



# SafeAlex

Empowering Neighborhoods. Reclaiming Alexandria.



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# INTRODUCTION

The need for strengthening and securing our communities has taken on a greater significance. SAFEA/ex is one of the most effective means available for keeping crime out of our neighborhoods. It relies on the best crime fighting tool ever invented – **a good neighbor.**

When neighbors work together with law enforcement, it creates one of the best crime fighting teams around. SAFEA/ex takes a degree of commitment on the part of citizens. It requires meetings, patrols, and other activities. When the crime rate in SAFEA/ex areas decreases it's because of those who have given their time and energy to the project.

SAFEA/ex developed this guide to help you get started. It explains how you can help prevent illegal activity from operating in your neighborhood. It also has important information on what is suspicious activity and how to report a crime. SAFEA/ex can be the basis for an ongoing dialogue and cooperative relationship with law enforcement and other city departments.

Your community has never needed you more. As citizens, we all share the responsibility for reporting and preventing crime in our community. Being alert and aware of those activities in your neighborhood is your only commitment to protecting your family and neighbors that will truly make the difference. We thank you for answering the call, and doing your part to help keep Alexandria safe and strong.

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## GOALS OF SAFEALEX

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Develop strong neighbor relations where neighbors watch out for each other.

Educate neighbors to recognize suspicious activity and take appropriate action.

Implement other crime deterrents such as basic home security measures.

Contribute to the reduction of residential burglaries and other neighborhood crime through information exchange which includes crime prevention programs and literature.

# THE ROLE OF SAFEALEX NEIGHBORHOOD WATCH MEMBERS

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One of the best ways to promote crime prevention is by participating in Neighborhood Crime Watch. When people become aware of what's going on in the neighborhood, everyone will benefit.

Participation in a Neighborhood Watch Program does not require a lot of time. Through the program, neighbors will get to know each and will become more aware of suspicious cars, persons or circumstances that might be a danger and require calling the police.

**The security of a home and the level of attentiveness of each resident is entirely up to them. The following guidelines have been successful in reducing the potential for crime:**

- Get to know your neighbors by name and be able to identify them and their vehicles.
- Make your home as burglar-resistant as possible, using techniques discussed by the Crime Prevention Officer.
- Mark all property for identification by using the "Operation Identification" program.
- Be observant of neighbors' homes, especially when they are vacant or the owners are out of town.
- Write down license plate numbers and descriptions of suspicious-looking persons and vehicles in the neighborhood, and report them to the police. It is also a good idea to notify SAFEALex of the activity after the police have been notified.
- Educate children in crime prevention techniques and teach them to respect the law and police officers.

# THE ROLE OF SAFEALEX NEIGHBORHOOD WATCH MEMBERS

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## Reporting Suspicious Activity

Anything that seems slightly “out of place” or is occurring at an unusual time of day could be criminal activity.

Report all suspicious activity. Do not worry about bothering the police or about being embarrassed if your suspicions prove to be unfounded. Think instead about what could happen if you don't act.

**Do not attempt to apprehend a person committing a crime or to investigate suspicious activity.**

*Call the police immediately - 911.*

Not every stranger in your neighborhood is a criminal. There are many door-to-door salesmen, repairmen, and servicemen. But, criminals take advantage of this by pretending to be legitimate workers.

# THE ROLE OF SAFEALEX NEIGHBORHOOD WATCH MEMBERS

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## **How to Maintain a Neighborhood Crime Watch**

It may be difficult to keep up the initial enthusiasm of the Neighborhood Watch group. As crime decreases in your area, residents may become less interested in attending meetings, while still remaining concerned about crime.

Strong leadership is essential to maintain active involvement of the community in the Neighborhood Crime Watch program. By getting everyone involved you will create a feeling of pride and the atmosphere of a small town – even if you live in a large city. The program coordinator and block captains, with their interest in neighborhood security, are decidedly an asset in motivating the group to remain active.

As crime decreases within the community, citizens may broaden their scope to maintain the functions of the group. Residents may concern themselves with the total quality of living of their neighborhood, i.e., home beautification, cleanliness of the neighborhood, parks and recreational development. Community pride may be a strong motivation in maintaining the program. At all times, however, crime prevention should remain the priority of the program. The continued value of citizen involvement in protecting their neighborhood is the primary concern.

Make participation in your Neighborhood Watch group enjoyable. Remember, people will most likely become involved and remain interested if the programs are fun as well as meaningful. Use your imagination. Schedule potluck dinners, organize clean-up campaigns or hold block parties.

# THE ROLE OF SAFEALEX NEIGHBORHOOD WATCH MEMBERS

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## **Citizens On Patrol**

A successful *SAFEA/ex* Neighborhood Watch group may decide to get out of their homes and into their cars to patrol their neighborhoods. *SAFEA/ex* members are the “eyes and ears” of the police department, reporting suspicious activity and deterring any future crime.

*SAFEA/ex* participants actively patrol their own neighborhoods observing and reporting suspicious activity through the use of cellular telephones. *SAFEA/ex* members will not have to place themselves in dangerous situations and are trained to identify potentially harmful situations and learn how to stay safe.

*SAFEA/ex* Neighborhood Watch considered a forward observation program, not focusing on intervention or confrontation. Participants will not need to carry weapons, and are prohibited from doing so.

*SAFEA/ex* will provide educational programs and materials designed to inform participants in general topics of police functions, including legal issues, communications, property offenses, and patrol procedures.

Citizens that wish to start a citizen patrol group must contact *SAFEA/ex*.

# IMPORTANT NUMBERS



<b>Alexandria Police Department</b>	1-318-449-5099
<b>SafeAlex Community Police</b>	1-318-441-6462
<b>Rapides Sheriff Department</b>	1-318-473-6700
<b>Alexandria Fire Department</b>	1-318-441-6600
<b>Domestic Violence</b>	1-888-441-1333
<b>LA Child Protection Services</b>	1-855-452-5437
<b>Rapides Medical Center</b>	1-318-769-3000
<b>St. Francis Cabrini</b>	1-318-487-1122
<b>National Runaway Hotline</b>	1-800-426-5678
<b>Poison Control Center</b>	1-800-222-1222
<b>Substance Abuse Hotline</b>	1-800-662-4357
<b>Suicide Prevention</b>	1-800-273-8255
<b>Elderly Protective Services</b>	1-318-484-2219
<b>Alexandria City Marshall</b>	1-318-449-5135
<b>Human Relations Commission</b>	1-318-441-6076

# RECOGNIZING SUSPICIOUS ACTIVITY

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Some of the items listed below appear more than once, since the same behavior can hint at different criminal activities.

PERSONS	
CIRCUMSTANCES	POSSIBLE CRIME
Going door to door in a residential area, especially if one or more persons go to the rear of the residence.	Burglary suspects or trespassers.
Waiting or loitering in front of a house or business, if business is closed or house is unoccupied.	Burglary suspects.
Person carrying property that is not wrapped, at an unusual hour.	Suspect fleeing the scene of a burglary or robbery.
Excessive foot traffic to and from a certain residence occurring on a daily or regular basis.	Vice, drug, or fence operation.
Person loitering around cars or going car to car peering into them, especially in parking lots or on streets.	Car thief or car burglar.
Persons loitering around schools, parks, or secluded areas.	Sex offenders.
Persons offering items for sale at a very low price.	Trying to sell stolen property.
Strangers loitering or driving through a neighborhood several times.	Burglary suspects.
"Delivery Man" with a wrong address or one who asks if someone else lives there.	Burglary suspects.
Unusual noises such as gunshots, screaming, or dogs barking continuously.	Burglary, assault, rape, domestic violence, etc.
A person exhibiting unusual mental or physical symptoms.	May be injured, under influence of drugs, or needs medical attention.

# RECOGNIZING SUSPICIOUS ACTIVITY

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VEHICLES	
CIRCUMSTANCES	POSSIBLE CRIME
Slow moving vehicle, without lights, or driving appears aimless; in any location including residential streets, schools, and playgrounds.	Burglar, drug pusher, or sex offender.
Parked or occupied vehicle with one or more persons, especially if observed at an unusual hour.	Lookouts for a burglary or robbery.
Vehicle being loaded with valuables if parked by a business or unoccupied residence.	Burglary or theft in progress.
Abandoned vehicle parked on block.	Stolen car.
Vehicle containing weapons.	Robbery suspect or vehicle; selling stolen items or drugs.
Someone being forced into a vehicle, especially females or juveniles.	Kidnapping, assault, or attempted rape.
Vehicle where a business transaction is being conducted, around school or parks.	Selling stolen items or drugs.
Person attempting to forcibly enter a locked vehicle, especially in a parking lot.	Theft of a car or its contents.
Persons removing mechanical parts or accessories from a vehicle.	Theft or vandalism.
Objects thrown from a vehicle.	Disposal of contraband.

# RECOGNIZING SUSPICIOUS ACTIVITY



PROPERTY	
CIRCUMSTANCES	POSSIBLE CRIME
Going door to door in a residential area, especially if one or more persons go to the rear of the residence.	Burglary suspects or trespassers.
Waiting or loitering in front of a house or business, if closed or unoccupied.	Burglary suspects.
Property in homes, garages, or storage areas if collection is large, or items are in good but unused condition.	Stolen property.
Property offered for sale at very low price.	Stolen property.
Property in vehicles not normally found, especially if observed at an unusual hour, such as TV sets, stereos, guns, or auto parts.	Stolen property.
Property carried by person on foot; especially at unusual hour or place. Very suspicious if running with unwrapped property.	Property lost or stolen in a burglary or robbery.
Property being removed from or loaded into a vehicle or building at unusual hours.	Burglary or theft in progress.
Continuous repair operations at a non-business location.	Stolen property being altered.
Open or broken doors and windows at a closed business or unoccupied residence.	Burglary in progress, completed burglary, or vandalism.
Sound of breaking glass.	Burglary or vandalism.

# REPORTING CRIME ACTIVITY

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Citizens can take real steps in the community and workplace to help detect and deter suspected crime. By being aware of your surroundings and knowing how and when to report crime, you can make a difference.

Unfortunately, only about half of all crimes are ever reported. Too bad, because law enforcement can't do anything if they don't know what happened. Eyewitness information is the key to solving many crimes.

DIAL 911	DIAL 318 - 441 - 6732
Dial 911 when the situation is an emergency or a crime is in progress:	Call SAFEALex directly any time the situation is not an emergency:
Any fire	If you see suspicious behavior - such as some one walking in and out of yards or looking into cars
If you see or hear a fight or a domestic dispute	If you see a car driving around the neighborhood repeatedly with no apparent destination
If you see someone trying to force their way into a home or a car	If you see something that just looks out of place or unfamiliar and seems suspicious
If you hear screaming or calls for help	If you see unknown people carrying property from a neighbors house or car
If you hear gunfire	Any other non-emergency situation
If you see a child being forced or beckoned into a car or a home	
If you hear an alarm or breaking glass	
Any other emergency	

# REPORTING CRIME ACTIVITY

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## Remember these tips when reporting a crime:

- ***Call the police immediately.***
- Tell the call taker as much as you can. No fact is too trivial. In many cases it is what victims and witnesses tell police about the criminal that results in an arrest. The police officers responding can use answers to as many of these questions as possible. Please remember that wrong information is worse than no information at all.
- What occurred?
- When did this occur?
- Where did this occur?
- How many suspects were there?
- What did they do?
- What did they say?
- What did they take?
- Which way did they go?
- Were there any other witnesses? What are their names, addresses, or phone numbers?
- Is there any other information which you feel is important?
- Can you describe the suspect(s)?
- Can you describe their vehicle(s)?
- Sometimes, due to limited resources and personnel, officers may not be able to respond immediately. The police department prioritizes incoming calls based on apparent danger to human life. Don't be discouraged. We will get to you as soon as possible.
- Even an anonymous tip is better than nothing. Don't hesitate! Follow this rule:

***If you see something suspicious, call the police—fast —so we can act — fast. The longer you wait, the harder it is to catch the criminal.***

# DISASTER PREPAREDNESS: A CHECKLIST

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- \_\_\_\_\_ Make a list of important phone numbers, such as non-emergency numbers for the police and fire departments, FBI field office, and local emergency management office. Post it by your telephone. Make sure children know how to dial 911 in an emergency.
- \_\_\_\_\_ Develop a communications plan for your family. Choose someone who does not live with you (preferably out-of-town) that you and other family members can contact to check on each other in the event that you are separated during a disaster. Carry the number in your wallet.
- \_\_\_\_\_ Establish a meeting place for family members if home or neighborhood evacuation is necessary. Pick on place near your home and one outside your neighborhood in case you can't return after a disaster.
- \_\_\_\_\_ Take a basic course in CPR and first-aid.
- \_\_\_\_\_ Learn how to turn off water, gas, and electricity at the main switches.
- \_\_\_\_\_ Learn about emergency plans for your children's school or day care center.
- \_\_\_\_\_ Draw a floor plan of your home and mark two escape routes from each room. Practice your evacuation plan.
- \_\_\_\_\_ Know your community's evacuation routes.
- \_\_\_\_\_ Work with SAFEA/lex to create community disaster preparedness plans.

# DISASTER PREPAREDNESS: A CHECKLIST

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Assemble an emergency preparedness kit that contains the following supplies:

- **three to five day supply of water (one gallon per person per day)**
- **food that will not spoil and requires no cooking**
- **first-aid kit and needed medicine**
- **emergency tools, such as a battery powered radio, cell phone, flashlight**
- **extra batteries**
- **personal items like toilet paper and plastic garbage bags**
- **change of clothing and blankets for each person**
- **portable generator if possible**

# DISASTER PREPAREDNESS: A CHECKLIST

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## **In the Event of a Hurricane or Severe Weather...**

- Listen to weather bulletins.
- Cut off water sprinkler systems, garden hoses.
- Clean storm drains and catch basins, if safe, free of debris.
- Do not walk or drive in flooded areas (danger of contaminants and open hazards invisible to you).
- Heed executive orders and essential business directives.
- Stay off the road if at all possible; take care of family members who need you; and get to higher ground in areas prone to flooding.
- Keep debris and trash out of diversion canals and drainage right-of-ways.

## **Know what to do after the storm:**

- Assist in removing minor debris from storm drains to reduce street flooding.
- Limit travel during and immediately following the storm.
- Be mindful of downed power lines; do not touch any low hanging lines of any type.
- Avoid removal of debris in the vicinity of downed lines until declared safe by proper authorities.

## **To contact the City before, during, and after the storm:**

First Call Non-emergencies	<b>318 - 441 - 6231</b>
Alexandria Police Department	<b>318 - 441 - 6442</b>
Alexandria Fire Department	<b>318 - 441 - 6911</b>
To Report a Power Outage	<b>318 - 473 - 1301</b>

# VEHICLE DESCRIPTIONS

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Being able to provide police with an accurate vehicle description could make the difference between a crook getting away or being apprehended. A description like, "They're in a four door white car" just doesn't provide police with enough information to find the bad guys. Familiarize yourself with these descriptive characteristics and use them when identifying a suspect vehicle to police. Practice identifying cars when you're out and about. Most cars have the make and model printed somewhere near the trunk area. While you are driving to and from work, learn the different types and body styles of the cars you see so that you can be an expert witness when it counts.

## MAKE \_\_\_\_\_

Chevy, Ford, Mercury, Dodge, GM, Plymouth, Saturn, Buick, Oldsmobile, Chrysler, Cadillac

Honda, Kia, Nissan, Toyota, Isuzu, Mazda, Acura, Infiniti, Lexus, BMW, Volkswagen, Volvo, Saab, Mercedes

## KIND \_\_\_\_\_

**Car** - Two door or four door, sports car, hatchback, convertible

**Truck** - Small pickup, large pickup, flat bed, boxed cargo truck, extended or king cab, dual rear wheels, pulling a trailer, camper

**Motorcycle** - Bullet bike, street bike, off-road, small or large, domestic or foreign

**SUV** - Hard top or convertible, offroad, rear spare tire, two door or four door, top rack

**Van** - Panel van, Custom van, rear and side windows, company van (company logo or writing on side)

## OTHER \_\_\_\_\_

Any identifying bumper stickers, dents, scratches, broken windows, etc.? Was it damaged in any way? Was it modified in any way?



