

House Watch Forms

How to Fill out Forms

- ✦ **RULE #1 – NEVER PUT YOURSELF IN HARM’S WAY**
- ✦ Keep the forms by your telephone.
- ✦ **Location.** At the top of the form is the space where you are to enter the location where the suspicious activity is happening. It may be a house address, an intersection, a store, a park, or a section of a street or sidewalk. You should use a different sheet for each location.
- ✦ Use as many lines as you need to give a full description of each suspicious event.
- ✦ For emergency situations, call 911 first and then fill out the form.
- ✦ **Date/Time.** This information is especially helpful to police because it lets them know the time that activity is likely to take place again.
- ✦ **Cars.** Enter as much information as you can. The more detail the better, but a general description is better than none. See attached sheet.
- ✦ **Person.** Be as accurate as possible in describing the person and their clothing. See attached sheet.
- ✦ **Activity.** Describe the behavior and be as specific as you can. For example, instead of saying "there is a drug deal," say that "the man with the black cap gave a small white bag to the woman with the red hat in exchange for money."
- ✦ **Phone your neighbors** when you see something suspicious so that they can be alert. Ask them to call in and to record what they see. Reports are much more effective when they are confirmed by more than one witness.
- ✦ **Put down your name, address and telephone number.** This is not required. However, the information is given much more serious consideration if the name is attached. You may request that your name be kept confidential. In a few instances the date on a form may be useful in court.
- ✦ **Turn your forms in promptly.** Work out the best arrangement on your Block for getting these forms to your community police officer.

You Can Assist the Police
Through

House Watch Forms

Here is how they work:

1. Residents play a vital role in law enforcement. They know their neighborhood and what happens there. These forms are a tool for you to record your observations in a written document. Combined with 911 calls, they are the most effective way that residents can work with police.
2. By having this information, the police are able to see patterns of suspicious activity for a certain car, person, time or place. With this information, police patrols have the background they need for taking effective action on your street.
3. Be specific and chart as accurately as possible. Use the Phone Tree and obtain as many witnesses as possible. Reports are much more effective when confirmed.
4. The forms are used most frequently as the basis for informing absentee landlords about the seriousness of a problem on their property.
5. Communicate with your community police officer on a regular basis.

Describing a Suspect

Try to notice the following characteristics of a suspect when reporting information to the dispatcher:

- **SEX** (male or female)
- **RACE** (black, white, Hispanic, etc.)
- **COMPLEXION** (dark, light, rugged, etc.)
- **AGE** (thirties, forties, mid-twenties, etc.)
- **HEIGHT** (estimate in two inch blocks – between 5’8” and 5’10”)
- **WEIGHT** (estimate in pounds – between 130 to 140 pounds)
- **BUILD** (small, medium, large, stocky, slender, thin or fat)
- **HAIR** (color, thick, thin, balding, sideburns, beard, mustache)
- **CLOTHING** (colors, type, style – start at top and work down)
- **OTHER** (tattoos, scars, jewelry, earrings)
- **DIRECTION OF TRAVEL** (the suspect fled: north, south, east or west – give street name if possible)

Example: I just observed a white/male break into a car. He is approximately 45 years old, between 5’8” and 5’10”, weighing about 150 pounds with a medium build. The suspect is wearing a blue ball cap, white short-sleeved shirt, blue jeans and black athletic shoes. The suspect was last seen running north toward 11th Street on Watson.

SUSPECT I.D. WORKSHEET

911 = CRIME IN PROGRESS



Sheriff (785) 251.2200 = Suspicious Activity



NOTE: DO NOT TALK TO OR COMPARE NOTES WITH OTHER WITNESSES!

WITNESS NAME		BUS NAME		CASE:					
DATE	TIME	SEX	RACE	AGE	HEIGHT	WEIGHT	EYES	HAIR	
BUS ADDRESS				BUS PHONE					
BUILD					HAT	LEFT OR RIGHT HANDED			
BEARD MUSTACHE SIDEURNS					SHIRT	FINGERS—SCARRED OR MISSING			
GLASSES					JEWELRY	WEAPON			
TATTOOS					COAT/JACKET	DIRECTION OF TRAVEL OR ESCAPE			
ODOR—SMOKE, ALCOHOL, OTHER					TROUSERS	UNUSUALLY SHAPED TEETH OR MOLE			
SCARS, MARKS					SHOES	PERSONAL I.D.# i.e. PIERCED EAR			

NOTES _____

Describing a Vehicle

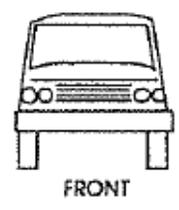
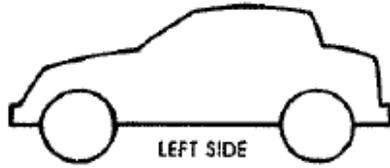
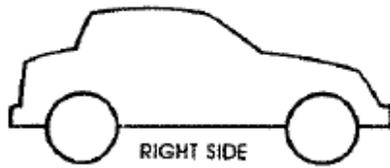
Remember the word “CYMBOL” to assist in describing a vehicle.

