed to educate citizens about the operations of the Dallas Police Department. The program strives to improve the relationship between the community and the DPD by providing interested citizens a better understanding of the responsibilities and functions of the DPD.

Classes

The training classes are held one night a week for ten weeks. Accepted applicants are expected to attend all ten classes. Applicants must attend at least seven classes in order to graduate. The classes cover the following topics:

- Overview of the Dallas Police Department
- Family Violence
- Patrol Functions
- Tour of the Communications Center
- Demonstrations and Rides on the Vehicle Training Course
- Internal Affairs
- Driving While Intoxicated (DWI) Procedures
- Use of Deadly Force
- Pursuit Policies
- Investigation Techniques

Classes will also cover patrol functions, a tour of the Communications Division, demonstration and ride on the vehicle training course, internal affairs, family violence, DWI enforcement procedures, explanation of the use of deadly force, pursuit policies, crime prevention, personal safety and investigation techniques

Requirements

Applicants for the Citizen Police Academy must be at least 21 years old and must work or live in the City of Dallas. There are no fees for the training classes. The most recent application and additional information can be obtained from the Dallas Police Department website

<http://www.dallaspolice.net/community/citizensAcademy.html>

Alumni Association

Graduates of the Citizen's Police Academy formed an Alumni Association, which is open to all past and future graduates. The alumni continue to work with the Dallas Police Department and citizens to enhance community relations.



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National Night Out

The National Association of Town Watch (NATW) is a non-profit organization dedicated to the development and promotion of various crime prevention programs including neighborhood watch groups, law enforcement agencies, state and regional crime prevention associations, businesses, civic groups and individuals devoted to safer communities. The nation's premiere crime prevention network works with law enforcement officials and civilian leaders to keep crime watch volunteers informed, interested, involved and motivated. Since 1981, NATW continues to serve thousands of members across the nation.

The introduction of National Night Out, "America's Night out against Crime", in 1984 began as an effort to promote involvement in crime prevention activities, police-community partnerships, neighborhood camaraderie and send a message to criminals letting them know that neighborhoods are organized and fighting back. NATW's National Night Out program culminates annually, on the first Tuesday of August (In Texas, the first Tuesday of October).

Additional information is available at <http://www.natw.org>

Planning Your Activity

Groups are encouraged to work jointly with police and residents to plan for the NNO event. These events can be large or small. Some crime watch groups host parties for the entire group in a central location where others may have assorted block parties throughout the evening. The very simplest show of support is to encourage residents to lock all of their doors, turn on all of their outside lights and come out to the street to meet their neighbors. The goal is to bring the neighborhood together, with the police, to stress unity in crime fighting efforts.

NNO is a successful program in the City of Dallas, and many crime watch groups participate. It is very important to plan in advance. The police make every effort to attend all NNO events but they must plan appropriately to insure their presence at your event. Try to schedule the date with your NPO at least 2 months before the event date.

Keys to Success

1. Start planning early
2. In addition to all the neighbors and the NPO's also invite the following:
 - a. Your local businesses
 - b. City Council member
 - c. Mayor
 - d. Your fire department
 - e. The Sheriff's Office
 - f. Your neighborhood school principal(s)
 - g. Code Compliance representatives



- h. District Attorney's Office Representative
- i. Your community prosecutor
- j. Security vendors
- 3. Plan children's events and activities
- 4. Advertise your event with flyers, media coverage, on your Nextdoor.com website, and/or neighborhood newsletters
- 5. Encourage area businesses to participate and act as sponsors
 - a. Request food donations such as water, hot dogs, chips, popcorn, etc
 - b. Acknowledge the contribution and thank the vendors for their support
- 6. Be creative

Activity Suggestions

Outdoor activities are encouraged. Here are some suggestions:

- 1. Flashlight walks or parades through the neighborhood
- 2. Ice cream social, BBQ, block parties, progressive parties
- 3. McGruff presentation
- 4. Crime prevention seminars and/or speakers
- 5. Home security or security lighting demonstration
- 6. Police officer presentation on a variety of topics geared toward children

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Home Security and Burglary Prevention

The more difficult that you make for burglars the safer you will be in your home. Points of entry into your home include the front door, back door, garage door and windows. Exterior lighting at night is also a good deterrent since most burglars prefer to work in the dark. A posting that the home is protected by a monitored security alarm is added protection. Finally, the addition of surveillance cameras with DVR storage is a good way to monitor your home and make a record of who is lurking around your home.

The Dallas Police Department recommends the use of a manual throw bolt on your automatic garage door or to turn off the system at night. Some burglars have driven down streets or alleys with automatic door openers set at different frequencies. Later they drive back down the street to see which doors have opened and whether the occupants have noticed. They then have the seclusion of the garage in which to gain entry to the home.

With the warm weather comes a tendency to be more lax about home security. Windows and doors are left open more frequently. Doors are not always locked while people go for a walk or visit with a neighborhood for a moment.

However, almost all types of crime increase in warm weather. There are a lot of construction and yard workers around every day. Some of these companies may hire day laborers that have a criminal history. With the increased activity, also comes a greater chance that neighbors will not notice suspicious activity.

Play it safe by keeping doors and windows locked at all times, even when you are out in your yard. It is not uncommon for burglars to strike during the day, entering the back of the house while neighbors are in the front, or vice versa.

Keep garage doors closed, many thieves cruise around neighborhoods just looking for an opportunity. It only takes a moment for a thief to pull up into your driveway, grab some lawn equipment or bicycles and take off. This is a very common type of summer crime.

Effective outdoor lighting can be an important security measure. The DPD believes that given the choice between a well-lighted home, or one that is not, the would-be criminal will chose to hit the one that does not have adequate lighting every time.

As we approach the holiday season, many of us will be traveling out of town. Burglars often look for homes that appear unoccupied. According to the DPD, some of the things they look for are:

1. Lawns not mowed or raked
2. Newspapers in the yard
3. Several flyers on the front door
4. Mail in the mailbox



5. Lack of noise inside the house
6. Little or no lights on at night

Several things that you can do to make your home appear occupied are:

1. Let your next-door neighbors know when you are going to be out of town. Ask them to pick up your mail and papers. You can also ask the Post Office to hold your mail.
2. Keep your grass cut and leaves raked.
3. Use a timer to automatically turn on a light at dusk.
4. Use your answering machine or call forwarding and don't announce that you will be gone.

One of the most important aspects of a good crime watch program is alert neighbors who recognizes and report suspicious activity. Anything that seems slightly “out-of-place” or is occurring at an unusual time could be criminal activity. Also see making a crime report - [Making a Report to DPD.docx](#)

The DPD offers free home security surveys and encourages every homeowner to have a personal home security survey. The crime prevention specialist, who will inspect your home, may be able to point out areas of weak security in your home of which you may not be aware. The Crime Prevention Specialists have extensive training in home security and lighting and will be able to answer any questions you may have. They often can offer suggestions for inexpensive methods to make your home more secure for your family. The Dallas Police surveys are performed by calling your closest substation to schedule a survey. Try to take advantage of this service, which may also qualify you for a homeowner's insurance discount.

Not every stranger who comes into your neighborhood is a criminal by any means. There are many door-to-door salesman, repairman and service men moving around the neighborhood all the time. Criminals sometimes take advantage by pretending to be legitimate workmen.

Additional Information

Crime information received from the DPD should be passed along to your neighbors as soon as possible. Neighborhood voice mail systems, emailing and the recent addition of Nextdoor.com (private neighborhood website) can be very effective in educating neighbors about crime prevention, as well as informing them of criminal activity in the neighborhood. On Nextdoor.com, “Alerts” can be sent out to neighbors who have joined your Nextdoor.com group, via email and/or text messages “Alerts”.

Insurance Reduction Surveys

Home Security Surveys

The DPD encourages every property owner to arrange for a free home security survey, available by simply scheduling an appointment with a crime prevention specialist at your local substation. The crime prevention specialist is trained in the latest tested methods and devices used for properly securing your residence. The officer will come to your home with a checklist in hand to begin an inspection at the front door and work around the entire inside and outside



of the residence with you to determine weaknesses and hazards that may require attention to become more burglar resistant. The officer will examine doors, locks, windows, lights, landscaping, gates and garages. He or she will give you professional advice and recommendations about how best to secure your residence to reduce the risk of becoming a target for a burglary. Many of their recommendations may be inexpensive methods that will add security to your home. It is entirely up to you whether you implement those recommendations, or not.

Reduction in Homeowner's Insurance

Texas law provides for reductions in homeowner's insurance premiums if your home complies with certain security standards. The crime prevention specialist will use a checklist to perform a complete inspection of your home looking for specific requirements of the law that must be met to qualify for the reduction. The law provides for two levels of reductions.

An overview of the requirements for a **5%** insurance reduction is as follows:

1. Exterior doors, including a door to an attached garage, must be metal or 3/8" solid core wood door, secured by deadbolt locks with a minimum bolt throw of one inch that penetrates a metal strike plate.
2. Double doors must meet the above requirements plus the inactive door must be secured by headers and threshold bolts that penetrate metal strike plates.
3. Deadbolts located within 40 inches of breakable glass must be key-operated from both sides, unless prohibited by fire safety codes. Similarly, header and threshold bolts located within 40 inches of breakable glass must be flushed mounted in the edge of the door.
4. Sliding glass doors must be secured by secondary locking devices to prevent lifting and prying.
5. Dutch doors must have concealed flush bolt-locking devices to interlock upper and lower halves and be secured by a deadbolt lock.
6. Garage doors must be equipped with a key operated locking device.
7. Windows must be secured by auxiliary locking devices, such as key operated locks, screws, wooden dowels, pinning devices or metal bars. These devices must be easy to remove in the event of a house fire. Consult with the fire department before installing such devices.
8. The requirements for a **15%** homeowner's insurance reduction are a monitored security alarm system which includes the following:
9. A monitored home alarm system with magnetic contact sensors on all exterior doors and windows (including upstairs windows). Interior, exterior and overhead garage doors must also be alarmed.
10. An interior and exterior siren component on the home security alarm.
11. Prior to the officer inspecting your premises, you must obtain a letter from your security company addressed to you at your current residence stating:
"All alarm equipment is Underwriters Laboratory Approved and the alarm is monitored by an Underwriters Laboratory approved central station. The sales, service, installation and monitoring of the system are done in compliance with the Private Investigators and Private Security Agencies



Act, Article 4413 (29bb) Vernon's Texas Civil Statutes."

The reductions may be applied separately or jointly. In other words, your home may qualify for a 5%, 15%, or 20% insurance reduction.

The DPD asks that you check to determine that the appropriate requirements are met prior to scheduling the insurance reduction survey. If you believe your home meets all the requirements for either or both reductions, and you have obtained a letter from your alarm company, if applicable, call the crime prevention officer to schedule an appointment. If and when you meet the necessary requirements, the officer will file a written report with the Texas State Board of Insurance which will issue a Premium Reduction Certificate to be filed with your insurance company. Insurance companies are required by Texas state law to honor the Reduction Certificates. The certificate is valid for three years and can be renewed for an additional three years at the request of the policyholder after an additional inspection.

Other Security Measure

1. **Motion detector sensors** to detect movement inside the house. These sensors can be set to eliminate pet motion in the house.
2. **Pressure mats** placed under rugs in doorways, hallways, window areas or stairways react to pressure from footsteps to activate the alarm.
3. **Glass break detectors** recognize the sound of breaking glass in a door or window and activate the alarm. These detectors provide an alert for burglars who may break the glass out of a window to prevent activation of magnetic window contacts.
4. **A wireless connection** to the alarm service monitor is also available from most service providers.
5. **Burglar screens** will activate the system if the screen is cut or removed from the window.
6. **Closed circuit** security systems will let you monitor and/or record activity inside or outside of the home through your television, home computer or cell phone.
7. **Panic buttons** can be manually activated if you suspect an intruder, or if an intruder tries to force entry. Panic buttons are commonly located on system keyboards next to beds alongside doorways, or as hand-held remote units.
8. **Specialized sensors** can detect a variety of dangerous gases like carbon monoxide gas, or natural gas, and others can detect extreme low temperature inside the home, all of which could cause a medical emergency for residents.
9. **Wired systems** use concealed or exposed wiring to connect the security system components.
10. **Wireless systems** use radio frequencies to connect the security system components.
11. **The following guidelines will help you to select a reputable security company:**
 - a. Ask friends and neighbors for recommendations.
 - b. Obtain written estimates of installation costs, monthly fees and length of contract from two or three companies before making a decision.
 - c. Discuss the equipment, warranty, training and written materials your family will receive and all charges that will be involved, including any charges if



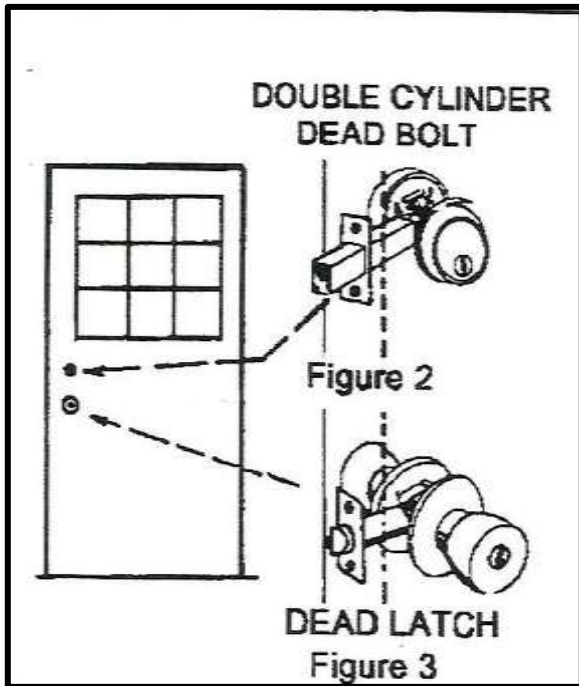
additional training or servicing is needed.

- d. Make sure the salesperson and installers are currently licensed through the Texas Board of Private Investigators and Private Security Agencies. A current license is required by Texas law.
- e. Check the Better Business Bureau to see if the company has a record of satisfactorily handling any complaints.
- f. Ask for customer references and call them to see if they are satisfied with the service they have received since installation. The level of service after installation may be just as important as the actual equipment.

Additional Information

To arrange an appointment for either type of security survey, or for specific information about the devices and techniques on the security inspection checklist, contact the crime prevention specialist or your crime watch officer.

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Home Security Devices and Methods

The most secure locks are called dead bolt locks. A dead bolt lock has a solid metal bar at least one inch long, which moves from the door into the door frame when the door is locked (**Figure 2**).

The word "dead" means that there are no springs to operate the bolt as there are in key-in-knob or spring bolt locks, such as those used on bathroom doors. These types of locks easily are popped open with a credit card or other devices.

Double cylinder dead bolt refers to a lock that is operated by a key on both sides. Double cylinder dead bolts have the added advantage that the burglar has to leave the house the same way he entered. He cannot use a dead bolt locked door to take large items out of your house unless the door is destroyed or the key is left in the interior lock.

A single cylinder dead bolt is operated by a key on the outside and by a thumb latch on the inside. A single cylinder dead bolt should be used only if there is no window in the door or other glass located within 40 inches of the lock because a burglar can break the glass and reach in and turn the knob to unlock the door.

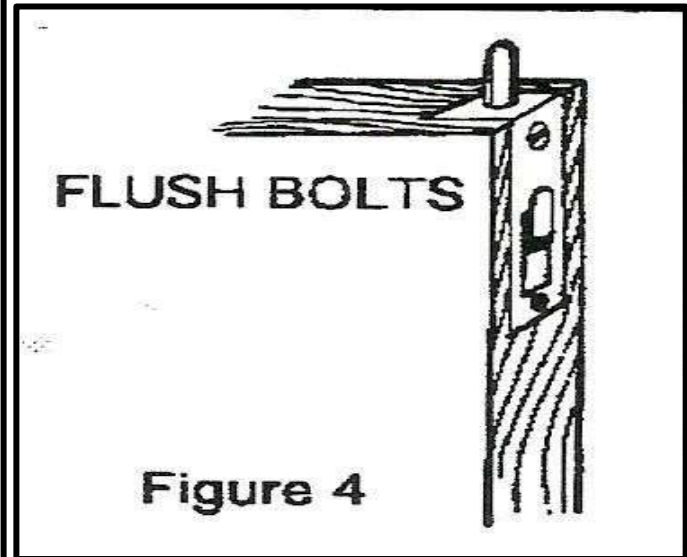
Add a dead bolt if you do not want to replace your current door lock set. A dead bolt lock may be purchased separately and installed above your existing knob-lock set. Make sure the cylinder of the lock has a hardened steel guard ring around the key section.

Dead latch - A dead latch knob lock set (**Figure 3**) looks similar to a spring lock except that it has a small solid metal bar that locks in place when the key or thumb latch is turned. These locks are more secure than spring bolt locks but generally are not as secure as a dead bolt because the latch does not enter the door frame as deeply as a dead bolt.

Double doors - Install surface mounted or flush header and threshold bolts at the top and bottom of the stationary door of a set of double doors. Flush bolts (Figure 4) inside in the door edge offer additional security. The intruder cannot tamper with these devices if the doors are locked or if breakable glass is located within 40 inches of the bolts. Flush bolts should enter a reinforcing metal strike plate

Dutch doors - Flush bolts also should be used to interlock the upper and lower halves of Dutch doors.

Chain latches - Do not rely on chain latches as locks. These latches may give a false sense of security and are easily kicked or pried loose.



Although there is no way to make any home completely safe from forced entry, the more barriers you put between your property and the crime, the less likely you are to become a crime victim. Good locks secure windows and preventative techniques can slow down a criminal, or discourage him altogether.

Many inexpensive, easy to install security devices are available, such as a variety of locks, **window pinning's** and peepholes. Many different techniques can be used to deter an intruder. Burglars generally try the easiest entries first. Sometimes one deterrent may make a difference, causing a burglar to go elsewhere to find an easier target.

The following security recommendations are not intend to make the facility **burglar-proof, robber- proof or theft-proof**. These guidelines however, will reduce the probability of loss if properly applied, maintained and consistently used. Changing security needs and improved technology may require continuing attention and possible upgrading. Use a **whole house** systems approach. Fragmented implementation of security measures or inconsistent use will not



provide optimal protection.

Using the following guidelines, perform a security check of your home by starting at the front door and working completely around the entire inside and outside of the house.

Include inspection of all doors, windows, yard, fence, shrubs, gates and garage. If you are not able to determine where or how you need to secure your home, free home surveys are offered by the DPD.

Doors

One of the most common methods of entry by intruders is to physically destroy the door by kicking or battering in the door. Even the best doors and locks will not keep an intruder out unless you close them tightly and lock them securely each time you leave your house, even if you are only working in the yard.

Exterior doors, including those leading into attached garages, should be of metal or solid-core wooden construction. Exterior doors must be at least 1-3/8 inches thick but a thickness of 1-3/4 inches is highly recommended. A thinner door may give way **if it's** kicked or battered. Hollow core doors are **NOT** sturdy enough to be acceptable.

Install a peephole or wide angle viewer in the door so you can see who is outside without opening the door. A 180 degree viewer is recommended. Shrubbery should never block the view of your doors or windows.

Nameplates on a door should have the last name only. Do not include sex or marital status.

House numbers should be clearly visible from the street and alley and should be lighted at night, or have a reflective finish to assist emergency vehicles in locating your house quickly. City of Dallas Code requires all residences have house numbers on the home and the street number marked on the curb, usually at or near the driveway.

Dallas Building Code

Security measures may conflict with fire safety requirements. Depending on the configuration of your home, a trade off may be necessary between security and the need for a quick fire exit. Teach your family members that in the event of a fire, the quickest exit sometimes is to break the nearest window by throwing something heavy through it.

The Security Provisions in Chapter 41, Ordinance 19450 of the Dallas Building Code requires that each sleeping room must have a designated window or door fire exit. Any exterior doors designated as a primary fire exit must have a secure **single cylinder** 1 inch deadbolt. Glazing (glass) may be installed within 40 inches of a single cylinder locking device **only** if the glass is laminated, patterned, wired,



obscured or protected by approved bars, grill or grates to prevent breakage. If a designated fire exit door has a double cylinder dead bolt, a key must be left in the inside keyhole whenever the home is occupied as a means of fast exit in case of fire. Always remove the key when leaving home.

Locks and other security measures in any door or window designated as a primary fire exit must be easily operable from the inside without a key, special knowledge or effort. To obtain a copy of Ordinance 19450, call the City **Secretary's Office** at the telephone number included in Section III.

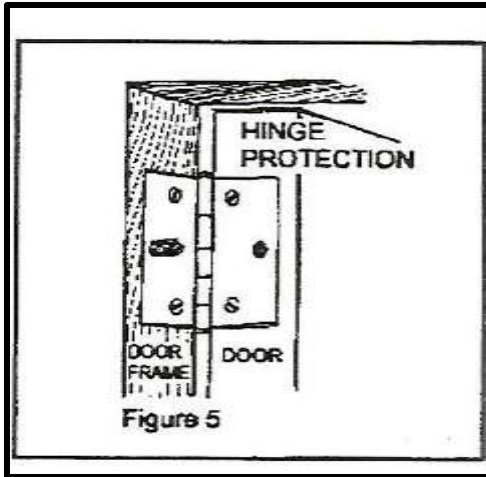
Strike Plates

The strike plates and screws that come with many locks do not provide adequate protection. Doors easily can be kicked in if the bolt enters a wooden door frame. Even the best lock will not hold if the frame gives way when locked. Metal strike plates should be anchored into the studs of the building with wood screws a minimum of 3 inches in length.

Hinge Protection (Figure 5)

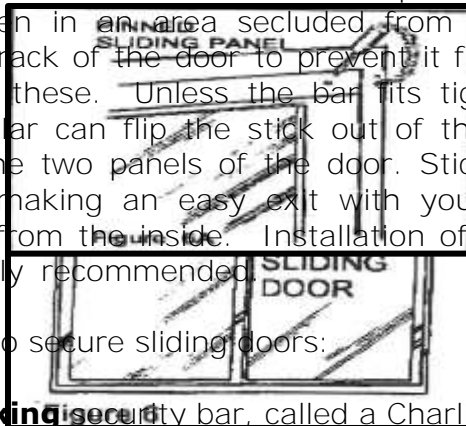
Most doors open to the inside of the building, thus the hinges are on the inside. If doors open to the outside, as is common with garage or storage room doors, thieves may remove the hinge pins and merely lift the door off of the hinges in order to gain entry. Hinges exposed to the exterior should be replaced with non-removable hinge pins. If this is not possible, the following steps will protect the door from being lifted from its hinges:

1. Remove the middle screw from both sides of the hinge leaves of the top and bottom hinges.
2. Insert a solid metal screw or concrete nail into the screw hole of the door frame hinge leaf, allowing it to protrude 1/2 inch.
3. Drill a hole in the door hinge leaf to fit the pin.
4. The 1/2 inch protrusion should fit into the hole of the hinge leaf if on the opposite side when the door is closed. When closed, the door will remain firmly in place even if the hinge pins are removed.



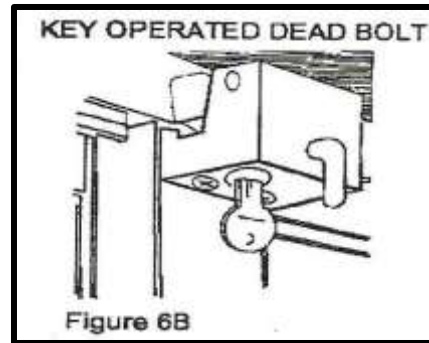
Sliding Doors (Figure 6)

A sliding door is particularly vulnerable because it can be lifted up and out of the track from the outside and it is often in an area secluded from public view. Sticks or bars may be placed in the track of the door to prevent it from moving, however, burglars can easily remove these. Unless the bar fits tightly against both sides of the door frame, a burglar can flip the stick out of the track with the tip of a knife inserted between the two panels of the door. Sticks and bars will not prevent the intruder from making an easy exit with your household goods since they are easily removed from the inside. Installation of an auxiliary locking device on a sliding door is highly recommended.



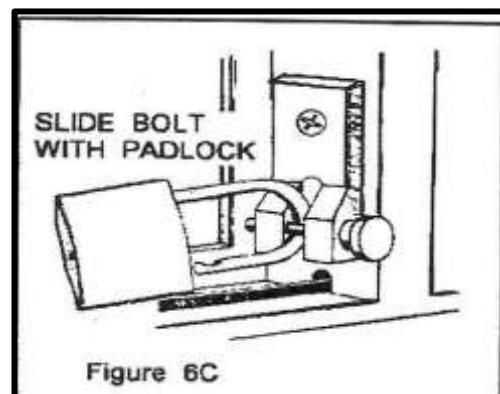
Any of the following methods will help to secure sliding doors:

1. **Permanently install a key locking security bar**, called a Charlie Bar, which can be obtained at most home improvement centers.
2. **Install a pin.** Drill a downward sloping hole through the top channel and into the top portion of the sliding door frame.
3. **Insert a screw or metal pin** as illustrated (**Figure 6A**). Attach the pin to a light chain connected to an eye screw for storage when not in use. This offers minimum security when no one is home as it is easily removed by an intruder.



Bolt and padlock- To offer additional security when your home is unoccupied, a keyed padlock may be added to the slide bolt on your sliding door (**Figure 6B & C**). Also refer to Padlocks (**Figure 10**) for minimum requirements for a security padlock.

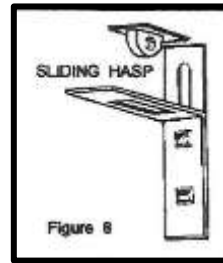
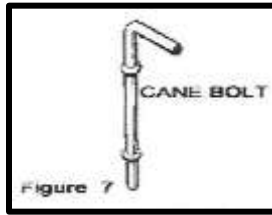
1. **Install a key-operated dead bolt** (Figure 6B).
2. **Install two screws in the upper track** about 18-24 inches apart, screwed in just far enough so the door still will slide, but cannot be lifted up out of the track when closed.
3. **Install a slide bolt** for minimum security. Refer to Figure 14 under Sliding Windows.



Garages

Always keep interior and overhead garage doors closed and locked. Thieves sometimes drive through an area looking for an opportunity. It takes only seconds to jump out of a car, run into a garage and take bicycles or lawn equipment.

Intruders may gain entrance through the garages, burglarize the garage and even use tools stored there to break into your home. Keep tools in a locked location.

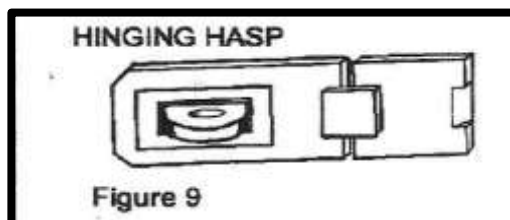


The standard single lock on most garage doors is not adequate to keep intruders from prying up the opposite side and crawling in. Secure your garage door with one of the following:

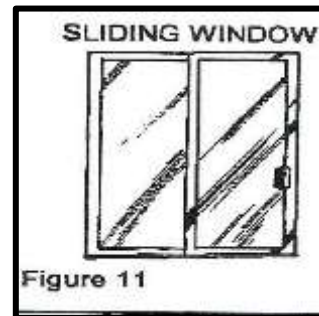
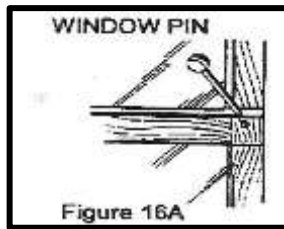
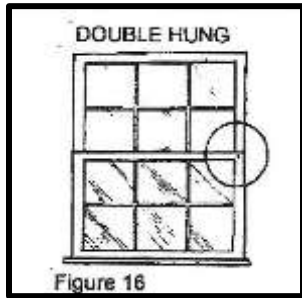
Add another bolt and padlock to side opposite the current lock. Install a pair of cane bolts to the inside (Figure 7). These bolts only operate from the inside. Use a top center hasp (Figure 8) and padlock in one or both of the tracks just above a roller. Any person of average height can operate this device.

Additional garage security can be obtained by performing the following:

1. Secure garage windows in the same manner as windows in your home.
2. If the garage windows are not to be used, screw the windows to shut to keep them permanently closed.
3. Cover garage windows with one-way window film so you can still look out but thieves cannot see in when the garage is empty. Burglars often look into the garage to determine if any cars are inside before breaking into the home.
4. Consider installing a 180 degree wide angle viewer or peephole so you can see if anyone is outside if your garage door does not have a window. (Figure 1)
5. Display your house number on the back of your garage or back yard fence with reflective paint numbers at least 2-1/2 to 3-1/2 inches high so that emergency vehicles can locate your house quickly from the alleyway, if necessary.
6. Secure attic openings in attached carports or garages by installing a hardened-steel hasp and padlock (Figures 9).



