

# Neighborhood Watch



*A Community & Police Partnership*

Prince William County Police Department  
Crime Prevention Unit  
703-792-7270  
[crimeprevention@pwcgov.org](mailto:crimeprevention@pwcgov.org)  
[www.pwcva.gov/police](http://www.pwcva.gov/police)

# **IMPORTANT PHONE NUMBERS**

## **Police Department:**

Emergency: 9-1-1

Non-Emergency / Suspicious Activity: 703-792-6500

Online Crime Reporting: <https://eservice2.pwcgov.org/PoliceReport/>

Crime Prevention Unit: 703-792-7270

Traffic Safety Line: 703-792-5919

Records: 703-792-6562

Vice & Narcotics Tip-line: 703-686-6522

Magistrate – Eastern PWC: 703-792-7360

Magistrate – Western PWC: 703-792-6260

To request extra patrols:

<https://www.pwcva.gov/departments/police/resident-request-form>

Public Information Office: 703-792-7245

Telephone Tip Line: 703-792-7000

Report a tip online:

<https://www.pwcva.gov/policetip>

## **Other Organizations:**

Public Works – Neighborhood Services: 703-792-7018

Public Works – Street Lighting: 703-792-6825

Public Works – Street Signs: 703-792-7070

Keep Prince William Beautiful: – 571-285-3772

# Welcome

Welcome to the Neighborhood Watch Program. Neighborhood Watch is a volunteer program sponsored by the Prince William County Police Department and operated by members of our community.

## **AS A WATCH MEMBER YOU WILL:**

### **1. Look out for your neighbors.**

The Neighborhood Watch program is all about getting to know one another and watching out for each other. During the course of your daily activities, remain alert of any suspicious activity occurring in your neighborhood.

### **2. Report any unusual or suspicious persons, vehicles, or activities.**

You will never be asked to involve yourself by investigating suspicious activity, but you will be expected to phone the police when something doesn't look right to you.

### **3. Make your home as burglar-resistant as possible.**

We do not want the homes in our neighborhoods to be easy targets. Ensure your doors and windows are locked and a light on at night, it's your best defense. Additional home security information is available from the Police Departments Crime Prevention Unit at 703-792-7270.

### **4. Explain to your children, new neighbor, friends, and others the purpose of the Neighborhood Watch Program and its benefits.**

Solicit their support and encourage them to contribute to the program.

# Responsibilities

## **COORDINATOR DUTIES**

- Serve as the liaison between the watch and police department.
- Disseminate information with the watch members.
- Maintain a phone list or email distribution list for the watch.
- Organize at least one meeting a year.
- Recruit new members and encourage the reporting of crime and suspicious activity.

## **WATCH MEMBER DUTIES**

- Look out for your neighbors. Stay alert to any suspicious activity.
- Report all crime and suspicious activity to the police.
- Make your home as burglar-resistant as possible. Lock your vehicles and remove valuables.
- Recruit residents to join the watch, especially when someone new moves in the area.
- Share information with other watch members.
- Assist the coordinator as needed.

# **Neighborhood Watch Code**

## **HOME SECURITY**

We should conduct security inspections of our homes and practice realistic security measures, to include:

- Securing doors, windows, garages, personal property, and automobiles.
- Lighting front and rear areas of our homes during hours of darkness.
- Marking our personal property by engraving or other means to deter theft and expedite the recovery of stolen items.

## **COMMUNITY AWARENESS**

We will be watchful for any unusual or suspicious persons, activities, or vehicles in our neighborhood.

## **CRIME REPORTING**

If we suspect or observe a crime in progress or see evidence of a crime having been committed, we will contact the police immediately at 703-792-6500 or 9-1-1.

## **WATCH PATROL**

We will take every opportunity during the course of our daily activities to go out of our way to be observant. If we participate in scheduled Neighborhood Watch patrols, we will abide by the patrol instructions issued by the Prince William County Police Department.

