



CLOVIS COMMUNITY WATCH PROGRAM

STEPS TO START A COMMUNITY WATCH GROUP IN YOUR NEIGHBORHOOD

- 1) Get out and talk to your neighbors and see who is interested in starting a group, and decide who the Captain of the group will be. Use the enclosed Clovis Police Dept. introduction letter along with your own personal letter introducing yourself (see enclosed sample).
- 2) Put together list of interested neighbors w/names, phone #'s, emergency contact #'s, and email addresses for future contact. (Form provided for your use).
- 3) Make a map of the streets in your neighborhood and color in the streets you plan to cover in your Community Watch group. You can use Google maps or internet mapping sites, or just a basic drawing will do if you don't have a computer. Return your map to Neighborhood Services at the Police Department (neighborhoodservices@cityofclovis.com)
 - A) Once I receive your map, it will be sent to the City Streets Department and their staff will determine the number of signs and locations where the signs will be installed in your neighborhood. Once I receive their recommendation, I will contact you and discuss it with you. If you are ready to move forward at that time, I will then help you set up a Community Meeting for all the interested residents in your neighborhood which will be attended by a Clovis Police Officer and Patrol Volunteer to answer questions and give you tips on how to keep your neighborhood safe.
 - B) In order to schedule your first Community Watch meeting, you will need to have a location for the meeting to be held in your neighborhood and an agenda planned for the meeting. These meetings are a great time to get to know your neighbors more personally. Many groups have a relaxed meeting that involves a potluck, BBQ, or block party to get people more interested in attending. The meeting will need to be scheduled at least two weeks out in order for us to schedule police personnel to attend as well as give you time to send out invitations to your neighbors.
 - C) The Police Volunteer and Police Officer will bring a map showing the number and placement of the signs. It will be up to you to discuss the signs at this first meeting to see how many signs your group is willing to pay for. Circle the locations on the map of the signs you wish to have installed and collect \$28 for each of those signs. In addition to the street signs, you will receive eight window stickers to put in your home windows as well. If you need additional stickers, there will be an additional small fee (contact Neighborhood Services if you need extra window stickers).
 - D) After the money for the signs is collected at the meeting, bring the map and exact amount of money needed (\$28 for each sign) to the front counter of Clovis Police Dept. (Monday-Friday, 8 a.m. to 3 p.m.). Along with the money, give them the map with a completed Community Watch Group Informational Form which is attached to the map you were given at meeting. Be sure to have the sign locations circled and the number of signs circled matches the total number of signs you are paying for and what you listed on the Information Form. You will be given a receipt for your payment at that time.
 - E) After your signs are paid for, the receipt will be forwarded to the City Street Department. They will then make and install the signs in your neighborhood within a few weeks, and the window stickers will be sent via mail to the Community Watch Captain's address.