

# SANTA ANA

## POLICE DEPARTMENT



### NEIGHBORHOOD WATCH CRIME PREVENTION PROGRAM APPLICATION PACKET



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# NEIGHBORHOOD WATCH

## APPLICATION PACKET

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*The Westend C.O.P. Association, a non-profit organization, oversees the “Neighborhood Watch” program for the City of Santa Ana. The Westend C.O.P. Association is led by a Board of Directors which facilitates and maintains up to date guidelines for training and developing safety and community youth education programs.*

# NEIGHBORHOOD WATCH CRIME PREVENTION PROGRAM

Neighborhood Watch Activation ◇ Sign Request Process ◇ Information and Resources

## INTRODUCTION

The Santa Ana Police Department is dedicated to ensuring the safety and security of the residents of our city by providing responsive and professional police services with compassion and concern. Our mission is accomplished within the moral and legal standards of our community, through a problem-solving partnership with the community and members of the department. Our belief in forging partnerships with the community to address the causes of crime and reduce the fear of crime has been successful for thirty years.

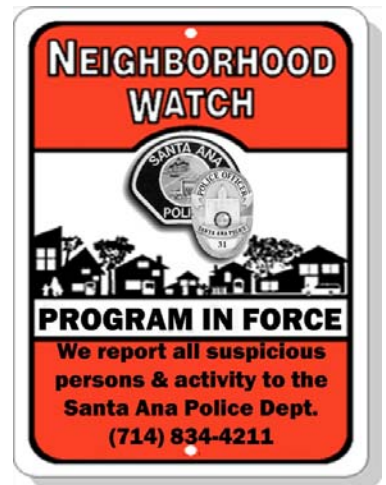
One way the Santa Ana Police Department works with the community to fight crime is through an active Neighborhood Watch program. Neighborhood Watch is one of the oldest crime prevention concepts employed in residential areas involving local citizens.

Santa Ana's Neighborhood Watch program not only allows citizens to become active in the fight against crime, it also provides them an opportunity to bond through service.

A Neighborhood Watch can be formed around any geographic unit such as a neighborhood, block, park, apartment complex, or business area. The information in this application packet will assist residents in forming a neighborhood watch and requesting the installation of Neighborhood Watch signs.

## INSTRUCTIONS

There are several steps that must be completed in order to establish a Neighborhood Watch. After organizing a group of citizens and identifying the geographic area for the Neighborhood Watch, the group will need to select an individual to serve as the "Block Captain." The Block Captain will then complete and submit the "Neighborhood Watch Program Application" to their assigned training coordinator who will then forward to the neighborhood associations assigned Police Service Officer. Once the application has been approved, the Department and the West-End COP Board will work with the Training Coordinator and Block Captain to coordinate neighborhood watch training and installation of neighborhood watch signs.



The Santa Ana Police Department will provide all neighborhood watch signs at no cost to the Neighborhood Watch. However, the Police Department will not coordinate the installation of signs until all of the Neighborhood Watch program requirements have been met.

With few exceptions, all Neighborhood Watch signs will be placed on existing street sign poles. Signs cannot be installed on stop signs or utility poles; however, in most cases they can be placed on poles that include no parking or street sweeping signs. When completing the sign installation application, please provide the closest numbered address of where you want the sign installed and photograph of the location. We also strongly recommend checking with your neighbors, if you plan to install a sign in front of their house, as not everyone may want a “Neighborhood Watch” sign in front of their home. If possible, attach a map indicating where the signs should be installed. All signs will be installed according to state and federal guidelines.

**Note:** Please allow 4-6 weeks to complete the application process and obtain approval for Neighborhood Watch Sign installation. The Block Captain is advised to keep a copy of the completed application.

In order to activate your Neighborhood Watch and request the installation of signs, please complete the attached ***Neighborhood Watch Program Application*** and ***Neighborhood Watch Sign Request***. The completed forms may be submitted to the Santa Ana Police Department’s assigned Police Service Officer electronically or addressed to them at one of the following locations;

**Santa Ana Police Department**  
**#60 Civic Center Plaza**  
**Santa Ana, CA 92702**  
**714-245-8040**  
[NeighborhoodWatch@Santa-Ana.org](mailto:NeighborhoodWatch@Santa-Ana.org)

**OR**

**Santa Ana Police Westend Sub-Station**  
**3750 W McFadden #I**  
**Santa Ana, CA 92704**  
**714-647-5062**



# Neighborhood Watch Program Application

## SECTION 1: NEIGHBORHOOD WATCH CONTACT INFORMATION

### BLOCK CAPTAIN INFORMATION

Name (Last, First)		
Current Address:		
City:	State:	ZIP Code:
Home Phone:	Work Phone:	Cell Phone:
Email Address:		

