

MANVEL POLICE DEPARTMENT COMMUNITY RELATIONS

The Manvel Police Department is responsible to serve and protect the needs of the City of Manvel. We cannot effectively do this job alone. As a member of the community **WE NEED YOUR HELP!!!!** Immediately, call us when you have been victimized or see suspicious activity. Your call may prevent a crime and/or improve the possibility of suspect apprehension and recovery of stolen property. Strong partnerships between the members of the community and the police department will help create a safe environment to work, live, and play.

MANVEL POLICE DEPARTMENT CRIME PREVENTION TIPS

PROTECTING YOURSELF

WHILE WALKING:

- Be aware of your surroundings
- If at all possible, never walk alone.
- If you absolutely have to walk alone, carry a cell phone, walk on well-lit, frequently walkways and plan your route ahead of time. Avoid places where attackers might hide (spaces between parked cars, overgrown shrubs, and dark passageways) and areas where you might get cornered. Remember that it is best to walk on sidewalks facing traffic.
- If anyone follows you, look confident and let him or her know you are aware of their presence. Don't be polite or engage in conversation.
- If they continue to follow you, cross the street and/or change directions.
- If this doesn't work, walk toward other people or occupied buildings and stay away from places where you might get cornered.
- If someone in a car follows you and is persistent or becomes obscene, write down the license plate number and call the Manvel Police Department as soon as possible.

WHILE DRIVING:

- Be aware of your surroundings
- If someone follows you and is persistent or becomes obscene, write down the license plate number and call the Manvel Police Department as soon as possible.
- Make sure that all of the car doors are locked whenever you leave your vehicle.
- When returning to your car, have your keys ready so you can enter your car quickly and be aware of your surroundings. If you have to look into a purse or a pocket to find them, it takes extra time and you lose sight of what is around you, which could allow someone to sneak up on you.
- As you approach your car, look underneath to make sure no one is hiding there. Before you enter your car look to see if all of the doors are locked or if there are any uninvited passengers in the back seat or on the floor. If your door locks are not the way you left

them or you see someone inside, leave the area as quickly as possible and call the Manvel Police Department.

WORKING LATE:

- Be aware of your surroundings
- Let someone know where you will be working and when you anticipate returning home. Make sure your family and friends know the work number where you can be reached. Call when you reach your workstation and once again just before leaving to go home.
- A portable cellular phone is highly recommended. They are effective in emergency situations to give instant access to emergency services.
- Carry a small pocket flashlight in your purse or on a key ring, and try to park in well lit areas and walk along lit walkways.
- Carry your keys and access cards in your hand when you are approaching the appropriate doors, keeping them readily available. Make sure locked doors close and lock behind you.
- Keep your workstation or office locked after hours.
- When returning to your vehicle, watch for suspicious persons nearby and have your keys in your hand. Check the interior of your vehicle before getting in.
- Call the Manvel Police Department for an escort, if it's needed.

PROTECTING YOUR PROPERTY

PREVENTING HOME BURGLARIES

WHAT YOU CAN DO:

- Lock all doors and windows. Invest in a good lock. Deadbolt locks with long bolts that terminate in a good, solid door frame makes breaking down a door a chore. And, invest in a good, solid core door.
- Keep shrubs trimmed back. If windows are visible, it's easier for neighbors or police to spot a broken window. Also, consider "thorny" shrubs. If it's painful to access a window over shrubs, that's a deterrent.
- Keep your garage door closed at all times. Not only does this prevent items from being stolen, it also takes away another sign that you're home or away.
- If you have a garage, use it to store your vehicles. This makes it harder for crooks to not only determine when you're home and when you're gone, but also helps prevent them from burglarizing your vehicles.

- Get to know your neighbors. A great deterrent to crime. Extra sets of eyes keeping a watch on your property, reporting suspicious activity, and helping keep you safe. Be sure and return the favor and keep an eye on their home, too.
- Consider an alarm system. Most insurance companies offer discounts for alarms, and some systems also monitor for fire.
- Watch what you throw out with the trash. If you've purchased a new TV, computer, or other expensive item, consider another way to dispose of the box. Will the store dispose of the box in their trash for you? Can you cut up the box and place in garbage bags?
- When away for long periods of time, use timers for lights to give the home a lived in look. Leave a radio or TV on at a conversational volume level. Have a neighbor pick up your paper and mail, and accept packages. Have that neighbor remove door hangers and other advertisements that pile up on the front door.
- Consider a safe deposit box for jewelry storage, especially expensive jewelry, or jewelry you don't wear often.
- Join or form a crime watch group. Getting to know a lot of your neighbors, and inviting the police to your meetings, is a powerful tool in your arsenal against crime.
- Turn on exterior lighting after dark. Use the same schedule for lighting when you are away that you do when you're home. Consider timers for exterior lights.
- Think like a burglar. Ask yourself, "what would a burglar find when he looks at my house that would be inviting?"