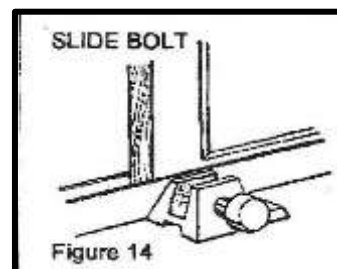
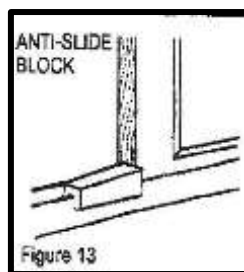
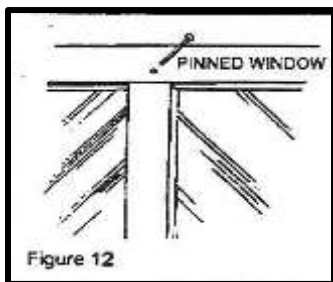
Hasps must be of case hardened steel and installed with carriage bolts through the door or fence gate. Use large washers on the inside. After the nuts are secured, deface the threads of the bolt ends with a hammer to keep the nuts from being removed.



Sliding Windows (Figure 11)

Sliding windows present the same types of problems as sliding glass doors. Prevent the window from sliding or being lifted out of the track by using one of the following suggestions:

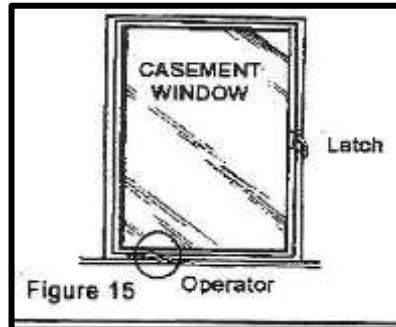
1. Window pins (**Figure 12**) are discussed under Double hung Windows below
2. Anti-slide block (**Figure 13**)
3. Slide bolt (**Figure 14**)
4. Install screws in upper track. Discussed further under Sliding Doors.



Casement Windows (Figure 15 next page).

Make sure the latch works properly and the operator crank has no excess play. Replace worn hardware. For added security simply remove the operator crank from all windows but keep one in a safe place in each room for your use in case of

emergency.



The standard crescent latches on double hung windows may be easily jimmed open. Several types of secondary locking devices are available at home improvement or security stores

Landscaping

Burglars often look for dark or obscured areas in which to hide while they wait to gain entry to your home. An intruder may hide behind the shrubbery while trying to gain entry into your home. An unobstructed view of your home does not allow the burglar the privacy he may need and allows neighbors or patrolling police to more easily spot any trespassers.

1. Trim back any shrubbery or plant growth that blocks the view of your front door or windows from the street and/or alleyway.
2. Cut back any tree limbs that may provide easy access to a second story window.
3. Trim hedges and other plant growth away from doors and to window sill level on side and rear windows. Trim underneath hedges to about 12 inches above the ground. These measures will help to eliminate hiding places for intruders.
4. Consider planting thorny shrubbery, such as hollies or barberry, or bushes, such as rose bushes around exterior windows as a natural deterrent to criminals.

Fences

The best security fence is a chain link fence, minimum No. 9 gauge, with a height of at least six feet. A solid privacy fence is not often recommended. This style of fence affords an intruder a hiding place while he tries to gain entry to your home. If you are installing a wood privacy fence, the following guidelines with help to increase security:

1. Ensure that the support spines or rails are installed on the inside of **the fence so they cannot be used as a "ladder" to easily climb into your yard.**



2. Leave a slight space between each board to allow you to see if anyone is lurking in the alley. This allows officers, and others, to see into your yard, which could be a "privacy" concern.

Security Closet or Safe Room

If you have valuables such as silverware, guns, jewelry, cameras or other items, consider providing a security closet as a secondary barrier. A "safe room" also affords you a secure room if you realize there is an intruder in the house. Take your cellular phone with you if you have one. Follow these steps to convert an interior closet to a security closet:

1. Line closet walls with 3/4 inch plywood to strengthen them. Sheetrocked or drywalled walls can be kicked in from another room facing the closet wall.
2. Install a 1-3/4 inch solid core wooden door on the closet. Also consider a steel door.
3. Install non-removable hinges or pin hinges to prevent removal of the door from the outside (Figure 5).
4. Install a 1-inch single cylinder dead bolt lock with the keyed side on the outside of the closet door. Hide the key in a safe place, far away from the closet.
5. Use 3 inch screws to install a reinforced metal strike plate.

Additional Information

Use your security devices! Remember that the best locks and security alarms will not be effective if not properly used. Outside doors and windows should always be locked. Some thieves look for residents working in the yard, washing a car or otherwise engaged outside. Then they enter from the opposite side of the house to steal purses or other valuables while the unsuspecting victim is nearby.

Home Security and Insurance Reduction Surveys in this section provide information about obtaining professional advice from the DPD and your homeowner's insurance company regarding reductions for which you may be eligible. Consult a professional at a home improvement center, hardware stores or reputable locksmith for further information about locks. Specialty security stores offer many additional security products.

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Security Alarm Ordinance

Security alarms in both homes and businesses have become more commonplace. As their numbers have increased, so has the very significant problem of valuable police resources being used to respond to false alarm calls. The issue has become so substantial that the Dallas Police Department initiated a false alarm ordinance. False alarms prevent police from attending to real emergencies.

Dallas Alarm Ordinance

Some highlights from this ordinance are as follows:

1. An annual permit is required. The initial permit and annual renewal fees are \$50.00 for individual residential and apartment sites, and \$100 per commercial site. An alarm permit cannot be transferred to another person or different address. A permit holder shall inform the police department of any change that alters any information listed on the permit application within two business days. The alarm company must train the applicant in the proper use of the system and provide written operating instructions, including written guidelines on how to avoid false alarms.
2. An alarm permit renewal notice will be mailed to you in thirty days prior to the expiration date. If you move, you must inform our office immediately so your permit can be cancelled
3. A permitted alarm site is allowed three free false burglar alarms in a twelve-month period.
4. The 4th, 5th and 6th false burglar alarms are assessed a service fee of \$50. The 7th and 8th false burglar alarms are \$75 while the 9th+ are \$100 each.
5. All Panic/Hold-up false alarms for a residence are \$100.
6. An alarm notification is designated as false when responding officers do not find any evidence of a criminal offense or attempted criminal offense.
7. Repeated false alarms may require a conference between the police department, the alarm permit holder and the responsible security company.
8. The permit may be revoked for failure to pay service fees or violation of other provisions of the ordinance.
9. Police may refuse to respond to any alarm site that does not have a permit or for which the permit is revoked.
10. Violation of any provision of the ordinance is punishable by a fine of \$500.

Security Alarm Permit

Files below are in Adobe PDF Format

- [Security Alarm Permit](#)
- [Security Alarm Information](#)

Call Special Collections Customer Service at (214) 670-3438 to obtain a permit application.



What can you do?

As a crime watch chairperson for your area, you can play an important role. Repeated false alarms are the joint responsibility of the alarm owner and the security company. Too often people shrug their shoulders because they don't understand their system and don't know what to do about the problem. Inform your neighbors of the depth of the problem and offer solutions in your meetings, newsletters, emails and voice mail.

Several suggestions you may make to your neighbors are:

1. Alarm users who experience even one false alarm should contact their security company to determine the cause, or arrange for a check-up of their system. Sometimes the problem is mechanical in nature and easily can be adjusted. Some of the most common causes of false alarms are motion detectors improperly set for the circumstances of the home, indoor pets, weak batteries and unlatched or loose fitting doors and windows.
2. Alarm owners should request further training and written instructions from their security company for all household members or business employees. Often children, other household members or employees accidentally set off the alarm and don't know what to do.
3. All household members and business employees who have access to the home or business should memorize the security code. Most monitoring companies try to verify whether the alarm is valid by phone, but they often reach a household member or business owner/operator who doesn't remember the code. As a result, the monitoring company must forward the call to the police department. If cleaning or other service people have keys and will enter the home or business, they need to know the alarm codes and be trained.

Additional Information

Contact the DPD Alarm Unit at 214-671-4120 for additional information.

<http://www.dallaspolice.net/community/alarmlInfo.html>

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Overview of DPD Organization

The Dallas Police Department is organized into five "Offices" -- the Office of the Chief, Field Operations, Investigations, Management Services and Financial Services. A brief overview of each of these offices and its major divisions or sections is given below:

Office of the Chief of Police

Public Information Office – Coordinates release of information to the news media. Handles tours of the DPD for dignitaries and visiting agencies, and develops public relations projects.

NPO Coordination Unit – Responsible for the development of programs promoting citizen awareness of crime and its prevention, and an understanding of police operations. The unit promotes citizen participation by providing a means for citizen input into the services offered by the DPD.

Internal Affairs Division (IAD) – Refer to Quality of Police Service in this section.

Operations Divisions – Each Operations Division (substation) has an Administrative and Investigative Unit which is responsible for the patrol operations within its individual boundaries. Uniformed personnel are assigned to four watches (shifts). The hours of the shifts are staggered, but basically consist of a day, evening and late night shift, with a fourth shift that overlaps the evening and late night shift.

Tactical Section – Handles all incidents requiring specialized police tactics such as hostage negotiations, barricaded persons, riot control, protests and execution of hazardous warrants. This unit includes helicopter, canine, explosives, and mounted unit operations.

Traffic Section – Responsible for traffic, DWI enforcement, investigations of accidents and all vehicular crimes. This section includes the Motorcycle and School Crossing Units.

Office of Investigations

Crimes Against Persons Division – Composed of the Robbery, Homicide and Assault Units. Investigates these offenses and files cases with the District Attorney's office.

Identification Section – Responsible for taking, classifying and preserving fingerprints and photographs. Also responsible for the crime scene investigation units that investigate, collect and preserve evidentiary materials from crime scenes.

General Investigations Division – Includes the swindle and auto theft sections, the forgery, financial crimes and property recovery squads.

Youth and Family Crimes Division – Responsible for investigating juveniles taken into detention, gang activities, certain offenses against juveniles, missing persons and family

violence. The division also maintains liaison with county juvenile courts, county detention centers, Texas Department of Human Resources, school districts and other organizations working with juveniles.

Narcotics Division – Develops criminal cases against dealers and suppliers of illicit drugs. Process suspects arrested for drug violations.

Vice Section – Investigates and develops cases in all areas of prostitution. They also enforce all laws concerning liquor, gambling, commercial obscenity, public lewdness, indecent conduct and bigamy.

Abatement Unit (SAFE Team) – Safe officers are now stationed at each division in the NPO Unit and are responsible for all real property abatement activities and all non-narcotic criminal seizure activities. The mission of the SAFE Team is to:

- a) deny criminals use of real property as a base of operations
- b) secure owner cooperation in removing the criminal element from target locations
- c) secure owner compliance with building codes
- d) remove or seize blighted property, if owners fail to cooperate.

Office of Management Services

Personnel Section – Provides personnel services and maintains personnel records. Recruits police officers, conducts background investigations and administer the employee performance evaluation system. Develops and coordinates the DPD's affirmative action programs.

Training Section – Develops and evaluates in-service programs and trains officers. Supervises and coordinates all training programs, coordinates state certifications and higher education for DPD personnel.

Legal Services Section – Files all criminal cases with District Attorney's office, administers all municipal, county, and district court subpoenas, and coordinates contact with officers scheduled to testify in court. Also provides legal services between the DPD and the City Attorney's office.

Intoxilyzer Unit – In addition to administering the intoxilyzer tests to suspects arrested for driving while intoxicated (DWI), this unit also processes all arrest paper work and warrants at the county jail.

Office of Financial Services

Financial Services Section – Coordinates and prepares the police budget and handles other fiscal matters for the Department. This office will serve as a liaison between the Police Department and the City Budget and Research Office.

Property/Auto Pound Section - Responsible for receiving, storing and disposing of confiscated drugs, physical trace evidence, and stolen, recovered, or found property. It is also responsible for collecting, storing, protecting, releasing and disposing of impounded vehicles.

Equipment Services Section – Responsible for ordering, controlling and issuing police uniform equipment and supplies.

Additional Information

Citizens who wish to learn more about the DPD may be interested in the 10-week, one night per week course offered by the Citizen Police Academy. Additional information can be obtained on the Dallas Police Department webpage.

<http://www.dallaspolice.net/community/citizensAcademy.html>

Interactive Community Policing – NPO Unit

Interactive Community Policing (ICP) or Neighborhood Policing Officers (NPO) is a program designed to increase communication between the police and citizens, and to maximize available resources to improve the quality of life in the community. It results in a grass roots effort by neighborhoods, businesses, churches and government to address crime and quality of life issues, and to participate jointly in the well-being of the neighborhood as a whole.

ICP/NPO Goals

The ICP/NPO program has many advantages. ICP/NPO services are tailored to the needs of the individual area. City services are enhanced, duplication of efforts is decreased, and improved quality of life will increase economic development opportunities. The results are a greater feeling of security in the neighborhood and a higher level of concern of behalf of the police officers and city employees. The specific goals of the ICP/NPO Program are:

- ❖ Act as the coordinator between the beat officers and the neighborhoods they patrol, taking a comprehensive view of the neighborhood and the concerns of the citizens.
- ❖ Receive referral forms from beat officers and contact the appropriate agencies or departments in order to resolve the citizen concern or crime problem in the area.
- ❖ Act as liaison for the neighborhoods and coordinate the flow of information between citizens, neighborhood groups, businesses and social service agencies.
- ❖ Maintain logs of all referral forms, including the action taken and follow-up with the citizens.
- ❖ Attend crime watch meetings and informal community gatherings.
- ❖ Be accessible to and maintain regular contact with the citizens in the ICP/NPO area.
- ❖ Respond to priority calls to assist beat officers.

Contact your crime watch officer for specific questions about ICP services and personnel in your Division.



General Division Area Information

Each DPD Division is divided into many reporting areas. A reporting area is the smallest geographical area in which crime statistics are maintained. Major streets or natural boundaries generally outline reporting areas. Crime Watch group's often represent several reporting areas and more than one crime watch group represents some reporting areas.

Each DPD Division is divided into several beats. A beat is a geographical area consisting of a group of reporting areas. The size of the beat generally is determined by the rate of crime in the reporting areas. Several beats make up a sector, which is supervised by a sergeant

Services/Information Provided to Crime Watch Groups

Each division offers the following services and information to all registered crime watch groups.

Community Relations Unit

A specific DPD Division crime watch officer will be your primary point of contact regarding crime watch issues. Your crime watch officer will provide or arrange for the following:

1. Monthly crime reports to be emailed to the VIP Chair or the neighborhood crime watch chair.
2. Formal crime prevention program presentations to your group with advanced scheduling
3. Neighborhood-specific crime data as needed for area meetings
4. Quarterly crime watch chairpersons meetings on a variety of topics. The focus of these meetings is based on suggestions from crime watch chairpersons and current DPD activities.
5. Free home, apartment and business security and insurance reduction surveys.
6. Brochures on various crime prevention topics
7. Mobile unit visibility in active crime areas and at community functions
8. Substation tours for your group with advanced scheduling
9. Crime watch meeting room facilities with advanced scheduling
10. National Night Out presentations and activities for your group with adequate advanced scheduling

Neighborhood Policing Office (NPO)

An NPO officer is available to each crime watch chairperson should there be any non-emergency neighborhood concerns related to crime, safety, code enforcement and other city-related issues. The NPO program is designed to increase communication between police and citizens, and to provide a point of contact that will coordinate with other city departments as needed.



Crime Watch Executive Board (CWEB) Representative

The Crime Watch Executive Board (CWEB) consists of fourteen citizen volunteers elected annually by the crime watch chairpersons of their respective divisions. Two members are appointed from each DPD division. One member is appointed by the Apartment Association of Greater Dallas. One member is appointed who represents the business community. One member is a sworn officer of the DPD. As set forth in the CWEB guidelines, its primary purpose is as follows:

- To support and encourage a safe community in which individuals, families and businesses thrive
- To maximize the effectiveness of crime prevention efforts by providing support, education, unification and expansion thereof
- To act as liaison between members of the community and city government.

Your CWEB representative, a citizen volunteer, works very closely with the crime watch officers and others within the DPD Divisions to ensure that crime watch groups receive the information and support that they need to succeed in their efforts. The CWEB representative act as a liaison and spokesperson for the Dallas crime watch groups, and as a result, is very interested in your comments and suggestions.

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05/01/14	Valadez	Major revision of document.	2



Central Operation Division

Information/Personnel List
Central Operations Division
334 South Hall Street
Dallas, Texas 75226

Substation Telephone: (214) 670-4413 Fax: (214) 670-3192
Central Business District (CBD):(214) 670-5840 CBD Fax(214)670-5177

Responsibilities	Telephone
Division Commander	(214) 670-5059
Administrative Assistant	(214) 670-5059
Investigative Unit	(214) 670-4414
CBD Commander	(214) 670-5840
1 st Watch Commander	(214) 670-4413
2 nd Watch Commander	(214) 670-4413
3 rd Watch Commander	(214) 670-4413
Neighborhood Policing Supervisor	(214) 670-4420
Community Relations, Business Crime Watch	(214) 670-5840
Community Relations, Residential Crime Watch	(214) 670-4420
Crime Analyst	(214) 670-0659
Crime Prevention Supervisor	(214) 670-5514
East Dallas Storefront (EDS) Supervisor	(214) 670-5514
Hall Street Storefront	(214) 670-1794
Vietnamese Community Officer, EDS	(214) 670-4045
Cambodian Community Officer, EDS	(214) 670-4045
Crime Prevention Specialist Security Surveys	(214) 670-5514
Crime Prevention Specialist	(214) 670-5514
Community Affairs (foreign language translator)	(214) 670-4045

Other Information

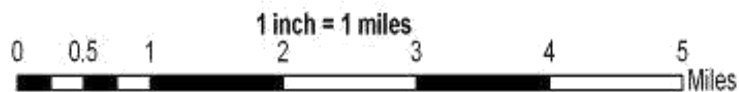
Personnel:		Geography:	
Sworn Personnel	260	Population	93,000
Civilians	19	Square Miles	13.77
Total Personnel	279	Sectors	5
		Total Beats	30
		Reporting Areas	178



**Dallas Police Department
Central Patrol Division
Division Beat Map**



Beat Assignments Effective
January 7, 2009



Crime Analysis Section
Central Patrol Division
Dallas Police Department



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North Central Operation Division

**North Central Operations Division
Information/Personnel List
6969 McCallum Boulevard
Dallas, Texas 75252**

Telephone: (214) 670-7253

Fax: (214) 670-7163

Responsibilities

Telephone

Division Commander	(214) 670-7262
Daily Operations	(214) 670-7253
Administrative Assistant	(214) 670-7261
3 rd Watch Commander (3PM-11PM)	(214) 670-7253
1 st Watch Commander (11PM-7AM)	(214) 670-7253
2 nd Watch Commander (7AM-3PM)	(214) 670-7253
ICP Supervisor	(214) 670-7236
Community Relations Supervisor	(214) 670-7236
Community Relations Officer	(214) 670-6497
Home Security Surveys	(214) 670-6498
Crime Analyst/Statistics	(214) 670-7262

Other Information

Personnel:

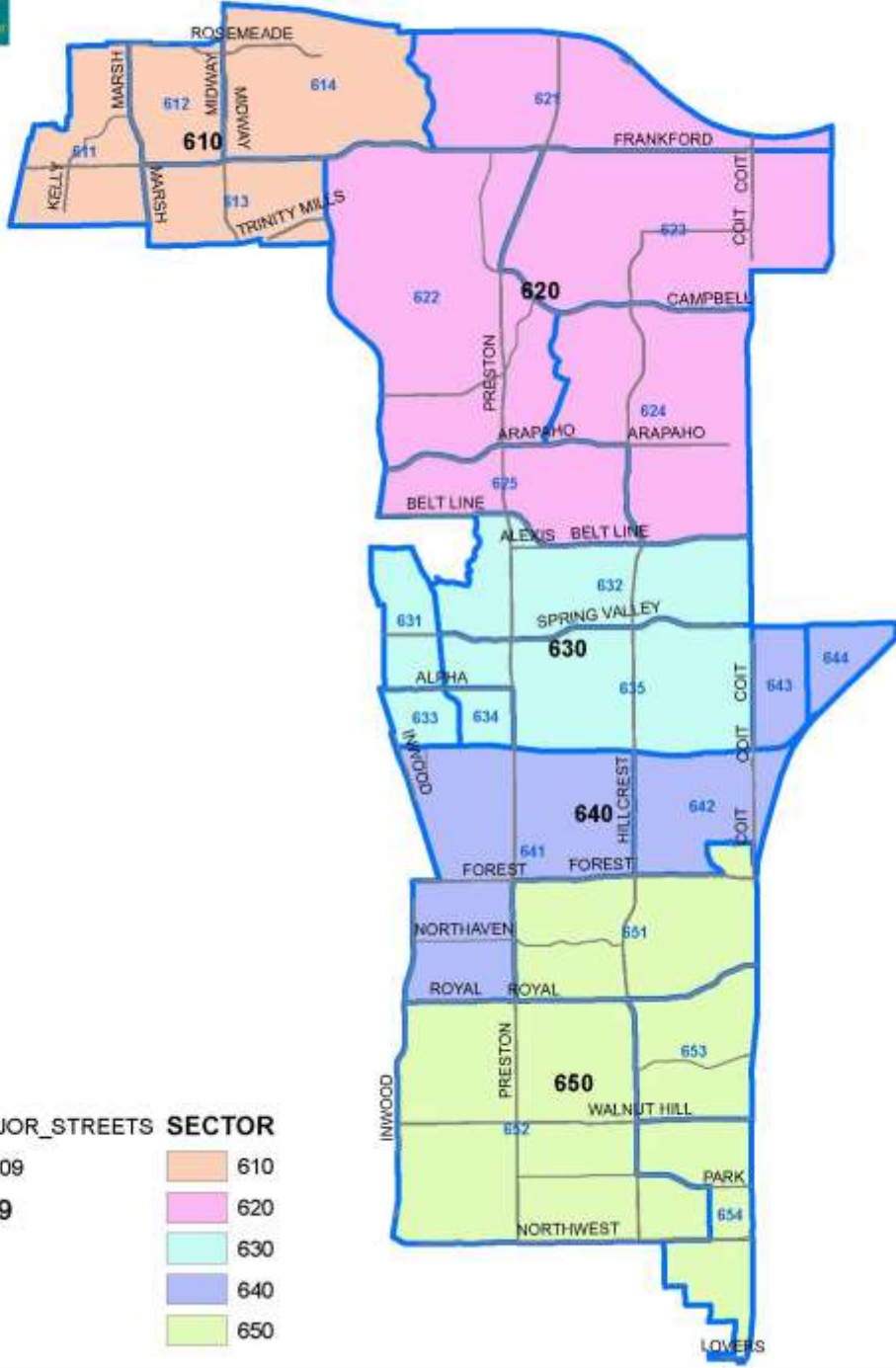
Sworn personnel	226
Civilians	5
Total	231

Geography:

Population	229,495
Square Miles	45.66
Total Sector	5
Total Beats	33
Total Reporting Areas	85



**NORTH CENTRAL DIVISION
BEATS & SECTORS EFFECTIVE JAN 7, 2009**



Legend

- NC_MAJOR_STREETS
- ▭ Beats2009
- ▭ Sectors2009
- ▭ 610
- ▭ 620
- ▭ 630
- ▭ 640
- ▭ 650



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South Central Operation Division

South Central Operations Division

Information/Personnel List

1999 E. Camp Wisdom Road

Dallas, Texas 75241

Telephone: (214) 671-4500

Fax: (214) 374-2605

Responsibilities

Telephone

Division Commander	(214) 671-4536
Daily Operations	(214) 671-4500
Administrative Assistant	(214) 671-4572
3 rd Watch Commander (3PM-11PM)	(214) 671-4553
1 st Watch Commander (11PM-7AM)	(214) 671-4539
2 nd Watch Commander (7AM-3PM)	(214) 671-4566
ICP Supervisor	(214) 671-4532
Home Security Surveys	(214) 671-4532
Crime Analyst/Statistics	(214) 671-4574

Other Information

Personnel:

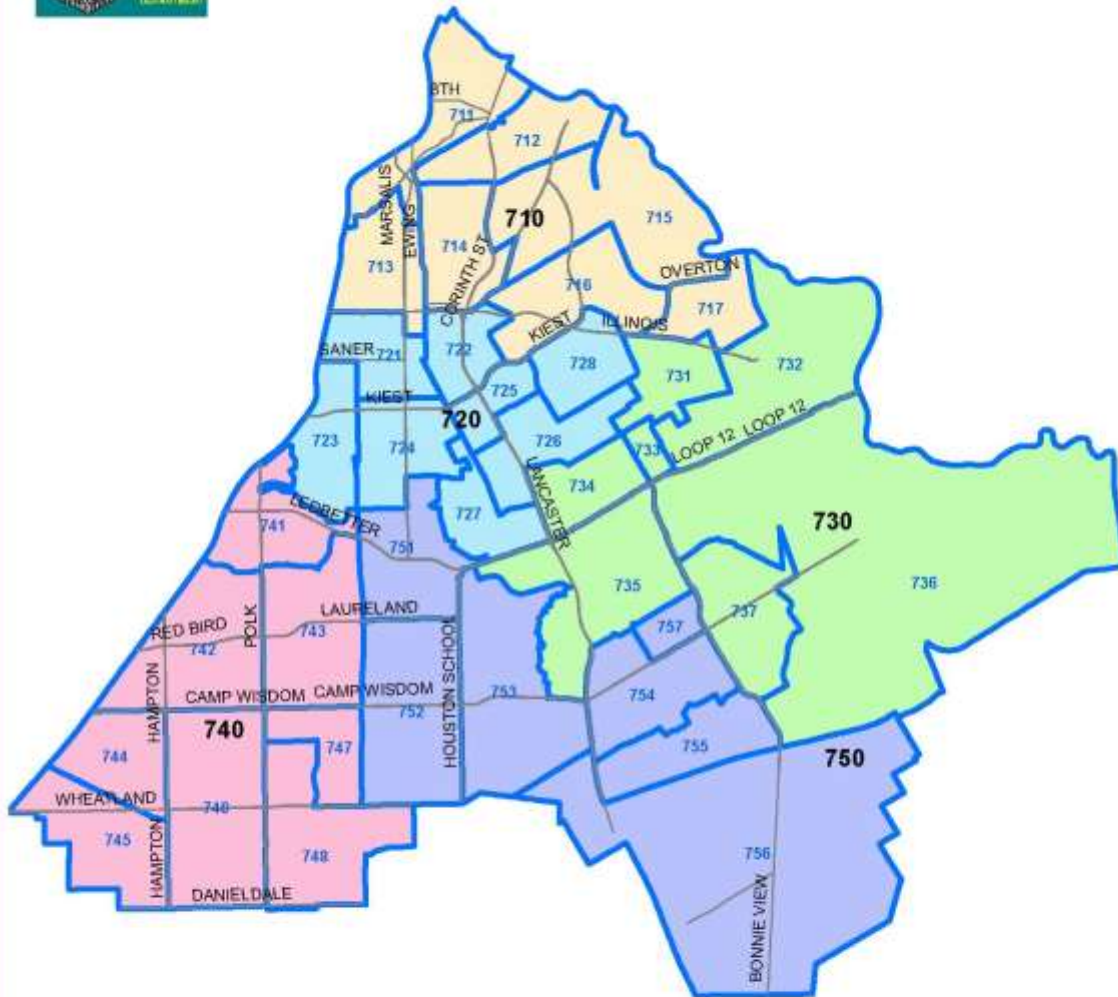
Sworn Personnel	317
Civilians	5
Total	322

Geography:

Population	121,170
Square Miles	55.18
Total Sector	5
Total Beats	37
Total Reporting Areas	187



**SOUTH CENTRAL DIVISION
BEATS & SECTORS EFFECTIVE JAN 7, 2009**



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— SOUTH_CENTRAL_MAJOR_STREETS	SECTOR
Beats2009	710
Sectors2009	720
	730
	740
	750



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Unk	Unk	Original Document	1
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Northwest Operation
Division

**Northwest Operations Division
Information/Personnel List
9801 Harry Hines Boulevard
Dallas, Texas 75220**

Telephone: (214) 670-6178 Fax: (214) 670-6205

Responsibilities

Telephone

Division Commander	(214) 670-6031
Daily Operations	(214) 670-6178
Administrative Assistant	(214) 670-6031
3 rd Watch Commander (3PM-11PM)	(214) 670-6178
1 st Watch Commander (11PM-8AM)	(214) 670-6178
2 nd Watch Commander (7AM-3PM)	(214) 670-6178
NPO Unit	(214) 670-6206
Community Relations Supervisor	(214) 670- 6179
Community Relations Officer	(214) 670-6179
Crime Prevention	(214) 671-0568
Crime Analyst/Statistics	(214) 670-6069
Lake West Neighborhood Center	(214) 670-6551
Maple Avenue Neighborhood Center	(214) 670-4515

Other Information

Personnel:

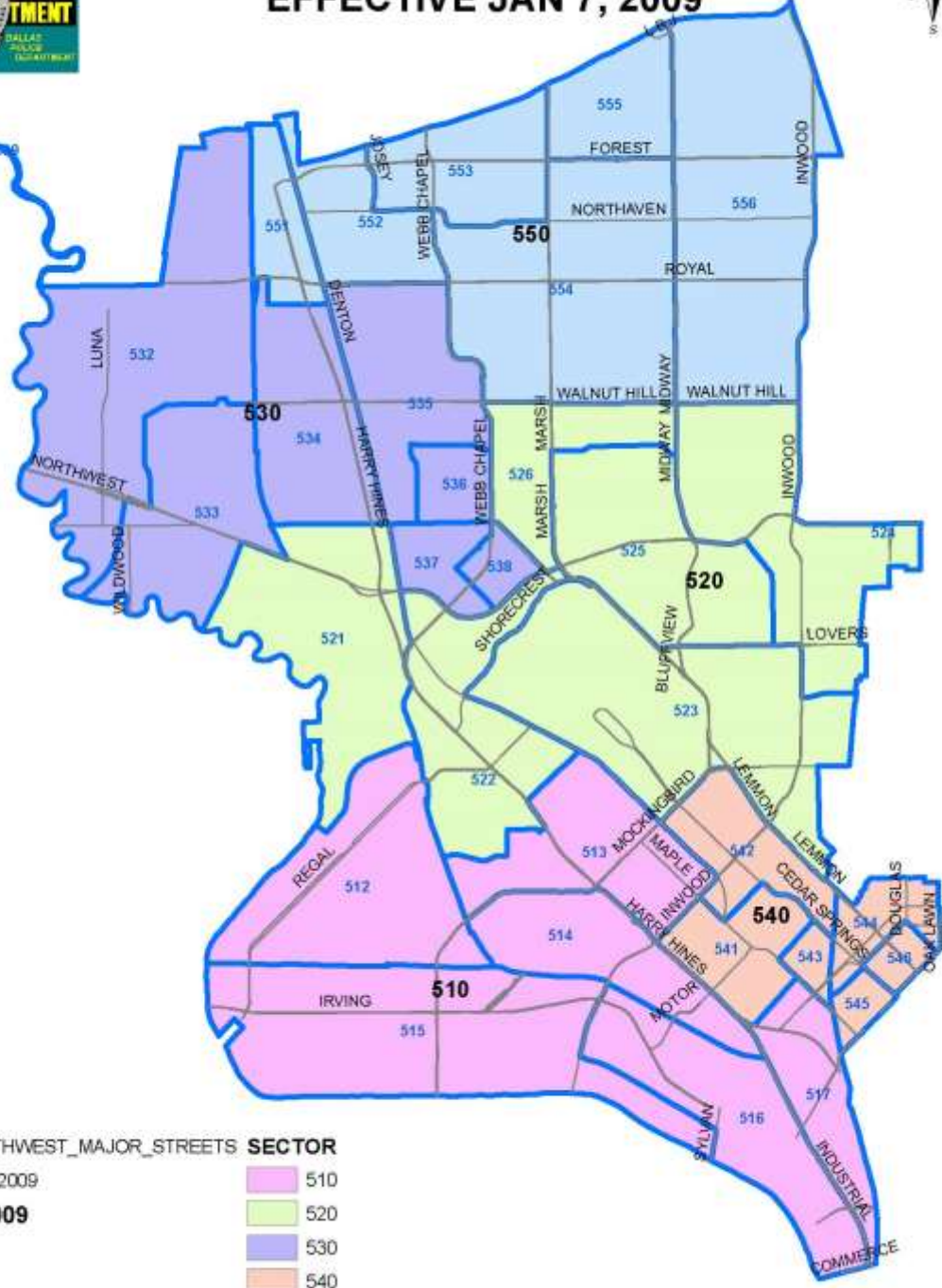
Sworn Personnel	290
Civilians	7
Total	297

Geography:

Population	270,000
Square Miles	46.6
Total Sectors	5
Total Beats	36
Total Reporting Areas	182



**NORTHWEST DIVISION BEATS & SECTORS
EFFECTIVE JAN 7, 2009**



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- NORTHWEST_MAJOR_STREETS
- ▭ Beats2009
- Sectors2009**
 - ▭ 510
 - ▭ 520
 - ▭ 530
 - ▭ 540
 - ▭ 550



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Unk	Unk	Original Document	1
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Northeast Operation Division

Information/Personnel List
9915 East Northwest Highway
Dallas, Texas 75238
Telephone: (214) 670-4415

Fax: (214) 670-7739

Responsibilities

Telephone

Division Commander	(214) 670-5304
Daily Operations	(214) 670-5304
Administrative Assistant	(214) 670-5300
3rd Watch Commander (3PM-11PM)	(214) 670-4415
1st Watch Commander (11PM-8AM)	(214) 670-4415
2nd Watch Commander (7AM-3PM)	(214) 670-4415
NPO Units	(214) 670-7768
Community Relations Supervisor	(214) 670-4762
Community Relations Officer	(214) 670-7742
Crime Watch Officer, Apartment	(214) 670-7770
Crime Watch Officer, Business	(214) 670-7770
Crime Watch Officer, Residential	(214) 671-0160
Crime Prevention Specialist	(214) 670-7747
Home Security Surveys	(214) 670-7770
Crime Analyst/Statistics	(214) 670-5304

Other Information

Personnel:

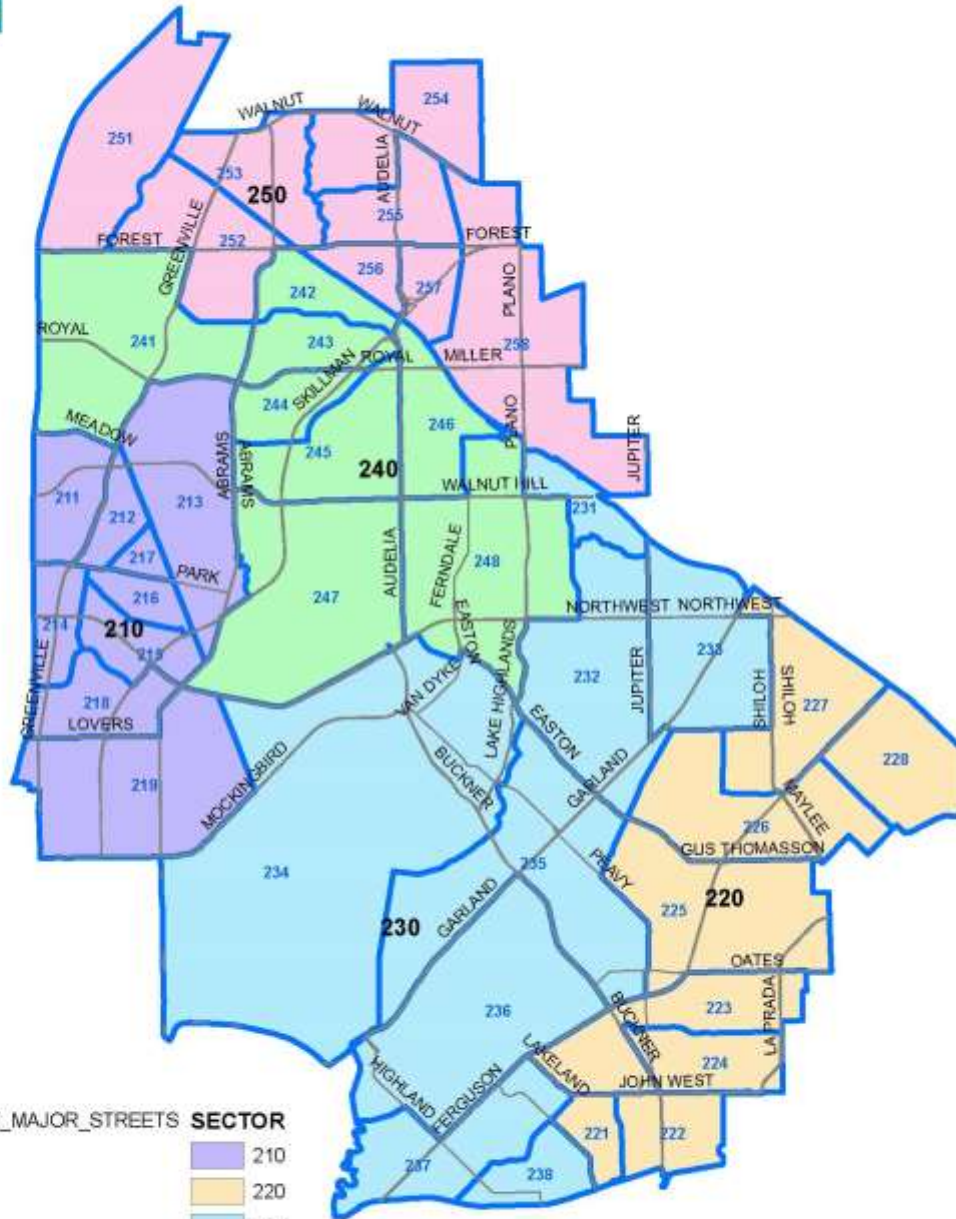
Sworn Personnel	344
Civilians	5
Total	349

Geography:

Population	350,000
Square Miles	84.82
Total Sector	5
Total Beats	36
Total Reporting Areas	157



NORTHEAST DIVISION, BEATS & SECTORS EFFECTIVE JAN 7, 2009



Legend

- NORTHEAST_MAJOR_STREETS
- ▭ Beats2009
- Sectors2009**
- ▭ 210
- ▭ 220
- ▭ 230
- ▭ 240
- ▭ 250



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Southwest Operation Division

**Southwest Operations Division
Information/Personnel List
4230 W. Illinois Avenue
Dallas, Texas 75252
Telephone: (214) 670-7470**

Fax: (214) 670-7520

Responsibilities

Telephone

Division Commander	(214) 670-7464
Daily Operations	(214) 670-7470
Administrative Assistant	(214) 670-7464
3 rd Watch Commander (3PM-11PM)	(214) 670-7470
1 st Watch Commander (11PM-8AM)	(214) 670-7470
2 nd Watch Commander (7AM-3PM)	(214) 670-7470
ICP Supervisor	(214) 670-6792
Community Relations Supervisor	(214) 670-7464
Community Relations Officer	(214) 670-7464
Home Security Surveys	(214) 670-7464
Crime Analyst/Statistics	(214) 670-0698

Other Information

Personnel:

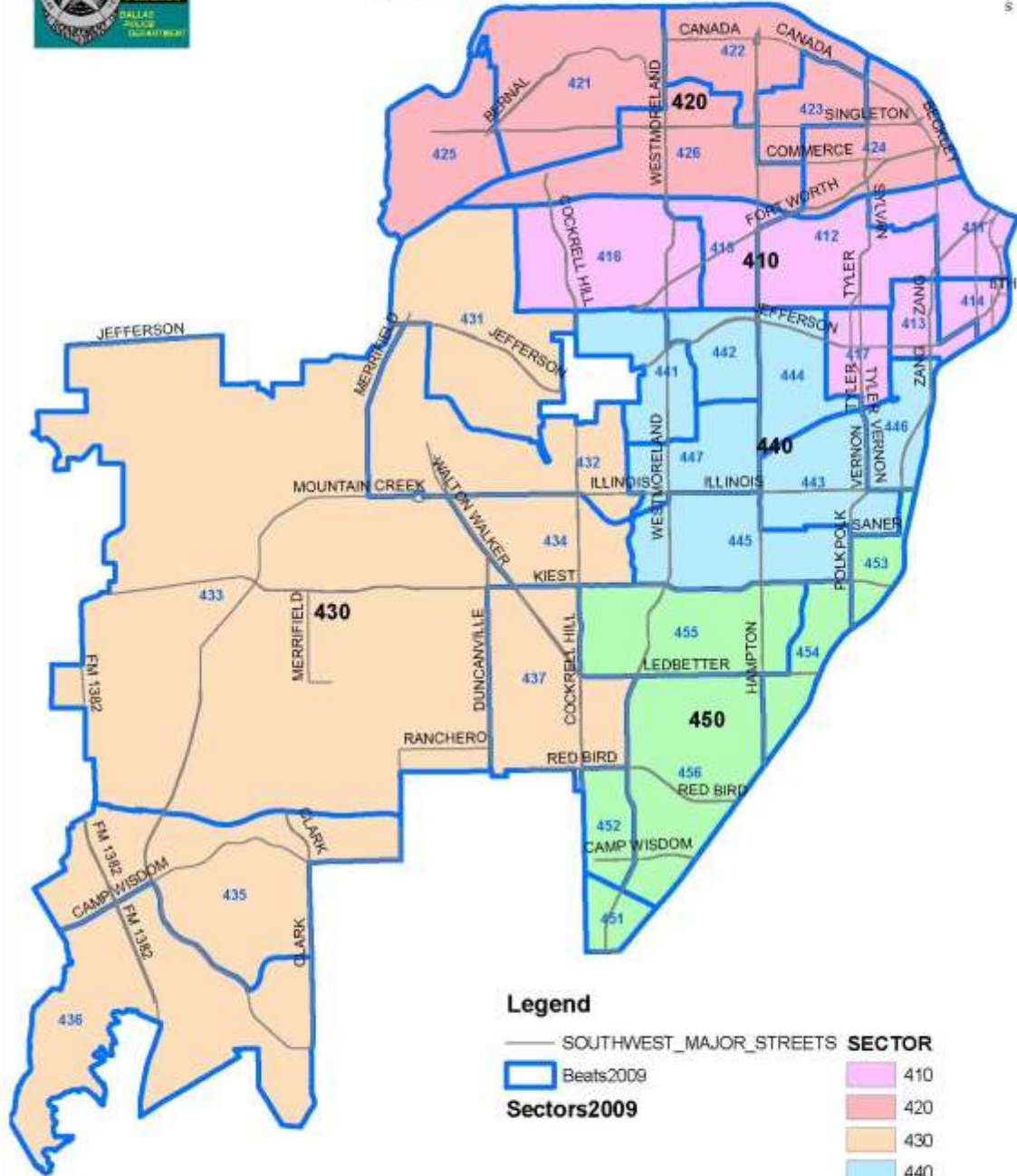
Sworn personnel	297
Civilians	7
Total	304

Geography:

Population	250,000
Square Miles	74.98
Total Sector	5
Total Beats	47
Total Reporting Areas	229



SOUTHWEST DIVISION BEATS & SECTORS EFFECTIVE JAN 7, 2009



Legend

- SOUTHWEST_MAJOR_STREETS
- Beats2009
- Sectors2009
- 410
- 420
- 430
- 440
- 450



Southeast Operations Division

Southeast Operations Division

Information/Personnel List

725 Jim Miller Road

Dallas, Texas 75217

Telephone: (214) 670-8345

Fax: (214) 670-8608

Responsibilities

Telephone

Division Commander	(214) 670-8345
Daily Operations	(214) 670-8345
Administrative Assistant	(214) 670-8345
3rd Watch Commander (3PM-11PM)	(214) 670-8345
1st Watch Commander (11PM-8AM)	(214) 670-8345
2nd Watch Commander (7AM-3PM)	(214) 670-8345
ICP Supervisor	(214) 670-8600
Community Relations Supervisor	(214) 670-8345
Community Relations Officer	(214) 670-8345
Home Security Surveys	(214) 670-8345
Crime Analyst/Statistics	(214) 671-0081

Other Information

Personnel:

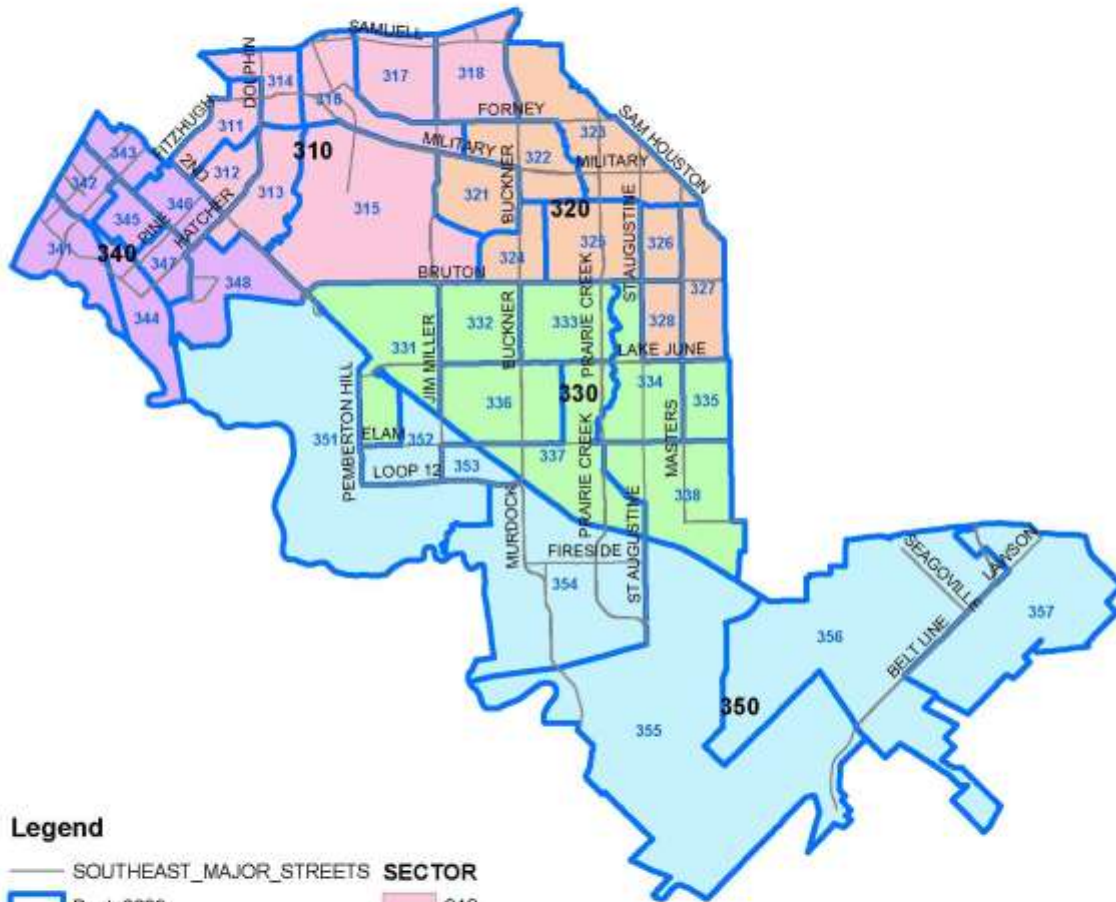
Sworn Personnel	400
Civilians	6
Total	406

Geography:

Population	204,000
Square Miles	96
Total Sectors	5
Total Beats	39
Total Reporting Areas	176



**SOUTHEAST DIVISION, BEATS & SECTORS
EFFECTIVE JAN 7, 2009**



Legend

- SOUTHEAST_MAJOR_STREETS
- Beats2009
- Sectors2009
- SECTOR
- 310
- 320
- 330
- 340
- 350



DOCUMENT CONTROL SECTION

Date Approved	Author	Revision made to document	Ver
Unk	Unk	Original Document	1
05/01/14	Valadez	Major revision of document.	2



Quality of Police Service

The Dallas Police Department (DPD) is dedicated to providing the best police service possible to all citizens. Police officers are carefully selected and given the best training possible in order to provide this service. Educate your neighbors about the procedures to be followed in filing a commendation or complaint. Your feedback about the service you receive from the police department is very important.

How do you send commendations to an officer?

Your DPD officers are individuals who are dedicated to serving you and your community. Favorable comments from citizens are always welcome. Too often citizens only provide feedback when there has been a problem. Although this is important, it is also important to know that the majority of officers perform their jobs in a professional manner and truly care about the citizens they serve.

If you have occasion to see a police officer doing outstanding work or just want to acknowledge professional, courteous treatment from an officer be sure to get his name and/or badge number. Please call the substation, or the Chief of Police.

What if you have a complaint?

If you have an occasion to lodge a complaint about the actions of a member of the DPD, the following information explains how complaints are made, how they are investigated and the potential results.

If you think an officer has not behaved properly, you may lodge a complaint with any supervisory officer of the DPD. Supervisors are on duty 24 hours per day and may be contacted by calling the substation in your area. Telephone numbers of each substation are included in the front of this Resource Package. The supervisor may be able to resolve the problem to your satisfaction immediately. Often citizen complaints are a result of not having access to complete information about the situation or not fully understanding police procedures. If the supervisor cannot resolve the problem however, your complaint will be referred to the Internal Affairs Division (IAD) for investigation. Formal complaints from citizens will be fairly and thoroughly investigated by IAD special investigators assigned to the case. IAD office hours are 6 a.m. to 6 p.m. each weekday.

Texas State Law

Texas state law requires that all complaints against police officers must be in writing and signed by the person aggrieved. Just as citizens who are arrested must be notified of the charges against them, the police officer, by law, must be given a copy of a personnel complaint before any disciplinary action may be taken.



Complaints must be made within 60 days of the incident complained about, except in special cases (such as criminal misconduct or when good cause can be shown by the person complaining). The person who claims to be aggrieved must make the complaint. Internal Affairs Division investigators will conduct a thorough investigation of your complaint and you will be advised of the result.

False Complaints

People sometimes make false complaints against police officers. Citizens should be aware that this is a violation of the Texas Penal Code. Section 37.02 which provides punishment for an individual who, with the intent to deceive, and with knowledge of the statement's meaning:

Makes a false statement under oath or swears to the truth of a false statement previously made; and, the statement is required or unauthorized by law to be made under oath.

A fine up to \$4,000, confinement in jail up to one year or both can be the punishment assessed to a person convicted under this Section of the Texas Penal Code.

What happens when a complaint is found to be true?

As with all citizens, police officers must be accorded to certain rights and complaints must be supported by sufficient evidence. If there is not sufficient evidence to sustain the complaint, the officer is notified and continues on duty. If he was removed from duty during the investigation, he will be paid for that period. The complainant is also notified by mail of the investigation's results. Valid complaints may result in reprimand, suspensions, demotion, dismissal or even criminal charges, depending upon the severity of the complaint.

Officers can appeal the decision

Just as a citizen charged with a criminal offense can appeal a court's decision, a police officer can appeal the action taken against him. The City of Dallas has established procedures for officers to follow in their appeals, just as the DPD has established procedures for ensuring the complaints by citizens are thoroughly and honestly investigated.

What if you are not satisfied with the decision?

If you are not satisfied with the results of the investigation of IAD, you may:

1. Contact IAD at the Police and Courts Building to discuss the case with a supervisor. The telephone number is included on the DPD Directory in Section II.
2. Appeal to the Citizens Police Review Board by completing a request form provided by IAD. This Board holds public meetings each month.



Citizens Police Review Board

The mission of this Board is to provide:

1. A means for citizens to communicate their concerns regarding alleged inappropriate police behavior
2. An avenue for the public to obtain some remedial action regarding the Internal Affairs Division investigation in circumstances in which the Board deems same appropriate and as provided for in the Board's enabling ordinance
3. A vehicle (the board) for making impartial recommendations for changes for improvements in the operation of the Dallas Police Department
4. An advisory body to the City Council with regard to the operations and policies of the Dallas Police Department, its policies, operations and practices, as well as the public's perception of same.

You may request investigations by the Dallas County District Attorney's Office if criminal acts are alleged or to the Federal Bureau of Investigation if civil rights violations are alleged.

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05/01/14	Valadez	Major revision of document.	2

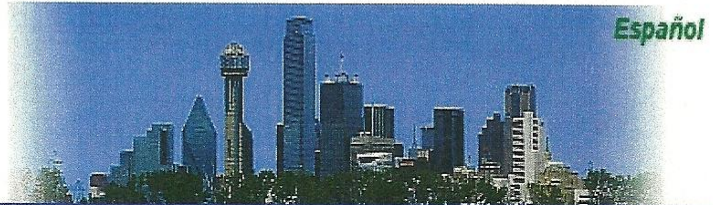
Dallas City Counsel

Click to see city of Dallas district map [2013_CouncilDistrictAllA.pdf](#)

Click to reach city of Dallas portal

<http://www.dallascityhall.com/government/government.html>

City of Dallas Mayor and Council
Member



Mayor

214-670-4054

District 1

- Assistant: (214) 670-4052
- Secretary: (214) 670-4055

- **District 2**

- Assistant: (214) 670-4048
- Secretary: (214) 670-4171

- **District 3**

- Assistant: (214) 670-0776
- Secretary: (214) 671-8917

- **District 4**

- Assistant: (214) 670-0781
- Secretary: (214) 671-9347

- **District 5**

- Assistant: (214) 670-0777
- Secretary: (214) 670-0772

- **District 6**

- Assistant: (214) 670-4199
- Secretary: (214) 670-6931

- **District 7**
- Assistant:(214)670-4689
- Secretary: (214) 671-8919

- **District 8**
- Assistant: (214) 670-4066
- Secretary: (214) 670-0779

- **District 9**
- Assistant: (214) 670-4069
- Secretary: (214) 671-8916

- **District 10**
- Assistant: (214) 670-7817
- Secretary: (214) 670-5958

- **District 11**
- Assistant: (214) 670-7817
- Secretary: (214) 671-8920

- **District 12**
- Assistant: (214) 670-4067
- Secretary: (214) 671-8921

- **District 13**
- Assistant: (214) 670-3816
- Secretary: (214) 670-7057

- **District 14**
- Assistant: (214) 670-5415
- Secretary: (214) 670-5659

City Manager's Office

City Manager

- Assistant: (214) 670-1858
- Assistant: (214) 670-4549
- Secretary: (214) 670-3297

First Assistant City Manager

- Assistance: (214) 670-4549
- Secretary: (214) 670-3302

Assistant City Manger

- Assistance: (214) 670-5365
- Secretary: (214) 670-5299

Assistant City Manager

- Assistance: (214) 670-3316
- Secretary: (214) 670-3390

Other City Officials

Chief Financial Officer

- (214) 670-7804

City Auditor

- (214) 670-3223

Dallas Police Chief

- (214) 670-3228
- (214) 670-5278 (Spanish speakers)
- (214) 671-3901

**ALPHABETICAL LIST OF DEPARTMENTS
AND OFFICERS**

CITY ATTORNEY City Hall, 7D North	(214) 670-3491
CITY AUDITOR City Hall, 2F North	(214) 670-3223
CITY MANAGER City Hall, 4E North	(214) 670-3296
CITY SECRETARY City Hall, 5D South	(214) 670-3738
CIVIL SERVICE City Hall, 1C South	(214) 670-3748
CODE COMPLIANCE 3112 Canton, Suite 100	(214) 670-5708
COMMUNICATION & INFORMATION SERVICES City Hall, 4DS	(214) 670-3918
COURT & DETENTION SERVICES 2014 Main, Room 100	(214) 670-3311
DEVELOPMENT SERVICES City Hall, 5D North	(214) 670-4127
<u>HOUSING/COMMUNITY SERVICES</u> City Hall, 7A North	(214) 670-5711
<u>FIRE</u> City Hall, 7A South	(214) 670-4607
<u>MAYOR/CITY COUNCIL</u> City Hall, 5F North Assistant to the City Mgr	(214) 670-1858
<u>MUNICIPAL COURT JUDICIARY</u> 2014 Main, Room 210	(214) 670-5573

OFFICE OF FINANCIAL SERVICES

City, Hall, 4F North

(214) 670-3659

OFFICE OF HOUSING COMPLIANCE

City Hall, 6D North

(214) 670-5334

PARK & RECREATION

City Hall, 6F North

(214) 670-4100

POLICE

400 S. Lamar

(214) 671-3901

PUBLIC INFORMATION OFFICE

City Hall, 4E South

(214) 670-3322

PUBLIC WORKS AND TRANSPORTATION

320 E. Jefferson Blvd, Room 101

(214) 948-4650

SANITATION SERVICES

3112 Canton, Suite 200

(214) 670-3555

STREET DISPATCH SERVICES

City Hall, L1 AS

311

WATER UTILITIES

City Hall, 4AN

(214) 670-3144

Dial 311 for City of Dallas Non-Emergency Calls

HELPFUL NUMBERS

City Hall Operator – General Information	311	(214) 670-3011
Air Pollution Control	311	(214) 948-4435
City Attorney's Office		(214) 670-3510
City Manager's Office		(214) 670-3296
City Secretary's Office		(214) 670-3738
Mayor's Office		(214) 670-4054
City of Dallas Action Center	311	(214) 744-3600
Ambulance Billing		(214) 670-5080
Animal Registration		(214) 520-1896
Barricades for Emergencies		(214) 747-2600
Block Parties		(214) 670-3260
Brush Collection		(214) 747-2600
DART Bus Scheduling		(214) 979-1111
City Plan Commission		(214) 670-3086
City Elections Administration		(214) 670-5657
Community Development (HUD Program)		(214) 670-4557
Community Policing Support Unit		(214) 670-4427
Consumer Protection		(214) 948-4400
Municipal Court		(214) 747-3800
Dead Animal Removal	311	(214) 747-2600
District Attorney		(214) 653-3600
Fair Housing		(214) 670-3247
Garbage Collection Services	311	(214) 747-2600
Housing		(214) 670-3617
Junk Motor Vehicles	311	(214) 744-3600
Lights (new/repair)	311	(214) 670-3272
Neighborhood Petition Paving		(214) 948-4270
Noise Pollution	311	(214) 948-4429
Parade Permits		(214) 670-2701