### BLOCK CO-CAPTAIN INFORMATION

Name (Last, First)		
Current Address:		
City:	State:	ZIP Code:
Home Phone:	Work Phone:	Cell Phone:
Email Address:		

### NEIGHBORHOOD ASSOCIATION INFORMATION

Name of Neighborhood Association Supported:				
Name of Neighborhood Watch Group:				
District: <i>(Check One)</i>	<input type="checkbox"/> Westend	<input type="checkbox"/> Northeast	<input type="checkbox"/> Southeast	<input type="checkbox"/> Southcoast

## SECTION 2: NEIGHBORHOOD WATCH GROUP GEOGRAPHICAL INFORMATION

Describe the Geographic Boundaries and category (single family residence, multiple family or mobile home) of Your Neighborhood Watch:

Approximate Number of homes, apartments, condos, etc in your Neighborhood Watch:

**\* A limitation of six neighborhood watch signs will be granted for each neighborhood association.**

**SECTION 3: NEIGHBORHOOD WATCH GROUP INFORMATION**

We encourage all Neighborhood Watch Groups to register one email address so that we can communicate quickly with each group. Please identify one person in your Neighborhood Watch group with an email address who will accept broadcast messages about Crime Prevention initiatives.

Neighborhood Watch Group Email:

In order to qualify as a Neighborhood Watch, 10 member residents must agree to be a part of the original group. Please list these 10 individuals below

#	Name	Address	Phone #:	Signature/Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**SECTION 4: APPLICATION INFORMATION**  
*(Completed by Authorized Police Official)*

Date Received:	Processed by:	Approved _____	Not Approved _____
Neighborhood Watch Status:	<input type="checkbox"/> Active	<input type="checkbox"/> Non-Active	<input type="checkbox"/> In-Process <input type="checkbox"/> Not-Applicable

**SECTION 5: AGREEMENT**

I affirm the information stated above is true and correct:

Signature of applicant:	Date:
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# Neighborhood Watch Sign Installation Application

**THIS APPLICATION SHOULD BE COMPLETED BY THE NEIGHBORHOOD WATCH BLOCK CAPTAIN**

**Date of Application:** \_\_\_\_\_

**Name of Block Captain:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_


**Mailing Address:** \_\_\_\_\_

**Neighborhood Association Represented:** \_\_\_\_\_

**\* Dates of Neighborhood Watch Meetings:** \_\_\_\_\_

**Proposed locations:** Use house number nearest to each location. Indicate locations where there is already a suitable signpost for mounting, such as an existing street light or parking regulation sign post. No more than 6 signs per Neighborhood Watch Area will be allotted.

## EXAMPLE

Sign #:	Sign Location (Address that the Sign will be in front of)	Picture of Sign Location
1	102 S. Any Street, Santa Ana	

**\* Two Neighborhood Watch Meetings are required in order to qualify for Neighborhood Watch Signs.**

<b>Sign #:</b>	<b>Sign Location</b> (Address that the Sign will be in front of)	<b>Picture of Sign Location</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		



<b>Sign #:</b>	<b>Sign Location</b> (Address that the Sign will be in front of)	<b>Picture of Sign Location</b>
<b>4</b>		
<b>5</b>		
<b>6</b>		

**The following section will be completed by authorized Santa Ana Police Department personnel**

**NEIGHBORHOOD WATCH SANTA ANA POLICE DEPARTMENT APPROVAL**

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Last*

*First*

*M.I.*

**Contact No.:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Neighborhood Watch Group Name:** \_\_\_\_\_

**Is Group recognized as a Neighborhood Watch Group?**  Yes  No

**Neighborhood Association Represented:** \_\_\_\_\_

**Approval Recommended by:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Geographic Area:**  Westend  Northeast  Southcoast  Southeast

**Geographic Boundaries by Street:**

Northern Street: \_\_\_\_\_

Southern Street: \_\_\_\_\_

Eastern Street: \_\_\_\_\_

Western Street: \_\_\_\_\_

**Application approved?**  YES  NO

**Reviewer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewer's Name (Please Print):** \_\_\_\_\_ **Badge No.:** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**“We ensure the safety and security of all people in our city by providing responsive and professional police services with compassion and concern.**

**Our mission is accomplished within the moral and legal standards of our community, through a problem-solving partnership with the community and members of the department.”**

**MISSION STATEMENT, SANTA ANA POLICE DEPARTMENT**

*This publication was created in house at the Santa Ana Police Department.*

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