

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: DECEMBER 18, 2020

NUMBER: 1.54

SUBJECT: NEIGHBORHOOD WATCH SIGN PURCHASE
PROCEDURE

RELATED POLICY: 1.21

ORIGINATING DIVISION: PATROL OPERATIONS

NEW PROCEDURE:

PROCEDURAL CHANGE: **MINOR CHANGES**

SUPERSEDES: DP 1.54 – 03/12/2019

I. PURPOSE

This Department Procedure establishes guidelines for requesting, purchasing, and allocating Neighborhood Watch signs to supplement signs in neighborhoods with active and newly formed Neighborhood Watch groups.

II. SCOPE

This procedure applies to all members of the Department.

III. DEFINITIONS

A. Invoice - An itemized list of goods shipped usually specifying the price and the terms of sale.

B. Quote - A price giving the estimated cost for a particular job or service.

IV. BACKGROUND

Neighborhood Watch is a crime prevention program that enlists the active participation of residents in cooperation with law enforcement to reduce crime, solve problems, and improve the quality of life in our communities. Community Relations Officers work to help set up Neighborhood Watch groups, talk to members about the crime and disorder problems in their area, and how best to

partner with the police. The posting of Neighborhood Watch signs helps deter crime and keeps groups active in their communities. Historically, Neighborhood Watch groups have purchased their own signs. The Neighborhood Watch Sign Purchase Program is intended to supplement signs in neighborhoods with active and newly formed groups.

V. NEIGHBORHOOD WATCH SIGN PURCHASE PROGRAM

- A. The Department will only purchase Neighborhood Watch signs for use by Neighborhood Watch groups and not for use by individuals or private organizations.
- B. Funds for the signs are anticipated to come from donations, grants, and City Council Community Projects, Programs, and Services (CPPS) funds.
- C. An application must be approved and all documentation must be completed before Neighborhood Watch signs are purchased by the Department.

NEW

VI. REQUESTING A NEIGHBORHOOD WATCH SIGN(S)

- A. Application for a Neighborhood Watch Sign
 - 1. An application for a sign must be completed and signed by a member of a Neighborhood Watch group.
 - 2. The application shall include information as to the neighborhood or area that the Neighborhood Watch group is active in, the approximate number of members in the group, the approximate number of signs already posted in the neighborhood or area, the number of requested signs, proposed locations the new signs will be posted, and the full name and contact information of the requesting member.

The application is located on the City's official website at https://www.sandiego.gov/police/services/prevention/neighborhood_watch.

- B. Application Review and Approval Process
 - 1. A Captain, Community Relations Officer, or other designee, assigned to the Division where the Neighborhood Watch group is located will review applications. Applications will be reviewed in the order received.
 - 2. An application will be approved if:

- a. The application is filled out completely; and
- b. A need exists for a Neighborhood Watch sign. The following are examples taken into consideration: number of existing signs; the crime statistics for the geographic area; the condition of current signs; and the activity level of the Neighborhood Watch group. (Please note: this is not an all-inclusive list).

VII. PROCEDURES FOR PURCHASING A NEIGHBORHOOD WATCH SIGN(S)

A. Vendor Quote

NEW

Once an application is approved, the Community Relations Officer, or designee, will contact the Vendor (Any sign company that produces signs) for a written quote for the cost of the requested signs. A written quote will be required by Fiscal Management to start the approval process. An email quote is sufficient.

B. San Diego Police Department Order Form (478):

1. Complete the San Diego Police Department Order Form (478). This form can be found at: F:\Fiscal\Automated Forms.
2. A Commanding Officer must sign the Department Order Form (478) prior to it being sent to Fiscal Management.

C. Routing and Form Submission:

NEW

1. Once the vendor quote is received and the 478 Form is completed, send them to Fiscal Management for approval. If the funding comes from CPPS funds, two Memorandums must also be sent to Fiscal Management. These two Memorandums are for the transfer and confirmation of CPPS funds. This can be done by scanning and emailing it to a representative in Fiscal Management or sending it to Fiscal Management via the department's interoffice mail system at MS 715.

NEW

2. When all documentation is completed and approved, Fiscal Management will place the order with the Vendor.

VIII. DISTRIBUTION OF NEIGHBORHOOD WATCH SIGNS

NEW

- A. When the signs are ready, the Community Relations Officer, or designee will pick up the signs from the vendor.
- B. Upon receiving the invoice, the Community Relations Officer, or designee, must sign the invoice and send it to Fiscal Management. The invoice can be sent through interoffice mail (MS 715) or by scanning the invoice to a Fiscal Management representative. This will alert Fiscal Management to begin the payment process.
- C. The Community Relations Officer, or designee, will arrange for the transfer of the Neighborhood Watch sign(s) to the requestor/applicant.
- D. The posting of the signs is the responsibility of the applicant and/or the Neighborhood Watch groups. The City of San Diego does not post the signs and does not arrange or pay for a company to post the signs.