NON CITY – LOCAL CALLS

Attorney General (State)		(214) 742-8944
Better Business Bureau		(214) 220-2000
Community Council of Greater Dallas		(214) 747-3711
County Information		(214) 653-7011
Voter Registration		(214) 653-7871
Texas Department of Public Safety		(214) 226-7611

EMERGENCY SERVICES (7-Day Week/24 Hours) 9-1-1

9-1-1 System Manager	(214) 670-3911
NON-EMERGENCY SERVICES (7-Day Week/24 Hours)	3-1-1
NON-EMERGENCY SERVICES OUTSIDE CITY LIMITS	(214) 670-5111
Trash Pick-up/Animal Control/potholes, etc.	3-1-1
Building security – City Hall (24 Hours)	(214) 670-3000
Sewer Stops – Water Main Breaks	(214) 744-5005
Street Hazards	3-1-1
Traffic Signal Malfunctions	3-1-1
Dallas Crime Commission	(214) 965-9000
Dead Animal Removal	3-1-1
Death Certificates	(214) 670-3092
Demographic Data	(214) 670-4528
District Attorney	(214) 653-3600
Drainage Problems	(214) 948-4690
Driveway Construction Approval	
Emergency Building Services (24 Hours)	(214) 670-3823
Emergency Preparedness	(214) 670-4275
Fines, Payment of Parking Citations (1500 Marilla, 1CS)	(214) 670-4940
Fines, Payment of Traffic Citations (2014 Main)	(214) 670-0109
Fire Department	
Emergency: Fire or Medical	9-1-1
For Deaf	9-1-1
Administrative Office/Fire Dept	(214) 670-5466
Arson Hotline	
Complaints: Ambulance	(214) 670-4311
Fire Hazards	(214) 670-4319
Fire Service	(214) 670-4700
Personnel/Fire Dept.	(214) 670-7021
Employment Information	(214) 670-5915
Employment Verification	(214) 670-4560 or (214) 670-4263
Fire Hydrant & Sewer Information	(214) 744-5005
Fire Inspections; Code Questions; Fire Lanes: Permits Plan Revisions, Fire Safety Programs	(214) 670-4319
Smoke Detectors	(214) 670-7016
Fire Reports	(214) 670-4312
Fire Station Tours	(214) 670-5466
Fire Statistics	(214) 670-7949
Reporting a Fire Hazard	(214) 670-4319
After 5:00 pm	9-1-1
Food Poisoning, Report of	(214) 670-8083
FRAUD Hotline (Fraud, Waste & Abuse)	(972) 293-7283

Garbage Collections Service	3-1-1
Geographic Information Systems Data	(214) 670-4513
Handicap Information Park and Recreation Dept – Bachman Rec Ctr	(214) 670-6266
Handicap Services	(214) 670-5208
HANDIRIDES (DART wheelchair lift services)	(214) 828-6800
Health Centers – Children 0-6 Years	
Martin Luther King, Jr.	(214) 670-8358
North Dallas Health Center	(214) 670-6555
Oak Cliff	(214) 670-7481
Southeast Dallas Health Center	(214) 670-8995
West Dallas	(214) 670-7151
Help Desk	(214) 670-4813
Homeless Programs	(214) 670-5627
Housing	
Administration	(214) 670-3617
Housing Assistance	(214) 670-3644
Housing Development	(214) 670-4840
Human Services	(214) 670-4406
Industrial Wastewater Discharge Permits	(214) 670-4424
Industrial Wastewater Spill to Wastewater Treatment System (24 Hours)	(214) 744-5005
Junk Motor Vehicles	3-1-1
Lakes, Upkeep and Maintenance	
Central – Old City Park and South Dallas	
NE area – Lake Ray Hubbard and White Rock	(214) 670-8281
NW area – Bachman and Turtle Creek	(214) 670-6374
SE area – Simons	(214) 670-0968
Landfill Sites	
McCommas Landfill – 5100 Youngblood	
Entry Information	(214) 670-0977
Site Operations	(214) 670-0989
Northwest Transfer Station – 9500 Harry Hines	
Entry Information	(214) 670-6150
Site Operation	(214) 670-6164
Southwest Transfer Station – 4610 S Westmoreland	(214) 670-1927
Library Central	
Circulation (overdue)	(214) 670-1740
General Information	(214) 670-1400
Meeting Rooms	(214) 670-7800
Reference and Book Information	(214) 670-1700
TDD	(214) 670-1716
Lights (New Street Lights)	(214) 670-3272
Lights (Repairs of Existing Lights)	(972) 791-2888
Litter Complaints	3-1-1
MAPS	(214) 670-4203
Martin Luther King Center	(214) 670-8355
Maternal Health/Prenatal Services	(214) 905-2100

Mayor's Office	
Media Inquiries	(214) 670-3322
Minority Business Opportunity/Contract Compliance	(214) 670-3346
Mosquito Control	(214) 948-4429
Municipal court Judiciary	(214) 670-5573
Municipal Court – Ticket Information	(214) 670-0109
National Flood Insurance Program	(214) 948-4685
Neighborhood Petition Paving	(214) 948-4270
9-1-1 Manager	(214) 670-3911
Noise Pollution	(214) 948-4429
Office of Housing Compliance	(214) 670-5334
Office of Senior Affairs	(214) 670-5227
Parade Permits	(214) 670-2701
Park & Recreation Department Operations	
24-Hour Activity Line/Snickers City Soccer Hotline	
(See complete listing in the Yellow Pages)	
Park & Design & Development – City Hall, 6FN	(214) 670-4109
Park Inspection & Survey	(214) 670-8811
Paving Information (new streets, alleys or sidewalks)	(214) 948-4270
Picnic Shelter Reservation	(214) 670-8243
Police	
Academy	(214) 670-7448
Public Information	(214) 670-4403
Internal Affairs (Complaints Against Police Employees)	(214) 670-4404
Investigative Sections (Burglary & Theft Follow-up)	
Central Districts, 334 S Hall	(214) 670-4414
North Central Division, 6969 McCallum Blvd	(214) 670-7236
North East Division, 9915 E NW Hwy	(214) 670-4416
North West Division, 9800 Harry Hines Blvd	(214) 670-6178
South Central Division, 1999 E Camp Wisdom Rd	(214) 671-4500
South East Division, 725 N Jim Miller Rd	(214) 670-8346
South West Division, 4230 W Illinois Ave	
Narcotics Division	(214) 670-5800
Asset Forfeiture	(214) 670-7727
Diversionary (Prescription Forgeries)	(214) 670-4501
Patrol Divisions (Also for vacation surveillance requests)	
Central Districts, 334 S Hall	(214) 670-4413
North Central Division, 6969 McCallum	(214) 670-7253
North East Division, 9915 E NW Hwy	(214) 670-4415
North West Division, 9801 Harry Hines	(214) 670-6178
South East Division, 725 N Jim Miller	(214) 670-8345
South West Division, 4230 E Illinois	(214) 670-7470
South Central Division, 1999 E Camp Wisdom	(214) 671-4500
Personnel	(214) 670-4407
Population & Housing est. & Forecasts	
Property/Evidence	(214) 670-8333

Vice Section	(214) 670-7704
Youth Section (24 Hours)	(214) 670-4426
Police Press Room	(214) 653-1740
Police Review Board	(214) 670-3246
Police & Fire Pension Fund	(214) 638-3863
Pollution Index	(214) 948-4439
(214) 948-4429	
Real Estate Abandonment's	(214) 948-4086
Real Estate Leases	(214) 948-4090
Recycling Information	(214) 670-4475
Relocation	(214) 670-4795
Reservations of Park & Recreation Dept Facilities (See Park & Recreation Dept Yellow Pages)	
Sanitation Collection Services	3-1-1
School Crossing Guards	(214) 670-5816
Senior Citizens Services	(214) 670-8169
Service Requests (All City Services)	3-1-1
Sewer Stops – Water main Breaks	(214) 744-5005
Sewer (Sanitary & Water)	
Permits	(214) 948-4500
Service	(214) 744-5005
Sidewalk Information	(214) 948-4214
Sidewalk Paved	(214) 948-4287
Sign Ordinance Information	(214) 948-4480
Signals, Traffic, Out-of-Order	3-1-1
Speed Humps/Bumps	(214) 670-4020
Statistics	(214) 670-4020
Storm Drain Cleaning or Repairing	3-1-1
Storm Drain Flooding	(214) 948-4690
Stormwater Quality Problems	(214) 670-0299
Street	
Cleaning	3-1-1
Closures (Residential)	(214) 670-4020
Hazards	3-1-1
Lighting	(214) 670-3272
Name Sign	3-1-1
Repair	3-1-1
Signs/Marketing (New)	(214) 670-3260
Signs/Markings (Existing)	3-1-1
Surface Improvements	(214) 948-4499
Street Vendor (Food/Non-Food)	(214) 948-4372
Tennis Courts (See Park & Recreation Dept in the Yellow Pages)	
Thoroughfare Planning	(214) 670-4038
Ticket Information (Municipal Court)	(214) 670-0109
Traffic Counts	

Enforcement	(214) 670-8142
Road Humps	(214) 670-4020
Sign Damage of Vandalism	3-1-1
Sign/Makings (New)	(214) 670-3260
Signs/Marking (Existing)	3-1-1
Signal Malfunctions	3-1-1
Signals (requests for new installation)	(214) 670-3260
Trash Collection Service	3-1-1 or (214) 670-5111
Tree Limb Collection Service	3-1-1
Tree Obstructing Street/Alleys/Traffic Visibility	3-1-1
Vice Section	(214) 670-7704
Vital Statistics (Birth & Death Certificates)	(214) 670-3092
Waste Hauler Permits – Solid Wastes or Trash	(214) 670-0989
Wastewater Discharge Permits for Industries	(214) 670-4424
Waste/Main Breaks – Sewer Stoppage (24 Hours)	
Water Permits	
Water Utility Customer Service	(214) 651-1441
Weddings in Park & Recreation Facilities	(214) 670-8243
Weed Complaints	3-1-1
Youth & Family Crimes	(214) 670-4426
Youth Services	(214) 670-4914
Zoning Board of Adjustments (Variances)	(214) 670-4206
Zoning Information/Building Permits	(214) 948-4480
Zoning Ordinance Advisory Committee	(214) 670-3086
Zoo, 621 E Clarendon	(214) 670-5656

**CITY OF DALLAS
MAYOR AND CITY COUNCIL MEMBERS
2013-2015**

MIKE RAWLINGS, MAYOR 1500 Marilla St., Room 5EN, 75201	214/671-8257
TENNELL ATKINS, MAYOR PRO TEM -- Place 8 1500 Marilla St., Room 5EN, 75201	214/670-4066
MONICA R. ALONZO, DEPUTY MAYOR PRO TEM -- Place 6 1500 Marilla St., Room 5EN, 75201	214/670-4199
SCOTT GRIGGS -- Place 1 1500 Marilla St., Room 5FN, 75201	214/670-0776
ADAM MEDRANO -- Place 2 1500 Marilla St., Room 5FN, 75201	214/670-4048
VONCIEL JONES HILL -- Place 3 1500 Marilla St., Room 5FS, 75201	214/670-0777
DWAINE R. CARAWAY -- Place 4 1500 Marilla St., Room 5FN, 75201	214/670-0781
RICK CALLAHAN -- Place 5 1500 Marilla St., Room 5FS, 75201	214/670-4052
CAROLYN R. DAVIS. -- Place 7 1500 Marilla St., Room 5FS, 75201	214/670-4689
SHEFFIE KADANE -- Place 9 1500 Marilla St., Room 5FN, 75201	214/670-4069
JERRY R. ALLEN -- Place 10 1500 Marilla St., Room 5FS, 75201	214/670-4068
LEE M. KLEINMAN -- Place 11 1500 Marilla St., Room 5FS, 75201	214/670-7817
SANDY GREYSON -- Place 12 1500 Marilla St., Room 5FN, 75201	214/670-4067
JENNIFER S. GATES -- Place 13 1500 Marilla St., Room 5FS, 75201	214/670-3816
PHILIP T. KINGSTON -- Place 14 1500 Marilla St., Room 5FN, 75201	214/670-5415

Monday Nov. 18, 2013 7:00PM

Hillburn Hills Apartment Residents and Piedmont-Scyene Homeowners Association and Crimewatch meeting will be at the Gracie Smith Community Room.

Speakers will be: the Police Officers with the crime report. You will get to meet Tony Shidid, our new District 5 Plan Commissioner.

Thank you, Karen Crosby, for presenting the chance for everyone to vote on how they would like to see the property at 2500 Hillburn be developed. Just a reminder the surveys for the land must be received by 11/22 in order to be counted.

Thank you officers that work in our area. We are grateful to you for your efforts to keep crime at a minimum in our area and the reports you present.

THANK YOU TO EACH ONE WHO DELIVERS OUR NEWSLETTER. Without your help the 1600 letters could not be delivered.

Thank you for refreshments George Brown for the delicious cookies.

Important numbers

CODE COMPLIANCE 311

Neighborhood Code Representative

Porsha Thomas

Porsha.thomas@dallascityhall.com

and Angela Nation

angela.nation@dallascityhall.com

Police Department:

Emergency Number Call 911

Southeast Police Operations 725 N Jim Miller

Rd. 214-670-8345 Southeast

SE police chief is Chief Coleman

Our Community Prosecutor:

La Shonne R. Watts, C. 214-789-6804

Email—lashonne.watts@dallascityhall.com

MAYOR Mike Rawlings 214-670-4054

City Council District 5 Rick Callahan

214-670-4052 Email Address

Rick.Callahan@Dallascityhall.com

More important information:

Piedmont-Scyene Homeowners Association

214-388-8767—Shirley Stark, President 2612 Max Goldblatt Dr. Dallas, TX 75227

Some helpful web addresses:

<http://www.dallascityhall.com> Pay your water bill here and report code violations on this web site.

Report street light outages at:
WWW.ONCORSTREETLIGHT.COM

No Crimewatch HOA Meeting or newsletter in December

Next Newsletter and meeting will be 3rd Monday in January 2014 Fire Safety Tip: Remember Don't leave Christmas lights unattended.

**Hillburn Hills Apartments 2625 Hillburn
4 Bedroom Apartments Special
\$300 off first month 'Look and Lease'**

Offer valid to Dec. 1, 2013

Call 214-388-4848 or come in today to get this special!

Piedmont-Scyene Homeowners Association and Crime Watch is a vital part of this community. Please Pay your Dues of \$10.00 for 2014 Now

Our Purpose

Piedmont-Scyene homeowners and Hillburn Hills residents meet to promote a desirable neighborhood environment and preserve the existing residential character of the neighborhood and take joint action on common problems affecting any substantial portion of the neighborhood. Call us (214-388-8767) if you have questions about your community. One of our goals is to keep the neighborhood connected to city hall.

The deadline for turning in your land use surveys is 11/22/13.

***The surveys need to be mailed to Charles Tupper or delivered to 2612 Max Goldblatt by Friday 11-22-13 or call me and I will pick it up.
Shirley Stark
214-388-8767***

*Find us on
Nextdoor.com*

<https://piedmontscyene.nextdoor.com>

Type this address in your web browser and click on event; our next meeting or special event will be posted there.

Find us on Facebook at Piedmont-Scyene HOA-CW

Annual Community Christmas Party at Hillburn will be December 20 at 6:00 PM at the Gracie Smith Community room. Everyone is welcome
RSVP to 214-388-4848 by Dec. 16

Community Calendar

Mark Your Calendar Now!!

Nov. 18, 7:00 PM Hillburn Hills Residents and Homeowners Assn. Area Crimewatch Meeting at the Gracie Smith Community Room
2623 Hillburn Drive Building 5-

Bible Study— Every Thursday 6:30 PM at the Gracie Smith Community Room, Hillburn Hills Apts.

****Recycling and regular trash will be picked every Thursday** Call 311 for "Big Blue" your recycling container it is free.

****Week of Thanksgiving Trash will be picked up on Wednesday before Thanksgiving****

Bulky Trash: Put trash on the curb November 22-24 Pick-up week is Nov. 25-30 If you put bulky trash out any other time than the specified dates you will be subject to a fine.

December 2 Adult Potluck Supper and Bingo at 6:30 PM in the Gracie Smith Community Room 2623 Hillburn. Bldg. #5. Have fun visiting and getting to know more people in your community. Share your favorite dish.

Buckner Family Services Provides a Computer Lab for adults and Free After School program for all children in our community at the Hillburn Hills apartment's grounds. There is a computer lab now open to the adults. Please call: 214-381-0866 for details.

Annual Thanksgiving

Community Meal

Our Thank you to you for being a part of our community.

Free to everyone who receives this news letter

11-22-2013

6:00-8:00 PM

Gracie Smith Community Room

Hillburn Hills Apartments

RSVP by 11-20 to 214-388-4848



Buckner Terrace Homeowner's Association
A Texas non profit organization, p.o. box 270131, Dallas, Texas 75227

January 2014

From the Chair

Darlene Reynolds, Chair

Welcome 2014

Happy New Year! We are starting the new year with a lot of activities! The Land Use Committee has met to start the process of sharing with the City an official document of our vision for our neighborhood. Everyone will be invited to add input regarding what we like about our neighborhood and what direction we want to see things grow.

This year we would like to expand the committees. This would give everyone an opportunity to focus on your interest. Currently, we have CrimeWatch, National Night Out, Volunteers in Patrol. We would like to add other groups. Are you interested in meeting new neighbors? Organize food for events? What about a neighborhood garage sale? What would you like to see in our neighborhood? Walkers Club? Quarterly clean ups? Knitting Club? Events in the park? Recycling events? The sky is the limit. Each one of us can make a huge difference!

What would you like to do to improve our neighborhood? You can email me at BucknerTerraceHA@gmail.com or call 214-381-2614. Let's talk!

BTHA Meeting: January 28th at 6:30 pm, Edna Rowe Elementary School

Yard of the Month



Patty Fuhr, Co-Chair

I'm so excited to report that we will now recognize 4 homes each month for the Yard of Month program. The first place Yard of the Month will receive a \$100 Gift Card to Walmart and a \$25 Gift Card to Calloway Nursery. We will select three second place winners that will receive a \$25 Gift Card each to Calloway Nursery. You may email suggestions to pattybthoa@gmail.com.

January's Yards of the Month:

First Place: 7106 Rolling Fork. The Sayles built their home 35+ years ago. Clara gives Ron the credit for caring for this beautiful yard.

We have three Second Place winners. They are listed on the next page.

Yards of the Month – Second Place

Michelle and Larry Petty
5311 Breakway

Lana and Mark Leonard
5015 Everglade

Kay Bateman
5047 Urban Crest

Our thanks to all of you who invest your time and money to make Buckner Terrace beautiful!

THANK You for Giving

School Supplies for Edna Rowe

Thank you so much to all who brought school supplies for Edna Rowe! Thanks to Principal Cynthia McFarland for sharing the vision of Edna Rowe.

Christmas Eve at Dallas Police SE

Dallas Police Officers enjoyed sandwich fixings and your special desserts on December 24th and 25th.



We were honored to have the Scouts from St. Philip the Apostle join us!

Thanksgiving at Dallas Fire Rescue #32

Those working on Thanksgiving at Fire Station #32 really enjoyed the special side dishes! Thank you for sharing your blessings with those who take care of us.

Activist Wanted

Dana James

Time to be an activist! The gun fire this year is a clear heads up to find legal tools to stop this next year. We're not the only area with this problem and officers need US to participate.

At the next BTHA meeting, a police officer will be there at 6:30 to answer questions. Please write your questions on paper with your name and phone number so he can respond if your question isn't answered during the allotted time.

Volunteers in Patrol are people you probably don't see but they are diligent in roaming our neighborhood day & night to report suspicious behavior. **The V.I.P. Training class has been scheduled for Saturday, February 8th from 8A – 2P at the Southeast Substation. If interested in joining BT-VIP, applications will be available at the Crime Watch/BTHA meeting January 28th.**

Code Enforcement Update

Code Enforcement Officer for our area is Kelli Stevens. Her new cell phone is 469-515-1072. Please complete a 3-1-1 service request and use that number to help Kelli monitor the requests.

City Attorney for Buckner Terrace

Mark Murrell is the new City Attorney who is assigned to working with issues in our neighborhood. You can reach him at 214-789-2271 or email him at Mark.Murrell@DallasCityHall.com. We have invited him to join us at our meeting.

Street Smarts

Manuel Valadez Jr.
CWEB Representative

What can you do to protect yourself (street smarts)?

1. One of the best ways to avoid crime is simply to be aware that you could become a victim at any time. Try not to go out on your own late at night, but if that's not possible, at least, stay in areas that are well lit.

2. Stay in well-populated areas. Don't consider walking through alleys to save time.
3. When you walk, walk with a purpose and look confident. Don't be looking down at the ground.
4. Are those around you walking with a purpose or just hanging around watching others.
5. Don't become so immersed in your activity that you lose touch with your surroundings.
6. Stay alert wherever you go, and pay attention to your surroundings.
7. Never park your car in a dark, unattended lot where a predator may be lurking and waiting for someone. Watch for predators, and remember that they are looking for someone who appears to be timid that they can take advantage of.
8. You may also want to consider carrying a non lethal self defense weapon that you can use to protect yourself in case of an emergency.

Don't let yourself become a victim, always be cautious and do what you can to stay away from danger.

If you feel something's not right, it probably isn't so don't place yourself in a bad situation.

Change in email address

We are transitioning the main BTHA email to BucknerTerraceHA@gmail.com. Please add this email to our address book. We will keep you posted as this moves forward on nextdoor.com. If you have not yet joined nextdoor.com, please send an email and we'll send you an invitation.

Newsletter Delivery

Looking for someone to deliver the newsletters once a month to 15 houses in the 4700 block of Ashbrook. Can you help? Email BucknerTerraceHA@gmail.com. Thanks!

Other streets available – where do you walk?

Bulk Trash Weeks:

Only during these weeks can trash be on the curb:

January 27th and February 24th

There has been a lot of discussion about Bulk Trash and when it can be curbside. The City of Dallas has scheduled Bulk Trash pickup in our neighborhood the week of the fourth Monday of each month. We can place our Bulk Trash out anytime between the Thursday *before* and the fourth Monday. The City is scheduled to pick up during that week. If your Bulk Trash is missed, please call 311 to report that it was missed. If the City has already picked up on your street, you could risk getting a ticket by having Bulk Trash out after the pickup. There is a lot more information available at the City website. Here's the link: <http://www.dallascityhall.com>.

Dallas County Schools-Technology Center

Have you been driving past the new Dallas County Schools Technology Center? Did you miss the Open House last fall? Would you like to look inside and see the transformation? We are planning to have the February 25th meeting at this renovated location.

Officers and Committees

- Chair*** Darlene Reynolds 214-381-2614
- Co-Chair*** Patty Fuhr 214-957-7569
- Treasurer*** Carolyn Johnson 214-381-5437
- Secretary*** Pamela Moore 214-381-7525
- VIP*** Molly Leanos 214-381-4813
- Newsletter** Darlene Reynolds 214-381-2614
- Website** Daniel Wood
- Neighborhood Data Coordinator***
Molly Leanos 214-381-4813
- Crime Watch** *Open*
Tracy Hill 214-536-7587
- Membership** *Open*
- Newsletter Distribution**
- NE Quadrant*** Jim Lewellen 214-388-2238
- NW Quadrant*** Carolyn Johnson 214-381-5437
- SW Quadrant*** Verlene Mitchell 214-388-4500
- SE Quadrant*** Karolyn Carraway 972-803-3966
- *Steering Committee Members*

Pat Mays

BROKER/OWNER

Direct: (214) 929-4490

Fax: (214) 388-5702

Website: patmays.com

E-Mail: pat@patmays.com

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Wanted: Your input on updating Buckner Terrace's website. Thinking of making it a static website with reference information that would be easily available. City Services? Links to other pages? What would make your life easier?

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right in your backyard.**

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Interested in advertising?

Please contact (214) 381-5437. Monthly price is \$50.00. Yearly price for business card-sized ad is \$500.00. Your ad could be seen by 2600 homes.

Nextdoor

Buckner Terrace! Over 284 of your neighbors have joined. For an invitation to join, send email with your address to BucknerTerraceHA@gmail.com.

2014 Annual Membership Enrollment

Homeowners: _____

Address: _____

Phone: _____

E-Mail: _____

\$24 per household enclosed for: Renewal or New Membership

Please make checks payable to:
Buckner Terrace Homeowners Association
P.O. Box 270131, Dallas, TX 75227-0131



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LAKEWOOD *Life*

a publication of the Lakewood Neighborhood Association

IN THIS ISSUE:

- Cold Frames for Winter Gardens
- Cultural Calendar
- Baker Institute Teen Scene Summit
- Mock Trial Team in Quarterfinals
- New Emergency Notification System
- Greenville Avenue Updates
- A Team for All Seasons



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Crime Watch Special Report

by Nancy Wilson
LNA Crime Watch Coordinator

I received a call from a concerned neighbor regarding some recent incidences in their pocket of Lakewood. This individual took it upon himself to gather his neighbors, call the police department to get an officer to attend the meeting and he conducted a crime watch meeting. What an incredible resident who is truly concerned for his neighbors. Here are the minutes he took from his meeting with Officer Gordon from the Dallas Police Department:

“The group told Officer Gordon we had a lot of door-to-door sales people come through the neighborhood. He reported that a call for “suspicious person” used to be a priority 3 call, below priority 2 (calls like domestic disturbances) and priority 1 (calls with weapons), but that now calls on suspicious persons have been elevated to priority 2. This results in reduced response time and is a result of DPD’s commitment to cracking down on the crimes neighborhoods like ours are experiencing. He then encouraged us to CALL 911 for anything we think is suspicious.”

Officer Gordon told us that typically the criminals aren’t watching us for long periods of time, other than to knock on the door of homes where people seem to not be home and not have alarms a few times before trying to get in. He said it is amazing how much stuff they’ll get from homes that do not have alarms because they have so much time.”

Read the full article at lakewoodneighborhood.org

City of Dallas Rolls-Out New Emergency Phone Notification System

by Josh Roberts

The City of Dallas Office of Emergency Management (OEM) announces the implementation and deployment of a new reverse emergency phone notification system, called GeoCast®Web. This is replacing the previous system called REVERSE 911®.



Like its predecessor, GeoCast®Web™ is an emergency warning tool that will be used to provide rapid phone notifications to people in situations when public safety may be at risk. It will only be used during emergencies, such as chemical spills or hazardous materials incidents, fire or flooding evacuation scenarios, and drinking water contamination.

“Ensuring timely and adequate warning to the public during times of potential or imminent danger is one of the more important jobs we have as emergency managers,” said Kenny Shaw Director of Dallas OEM. “We are always looking for ways to improve risk communications to Dallas residents and businesses,” added Shaw, “and GeoCast provides us with enhanced warning capability...in an efficient, reputable and effective manner.” (cont. on pg. 4)



Greenville Avenue Update
from *Dallas Delivers*

The Public Works Department recently put the finishing touches on a streetscape and reconstruction project funded by the 2006 Bond Program. The \$1.35 million Lowest Greenville Avenue Project begins on Bell Street to the north extending to Alta Street to the south. Perhaps the most noticeable change is reduction of vehicular travel lanes from four to two and converting head-in to parallel parking allowing more space for wider sidewalks to encourage increased pedestrian activity. (cont. on pg. 4)





Woodrow Mock Trial Team Advances to Quarterfinals

by J. Kyle Rains

The Woodrow Wilson High School Mock Trial Team competed in the DISD Texas High School Mock Trial Competition on Saturday, January 21 at the George L. Allen, Sr. Courts Building. After three rounds of competition, Woodrow's team advanced to the quarterfinals. Congratulations to team members: Stephanie Arnold, Griffith England, Cal Little, Erin Overman, Caroline Peterson, Jake Schutze, Kimberly Tepera, Clark Wamre, Luke Whitten, and Matt Zeigler. Team Alternates are: Erin Choi, Rick Garrison, Maren Kauffman, Peyton Merritt, Oliver Milici, Meaghan O'Connor, Agnes Onuoha, and Leslie Scherger. Congratulations and many thanks also to Team Sponsor Catherine Pate (Woodrow Alum) and Coaches Mike Buchanan, Ed Cloutman (Woodrow Alum) and Adam Greenfield (Woodrow Alum).

