



POLICE • COMMUNITY PARTNERSHIPS

# RESIDENT TOOL-KIT





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# WHAT IS NATIONAL NIGHT OUT

## IT'S AMERICA'S NIGHT OUT AGAINST CRIME!

*"For a community to be whole and healthy, it must be based on people's love and concern for each other."  
— Millard Fuller*

National Night Out is our opportunity to enhance the partnership between citizens, businesses and law enforcement communities in our efforts to make Suffolk a safe place to live work, and raise our families. Our goal is to involve as many citizens, businesses and neighborhoods as possible in our fight to rid our communities of crime. To do this...

### **WE NEED YOUR HELP!**



Throughout the summer and culminating on the night of Tuesday, August 1, 2023, Suffolk neighborhoods and businesses are being invited to join forces with thousands of communities nationwide for the "40<sup>th</sup> Annual National Night Out" crime prevention event. National Night Out, which is sponsored by The National Association of Town Watch (NATW), will involve over 38 million people. August 1<sup>st</sup> will be a night that citizens across America can send a powerful message about neighborhood unity, awareness, safety and police-community partnerships. Help us put the **UNITY** back into **COMMUNITY** and join our award-winning team to let criminals know that Suffolk truly is united and dedicated to building a safer, more caring City!

### NATIONAL NIGHT OUT IS DESIGNED TO:

- Heighten crime, drug and violence prevention awareness
- Generate support for, and participation in, local anti-crime efforts
- Strengthen neighborhood unity and spirit and enhance police-community partnerships
- Send a message to criminals letting them know neighborhoods are organized and fighting back



Residents in neighborhoods across the nation are asked to lock their doors, turn on outside lights and spend the evening outside with neighbors and police. Thanks to the hard work of the entire community over the years, Suffolk has proudly ranked first in the nation in our population category in our celebrations in 2008, 2009, 2014, 2016, and 2018, and we've been in the top five in the nation for 16 straight years due to involved, caring citizens.

NNO has proven to be an effective, inexpensive and enjoyable program to promote neighborhood spirit and police-community partnerships. Plus, the benefits our communities will derive from NNO will most certainly extend well beyond the one night!



# 9 REASONS TO HAVE A BLOCK PARTY



To have fun! No excuse is needed to celebrate!



To meet your neighbors. When you know who lives in your neighborhood, you are more likely able to identify strangers or suspicious people.



To increase the sense of belonging in your neighborhood.



To organize a Neighborhood Watch Group, complete the Speaker Request form on the Suffolk Police Department website: <http://www.suffolkva.us/FormCenter/Police-6/Request-a-Speaker-46>



To make additional connections within the community. When you know people, you can exchange skills or resources and perhaps organize a book club, recipe swap, babysitting co-op, share walking to school or to bus stop duties, or find new friends for your children – and yourself!



To plan a campaign to address citizen interests or neighborhood concerns.



To meet some of the old-time residents and learn the neighborhood's history.



To have a neighborhood clean-up day, play some good music and barbecue once all of the work is done.



To start a yearly neighborhood tradition of getting together at least once a year!



# HOW TO GET STARTED

## GATHER A FEW NEIGHBORS AND DIVIDE UP THE TASKS.

Decide on a possible theme (Retro, Disco, Luau, Mardi Gras, Patriotic, Ice Cream Social, etc.), activities, etc. Decide what to do about food (potluck, neighbors with last names starting from A-K bring main dish, L-Z bring desserts, etc.).

## START KNOCKING ON DOORS TO FIND OUT IF THERE IS ENOUGH INTEREST

and, if so, which day would be the best for the most people (if planning for a Block Party at other times than while participating with National Night Out on August 1<sup>st</sup>!)



**PICK A DATE AND TIME.** Plan to end the event before 9 p.m. in order to respect bedtime and neighborhood peace and quiet. Think of an alternate plan in case of poor weather, but remember, we celebrate National Night Out rain or shine!



