



Neighborhood Safety Toolkit

Vol. I

Getting Started

City of Erie Edition

Updated 1.11.16

Neighborhood Resource Organization

"Empowering the Erie area one neighborhood at a time."

www.nroerie.org

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Neighborhood Resource Organization (NRO)

Mission Statement: *Empowering the Erie area one neighborhood at a time.*

The Neighborhood Resource Organization (NRO) was created by local community members to provide support to individual Neighborhood Groups to carry out strategies as laid out in the Community Action Plan (CAP), published in June 2012, to address Community Disorganization. The CAP is the prevention plan for Unified Erie, an initiative focusing on reducing violence and other problem issues among the Erie community.

Community Disorganization is defined as: where there is little attachment to the community, where rates of vandalism are high and where there is low surveillance of public areas, more problem behaviors occur.

The NRO is committed to carrying out the strategies of the CAP as well as providing the resources neighborhoods need to be successful.



Introduction

Erie neighborhoods are great places to live, work, worship and raise a family. As our neighborhoods continue to grow and change, we must continually work together to nurture new leaders that step forward, building upon the resources that already exist in each of our communities. Through this work, we are encouraging all of our neighbors to play an active role in designing the future of our community.

Before you can develop a plan for your neighborhood, it's important to make sure that there are as many community members as possible at the table and that your neighborhood group is supported with the tools necessary to help design that plan.

That's what this Toolkit series is about. Each Toolkit will be an easy to follow guide to help you and your neighbors organize and effectively address issues within the community.

This Toolkit is the first in a planned series of publications produced by the Neighborhood Resource Organization, designed to help neighborhood residents and organizations in Erie County find resources and partners to help bring about comprehensive neighborhood revitalization.

The goal of the Toolkit series is not to tell you how to "fix" neighborhood problems, but to provide information on how to band together, recognize your strengths, provide practical information, encourage the formation of relationships with municipal officials such as police and code enforcement, and to empower our communities so that we can create positive change in our own neighborhoods.

All along the way throughout your journey, the NRO is here to help! Please don't hesitate to contact us for tips, coaching, best practices and more, as your neighborhood moves from good to great.

You are the experts in your own neighborhoods! If you have a project or initiative that you would like to share with other communities, please visit the website at www.nroerie.org so we can add ideas and resources for all neighborhoods.

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ORGANIZING: WHAT MAKES A NEIGHBORHOOD GROUP

Overview – What Kind of Neighborhood

Your neighborhood may consist of single family and duplex homes; apartment buildings; a combination of single homes and apartments; commercial buildings; and schools. There may be issues of crime, noise, traffic, blight, nuisances or other issues. Whatever your neighborhood profile, residents working together can help create a safe, healthy, thriving atmosphere. It is the objective of the Neighborhood Resource Organization to provide citizens with information that will allow them to better protect their families, homes, and properties; contributing to an overall healthier community.

Working Together through Neighborhood Groups

There are already a number of existing neighborhood watches, groups and associations throughout the City of and Erie County involved in a variety of activities from crime watch to community gardens, youth activities, porch libraries, dumpster days and community clean ups, among other activities. Effective neighborhood efforts are dependent upon active participation of citizens within that neighborhood. Keys to successful community groups, watches, and associations include:

- Neighbors getting to know each other.
- Providing community members information and tools to recognize, report and address issues within their own community.
- Engaging citizens in efforts and activities that protect, revitalize and strengthen the overall community.

Structuring A Neighborhood Group

Citizens can organize in their neighborhood as a watch, association, organization or group. Regardless of what you call your neighborhood group, there are factors you must consider when organizing a neighborhood effort.

Who Is In Charge

The key to the success of any organization, group, watch or association is having an identified contact person or coordinator. The group may be led by officers elected by the residents or a more informal leadership; however, there must be an individual (or individuals) that takes the lead, acting as the contact person/coordinator for the group. Core to what a coordinator needs to do is build relationships. If you do not know the people that you are trying to organize, you will be fighting a losing battle. It is important to build relationships with all the people in the community. This includes first and foremost the neighbors who may feel disenfranchised, or have never had their voice listened to.

Where to Meet

The group can meet at a variety of places including a school, center, social hall, business or religious institution, but be sure the meeting place is within the neighborhood and welcoming to all residents.

When to Meet

Different neighborhood groups meet at different time intervals. Some meet annually, others meet monthly, every other week, or even as needed. How often you meet is entirely up to your group.

Notifying Neighbors

The number one reason people in Erie identified not being involved in their neighborhood watch or association is because they did not know if one existed. Be sure to have a strategy to get the word out about your meeting and include information such as time, day, location and a contact email or phone number in case they have questions.

Identifying a Purpose

Neighborhood groups, watches, and associations organize for a variety of reasons - crime, blight, socialization, etc. Whatever your focus is, you will need to identify your purpose. Collectively, your group can identify the purpose and activities of your group. The NRO will be happy to assist you in identifying community priorities and developing a plan.