## **EDUCATION AND RECRUITING**

We will explain to our children, new neighbors, friends, and others the purpose of the Neighborhood Watch Program and its benefits. We will solicit their support and encourage them to contribute to the program within their capabilities as responsible citizens.

## **SAFETY**

We recognize the goals of Neighborhood Watch to be personal safety, protection of property, and an enhanced quality of life for our neighborhood. We will not endanger ourselves or others to achieve these goals. We understand that our mission is to *deter, observe and report*.

## **NEIGHBORHOOD**

We acknowledge that this program cannot be successful without a commitment to one another as neighbors. We agree to be open-minded when a neighbor comes to us with a problem and pledge to do our best to resolve neighborhood problems as a team.

## Suspicious Activity

Suspicious Activity is any activity that is *questionable*. In your neighborhood, you know the “normal” type of activity that takes place. Suspicious activity is anything that just doesn't look right.

### SUSPICIOUS ACTIVITY CONCERNING **PERSONS**

ACTIVITY	POSSIBLE CRIME
Going door-to-door in a residential neighborhood	Possible “door knock” burglary suspect
Waiting or loitering in front of a closed business or unoccupied houses	Possible burglary suspects or trespassers
Forcing entrance into an unoccupied home	Possible burglary or theft suspects
Person carrying property, especially if running or at an unusual hour	Possible suspect fleeing from the scene of a crime
Screaming or loud voices	Possible rape or assault
Loitering near schools or parks	Possible sex offender
Items or services for sale at very low prices	Possible stolen property or fraudulent scheme
Heavy traffic to and from a specific residence on a regular basis	Possible drug or stolen property operation
Forcing entry into a locked vehicle, especially in a parking lot	Possible theft of car or its contents
Hearing noises sounding like gunshots or fireworks	Possible firearm or firework violation
Person acting unusual	Possibly ill or on drugs
Persons pulling on vehicle car door handles	Possible theft of car or its contents

### SUSPICIOUS ACTIVITY CONCERNING **VEHICLES**

ACTIVITY	POSSIBLE CRIME
Driving slowly and aimlessly through a residential neighborhood	Possible burglary suspects or sex offender
Parked, occupied vehicles; especially at unusual hour	Possible burglary suspects, sex offender or drug activity
Vehicle driving at night without lights	Possible burglary suspect
Person being forced into vehicle	Possible kidnapping, assault or attempted rape
Objects thrown out of a vehicle	Possible disposal of contraband
Business transaction being conducted out of a vehicle	Possible sale of drugs or stolen property
Vehicle parked in front of an unoccupied home or closed business being loaded with valuables	Possible burglary or theft in progress
Vehicle being operated with a cracked steering column or screwdriver in the ignition switch	Possible stolen vehicle
Sound of breaking glass	Possible burglary or theft

# Calling The Police

**9-1-1** - immediate threat to life or property, crime in progress.

**703-792-6500** – Suspicious activity, past occurrences, non-life threatening.

## **THE CALL TAKER WILL ASK:**

- Your Name (optional or Neighborhood Watch member)
- Your Address (optional)
- Nature of problem – What is it?
- Location of problem – Where is it?
- Description of involved people, vehicles, etc.
- *Do you want to speak to the officer?* If you want to talk to the officer, tell the dispatcher when you call.

## **WHAT ABOUT RESPONSE TIMES??**

- Calls are handled on a priority, not order received.
- The way a call is reported has a lot to do with priority given, do not minimize the call.
- If a situation escalates/changes, you need to call back and advise the call taker so the call will receive the appropriate priority.

## **TEXT TO 911**

- Enter the number “911” and nothing else in the “To” or “Recipient” field.
- The first text to 911 should be short, include the location of the emergency and what the emergency is.
- Push the “Send” button.
- Answer questions and follow instructions from the call taker.
- Text in simple words – no abbreviations or slang.

