



320 South Griggs Street
St. Paul, MN 55105
www.macgrove.org

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Dear Neighbor Rep,

Thank you for making a difference in Macalester-Groveland! We hope this packet will be helpful to you in bringing your neighbors together.

Please remember the Macalester-Groveland Community Council is your resource for crime prevention and Neighbor Rep information. If you have any questions or concerns, please contact the council at 651-695-4000.

Sincerely,

Callie Recknagel
Community Organizer
Macalester-Groveland Community Council

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**Updated information about National Night Out will be available on our website
www.macgrove.org and at www.stpaul.gov/NNO:**

National Night Out Kick-off Picnic Information

National Night Out Checklist

City of St. Paul Block Party Registration Form

Permit Application

WHAT IS A “NEIGHBORHOOD COMMUNITY”?

A “neighborhood community” is an association of neighbors, grouped by city block(s), that promote block safety and communication, address common concerns, and develop social relations in the interest of preventing crime.

A “neighborhood community” usually includes houses on a block facing each other but may span several blocks and may include homes across an alley. The area a “neighborhood community” encompasses is up to the residents; whatever arrangement makes the most sense geographically or socially in their neighborhood.

Since residents create and manage “neighborhood community”, they can be organized to whatever degree the residents desire. However, there are basic aspects of a “neighborhood community” that are necessary if they are to be recognized as such by their respective district council.

“Neighborhood communities” may also become involved with community issues such as working with youth and seniors, recycling, beautification, violence prevention, community development, and other district council activities.

In being actively involved, residents are taking responsibility for themselves and their neighborhood. They are working together to solve problems and keep the area a safe and thriving community.

BENEFITS OF YOUR “NEIGHBORHOOD COMMUNITY”

“Neighborhood community” members work together to accomplish the following on their block(s):

- Reduce/report incidents of crime
- Address issues of concern (e.g., noise, traffic, parking, trash, animals, juvenile misbehavior)
- Organize socially (e.g. a block party or garage sale)
- Improve the environment
- Establish babysitting co-ops and/or parenting clubs
- Keep alleys clean, well-lit, and safe
- Welcome new neighbors

KNOWING YOUR NEIGHBORS

Knowing your neighbors and typical events in your neighborhood are one of the most important aspects of successful crime prevention. If residents know their neighbors' families, habits, the cars they drive, and medical problems, they can more quickly and accurately identify suspicious activity and report it to local law enforcement. As our neighborhoods become more diverse and we interact with different cultures, it is important to remember that just because a neighbor may do something differently from you, such as having many people come in and out of the house, does not mean they are criminal or deviant.

It is also important to encourage neighbors to stop mail and newspaper delivery and inform a Neighbor Rep and nearby neighbors that they will be away from their home for any length of time, whether the house will be vacant or occupied by someone else.

When suspicious activity is observed, write down a description of the person, vehicle or activity. Do not take any risks to prevent a crime or try to make an arrest. Instead, report it promptly to the police. Crimes in progress or life-threatening situations may be directed to emergency services by calling 9-1-1. Other incidents may be reported to 651-291-1111

Being familiar with the typical activities of households on your block can help neighbors look out for one another when anything unusual or suspicious occurs. Also, in the event of an emergency, it provides neighbors with health and contact information. Neighbor contact sheets should be kept on file by the Neighbor Rep(s) and may be given to immediate neighbors. Simple versions may be published in a Block Directory.

You may only publish information from neighbors who have given you permission to do so. Be sure people are comfortable with giving out information, and respect that only some of the information listed below may be given.

Consider using a tool, such as a neighborhood contact tree, that lists addresses but not resident names. This may increase neighbors' comfort level with providing information.

The following information should be included in a neighbor contact sheet:

- Address
- Names of adults
- Names and ages of children
- Phone number (home/work/mobile)
- Email
- Emergency contacts
- Vehicle information (owner, year, make, model, color, and license number)
- Medical/health problems of any resident
- Medical training or skills of any resident
- Other information or comments

****It is important that Neighbor Reps keep this information updated annually to include any changes and add new residents!**

“NEIGHBORHOOD COMMUNITY” SOCIAL IDEAS

- ❖ Alley/Block Clean up
- ❖ Progressive Dinner. Courses of a meal are at each house on the block and the entire population of the block goes from house to house until the meal is finished, soup at one house, salad at another, then the main course at another, and so on.
- ❖ Paint an elderly neighbor’s house/garage
- ❖ Recycling updates or distribution of receptacles
- ❖ Walk along the river or around the block. Have a long time resident narrate the history of the area.
- ❖ Invite speakers who are experts in the areas which are of concern to your neighbors (Minneapolis Airport Commissioners, police officers, community council members)
- ❖ Events for kids- Scavenger hunts, parades, mini theater productions, magicians, clowns, petting zoos.
- ❖ Share favorite holiday recipes or traditions- Have a volunteer type them up and make copies
- ❖ Home security check
- ❖ Any outdoor sport (softball, volleyball, basketball, mini-golf)
- ❖ Cookie exchange
- ❖ Holiday caroling
- ❖ Potluck dinner featuring ethnic dishes, bring copies of your recipes!
- ❖ Ice cream social
- ❖ BBQ
- ❖ Gardening/Beautification/Plant or vegetable exchange
- ❖ Install alley lights
- ❖ Petition for traffic signs
- ❖ Problem solving sessions
- ❖ Form a book club

SAINT PAUL POLICE CRIME PREVENTION PROGRAMS

Representatives from the police department will present the following programs that are available for block club participants:

CRIME WATCH SIGNS:

The City makes available crime watch signs to organized block clubs. These signs allow residents to identify the geographical area in which their crime watch area represents. The blue and white national logo of the watchful eye marks the sign. Contact the City of St. Paul at 266-6200 to order signs. The cost of each sign is: without a pole (signs can be attached at NO PARKING or SNOW EMERGENCY signs) \$16.05 each, and with a post \$21.40 each (costs subject to change).

PREMISE CHECKS:

A reserve officer will provide your residence with a security premise evaluation. The program is free of charge and all suggestions are left up to you to decide if you want to improve your locks, lighting, etc. There is no sales pitch or product advocacy made. The reserve officer discusses lighting, locks, security systems, windows, etc. Some insurance companies provide premium discounts to residents participating in the security audit. Call (651) 266-5512.

HOUSE WATCH:

A reserve officer, as well as police officers, will patrol by the homes of residents who are on vacation. The program is free of charge and is available for either long or short-term absences. To participate in the program residents need to call the Western, Central, or Eastern District Office. Give the dates(s) of leaving and returning. If a neighbor or someone else will be entering your home while you are away to water plants, feed the cat, etc., have them come into your home at the same time each day. This program benefits not only the resident, but also the entire block because there will be an increase of police visibility. For the Western District (Macalester-Groveland's district), call (651) 266-5512.

CRIME PREVENTION USEFUL INFORMATION

Macalester-Groveland Community Council

Crime Notification Email Updates

The Macalester-Groveland Community Council distributes crime notification updates which are based on news releases, tips, and information received from the St. Paul Police Department. As such, the content and timeliness of the information is based upon what information and when it is shared with MGCC. Contact us at mgcc@macgrove.org to be added to the email distribution list.

City of St. Paul Police Department

Crime Prevention Tips: <http://mn-stpaul.civicplus.com/index.asp?NID=2267>

For those neighbors who would prefer to access **weekly crime reports**, please visit the City of St. Paul website here: <http://mn-stpaul.civicplus.com/index.asp?nid=2399>.

The St. Paul Police Department also disseminates neighborhood-level **public safety and community event notifications**; you may wish to sign up for this service at <https://public.govdelivery.com/accounts/STPAUL/subscriber/new>.

Community Meetings:

The Western District Police Department holds informative community meetings the third Tuesday of every month at 9:30am and 6:30pm. Those meetings are open to the public for their input and questions about crime and crime prevention matters.

Western District Police Station

389 N. Hamline Avenue (across from Super Target)

Saint Paul, MN 55104

Front Desk: (651) 266-5512

Investigations: (651) 266-5632

Contact Information

The Senior Commander for the district is S/C Todd Axtell

Tel: (651) 266-5526 Todd.D.Axtell@ci.stpaul.mn.us

The Patrol Commander for the district is Commander Matt Toupal

Phone: (651) 266-5533 Matt.Toupal@ci.stpaul.mn.us

The Investigative and FORCE Commander for the district is Commander Gayle Porter

Phone: (651) 266-5528 Gayle.Porter@ci.stpaul.mn.us

Pam McCreary, Crime Prevention Coordinator, Crime Prevention Unit

Tel: 651-266-5455 pam.mccreary@ci.stpaul.mn.us

IMPORTANT PHONE NUMBERS

For emergencies and crimes in-progress: **911**

For non-emergencies or to report a crime not-in-progress: **651-291-1111**

St. Paul Fire Department: **651-224-7811**

Citizen Service Office: **266-8989**

Use the Citizen Service Office for the following issues:

- ❖ Graffiti (to report on public property or to request clean-up)
- ❖ Peeling or unsightly billboards
- ❖ Unshoveled sidewalks
- ❖ Ice on sidewalks
- ❖ Tall grass or weeds
- ❖ Tree down
- ❖ Malfunctioning street light
- ❖ Garbage problems
- ❖ Unsafe or unsanitary conditions in a house
- ❖ Properties with many disturbances
- ❖ Barking dogs
- ❖ Street and sewer construction

Potholes - report intersection, closest address, which side of the street, etc. to: **651-292-6600**

For housekeeping and yard work assistance (for adults over the age of 60), contact
Merrick Community Services: **651-771-6325**

For information regarding recycling services, such as weekly pick-up, Eureka Recycling: **651-222-7678**

For general recycling inquires, Macalester-Groveland Community Council: **651-695-4000**

HOW POLICE CALLS ARE PRIORITIZED

PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5
<i>Immediate Dispatch</i>	<i>Immediate Dispatch</i>	<i>15 Minute Dispatch</i>	<i>45 Minute Dispatch</i>	<i>60 Minute Dispatch</i>
Officer down, injured or needs immediate assistance in a critical situation.	Any crime in progress.	Domestics, neighbor trouble where no threat of personal safety exists.	Offense reports where no suspect is present and no personal threat exists.	Miscellaneous requests for service.
	Activity which indicates a crime is about to be committed or has just been committed with suspects in the area.	Suspicious people, vehicles, window peepers, prowlers, trespassers, exposers, etc.	Intoxicated, mentally ill or disorderly persons, not threatening personal harm.	Barking dogs.
	Any matter which the caller indicates is of an urgent matter.	Report of a citizen holding a suspect, not amounting to a Priority 1 or 2. Does not include shoplifters.	Assist citizen in a non-emergency matter.	Loud parties.
	Any matter involving serious personal injury or an imminent threat of serious personal injury.	Assist any agency, not amounting to a Priority 1 or 2.	Shoplifter being held by a store security personnel.	Loud radios etc.
	Emergency assistance required by the Fire Department (not DOAs).	Assist the Fire Department with a DOA.		Parking complaints.
	Intrusion or Robbery alarm.	Fights or mutual conflict, without weapons.		
		Traffic accidents, no personal injury.		