Getting Neighbors Involved

In addition to notifying neighbors of meetings, it is important to notify them of other ways they may be able to get involved. Some individuals may not be able to attend a meeting due to work schedules, transportation or family commitments but they may want to get involved in some other way. Be sure to develop and identify other ways residents can get involved outside of attending a meeting.

Who to Involve

One of the exciting tasks of a coordinator is to network and bring people together around issues and initiatives within your neighborhood. Neighborhoods consist of a variety of different sectors beyond the residents. Successful community efforts involve support from all facets of a community. Consider reaching out to not only the homeowners, but also renters. Your outreach efforts should also include schools, community centers, the faith-based community, businesses, law enforcement, social service providers, and youth within your community. As you network with these groups, you should begin to determine who will be your partner and how they will be a resource as you work towards your goals.



CITY OF ERIE ORDINANCES AND CODES – A QUICK REFERENCE GUIDE

The following is a quick reference guide to City of Erie codes and ordinances most commonly asked about:

301.3 Vacant Structures and Land

All vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

302.4 Weeds

All premises and exterior property shall be maintained free from weeds or plant growth in excess of 8 inches. All noxious weeds shall be prohibited.

302.5 Rodent Harborage

All structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health. After extermination, proper precautions shall be taken to eliminate rodent harborage and prevent re-infestation.

302.8 Motor Vehicles

Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.

309 Pest Elimination

309.1 Infestation. All structures shall be kept free from insect and rodent infestation. All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to prevent re-infestation.

308 Rubbish and Garbage

Exterior property areas of all residential premises shall be kept free of any object, material or condition that may create a health, accident or fire hazard or which is a public nuisance.

The permitting of any premises within the City to be littered with garbage, rubbish, refuse or other waste is considered to be a nuisance and unlawful.

308.1 Accumulation of rubbish or garbage. All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish and garbage.

308.2 Disposal of rubbish. Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers.

308.2.1 Rubbish storage facilities. The owner of every occupied premises shall supply approved containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish.

308.3 Disposal of garbage. Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage container.

308.3.1 Garbage facilities. The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leak-proof, covered, outside garbage container.

308.3.2 Containers. The operator of every establishment producing garbage shall provide, and at all times cause to be utilized, approved leak-proof containers provided with close-fitting covers for the storage of such materials until removed from the premises for disposal.

304 Exterior Structure

304.1 General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as to not pose a threat to the public health, safety or welfare.

304.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code or the International Existing Building Code as required for existing buildings:

5. Structural members that have evidence of deterioration or that are not capable of safely supporting all nominal loads and load effects;

6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects (in other words,

all foundations of every dwelling structure shall be maintained in such condition as to prevent the accumulation of moisture within the spaces enclosed within such foundation and shall be protected against the entrance of rodents);

7. Exterior walls that are not anchored to supporting and supported elements or are not plumb and free of holes, cracks, or breaks and loose or rotting materials, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects (in other words, all exterior walls of every building shall be maintained weather tight, and shall be maintained so as to resist decay or deterioration from any cause);

8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects (in other words, all roofs of every dwelling structure shall be maintained weather tight, devoid of leaks and shall be equipped with gutter and downspouts connected to a public storm sewer or combined storm and sanitary sewer) ;

...

507 Storm Drainage

507.1 General. Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance.

521.01 Parking Prohibitions in Specified Places.

(a) **Prohibitions.** Except when necessary to avoid conflict with other traffic, or to protect the safety of any person or vehicle, or in compliance with law, or the directions of a police officer or official traffic control device, no person shall:

(1) Stop, stand or park a vehicle:

- A. On the roadway side of any vehicle stopped or parked at the edge or curb of a street.
- B. On a sidewalk or between the sidewalk and the curb.
- C. Within an intersection.
- D. On a crosswalk.

...

- E. Alongside or opposite any street excavation or obstruction when stopping, standing or parking would obstruct traffic.
- F. Upon any bridge or other elevated structure upon a highway or within a highway tunnel.
- G. On any railroad tracks.
- H. In the area between roadways of a divided highway, including crossovers.

- I. At any place where official signs prohibit stopping.
- F. Within twenty-five feet from the intersection of curb lines or, if none, within fifteen feet of the intersection of property lines at an intersection, except at alleys.
- G. Within fifty feet of the entrance to any public, private or parochial school between the hours of 7:30 a.m. and 4:30 p.m. during the months in which such schools are in session.
- H. In any alley.

(2) Stand or park a vehicle:

- A. In front of a public or private driveway.
 - B. Within fifteen feet of a fire hydrant.
 - C. Within twenty feet of a crosswalk or intersection.
 - D. Within thirty feet upon the approach to any flashing signal, stop sign, yield sign or traffic control signal located at the side of a roadway.
 - E. Within twenty feet of the driveway entrance to any fire station or, when properly sign posted, on the side of the street opposite the entrance to any fire station within twenty-five feet of the entrance.
 - F. Where the vehicle would prevent the free movement of a bus.
 - G. On a limited access highway unless authorized by official traffic control devices.
 - H. At any place where official signs prohibit standing.
- (Ord. 10-1964. Passed 3-4-64)

529.01 Abandoned Vehicles (Private Property)

No person shall park, store or leave any motor vehicle of any kind in a wrecked, junked, stripped or abandoned condition, in a place where its presence constitutes a hazard on private property, and no owner of such motor vehicle, or the owner or occupant of any property shall allow, permit or suffer the same to be left upon any privately owned property, unless the same be authorized in conjunction with a business properly operated, pursuant to the zoning laws and other laws of the City. (Ord. 14-1967. Passed 4-26-67)

705 Disorderly Conduct

705.01 Disorderly Conduct Defined. It shall constitute the offense of disorderly conduct for any person to disturb the good order and quiet of the City by clamor or noise, by intoxication and drunkenness, or by fighting and using obscene, profane or indecent language on the sidewalks, streets or in any public place or building in the City, to the annoyance of any of its residents, or to endanger or violate the public peace in any other manner or by indecent or disorderly conduct, whether such conduct directly disturbs the tranquility of the City or consists in abusing, insulting, beating, striking, threatening to fight, provoking to quarrel or

any other unlawful act against the person or property of any individual, detrimental to the public peace, or lewd, lascivious behavior tending to subvert good order. (Ord. 34-1966. Passed 8-3-66.)

705.02 Acts Constituting Disorderly Conduct. The following acts, committed by any person with intent to provoke a breach of the peace, or whereby a breach of the peace may be occasioned, shall, among other acts above generally referred to, be guilty of the offense of disorderly conduct:

- a) Uses offensive, disorderly, threatening, abusive or insulting language, conduct or behavior.
- b) Acts in such a manner as to annoy, disturb, interfere with, obstruct or be offensive to others.
- c) Congregates with others on any street, alley or other public way or public place and refuses to move on when ordered by the police.
- d) Loiters or strolls in, about or upon any street, alley or public way or public place and refuses to move on when ordered by the police.
- e) By his actions causes a crowd to collect, except when lawfully addressing such crowd.
- f) Shouts or makes noise either outside or inside a building during the nighttime to the annoyance or disturbance of any number of persons.
- g) Interferes with any person in any place by jostling against such person or unnecessarily crowding him or by placing a hand in the proximity of such person's pocket, pocketbook or handbag.
- h) Stations himself on the public streets or follows pedestrians for the purpose of soliciting alms, or who solicits alms on the public streets unlawfully.
- i) Causes a disturbance in any streetcar, bus, railroad car, omnibus or other public conveyance by running through it, climbing through windows or upon the seats, or otherwise annoying passengers or employees therein.
- j) Stands on sidewalks or street corners and makes insulting remarks to or about passing pedestrians or annoys pedestrians.
- k) Looks, peers or peeps into, or be found loitering around or within view of any window not his own property with the intent of watching or looking through such window.
- l) Disturbs, tends to disturb or aids in disturbing the peace of others by violent, tumultuous, offensive or obstreperous conduct.
- m) Wanders about the streets, alleys or other public ways or places, or who is found abroad at late or unusual hours in the night without any visible or lawful business and not giving a satisfactory account of himself.
- n) Operating, playing or permitting the operation or playing of any radio, television, phonograph, drum, musical instrument, sound amplifier, automobile stereo or high fidelity equipment or similar device which produces, reproduces or amplifies sound:
 - 1) At any time of the day in such a manner from any source as to create a noise disturbance across a real property boundary; or

- 2) In such a manner as to create a noise disturbance across any real property boundary when operated in or on a motor vehicle on a public right-of-way or public space; or
- 3) In such a manner as to create a noise disturbance to any person other than the operator of the device, when operated by any passenger on a common carrier; or
- 4) At such a sound intensity that the sound is audible from a distance of fifty feet in any public area, street or sidewalk of the City; when the sound source is in any public area, street or sidewalk of the City. (Ord. 20-1994. Passed 3-16-94.)

706 Disorderly House Visitors

706.01 Presence or Participation in Disorderly House Prohibited. No individual shall be knowingly present and/or participating in an ill governed or disorderly house or place wherein gambling or drinking is occurring when the same constitutes a common nuisance or disturbance to the neighborhood or orderly citizens. (Ord. 5-1968. Passed 2-7-68.)

717.01 Snow and Ice to be Removed from Sidewalks

It shall be the duty of the occupant of any dwelling, tenement, store, storehouse, shop, garage, factory or other building fronting on any paved or unpaved sidewalk in any public street or around the public parks in the City, and of the person having the charge or care of any church, schoolhouse or any public building situate as aforesaid, to remove or cause to be removed all snow, ice or sleet from the sidewalk, whether paved or unpaved, in front of the respective premises within three hours after the same shall have ceased to fall or form thereon, unless such ice or snow is so hardened or frozen that it cannot be removed without injury to the sidewalk, in which case the walk shall be kept sprinkled with sand or sawdust to make the surface of the sidewalk safe, but the ice must be removed as soon as it is possible to do so.

When a building has two or more occupants, the duty of cleaning the sidewalks, as aforesaid, shall devolve upon the occupant of the ground floor. If such ground floor occupants number two or more, each such occupant shall clean the sidewalk immediately in front of his respective portions of the building, together with one-half of the space, if any, intervening between such portion and that of the next adjoining occupant.

Occupants of corner buildings shall clean the sidewalk in front thereof, and also on the sides for the distance back from the corner their occupancy may extend. Sidewalks in front of and at the side of vacant lots or vacant buildings shall be cleaned as aforesaid by the owners of such vacant lots or buildings.

When the owner in any such case is a nonresident, it shall be the duty of the agent of such owner to remove the snow, ice or sleet as aforesaid. In the event of failure, the City will have the snow removed at the expense of the owner of the land. In all cases, the snow, ice or sleet shall, when removed from sidewalks, be thrown toward the outside of the sidewalk and into the roadway. (Ord. 7762 §1. Passed 1-26-34)

725.05 Firearms Discharge Prohibited

(a) As used in this section certain words are defined as follows:

(1) "Firearm" means any pistol, revolver, shotgun or rifle.

(2) "Air rifle" means any air gun, air pistol, spring gun, spring pistol, B-B gun, or any gas powered pistol or gun, or any implement that is not a firearm, which impels a pellet of any kind.

(b) No person shall discharge any firearm or air rifle from or across any street or public land or any public place, except on a properly constructed target range.

(Ord. 1-1975 §1. Passed 1-8-75.)

738.01 Curfew

738.02 DEFINITIONS.

The following words, phrases, whenever used in this chapter, shall be construed and defined as follows:

(a) "After Hours" shall mean the period of time between the hours of 10:00 p.m. and 6:00 a.m. on Sunday through Thursday nights during the school year and 12:00 midnight and 6:00 a.m. on Friday and Saturday nights during the school year and all nights during the period of summer vacation from school.

(b) "Establishment" shall mean any privately owned place of business operated for profit, including any place of amusement or entertainment, to which the public is invited.

(c) "Emergency" shall refer to unforeseen circumstances, or the status or condition resulting therefrom, requiring immediate action to safeguard life, limb, or property. The term includes but is not limited to fires, natural disaster, automobile accidents or similar circumstances.

(d) "Knowingly" shall mean knows or has reason to know.

(e) "Minor" shall mean any person less than 18 years of age and does not include any person who is married or who is emancipated. For the purpose of this chapter any person shall be deemed to be 18 years of age on the date of his or her 18th birthday and not before this time.

(f) "Operator" shall mean any individual, firm, association, partnership or corporation owning, operating, managing or conducting any establishment.

Whenever used in any provision prescribing a penalty, the word "operator" shall include the members, partners, officers and managers of any firm, association, partnership or corporation.

(g) "Parent" shall mean the biological or adoptive parent of a minor; a legal guardian; or an adult person 21 years of age or older and who is authorized by a minor's parent or legal guardian to be responsible, either temporarily or permanently, for the custody or care of any minor or for the control of such minor.

(h) "Public Place" shall mean any public street, highway, road, alley, park, playground or parking lot, or any private building, structure or area to which the public is invited or in which the public is allowed to remain.

(i) "Remain" shall mean to be at or stay at a place.
(Ord. 62-2006. Passed 12-6-06.)

What Message Does Your House Send to Your Neighbors?

- Yard Area – Check for insects, overgrowth, noxious weeds, diseased trees, debris litter, and car parts and abandoned vehicles.
- Shrubs – Check for overgrowth and ensure for clearance of public right-of-way.
- Driveway – Check for broken or uneven concrete or asphalt.
- Private Sidewalk – Check for cracked concrete and raised or sunken slabs.
- Fence – Check for stability, appearance and zoning compliance.
- Garage Floor – Check for heaved concrete.
- Paint – Check for blistering, peeling or shabby appearance.
- Siding and Trim – Check for loosening, damage and decay.
- Garage Doors – Check parts for excessive wear and for broken or cracked windows.
- Roofs – Check for damaged, missing or loose shingles.
- Gutters and Downspouts – Check connection to drainage system and inspect condition of gutters.
- Foundation – Check for defective blocks or bricks. Check steps for cracks. Check for weather tight mortar joints.
- Porches – Check for general condition, paint if necessary.
- Chimney – Check joints, brick, flashing and draft deflector.
- Door, Windows, and Screens – Check for proper operation and replace broken or cracked glass. Replace torn or unfastened screens.