\_\_\_\_\_ # OCCUPANTS  
\_\_\_\_\_ MODEL



\_\_\_\_\_ YEAR  
\_\_\_\_\_ STATE



\_\_\_\_\_ # PLATE  
\_\_\_\_\_ COLOR



# SUSPECT DESCRIPTION SHEET

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As a SAFEA/lex Neighborhood Watch member, it's imperative that you become a good witness. Being able to provide an accurate description of a suspect is often times one of the most crucial things that a witness can do. A good suspect description will be invaluable information throughout any investigation, helping police to capture the criminal initially to ultimately getting a conviction in court.

The most important features to identify are sex, race, height, weight, approximate age, hair color, eye color, clothing, and any scars, marks or tattoos. Work from top to bottom, making mental notes of all of the following items when viewing a suspect. Write down this information as soon as you can after an incident.

## HAIR \_\_\_\_\_

Color, length, style, wig, cap, glasses, anything unusual, hat, markings on cap or hat, ski mask, baseball hat, how is it worn

## EYE COLOR \_\_\_\_\_

Color, glasses, anything unusual

## FACE \_\_\_\_\_

Nose, lips, teeth, ears, mustache, beard, goatee, sideburns, scars, marks

## CLOTHING \_\_\_\_\_

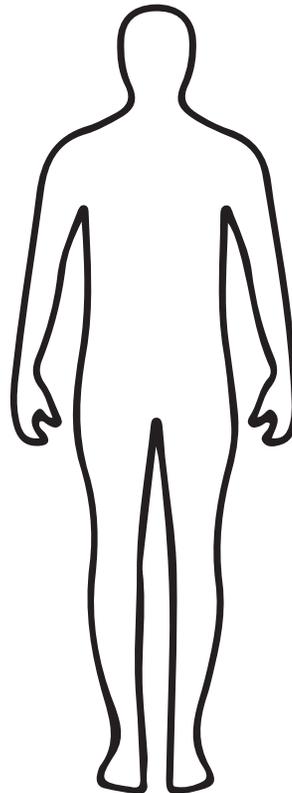
Coat, jacket, shirt, pants, dress, shorts, gloves, tie, scarf, vest, bandana

## RACE \_\_\_\_\_

Complexion, nationality, Ethnicity

## OTHER \_\_\_\_\_

Anything else unusual, backpack or carrying anything, style of walk (gait or limp), any physical disabilities or scars, marks, or tattoos.