\*\*\*The service should only be used when someone has a physical disability or special need where calling is not possible or when speaking out loud would put the caller in danger. \*\*\*

## **SAVE TIME, REPORT ONLINE!**

If you have been the victim of the following types of crimes and there is no suspect information, you may report them online:

- Larceny or theft
- Vandalism
- Lost property
- Larceny or theft from an automobile
- Hit and run
- Vandalism to auto
- Harassing phone calls, texts, or e-mails

If you have already filed a report with the Prince William County Police Department and wish to add supplemental information, you may also use this feature. Use your web browser to go to <https://eservice2.pwcgov.org/PoliceReport/> to learn more about this feature and to begin submitting your online report.

# Patrol Instructions

*These instructions pertain to formal neighborhood watch patrol.  
Specifically patrolling the neighborhood on behalf of neighborhood watch.*

**PATROL IN PAIRS** – It's a safety measure, and it also provides for an additional witness and assistance in case of trouble. Residents must be at least 18 years old to participate in the patrol. Participants must have participated in a training session. Participants may not drink alcoholic beverages while on patrol or be intoxicated.

**TRANSPORTATION** – Walk - Drive or both.

**AREA OF RESPONSIBILITY** – Your designated Neighborhood Watch area.

**SCHEDULE** - Random patrolling is the best. Any hour of the day is suitable. Remember holidays and special events. (Halloween, spring break, start of summer vacation)

**PATROL UNARMED!!** - No side-arms, shotguns, pepper spray, mace, axe handles, animals or any other type of weapon. These are prohibited while on neighborhood watch patrol.

**REPORT SUSPICIOUS ACTIVITY** - If you suspect criminal activity, observe a crime in progress or see evidence of a crime having been committed, contact the police. Identify yourself as a Neighborhood Watch member to the dispatcher and provide the appropriate information.

**MAINTAIN HIGH VISIBILITY** - It is just as important for potential lawbreakers to see you to deter any “would be” criminals.

**DON'T DETAIN INDIVIDUALS** - Not only might this be dangerous, but you could also be violating their civil or legal rights.

**DON'T ENGAGE IN A FOOT OR AUTO CHASE** - Your role is to observe and report, chasing a suspect can jeopardize your safety.

**DON'T REPRESENT YOURSELF AS A POLICE OFFICER**

**IDENTIFY VICTIMS/WITNESSES** - Urge victims/witnesses to file a formal complaint. Many crimes are not reported, remain unsolved, or offenders aren't punished because people refuse to get involved.

**REPORT SUSPICIOUS ACTIVITY TO THE POLICE** - Immediately report suspicious activity/persons to the police, not the Coordinator.



**REPORT ALL SUSPICIOUS ACTIVITY**

## Patrol Scheduling

If you decide to schedule 'formal' watch patrols, *Flexibility* is the key. Each Watch sets up its own patrol schedule, and there are many different variations. The intent is to provide a visible deterrent without burning out the participants.

Patrol schedules should be prepared quarterly or semi-annually rather than weekly or monthly. Do not require that a replacement person be recruited when someone cannot make their patrol. This is very time consuming. Decide the best approach for your neighborhood.

**Family Week Watch:** This is perhaps the easiest way to schedule patrols because only one family is assigned per week. The family patrols as often as they can during their week. This option places the least amount of demand on busy schedules.

**Daily:** This method is the most time-consuming but is also the most aggressive. Each day has a different Watch patrol team assigned to it. This works best for watches that have a high incidence of crime, requiring constant monitoring.

**Target Days:** First, determine how many days of the week your Watch can cover, based on the number of patrol teams you have, then you schedule patrols on two or three days a week.



# Securing Your Home

## **Address Markings**

- Clearly visible from street for emergency personnel.
- Easy to read, good contrast with the background and can be spotted at night when lighted at night.
- Do not use script numbers or any numbers written out. (Ex. Eight Hundred Twenty-two)
- Numbers should be at least 4" tall.