IMPORTANT PHONE NUMBERS

Support Services	
Second Harvest Food Bank	459-3663
Crime Victim Center	455-9414
Landlord Association	866-7414
NW Legal Services	452-6957
Housing and Neighborhood Development Service (HANDS)	453-3333
Safe Net	455-1774
Consumer Protection	871-4371
Erie County Assistance Office	461-2000
Erie County Department of Health	451-6700
Erie County Department of Children and Youth	451-6600
Erie School District	874-6000
Police Numbers – City of Erie	
Emergency - Police - Fire - Ambulance	911
Non-Emergency (Dispatch)	870-1125
Animal Enforcement	870-1136
Patrol Unit	870-1127
Erie County District Attorney	451-6349
Erie County Sheriff's Office	451-6007
Parking Violations	870-1181
Fire Investigation Unit	870-1402
Traffic Enforcement	870-1419
Vice Unit and Neighborhood Action Team	870-1300
Municipal Authorities – City of Erie	
Erie Housing Authority	452-2425
Erie Airport Authority	833-4258
Erie Parking Authority	456-7588
Erie Metro Transit Authority	459-4287
Erie Redevelopment Authority	870-1540
Erie Park Authority (ZOO)	864-4091
Erie Sewer Authority	459-2800
Erie Water Authority	870-8000
Erie Port Authority	455-7557
Erie County Convention Center	453-7117
Erie County Authorities	
Erie County Housing Authority	665-5161
Erie County Redevelopment Authority	665-3884

City of Erie Departments		
Mayor Joe Sinnott		870-1200
Code Enforcement:		
	EmailAddress	Phone
Rob Bush	rbush@erie.pa.us	870-1512
26 th St. to Grandview from Pittsburgh to Bird Dr.		
Donna Carson	dcarson@erie.pa.us	870-1484
Bayfront to 26 th St. from Cherry St. to Pittsburgh Ave.		
Tony Lombardi	tlombardi@erie.pa.us	870-1487
Bayfront to 12 th St. from Cherry St. to East Side		
Bayfront Connector		
Anthony Maggio	amaggio@erie.pa.us	870-1483
12 th St. to 26 th St from Cherry St. to East Side		
Bayfront Connector		
Steve Yurkewicz	syurkewicz@erie.pa.us	870-1128
Bayfront to 26 th St. from East Side Bayfront Connector to Bird Dr.		
Rental License Compliance Clerk		870-1478
Parks and Recreation		870-1391
Public Works		870-1453
Refuse Pick up 8:30 to 4:30pm		870-1450
Refuse Pick up 11:00pm to 7:00am		870-1390
Sewers		870-1364

Waste Collection Holidays

New Year's Day M.L. King Jr. Day Memorial Day Independence
 Day Labor Day Thanksgiving Christmas

Following a holiday listed above, waste collection will be **one day later** for the rest of the week

ELECTED OFFICIAL CONTACT INFORMATION

Erie City Council Person	EmailAddress	Phone Number
David Brennan	dbrennan@erie.pa.us	459-7937 (h)
Sonya Arrington	sarrington@erie.pa.us	572-9567 (c)
Casimir Kwitowski	ckwitowski@erie.pa.us	825-7601 (h)
Curtis Jones	C_jonesjr@yahoo.com	456-0497 (h)
Robert Merski	bmerski@erie.pa.us	825-7392 (h)
James Winarski	jimwski@gmail.com	453-5669 (h)
Mel Witherspoon	mwitherspoon@erie.pa.us	455-5217 (h)
State Elected Officials	Phone Number	Position
Sean Wiley	453-2515	PA State Senator
Pat Harkins	459-1949	PA State Rep.
Ryan Bizzarro	835-2880	PA State Rep.
Curt Sonney	897-2080	PA State Rep.
Flo Fabrizio	455-6319	PA State Rep.
County Council Person	Email Address	Phone Number
Kathy Fatica	kfatica@eriecountypa.gov	451-6303
Andre Horton	ahorton@eriecountypa.gov	451-6303
Fiore Leone	fleone@eriecountypa.gov	451-6303
Jay Breneman	Jbreneman@eriecountypa.gov	451-6303
Kyle Foust	kfoust@eriecountypa.gov	451-6303
Ed DiMattio	edimattio@eriecountypa.gov	451-6303
Carol Loll	cloll@eriecountypa.gov	451-6303

Erie County 911

The following is used with the permission of the Erie County Department of Public Safety:

How 911 Works

When you have an emergency in Erie County, PA just dial 9-1-1. Your call will be answered by a trained professional, who will ask a few questions and conference your call to the proper dispatch center servicing your area. All Erie County 911 Center staff members are PA certified call takers.

When you dial 911 from your residence or business, your phone number, address and the phone subscriber's name will appear on the call taker's computer screen. The call takers will determine the location and nature of the emergency. If you are calling from a cell phone, you need to be specific when providing the call taker with your location so that he/she will be able to determine the location of the emergency. Please stay on the line while your emergency is transferred to the appropriate dispatch center.

When You Should Call 911

You should call 911 during any emergency that requires an **immediate response** from police, fire or an ambulance.

Some Examples of Emergencies:

- Any type of medical emergency
- Vehicle accidents
- Someone is breaking into your house, at the time of the call
- Carbon Monoxide leaks, or suspected leaks (carbon monoxide is odorless and colorless; symptoms include headache, tiredness and flu-like symptoms)
- Any incident where weapons are involved
- Domestic arguments and domestic violence, especially where a weapon of any type is involved
- Fires, of any type (it is always best when in danger to get out of the house and call from a neighbor's)

Some Reasons Not to Call 911 include:

- Road and weather conditions
- Barking dogs
- Your neighbor is playing their music too loudly

- My cat is up a tree
- Can you call AAA for me?

Remember, When Calling 911 You Should:

1. Tell the call taker where the emergency is occurring and confirm your call back number.
2. Tell the call taker, in the briefest description possible, the nature of your emergency.
3. Answer any questions that the call taker may ask you.
4. Stay on the line, if possible, until directed to hang up.

If you aren't sure if you need to call 911 for an emergency, call anyway. If the call taker determines that your call does not meet the emergency guidelines, they will supply you with the seven-digit number to call the agency who can provide the service needed.

CHECKLISTS

THE FOLLOWING SECTION PROVIDES CHECKLISTS TO ASSIST IN RESIDENTS MONITORING AND REPORTING ACTIVITY WITHIN THEIR NEIGHBORHOODS.

SUSPECT PHYSICAL DESCRIPTION REPORTING CHECKLIST

Hairstyle

Long
Medium
Short
Balding
Straight
Wavy
Afro
Braided

Facial Hair

Full Beard
Goatee
Mustache
Unshaven
Sideburns
Color

Eyes

Color
Crossed
Bulging
Squint
Blinking
Afflicted

Facial Oddities

Protruding Ears
Flat Nose
Hook Nose
Harelip
Protruding Chin
Receding Chin

Build

Heavy
Medium
Light

Handedness

Right
Left

Teeth

Missing
Protruding
Very White
Decayed
Stained
Caps
Broken
Gold
Dentures

Complexion

Light
Medium
Dark
Pock Marks
Freckles
Pimples
Scars

Speech

Profane/abusive
Soft/Polite
Apologetic
Accent
Stutter
Deep/Raspy
Effeminate/High
Lisp

Missing Body Parts

Ears
Eye
Arm
Fingers
Hand
Leg
Foot

Sex

Male
Female
Indeterminate

Race

White
Black
Asian
Hispanic
Native American

Tattoo

Face
Arm
Hand
Fingers
Body
Names
Initials
Word phrases
Picture
Design

Scars/Moles/Birthm

Face
Forehead
Cheek
Nose
Arm
Hand

General

Neatly Dressed
Dirty/Ragged
Western
Mod/Unusual
Unusual Jewelry

Person Wore

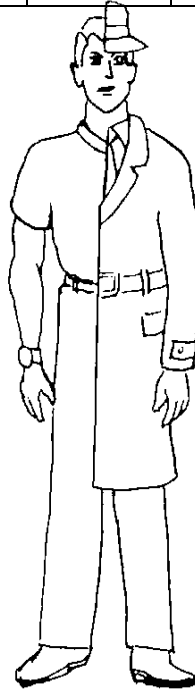
Ski Mask
Stocking Mask
Band-Aid
Wig
Gloves
Make-up
Cap/Hat
Sun Glasses
Prescription Glasses

SUSPECT DESCRIPTION

APPEARANCE

Sex	Race	Age	Height	Weight	Type of Weapon

Hair/Facial Hair	
Glasses(type)	Jewelry
Tattoos	
Complexion	
Scars/Marks	



Hat (color, type)
Tie
Coat
Shirt
Pants/Shoes

FACIAL **FACIAL APPEARANCE**



**ONLY those
specific facial
details you
DEFINITELY
remember.**

WEAPON:



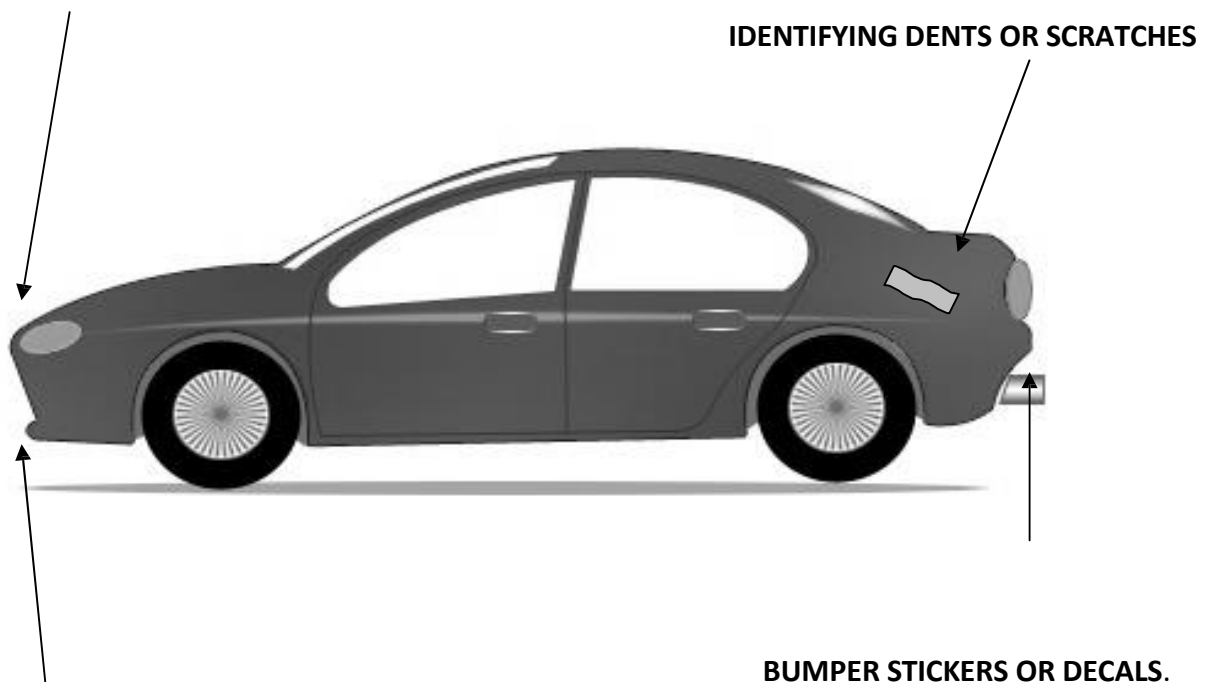
What did the suspect say? Did the suspect have an accent?

VEHICLE DESCRIPTION

VEHICLE	Color:	Make:	Model:
Body Style:	Damage/Rust:	Bumper Sticker:	Wheel Covers:
License Number:	Direction of travel:		

IDENTIFYING ACCESSORIES

Special hood ornaments, hub caps, etc.



**LICENSE NUMBER
STATE OR BACKGROUND
& COLOR**

**HARD PLATE OR TEMP
TAG**

RESIDENTIAL SECURITY SURVEY CHECKLIST

If you're locked out of your home, can you still get in? Through an unlocked window in the back, or using an extra key hidden under a flowerpot or up on a ledge? If you can break in - so can a burglar.

Although this checklist will not make your home burglar proof, it will result in suggestions that may help improve your home protection

Yes	No	Exterior of the Home
		Is your address clearly visible from the street?
		Are entry areas free of shrubbery and other items to permit visibility by your neighbors?
		Are trees and shrubs trimmed to eliminate hiding places?
		Can lights be compromised by simply unscrewing the light bulb?
		Are lights controlled by motion detection?
		Does outdoor lighting cover entire perimeter of the structure?
		Does outdoor lighting illuminate the house numbers?
		Have you removed anything with your name on it from the outside of your house?
		Are telephone and electrical lines located in a way that makes them easily accessible?
		Are outside service boxes secured (phone, electrical, etc.)?
		Are detached structures (garages/sheds) properly secured/locked?
		Are there privacy fences that offer too high a degree of seclusion? If so, have you taken precautions such as an alarm system?
		Are alarm signs visible?
		Are alarm company decals on windows and points of entry?
		Does property have a well maintained appearance?
Yes	No	Windows
		Are all windows equipped with locks or pinned?
		Can windows left open for ventilation be secured?
		Are windows locked properly and firmly mounted
		Do you keep the windows locked when they are shut?
		Are there window air conditioning units?
		Are window air conditioners anchored to prevent removal from outside?
		Have screws been installed in the tracks of sliding windows to prevent them from being lifted out?
		Do you have curtains or blinds covering garage windows?
		Are there good, secure locks on garage windows?

Yes	No	Doors
		Do doors fit tightly within their frames?
		Have the locks been changed or re-keyed since the last occupant?
		Are the locks in good working condition?
		If there is an alarm, does it cover perimeter, windows and doors as well as motion?
		Are all the keys to the house accounted for?
		Are exterior doors solid core construction?
		Are there 180 degree wide-angle viewers on the exterior doors?
		Can all doors, including upper floor, be properly secured?
		Have sliding doors been tailored to keep them from being lifted out of the track?
		Can the overhead garage door be properly secured? (a padlock at the very least)
		Do you lock the garage door leading to the house?
		Are garage door openers left in cars that are parked outside the garage?
		If there are glass panes in or near doors, are they reinforced to prevent them from being shattered out?
		Do doors and windows allow an easy escape in the event of an emergency?
Yes	No	When Going Away
		Do you leave in a way so that the typical person would not be able to tell you're leaving? Pack the car out of sight.
		Do you notify someone to watch your house?
		Do you arrange for friends or a neighbor to pick up your mail, newspaper and other deliveries?
		Have you left both work and/or vacation numbers with a trusted individual so that you can be contacted in case of an emergency?
		Have you made provisions for lawn care/snow removal?
		Are timers in place for interior lighting, radios, etc...?
		Did you turn the phone ringer and answering machine down to low?
		Do you park halfway down your driveway so it looks like someone is home and makes it more difficult for thieves to load things up?
		Have valuables been placed in a safe or uncommon areas instead of the obvious spots, i.e. master bedroom drawers or closets?
Yes	No	Miscellaneous Issues
		Do you keep an inventory of valuables and is it secured in a safe place?
		Does your inventory include photographs and a record of serial numbers for valuable items?
		Do you have emergency numbers listed by or on your phone?