WHAT A BURGLAR LOOKS FOR:

- A home that looks unoccupied. Are there newspapers piling up on the lawn? Is the mailbox overflowing? Are the lights always on or always off? Are vehicles that are usually in the driveway not there, or vehicles in the driveway not being used for days on end?
- Can a burglar access to the home be easily hidden? Are there high hedges that block windows? On the rear of the home, does a fence block sightlines of doors and windows? At night, does a lack of outside lighting make it hard to see what's going on around the perimeter of the home?
- Is there an alarm in the home? If a burglar eyes an alarm company sign or stickers, he'll usually think twice about striking that home.
- The schedule of the residents. Most residential burglaries take place during work hours, because often homes are unoccupied during these hours. When do the residents leave for work? When do they return from work? Do they come home for lunch?

- What's in the trash? Is the box from the new 60" plasma HDTV prominently displayed on the curb, awaiting trash pickup?
- A holiday tree prominently displayed in the front window, complete with holiday gifts, makes for great window shopping for burglars.
- Open garage doors. Not only property to steal, but tools to use for this and future burglaries. Ladders, hammers, saws, drills...etc.
- Dogs. Burglars don't like dogs. Even small dogs, with big barks, make a home a little less attractive to burglars. Remember: criminals don't like witnesses, and don't like noise.
- Unlocked doors and windows. Most homes have at least one window that the owner has forgotten to lock. Opening a door or window makes a lot less noise than breaking glass.

PREVENTING THEFTS FROM VEHICLES:

- Always lock the doors and leave the windows rolled up.
- Always activate any auto alarms or anti-theft devices.
- Keep books, tape players, and other valuables out of sight. Expensive items in full view invite theft even if the vehicle is locked. Don't advertise the types of equipment you have in your vehicle.
- Prior to reaching your destination, place valuable items in your trunk not the front or back seats.
- Know the license plate number, year, make and model of your vehicle.
- Do not leave cash, loose change, credit cards, or anything of value in the vehicle at any time.

PREVENTING BICYCLE THEFTS:

- Keep bicycles locked any time they are unattended with a good "U" type lock. Second choice would be a good casehardened padlock and cable. Be sure the "U" lock or cable goes through the front wheel, rear wheel and the frame, and secure it to a fixed object.
- Check the lock by pulling on it to make sure it is secure.
- Use an engraver to place an identifying mark on unpainted major bicycle components.
- Be sure to retain all evidence of purchase, including the serial number.
- Be able to identify the bicycle by its color and features.
- Have one or more close up color photographs of the bicycle on hand.
- Register the bicycle in the Department of Public Safety and Police or County Police registration program.
- Never loan your bicycle or other property to strangers.

- Try to avoid parking a bicycle in a deserted or poorly lit area.

REPORTING A CRIME OR EMERGENCY

An important responsibility of a victim or witness of a crime or other emergency is timely reporting to appropriate authorities. The Manvel Police Department have police officers on duty 24 hours a day who are trained and prepared to deal with a variety of incidents. You can report an incident by calling 911, for emergencies, and 281-489-1212 for non-emergencies. When doing so, attempt to provide as much detail as possible about the incident, including at least the following:

- Your name;
- Your location and telephone number where you can be reached;
- The nature of the problem you are reporting;
- Additional information as requested by the communications officer.

BEING A GOOD WITNESS

If you see or suspect a crime is being committed, pay particular attention to the features of the offender(s) and any vehicles involved. Try to be prepared to provide at least the following about the offenders:

When reporting a crime by telephone, remain on the phone until the communications officer is fully briefed with all the information necessary to dispatch the appropriate response personnel to the scene.

Person

- Gender
- Age, race, height, and weight (approximate);
- Hair color and style, beard and mustache;
- Notable characteristics (acne, scars, glasses mental state, etc.)
- Clothing description including color; (shirt, shorts, pants, hat, sunglasses)
- Voice
- Weapons
- Location where last seen;
- Last known direction of travel;

Vehicle

- Make (Ford, Chrysler, Nissan, Honda...etc.)
- Style (Sedan, Coupe, Pickup, SUV,, etc.)
- Model (F-150, Accord, Mustang, Explorer...etc.)
- Color
- Tag
- Direction of travel (North, South, East, West)
- Identifying characteristics (tinted windows, bumper sticker, damage, wheels...etc.)

Witnesses who wish to remain anonymous may do so. It is more important that a response be dispatched as quickly as possible.