**Hickory Farms**

**Neighborhood Watch**

**Binder**

Stays with NW Kit

Kit contains:

Spotlight

Magnetic Signs

Binder

Revised January 2018
(Bruce Bernhardt and Kirk Randall have digital copies)

**Report Emergencies**

**Call 911**

**Police Non-Emergency Number**

**Call 703-691-2131**

**Streetlights Flickering or Out**

**Call 1-866-DOM-HELP (1-866-366-4357)**

**(see binder for maps of street light numbers)**

**Damaged or Missing Street Signs or Stop Signs**

**Call 703-877-2800**

**Or report online**

**https://www.fairfaxcounty.gov/dpwes/utilities/streetsignform.htm**

**Hickory Farms Neighborhood Watch**

**Dear Neighborhood Watch Patrol Member,**

Thank you for your support of our Neighborhood Watch. In this binder you will find a current member list including available phone numbers, addresses, and email addresses of those participating in the watch. Please find your name on the list and check for accuracy of information. Report corrections to the Watch Coordinator. You will also find a patrol schedule. Mark your calendar now with your watch date(s). The watch hours between Labor Day weekend and Memorial Day weekend are from 10pm until 1am. The summer watch hours (Memorial Day weekend until Labor Day weekend) are from 11pm until 2am.

Please observe the following:

**Equipment transfer:**

If you have a Saturday watch, transfer the equipment to the next Friday patrol team by no later than the Wednesday following your watch. Make sure the spotlight is fully charged for the next team.

If you have a Friday watch, contact the next Saturday patrol team prior to your watch and schedule where and when you will transfer the equipment to them.

The above two steps will help assure timely equipment transfer, and act as a gentle reminder to those who are about to serve on watch.

**Substitutions:**

If you cannot serve watch on the day for which you are scheduled, attempt to switch with another team or team member (see schedule). A roster of Neighborhood Watch members is in this binder. Bear in mind some people have preferred nights or teammates who are listed in your handouts.

If a change in schedule is made, notify those team members whom the change will directly affect (i.e., your partner, the team before and after you) as well as the Watch Coordinator.

If a time sensitive concern occurs, such as a problem locating the equipment, contact the Watch Coordinator.

**Procedures:**

Review the procedures listed in the logbook located with the watch equipment. Remember that Neighborhood Watch patrols should not pursue, challenge or become involved with suspects. The purpose of the Watch is to be a highly visible crime deterrent, along with simply observing and reporting (to the police) suspicious activity.

Make log entries clear and neat. The police have used our logbook for investigations. Include details of activities such as time, specific street address and license plate numbers.

Questions or concerns regarding Neighborhood Watch are welcome. Thank you once again for your participation in this worthy cause!

**Debbi Buchanan 703-307-7323 (2018 HFCA Neighborhood Watch Coordinator)**

**Hickory Farms
Neighborhood Watch
Procedures**

1. ***Drive around the neighborhood and observe***
2. ***Observe high traffic areas***
	1. When not driving, park where you can see and be seen.
	2. Good parking spots can be found at
		1. Both entrances
		2. Cotton Farm and Still Meadow
		3. Cotton Farm and Farm House
3. ***Notice the dark areas***

Pay attention to

* + - 1. Common Areas
			2. Pipe Stems
			3. Pathways

Use the spotlight to observe and patrol these dark spots

1. ***Notice if any Hickory Farms Street Lights are out or faulty***
	1. Report street light outages to Dominion Virginia Power at 1-866-DOM-HELP (1-866-366-3547)
	2. Be prepared to provide the address and pole number of the faulty light (see maps of street light locations in this binder)
2. ***Notice if any Hickory Farms Stop Signs or Street Signs are damaged or missing***
	1. Call 703-877-2800 or
	2. Report online at https://www.fairfaxcounty.gov/dpwes/utilities/streetsignform.htm
3. ***Make a log entry***
	1. Take from the “Blank Log Sheets” tab in the back of this binder, fill it out, and put it under the “Mobile Unit Log” tab.
	2. Make an entry for all incidents.
	3. Include detailed information (i.e., license numbers, street address, etc.) Fill in the top section of the Log Sheet, even if all was quiet.

**Hickory Farms Neighborhood Watch**

**Mobile Unit Log Sheet**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Watch begin time\_\_\_\_\_\_\_\_\_\_\_\_\_\_Watch end time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Watch Team Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Incidents\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # Police Calls \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mileage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please fill out top section completely, even if there are no incidents)

**Incident Description**

Type Incident\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Police Called?\_\_\_\_\_\_\_Entry by\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Incident Description**

Type Incident\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Police Called?\_\_\_\_\_\_\_Entry by\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: