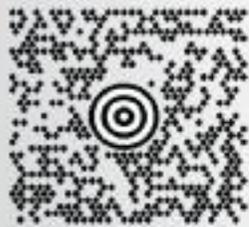




BLOCK WATCH IN A BOX  
Office of Mayor Luke Ravenstahl  
City-County Building  
414 Grant Street, Suite 512  
Pittsburgh, PA 15219

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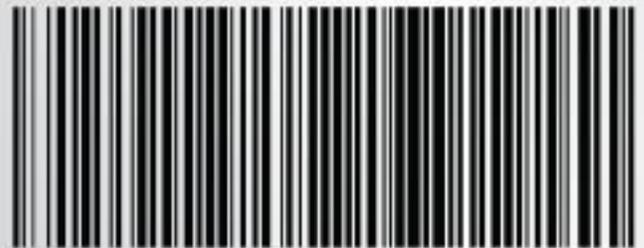
***Block Watch in a Box:  
a toolkit for  
communities***



PA 15219



LUKE RAVENSTAHL, MAYOR



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**Block watches, like boxes, come in all different shapes, sizes and combinations. Each one is designed to meet the community's unique public safety needs.**



The purpose of a community or block watch is to forge close ties and trust among residents and business owners, and to form a strong partnership with law enforcement to develop a public safety strategy that keeps an area or neighborhood safe, strong and secure. Each one is a little different, depending on what works best for the community.

**What will your block watch look like?**

WELCOME FROM  
MAYOR  
LUKE RAVENSTAHL

[BLOCK WATCH IN A BOX]

---

Dear Neighbors,

The City of Pittsburgh continues to experience historically low crime rates. This is no doubt due to the combined efforts of law enforcement and the strong and active network of resident driven public safety groups within the City. I am excited about the launch of the *Block Watch in a Box* program and I greatly appreciate your interest in keeping Pittsburgh safe. Learning more about creating and strengthening neighborhood groups, the role of city government and how we can partner will make your watch group very effective. I hope you will find the information in *Block Watch in a Box* both informative and enjoyable.

I encourage you to think about how you can use this information to help neighborhood groups work together; how local government, law enforcement and community groups can strengthen Pittsburgh neighborhoods; and how each of us can make our City a safer place to live. I hope that these are conversations you have with your neighbors, and I look forward to seeing where they lead.

Thank you once again for working to make Pittsburgh a better place to live, work and raise a family. With citizens, local government and law enforcement working together, we can make a difference.

Please contact Liz Style at [Elizabeth.Style@PittsburghPA.gov](mailto:Elizabeth.Style@PittsburghPA.gov) or 412-255-4772 if you have any further questions about *Block Watch in a Box*.

Sincerely,

Luke Ravenstahl

Mayor, City of Pittsburgh

WELCOME FROM  
PUBLIC SAFETY  
DIRECTOR  
MICHAEL HUSS

[BLOCK WATCH IN A BOX]

---

Dear Citizens,

Public Safety is the most important function that a city provides. As the Director of Public Safety, I am extremely proud of the services that each of the Bureaus in my Department provides our citizens and visitors. I hope the *Block Watch in a Box* program encourages City of Pittsburgh residents to use these Bureaus as resources for their neighborhood safety groups.

Safety personnel and community safety groups have continually demonstrated their commitment to protect Pittsburgh's citizens and visitors alike. None of the successes we have attained would be possible without the cooperation and support from members of community safety groups and those personnel who are entrusted with the responsibility of providing public safety on a daily basis.

Community safety groups are successful because of the commitment of individual citizens like you. Citizen phone calls to the police and 911 have aided in the reduction of crime across the city. Although Pittsburgh is experiencing another year of reduced crime, we must remain vigilant. I encourage all residents to join neighborhood safety groups and take a proactive stance on crime reduction. We must all do our part to make Pittsburgh and even safer place to be.

Sincerely,

Michael H. Huss

Public Safety Director

WELCOME FROM  
POLICE CHIEF  
NATHAN E. HARPER

[BLOCK WATCH IN A BOX]

---

Dear Communities of Pittsburgh,

I am once again pleased to speak with you about an important City wide initiative that will help in the protection of our neighborhoods and the safe-keeping of our property. *Block Watch in a Box* is a creative and effective initiative that will not only bring neighborhoods together by stimulating sociable interaction but also helps to transform our Communities by each person being the essential eyes and ears for those areas in which we build, shop, grow, play and worship.

Too often we hear of crime related activities that infiltrate our neighborhoods. However, the watchful eyes of everyone is a key component in assisting police to better patrol and safeguard the people and communities in which we serve. The safety of our citizenry is paramount and it is vital that we lend a hand in helping each other to protect those things that are so important to us.

With the diligence of each household, business and faith-based organization in the community assisting in this effort, Block Watch in a Box will prove to be a very effect initiative to help keep the communities in which we live a safe haven for many years to come.

The Pittsburgh Bureau of Police believes that each City of Pittsburgh community should strive to establish *Block Watch in a Box* in your respective neighborhoods and do your part to help protect and safeguard the grand history of our wonderful communities in the “Most Livable City.”

Sincerely,

Chief Nathan E. Harper

Pittsburgh Bureau of Police



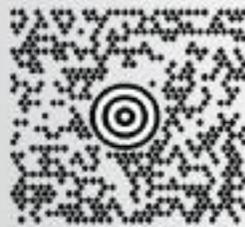
BLOCK WATCH IN A BOX  
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## Part 1

### *Starting Up*

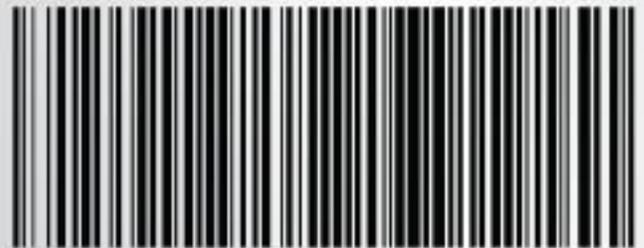
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PA 15219



LUKE RAVENSTAHL, MAYOR



## **INTRODUCTION**

The *Block Watch in a Box* tool kit provides all the information you need to start or strengthen a block watch. It contains information about how to work closely with the police and other City public safety departments to keep your community safe, clean and green.

Block watches, also known as neighborhood, community or crime watches, are resident-driven crime prevention groups built on the concept of neighbors looking out for one another. “Watches” come in all shapes and sizes and can be limited to a one-block area or span several streets throughout a neighborhood, and can even include several neighborhoods in the area.

The group can be part of a civic association or community development corporation (CDC) or consist simply of an email chain or “phone tree” among residents to relay information. There is no wrong way to organize your group.

While Pittsburgh has a strong and longstanding tradition of block watches, organized to encourage residents to act on their civic role to report and control crime, nationally block watch programs date back to the 1960s and 1970s. The block watch designation was officially named by the National Sheriffs Association in 1972.

The benefits of block watch programs do not end with a reduced crime rate. Planning clean-up projects, greening public spaces and reporting code violations will maintain the neighborhood and the block watch. Any concern about quality of life issues may be easily addressed by working with your neighbors in partnership with City departments.

**Be a *nebbby*\* neighbor. Start or strengthen a public safety group in your community today!**

Contact Liz Style at 412-255-4772 or [Elizabeth.Style@PittsburghPA.gov](mailto:Elizabeth.Style@PittsburghPA.gov) .

\*“nebbby” is Pittsburghese for “curious” or “nosey”

## WHAT IS A BLOCK WATCH?

- A block watch brings residents together to address the needs and issues that concern their neighborhood on a small scale - on your block or on your street.
- A block watch allows neighbors to get to know each other and their routines so that suspicious activity can be reported and investigated.

## What is a community watch?

- A community watch brings the block or neighborhood watch groups in a community together on a larger scale to discuss the needs and issues that concern the community as a whole.
- They make different block or neighborhood watch groups aware of problems in the wider community.

## How are block and community watches similar?

- They both reduce the risk of crime in a community.
- They both partner with law enforcement.
- They both teach citizens techniques to reduce the risk of being victimized at home or in public.
- They both train citizens to recognize and report suspicious activities.
- They both teach participants how to make their homes more secure.
- They are both open to all neighbors.

*The biggest difference between a block watch and a community watch is geography! A successful community watch group might facilitate regular meetings of block watch captains and citizens-at-large to identify and address problems in the greater community.*

## Why do we partner with law enforcement?

- **Block and community watches are NOT** vigilante groups designed for the citizen to take law enforcement into their own hands.
- Participants should **NOT** take personal risks to prevent crime.
- **Even successful watches are NOT** a guarantee that crime will *not* occur in your neighborhood.

## **HOW TO ORGANIZE A BLOCK WATCH**

**Call the Zone Commander or Zone Community Relations Officer to schedule a meeting to discuss your plans to organize a Block Watch.** *(See the Part I-Resources Section for your Police Zone contacts)*

Discuss the types of crime that are prevalent in your neighborhood, and the type of neighborhood you live in (apartments, single family homes, business district, etc.) The Zone Community Relations Officer (CRO) will be available to assist you.

### **2. Contact your neighbors to find out who is interested in participating in the watch group.**

The best way to promote the block watch is to go door-to-door to talk with your neighbors, but **never** walk door-to-door alone. When you talk to your neighbors, discuss crime problems in your area and explain the value of the program. Ask if they have an hour to talk with other neighbors about how to fight crime in the neighborhood. Determine a good time to schedule your start-up meeting. Keep a list of everyone's preferences, and write down their comments.

Also, you should ask to speak at a neighborhood community meeting or a meeting of your local community development corporation to see who would be interested in a block watch.

Be sure to attempt to include as many of your neighbors in this outreach as possible. Be prepared to listen to everyone.

Set a meeting date, time and location within a week or two after the initial meeting. If everyone cannot attend the first meeting, that's okay. Get started with those who can attend. If you show that you are serious about doing something and are organized, your neighbors will be more motivated to work with you.

Invite your neighbors to the first block watch meeting with a letter, email or flyer.

*(See the Part I Resources Section for ideas of what to include)*

## YOUR FIRST MEETING

- **At your first neighborhood watch meeting:**
  - Set a specific purpose and agenda for each meeting. It is helpful to assign time limits for each agenda item as well as a time keeper. The meeting shouldn't last more than 1 1/2 hours. One hour is best, but may not always be possible.
  - Welcome everyone, and have them introduce themselves. Have them show where they live on a big map of the neighborhood and ask how long they have lived there.
  - Pass around a contact sheet on which everyone can write their names, addresses, email addresses and phone numbers. Encourage everyone to include work phone numbers and other emergency numbers.
  - Have someone take meeting minutes (*at all following meetings, it will be helpful to review what was discussed in previous meetings*).
  - Explain your reasons for wanting to start a crime watch group and ask what concerns the attendees have (*avoid personal anecdotes or rambling*).
  - Prioritize the areas of concern to decide what the group will tackle first. Plans to tackle the other areas of concern may be made at future meetings. The Community Resource Officer or Mayor's Office can help with this.
  - Determine the interest in your area to start a watch in your area. You may want to set a goal of how many residents you would like to have participate eventually.
  - Determine the activities for which neighbors will be responsible between meetings.
  - Make sure everyone receives handouts and information regarding when and how to contact 911 and to the Mayor's 311 Response Center (*See Resources for more information regarding 911 and 311*).
  - Determine the dates for future meetings.

***And that is it! You have started your block watch!***

*(See the Part I Resources Section for suggested agenda, minutes, sign-in sheets, etc.)*

***The following pages contain information about the duties of the group. You may want to have this information handy in case your neighbors have questions about their participation.***

## **RESPONSIBILITIES**

A neighborhood block watch volunteers to report suspicious activity in the neighborhood to the proper authorities. This means neighbors must be aware of the routines of their neighbors and maintain contact with them.

### **1. Responsibilities of a Block Watch Captain**

- The Block Watch Captain will:
  - Serve as a liaison between the police department and neighbors on the block
  - **Not** act as a law enforcement official, but will act in partnership with law enforcement
  - Gather information from neighbors such as name, address, phone number and email
  - Prepare and share a contact list with all neighbors on the block
  - Update the contact list and neighborhood map when new residents move into the block
  - Communicate with neighbors via email and telephone when necessary

### **2. Block watch member duties**

- Report suspicious activities in the neighborhood
- Read and familiarize themselves with the crime prevention materials provided by the community leader
- Watch neighbors' homes when they are away
- Attend regular block watch meetings
- Cooperate with law enforcement officials and the Block Watch Captain
- **Never** take punishment for crime into their own hands
- Update the community with new information about crime or suspicious activities

### **3. Set up bylaws or guidelines for your watch**

To avoid conflicts and to make sure your organization runs smoothly, you may want to draw up a set of bylaws or guidelines. They should fit the needs of your particular neighborhood or group. These might address:

- Your organization's purpose and goal
- Voting procedures
- Officer elections
- Officer positions and their duties
- Membership dues, if any
- How spending is approved

## **RESPONSIBILITIES**

### **4. Attend Zone Public Safety Council Meetings and the twice yearly City-wide Public Safety Meetings**

In the City of Pittsburgh, a Zone Public Safety Council is a resident-driven volunteer public safety group whose members are residents and business owners within a specific police zone. It carries out its mission and goals in close collaboration with the Zone Commander, the Community Relations Officer and other police personnel in the zone.

#### Mission

The mission of a Zone Public Safety Council is to enhance the safety and quality of life for residents and businesses within the zone.

Most councils meet monthly. These meetings host guest speakers. They provide an opportunity to hear from the Zone Commander and to discuss public safety strategies.

A list of zones, their Commanders and their Public Safety Council meeting times are provided in the resources section.

### **5. Participate in National Night Out**

National Night Out (NNO) is a crime/drug prevention event sponsored by the National Association of Town Watch. It is designed to heighten crime and drug awareness, generate support for and participation in local anticrime programs, strengthen neighborhood spirit and police/community partnerships, provide public safety information and send a message to criminals that your neighborhood is organized and fighting back against crime.

- Suggested activities:
  - Have everyone in the neighborhood display their outdoor lights
  - Block parties
  - Cookouts or pot luck meals
  - Parades
  - Flashlight walks
  - Contests and games
  - Youth programs

The City of Pittsburgh holds NNO activities annually on the first Tuesday evening in August, along with many cities across the country. You will be invited to officially register your NNO activities on the City web site and be recognized by the Mayor. The web site is a great place to find out how other neighborhoods are celebrating and borrow their ideas.

## **NEXT STEPS**

- 1. Maintain contact with your neighbors - this is the *most important* duty of a block watch member!**
  - Exchange information with trusted neighbors: home and work telephone numbers, email address, daily routine of your family, planned vacations, visitors, scheduled deliveries and repairs, and your alarm system.
  - Keep neighbors informed of houses that will be unoccupied for extended periods of time.
  - Consider establishing a regularly scheduled newsletter or email newsletter.
  - Report any unusual or suspicious activities to the Pittsburgh Police by calling 9-1-1 or Mayor Luke Ravenstahl's 3-1-1 Response Line (see Part 1 Resources)
  - LET THE POLICE APPREHEND CRIMINALS. NEVER PUT YOURSELF IN DANGER.
  
- 2. Volunteer to watch activity at your neighbors' houses if they are going to be absent.**
  - Collect papers and mail for your neighbors. A pile of mail or a stack of papers might indicate to a possible burglar that the house is vacant. This makes the house a prime target for a burglary.
  - Watch to see if anything is being removed from the property, especially at odd hours or by someone you don't recognize.
  - Look for broken windows or doors in homes where the owners are absent or in closed businesses.
  - Listen for unusual sounds, such as screaming or barking dogs, etc. These might be indicators of illegal activity.
  
- 3. Be aware of suspicious activities, such as:**
  - Slowly-moving vehicles, especially if the headlights are off the driver may be "casing" your block for sex offenses or places to rob. Be especially suspicious if this occurs around school zones, parks and playgrounds.
  - Anyone looking into the windows of a house or locked cars.
  - A stranger sitting in a car, waiting outside of a house, or in the backyard of a neighbor's house, especially in a residential neighborhood.
  - Any unusual activity at night.

***Contact the proper authorities (9-1-1 for emergencies; 3-1-1 for other problems) if you notice suspicious behavior.***

*(See the Part 1 Resources Section for guidance on what to include when you call.)*

## **KEEP YOUR WATCH ACTIVE**

As crime is reduced in your area, the initial enthusiasm your neighbors had for participating in a crime watch may diminish as well. To keep the neighborhood active, and to keep crime at bay, it is necessary to keep a level of interest. Crime prevention should remain a priority for your neighborhood watch program.

Here are some suggestions to maintain your program:

- Schedule meetings frequently (once a month).
- Give advanced notice (1 week) prior to meetings.
- Give second notice the day or two before meetings.
- Update participants on crime trends and prevention techniques.
- Plan social events such as block parties, yard sales, mixers, etc.
- Organize neighborhood clean-ups and beautification projects.
- Keep an updated list of neighbors and their contact information.
- Encourage leadership roles.

Expand your crime watch strategies to include quality of life strategies:

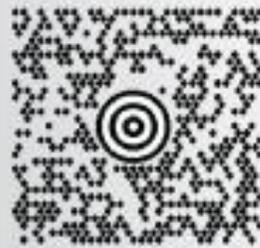
- **Develop strategies to improve the neighborhood quality of life:**
  - Be aware of and report potential housing code violations.
  - Organize a group of residents to attend district housing court hearings.
  - Plan regular litter clean ups.
  - Identify volunteers to adopt a Redd Up Zone.
  - Identify volunteers to steward a Green Up lot.
  - Organize volunteers to apply for Love Your Block.
  - Form partnerships with those City agencies and departments that serve your community most closely to achieve your quality of life strategies. (See Part I Resources for contact information.)

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## ***Starting up Resources***

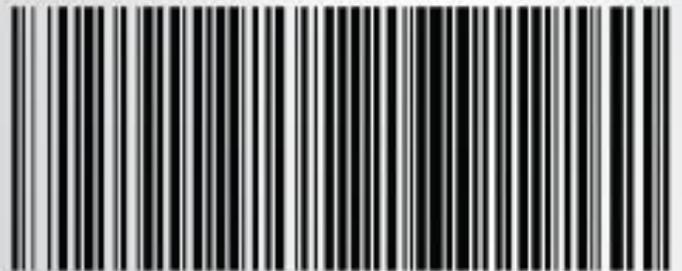
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- **Suggested Subsequent Meeting Agenda**
- **Suggested Minutes Format**
- **Suggested Sign-in sheet**



PA 15219



LUKE RAVENSTAHL, MAYOR



## **CITY SERVICES: YOUR NEIGHBORHOOD PARTNERS**

- **Learn who your Mayor’s Office Community Liaison contact:**
  - Liz Style at [Elizabeth.Style@PittsburghPA.gov](mailto:Elizabeth.Style@PittsburghPA.gov) or 412-255-4772, or
  - The Office of Neighborhood Initiatives at [PittsburghPA.gov/neighborhoodinitiatives](http://PittsburghPA.gov/neighborhoodinitiatives) or 412-255-2439
- Your liaison can help you identify the City departments to work with you to achieve your safety and quality of life goals. A few are listed below. See Part 2-Public Safety Partners and Part 3-City Services Partners sections for a more complete list.
  - **Pittsburgh Bureau of Police**  
[PittsburghPA.gov/police](http://PittsburghPA.gov/police) or 412-323-7800, or  
[PittsburghPA.gov/publicsafety/communitysafety.htm](http://PittsburghPA.gov/publicsafety/communitysafety.htm)  
(Also see Part I-Resources in this tool kit)
  - **Bureau of Building Inspection (BBI)**  
[PittsburghPA.gov/bbi](http://PittsburghPA.gov/bbi) or 412-255-2175
  - **Department of Public Works (DPW)**  
[PittsburghPA.gov/dpw](http://PittsburghPA.gov/dpw) or 412-255-8850
  - **ServePGH**  
[PittsburghPA.gov/servepgh](http://PittsburghPA.gov/servepgh) or 412-255-4765
  - **Department of City Planning**  
[PittsburghPA.gov/dcp](http://PittsburghPA.gov/dcp) or 412-255-2200
  - **CitiParks**  
[PittsburghPA.gov/parks](http://PittsburghPA.gov/parks) or 412-255-2626

*STARTING UP  
RESOURCES:  
HELPFUL PHONE  
NUMBERS*

[BLOCK WATCH IN A BOX]

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**HELPFUL CITY OF PITTSBURGH PHONE NUMBERS**

Office of the Mayor: 412-255-2626

Police/Fire Emergency: 911

Police Bureau (Non-Emergency): 412-323-7800

Fire Bureau (Non-Emergency): 412-255-2865

Abandoned Vehicles or houses: 311

Bureau of Building Inspection: 311

City Council: 412-255-2142

City Planning: 412-255-220

Crime Stopper Tip Line: 412-255-8477

Emergency Medical Services (Non-Emergency): 412-622-6930

Environmental Services: 311

Fire Bureau (Non-Emergency): 412-255-2865

Graffiti Busters: 311

Littering: 311

Nuisance Bar: (Emergency: 911; non-emergency: 311)

Parking Authority: 412-560-7275

Pittsburgh Community Services Inc. Neighborhood Safety Program: 412-392-6467

Potholes: 311

Public Works: 311

Refuse/Recycling: 311

Weeds/Litter/Bad Sidewalks and Steps: 311

Special Event Permit: 412-323-7826

Tow Pound: 412-255-2500

## **HOW TO REPORT PROBLEMS**

### **9-1-1**

#### **Call 9-1-1 if:**

- You are in immediate danger or need police/fire/EMS assistance
- A crime is occurring right now
- Life-threatening situations or injury requiring medical attention
- Smoke detectors or carbon monoxide detectors are sounding
- Fire or smoke is coming from a building
- Any other emergency situations that require police, fire or EMS response

#### **What happens when I call 9-1-1?**

- Be prepared to answer WHERE, who, what, when. “Where” is the most important piece of information.
- If you are seeking medical attention, the operator will ask you a series of pre-programmed questions. They will then give you pre-arrival instructions such as how to administer CPR, control breathing or deliver a baby.
- If you are seeking police assistance, they may call back to ask for additional information. If the situation is safe, you can go outside and flag the police down. If the situation changes in any way, call 9-1-1 again so they can inform the responder of the changes.

#### **How to report drug activity:**

- If you wish to remain anonymous while reporting drug activity, inform the operator that you would like to remain anonymous and do not want to be contacted. Your information will not be broadcast over the radio.
- If police need further information for an investigation, they won't broadcast it over the radio and will contact you by phone.
- Another way to report drug activity is to give a record of suspicious activity to your Community Resource Officer. Keep track of dates, times, license plates and descriptions of people. The better the record of information, the better chance of resolving the problem.

## HOW TO REPORT PROBLEMS

### 3-1-1

3-1-1 is Mayor Luke Ravenstahl's Response Line. It is available Monday through Friday, 8 a.m. to 4:30 p.m. 3-1-1 service requests are directed, within 24 hours, to a City agency that works to solve your issue. City agencies respond to the requests as quickly as they can. To reach 3-1-1 from outside of the City of Pittsburgh, dial 412-255-2621.

#### **Call 3-1-1 for:**

- **Ongoing suspected drug activities**, graffiti, pot holes, high weeds, code violations and/or traffic issues.
- How to receive a smoke detector and when to change the batteries.
- Information on City events and services.
- Any non-emergency with which you need help, such as:
  - Abandoned houses, abandoned vehicles, animal care and control, building violation or problem, city trees, policy issues, dumping, graffiti, littering, broken meter, overgrowth, parking, police or public safety, potholes, refuse problem, sewer or catch basin, sidewalk, sign-replacement sign-request for new signage, snow and ice control, street cleaning, street light, street paving request, traffic, tree removal, weeds/debris

#### **What happens when I call 3-1-1?**

- You will provide your name, address, zip code, phone number and email address (you can remain anonymous if you wish).
- You will state your question/comment/concern.
- If you provide your email address, via email you will obtain a ticket number, or SR# for tracking purposes. If you do not have an email address, the 3-1-1 operator will provide one over the phone.
- Your question/comment/concern will be directed, within 24 hours, to the City agency that expressly works to solve your issue.

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## **POLICE ZONE RESOURCES**

This page provides the names and contact information of the Pittsburgh Bureau of Police Zones, as well as when and where the resident-driven Public Safety Committees (PSC) meet. This information is important as you reach out to form your block watch.

To learn more about Pittsburgh Bureau of Police Zones, and to receive safety related alerts, sign up for the Community Safety Website at: [communitysafety.PittsburghPA.gov/Home.aspx](http://communitysafety.PittsburghPA.gov/Home.aspx)

## **ZONE PUBLIC SAFETY COUNCILS (PSCs)**

In the City of Pittsburgh, a Zone Public Safety Council is a resident-driven volunteer public safety group whose members are residents and business owners within a specific police zone. It carries out its mission and goals in close collaboration with the Zone Commander, the Community Relations Officer and other police personnel in the zone.

### Mission

The mission of a Zone Public Safety Council is to enhance the safety and quality of life for residents and businesses within the zone.

Most councils meet monthly. These meetings host guest speakers. They are an opportunity to hear from the Zone Commander, and to discuss public safety strategies.

A list of zones, their Commanders and their Public Safety Council meeting times are as follows:

### **Zone 1**

- 1501 Brighton Road, Pittsburgh, PA 15212
- Commander Rashall Brackney, 412 323-7201
- Community Relations Officer: Forrest Hodges
- **PSC meeting:** 1<sup>st</sup> Thursday of the Month at 5:30pm
- East Commons Professional Building (4 Allegheny Center, Mezzanine Level)

## **Zone 2**

- 2000 Center Avenue, Pittsburgh, PA 15219
- Commander George Trosky, 412-255-2827
- Community Relations Officer: Janine Davis
- **PSC meeting:** 4<sup>th</sup> Thursday of the Month at 7:00pm
- 1835 Centre Ave., Hill House

## **Zone 3**

- 830 East Warrington Ave., Pittsburgh, PA 15210
- Commander Catherine McNeilly, 412-488-8326
- Community Relations Officer: Christine Luffey
- **PSC meeting:** 3<sup>rd</sup> Wednesday of the Month at 6:00pm
- Zone 3 Station (830 Warrington Ave.)

## **Zone 4**

- 5858 Northumberland St., Pittsburgh, PA 15217
- Commander Kathryn Degler, 412-422-6520
- Community Relations Officer: Matthew White
- Public Safety Council Meeting: Citywide, twice yearly. There is no Zone 4 PSC.