## GO DOOR TO DOOR:

- Hand out an invitation (use the one included in this guide, or create your own based on your theme).
- Ask people to fill out the Block Party details sheet and let them know where to return it (use the one in this guide, or create your own).
- Recruit volunteers.

**DECIDE IF THIS WILL BE A BLOCK PARTY RESTRICTED** to those on the street/block or will people be able to invite friends/relatives (if yes, how many). Make this clear in your flyer/invitation.

## PROMOTE ON SOCIAL MEDIA



# GOOD IDEAS



- Invite your City Council member, school principal or city staff member to your block party.
- Make sure you have a sign-in sheet with the names of everyone who attends the party and everyone you contacted; after all, the idea of a block party is to connect neighbors.
- Identify special talents your neighbors might have – you may be living next to a magician, singer, dancer, artist, radio host or prize winning cook!
- Ask attendees to bring a canned good for a neighborhood church or food pantry. Donations are always down during the summer months. Don't forget the special needs of the Suffolk Animal Care facility. (kitty litter, dog/cat food, leashes and collars, toys, towels, blankets, bleach, etc.)
- Start a "Back to School" supply drive! Your local elementary school can provide donations to students in need, to help them start the new school year off on the right foot!
- Plan lots of activities for children (watermelon or pie eating contests, hula hoop or jump rope contests, coloring, puzzles and games, water balloons, etc.) — and don't forget seniors (checkers, horseshoes, bingo, etc.)!
- Include activities that encourage people to meet each other. Use nametags and include children by asking them to create the tags.
- Make sure that people with disabilities can participate in the activities and include their attendants (those with Seeing Eye dogs or in wheelchairs).
- Institute a bathroom policy – everyone to use their own – so that home security is maintained.
- Inspire clean-up after the party by rewarding children with a prize for picking up garbage.
- Have a block/street clean-up as part of the party.
- Distribute an evaluation form to participants (to get a good response, number the forms and have door prizes for returned entries).





# REMINDERS



*Residents should observe security precautions*, for example, lock back doors to houses, and keep equipment in sight. Don't forget to join the millions of folks nationwide by turning your porch lights on!

*In hot weather food spoils quickly*: all perishables such as mayonnaise, salads or meats should be stored in coolers and be kept at the proper temperature.

*Food cannot be sold on city streets unless the proper permits have been obtained.*



*Loud amplification of music is prohibited.*

*Observe safety precautions for all activities*

– for example – keep barbeques away from activities of children.

*Local Dollar Stores and Oriental Trading Company, Inc. ([www.orientaltrading.com](http://www.orientaltrading.com)) are wonderful sources for economical prizes, themed decorations, and much more!*

*Alcohol is only permitted on private property, not on city streets or in parks.*

*Remind everyone the day before of the fun and festivities to follow!*



# SUGGESTED ACTIVITIES FOR GETTING TO KNOW YOUR NEIGHBORS

## NEIGHBORHOOD HISTORY

### Cultural Connections

- Have everyone bring their favorite family dish.
- Teach everyone how to say three things in another language.
- Use a map to indicate where everyone originally came from.

Record the story of how everyone came to live in the neighborhood and what he or she likes best about it.

Identify any special people that live in your area such as the longest resident, politician, artist, eccentric, hero, etc. Have partygoers suggest who, what, where through charades and other games.

Research your neighborhood's history. Get photos from residents and compile a "Neighborhood Scrapbook" for all to see at the event. This is sure to get everyone talking!

## NEIGHBORHOOD ACTION

Discuss what issues/concerns people have (keep this to a predetermined time: remember, a block party should be fun!).

Establish teams to explore how to resolve the concerns.

Make plans to have a neighborhood clean-up, and be sure to include area youth so they, too, can have a sense of ownership of their community. Contact Daniel McDonald, Litter Control Coordinator, at [littercontrol@suffolkva.us](mailto:littercontrol@suffolkva.us), 757-514-7604, to borrow litter grabbers and safety vests to make cleaning up easier. Disposing of the litter is easy too! The Litter Control Division is available to coordinate the collection of the bags of trash. (Physical conditions like abandoned cars or overgrown vacant lots contribute to crime. Encourage residents to beautify the area, and ask them to turn on outdoor lights at night).

