



M E M O R A N D U M
PUBLIC WORKS DEPARTMENT

DATE: April 15, 2013

TO: Jill Mercurio, City Engineer/Asst. Public Works Director
Mike Schreiner, Asst. Maintenance Superintendent/Street
Marty Hanneman, Interim Traffic Engineer
Andrea Ouse, Planning Manager
Marcus Adams, Associate Planner
John Allen, Fighting Back Partnership

FROM: David A. Kleinschmidt, Public Works Director

SUBJECT: FINAL – Policy for Installation of Neighborhood Watch Program Signs

The following outlines the policy for the Public Works Department to install Neighborhood Watch Program Signs as jointly established by the City of Vallejo Public Works Department in coordination with the Planning Division and Fighting Back Partnership (FBP).

1. Community establishes an official Neighborhood Watch Program (NWP). (Neighborhood Watch Program Information can be found on FBP's website at: www.fight-back.org/programs/neighborhood-watch.php).
2. Neighborhood representative shall contact the Crime Prevention Specialist at FBP, (707) 649-5461 or 704-3031. The community representative should also contact the Planning Division (707) 648-5392, to determine if there is an established neighborhood group or organization within the proposed NWP boundary. If so, the community representative shall inform the neighborhood group/organization of their proposal.
3. Community will work with FBP to establish a boundary map for their NWP.
4. See attached Exhibit A for Neighborhood Watch Sign installation Process.
5. FBP will provide to the Planning Division the attached form and necessary payments (if applicable). Once received and reviewed, the Planning Division will forward the information to the Traffic Engineer for final approval of sign locations. The main purpose of the Planning Division and Traffic Engineer review will be to avoid sign clutter and to ensure appropriate sign location by placement of signs at neighborhood boundary points of entry and exit.

6. Traffic Engineer will attempt to locate all signs on existing street lights or existing sign post; if no street light or post is available, signs may be installed on new sign posts. If new sign post must be installed in the frontage of a resident's yard; Neighborhood Representative must obtain written permission from the property to have new post installed.
7. Existing neighborhood watch signs in non-approved locations and/or in poor condition will be removed.
8. Upon final approval, the Planning Division will inform the Neighborhood Watch Group representative that they can now proceed with sign purchase.
9. All signs must be one of three designated by the National Neighborhood Watch Institute (see attached). Signs shall be reflective, aluminum, 12"x18" or 18"x24", and state, "ALL SUSPICIOUS PERSONS AND ACTIVITIES ARE IMMEDIATELY REPORTED TO OUR POLICE DEPARTMENT"; sign cannot make reference to private security companies or note any phone numbers to contact.
10. All signs must be purchased by the community and delivered to:

City of Vallejo Corporation Yard
Attn: Mike Schreiner
111 Amador Street
Vallejo, CA 94590

Attachments:

Exhibit A

Neighborhood Watch Program Sign Process



CITY OF VALLEJO

Neighborhood Watch Sign Process

555 SANTA CLARA STREET P.O. BOX 3068 VALLEJO CALIFORNIA 94590-5934 707-648-4315
Web Site: www.ci.vallejo.ca.us/ FAX 707-648-4691