## **Landscape**

- Keep shrubbery trimmed, do not block windows or doors or create hiding areas for criminals.
- Keep your lawn well kept.
- Make sure landscaping does not interfere with lighting.

## **Deadbolts & Locks**

- Make sure you have a deadbolt on every exterior door in your home.
- Use your locks!! Even when your home, lock your doors
- Keep windows locked.
- Keep garage doors closed and secured.

## **Lighting**

- At the very least keep your front and rear porch lights on at night.
- Use timers inside the home.
- Use Motion sensor lights or light sensitive lights outside.

## **Vacation Hints**

- Have your home looking lived-in.
- Stop all deliveries.
- Leave a key with a trusted friend or neighbor.

## **Operation ID**

- List property noting serial numbers, make, model and color.
- Engrave your property with an identifying number if the serial number is unknown.
- Photograph all property, including jewelry and collectibles.

# BURGLARY PREVENTION

## Sliding Glass Doors Secured

Use track locks or Charlie Bar to prevent removal of door. Cover with security film to help

## Casement / Double Hung Windows

Ensure windows are locked, use

## Exposed Fence Hinges

Ensure 'pin' side is installed on inside of fence so that they can't be

## Hedges and Trees

Trim hedges below 3' and tree Canopies higher than 6'

## Reinforced Basement Windows

Ensure there is a quick-release mechanism for easy exit in case

## Door Eye Viewer / Window

Ensure adults and kids can

**Interior Lights & Radio**  
A few lights and the sound of a radio and make it seem as though someone

## Porch / Front Door Lights

Use high efficiency lights with motion sensor or timer. A white light source

## Deadbolt Locks

Deadbolt at least 1" into door frame and strike plate installed with 3" screws.

## Driveway and Walkway Lights

Use high efficiency lights with motion sensors or

## Garage Doors Locked

Don't leave a spare key outside your home,



**Mark Your Valuables**  
Mark your valuables

**Alarm System Sign**  
A simple sign or decal

**Readable House Number**

**CRIME PREVENTION**

*Through*

**ENVIRONMENTAL DESIGN**

## Crimes Involving Animals

Animal abuse also often goes hand-in-hand with other crimes Neighborhood Watch seeks to prevent.

### **SITUATIONS YOU COULD FIND IN YOUR NEIGHBORHOOD**

#### **HOARDING**

Someone who keeps an abnormally large number of animals but fails to provide minimal nutrition, veterinary care, shelter, or sanitation. Red flags: an occupied dwelling that is deteriorated (e.g., holes in wall, extreme clutter), reeks of ammonia, or shows signs of flea and vermin infestation, especially if emaciated, lethargic, or feral animals are sighted nearby.

#### **NEGLECT AND ABANDONMENT**

Neglect occurs when an owner fails to provide for an animal's basic needs. In some cases, neglect stems from ignorance or financial hardship. Neglect and abandonment affect livestock as well as companion animals.

#### **FIGHTING**

Title 18, Section 48, of the U.S. code makes dogfighting a federal crime, the brutal "sport" has surged in popularity with the rise in gang membership. Signs of dogfighting include fighting breed dogs (e.g., pit bulls) chained up within a few feet of each other (to promote aggression); treadmills or weights (to exercise the animals); large numbers of kennels (to transport dogs to fight locations); and splattered blood or fur remnants. Like dogfighting, cockfighting has become popular in the U.S. and is often associated with a bigger criminal enterprise that can be linked to illegal gambling, stolen vehicles and weapons, a marijuana operation, and a methamphetamine lab. Cockfighting is difficult to control, especially in immigrant communities whose residents come from countries where this activity is legal and culturally accepted.



# **Animals in Your Neighborhood Watch**

## **KNOW YOUR NEIGHBORHOOD'S PETS**

Be aware to the cats and dogs that live nearby. Consider creating a pet roster that includes owners' names and phone numbers and basic descriptions of each animal for use in emergencies.