## **Zone 5**

- 1401 Washington Blvd., Pittsburgh, PA 15206
- Commander Timothy O'Connor, 412-665-3605
- Community Relations Officer: Michael L. Gay, Sr.
- **PSC meeting:** 2<sup>nd</sup> Tuesday of the Month
- Union Project Bldg. (N. Negley Ave at Stanton Ave.)

## **Zone 6**

- 312 Main St., Pittsburgh, PA 15220
- Commander Scott Schubert, 412-937-3051
- Community Relations Officer: Kenneth Stewing
- Public Safety Council Meeting: Citywide, twice yearly. There is no Zone 6 PSC.

## POLICE STAT CODES

*This is a list of crime codes used by some officers when they discuss crime with community members. It is not exhaustive and not all officers use these exact same codes. Be sure to ask your Community Relations Officer for the list they use.*

- **AA** = aggravated assault
- **AAST** = aggravated assault stabbing
- **AASH** = aggravated assault shooting
- **ATT** = attempt
- **AC** = aided case
- **ACCID** = accident
- **ARMEDB** = armed robbery business
- **ARMEDP** = armed robbery person
- **BADCKS** = bad checks
- **BR** = burglary residence
- **BB** = burglary business
- **CARJACK** = carjacking
- **CM** = criminal mischief
- **CTRES** = criminal trespass
- **DC** = disorderly conduct
- **DOA** = dead on arrival of police
- **DV** = domestic violence
- **DTRES** = defiant trespass
- **DUI** = driving under influence
- **FALSEID** = false identification to police
- **FORG** = forgery
- **FDPROP** = found property
- **HR** = hit and run
- **IDASSLT** = indecent assault
- **IDTHEFT** = identification theft
- **INCID** = incident
- **LPROP** = lost property
- **MOAM** = moral offense against minor
- **OBST** = obstructing highway
- **PFAVIOL** = protection from abuse violation
- **POM** = propulsion of missile
- **PROS** = prostitution
- **REAP** = reckless endangerment of a person
- **RSAP** = robbery strong arm person
- **RSAB** = robbery strong arm business
- **RA** = recovered auto
- **SA** = simple assault
- **SV** = stolen vehicle
- **SVRV** = stolen vehicle recovered vehicle
- **TAMP** = tampering with evidence
- **TFA** = theft from auto
- **TFB** = theft from business
- **TFP** = theft from person
- **TFR** = theft from residence
- **TOS** = theft of services
- **TT** = terrorist threats
- **UNUSE** = unauthorized use of auto
- **HAR** = harassment
- **VCSDDCA** = (drugs)
- **VUFA** = violation uniform firearm act (guns)

## **SUGGESTED LETTER OF INVITATION TO NEIGHBORS**

Dear Neighbor,

A neighborhood crime watch, or block watch, is a very effective program that helps reduce many crimes such as burglaries, vandalism and drug dealing. A neighborhood crime watch promotes awareness that helps ensure the safety of you, your loved ones and your neighbors.

We recently had (a crime or two) in our neighborhood. I would like to start a crime watch program group in our neighborhood and am looking for other interested neighbors. I hope that you will join me and our other neighbors at (location) on (date) at (time) at (address). Together, we can help keep crime out of our neighborhood.

Sincerely,

Your Neighbor

## **SUGGESTED FIRST MEETING AGENDA FORMAT**

### **First Meeting**

**Group Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

### **Agenda**

5 TO 10 MINS.      Welcome and Introductions

Lead person

50 MINS.      Review Block Watch Concept

Community Relations Officer

- Discuss purpose of the meeting; why are we here?
- What can we do?
- Who will be responsible?
- What can we accomplish by our next meeting?
- When will we meet again?

5 TO 10 MINS.      Announcements/Adjournment

Next Meeting/Location

## **SUGGESTED *SUBSEQUENT* MEETING AGENDA FORMAT**

### **Subsequent Meetings**

**Group Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

### **Agenda**

5 – 10 MINS Welcome and Introductions

15 MINS. Review purpose of the group.  
Activity updates and successes.  
Crime trends.

30 MINS Next Steps

- What can we accomplish by our next meeting?
- Who will be responsible?
- When will we meet again?

5 – 10 MINS Announcements/Adjournment

Next Meeting/Location

## **SUGGESTED MINUTES FORMAT**

### Minutes

**Group Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Members Present:** \_\_\_\_\_

**Welcome and Introductions**

**(Include time meeting opened)**

**Action Item Update**

**Strategy Review**

- **Future activities**
  
- **Responsibilities**
  
- **Due dates**

**Announcements:**

**Adjournment**

**(Time meeting adjourned)**

**Next Meeting:**

**Date/Time/Location:**





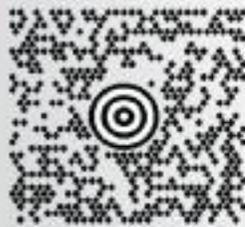
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Pittsburgh, PA 15219

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## Part 2

### Public Safety Partners

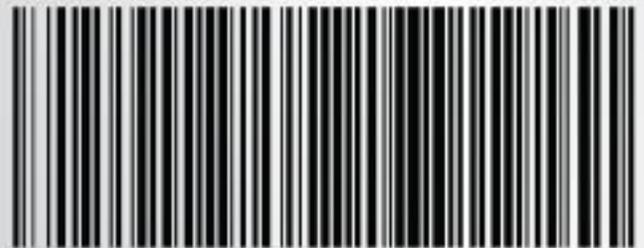
- Contact List
- Bureau of Police
- Bureau of Fire
- Emergency Medical Services
- Bureau of Building Inspection
- Animal Care and Control
- Emergency Management Agency