\_\_\_\_\_ HEIGHT

\_\_\_\_\_ SEX

\_\_\_\_\_ VOICE

Language, accent, lisp, loud, soft, other speech characteristics

\_\_\_\_\_ WEAPON

Gun (revolver, automatic, pistol, rifle), knife, club, bat, crowbar

\_\_\_\_\_ WEIGHT

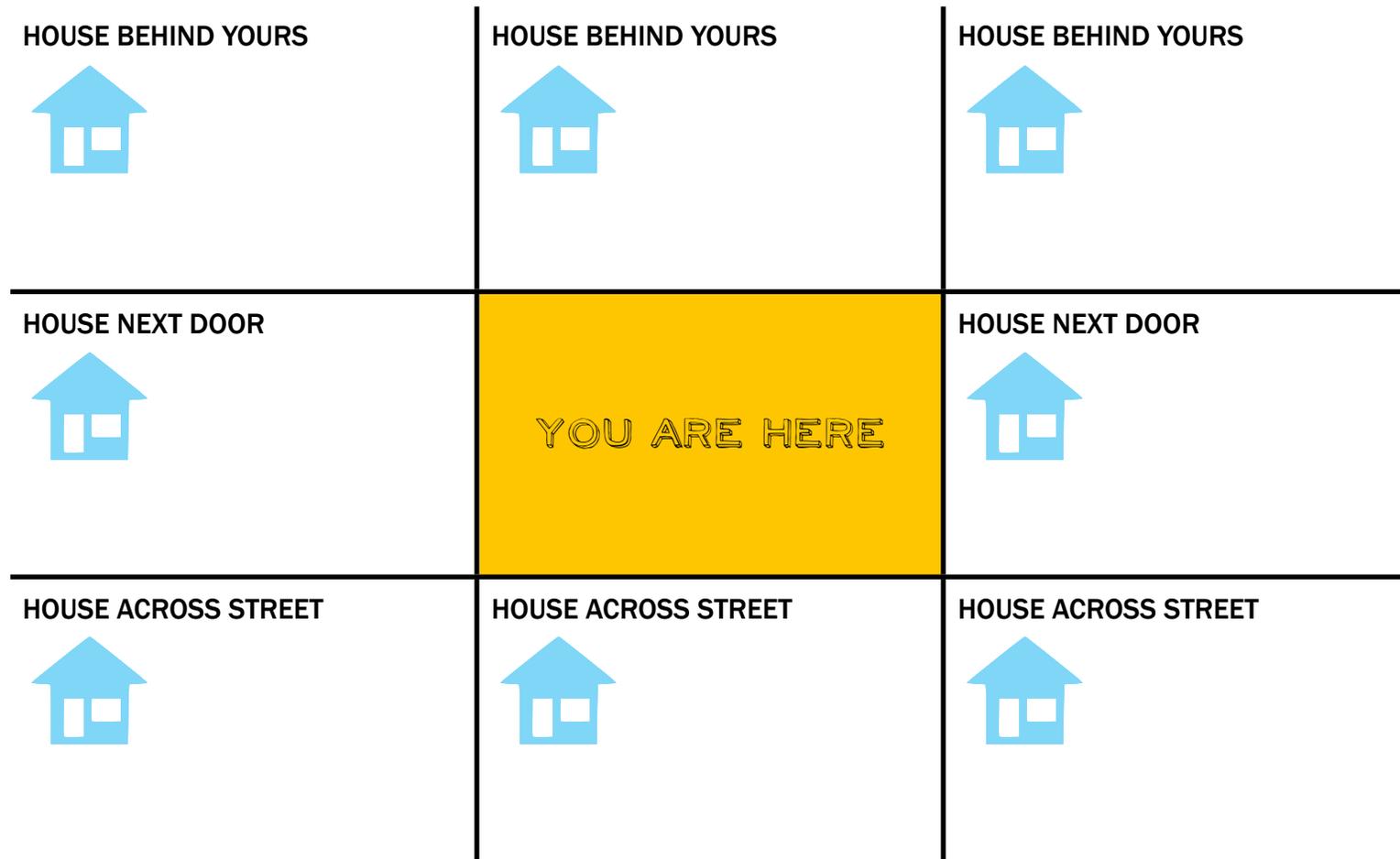
\_\_\_\_\_ AGE

\_\_\_\_\_ SHOES

Shoes, boots, style, color

# KNOW YOUR NEIGHBORHOOD

It's important for you to know who your neighbors are. It only takes a few minutes to find out just who lives around you. Be sure to note name, address, home & work phone, and email address in case of emergency.



# HOME SECURITY CHECKLIST

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	YES	NO	RECOMMENDATIONS & COMMENTS
<b>FRONT ENTRANCE</b>			
1. Is door itself of metal or solid wood construction?			
2. Is the doorframe strong enough and tight enough to prevent forcing or spreading?			
3. Are door hinges protected from removal from outside?			
4. Are there windows in the door or within 40 inches of the locks?			
5. Are the door locks adequate and in good repair?			
6. Are strikes and strike plates adequate and properly installed?			
7. If there are no windows in door, is there a wide-angle viewer or voice intercommunications device?			
8. Can the lock mechanism be reached through a mail slot, delivery port or pet entrance at doorway?			
9. Is there a screen or storm door with an adequate lock?			
10. Is exterior or front entrance lighted with at least a 40-watt light?			
11. Can front entrance be observed from street or public areas?			
12. Does porch or landscaping offer concealment from view from street or public area?			