## **WATCH FOR ABANDONMENT AND NEGLECT**

Warning signs may include a dog tethered to a tree without food or water, sick animals, hoarding, or abandoned pets. Also look out for pets left in parked cars during hot weather and outdoor animals without access to shelter.

## **THEFT**

A rise in the number of missing pets and "lost pet" signs may indicate thieves at work. Contact animal shelters and law enforcement if you suspect foul play.

## **LEND A HELPING HAND**

Pets can be a source of joy to older and infirmed people. However, physical limitations may prevent owners from caring for their four-legged companions. Offering to feed and walk pets or transport pets to veterinary appointments can help ease the burden.

## **WALK ON THE WILD SIDE**

Loss of habitat and encroachment has led to more frequent human-wild animal encounters. Neighborhood Watch members should report suspected wild animal abuse as well as illegal hunting and trapping. Atypical behaviors (e.g., a raccoon foraging during daylight, a fox that is unafraid of people) may be signs of rabies and should also be reported immediately.

## **REPORT**

All animals, from the family hound to the soaring hawk, rely on humans to advocate for their welfare. In fact, most cases of animal abuse and neglect are discovered when a concerned neighbor sees, hears, or smells something suspicious and takes the initiative by contacting law enforcement or animal control.

## **INFORMATION**

**Prince William County Animal Shelter** 703-792-6500 [www.pwcgov.org/police](http://www.pwcgov.org/police)

**American Society for the Prevention of Cruelty to Animals (ASPCA)** ([www.asPCA.org](http://www.asPCA.org))

**Animal Legal Defense Fund** ([www.aldf.org](http://www.aldf.org))

**Humane Society of the United States** ([www.hsus.org](http://www.hsus.org))

**www.Pet-Abuse.com** (a searchable database of animal cruelty cases)

**www.pets911.com** (a clearinghouse for information on shelters, licensing, and adoption; includes a database of lost and found animals)

# **Emergency Preparedness**

- ✓ Know how you can help your neighbors
- ✓ Assist neighbors with special needs / situations
- ✓ Make plans for child care in case parents can't get home

## **CREATE AN EMERGENCY/DISASTER PLAN**

- Meet with your family; discuss the types of disasters and what to do in each case.

## **DETERMINE WHERE TO MEET:**

- A place right outside your home in case of a sudden emergency like a fire
- A place outside your neighborhood in case you can't return home. Make sure
- everyone has the address and phone number.

## **HAVE AN OUT-OF-TOWN CONTACT**

- Have an out-of-town friend or relative be your contact.
- Family members should call this contact and tell them where they are if an emergency arises.
- Everyone must know the contact number, cell phone number and 'land line' phone number.

## **ASSEMBLE A DISASTER SUPPLIES KIT**

- Keep enough supplies to meet the needs of your family members for 3 – 5 days
- Supply of water/food.
- Include a manual can opener.
- One change of clothing and footwear.
- One blanket or sleeping bag for each person.
- First aid kit with prescriptions, medications, contacts or eyeglasses.
- Emergency tools including a battery powered radio, flashlight and extra batteries.
- Extra set of car keys, credit card, cash or traveler's checks.
- Sanitation supplies including toilet paper, soap, garbage bags.
- Special items for infants, elderly or disabled family members.
- Important family documents in a waterproof container.
- Tools and supplies (utility knife, hammer, matches, duct tape, etc.)
- Entertainment (games, books)

Prince William County Alerting signup:

<https://member.everbridge.net/index/1332612387832018#/login>

Ready NOVA information:

<http://www.readynova.org/>

Virginia State preparedness information:

<http://www.vaemergency.gov/ReadyVirginia>

# Emergency Preparedness for your Pet

## **MOST SHELTERS DON'T ACCEPT PETS**

Prepare a list of kennels, friends or family members who are able to care for your pet. If you chose a kennel, make sure they have an adequate disaster plan.