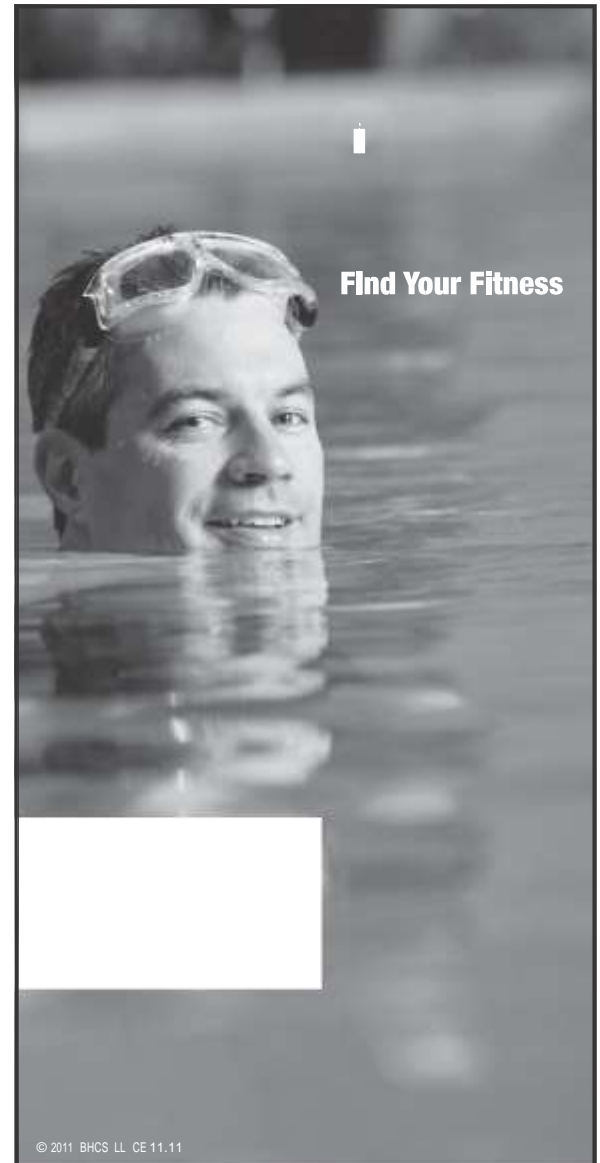
Woodrow's team originated in 1978-79 and has been very successful over the decades. All members of the first team became attorneys. In 2007, Woodrow Mock Trial Team Member Thomas Simpson received "Best Advocate" at the state competition. Simpson went on to Princeton University where he was elected president of the Tigertones. In 2008 the team finished first in Dallas area competition and second in the state competition. The team went on to compete at Harvard University the next fall. The 2011 team won area competition and competed in the state finals. Brian Tepera and Harvey Tovar were voted as Outstanding Advocates of the Year.

Teen Scene Summit by Baker Institute

by Lisa Schreiner Goss

DCT's 2012 Baker Idea Institute Symposium will be anchored by two stage productions, *THE SECRET LIFE OF GIRLS* by Linda Daugherty, and one-performance-only of UT Austin's *THE TRANSITION OF DOODLE PEQUEÑO*, a charming new youth comedy by award-winning, emerging playwright Gabriel Jason Dean, a third year fellow at the Michener Center for Writers at UT Austin. Activities include professionally facilitated workshops and discussions that will examine bullying, offer positive solutions, and provide tools for youth, educators and parents. Signe Whitson, L.S.W. and contributor to "Psychology Today" and "The Huffington Post" will present a workshop based on her latest book, "Friendship & Other Weapons", that spotlights navigating the dark side of friendship and motivating pro-social behaviors. Playwright's Perspective with Linda Daugherty, Gabriel Jason Dean and Suzan Zeder will tell it like they see it.

Learn more about this event at lakewoodneighborhood.org, in the "Spice of Life" section of "Lakewood Life".



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Cold Frames Make Winter Gardening a Breeze

by Sarah Gardner, PR/Marketing Manager
Texas Discovery Gardens

With winter temperatures dipping and diving daily in North Central Texas, it can be hard to keep winter vegetables growing. With a day's work and about \$40, you can build a cold frame to protect seeds and vegetable starts when it does get close to freezing.

Capturing the Sun's Energy

A cold frame is a miniature greenhouse, an angled wooden box with a clear plastic top on a hinge. Texas Discovery Gardens' Director of Horticulture, Randy Johnson, has built several to fit over small garden plots throughout the EarthKeepers Vegetable Garden.

The cold frame captures the sun's energy and warms both the soil and air within it. As night falls, the warmer soil releases that heat, keeping plants warmer by up to 10 degrees or more. With the top of the cold frame closed during the day, temperatures can rise by 20 degrees or more. If it warms up too much, prop the lid up to allow air to flow through and cool it down. A cold frame also acts as a wind break, reducing the amount that the soil will dry out.



Making and placing a cold frame

The cold frames at Texas Discovery Gardens are made of cheap materials that can be scavenged or found at home improvement stores. They measure four feet by four feet and have held strong through the last three winters. They measure four feet by four feet and have held strong through the last three winters. One eight foot by four foot sheet of plywood creates the side walls of one cold frame. While glass or Plexiglas would work for the lid if you have some on hand, Johnson used cheaper 3.5 mm plastic sheeting. See step-by-

step instructions on how to make a cold frame, courtesy of Texas Discovery Gardens' Director of Horticulture, Randy Johnson, here: http://texasdiscoverygardens.org/Cold_Frame.pdf

When placing your cold frame, look for a flat area in your garden. To maximize solar potential, angle the cold frame with a 15 degree slope and a southern exposure.

Winter's Bounty

You can plant directly into the soil or place seeds or 4-inch starts within the frame. Then, once you "harden off" the plants, or get them acclimated to the weather, you can plant them in your normal garden beds and start a new crop in the cold frame.

Find details for Texas Discovery Garden events at texasdiscoverygardens.org/events_and_classes.php.

Good winter and early spring vegetables are carrots, bok choy and other greens, onions, beets, radishes, and turnips. As Johnson encourages, look for your favorite winter veggies in the store, and grow the most expensive ones by seed. You'll save money and enjoy that organic, fresh taste that only comes from home grown veggies.

To view this article online, visit www.lakewoodneighborhood.org. Click the "Sustainable" tab on the Home page.



Join Crime
Watch go to

ew i g

Cultural Calendar

Dallas Children's Theater

The Secret Life of Girls
February 10 – 26
Mature subject – ages 12 and up
*If You Give a Mouse a Cookie**
through February 26
*Booksigning for
The Adventures of Fluff the Wonderful Bear immediately before the Feb. 4 performance

The Bath House

18th Annual El Corazon
Exhibition
2/4/2012 - 3/3/2012
Reception with the Artists
February 4, from 7 - 9 p.m.

Dallas Museum of Art

The Fashion World of Jean Paul Gaultier
ends Feb. 12

Dallas Symphony Orchestra

Debussy's *La Mer*
Feb. 2 - 5

Dallas Theater Center

Giant
through Feb. 19

Museum of Nature & Science

Planet Shark: Predator or Prey
through September 16
Engineer's Week
Feb. 20 -24
Discover Technology Family Festival
Feb. 25 – 26
Bugs! A Rainforest Adventure
through Feb. 29

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January 2012

www.lakewoodneighborhood.org

Volume 5 . Issue 1 . Page 4

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New Emergency Phone System
(continued from page 1)

Used by hundreds of public safety agencies nationwide, the GeoCast@Web™ system combines highly advanced digital mapping technologies with phone databases to automatically call people in precisely targeted locations. All landline phone numbers within Dallas city limits are already included in the GeoCast@Web™ system however, cell phones are not. Registration is required to receive GeoCast@Web™ notifications on cell phones.

Individuals may register for these notifications via the City of Dallas OEM's website, www.dallascityhall.com/oem, or directly through the system's self-registration web portal, located at <https://cityofdallas.onthealert.com>. Also, hard copy registration forms can be found at City libraries, City Park & Recreation facilities and at City police and fire stations. *For more details, go to lakewoodneighborhood.org, and click on the LNA News tab under Lakewood Life*

Keep Up with Your Neighborhood

 @Lakewood Dallas

 Lakewood Neighborhood Association

Greenville Avenue Updates
(continued from page 1)

amenities include new street lighting, park benches, bicycle racks, trash receptacles, landscape planters, trees, a new driving surface and colorful brick pavers. "We're excited about this new look to the area" said Public Works Assistant Director Alan Hendrix. "We expect the City's investment in infrastructure and other improvements to boost revitalization efforts and encourage increased pedestrian traffic that will assist in transforming Greenville Avenue to a more family friendly area." An official grand opening is scheduled for early spring.

A Team For All Seasons

Have you ever wondered what the Park Maintenance Services Team does during the winter months? Find out how your tax dollars are put to work on the 371 parks in Dallas. Go to lakewoodneighborhood.org, and click on the "Community Corner" tab.

**BY-LAWS OF THE
BUCKNER TERRACE HOMEOWNERS ASSOCIATION, INC.
A NON-PROFIT CORPORATION DALLAS, TEXAS**

**ARTICLE ONE
NAME AND OFFICES**

1.01. Principal Name. The principal name of the Corporation shall be known as the Buckner Terrace Homeowners Association, Inc., hereafter referred to as "BTHA".

1.02. Principal Office. The principal office of the Corporation in the State of Texas shall be located in the City of Dallas, County of Dallas. The Corporation may have such other offices within the State of Texas as the Steering Committee may determine or as the affairs of the Corporation may require from time to time.

1.03. Registered Office and Registered Agent. The Corporation shall continuously maintain in the State of Texas a registered office and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office of the Corporation in the State of Texas, and the address of the registered office may be changed from time to time by the Steering Committee.

**ARTICLE TWO
MEMBERS**

2.01. Membership. Homeowners within the rough rectangle created by Interstate 30 on the North, Buckner Boulevard on the East, and Forney Road on the South until it crosses White Rock Creek going North until it underpasses Interstate 30.

2.02. Voting Rights. Dues paying homeowner(s) residing within the aforementioned boundary shall be entitled to one vote each per matter submitted to the vote of the members.

2.03. Transfer of Membership. Membership in this corporation is not transferable or assignable.

**ARTICLE THREE
MEETINGS OF MEMBERS**

3.01. Monthly Meetings. A monthly meeting of the members shall be held on the last Tuesday of each month, (except for December when there is no meeting), beginning with the year 2005, at the hour of seven-thirty (7:30) P.M. , for the transaction of regular business as may come before the meeting.

3.02. Special Meeting. Special meetings of the members may be called by the Chair, the Steering Committee members or no less than one-tenth (1/10) of the voting members (see Article 2.01) having voting rights. Notification to dues paying members will be made in a timely manner.

3.03. Place of Meeting. The Steering Committee may designate any place within the City of Dallas as the place for any monthly meeting or special meeting called by the Steering Committee.

3.04. Notice of Meeting. Posted, printed notice in the newsletter and/or e-mail stating the place, day and time of any meeting of members shall be delivered in a timely manner.

3.05. Absentee Voting. Any dues paying member may vote in writing to the Chair on matters pertaining to BTHA prior to the voting date.

**ARTICLE FOUR
STEERING COMMITTEE**

4.01. General Powers. The affairs of the corporation shall be managed by the Steering Committee. These Steering

Committee members are hereinafter referred to as Board Members. Board Members must be in good standing with the Corporation.

4.02 . Number, Tenure and Qualification. Each Board Member shall hold office for a period of one (1) year and until the successor shall have been duly elected and qualified. The Chair, Co-Chair, Secretary and Treasurer (“Officers”) are elected annually by a majority of the general membership. The Steering Committee will be composed of the four (4) Officers and the chairs of the committees as determined from time to time by a majority vote of the general membership.

4.03. Election of Committee Chairs. A majority of the members of each committee will elect the chair and co-chair of their committee. The chair of each committee, which has a vote on the Steering Committee, may be represented by the co-chair of the committee.

4.04. Meetings of the Steering Committee. Meetings of the Steering Committee may be called by or at the request of the Chair or any two (2) Board Members.

4.05. Notice. Notice of any meeting of the Steering Committee shall be given at least two (2) days previously thereto by phone or e-mail. Any Board Member may waive notification.

4.06. Vacancies. Any vacancies occurring in the Steering Committee shall be filled in accordance with Articles 4.02 and 4.03.

4.06. Compensation. Board Members shall not receive any stated salaries for their services.

ARTICLE FIVE OFFICERS

5.01. Officers. The Officers of the Corporation shall be the Chair, one Co-Chair, a Secretary, a Treasurer and such other officers as may be elected in accordance with the provision of this Article. The Steering Committee may elect or appoint such other officers, including one or more Assistant Secretaries, one or more Assistant Treasurer, as it shall deem desirable, such officers to have the authority and perform the duties prescribed from time to time, by the Steering Committee.

5.02. Removal. Any Officer or Committee Chair elected or appointed may be removed by a two-third (2/3) vote of all officers and committee chairs whenever in its judgment the best interests of the Corporation would be served.

5.03. Vacancies. A vacancy in any office because of death, resignation, disqualification or otherwise, may be filled by the Steering Committee for the un-expired term.

5.04. Chair of the Steering Committee. The Chair shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. The Chair shall preside at all meetings of the members and of the Steering Committee. The Chair may sign, with the Secretary or any other proper officer of the Corporation authorized by the Steering Committee, any deeds, mortgages, bonds, contracts, or other instruments which the Steering Committee or membership has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Steering Committee or by these By-laws or by statute to some other officer or agent of the Corporation; and in general the Chair shall perform all these duties incident to the office of the Chair and such other duties as may be prescribed by the Steering Committee from time to time.

5.05. Co-Chair. In the absence of the Chair or in the event of the Chair's inability or refusal to act, the Co-Chair shall perform the duties of the Chair, and when so acting shall have all of the powers of and be subject to all the restrictions upon the Chair. Any Co-Chair shall perform such other duties as from time to time may be assigned to the Co-Chair by the Chair or Steering Committee.

5.06. Treasurer. If required by the Steering Committee, the Treasurer shall give a bond for the faithful discharge of the Treasurer duties in such sum and with such surety or sureties as the Steering Committee shall determine. The

Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provision of Article Seven (7) of these Bylaws, and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the Chair or the Steering Committee. The Treasurer bond shall be paid by BTHA.

5.07. Secretary. The Secretary shall keep the minutes of the meetings of dues paying members and the Steering Committee in one or more books provided for that purpose; give all notices in accordance with the provisions of these Bylaws or as required by law; be custodian of the Corporation records and the seal of the Corporation, and affix the seal to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these Bylaws; keep a register of the address of each dues paying member which shall be furnished to the Secretary by each dues paying member; and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the Chair or by the Steering Committee.

ARTICLE SIX COMMITTEES

6.01. Committees of Members of the Steering Committee. The Steering Committee, by resolution, adopted by a majority of the Members in office, may designate and appoint one or more committees, each of which shall consist of one or more Members, which committees, to the extent provided in said resolution shall have and exercise the authority of the Corporation. However, no such committee shall have the authority of the Steering Committee in reference to amending, altering or repealing the Bylaws; electing, appointing, or removing any member of any such committee or any chair or office of the Corporation; amending the Articles of Incorporation; adopting a plan of merger or adopting a plan of consolidation with another merger cooperation; authorizing the sale, exchange or mortgage of all or substantially all of the property and assets of the Corporation; authorizing the voluntary dissolution of the Corporation or revoking proceedings thereof; adopting a plan for distribution of the assets of the Corporation; or amending, altering or repealing any resolution of the Steering Committee which by its terms provides that it shall not be amended, altered or repealed by such committee. The designation and appointment shall not operate to relieve the Steering Committee, or any individual Member, of any responsibility imposed by law.

6.02. Term of Office. Each member of a committee shall continue as such until a successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

6.03. Vacancies. Vacancies in the membership of any committee may be filled by appointment made in the same manner as provided in the case of the original appointments.

6.04. Quorum. Unless otherwise provided in the resolution of the Steering Committee designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

6.05. Rules. Each committee may adopt rules for its own government not inconsistent with these Bylaws or with rules adopted by the Steering Committee.

ARTICLE SEVEN CONTRACTS, CHECKS DEPOSITS AND FUNDS

7.01. Contracts. The Steering Committee may authorize any officer or officers, agents or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances.

7.02. Checks and Drafts. All checks, drafts or orders for the payment of money, notes or other evidences of

indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Steering Committee. In the absence of such determination by the Steering Committee, such instruments shall be signed by the Treasurer.

7.03. Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Steering Committee may select.

7.04. Gifts. The Steering Committee may accept on behalf of the Corporation any contribution, gifts, bequest or devise for the general purposes or for any special purpose of the Corporation.

7.05. Reimbursements. Any claim for reimbursement for any authorized expenditure or for services rendered by any officer or authorized agent of the Corporation shall be presented to the Steering Committee or to an officer authorized by a resolution of the Steering Committee for payment within ninety (90) days after making such expenditure or rendering such services. If such claim is not made within such ninety (90) day period, any claim for such reimbursement shall be waived, absent a specific resolution to be contrary by the Steering Committee.

ARTICLE EIGHT CERTIFICATE OF MEMBERSHIP

8.01. Certificate of Membership. The Steering Committee may provide for the issuance of certificates evidencing dues paying membership in the Corporation, which shall be in such form of a membership card that shows membership of dues paying members. Such card shall be signed by the Chair and by the Secretary and shall be consecutively numbered. The name and address of each member and the date of issuance of the membership card shall be entered on the records of the Corporation. If the membership card shall become lost, mutilated or destroyed, a new membership card may be issued thereof on such terms and conditions as the Steering Committee may determine.

8.02. Issuance of Membership Cards. A Membership Card shall be issued when a member has been accepted to membership and has paid dues that may then be required.

ARTICLE NINE BOOKS AND RECORDS

9.01. Books and Records. The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Steering Committee, and committees having any of the authority of the Steering Committee, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Corporation may be inspected by any dues paying member or agent or attorney for any proper purpose at any reasonable time. Monetary records shall be audited by the Audit Committee in January of each year. The Auditing Committee shall consist of one Steering Committee and two dues paying current BTHA members.

9.02. Membership Information. The Secretary or any member of the Steering Committee shall not release private information of members to any party, except when required by law.

ARTICLE TEN FISCAL YEAR

10.01. Fiscal Year. The fiscal year of the Corporation shall begin on the first day of January and end the last day of December of each year.

ARTICLE ELEVEN DUES

11.01. Annual Dues. The Steering Committee, with general membership approval, may determine from time to time the amount of annual dues payable to the Corporation by each member.

11.02. Payment of Dues. Dues shall be paid annually.

11.03. Default and Termination of Membership. When any dues paying member shall be in default in the payment of dues for a period of three (3) months from the beginning of the fiscal year or period for which such dues become payable, the membership may thereupon be terminated by Steering Committee in the manner approved in Article Two of these Bylaws.

ARTICLE TWELVE WAIVER OF NOTICE

12.01. Waiver. According to the provisions of the Texas Non-Profit Corporation Act or under the provisions of the Articles of Incorporation or the Bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to giving of such notice.

ARTICLE THIRTEEN ELECTIONS

13.01. Nominating Committee. A Nominating Committee, consisting of two (2) Steering Committee members and dues paying members in good standing shall be chosen at the September meeting.

13.02. List of Nominations. The Nominating Committee shall present a list of eligible dues paying members willing to serve as officers of the Corporation to the October meeting. Nominations of current dues paying members from the floor may also be entertained at the October meeting.

13.03. Notice of List. The November newsletter for the Corporation shall contain the list of all nominees for office.

13.04. Election. The election of officers will be at the November meeting. Nominees may make a short statement regarding their election.

13.04. Term of Office. Assumption of duties of elected officers shall begin on the following January 1 and the term for one year. There is no term limitation.

ARTICLE FOURTEEN AMENDMENTS OF BYLAWS

14.01. Amendments of Bylaws. These Bylaws may be altered, amended or repealed and new Bylaws adopted by a majority of the general membership present at the September meeting. A Bylaws Committee appointed in July by the Steering Committee shall present any proposed changes to the membership at the August meeting.

Formally adopted on 5/2005 by members of the BTHA at the May 2005 monthly meeting.
Officers: Doreen Reynolds Donna McDonald Peter Ramsey R.D. Sang

LGNA

LOWER
GREENVILLE
NEIGHBORHOOD
ASSOCIATION



SEPTEMBER - OCTOBER 2013

mOCKINGBIRD TO ROSS / GREENVILLE TO SKILLmAN

BOARD OF DIRECTORS

Patricia Carr | PRESIDENT
214-821-2562

Gay Hopkins | VICE PRESIDENT
214-827-4559

David Jones | VICE PRESIDENT
214-821-8984

Debbie Daniel | TREASURER
214-821-0747

John Dailey | SECRETARY
214-821-6324

Darren Dattalo | CRIME WATCH
214-476-8023

DIRECTORS

Michelle Foreman 214-394-2487

Ken Lampton 214-502-5858

Pam Mueller 214-821-1554

Alan Schonborn 214-823-4057

USEFUL NUMBERS

Council Member Philip Kingston
214-670-5415

State Rep. Dan Branch
214-745-5768

DPD Officer Keith Allen
214-671-3477

Sanitation / Bulk Trash
214-670-3555

Code Compliance
214-670-5708

Animal Services Call 311

Find out what's going on.
Like Us on FACEBOOK



P.O. BOX 720067 • DALLAS, TX 75372



SAVE THE DATE NATIONAL NIGHT OUT

On October 1, the tradition of neighborhood cooperation, education, and fun will again find hundreds of area residents enjoying National Night Out at Tietze Park. Representatives from three neighborhood associations—Lower Greenville, Lakewood Heights, and Lowest Greenville West—and Friends of Tietze Park Foundation

have assured an evening of fun and information. This year's event will take place from 5:30-8:00pm.

National Night Out is designed to strengthen community relationship between residents and public service organizations such as police, city departments and charitable organizations that serve the community. The Tietze Park event attracts 800-1,000 attendees each year.

On hand will be police officers to talk to about crime concerns. Dallas Fire Rescue will be present to teach kids about fire safety. In addition, there will be exhibits from quality-of-life, City service, and charitable organizations. As usual we will have face painters, hotdogs, musical entertainment, and lots of family fun. This year sees the return of the popular pie-eating contest for the kids. The American Red Cross Bloodmobile will be accepting blood donations.

This is a great opportunity to have some fun, meet some neighbors, and learn a little something about health and safety. Check out the manila flyer that accompanies this newsletter. The event will take the place of our regularly scheduled November LGNA meeting. Be sure to save the date.

If you'd like to volunteer to help out with NNO, help is always needed before, during, and after the event with planning, organization, set up, and tear down.

Contact Director1@LGNA.net or call 214-821-2562.

TOYS FOR COPS!



Deputy Chief Gary Tittle (third from right) is joined by LGNA VP Gay Hopkins on his left and Robert E. Lee PTA President Amy Chacon on his right. Playing hide-and-seek in the toys are Amy's daughters Sophie Lily (6) in front of Amy and Emma Rose (8) to her left.

Once again, residents of the Lower Greenville Neighborhood Association area stood up and compassionately donated stuffed toys to the Dallas Police Department's Central Patrol. DPD patrol cars carry stuffed toys for distribution to children who are distressed by traumatic events such as domestic violence or traffic accidents.

Deputy Chief Gary Tittle told us in December that the 200+ toys donated at that time would last approximately six months. In July LGNA volunteers delivered 325+ stuffed toys to Chief Tittle and his officers.

(CONTINUED INSIDE)

NEXT MEETING

WHEN Tues., Oct. 1
5:30-8:00 pm
WHERE Tietze Park
Skillman & Vanderbilt
TOPIC National Night Out

BULK TRASH DATE

PICK UP: Sept. 9-15
EARLIEST SET-OUT: Sept 5
PICK UP: Oct. 14-18
EARLIEST SET-OUT: Oct. 10
PICK UP: Nov. 11-15
EARLIEST SET-OUT: Nov. 7

Remember: The city has a zero tolerance for placing trash out prior to the earliest set-out date. Don't get stuck with a fine for missing the date.

LOG ON TO
LGNA.NET

for information
and updates.



TOYS FOR COPS! (CONTINUED)

As an added bonus, the Velasquez family generously donated over a hundred new Disney toys, puzzles, books, and art supplies that were delivered along with the stuffed toys. DPD's Neighborhood Patrol team quickly saw that the Disney toys could be used at daycare programs at DPD's Roseland Homes storefront and Jubilee Park substation.

Start saving your gently used stuffed toys for December when LGNA will again sponsor the Toys for Cops campaign. It's a win-win – help with your house-cleaning and a good feeling from promoting DPD's positive image and helping kids who need compassion.

FRIENDS & FOOD

LGNA JULY DINNER



Dessert Contest Winners
(seated left to right) Carol Canada,
Sara Wick, Sherry Saiz
(standing) Linda Roney, Mike Roney

LGNA's 22nd summer social in July was unanimously voted an annual event that is not to be missed. A tradition since 1991, the family-friendly dinner featured an abundance of good food and fellowship.

Complete fajita fixings from Blue Goose Cantina and the famed shrimp cocktail from Aw Shucks were the stars of the six tables of food. Complementing the main courses were dozens of side dishes and desserts brought by area residents. Highlighting the evening was a dessert contest featuring homemade desserts brought by neighbors. As well as prizes for the dessert contest, several area businesses donated door prizes.

Grateful thanks to all the neighborhood residents who helped with the setup, contest organization, photography, and cleanup.

Thanks to the many businesses that donated food, supplies, door prizes, and dessert-contest prizes. Please patronize these fine businesses that support your neighborhood.

- Blue Goose Cantina
- Aw Shucks
- matt's Rancho martinez
- Carmel Car Wash
- Society Bakery
- DallasBrainCoach.com
- TamCamPhoto.com
- Kroger, mockingbird @ Greenville
- 7-Eleven, Greenville @ Penrose

CHANGE IN LGNA DUES

Effective January 1, 2014, LGNA's annual membership dues will rise from \$10/household to \$20/household. Seniors age 65+ will continue to pay \$5/household. This raise is the first in twelve years and only the third since LGNA was founded in 1986.

Also scheduled for January 2014, the LGNA newsletter will begin accepting advertising. Depending on participation, the newsletter's size may increase to six pages of colored high-quality material. Advertising rates will be available soon.

For more information, go to LGNA.net or contact Advertising@LGNA.net or Director1@LGNA.net

NEWS FROM STONEWALL

Stonewall Jackson Elementary has an exciting new addition. Mrs. Michele Hill joins Stonewall as the new principal. Mrs. Hill is a native of Wyoming with a master's in Education. She was the Principal for two years in Plano and most with Dallas ISD.



Mrs. Hill's enthusiasm for the Lower Greenville-area school and the support that Stonewall receives from the community is evident in her goals. She stated, "Technology enhancements will be a primary focus. This will prepare our students for success in middle school, high school, and college." She also reinforced how unusual it is to find a school with so much community support, and she is relying on that local support to enhance the efforts in bringing more technology to the classroom.

Leadership is another agenda that Mrs. Hill will be promoting with the students. An All Stars monthly assembly for all fifth grade students will teach leadership and goal-setting skills. The theme of this program is making good choices. Mrs. Hill wants each child to set goals of where they see themselves at specific ages. Having a goal prepares the students for making good choices in middle school and high school.

Along with the monthly assemblies, the fifth graders will also choose a community enhancement project. They will be responsible, as a group, for raising the money for the supplies needed for the community project. This is a way for the families and staff of Stonewall to give back to the neighborhood that is so supportive of the school.

Welcome, Mrs. Hill!
Kristin Straughan, Stonewall Jackson PTA

DHL BOOT CAMP

Several LGNA volunteers recently attended the Dallas Homeowners League (DHL) "Neighborhood Leader Boot Camp." DHL is an umbrella group of neighborhood associations, homeowners associations, and crime watches. Their annual Boot Camp offers Dallas neighborhood leaders an opportunity to network with each other, learn techniques and procedures, and gain ideas of how to make their own neighborhoods a better place to live.

This year's Boot Camp offered workshops on a description of fracking and the economics involved, neighborhood zoning to protect historic neighborhoods, how to build a stronger neighborhood association, social media, and planting trees. Attendees came home with lots of good ideas toward making Lower Greenville a better neighborhood.

KATY TRAIL DEDICATION



Angela Hunt and Philip Kingston flank the dais at the Bridge groundbreaking.

At the invitation of former Councilmember Angela Hunt, several LGNA board members attended the June groundbreaking and reception for the mockingbird pedestrian bridge at the Katy Trail. The pedestrian bridge – in the planning stage for four years – will span Mockingbird Lane between the Hotel Palomar and Mockingbird Station and will link the Katy Trail to the White Rock DART Station – an important step in connecting the city's trail system.

"It's wonderful. It's terrific to see that we are finally moving forward," said Councilmember Hunt. "I do wish that we'd been able to accomplish this a little more quickly, but I'm very pleased that we've got some momentum behind us."

Pie with the mayor

Earlier this summer Mayor Mike Rawlings' office contacted LGNA president Patricia Carr to ask if neighborhood leaders could gather for an informal meeting to discuss neighborhood concerns with the mayor. On the morning of Saturday, June 29, Mayor Rawlings came to meet in Pat's home with LGNA board members and representative from other Lower Greenville neighborhood associations – Lowest Greenville West, Vickery Place, Greenland Hills, and Belmont.