PA 15219



LUKE RAVENSTAHL, MAYOR



## **CITY SERVICES: YOUR NEIGHBORHOOD PARTNERS**

- Mayor's office Community Liaison can help you contact those City Public Safety departments that will help you achieve your public safety goals.
  - **Pittsburgh Bureau of Police**  
[PittsburghPA.gov/police](http://PittsburghPA.gov/police) or 412-323-7800, or  
[pittsburghpa.gov/publicsafety/communitysafety.htm](http://pittsburghpa.gov/publicsafety/communitysafety.htm)
  - **Fire Bureau**  
[PittsburghPA.gov/fire](http://PittsburghPA.gov/fire) or 412-255-2862
  - **Emergency Medical Services**  
[PittsburghPA.gov/ems](http://PittsburghPA.gov/ems) or 412-622-6930
  - **Bureau of Building Inspection (BBI)**  
[PittsburghPA.gov/bbi](http://PittsburghPA.gov/bbi) or 412-255-2175
  - **Animal Care and Control**  
[PittsburghPA.gov/animalcontrol](http://PittsburghPA.gov/animalcontrol) or 412-255-2036
  - **Emergency Management Agency and Homeland Security**  
[PittsburghPA.gov/ema](http://PittsburghPA.gov/ema) or 412-255-2633

**Police Bureau**

**Head of Department:** Public Safety Director Michael H. Huss

**Chief of Police:** Nathan E. Harper

**Contact Information:** 412-323-7814

[PittsburghPA.gov/police](http://PittsburghPA.gov/police)

**Mission Statement:** Our mandate is the continued protection and the enhancement of our diverse neighborhoods by working in partnership with our citizens to creatively solve problems, while always remaining sensitive to the authority with which we are entrusted. It is our challenge to provide committed service through accountability, integrity and respect.

**Services to Community Groups:** Help neighborhoods form block watches, strategize public safety and quality of life activities, runs the Citizens Police Academy, programs for youth, safety talks, talks by special police units, bring police cars and equipment to community celebrations

## **Fire Bureau**

**Head of Department:** Public Safety Director Michael H. Huss

**Fire Chief:** Darryl E. Jones

**Contact Information:** 412-255-2862

[PittsburghPA.gov/fire](http://PittsburghPA.gov/fire)

**Mission Statement:** It is the mission of the Pittsburgh Bureau of Fire to protect life, property and the environment by providing effective customer and human services related to fire suppression, first responder medical service, hazardous materials mitigation, emergency management service and domestic preparedness. The Pittsburgh Bureau of Fire encourages all personnel to take a proactive role in reducing the impact from emergencies by providing programs related to public education, risk reduction, fire prevention, community relations, disaster planning and operational training.

**Services to Community Groups:** Hosts safety talks, brings trucks to community festivals and celebrations, provide and install smoke detectors.

**Emergency Medical Services**

**Head of Department:** Public Safety Director Michael H. Huss,

**Emergency Medical Services Chief:** Robert J. McCaughan

**Contact Information:** 412-622-6930

[PittsburghPA.gov/ems](http://PittsburghPA.gov/ems)

**Mission Statement:** The Bureau of Emergency Medical Services is dedicated to the reduction of morbidity and mortality of residents and visitors through the provision of Advanced Life Support pre-hospital care, medically directed Technical Rescue and transportation of the ill and injured.

It is the priority of Emergency Medical services to provide cutting edge care to its patients while working with receiving hospitals, other public safety bureaus and the public to maintain the most efficient and cost effective are possible.

**Services to Community Groups:** Provides educational programs, such as CPR and injury prevention courses to citizen groups in the City of Pittsburgh.

**Bureau of Building Inspection**

**Head of Department:** Public Safety Director Michael H. Huss

**Acting Chief:** John S. Jennings

**Contact Information:** 412-255-2175

[PittsburghPA.gov/bbi](http://PittsburghPA.gov/bbi)

**Mission Statement:** The Bureau of Building Inspection (BBI) regulates the construction, demolition, and occupancy of all buildings and structures within the City of Pittsburgh. We review, approve, and issue all permits required by code for the repair, alteration, or addition to all public and private buildings and structures, as well as permits for new construction. Our primary mission is to provide life safety and a better quality of living to the residents of the City of Pittsburgh.

**Services to Community Groups:** Educational presentations to residents, respond to code violation complaints, work with community to identify and abate problem properties, work with the community to identify condemned properties to be demolished.

**Animal Care and Control**

**Head of Department:** Public Safety Director Michael H. Huss

**Animal Control Foreman:** Gerald Akire

**Contact Information:** 412-255-2036

[PittsburghPA.gov/animalcontrol](http://PittsburghPA.gov/animalcontrol)

**Mission Statement:** The Bureau of Animal Care & Control serves the residents of the City of Pittsburgh by providing care, control and resolution to situations dealing with domestic animals and wildlife.

The Bureau works in cooperation with the Pennsylvania Game Commission in the tracking of the rabies virus. They also capture animals, assist in pet/owner recovery, resolve neighbor disputes over animals, provide removal of deceased animals and assist police and the District Attorney's office with inhumane investigations.