## **IF YOU MUST LEAVE YOUR PET**

Confine it to a specific room in the house, depending on the nature of the emergency. Provide plenty of food and water to sustain the animal while you're away.

## **EMERGENCY DISASTER SUPPLIES KIT FOR PETS:**

- Airline-approved carrier for each pet.
- ID with photo, vaccination records and registration, special needs list, medicines, collar and leashes.
- Supply of pet food and clean water.
- Disposable containers or bowls, manual can opener, trash bags, paper towels.

For more information on the Prince William County Emergency Pet Shelter, local pet friendly hotels and other resources available during an emergency contact:

Prince William County Animal Control Bureau  
14807 Bristow Rd.  
Manassas, VA 20112  
703-792-6465  
703-792-6500

For more information on emergency preparedness for pets call the Humane Society of the United States at 202-452-1100 or visit their Web site at [www.hsus.org](http://www.hsus.org).



## Frequently Asked Questions

### ***What can our community do about solicitors?***

There are situations in which door to door activity is not restricted. Some examples are co-op sales related to farm produce, newspapers, firewood and Christmas trees. Also political party or candidate activity and charitable, educational or religious activity are not restricted. Most private entities are required to obtain a permit. Door to door activity is not permitted one half hour after sunset to one half hour before sunrise. Signs that prohibit soliciting are not enforceable. The police can enforce signs that prohibit trespassing. Contact the non-emergency number 703-792-6500 to report a trespasser / solicitor.

***Trespassing:*** Property owners may prohibit persons from trespassing on their property, but the person must first be put on notice. Signs are enforceable. Verbal, in-person notice will suffice. Written notice, personally served on the party, is optimal.

### ***People speed in our neighborhood, what can be done?***

Contact the Traffic Safety HotLine at 703-792-5919.

Leave a detailed message regarding the location, traffic violation, day of the week and time of day the violation is occurring.

### ***Can I shoot someone if they are trying to break into my house?***

This is a very complicated subject. Use of force is generally illegal and is allowed only within very narrow limits. You should also realize that there are a number of other legal risks involved in your choice to use force. **Deadly force** is force that is likely to cause death or serious physical injury; for example, use of a gun, knife or baseball bat. **Non-deadly force** is anything less; for example, punching or shoving someone. There are four situations that the use of force against another person is "legally justified," and each has specific guidelines that must be met to avoid criminal liability: Self-defense - Defense of another person - Prevention of certain crimes - Law enforcement. The decision to use deadly force is particularly grave and should be weighed carefully, preferably before you decide to arm yourself.

### ***Is there a curfew in Prince William County?***

It is unlawful for anyone 17 years of age or less to be or remain in any public place between the hours of 11:00 p.m. and 5:00 a.m. Sunday through Thursday, and between the hours of 11:59 p.m. and 5:00 a.m. Friday and Saturday. There are certain circumstances that may exempt some juveniles from this ordinance. Contact the Police Department for more information.

### ***Do I have to patrol for Neighborhood Watch?***

Formal Neighborhood Watch Patrol is not a requirement but it is encouraged. Patrolling the neighborhood ensures neighbors are being "watchful" for suspicious activity. It provides a visible deterrent to criminals keeps people involved in the program and helps the police by using their familiarity with the area to identify suspicious activity.



# Suspect & Vehicle Description Sheet

Immediately report any/all suspicious persons, vehicles, or activity to the Prince William County Police Department non-emergency at 703-792-6500.

**(In the event of an emergency or a crime in-progress, dial 911!)**

## General Appearance

Race:  White      Sex:  Male      Age: \_\_\_\_\_  
 Black                       Female      Height: \_\_\_\_\_  
 Other                              Weight: \_\_\_\_\_

Eyes: \_\_\_\_\_  
(Color, shape, size; eye glasses, sun glasses, style/color of frames, or other.)