# HOME SECURITY CHECKLIST

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	YES	NO	RECOMMENDATIONS & COMMENTS
<b>SIDE OR REAR ENTRANCE</b>			
13. Is door itself of metal or solid wood construction?			
14. Is doorframe strong enough and tight enough to prevent forcing or spreading?			
15. Are door hinges protected from removal from outside?			
16. Are there windows in the door or within 40 inches of the locks?			
17. Are the door locks adequate and in good repair?			
18. Are strikes and strike plates adequate and properly installed?			
19. Can the lock mechanism be reached through a mail slot, delivery port or pet entrance at doorway?			
20. Is exterior or front entrance lighted with at least a 40-watt light?			
21. Is doorway concealed from street or neighbor's view by porch, fence or landscaping?			
23. If door is sliding glass door, is the sliding panel secured from being lifted out of track?			
24. Is "charley-bar" or key operated auxiliary lock used on sliding glass door?			

# HOME SECURITY CHECKLIST

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	YES	NO	RECOMMENDATIONS & COMMENTS
<b>GROUND FLOOR WINDOWS</b>			
25. Do all windows have adequate locks in operating condition?			
26. Do windows have screens or storm windows that lock from the inside?			
27. Do any windows open onto areas that may be hazardous or offer special risk to burglary?			
28. Do windows that open to hazardous areas have security screens or grills?			
29. Are exterior areas of windows free from concealing structure or landscaping?			
30. Is exterior well-lit at all window areas?			
<b>UPPER FLOOR WINDOWS</b>			
31. Do any upper floor windows open onto porch or garage roofs or roofs of adjoining buildings?			
32. If so, are they secured as adequately as if they were at ground level?			
33. Are trees and shrubbery kept trimmed back from upper floor windows?			
34. Are ladders kept outside the house where they are accessible?			

# HOME SECURITY CHECKLIST

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	YES	NO	RECOMMENDATIONS & COMMENTS
<b>GARAGE DOORS AND WINDOWS</b>			
37. Is automobile entrance door to garage equipped with adequate locking device?			
38. Is garage door kept closed and locked at all times?			
39. Are garage windows secured adequately for ground floor windows?			
40. Is outside utility entrance to garage as secure as required for any ground floor entrance?			
41. Are tools and ladders kept in garage?			
42. Are all garage doors lighted on the outside by at least 40-watt lights?			

SAFEA/lex offers the ChildPrint ID Kit® to assist parents in easily creating a confidential and extremely comprehensive record of their child's personal and medical information, to keep at home for use in an emergency. When a child is missing, first few hours are crucial to recovery. During this very emotional time, parents often search for current photos and cannot always remember their child's most basic characteristics. ChildPrint® enables parents to immediately give police a complete and accurate description, saving precious time, and hastening the search. In addition, ChildPrint® includes two pages of important safety tips, because education is essential to helping kids avoid dangerous situations. Free ChildPrint® kits are available from SAFEA/lex.

### **THERE IS NO WAITING PERIOD REQUIRED TO REPORT A MISSING CHILD TO THE POLICE.**

Provide them with a description of what your child is wearing, along with your ChildPrint ID Kit®. Let them know when you last saw them. Request that their name be entered into the National Crime Information Center Missing Person File (NCIC), which enables any law enforcement agency in the U.S. to identify them. Call the **National Center for Missing and Exploited Children** at 1-800-THE-LOST to have them entered into their database. Post signs around your neighborhood and town with their photo and vital information. Be persistent in your search efforts and keep hope alive that they will be found and returned home safely.

# CHILD SAFETY TIPS

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The FBI estimates that at least 2300 children are reported missing every day. Parents should begin educating their children about safety issues at a young age, starting around 3-4 years old. Review the tips with your child, and afterward, please take our quiz to reinforce safety issues.