Build a bench, plant a community garden, plant flowers at your neighborhood entrance or plant a tree as part of the block party activities.



# FUN FAMILY ACTIVITIES



- Invite a clown, balloon artist, or magician.
- Have games using water balloons, or an ice block sitting contest — August is HOT!!!
- Rent a “Jump House” but remember, it must not be placed on the street, so use a neighbor’s yard or open space.
- Play hide and seek.
- Do face painting (remember to use non-toxic paint).
- Organize a kids’ talent show, parade, or bicycle parade – use a patriotic theme!



- Organize a costumed patriotic pet parade!
- Play Pictionary© or charades.
- “Name that Baby” (Have every one bring a childhood photo and see who can guess who’s who).
- Play Musical Chairs
- Rent a Popcorn or Snow Cone Machine.
- Have coloring or poster contests with the theme and award prizes. Display them at your event for all to enjoy!



# INFLATABLE AND SMALL MECHANICAL RIDE DEVICE REGULATIONS

**REGULATIONS APPLY ONLY TO EVENTS OPEN TO THE PUBLIC**

**SOURCE: VIRGINIA UNIFORM STATEWIDE BUILDING CODE – AMUSEMENT DEVICE REGULATIONS**

*When deciding on your inflatable (Bounce House) and small mechanical ride, please ensure the ride vendor is properly licensed and provides you, the client, with the following three items:*

**1.** Each amusement device must be properly permitted and inspected prior to being utilized. Exceptions are as follows:

A permit and inspection are not required if the Inflatable or small mechanical ride has an unexpired Certificate of Inspection issued by a Building Department within the Commonwealth.



For an Inflatable device, the inspection is required to be approved within one year prior to the planned date of the event.

For a small mechanical ride, the inspection is required to be approved within six months prior to the planned date of the event.

**2.** However, even if a permit and inspection are not required based on the above code criteria, an application must be filed with the Community Development Division to ensure the City of Suffolk has received a copy of the Certificate of Inspection and Certificate of Insurance.

If the device does not have an unexpired Certificate of Inspection, a permit must be obtained at a cost of \$35.00 per device and an inspection must be conducted by a State Certified Inspector. Permits shall be obtained and inspections requested at least five business days prior to the planned date of the event to ensure all devices are inspected in a timely manner.

**3.** The applicant shall provide proof of liability insurance of an amount not less than \$1,000,000 per event or proof of equivalent financial responsibility. The City of Suffolk shall be listed as the certificate holder on the "Certificate of Liability Insurance" form.

## CONCERNS OR QUESTIONS;

**PLEASE CONTACT THE DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT, (757) 514-4060**

**JOHN S. WILSON, BUILDING OFFICIAL (757) 514-4156 [JSWILSON@SUFFOLKVA.US](mailto:JSWILSON@SUFFOLKVA.US)**

**LISA BARNETTE, CUSTOMER SERVICE MANAGER (757) 514-4155 [LBARNETTE@SUFFOLKVA.US](mailto:LBARNETTE@SUFFOLKVA.US)**

# PROJECT 365

**THIS YEAR, THE SUFFOLK NATIONAL NIGHT OUT COMMITTEE HAS SELECTED “SEE IT, REPORT IT.” CAMPAIGN AS THEIR PROJECT 365 THEME.**

The “See Something, Say Something” campaign is an initiative aimed at promoting public safety and encouraging citizens to potential criminal activity, incidents or report suspicious activities or behavior to the Suffolk Police Department.

The primary goal of the campaign is to create awareness among the public about the importance of being vigilant and proactive in identifying potential threats or suspicious activities that could be related to crime or public safety concerns. It encourages people to trust their instincts and report any unusual behavior or suspicious incidents to the authorities.



**THEFT | DOMESTIC VIOLENCE | GUN VIOLENCE | SUSPICIOUS BEHAVIOR**



The range of reportable incidents can vary from witnessing a crime - to having a “gut feeling” about a situation. The Suffolk Police Department welcomes any and all tips that will help keep the community safe.