Hair: \_\_\_\_\_  
(Color, length, style, wig, hat, baseball cap, ski mask, stocking, hood, or other.)

Face: \_\_\_\_\_  
(Nose, mouth, teeth, lips, ears; mustache, beard, goatee, sideburns; moles, complexion, or other.)

Voice: \_\_\_\_\_  
(Language, accent, lisp, stutter, loud, soft, or other speech characteristics.)

Scars/Tattoos: \_\_\_\_\_  
(Shape, size, style, color; any names, numbers, emblems, or other artwork.)

Shirt: \_\_\_\_\_  
(T-shirt, tank top, polo, dress; long or short sleeve; coat, tie, jacket, vest, sweater, hooded; any logos, brands, or patches; color, stripes, print, or other.)

Weapon: \_\_\_\_\_  
(Gun: revolver, semi-automatic, rifle, shotgun; knife; bat, club, or other object; left or right-hand.)

Accessories: \_\_\_\_\_  
(Backpack, book bag, knapsack, garbage bag, flashlight, screwdriver, crowbar, any rings, chains, watches, or other jewelry; left or right hand.)

Pants: \_\_\_\_\_  
(Jeans, khakis, slacks, shorts, skirt; belt, buckle, any logos, brands, patches; color, stripes, print, other.)

Shoes: \_\_\_\_\_  
(Sneakers, dress, boots, flats, heels, sandals; laces, socks, barefoot; any logos, brands; color, stripes, other.)

Direction of travel: \_\_\_\_\_  
(North, South, East, West; exited the front, rear, or side door; on foot, in a vehicle, other.)

## Facial Appearance



## Vehicle Description

2 Door Convertible  Color: \_\_\_\_\_  
 4 Door Sedan  Make: \_\_\_\_\_  
 Sport Utility Vehicle  Model: \_\_\_\_\_  
 Pick-up Truck  Body Style: \_\_\_\_\_  
 Van/Minivan  Year: \_\_\_\_\_  
 Motorcycle  License Plate #: \_\_\_\_\_  
 Window Tint: \_\_\_\_\_  
 Rims/Tires: \_\_\_\_\_  
 Head/Tail Lights Shape: \_\_\_\_\_  
 Dents/Damages: \_\_\_\_\_  
 # Occupants: \_\_\_\_\_  
 Direction of Travel: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 (Try to be as descriptive as possible.)