NATIONAL NIGHT OUT

National Night Out is a nation-wide event held the first Tuesday of every August. National Night Out is designed to:

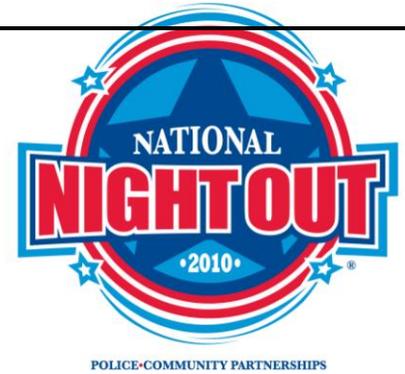
- Strengthen neighborhood and police-community partnerships
- Send a message to criminals that our neighborhoods are organized and strong
- Heighten crime, drug, and violence prevention awareness
- Generate support for, and participation in, local anti-crime programs

On the first Tuesday in August of each year, neighborhoods in Saint Paul are invited to join forces with thousands of communities nationwide for neighborhood block celebrations. Residents are asked to spend the evening outside with their neighbors in an effort to increase neighborhood spirit and to raise awareness about local block club and crime prevention efforts. This is an ideal time to host a block party!

For more information, contact your district council or click on the National Night Out section of the City of St. Paul's Police Department web page: <http://www.stpaul.gov/NNO>



National Night Out Saint Paul, MN



On the first Tuesday of each August, National Night Out is celebrated nationwide. The Saint Paul Police Department encourages you and your neighbors to use this day to declare to criminals that you will not tolerate criminal activity in YOUR neighborhood! Take a stand against crime and drugs by coming together with your neighbors, get to know each other for the sake of knowing who belongs in the neighborhood, recognizing who your neighbors are, and making a unified statement that you will watch out for each other and for your properties. Neighbor's who are united in watching for, and reporting suspicious activity, have safer neighborhoods to live and raise their families in.

National Night Out 2013 will be the 30th annual celebration. It will be held on **Tuesday, August 6, 2013**. Events can be held daytime, afternoon, or evening. Whatever works for you and your neighborhood, the event can be as simple or elaborate as you choose. These can include having root beer floats or lemonade, sharing a pot luck dinner, planning games or activities, maybe sidewalk chalk to draw pictures about what safety looks like on your block. Another simple way to celebrate National Night Out in your area is to promote turning on the outside lights at every home from dusk to dawn.

For more information on National Night Out nationwide, visit the web site of the National Association of Town Watch, www.natw.org To find out more about planning an event in your neighborhood, or if you would like idea's to start the planning of an event, call or email Pam McCreary at 651-266-5455 or, pam.mccreary@ci.stpaul.mn.us



National Night Out



40 - or more! -
ideas for your event....

- ☺ root beer floats
- ☺ share lemonade
- ☺ sidewalk chalk art
- ☺ barbecue
- ☺ share desserts
- ☺ jump rope
- ☺ street dance
- ☺ welcome new residents
- ☺ share pot luck dinner
- ☺ face painting
- ☺ cookie exchange
- ☺ dunk tank
- ☺ play get to know your neighbor game
- ☺ discuss crime prevention
- ☺ collect food for local food shelf
- ☺ make a neighborhood banner
- ☺ exchange plants
- ☺ oldest resident award
- ☺ longest resident award
- ☺ duck pond
- ☺ piñata
- ☺ cake walk
- ☺ organize block map with information
- ☺ voter registration drive
- ☺ visit with police/fire
- ☺ play BINGO
- ☺ pet parade
- ☺ roller blade
- ☺ cookie exchange
- ☺ live music
- ☺ talent show
- ☺ ice cream social
- ☺ horseshoes
- ☺ bike/stroller/wagon parade
- ☺ exchange recipes
- ☺ progressive dinner
- ☺ Frisbee throw
- ☺ volleyball/badminton
- ☺ croquet
- ☺ invite a speaker
- ☺ tell block history stories
- ☺ youngest resident award
- ☺ basketball free throw contest
- ☺ kiddies walk (moon walk)
- ☺ scavenger hunt
- ☺ lawn mower beauty contest
- ☺ make poster/past NNO photos
- ☺ neighbor of the year award

AGREE THAT EVERYONE WILL TURN ON THEIR OUTSIDE LIGHTS!