The mayor provided refreshments of freshly baked pies (hence, "pie with the mayor") and took notes as participants answered his questions about what they liked and disliked about Dallas and, particularly, our neighborhood.

The reaction of those who attended can be summed up in the words of LGNA Secretary John Dailey: "Our meeting was a unique experience, one I don't recall ever happening before. So I am thrilled that the mayor of our city spearheads an effort to communicate with residents at the neighborhood level. Everyone had some fine input, so this is very encouraging."

DIG THIS!

notes from a neighborhood gardener

I love the falling leaves and color changes of fall. Did you know that leaves change color because of the changing hours of sunlight and not the falling temperatures?

Did you also know that even though pumpkins look fabulous on front porches this time of year, they aren't just for decorating.

I love all the fall fresh garden produce. It's great for hearty soups and side dishes. Imagine chowders with corn and potatoes, stews with root vegetables (turnips, carrots, parsnips, rutabaga, sweet potato), and pumpkin or squash soup sweetened with a little maple syrup or bourbon.

So as fall decorating and photo opportunities lure you to a local pumpkin patch, pick up an extra squash or pumpkin for your dinner table. You'll be glad you did. This is a favorite fall recipe of mine:

Baked Pumpkin

Cube a medium size pumpkin or the blue Hubbard or a butternut squash into 1 inch cubes and place in a buttered baking dish. Sprinkle with Herbs de Provence, salt, pepper and a little Gruyere or parmesan cheese. Drizzle with olive oil. Bake 20-25 minutes in a 400 degree oven.

Remove from oven, sprinkle with 2 finely chopped roma tomatoes and slices or crumbles of goat cheese. Add a little more fresh ground pepper and drizzle with about 1/4 cup heavy cream. Bake 10 minutes longer to brown the goat cheese and enjoy.

Happy Fall.

sara wick



SMOKE ALARMS FOR THE DEAF AND HEARING IMPAIRED

The Dallas Fire Rescue Department is now installing smoke alarms for persons who are deaf or have hearing impairments.

This easy to install fire alarm monitor comes complete with smoke alarms, receiver and bed-shaker specially designed to alert persons who have hearing impairments that there is a fire.

To qualify, you must be a Dallas resident, not live in an institutional facility, apartment, or rental property, and provide documentation from your doctor, medical provider, audiologist, or professional.

For more info and an application form, go to www.dallasfirerescue.com/hearing or call 214-670-5529.

Find out what's going on.
Like Us on FACEBOOK 

Send your gardening questions to Sara by email at: digthislgna@yahoo.com



Burglary of motor Vehicles on the Rise

While we've seen major reductions in crime across the board, BmVs are accounting for an ever increasing percentage of all crime. Last year, BmVs accounted for 37% of Part 1 crimes, the more serious crimes. This year that rate is up to 43%. Over the last two years, we've kept the rate of BmVs relatively flat at about 5 incidents per month in the residential part of the neighborhood and 11 total including commercial parking lots. During that time, other crimes have been reduced.

Sadly BmVs are one of the most preventable crimes. In the residential part of the neighborhood, greater than 90% of incidents occur to street-parked vehicles. The reasons are obvious: you are less likely to see them, they get away quicker, etc. Parking on the street creates a window-shopping opportunity for would-be thieves. In about 50% of cases, cars are left unlocked. People ROUTINELY leave valuables

sitting on seats in plain sight in unlocked vehicles parked on the street. TAKE-LOCK-HIDE is so simple but most people ignore it. Don't.

Please join us at the upcoming National Night Out at Tietze Park on October 1st. I'll have a Crime Watch table set up and some representatives from DPD should be there with me. Come out and say hello!

	Car Break-ins	Other Res. Thefts & Break-ins	Violent Crime*	Auto Theft
June 2013	9	5	3	0
July 2013	15	8	1	2
Typical	11	6	2	2

*Violent crime includes murder, rape, robbery or aggravated assault.

Auto Theft (BmVs) are the most common criminal act we see in Dallas. While we've seen major reductions in crime across the board throughout Dallas, BmVs have been the least affected by these reductions. As a result, BmVs are accounting for an ever increasing percentage of all crime.



The LGNA newsletter has done a fine job of informing everyone about the issue of burglary of motor vehicles (BmVs). After reviewing data from the past several years, it is apparent that the burglars are being "rewarded" for

from a prevention standpoint, we set aside items such as; car stereos, spare change, outside mirrors, etc. Those type of items account for approximately 35% of BmV crimes and are not easily deterred. But substantial reductions in car burglaries can be accomplished by not leaving hand-held items inside your vehicle.

The overwhelming number of items stolen includes GPS devices, cell phones, laptops, purses, golf clubs, and backpacks. Sadly, half a dozen instances occurred in which over \$1,000.00 in cash was taken from each victim's car.

Backpacks are a treasure trove as they contain personal information. The onset of the school year increases the number of backpacks left inside vehicles, and they contain cell phones, portable gaming devices, and in some cases keys to the residence.



It may not be convenient to remove the GPS device or bring in the laptop computer when you exit your vehicle. Lugging the golf clubs inside after a hot day probably isn't the most appealing of ideas. Remembering to consistently account for all the valuable items inside of your vehicle may seem to be more effort than it's worth, but victims tell us they wish they would have.



SHOW YOUR SUPPORT AND JOIN NOW!

name: _____

address: _____

phone: _____

cell: _____

email: _____

Please print clearly! Email addresses are required to receive neighborhood alerts. Personal information is not shared with any outside organizations or used for any other purpose. Receipts will be furnished upon request. Checks for LGNA membership should be made out to LGNA. For Extended Neighborhood Patrol membership, checks should be made out to LGNA-ENP. Please provide separate checks if possible.

Mail this form and check payable to LGNA or LGNA-ENP to: PO Box 720067, Dallas, TX 75372 (or bring it to the next LGNA meeting).

Pay Pal Now Available: LGNA has made it a little easier for you to become a member. We've added PayPal to the LGNA website. On the site, you'll see two buttons, one for regular membership and one for seniors (65+). If you have a PayPal account, you can use that directly. If not, you can skip that step and proceed directly to a credit card payment page. LGNA does not receive your credit card information, only the contact information. There is no surcharge on the regular \$10 per household membership (\$5 for seniors).

- Join LGNA (\$10/yr, \$5 for 65+)
- Join Expanded Neighborhood Patrol (\$200/yr, \$150 for 65+)
- Adult
- Elite
- Platinum
- Victim



BYLAWS
OF
FOREST HILLS ASSOCIATION

ARTICLE I

Association and Membership

Section 1. **Association:** The Forest Hills Association (the “Association”) is a voluntary association of residents and homeowners of Forest Hills in the City of Dallas, Texas. The boundaries of Forest Hills are Garland Road on the West, Lakeland Avenue on the North, the Santa Fe Railroad right-of-way on the East, and Highland Avenue/San Rafael Avenue on the South.

Section 2. **Membership:** Every person, age eighteen (18) or older, who maintains his or her permanent residence or owns property within the boundaries of Forest Hills shall be entitled to become a Member of the Association by paying the Annual Member Dues as set by the Board under Article V of these Bylaws and providing the information required by the Board. At any time, a Member may also request that his or her name be withdrawn from the Membership roll to be maintained by the Secretary.

Section 3. **Purpose:** The purpose of the Association is to promote social welfare of the community of Dallas; to provide communication within the community; to provide a forum for residents to express their views on matters of concern to the neighborhood; to promote awareness of public safety and reduce crime; to define and address problems as they relate to the Forest Hills community and the community of Dallas; and to provide a vehicle for action favorable to the interests of Forest Hills residents and the citizens of Dallas.

Section 4. **Non-Discrimination.** The FHNA shall not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, age, disability, national origin, income, or political affiliation in any of its policies, recommendations or actions.

Section 5. **Powers:** The Association is, or will be, a non-profit corporation and shall have all of the powers, duties, authorizations and responsibilities as provided in the Texas Non-Profit Corporation Act; provided, however, the Association shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity, that would invalidate its status as a corporation that is exempt from federal income taxation as an organization described in section 501(c) (4) of the Internal Revenue Code of 1986, as

amended, or corresponding provisions of any subsequent federal tax law (hereinafter referred to as the “Code”.

ARTICLE II

Meetings of the Association

Section 1. **Semi-Annual Meetings:** Semi-Annual Meetings shall be held in September and February of each year. Such Meetings shall be at a place in the County of Dallas, City of Dallas, and at a date and time, as shall be determined by the Board of the Association. Written notice of each Meeting shall be given to all Members entitled to vote at the time such notice is given. Such notice shall state the date and time when, and the place where the Meeting is to be held, and shall set forth any proposed action, notice of which is specifically required elsewhere in these by-laws; and the Secretary shall cause a copy thereof to be delivered either personally or by U.S. mail or by email, or some combination thereof, to each Member, not less than ten nor more than fifty days before the Meeting.

Section 2. **Special Meetings:** Special Meetings of Members may be called at any time and may be held at any place where a Semi-Annual Meeting could be held, by the President and Secretary or by a majority of the Board of the Association. It shall also be the duty of the Secretary to call such Meetings whenever requested in writing to do so by at least twenty-five percent (25%) of the Members. The Secretary shall cause a notice of such Special Meeting to be issued stating the date and time when, the place where, the purpose or purposes thereof, and the Officer or other person or persons by whom the Meeting is called. The notice shall be delivered either personally or by U.S. mail or email, or a combination thereof, to each Member entitled to vote at such Meeting, not less than ten nor more than fifty days before such Meeting. No business other than that stated in such notice shall be transacted at such Special Meeting.

Section 3. **Notice and Waiver of Notices:** Any notice given by U.S. mail or email shall be directed to each such Member at his or her postal or email address as it appears on the Member’s record book, unless he or she shall have filed with the Secretary of the Association a written request that notices be mailed to some other address, in which case it shall be mailed to the address designated in such request. Mailing a notice to a Member’s last known postal or email address not less than ten days nor more than fifty days before the Meeting shall constitute notice sufficient to satisfy the requirements of Sections 1 and 2 above. Failure of the postal service or the member’s internet service provider to deliver said notice, or failure of a resident to receive said notice, shall not invalidate any Meeting of the Association for lack of notice. The notice provided for in the two foregoing sections is not indispensable and any Members’ Meeting shall be

deemed validly called for all purposes if all the Members of the Association are represented in person, or if a quorum is present and waivers of notice of the time, place and purpose of such Meeting shall be duly executed in writing either before or after said Meeting by those Members not present and not given such notice. The attendance of any Member at a Meeting without protesting at the commencement of the Meeting the lack of notice of such Meeting, shall constitute a waiver of notice.

Section 4. **Quorum:** Two tests must be independently satisfied to establish a quorum at Meetings of the Association. First, at each Meeting of Members, except where otherwise provided by law, thirty-five (35) Association members, including Board Members, shall be present in person. Second, a majority of the Association Board shall be present in person. In case a quorum shall not be present at any Meeting, however, a majority of those present may adjourn the Meeting to some future time and place.

Section 5. **Voting:** If a quorum is present, the affirmative vote of a majority of the Members at the Meeting shall be the act of the Members, unless the act of a greater number is required by law, or elsewhere in these bylaws, except as provided in Section 2 of Article III of these bylaws. At each Meeting of Members, each Member present in person shall be entitled to one vote. Voting by Members shall be via voice, or by show of hands, unless any Member present at the Meeting demands a vote by written ballot, in which case the voting shall be by ballot, and each ballot shall state the name of the Member voting.

Section 6. **Consent of Members:** Whenever the Members are required or permitted to take any action by vote, such action may be taken without a Meeting on written consent setting forth the action so taken and signed by a majority of all the Members entitled to vote thereon.

Section 7. **Order of Business:** At each Meeting of Members, the President, or in his absence the Vice President, or in his absence the Treasurer, shall act as Chairman of the Meeting. The Secretary, or in his absence such person as may be appointed by the Chairman, shall act as Secretary of the Meeting. So far as is consistent with the purpose of the Meeting, the order of business shall be as follows:

- (a) Call to Order.
- (b) Presentation of Proofs of due calling of the Meeting.
- (c) Roll Call
- (d) Reading of Minutes of Previous Meeting or Meetings.
- (e) Reports of Officers and Committees.
- (f) If the Fall Semi-Annual Meeting, the Appointment of Inspectors of Election, if any.

- (g) If the Fall Semi-Annual Meeting, the Election of Officers and Board Members.
- (h) Unfinished Business.
- (i) New Business.
- (j) Adjournment.

ARTICLE III

Association Board, Committees and Liaisons

Section 1. **Number:** The maximum number of Board Members of the Association is hereby fixed at thirteen (13). The elected Officers and the chairmen of the Standing Committees elected by the Members at the Fall Semi-Annual Meeting shall constitute the Board of the Association (the "Board"). The number of Board Members may be changed only upon the affirmative vote of two-thirds of the total number of Board Members, and upon the approval by a majority of the Members present at any Semi-Annual or Special Meeting, provided that the notice of such Meeting shall state that a resolution will be considered to change the number of Board Members and shall set forth the number to be proposed in such a resolution. Any such resolution shall specify the manner in which the selection of Board Members shall be accomplished, or shall state that a decrease in the number of Board Members shall not shorten the term of any incumbent Board Member, as the case may be. The number of Board Members so determined shall be the number of Board Members of the Association until changed by further action of the Members in accordance with the foregoing.

Section 2. **Qualification, Election, and Term of Office:** Board Members, who shall be at least eighteen (18) years of age and Members of the Association, shall be elected at the Fall Semi-Annual Meeting of Members by a plurality of votes cast at such Meeting. The term of office of each Board Member shall be until the next Fall Semi-Annual Meeting of Members at which their successor is elected. Any Board Member may be elected to serve consecutive terms.

Section 3. **Vacancies:** Vacancies in the Board resulting from death, resignation or removal may be filled without notice to any of the Members by a vote of a majority of the remaining Board Members at the Meeting at which such election is held even though a quorum is not present, which election may be held at any regular Meeting of the Board, or any Special Meeting thereof called for such purpose. All vacancies shall be filled. For example, if no Member of the Association volunteers to run for Chairman of a Standing Committee, the Board shall elect a Member to serve. The purpose of this provision is to maintain continuity in projects and to prevent the loss of initiative which may arise when

extended Board vacancies occur. Vacancies in the Board resulting from an increase of the number of Board Members by resolution as set forth in Section 1 of this Article III shall be filled in the manner provided in said resolution. A Board Member elected to fill a newly created Board Membership shall serve until the next Fall Semi-Annual Meeting of the Members.

Section 4. **Management of the Association:** The business affairs of the Association shall be managed by the Board which may exercise all such powers of the Association and do all such lawful acts and things as are not by statute or by these by-laws directed or required to be done by the Members.

Section 5. **Meetings and Notice of Meetings:** The first Meeting of each newly elected Board shall be held immediately after the Semi-Annual Meeting of the Members and no notice of such Meeting shall be necessary to the newly elected Board Members in order to legally constitute the Meeting, provided a quorum shall be present, or it may convene at such other place and time as shall be fixed by the consent in writing of all the newly elected Board Members. Regular Meetings of the Board shall be held as needed but not less than twice a year and may be held upon such notice, or without notice, and at such time and at such place as shall from time to time be determined by the Board. The Secretary shall provide the type of notice as specified by the Board. Special Meetings of the Board may be called by the President on two days notice to each Board Member, either personally, by mail, by email, or by telephone. Special Meetings shall be called by the President or Secretary in like manner and on like notice on the written request of a majority of the number of Board Members fixed by Section 1 of this Article III, except in the case of a Special Meeting called to fill vacancies in the Board, in which case a majority of the then active Board Members shall suffice. Notice of a Meeting need not be given to any Board Member who submits a signed waiver of notice whether before or after the Meeting, or who attends the Meeting without protesting the lack of notice prior to or at the commencement of the Meeting. Neither the business to be transacted at, nor the purpose of, any Regular or Special Meeting of the Board need be specified in the notice or waiver of notice of such Meeting, except where otherwise required by law or by these by-laws. A majority of the number of Board Members fixed by Section 1 of this Article III shall constitute a quorum for the transaction of business unless a greater or lesser number is required by law or elsewhere by these by-laws. The act of a majority of the Board Members present at any Meeting at which a quorum is present shall be the act of the Board unless the act of a greater number is required by law or elsewhere in these bylaws. If a quorum shall not be present at any Meeting of the Board, the Board Members present may adjourn the Meeting from time to time, without notice other than announcement at the Meeting, until a quorum shall be present. At all Meetings of the Board, each Board Member shall be entitled to one vote for each position held by the Board Member which is entitled to vote.

Section 6. **Proxies:** A Board member may vote by proxy executed in writing by such member. No proxy shall be valid after three (3) months from the date of its execution unless otherwise provided in the proxy. Each proxy shall be revocable unless expressly provided therein to be irrevocable, and in no event shall it remain irrevocable for more than three (3) months. Directors present by proxy shall not be counted in determining whether a quorum is present at any meeting of the board.

Section 7. **Electronic Voting Procedure:** As the need arises between regular meetings, the Board of Directors may vote on motions and issues by electronic e-mail sent to the President or Secretary in the manner set out in the electronic voting procedures published on the Association's website, or by teleconference procedures also provided on the Association's website.

Section 8. **Resignation and Removal:** Any Board Member may resign at any time by written notice delivered or sent to the President or Secretary of the Association. Such resignation shall take effect at the time specified therein and, unless specifically requested, acceptance of such resignation shall not be necessary to make it effective. Any Board Member may be removed from office with or without cause by the Members of the Association at a Meeting duly called for that purpose. If any Board Member who was a Member of the Association at the time of this selection as a Board Member ceases to be a Member, he shall be deemed to have resigned as a Board Member.

In order to effectively perform their respective duties, Officers and Committee Members need to attend Board Meetings, Special Meetings and Meetings of the Members of the Association. Therefore, any Board Member absent from three (3) consecutive Meetings or absent from six (6) Meetings during an operating year (October 1 – September 30) shall be deemed to have resigned as a Board Member.

Section 9. **Compensation:** No salary or other compensation for services shall be paid to any Board Member of the Association for services rendered as such Board Member. But this shall not preclude any Board Member from performing any other services for the Association and receiving compensation therefor; provided, however, that any contract, transaction, or action taken on behalf of the Association involving a matter in which an Officer or Board Member is personally interested shall be at arm's length and not violative of the proscriptions in this Articles of Incorporation which prohibit the Association's use or application of its funds for private benefit; and provided further that no contract, transaction, or act shall be taken on behalf of the Association if such contract, transaction, or act would result in denial of the Association's exemption from federal income taxation under the Code and its regulations, as they now exist or as they may hereafter be amended.

Section 10. **Standing Committees:** The following standing committees shall be established:

- (a) Beautification
- (b) Communications
- (c) Crime Watch
- (d) Service League
- (e) Planning & Zoning
- (f) Children's Network
- (g) Block Captain
- (h) Animal Alert
- (k) Membership & Newcomers

The Members of the Association can increase or diminish the number of Standing Committees established to carry out the purposes of the Association. The Members shall elect the Committee Chairmen, who shall be Members of the Board of the Association, in accordance with this Article III. Each Committee Chairman shall select the Members of the respective Committee from among the Members who volunteer for participation. Any Officer or Board Member may also serve as a Committee Member; however, an Officer may not simultaneously serve as a Committee Chairman.

Section 11. **Duties of Standing Committee Chairmen:**

- (a) Duties of the Beautification Committee Chairman shall include the planning and promotion of neighborhood beautification and restoration projects for boulevards, medians, public parks inside and outside the neighborhood, and common areas which may be used and enjoyed by Members of the general public. The Chairman is responsible, along with the Service League Chairman, for helping identify suitable fund raising projects, and organizing and implementing said fund raising projects to collect funds to be used for beautification projects. To the greatest extent possible, these projects shall beautify and preserve public property in cooperation with the local government. These projects shall be communicated to the Chairman of the Communications Committee for inclusion in the Association newsletter or website, as appropriate.
- (b) Duties of the Communications Committee Chairman shall include publishing and distributing Association newsletters no less than twice each year. Ideally, said newsletter shall be distributed at least four times each year. These newsletters shall provide notice of the Semi-Annual Fall and Spring Meetings of Members. Such notices shall comply with the requirements set forth in Article II of

these Bylaws. The Association newsletter shall attempt to include information relating to the activities of all Standing Committees of the neighborhood, as well as Special Committees, and other news of interest to the neighborhood. The Chairman of the Communications Committee, with the webmaster, is also responsible for keeping the Association website current. The Chairman of the Communications Committee shall also undertake to update and publish the Forest Hills Association directory once every two years. This directory may be sold to Forest Hills Association Members at cost, plus an additional fee as approved by the Board. All proceeds shall be the funds of the Association.

(c) Duties of the Crime Watch Committee Chairman shall include recruiting block captains to represent each block in the neighborhood for purposes of Crime Watch program. The Crime Watch Chairman shall maintain contact with the Dallas Police Department representative for Precincts 1172 and 1173 (or their successor precincts should they be renumbered), to monitor crime statistics relating to the Forest Hills area. The Chairman shall also cause the block watch captains to prepare crime watch grids for each block, and distribute said grids to every household in the neighborhood. The Crime Watch Chairman, from time to time, shall institute new initiatives to promote awareness of crime, methods of reducing crime, and communicate the latest police programs through the block watch captains, and through Semi-Annual Association Meetings. The Crime Watch Chairman shall communicate crime statistics and other important security information on a timely basis to the Chairman of the Communications Committee for inclusion in the Association newsletter or website, as appropriate.

(d) Duties of the Service League Chairman shall include planning and executing fundraising activities to support Association goals, and provide planning, staffing and financial resources for the activities of other Committees. All activities of the Service league shall be communicated to the Chairman of the Communications Committee for inclusion in the Association newsletter or website, as appropriate.

(e) Duties of the Planning & Zoning Committee Chairman shall include monitoring all projects and proposals of the city, county and state which in any manner affect the streets surrounding or traversing the neighborhood, or which may impact the existing zoning of property within the neighborhood or surrounding areas. Information concerning such developments shall be communicated by the Chairman to the Board as quickly as possible. Other duties include monitoring construction activities within the neighborhood for potential

zoning violations and fielding Member questions related to zoning and City codes. In addition, information concerning such developments must be communicated to the Chairman of the Communications Committee for inclusion in the Association newsletter or website, as appropriate.

(f) Duties of the Children's Network Committee Chairman shall include maintaining a database of contact information to be used to facilitate the interaction of neighborhood families with children; provide potentially useful information for such families; and conduct annual functions primarily for neighborhood children. In addition, information concerning such activities must be communicated to the Chairman of the Communications Committee for inclusion in the Association newsletter or website, as appropriate.

(g) Duties of the Block Captain Chairman shall include maintaining a network of Block Captains for every neighborhood block and coordinating their activities when it is needed to support Association efforts such as delivering newsletters.

(h) Duties of the Animal Alert Committee Chairman shall include creating, promoting and maintaining procedures having as their purpose the re-uniting of lost pets with their Forest Hills owners. Information concerning such activities must be communicated to the Chairman of the Communications Committee for inclusion in the Association newsletter or website, as appropriate.

(i) Duties of the Membership & Newcomers Committee Chairman shall include providing new Forest Hills residents with information about Forest Hills and the Association with the goal of encouraging new and existing residents to become members of the Association and to volunteer in aid of Association activities.

Section 12. **Special Committees:** The Board may establish Special Committees for such limited purposes as are specified by the Board. The Board shall appoint Special Committee Chairmen and the Special Committee Chairmen shall select the Members of the Special Committee from among the Members of the Association who volunteer. Any Officer or Standing Committee Chairman may also be appointed a Special Committee Chairman. Special Committee Chairmen are not Members of the Board of the Association and shall not have a vote at Meetings of the Board.

Section 13. **Nominating Committee:**

(a) There shall be a Nominating Committee composed of five (5) Members and one (1) alternate who shall be appointed by the Board at least one month prior to the Election of Officers. Two (2) Members of the Nominating Committee shall be non-Board members. The Committee shall elect its own Chairperson.

(b) The Nominating committee shall nominate an eligible person for each Office and Committee Chairmanship to be filled and report its nominees at the Fall Semi-Annual Meeting of Members at which time additional nominations may be made from the floor.

(c) Only those who have signified their consent to serve, if elected, shall be nominated for or elected to such Office or Chairmanship.

Section 14. **Auditing Committee:** There shall be an Auditing Committee composed of two Members who shall be appointed by the Board within ten days after the election of a new Treasurer and at the end of each fiscal year. At least one Member of the Auditing Committee shall be a non-Board member. The Committee shall audit the books of the Association.

Section 15. **Budget Committee:** This Committee shall be composed of the Treasurer, the Chairman of each of the Standing Committees and Members appointed by the President. The Treasurer shall be the chairperson of this Committee. Promptly after the Fall Semi-Annual Meeting of Members, this Committee shall compile a budget for the upcoming fiscal year. The Treasurer shall present the budget to the Board for approval at the December Board Meeting and to the Association at the Spring Semi-Annual Meeting of Members. This Committee plans ways and secures means for financing the Organization's work.

Section 16. **Liaisons:** From time to time, the Board may direct individuals to serve as its Liaison with outside organizations having interests in common with

those of the Association. Although an Officer or Committee Chairman may also serve in a Liaison capacity, Liaisons who are not also Officers or Standing Committee Chairmen of the Association are not Members of the Board of the Association and shall not have a vote at Meetings of the Board. A Liaison's term of service is dependent on the needs and desires of the Board.

ARTICLE IV

Officers

Section 1. **Number and Election:** The Officers of the Association shall be a President, a Vice-President, a Secretary and a Treasurer. Such Officers shall be elected at the first Meeting of the Members after these bylaws become effective, and thereafter at the regular Meetings of the Association, and shall serve until the next Fall Semi-Annual Meeting of Members and until their successors shall have been elected and qualify. There shall be elected a President, a Vice-President, a Secretary and a Treasurer. If the office of President shall become vacant, the Vice-President shall succeed to such office. No Member shall serve in the same office for more than two consecutive terms. A Member who has served more than one-half of a term shall be credited with having served that term. A Member shall not be eligible to serve as an officer for more than four consecutive terms. After one year of not having served as an officer, a Member shall be eligible for re-election as an officer for four consecutive terms. A term consists of one year coinciding with the fiscal year of the Association. Notwithstanding the above, if no Member eligible to serve in an Officer position is willing to accept such position, such position may be held by any Member of the association.

Section 2. **Assistants:** The Board of the Association may at any time or from time to time appoint one or more assistant secretaries or assistant treasurers to hold office at the pleasure of the Board. Such assistants, if any, in order of their seniority or in any other order determined by the Board of the Association shall, in the absence or disability of the Secretary or Treasurer, as the case may be, perform the duties and exercise the powers of the Secretary or Treasurer, as the case may be, and shall perform such other duties as the Board or the Secretary or Treasurer, as the case may be, shall prescribe.

Section 3. **Qualifications; Removal and Vacancies:** One person may hold two offices at the same time, except that the same person may not hold both the office of President and Secretary at the same time. Any Officer appointed by the Board pursuant to the provisions of Sections 1 and 2 of this Article IV may be removed by the Board at any time, with or without cause. Vacancies occurring in any office may be filled by the Board at any time. If any Officer who was a Member of the Association ceases to be a Member

of the Association, he shall be deemed to have resigned as an Officer.

Section 4. **Duties of President and Vice President:**

(a) **Duties of President:** The President shall preside at all Meetings of the Members and of the Board of the Association. The President, subject to the control of the Board, shall have general management of the affairs of the Association and perform all the duties incidental to the office. The President is the spokesperson for the Association and is an ex officio member of all committees.

(b) **Duties of Vice-President:** If the President is absent from the City of Dallas or is unable to act, the Vice-President shall have the powers and perform the duties of the President. The Vice-President shall also undertake any specific program assigned to the Vice-President by the President. Finally, the Vice-President shall advise the President, or the Board or Association when necessary, on matters of parliamentary procedure.

Section 5. **Duties of Treasurer:** The Treasurer shall have the care and custody of all funds of the Association, and shall deposit such funds in the name of the Association in such bank or trust companies as the Board may determine. The Treasurer shall receive, retain, and give receipts for all monies due and payable to the Association, and all expenses incurred by the Association. He or she shall submit complete Financial Reports at the Semi-Annual Meetings of Members and shall perform all other duties incidental to his Office. Approval of the Board shall be required on all checks of the Association over \$250.00. The Treasurer, the President and one (1) other Board Member appointed by the Board shall be authorized signatories on all checks of the Association. The Treasurer shall submit books to the auditing committee as requested, and not less frequently than each fiscal year. If the President and Vice-President are absent from the City of Dallas or unable to act, the Treasurer shall have the powers and perform the duties of the President.

