



Neighborhood Watch Sample Letters*

Courtesy of University City Community Association (UCCA), February 2015



Sample letter to new captain: BE A LEADER, BECOME A NEIGHBORHOOD WATCH CAPTAIN

Neighborhood Watch is a crime prevention program that enlists the active participation of residents in cooperation with law enforcement to reduce crime in a community.

Initially, as a neighborhood watch captain, you would invite your neighbors to a 1 hour meeting to share safety tips and crime prevention techniques. Our Community Relations Officer and myself attend to explain who needs to be called for various suspicious activity or crimes.

Please email me at bggellman@yahoo.com to set up a 20 minuate appointment for your folder of information of the step by step process.

I thank you for your interest and look forward to meeting with you soon.

Look, lock & listen,
Barbara Gellman
University City Neighborhood Watch Coordinator
bggellman@yahoo.com

Sample letter to neighbors: HI NEIGHBOR!

Being able to share crime prevention information and suspicious activities with neighbors is an important part of the Neighborhood Watch program. As your street captain, having your phone number, address, email and list of people in your household, including pets, allows me to contact you if necessary. This information stays with me; it is not shared unless you wish to share it with your neighbors. Sometimes it is as simple as noticing that you left your garage door open at night or noticing a broken water main or your car is rolling down the driveway.

I would appreciate if you would fill out the registration form and return in my mail slot.

Please feel free to call or email me with any questions or concerns.

Look, lock & listen,
Barbara Gellman
University City Neighborhood Watch Coordinator
bggellman@yahoo.com

Refer to <http://www.sandiego.gov/police/services/prevention/programs/neighborhoodwatch.shtml> for more information about Neighborhood Watch.

*Adapted from SDPD information; based on personal experience by University City Neighborhood Watch Coordinator Barbara Gellman. For more information, visit <http://www.universitycitynews.org/> or email bggellman@yahoo.com.