There are various ways that residents can report a crime or tip. It is important to note that while the campaign promotes vigilance and reporting of suspicious activities, it also emphasizes that individuals should not engage directly with potentially dangerous situations but instead leave that responsibility to the Suffolk Police Department.

## HOW TO REPORT A TIP!

- 911: In an emergency, dial 911 from your phone immediately.
- P3 Tips App for your Smartphone: Available in the Apple Store and on Google Play.
- P3 Tips Online: [www.p3tips.com](http://www.p3tips.com)
- Suffolk Crime Line: 1- 888-LOCK-U-UP (1-888-562-5887), Option 5.
- Text a Tip: Text “CRIMES” (274637) with the keyword SPDVATIP from their smartphones.
- Suffolk Police Department Facebook page: [facebook.com/suffolkpolicedepartment](https://facebook.com/suffolkpolicedepartment).
- Suffolk Police Department Twitter: [twitter.com/SuffolkVaPD](https://twitter.com/SuffolkVaPD)

For more information on the Suffolk “See it Report It” Campaign, visit [suffolknno.com](http://suffolknno.com).



# 2023 NATIONAL NIGHT OUT EQUIPMENT REQUEST FORM

RESERVE YOUR  
EQUIPMENT  
TODAY!



Complete this form online at [www.suffolkva.us/nnoequipmentrequest](http://www.suffolkva.us/nnoequipmentrequest) or mail to,  
Terry Baronner, P.O. Box 1858, Suffolk, VA 23439

Requests may be submitted beginning May 1st  
Deadline to request equipment is July 14th

Name of hosting organization: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Address of contact person: \_\_\_\_\_

Home Phone /Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date & Time of the Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

## NNO EQUIPMENT REQUESTS

HOSTING ORGANIZATION MAY REQUEST THE FOLLOWING EQUIPMENT BASED ON AVAILABILITY

(Due to limited equipment inventory, please do not request equipment that is not needed)

- |   |                     |                     |
|---|---------------------|---------------------|
| <input type="checkbox"/> 10X10-TENT     | (LIMIT OF 1/EVENT)  | # REQUESTING: _____ |
| <input type="checkbox"/> 6'-TABLES      | (LIMIT OF 3/EVENT)  | # REQUESTING: _____ |
| <input type="checkbox"/> FOLDING CHAIRS | (LIMIT OF 10/EVENT) | # REQUESTING: _____ |

Once request has been approved, a confirmation e-mail will be sent to e-mail address provided above. A staff member will contact organization with set-up specifics prior to event.

**PARKS MANAGER:** Terry Baronner

Office: 757-514-7252 Fax: 757-514-7275 E-mail: [tbaronner@suffolkva.us](mailto:tbaronner@suffolkva.us)

Authorized Staff Below:

Date Received:

☐ Approved

☐ Disapproved

# 2023 NATIONAL NIGHT OUT REGISTRATION FORM



THE NNO COMMITTEE WANTS TO  
KNOW ABOUT YOUR EVENT!  
REGISTER TODAY!



Complete this form online at [www.suffolkva.us/nnoregistration](http://www.suffolkva.us/nnoregistration) or mail to,  
Department of Media & Community Relations, P.O. Box 1858, Suffolk, VA 23439

Deadline: Sunday, July 9, 2023. For more information call 757-514-4101

Name of Group: \_\_\_\_\_

☐ I'm hosting a NNO Party

☐ I want to be a vendor at a NNO party

Location of Event / Time: \_\_\_\_\_

Name of Contact Person(s): \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

Telephone No: # \_\_\_\_\_ E-mail: \_\_\_\_\_

Planned Activities (recreation, food, etc.) \_\_\_\_\_

Any Special Request(s): \_\_\_\_\_

\*Note: Request for equipment for your event must be sent to Parks & Recreation on their Equipment Request Form  
or the link on their website [www.suffolkva.us/nnoequipmentrequest](http://www.suffolkva.us/nnoequipmentrequest)