Section 6. **Duties of Secretary:** The Secretary shall keep the minutes of the Meetings of the Board and of the Meetings of the members. Copies of said minutes shall be distributed by the Secretary to all Board Members within ten (10) days of each Meeting. The Secretary shall provide notice of Board Meetings to all Board Members consistent with the requirements of Article III, Section 5 of these Bylaws. When possible, said notice shall be provided to Board Members at least seven (7) days prior to the scheduled Meeting. The Secretary shall also assist the Chairman of the Communications Committee in mailing notices of Association Meetings, and in providing any other Association notices. He or she shall also perform all other duties incidental to the office. The Secretary shall be the custodian of the corporate records and of the Seal of the Corporation. When the Association becomes incorporated, the Secretary will affix the

Seal of the Corporation to all documents that may be executed on behalf of the Association under its Seal as duly authorized by the provisions of these Bylaws. Notwithstanding the foregoing, the Corporate Seal shall not be required to create a valid and binding obligation of or against the corporation, unless otherwise prescribed by law. The Secretary shall cause to be kept a Members record book containing the names, alphabetically arranged, and addresses and telephone numbers of all Members, and the dates when they respectively become Members. The Secretary shall maintain records of all those residing in Forest Hills who are eligible for Membership.

Section 7. **Compensation:** No salary or other compensation for services shall be paid to any officer of the Association for Services rendered as such officer. But this shall not preclude an officer of the Association from performing any other service for the Association and receiving compensation therefore; provided, however, that any contract, transaction, or action taken on behalf of the Association involving a matter in which an Officer or Board Member is personally interested shall be at arm's length and not violative of the proscriptions in the Articles of Incorporation which prohibit the use or application of Association funds for private benefit; and provided further that no contract, transaction, or act shall be taken on behalf of the Association if such contract, transaction, or act would result in denial of the Association's exemption from federal income taxation under the Code and its regulations, as they now exist or as they may hereafter be amended.

ARTICLE V

Dues, Advertising, and Underwriting

Section 1. **Dues:** In order that the Association may carry out its purposes and to enable it to meet certain obligations, annual dues may be solicited. The level of such Association dues will be set by the Board prior to each September 30. Additional contributions for special projects may be solicited after approval by either the Board or by the Members of the Association in a Meeting. Notices advising Members of annual dues requirements will be distributed to Members on or before October 1 of each year. Dues will be paid by Members for a calendar year, January 1 through December 31. Notices of special dues requirements will be distributed in accordance with the resolution approving such dues.

Section 2. **Advertising and Underwriting:** In addition to the solicitation of Association Dues and special contributions, both as provided for within these Bylaws, the Association may solicit and accept advertising and underwriting revenues for its events and publications from sources including but not limited to area businesses, individuals, civic groups and Association Members in order to enhance project fund raising and to

further defray the Association's costs of conducting its designated affairs. Advertising rates, suitability of ad copy and size, and underwriting levels shall be determined by and left to the discretion of the Board, but shall at all times favorably reflect the specified purposes of this Association.

ARTICLE VI

Miscellaneous

Section 1. **Calendar Year:** The fiscal year of the Association shall be January 1 through December 31.

Section 2. **Exempt Activities:** Notwithstanding any other provision of these Bylaws, no Officer, Board Member or representative of the Association shall take any action or carry on any activity by or on behalf of the Association which is not permitted to be taken or carried on by an organization exempt from federal income taxation under Section 501(c)(4) of the Code, and its regulations, as they now exist or as they may hereafter be amended.

ARTICLE VII

Amendments

Section 1. The Bylaws may be amended in any one of the following methods, which method shall be prescribed by the Board of Directors for a particular proposed amendment or amendments:

(a) At any Semi-Annual Meeting of the Members, by the favorable vote of a majority of the Members present at such Meeting, provided that the notice of any Semi-Annual Meeting shall set forth the substance of the proposed amendment or amendments; or

(b) At any Special Meeting of the Members, by a favorable vote of the majority of the Members present at such Meeting, provided that the notice of such Meeting shall set out the text of the proposed amendment or amendments; or

(c) By the affirmative vote of two-thirds of the Members of the Association Board fixed by Section 1 of Article III of these Bylaws. A notice of a Meeting of the Board at which such an amendment is to be proposed for vote shall be delivered to all Members of the Association consistent with the requirements of Article II, Section 2. Said notice shall set out the full text of the proposed amendment or amendments. Any Member

of the Association wishing to attend the Meeting of the Board at which an amendment to the Bylaws shall be considered, shall be permitted to attend said Meeting.

Section 2. No proposed amendment or amendments may be submitted to the Members unless and until such proposed amendment or amendments shall have been approved by a majority of the Board of Directors.

CEDARS NEIGHBORHOOD ASSOCIATION BYLAWS

Updated February 23, 2012

ARTICLE 1 NAME AND PURPOSE

Section 1 Name

A. The name of this organization shall be the Cedars Neighborhood Association, a nonprofit association, hereafter referred to as the Association. (Organized under Texas State Law)

Section 2 Purpose and Objectives

A. The purpose of the Association is to improve the quality of life in the neighborhood in matters such as land use, traffic control, social functions, environmental protection, public services, and other matters of neighborhood concern.

B. To represent and advance the interest of residents, businesses and other stakeholders in the neighborhood (herein referred to collectively as “residents”).

C. To keep all residents informed of issues vital to the neighborhood by appropriate communications and meetings.

D. To establish Standing and Ad-Hoc Committees to investigate and make recommendations to the Association on all matters of neighborhood concerns.

ARTICLE 2 BOUNDARIES

Section 1 General

A. Neighborhood boundaries are defined as follows: South of I-30, north of Grand Ave., east of Riverfront Blvd., and west of Good Latimer Expwy.

ARTICLE 3 MEMBERSHIP AND DUES

Section 1 Membership

A. Resident Membership is available to full-time residents 18 years of age or older who maintain a primary residence within Neighborhood boundaries.

B. Non-resident membership is available to property owners and businesses located within Neighborhood boundaries.

C. Membership in the Association shall be contingent upon payment of the annual dues. Members are allowed to vote, hold office, serve on committees, and receive notices of the Association.

D. All memberships will be listed in the name of an individual and not a business entity.

Section 2 Dues

A. Dues shall be used to fund Association-sponsored activities. Dues may be paid in check/money order payable to "Cedars Neighborhood Association." The Treasurer (or designee) will accept dues and provide receipts at monthly meetings.

B. Annual dues are as follows and may not be pro-rated:

1. Resident Membership: \$25
2. Non-resident Membership: \$75

C. Dues paid after January 31 by any member will prevent the member from voting in February officer elections.

ARTICLE 4 VOTING

Section 1 General

A. No member shall cast more than one vote. Voting is available only per individual membership and each individual membership will have only one vote.

B. Voting rights will vest thirty (30) days after the later of verification of membership eligibility or payment of membership dues.

C. Votes may be cast in person or by written proxy. A member may grant no more than two proxies per calendar year, and during a vote or meeting may exercise a proxy for only one granting member. Both the granting and the exercising members, or their attorneys-in-fact, must be in good standing with the Association. To be valid, each proxy shall: (i) be signed and dated by the granting member; (ii) name the member who has agreed to exercise the proxy; (iii) identify the vote or meeting for which the proxy is granted; (iv) not purport to be revocable without notice; and (v) be delivered to the secretary or person presiding over the designated vote or meeting by midnight (CST) prior to the vote or meeting. The proxy shall terminate after the designated vote or meeting. To revoke a proxy, the granting member must give actual notice of revocation to the secretary or person presiding over the designated meeting. Unless revoked, any proxy designated for a vote or meeting which is adjourned, recessed, or rescheduled shall be valid when such meeting reconvenes.

D. Unless otherwise specified in these bylaws, decisions of the general and special Association meetings shall be determined by a majority vote.

E. Decisions of the Executive Committee meetings shall be determined by a majority vote of all Executive Committee members in attendance.

F. Decisions of the General Committee meetings shall be determined by a majority vote of all general committee members in attendance.

Section 2 Voting by Membership Type

A. Resident Members shall have one vote each at general and special meetings.

B. Non-Resident Members shall have one vote each at general and special meetings. All memberships will be registered in the name of an individual. The individual must own at least 50% of the business or property located in the Neighborhood boundaries in order to qualify for Non-Resident Membership. 1. Non-Resident memberships representing a business or property shall designate, at the time of registration, the individual who will vote on behalf of that business or property.

2. Non-Resident Members who own multiple properties must designate on behalf of which single property or business they wish to register their membership.

3. The designated individual in a Non-resident membership must provide documentation from DCAD or the entity's corporate articles as filed with the Secretary of State.

ARTICLE 5 QUORUM

Section 1 General

A. A quorum shall be necessary to transact business at any general or special Association meeting. The minimum number of Members present at a meeting to constitute a quorum shall be thirty percent (30%) of the total active membership.

B. An affirmative vote of more than fifty percent (50%) of the quorum shall be required to approve motions presented to the Association.

ARTICLE 6 NOTICES TO VOTERS AND AUTHORITY

Section 1 General

A. Whenever possible, when a policy vote of the membership is to be taken, a description of the item to be voted on shall appear on the neighborhood website (currently www.cnadallas.com) or in the newsletter or minutes preceding that meeting. However, no action taken shall be invalid because of lack of such publication.

ARTICLE 7 NOMINATIONS

Section 1 Nominating Committee

A. The function of the nominating committee is to prepare a slate of nominees for the annual election. B. The committee will consist of three members, elected by the membership at the November general meeting. This committee shall elect its own chairperson. The president may not serve on the nominating committee.

Section 2 Nomination of Officers and Committees

A. Nomination for officers or committees shall be held at the January meeting each year.

B. All officers and nominees must be members of the Association.

ARTICLE 8 OFFICERS

Section 1 Positions and Terms of Election

A. The officers of the Association shall be elected from the active membership and shall be President, Vice President of Membership, Vice President of Communication, Recording Secretary and Treasurer.

B. These elected officers shall comprise the Executive Committee.

C. Officers shall be elected by a majority vote of the members present at the February meeting each year.

D. Elected officers will assume their positions the day after the election, for a one-year term. The officers shall not serve more than three consecutive terms in the same elected office.

E. The outgoing Executive Committee and/or committee members will continue in an advisory role for thirty (30) additional days to assist with transitioning of new members, up to and including the next regularly scheduled meeting.

Section 2 Duties of Officers

A. President

1. Either the President or a Vice-President shall preside at all meetings of the Association and of the Executive Committee and shall be an ex-officio member of all Standing and Special Meetings.

2. One of these officers, either the President or Vice-President(s), shall serve as co-signer with Treasurer on all checks drawn on the account of the Association.

B. Vice President of Membership

1. Shall greet and register member attendees at general meeting

2. Provide verification of attendees membership

3. Coordinate annual membership drives

4. As described in 8.2.A, preside at meetings and/or co-sign checks as needed.

C. Vice President of Communication

1. Coordinate website content.

2. Provide an overall strategy for neighborhood communication on topics relevant to the neighborhood.
3. Solicit regular input from area representatives.
4. As described in 8.2.A, preside at meetings and/or co-sign checks as needed.

D. Recording Secretary

1. Shall keep an accurate record of all topics discussed at official meetings of the Association, including regularly scheduled and special meetings of the Association and the Executive Committee.
2. This officer shall also be responsible for the accumulation and maintenance of the central permanent file of such records which will also include official correspondence records.
3. If the designated Recording Secretary is not present at an Association meeting or Executive Committee meeting, the presiding officer shall designate a Secretary for that meeting. The minutes or records for that meeting shall be given to the Recording Secretary for inclusion in the Association's permanent records.

E. Treasurer

1. The Treasurer shall be responsible for the collection and disbursement of Association Monies.
2. Shall keep an accurate record of all receipts and expenditures, and shall (along with the President or Vice President) sign all checks drawn on the account of the Association.
3. Twice a year the treasurer shall present a full financial accounting of Association monies to the Executive Committee.
4. This officer will also provide a report at each regularly scheduled meeting of the Association of the Association's financial condition.

Section 3 Removal from Office

A. Any officer may be removed from office for cause at any meeting by majority vote of the quorum, providing that notice has been furnished to the membership at least two weeks prior to said meeting. Section 4 Replacement of Officers A. When necessary, vacant offices may be filled by appointment from the Executive Committee for the remainder of the original term.

ARTICLE 9 MEETINGS AND ORGANIZATION

Section 1 Frequency

A. Normally meetings of the general membership of the Association shall be held monthly. The Executive Committee shall set the specific time, place, and agenda of each meeting.

B. Special meetings may be called by the Executive Committee upon determination that they are justified as a means of disseminating information and discussion of issues of neighborhood concern before the next regularly scheduled meeting. Notice may be given by a Website, Telephone Committee, email, or other methods, if time allows.

C. Meetings are open to all members of the Association. Non-members and guests may be allowed as determined by the Executive Committee.

Section 2. Organizational Operations

A. The fiscal year of the Association shall be from January 1 – December 31.

B. The Executive Committee shall transact all business necessary to further the purpose and objectives of the Association, as specified in Article 1, in the intervals between regular meetings, as well as such other business which may be proposed by the membership. A majority of the Executive Committee shall constitute a quorum for the conduct of business.

C. Standing and Special Committees may be appointed by the President, with their reports and recommendations to be submitted at general meetings of the Association.

ARTICLE 10 PROHIBITIONS

Section 1 General

A. No member may act as spokesperson or represent the Association without the permission of the Executive Committee or a majority of the quorum at a duly called regular or special meeting.

ARTICLE 11 STANDARD OF AUTHORITY

Section 1 General

A. The rules contained in Robert's Rules of Order, Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE 12 AMENDMENT OF BYLAWS

Section 1 General

A. These Bylaws may be amended at any regular or special meeting by a two-thirds vote of the quorum provided that the amendment(s) have been submitted in writing to the membership prior to the vote.

ARTICLE 13 DISSOLUTION

Section 1 General

A. Upon the dissolution of the Cedars Neighborhood Association, no class of members shall have any right to nor receive any assets of the Association. The assets of the Association are permanently dedicated to a tax-exempt purpose. B. In the event of dissolution, the Association's assets, after payment of debts, will be distributed to an organization which itself is tax-exempt under the provision of Section 501(c)(3) of the Internal Revenue Code.

BYLAWS OF
LGNA – EXTENDED NEIGHBORHOOD PATROL, INC.

Article I. Offices

Section 1. The principal office of the corporation in the State of Texas shall be located in the City of Dallas, County of Dallas. The corporation may have such other offices, either within or without the State of Texas, as the Board of Directors may determine or as the affairs of the corporation may require from time to time.

Section 2. The corporation shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office in the State of Texas, and the address of the registered office may be changed from time to time by the Board of Directors.

Article II. Members

Section 1. The corporation shall have a membership composed of residential households, which are current subscribers to the extended neighborhood patrol service (“ENP”), in the area encompassed by the following streets:

Mockingbird Lane; Greenville Avenue; Skillman Street; and Ross Avenue,

all in the City of Dallas, Texas, excluding builders, businesses, and mortgages but including non-resident property owners. A household shall lose its membership by failing to pay for ENP when the fee is due. A household constitutes only one member regardless of the number of residents. Voting rights are concurrent with membership. A multi-family dwelling has as many households as it contains separate residential addresses.

Section 2. The Board of Directors may adopt standards for renewing, retaining, canceling, or revoking membership by majority vote of the Board of Directors..

Section 3. Membership in this corporation is not transferable or assignable.

Article III. Meetings of Members

Section 1. Annual meetings of the members shall be held on the second Sunday of February in each

year, at such time as the Board of Directors may prescribe, unless the Board of Directors shall establish another date for the holding of the annual meeting. The purpose of the annual meeting shall be to elect Directors from a slate of nominees provided by a duly constituted nominating committee. If the election of Directors shall not be held on the day designated herein for any annual meeting, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the members as soon thereafter as conveniently possible but no later than sixty (60) days after the date of the regularly scheduled annual meeting.

Section 2. Special meetings of the members may be called by the Board of Directors or by not less than one-third of the members having voting rights.

Section 3. The Board of Directors shall designate a place within the State of Texas for each annual, regular, or special meeting of the members.

Section 4. Written or printed notice stating the place, day or hour of any meeting of members shall be delivered, personally, by facsimile or by mail, to each member entitled to vote at such meeting, not less than ten (10) nor more than fifty (50) days before the date of such meeting, by or at the direction of the President, or the Secretary, or the officers or persons calling the meeting. In case of a special meeting or when required by statute or by these bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the member at his address as it appears on the records of the corporation, with postage thereon prepaid.

Section 5. Any action required by law, to be taken at a meeting of the members, or any action which may be taken at a meeting of the members, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof.

Section 6. The total number of members that cast votes, whether in person or by proxy, at any annual or special meeting shall constitute a quorum at such meeting.

Section 7. At any meeting of members, a member entitled to vote may vote by proxy executed in writing by the member or by his duly authorized attorney-in-fact. No proxy shall be valid after eleven (11) months from the date of its execution, unless otherwise provided in the proxy.

Section 8. Where directors are to be elected by members or any class or classes of members, such election may be conducted by mail or otherwise in such manner as the Board of Directors shall determine.

Section 9. All meetings shall be conducted in accordance with Robert's Rules of Order Revised (1915 edition).

Section 10. Votes cast at meetings of the members shall be subject to verification by the Secretary against the roster of members in good standing maintained by the Secretary.

Section 11. Guests may only attend meetings subject to the prior approval of the Board of Directors.

Article IV. Board of Directors

Section 1. The affairs of the corporation shall be managed by its Board of Directors. Directors must be voting members of the corporation.

Section 2. The number of Directors shall be _____. Each elected Director shall hold office until the conclusion of the annual meeting in the year following the year of his or her election, and until his or her successor shall have been elected and qualified.

Section 3. A regular meeting of the Board of Directors shall be held without other notice than this bylaw concurrently with each meeting of the members.

Section 4. The Board of Directors may provide by resolution the time and the place for the holding of additional regular meetings of the Board without other notice than such resolution.

Section 5. Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding any special meeting of the Board called by them.

Section 6. Notice of any special meeting of the Board of Directors shall be given at least five (5) days previously thereto by written notice delivered personally, by telephone, by facsimile, or sent by regular or electronic mail to each Director at his address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If sent by electronic mail, such notice shall be sent with an electronic mail return receipt and is deemed delivered when the return receipt is transmitted to the message originator. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

Section 7. A quorum of the Board of Directors at any meeting shall be a majority of the number of members serving on the Board of Directors at the time of such meeting. If less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

Section 8. The act of a majority of the Directors at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these bylaws.

Section 9. A Director or Directors may be removed from office for good cause by the Board of Directors pursuant to the following procedure:

- (a) A special meeting of the Board of Directors to consider the removal of a Director or

Directors from office may be called under Section 6 of this Article.

(b) Notwithstanding the provisions of Section 7 of this Article, notice of any such meeting shall be sufficient if given to each Director personally, by telephone, or by delivery to the Director's home, at least twenty-four (24) hours prior to the meeting. Such notice shall specify the time and place of the meeting, and shall identify the Director(s) whose removal will be considered. Such notice given to the Director(s) whose removal will be considered shall be in writing, setting forth the charges against him. The provisions of Section 7 of this Article regarding waiver of notice shall apply to any meeting called under this Section.

(c) At any such meeting, the removal of the Director(s) identified in the notice shall be the only item of business, except that the Board of Directors may also consider the removal of any such individuals as officers if notice has been given that such removal will also be considered.

(d) If the Board of Directors, after hearing the charges against the Director(s) and any response of the Director(s) to those charges, determines by a majority vote of the Directors in office that good cause exists for the removal of any Director(s) identified in the notice, such vote shall be sufficient to immediately remove the Director(s) whose removal is considered.

Section 10. Any vacancy occurring in the Board of Directors and any directorship to be filled by reason of an increase in the number of Directors, shall be filled by the Board of Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

Section 11. Directors shall not receive remuneration for their services.

Section 12. Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Directors.

Article V. Officers

Section 1. The officers of the corporation shall be a President, one or more Vice Presidents (the number thereof to be determined by the Board of Directors), a Secretary, a Treasurer, and such other officers as may be elected in accordance with the provisions of this Article. The Board of Directors may elect or appoint such other officers, including one or more assistant secretaries and one or more assistant treasurers, as it shall deem desirable, such officers to have the authority to perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person, except the offices of President and Secretary.

Section 2. The officers of the corporation shall be elected for one-year terms by the Board of Directors following the election of Directors at each annual meeting of the members. The terms of such officers shall commence on the first day of March of each year and expire on the last day of February of the following year. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected and shall have qualified.

Section 3. An officer or officers may be removed from office for good cause by the Board of Directors

pursuant to the following procedure:

(a) A special meeting of the Board of Directors to consider the removal of an officer or officers from office may be called under Section 6 of Article IV.

(b) Notwithstanding the provisions of Section 7 of Article IV, notice of any such meeting shall be sufficient if given to each Director personally, by telephone, or by delivery to the Director's home, at least twenty-four (24) hours prior to the meeting. Such notice shall specify the time and place of the meeting, and shall identify the officer(s) whose removal will be considered. Such notice given to the officer(s) whose removal will be considered shall be in writing. The provisions of Section 7 of Article IV regarding waiver of notice shall apply to any meeting called under this Section.

(c) At any such meeting, the removal of the officer(s) identified in the notice shall be the only item of business, except that the Board of Directors may also consider the removal of any such individuals as Directors if notice has been given that such removal will also be considered.

(d) If the Board of Directors, after hearing the charges against the officer(s) and any response of the officer(s) to those charges, determines by a majority vote of the Directors in office that good cause exists for the removal of any officer(s) identified in the notice, such officer(s) shall forthwith cease to hold office.

Section 4. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5. The President shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation. He shall preside at all meetings of the members of the Board of Directors. He shall have such authority and duties as the Board of Directors shall prescribe.

Section 6. In the absence of the President or in event of his inability or refusal to act, the Vice President or other officer of the corporation designated by the Board of Directors shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned to him by the Board of Directors.

Section 7. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation, receive and give receipts for moneys due and payable to the corporation from any source whatsoever and deposit all such moneys in the name of the corporation in such banks as shall be selected in accordance with the provisions of Article VIII of these bylaws, and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the Board of Directors.

Section 8. The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the corporate records and of the seal of the corporation and see that the execution of all documents is duly authorized in accordance with the provision of these bylaws; keep a register of the post office address of each member which shall be furnished to the Secretary by such member; and in general perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to him

by the Board of Directors.

Section 9. No officer of the corporation shall have any authority to act on behalf of the corporation without an explicit grant of such authority duly made by the Board of Directors in accordance with these bylaws.

Article VI. Committees

Section 1. The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees, each of which shall consist of two or more Directors, which committees, to the extent provided in said resolution, shall have and exercise authority of the Board of Directors in the management of the corporation; provided, however, that no such committee shall have the authority of the Board of Directors in reference to amending, altering or repealing the bylaws; electing, appointing or removing any member of such committee or any Director or officer of the corporation; amending the articles of incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the corporation or revoking proceedings therefor; adopting a plan for the distribution of the assets of the corporation; or amending, altering or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed upon it or him by law.

Section 2. Other committees not having and exercising the authority of the Board of Directors in the management of the corporation may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be voting members of the corporation, and the Board of Directors of the corporation shall appoint the members thereof. Any members thereof may be removed by the Board of Directors.

Section 3. Each member of a committee shall continue as such until the next annual meeting of the members of the corporation and until his successor is appointed, unless the committee shall be sooner terminated, such member be removed from such committee or such member shall cease to qualify as a member thereof.

Section 4. The Chairman of each committee shall be appointed by the President.

Section 5. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 6. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 7. Each committee may adopt rules for its own government not inconsistent with these bylaws

or with rules adopted by the Board of Directors.

Article VII. Contracts, Checks, Deposits and Funds

Section 1. The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2. All checks, drafts or orders of the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 3. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Section 4. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the corporation.

Article VIII. Books and Records

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member entitled to vote, or his agent or attorney for any proper purpose at any reasonable time.

Article IX. Fiscal Year

The fiscal year of the corporation shall be the calendar year or such other period as shall be adopted by the Board of Directors.

Article X. Fees

The Board of Directors may determine from time to time the amount of the ENP fee.

Article XI. Seal

The Board of Directors shall be authorized to provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the corporation.

Article XII. Waiver of Notice

Whenever any notice is required to be given under the provision of the Texas Non-Profit Corporation Act or under the provisions of the articles of incorporation or the bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Article XIII. Amendments to Bylaws

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the Directors present at any regular meeting or at any special meeting, if at least ten (10) days' written notice is given of intention to alter, amend, or repeal or to adopt new bylaws at such meeting.

As amended by the Board of Directors this ____ day of _____, 20__.

**BYLAWS OF THE
BUCKNER TERRACE VOLUNTEERS IN PATROL**

ORGANIZATION AND PURPOSE

The Buckner Terrace Volunteers in Patrol (BTVIP) is a citizen-volunteer security organization which exists as a liaison of the Area 1216 and 1217 Crime Watch. Its objectives are to enhance neighborhood security by providing a visible presence within the neighborhood, to be watchful for criminal or other dangerous activity within the neighborhood and promptly report such activities to proper authorities.

ARTICLE I

NAME

The name of this association of the Area 1216 and 1217 Crime Watch shall be the Buckner Terrace Volunteers in Patrol (hereinafter also referred to as BTVIP).

ARTICLE II

MEMBERSHIP

SECTION 1. The membership of the BTVIP shall be limited to qualified members who have been approved by the Dallas Police Department.

SECTION 2. BTVIP members shall be any individual eligible for membership as referenced in Section 1 of this Article who serves the objectives of the BTVIP by contributing volunteer time, contributing volunteer time as a patroller, contributing volunteer time assisting in any patrol activities, or any of such contributions.

SECTION 3. Only active BTVIP members as described as Section 2 of this Article shall have full and equal voting rights and organizational privileges.

ARTICLE III

OFFICERS

SECTION 1. Officers of the Buckner Terrace Volunteers in Patrol shall be Chairperson, Secretary, Treasurer, Equipment Captain, and Scheduling Captain. These positions will be elected by active BTVIP members. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adapted by the BTVIP. The foregoing named officers shall constitute the Executive board of the BTVIP and shall be empowered to transact in the interim between membership meeting all business of the BTVIP not otherwise provided for in these bylaws nor reserved by these bylaws of membership action, neither may they take any action which modify previous action taken by the membership at a membership meeting.

SECTION 2. At the regular meeting in June, the Chairperson will announce that elections will be held at the July regular membership meeting. At the regular BTVIP meeting held in July, the Chairperson shall open the floor for nominations to the offices of Chairperson, Secretary, Treasurer, Equipment Captain and Scheduling Captain. Nominating members shall secure agreement to serve, if elected; from any member she/he wishes to nominate. Election will be by majority vote of the members present. Those elected will take office at the conclusion of the July meeting, and shall serve for one year or until their successors are elected. No member shall hold more than two consecutive terms in the same office, unless recommended by the Executive Committee and approved by a majority vote of the active membership.

SECTION 3. For each office, an alternate will be appointed by the Chairperson. During periods of temporary absence of elected officers, the alternate will assume the duties of that office. In the event of vacancy in any office, the BTVIP chairperson will appoint a BTVIP member to serve the remainder of the term, which may or may not be the alternate for that office. In the event of a permanent vacancy in the Chairperson position the alternate for the Chairperson will serve the remainder of the un-expired term or, if unable, until a vote of the active members elects a new Chairperson.

SECTION 4. Duties of BTVIP Officers shall be as follows:

A. CHAIRPERSON shall:

1. Serve as liaison between Area 1216 and 1217 Crime Watch and Buckner Terrace Volunteers in Patrol.
2. Chair meetings of the BTVIP
3. Be empowered to appoint standing or special subcommittees as necessary
4. Coordinate activities of the various other officers.
5. Insure adequate notice of regular or special meetings is provided to all members.
6. Be ex-office member of all subcommittees.
7. Administer the affairs of the BTVIP and execute the policies of the BTVIP as provided in the bylaws and determined by vote of the membership.
8. Receive report of activity observed by patrols in the neighborhood and report same at monthly.

B. SECRETARY shall:

1. Call roll at any meeting of the BTVIP and advise the Chairperson if a quorum of the membership is present, take accurate minutes of all meetings, keep attendance, submit written minutes to the Chairperson following meetings.
2. Handle all correspondence to or from the BTVIP as necessary including, but not limited to, preparing and mailing thank-you notes for financial contributions.
3. Assist the Chairperson as requested in insuring that notice of regular or special meetings is provided to all members.

C. TREASURER shall:

1. Collect and deposit any funds raised or donated with the VIP Chairperson. The VIP Chairperson shall deposit all funds with the BTHA Treasurer and Chairperson.

D. EQUIPMENT CAPTAIN shall:

1. Maintain, effect repairs upon, and keep records on all BTVIP owned equipment.
2. Arrange for loan of equipment to members; and request return of equipment when members are no longer serving as Active Patrollers as per the definitions and requirements set forth in Article V, Section 1 of these bylaws.
3. Submit estimates of cost of equipment to membership meetings for approval if purchase or repair estimate exceeds \$50.00.
4. Assist in training new members in use and maintenance of BTVIP owned equipment.
5. Be responsible for checking out and returning equipment to and from the Police Department as needs arise.