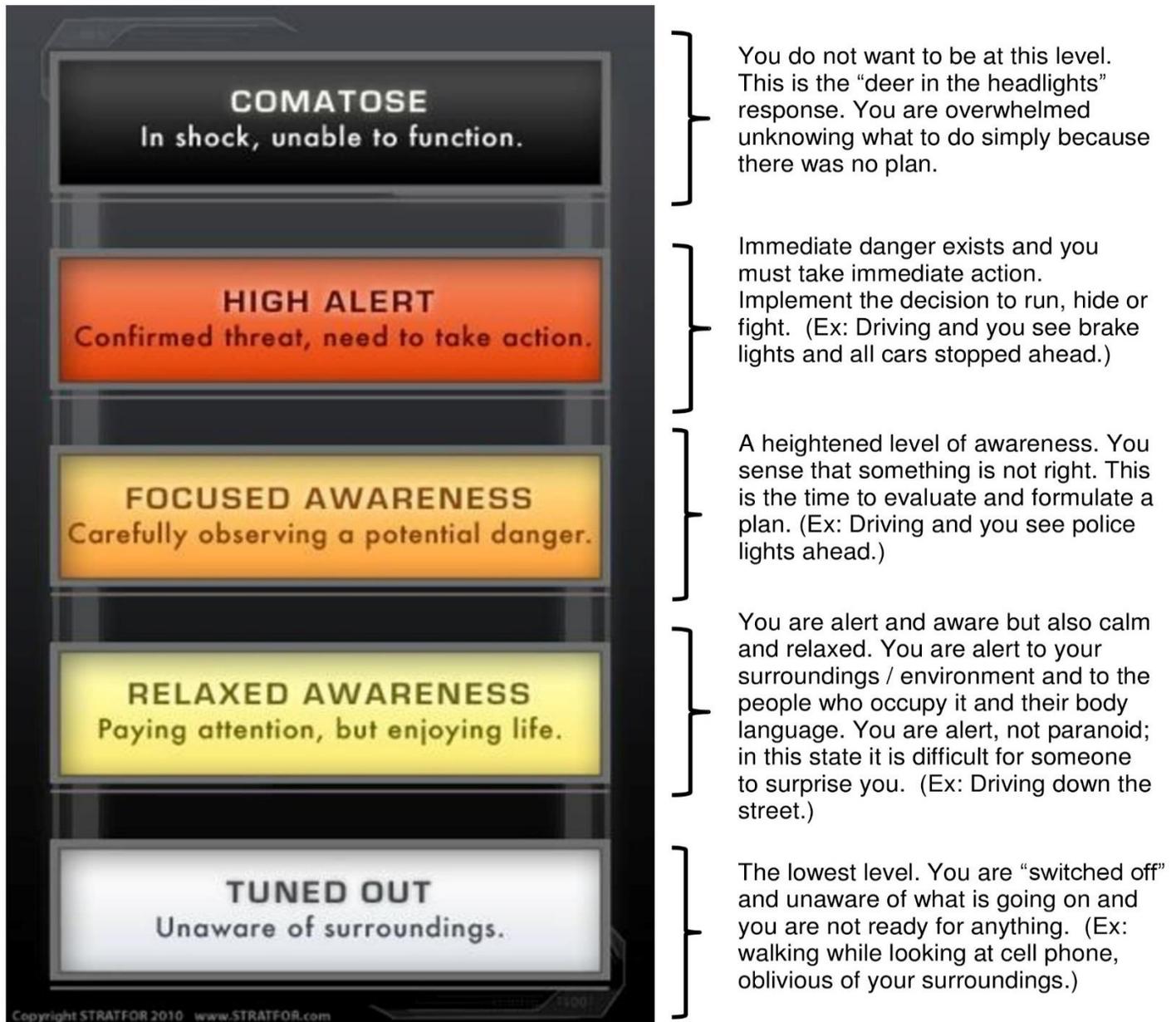
## Weapon Types



For further information contact the Prince William County Police Department Crime Prevention Unit at 703-792-7270 or [crimeprevention@pwcgov.org](mailto:crimeprevention@pwcgov.org).

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# SITUATIONAL AWARENESS



If you are not at home, you should be at the “yellow” Relaxed Awareness level!

# HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

## 1. Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

## 2. Hide

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

## 3. Fight

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS  
SAFE TO DO SO**

## WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

### 1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

### 2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

## RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes



**ACKNOWLEDGEMENT OF TRAINING – *please print clearly***

As a watch member of \_\_\_\_\_ Community Watch:

- ✓ I will report crime and suspicious activity,
- ✓ Make my home as burglar resistant as possible,
- ✓ Educate and recruit new neighbors into the program,
- ✓ Lock all vehicles and remove any valuables,
- ✓ Adhere to the patrol instructions if I participate in a formal watch patrol.

NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Existing Watch:** Coordinator: \_\_\_\_ Watch Member: \_\_\_\_

**New Watch:** Coordinator: \_\_\_\_ Watch Member: \_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PLEASE RETURN TO YOUR COORDINATOR OR MAIL TO:**

**Prince William County Police Department**

**Crime Prevention Unit**

**8900 Freedom Center Blvd**

**Manassas, VA 20110**

**Fax #: 703-792-7269**

**\*\*All information is kept confidential and will remain on file at the Prince William County Police Department Crime Prevention Unit as proof of training as a watch member \*\***