- **C** **COLOR** (example – dark, light, medium blue)
- **Y** **YEAR** (approximate year is helpful)
- **M** **MAKE/MODEL** (Honda-Accord, Ford-Mustang)
- **B** **BODY** (2-door, 4-door, truck)
- **O** **OCCUPANTS** (describe driver and/or any occupants)
- **L** **LICENSE** (specify state and county)

- List any other pertinent information about the vehicle: bumper stickers, damage/dents, fancy hub caps, items hanging from mirror.

Dispatch call: I just witnessed a black, early model Ford-Mustang, 2-door with a white/male driver and no occupants hit a parked car in the 900 block of South Tyler. The Ford had a bumper sticker on the rear bumper that read “Jayhawks” and will have right front damage.

If the vehicle is moving, please try to note the direction of travel: Denote the street it is on and if it is going north, south, east or west. If possible give a cross street.



UNIQUE CHARACTERISTICS: DENTS, BUMPER STICKERS,
BROKEN WINDOWS OR LIGHTS, RUST ETC.

AUTO LICENSE	YEAR	MAKE	COLOR	2 or 4 DOOR
DIRECTION OF TRAVEL				

PERSONAL APPEARANCE:	MANNERISMS OR ACTIONS:	VOICE/SPEECH
LOUD <input type="checkbox"/>	CALM <input type="checkbox"/>	LOW <input type="checkbox"/>
CONSERVATIVE <input type="checkbox"/>	EXCITED <input type="checkbox"/>	HIGH <input type="checkbox"/>
NEAT <input type="checkbox"/>	MEAN <input type="checkbox"/>	GRUFF <input type="checkbox"/>
SLOPPY <input type="checkbox"/>	POLITE <input type="checkbox"/>	LISP <input type="checkbox"/>
DIRTY <input type="checkbox"/>		STUTTER <input type="checkbox"/>
WRINKLED <input type="checkbox"/>		MUMBLE <input type="checkbox"/>
		POLITE <input type="checkbox"/>
		PLEASANT <input type="checkbox"/>
		REFINED <input type="checkbox"/>
		RAPID <input type="checkbox"/>
		IMPEDIMENT <input type="checkbox"/>
		FOREIGN ACCENT <input type="checkbox"/>
		SOUTHERN ACCENT <input type="checkbox"/>
		OTHER U.S. ACCENT <input type="checkbox"/>

DESCRIPTION OF EVENTS:

NOTE: DO NOT TALK TO OR COMPARE NOTES WITH OTHER WITNESSES!!!

The Warning Signs of Drug Activity

NEIGHBORS MAY OBSERVE:

1. High traffic—cars and pedestrians stopping at a home for only brief periods. Traffic may be cyclical—increasing on weekends or late at night, or minimal for a few weeks and then intense for a period of a few days—particularly pay days.
2. Visitors appear to be acquaintances rather than friends.
3. People bring “valuables” into the home - televisions, bikes, VCR, cameras-and leave empty-handed.
4. Visitors may sit in a car for awhile after leaving the residence or may leave one person in the car while the other visits.
5. “Lookouts,” frequently younger people, tend to hang around the property during heavy traffic hours.
6. Various signs such as people exchanging small packets for cash, people using drugs while sitting in their cars, syringes on the lawn, or other paraphernalia lying about.
7. Regular activity at extremely late hours - frequent commotion between midnight and 4:00 a.m. on weeknights. (Both cocaine and methamphetamine are stimulants - users tend to stay up at night.)

LANDLORDS MAY OBSERVE:

Failure to pay utility bills or rent, deposit and rent paid in cash, failure to maintain the house in appropriate condition, and/or general damage to the property. Some dealers smoke or inject much of their profits - as they get more involved in the drugs, they are more likely to ignore bills, maintenance, housekeeping and yard work.

DISTRIBUTION:

“Distributors” are those who sell larger quantities of drugs to individual dealers or other small distributors. They are the “wholesale” component while dealers are the “retail” component. If the distributors are not taking the drugs themselves, they can be difficult to identify. A combination of the following indicators may be significant:

1. Expensive vehicles that seem out of place for that area. Some distributors make it a practice to spend their money on items that are easily moved – so they might drive a \$50,000 car while renting a \$20,000 house.
2. Regular car switching, especially at odd hours – the people arrive in one car and leave in another. You may also witness the switching of license plates.
3. A tendency to make frequent late-night “deliveries.”