E. SCHEDULING CAPTAIN shall:

1. Maintain scheduling chart as up-to-date as possible and distribute to members at monthly meetings.
2. Assist in training new members in BTVIP procedures and protocol, and scheduling requirements.
3. Assist in recruitment of new Active Patrollers.
4. Coordinate substitution for absent patrollers for each shift.

ARTICLE IV

MEETINGS

SECTION 1. The regular meetings of the BTVIP shall be held on the 3rd Monday of the month before the Homeowners meeting on the last Tuesday of each month, unless otherwise ordered by the membership by majority vote or by direction of the Executive Board.

SECTION 2. Special meetings may be called by a majority of the Executive Board or shall be called upon the written request of ten members of the BTVIP patrollers. The purpose of the meeting shall be stated in the call, and no business other than that stated in the call may be transacted at that special meeting.

SECTION 3. A quorum of the membership shall be 25% (percent) membership during any meeting of the BTVIP for which proper notice in accordance with provisions of these Bylaws shall have been given.

SECTION 4. The Executive Board shall have no regular schedule meetings, but shall meet only as necessary subject to the call of the Chairperson or at the request of majority of its members. A quorum of the Executive Board shall be a majority of its members.

ARTICLE V

BTVIP PATROL PROTOCOL FOR ACTIVE PATROLLERS (Active Members)

A positive image within the neighborhood is essential to the effectiveness of the Buckner Terrace Volunteers in Patrol. Additionally, the personal safety and well-being of both BTVIP members and neighborhood residents must be the most important consideration at all times. To these ends, the following Article is directed.

SECTION 1. An active BTVIP patroller is defined as a member who maintains an active status for period of one month, performing assigned duties and remaining in overall good standing. A member may be excused from assigned duties for valid cause, and their current active status will not be affected.

SECTION 2. Equipment to be used by Active Patrollers will be provided by BTVIP. In the event any BTVIP member becomes inactive as defined in Section 1 of this Article, any BTVIP equipment that member possesses will be surrendered to BTVIP. Shall an Active Patroller want to "provide" their own equipment, it must be approved by the Equipment Captain and Chairperson.

SECTION 3. Duties of Active Patroller (Active Member) shall be defined in the Operating Procedures Manual. Procedure changes shall be recommended at the discretion of the Executive Committee. Interim changes to Operating Procedures Manual shall be initiated by the Executive Committee and voted on at the next regular meeting. Interim changes shall be posted in the patrol log.

ARTICLE VI

FUND RAISING

BTVIP has the right to raise funds by any lawful method they see proper and justified. The method must be approved by a majority vote of the active members. At that point, an interim Treasurer may be appointed by the BTVIP Chairperson for the unexpired term of the year or until regular elections are held.

ARTICLE VII

DISSOLUTION

All liabilities and obligations of the BTVIP must be paid, satisfied and discharged. Assets held by the BTVIP upon conditions of return must be returned in accordance with such conditions upon dissolution of BTVIP. The remaining assets may be distributed to Buckner Terrace Homeowners Association Area 1216, 1217 Crime Watch.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Buckner Terrace Volunteers in Patrol in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the BTVIP may adopt. Further, the BTVIP will not adopt any Bylaw, nor any Bylaw amendment, nor take any action by vote in a membership meeting, that would place it in direct opposition to the Bylaws, rules and actions duly adopted by the Area 1216, 1217 Crime Watch of which it is a liaison to

ARTICLE IX

AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the BTVIP by a two-thirds vote, provided a quorum is present and provided that the amendment has been proposed in the form of a motion and seconded at the previous regular meeting. All members must be notified two weeks prior to voting on any amendment to the Bylaws.

Revised July 21, 2008

Article III, Section 4C. Treasurer Shall

Article IV, Section 1

Adopted November 4, 1995

Charter Members

Lito Belza

Charles Brown

Bernard David

Sharon David

Trois Fletcher

Lou Fragapane

Ron Gavinski

Al Green

Thelma Green

Carolyn McInnis

Home Security Survey and Insurance Reduction Surveys

Home Security Surveys

A basic premise of crime watch is to make your property as difficult a target as possible for burglary. One of the best ways to accomplish this is with the proper installation of security equipment around your home. Many security devices and techniques can be used to make your home more burglar resistant. Most people are not experts on the use of security techniques. They may be unaware of areas around their homes which could offer an invitation for a burglar to gain access.

The DPD encourages every property owner to arrange for a free home security survey, available by simply scheduling an appointment with a crime prevention specialist at your local substation. The crime prevention specialist is trained in the latest tested methods and devices used for properly securing your residence. The officer will come to your home with a checklist in hand to begin an inspection at the front door and work around the entire inside and outside of the residence with you to determine weaknesses and hazards that may require attention to become more burglar resistant. The officer will examine doors, locks, windows, lights, landscaping, gates-and garages. He or she will give you professional advice and recommendations about how best to secure your residence to reduce the risk of becoming a target for a burglary. Many of their recommendations may be inexpensive methods that will add security to your home. It is entirely up to you whether you implement those recommendations, or not.

Homeowner's Insurance Reduction Survey

Texas law provides for reductions in homeowner's insurance premiums if your home complies with certain security standards. The crime prevention specialist will use a checklist to perform a complete inspection of your home looking for specific requirements of the law that must be met to qualify for the reduction. The law provides for two levels of reductions.

An overview of the requirements for a **5%** insurance reduction is as follows:

- Exterior doors, including a door to an attached garage, must be metal a 1 - **3/8"** solid core wood door, secured by deadbolt locks with a minimum bolt throw of one inch that penetrates a metal strike plate.
- Double doors must meet the above requirements plus the inactive door must be secured by headers and threshold bolts that penetrate metal strike plates.
- Deadbolts located within 40 inches of breakable glass must be key-operated from both sides, unless prohibited by fire safety codes. Similarly, header and threshold bolts located within 40 inches of breakable glass must be flushed mounted in the edge of the door.
- Sliding glass doors must be secured by secondary locking devices to prevent lifting and prying.
- Dutch doors must have concealed flush bolt-locking devices to interlock upper and lower halves and be secured by a deadbolt lock.
- Garage doors must be equipped with a key operated locking device.
- Windows must be secured by auxiliary locking devices, such as key operated locks, screws, wooden dowels, pinning devices or metal bars.

The requirements for a **15%** homeowner's insurance reduction are a monitored security alarm system which includes the following:

- A monitored home alarm system with magnetic contact sensors on all exterior doors and windows, including interior, exterior and overhead garage doors and upstairs windows.
- An interior and exterior siren component on the home security alarm.
- Prior to the officer inspecting your premises, you must obtain a letter from your security company addressed to you at your current residence stating:

"All alarm equipment is Underwriters Laboratory Approved and the alarm is monitored by an Underwriters Laboratory approved central station. The sales, service, installation and monitoring of the system are done in compliance with the Private Investigators and Private Security Agencies Act, Article 4413 (29bb) Vernon's Texas Civil Statutes."

The reductions may be applied separately or jointly. In other words, your home may qualify for a 5%, 15%, or 20% insurance reduction.

The DPD asks that you check to determine that the appropriate requirements are met prior to scheduling the insurance reduction survey. If you believe your home meets all the requirements for either or both reductions, and you have obtained a letter from your alarm company, if applicable, call the crime prevention officer to schedule an appointment. If and when you meet the necessary requirements, the officer will file a written report with the Texas State Board of Insurance which will issue a Premium Reduction Certificate to be filed with your insurance company. Insurance companies are required by Texas state law to honor the Reduction Certificates. The certificate is valid for three years and can be renewed for an additional three years at the request of the policyholder after an additional inspection.

Other Security Measures

Glass break detectors recognize the sound of breaking glass in a door or window and activate the alarm. These detectors provide an alert for burglars who may break the glass out of a window to prevent activation of magnetic window contacts.

Long range back-up radio transmitter to send a radio alarm signal to the monitoring location even if someone cuts the telephone lines.

Pressure mats placed under rugs in doorways, hallways, window areas or stairways react to pressure from footsteps to activate the alarm.

Burglar screens will activate the system if the screen is cut or removed from the window.

Closed circuit security systems will let you monitor and/or record activity inside or outside of the home through your television or home computer.

Panic buttons can be manually activated if you suspect an intruder, or if an intruder tries to force entry. Panic buttons are commonly located on system keyboards next to

beds alongside doorways, or as hand-held remote units.

Specialized sensors can detect a variety of dangerous gases like carbon monoxide gas, or natural gas, and others can detect extreme low temperature inside the home, all of which could cause a medical emergency for residents.

Telephone lines should be buried, if possible, and the telephone control box should be installed in the garage to prevent tampering with telephone lines. This is not always possible since many of our **Dallas' older neighborhoods have telephone lines that run** from the power/telephone poles to the home.

Wired systems use concealed or exposed wiring to connect the security system components.

Wireless systems use radio frequencies to connect the security system components.

The following guidelines will help you to select a reputable security company:

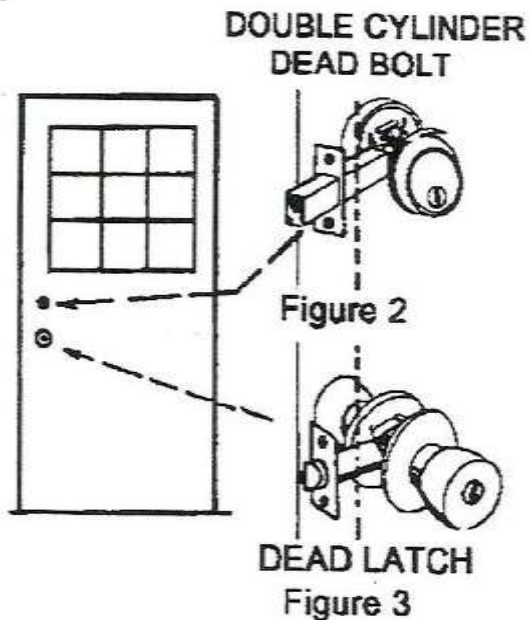
- Ask friends and neighbors for recommendations.
- Obtain written estimates of installation costs, monthly fees and length of contract from two or three companies before making a decision.
- Discuss the equipment, warranty, training and written materials your family will receive and all charges that will be involved, including any charges if additional training or servicing is needed.
- Make sure the salesperson and installers are currently licensed through the Texas Board of Private Investigators and Private Security Agencies. A current license is required by Texas law.
- Check the Better Business Bureau to see if the company has a record of satisfactorily handling any complaints.
- Ask for customer references and call them to see if they are satisfied with the service they have received since installation. The level of service after installation may be just as important as the actual equipment.

Additional assurance may be achieved by ascertaining if the company:

- Is a member of the North Texas Alarm Association (NTAA). Membership requires that the company has been operating for at least two years and that it is sponsored by another NTAA member.
- Has signed the Alarm Accuracy Program Covenant which is a program sponsored by the National Burglar Alarm Association designed to help reduce false alarms.

Additional Information

To arrange an appointment for either type of security survey, or for specific information about the devices and techniques on the security inspection checklist, contact the crime prevention specialist or your crime watch officer.



Home Security Devices and Methods

The most secure locks are called dead bolt locks. A dead bolt lock has a solid metal bar at least one inch long, which moves from the door into the door frame when the door is locked (**Figure 2**). The word "dead" means that there are no springs to operate the bolt as there are in key-in-knob or spring bolt locks, such as those used on bathroom doors. These types of locks easily are popped open with a credit card or other devices.

Double cylinder dead bolt refers to a lock that is operated by a key on both sides. Double cylinder dead bolts have the added advantage that the burglar has to leave the house the same way he entered. He cannot use a dead bolt locked door to take large items out of your house unless the door is destroyed or the key is left in the interior lock.

A single cylinder dead bolt is operated by a key on the outside and by a thumb latch on the inside. A single cylinder dead bolt should be used only if there is no window in the door or other glass located within 40 inches of the lock because a burglar can break the glass and reach in and turn the knob to unlock the door.

Add a dead bolt if you do not want to replace your current door lock set. A dead bolt lock may be purchased separately and installed above your existing knob-lock set. Make sure the cylinder of the lock has a hardened steel guard ring around the key section.

Dead latch - A dead latch knob lock set (**Figure 3**) looks similar to a spring lock except that it has a small solid metal bar that locks in place when the key or thumb latch is turned. These locks are more secure than spring bolt locks but generally are not as secure as a dead bolt because the latch does not enter the door frame as deeply as a dead bolt.

Double doors - Install surface mounted or flush header and threshold bolts at the top and bottom of the stationary door of a set of double doors. Flush bolts (Figure 4) inside in the door edge offer additional security. The intruder cannot tamper with these devices if the doors are locked or if breakable glass is located within 40 inches of the bolts. Flush bolts should enter a reinforcing metal strike plate

Dutch doors - Flush bolts also should be used to interlock the upper and lower halves of Dutch doors.

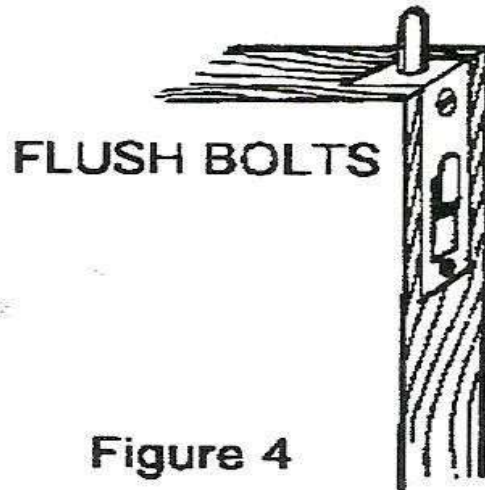


Figure 4

Chain latches- Do not rely on chain latches as locks. These latches may give a false sense of security and are easily kicked or pried loose.

Home Security Devices and Methods

Although there is no way to make any home completely safe from forced entry, the more barriers you put between your property and the crime, the less likely you are to become a crime victim. Good locks secure windows and preventative techniques can slow down a criminal, or discourage him altogether.

Many inexpensive, easy to install security devices are available, such as a variety of locks, **window pinning's** and peepholes. Many different techniques can be used to deter an intruder. Burglars generally try the easiest entries first. Sometimes one deterrent may make a difference, causing a burglar to go elsewhere to find an easier target.

The following security recommendations are not intend to make the facility **burglar-proof, robber-proof or theft-proof**. These guidelines however, will reduce the probability of loss if properly applied, maintained and consistently used. Changing security needs and improved technology may require continuing attention and possible upgrading. Use a **whole house** systems approach. Fragmented implementation of security measures or inconsistent use will not provide optimal protection.

Using the following guidelines, perform a security check of your home by starting at the front door and working completely around the entire inside and outside of the house.

Include inspection of all doors, windows, yard, fence, shrubs, gates and garage. If you are not able to determine where or how you need to secure your home, free home surveys are offered by the DPD.

Doors

One of the most common methods of entry by intruders is to physically destroy the door by kicking or battering in the door. Even the best doors and locks will not keep an intruder out unless you close them tightly and lock them securely each time you leave your house, even if you are only working in the yard.

Exterior doors, including those leading into attached garages, should be of metal or solid-core wooden construction. Exterior doors must be at least 1-3/8 inches thick but a thickness of 1-3/4 inches is highly recommended. A thinner door may give way **if it's** kicked or battered. Hollow core doors are **NOT** sturdy enough to be acceptable.

Install a peephole or wide angle viewer in the door so you can see who is outside without opening the door. A 180 degree viewer is recommended. Shrubbery should never block the view of your doors or windows.

Nameplates on a door should have the last name only. Do not include sex or marital status.

House numbers should be clearly visible from the street and alley and should be lighted at night, or have a reflective finish to assist emergency vehicles in locating your house quickly. City of Dallas Code requires all residences have house numbers on the home and the street number marked on the curb, usually at or near the driveway.

Dallas Building Code

Security measures may conflict with fire safety requirements. Depending on the configuration of your home, a trade off may be necessary between security and the need for a quick fire exit. Teach your family members that in the event of a fire, the quickest exit sometimes is to break the nearest window by throwing something heavy through it.

The Security Provisions in Chapter 41, Ordinance 19450 of the Dallas Building Code requires that each sleeping room must have a designated window or door fire exit. Any exterior doors designated as a primary fire exit must have a secure **single cylinder** 1 inch deadbolt. Glazing (glass) may be installed within 40 inches of a single cylinder locking device **only** if the glass is laminated, patterned, wired, obscured or protected by approved bars, grill or grates to prevent breakage. If a designated fire exit door has a double cylinder dead bolt, a key must be left in the inside keyhole whenever the home is occupied as a means of fast exit in case of

fire. Always remove the key when leaving home.

Locks and other security measures in any door or window designated as a primary fire exit must be easily operable from the inside without a key, special knowledge or effort. To obtain a copy of Ordinance 19450, call the City **Secretary's Office** at the telephone number included in Section III.

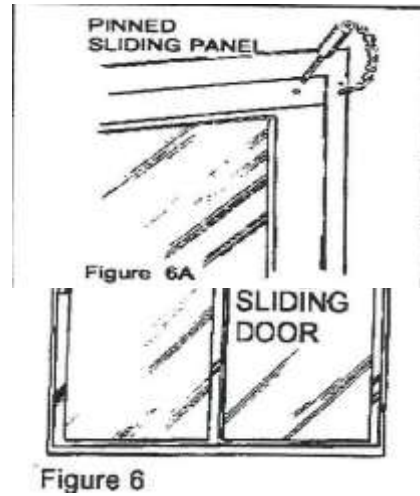
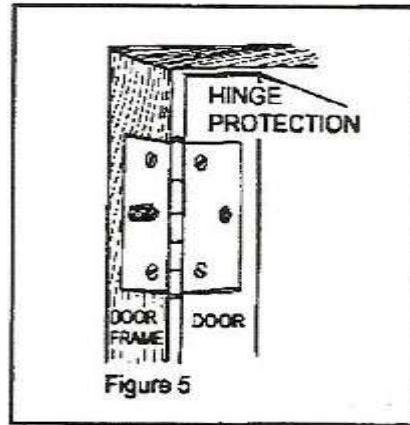
Strike Plates

The strike plates and screws that come with many locks do not provide adequate protection. Doors easily can be kicked in if the bolt enters a wooden door frame. Even the best lock will not hold if the frame gives way when locked. Metal strike plates should be anchored into the studs of the building with wood screws a minimum of 3 inches in length.

Hinge Protection (Figure 5)

Most doors open to the inside of the building, thus the hinges are on the inside. If doors open to the outside, as is common with garage or storage room doors, thieves may remove the hinge pins and merely lift the door off of the hinges in order to gain entry. Hinges exposed to the exterior should be replaced with non-removable hinge pins. If this is not possible, the following steps will protect the door from being lifted from its hinges:

1. Remove the middle screw from both sides of the hinge leaves of the top and bottom hinges.
2. Insert a solid metal screw or concrete nail into the screw hole of the door frame hinge leaf, allowing it to protrude 1/2 inch.
3. Drill a hole in the door hinge leaf to fit the pin.
4. The 1/2 inch protrusion should fit into the hole of the hinge leaf if on the opposite side when the door is closed. When closed, the door will remain firmly in place even if the hinge pins are removed.



Sliding Doors (Figure 6)

A sliding door is particularly vulnerable because it can be lifted up and out of the track from the outside and it is often in an area secluded from public view. Sticks or bars may be placed in the track of the door to prevent it from moving, however, burglars can easily remove these. Unless the bar fits tightly against both sides of the door frame, a burglar can flip the stick out of the track with the tip of a knife inserted between the two panels of the door. Sticks and bars will not prevent the intruder from making an easy exit with your household goods since they are easily removed from the inside. Installation of an auxiliary locking device on a sliding door is highly recommended.

Any of the following methods will help to secure sliding doors:

- **Permanently install a key locking** security bar, called a Charlie Bar, which can be obtained at most home improvement centers.
- **Install a pin.** Drill a downward sloping hole through the top channel and into the top portion of the sliding door frame.
- **Insert a screw or metal pin** as illustrated (**Figure 6A**). Attach the pin to a light chain connected to an eye screw for storage when not in use. This offers minimum security when no one is home as it is easily removed by an intruder.

KEY OPERATED DEAD BOLT

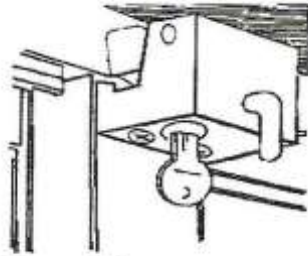
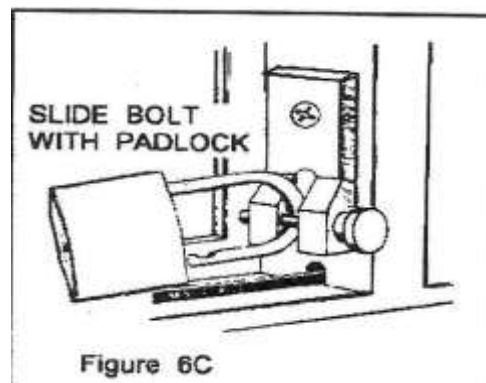


Figure 6B

Bolt and padlock- To offer additional security when your home is unoccupied, a keyed padlock may be added to the slide bolt on your sliding door (**Figure 6B & C**). Also refer to Padlocks (**Figure 10**) for minimum requirements for a security padlock.

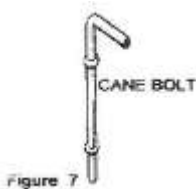
- **Install a key-operated dead bolt** (Figure 6B).
- **Install two screws in the upper track** about 18-24 inches apart, screwed in just far enough so the door still will slide, but cannot be lifted up out of the track when closed.
- **Install a slide bolt** for minimum security. Refer to Figure 14 under Sliding Windows.



Garages

Always keep interior and overhead garage doors closed and locked. Thieves sometimes drive through an area looking for an opportunity. It takes only seconds to jump out of a car, run into a garage and take bicycles or lawn equipment.

Intruders may gain entrance through the garages, burglarize the garage and even use tools stored there to break into your home. Keep tools in a locked location.



The standard single lock on most garage doors is not adequate to keep intruders from prying up the opposite side and crawling in. Secure your garage door with one of the following:

Add another bolt and padlock to side opposite the current lock. Install a pair of cane bolts to the inside (Figure 7). These bolts only operate from the inside. Use a top center hasp (Figure 8) and padlock in one or both of the tracks just above a roller. Any person of average height can operate this device.

Additional garage security can be obtained by performing the following:

- Secure garage windows in the same manner as windows in your home.
- If the garage windows are not to be used, screw the windows to shut to keep them permanently closed.
- Cover garage windows with one-way window film so you can still look out but thieves cannot see in when the garage is empty. Burglars often look into the garage to determine if any cars are inside before breaking into the home.
- Consider installing a 180 degree wide angle viewer or peephole so you can see if anyone is outside if your garage door does not have a window. (Figure 1)
- Display your house number on the back of your garage door or back yard fence with reflective paint numbers at least 2-1/2 to 3-1/2 inches high so that emergency vehicles can locate your house quickly from the alleyway, if necessary.
- Secure attic openings in attached carports or garages by installing a hardened-steel hasp and padlock (Figures 9).

Hasps (Figure 9)

Hasps must be of case hardened steel and installed with carriage bolts through the door or fence gate. Use large washers on the inside. After the nuts are secured, deface the threads of the bolt ends with a hammer to keep the nuts from being removed.

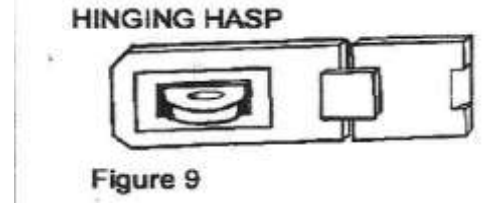


Figure 9

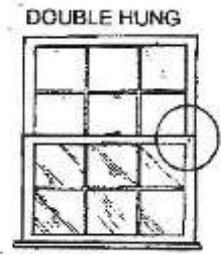


Figure 16

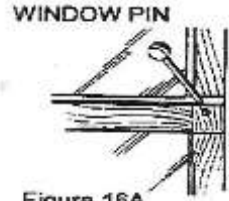


Figure 16A



Figure 11

Sliding Windows (Figure 11)

Sliding windows present the same types of problems as sliding glass doors. Prevent the window from sliding or being lifted out of the track by using one of the following suggestions:

- Window pins (**Figure 12**) are discussed under Double hung Windows below
- Anti-slide block (**Figure 13**)
- Slide bolt (**Figure 14**)
- Install screws in upper track. Discussed further under Sliding Doors.

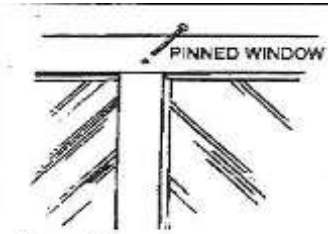


Figure 12

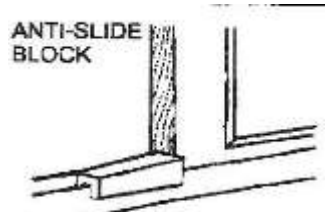


Figure 13

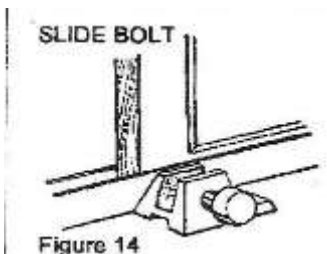


Figure 14

Casement Windows (Figure 15 next page).

Make sure the latch works properly and the operator crank has no excess play. Replace worn hardware. For added security simply remove the operator crank from all windows but keep one in a safe place in each room for your use in case of emergency.

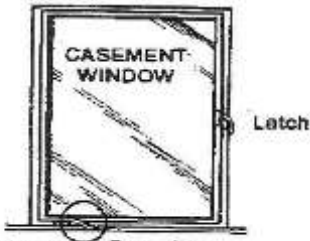


Figure 15 Operator

The standard crescent latches on double hung windows may be easily jimmied open. Several types of secondary locking devices are available at home improvement or security stores. The following is a simple, inexpensive method of securing double hung windows:

Pin window by drilling a downward sloping hole into the top of the bottom window through and into the bottom of the top window. Insert a metal pin or nail (**Figure 16A**) that can be easily removed in case of fire if a quick exit is needed.

Landscaping

Burglars often look for dark or obscured areas in which to hide while they wait to gain entry to your home. An intruder may hide behind the shrubbery while trying to gain entry into your home. An unobstructed view of your home does not allow the burglar the privacy he may need and allows neighbors or patrolling police to more easily spot any trespassers.

- Trim back any shrubbery or plant growth that blocks the view of your front door or windows from the street and/or alleyway.
- Cut back any tree limbs that may provide easy access to a second story window.
- Trim hedges and other plant growth away from doors and to window sill level on side and rear windows. Trim underneath hedges to about 12 inches above the ground. These measures will help to eliminate hiding places for intruders.
- Consider planting thorny shrubbery, such as hollies or barberry, or bushes, such as rose bushes around exterior windows as a natural deterrent to criminals.

Fences

The best security fence is a chain link fence, minimum No. 9 gauge, with a height of at least six feet. A solid privacy fence is not often recommended. This style of fence affords an intruder a hiding place while he tries to gain entry to your home. If you are installing a wood privacy fence, the following guidelines with help to increase security:

- Ensure that the support spines or rails are installed on the inside of the fence so they cannot be used as a "ladder" to easily climb into your yard.
- Leave a slight space between each board to allow you to see if anyone is lurking in the alley. Though this does also allows officers, and others, to see into your yard, **which could be a "privacy" concern.**

Security Closet or Safe Room

If you have valuables such as silverware, guns, jewelry, cameras, or other items, consider providing a security closet as a secondary barrier. A "safe room" also affords you a secure room if you realize there is an intruder in the house. Take your cellular phone with you if you have one. Follow these steps to convert an interior closet to a security closet:

- Line closet walls with 3/4 inch plywood to strengthen them. Sheetrocked or drywalled walls can be kicked in from another room facing the closet wall.
- Install a 1-3/4 inch solid core wooden door on the closet. Also consider a steel door.
- Install non-removable hinges or pin hinges to prevent removal of the door from the outside (Figure 5).
- Install a 1-inch single cylinder dead bolt lock with the keyed side on the outside of the closet door. Hide the key in a safe place, far away from the closet.
- Use 3 inch screws to install a reinforced metal strike plate.

Additional Information

Use your security devices! Remember that even the best locks and security alarms will be the most affective if properly and consistently used. Outside doors and windows always should be locked. Some thieves look for residents working in the yard, washing a car or otherwise engaged outside. Then they enter from the opposite side of the house to steal purses or other valuables while the unsuspecting victim is nearby.

Home Security and Insurance Reduction Surveys in this section provide information about obtaining professional advice from the DPD and your homeowner's insurance company regarding reductions for which you may be eligible. Consult a professional at a home improvement center, hardware stores or reputable locksmith for further information about locks. Specialty security stores offer many additional security products.

DOCUMENT CONTROL SECTION

Date Approved	Author	Revision made to document	Ver
2/11/14	Valadez	Major revision of document.	1