		Is your vehicle parked in a secured garage or well-lit area of the driveway or street?
		Do you keep your parked vehicle locked, with no keys inside and valuables out of sight or removed, when the vehicle is not in use?
		Do you shred personal information instead of putting it out in the trash?
		Do you maintain a cell phone?
		Do you practice safety drills with your family?
		Are firearms unloaded and locked away safely?
		Do you vary your daily routine occasionally?
		Are insurance policies kept up to date?

BUSINESS SECURITY SURVEY CHECKLIST

The following categories are guidelines to use to insure a safe business environment. Go through the checklist and ask yourself whether your place of business is in compliance with these measures.

Yes	No	Exterior Perimeter of Business
		Are all gates on fences around perimeter locked with a quality outdoor lock?
		If you have outdoor business equipment, is it secure in a fenced in area?
		Are bushes and shrubs trimmed to provide visibility to all windows and to prevent people from hiding near doors and windows?
		Are branches from trees cut back that might provide access to second floor windows?
		Are all entrance points of perimeter guarded or secured?
		Are gates/and or other perimeter entrances which are not used frequently inspected by personnel?
		Does outdoor lighting cover entire perimeter of the structure?
		Are lights controlled by motion detection?
		Can lights be compromised by simply unscrewing the light bulb?

Yes	No	Doors/Locks
		Do all of your exterior doors have good quality deadbolt locks with no less than a 1" throw?
		Do you change locks every time a disgruntled employee is dismissed or quits?
		Do all exterior doors have 190 degree wide angle viewers?
		If master keys are used, are they devoid of markings identifying them as such?
		Do doors fit tightly within their frames?
		Are all locks in good working condition?
		If there is an alarm, does it cover perimeter windows and doors as well as motion?
		If there are glass panes in or near doors, are they reinforced to prevent them from being shattered out?
		Can all doors, including upper floor be properly secured?
		If there is a garage can the overhead garage door be properly secured? (a padlock at the very least).

Yes	No	Windows
		Are all windows equipped with locks or pins?
		Do you keep windows locked when they are shut?
		Are windows locked properly and firmly mounted?
		If you use a window air conditioner is it anchored to prevent removal from outside?
		Have screws been installed in the tracks of sliding windows to prevent them from being lifted out?

Yes	No	Smoke/Burglar Alarms
		Do you have at least one smoke alarm on every floor?
		Do you replace the batteries in each of your smoke alarms on a regular basis?
		Do you test each of your smoke detectors on a regular basis?
		Do you have a quality burglar alarm system with a reputable company?
		Do you have your burglar alarm inspected to ensure proper operation?
		Do you test your alarm system on a regular basis?

Yes	No	Business Equipment
		Have you photographed all equipment including computers, furniture, and fixtures maintained on the premises?
		Have you recorded the make, model and serial numbers of these items?
		Have you permanently marked all equipment that does not have a serial number?
		Have you made a duplicate copy of your inventory of equipment and do you maintain a copy off premises in the event of burglary or fire?
		Do you keep valuables, such as money, checks, and business records locked in a fireproof safe?

CONCLUSION

As mentioned in the Introduction, this workbook is the first in a planned series of guides made available by the Neighborhood Resource Organization, designed to help neighborhood residents and organizations of Erie County find resources and partners to help bring about comprehensive neighborhood revitalization. Future guides will be built off the foundation of this workbook, and include a resources and best practices guide, a planning guide and an organizer's workbook. These publications will cover such topics as: leadership and group dynamics, community engagement and organizing, collaboration, strategic planning, evaluation, grant writing, partnering with businesses and leveraging resources. In addition, topic-specific guides focusing on local issues will be produced to address such topics as: Drugs Issues, Family Issues, Internet Safety and Stranger Safety, among others.

In keeping with its mission to provide resources, support and technical assistance to neighborhood groups in Erie County, the NRO would like to hear from you, the individuals and groups that we are committed to support, to provide us with direction on what specific types of support and assistance that you need in order to be successful. We encourage you to contact us with your requests, suggestions or questions so that we may better support the great work that your group is undertaking.

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- City of Cleveland, Division of Police, Bureau of Community Policing –*Neighborhood Watch Training Manual*.
Available at: G
- Indianapolis Neighborhood Resource Center – *INRC Organizer’s Handbook*
Available at: <http://www.inrc.org/resources/publications/>
- United States Environmental Protection Agency – *Creating Equitable, Healthy, and Sustainable Communities: Strategies for Advancing Smart Growth, Environmental Justice, and Equitable Development*
Available at: <http://www.epa.gov/smartgrowth/pdf/equitable-dev/equitable-development-report-508-011713b.pdf>
- St. Cloud (MN) Neighborhood Coalition
- Del Birch - V.P., Community Building, United Way of Erie County and Neighborhood Resource Organization Steering Committee Member, for his review, editing and contribution to this publication