1. Approach the subject of safety in a non-threatening way. It is important that you don't make your child fearful of dangerous situations or people, but cautious and able to recognize when something is not right.
2. Encourage your child to trust his or her intuition, and to be able to talk to you when something is bothering them. They should know not to keep secrets from you. Open communication is very important. Really LISTEN to your child.
3. Let your child know that their body belongs to them. No one has the right to touch them inappropriately.
4. If someone is touching them or making them feel uncomfortable in any way, they should let you know immediately, even if it is a family member.
5. Inform your child of the rules pertaining to strangers. Namely, that a stranger looks just like any other person, not like a monster or creature. A stranger is someone that your child does not know, nor does his or her friends and family.
6. Strangers will use different ways to lure a child.
7. The most common lures are:
  1. **Pretending to look for a lost dog**
  2. **Offering candy or money to make the child go to their car**
  3. **Telling the child that family members will be hurt if he or she doesn't comply**
  4. **Asking for directions**

# CHILD SAFETY TIPS

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## LET YOUR CHILD KNOW THAT ADULTS DO NOT ASK CHILDREN FOR HELP NOR DO THEY THREATEN THEM.

8. If they do encounter any of the above situations, they should immediately scream, "NO," and run as quickly as they can in the opposite direction and try to find a trusted adult. They should never approach an unknown car or get into a car with an adult that they do not know. If someone tries to grab them, they should scream, **"THIS IS NOT MY PARENT!"** to attract attention.
9. Share an easily remembered secret CODE WORD. Tell your child that if anyone approaches them and says they are a family friend who needs to take them somewhere, (sometimes they say that a parent is hurt and in the hospital, or there's a family emergency) your child must ask for the code word. If the person really is a friend, they will know it. If they don't know it then your child should run away as quickly as possible.
10. Never label your child's clothing, backpack, or other personal items with their name. An abductor could use this information to try to gain trust.
11. Give instructions on what to do if your child gets separated from you in a mall, supermarket, or other public place. Tell them to go to a checkout counter, information desk, or to approach a security officer or mother with children, and let them know that they are lost and looking for their parent(s).
12. Make sure your child knows his or her full name, address, phone number, and the place where you work or can be contacted, as well as how to dial 911, make collect calls, and dial the operator on a pay phone.
13. Know where your child is at all times, and keep a list of their friends, addresses, and phone numbers.
14. Keep an up-to-date record of your child's personal and medical information on-hand in case of emergency, such as a ChildPrint ID Kit or ChildPrint ID Card. Make sure your child is fingerprinted and that you have a recent photo available at all times.
15. Try not to panic if your child is missing. First, check everywhere in the house, then check with the neighbors and your child's friends. If you still cannot locate them, immediately call the police.

## PERSONAL PROPERTY IDENTIFICATION RECORD 25

If you are a victim of a burglary, it is important that you know the serial numbers of the items stolen. Without the positive identification made possible by a serial number – or a unique number which you may engrave or mark on your property – you may not be able to prove you are the rightful owner if the item is recovered from the thief. Recovered property that cannot be positively identified as being stolen cannot be used as evidence against the thief.

Follow the examples on the next page and take a few minutes to record the description, serial numbers and value of those items which are most likely to be stolen. If you have valuable jewelry, silver, antiques or art objects, take color photographs and note any marks, blemishes or features that make it uniquely identifiable. Keep your property record form and photographs with your insurance papers or in another safe place.

After you complete your inventory, you will realize how much you have to lose in a burglary.

# PERSONAL PROPERTY IDENTIFICATION RECORD: EXAMPLES 26

*Remember*, without the positive identification made possible by a serial number – or a unique number which you may engrave or mark on your property – you may not be able to prove you are the rightful owner if the item is recovered from the thief.

HOUSEHOLD & PERSONAL ITEMS				
ITEM	BRAND NAME	MODEL #	SERIAL #	VALUE \$

Use these charts as templates to record vital information. Take some time to create your own customized record sheet.

CREDIT & CHARGE CARDS			
COMPANY	CARD NUMBER	COMPANY	CARD NUMBER