**Services to Community Groups:** Educational presentations to residents

**Emergency Management Agency and Homeland Security**

**Head of Department:** Public Safety Director Michael Huss

**EMAHS Director:** Ray Demichiei

**Contact Information:** 412-255-2633

[PittsburghPA.gov/ema](http://PittsburghPA.gov/ema)

**Mission Statement:** The mission of the Pittsburgh Emergency Management Agency is to reduce the vulnerability of the populace and property of the city to injury and loss resulting from natural or man-made disasters; to provide prompt and efficient rescue, care and treatment of persons threatened or victimized by disaster; to provide for rapid and orderly restoration and recovery following disasters; and to effectively educate the public regarding their responsibilities in responding to disasters affecting the city.

**Services to Community Groups:** Educational talks on emergency and homeland security topics, presentations on developing an emergency 72 hour survival kit



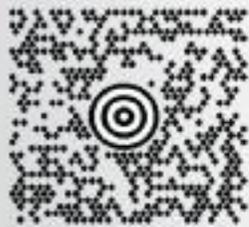
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## Part 3

### *City Service Partners*

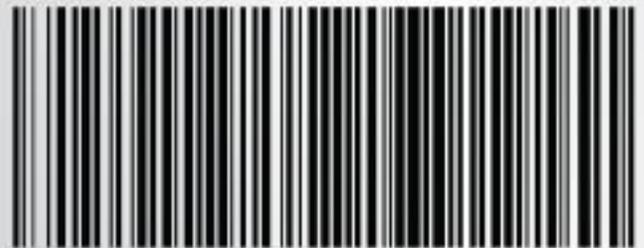
- Contact List
- Mayor's Initiatives
  - Green up
  - SERVPGH: Love Your Block; Redd up Zones; Snow Angels; Civic Leadership Academies
- Department of Public Works
- Department of City Planning
- CitiParks



PA 15219



LUKE RAVENSTAHL, MAYOR



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## **CITY SERVICES: YOUR NEIGHBORHOOD PARTNERS**

- Mayor's Office Community Liaison can help you contact those City Departments that will help you achieve your quality of life goals.
  
- **Mayor's Initiatives**
  - **Green Up**  
[PittsburghPA.gov/neighborhoodinitiatives/greenup](http://PittsburghPA.gov/neighborhoodinitiatives/greenup) or call 412-255-8680
  
  - **ServePGH**  
[PittsburghPA.gov/servepgh](http://PittsburghPA.gov/servepgh) or 412-255-2280
    - [PittsburghPa.gov/loveyourblock](http://PittsburghPa.gov/loveyourblock) or call 412-255-2280
    - [PittsburghPa.gov/reddupzone](http://PittsburghPa.gov/reddupzone). or call 412-255-2280
    - [PittsburghPA.gov/snowangels](http://PittsburghPA.gov/snowangels) or 412-255-2280
    - [civicleaders@PittsburghPA.gov](mailto:civicleaders@PittsburghPA.gov) or 412-255-2280
  
- **Department of Public Works**  
[PittsburghPA.gov/dpw](http://PittsburghPA.gov/dpw) or 412-255-8850
  
- **Department of City Planning**  
[PittsburghPA.gov/dcp](http://PittsburghPA.gov/dcp) or 412-255-2200
  
- **CitiParks**  
[PittsburghPa.gov/parks](http://PittsburghPa.gov/parks) or 412-255-2626

## **MAYOR RAVENSTAHL'S INITIATIVES**

### **GREEN UP**

In 2007, Mayor Ravenstahl introduced the Green Up Pittsburgh Program to combat the increasing problem of overgrown vacant and abandoned lots in our City neighborhoods. The program aims to stabilize City-owned vacant lots with goals of reducing blight and public safety hazards, inspiring community pride, and promoting environmental values. There are three aspects to the Green Up Program:

- Support for individual greening projects: The City provides the resources for the lot (soil, plants, water, etc.), and liability for the lot. Residents agree to become community stewards and are responsible for the maintenance of the lot.
- Post-demolition greening: As buildings are torn down, the City is able to invest Green Up resources into specific parcels. The City will then work with the contractor and to provide clean fill and low maintenance grass post-demolition.
- Community-wide strategic greening: The City is able to work with community leaders and groups to prioritize demolitions, identify potential gardens and green space and create community-wide greening plans and projects.

To learn how to apply for Green-Up visit the website [PittsburghPA.gov/neighborhoodinitiatives/greenup](http://PittsburghPA.gov/neighborhoodinitiatives/greenup) or call 412-255-8680

## **MAYOR RAVENSTAHL'S INITIATIVES**

### **ServePGH**

On September 10, 2009, Mayor Luke Ravenstahl pledged that the City of Pittsburgh would help the country achieve the goals of the Edward M. Kennedy Serve America Act by joining Mayor Bloomberg and fifteen other Mayors from across our nation to launch the Cities of Service coalition. By signing the Declaration of Service, Mayor Ravenstahl committed to developing a coordinated strategy to utilize impact volunteerism as a significant municipal strategy for addressing local challenges.

The City of Pittsburgh's service blueprint, [servePGH](#), seeks to engage citizens in impacting our City's greatest challenges through the following service initiatives: [Love Your Block](#), [Redd Up Zone](#), [Snow Angels](#), [Civic Leadership Academy](#)

#### **LOVE YOUR BLOCK**

Love Your Block is a program created to revitalize our City-block by block! Here's how it works: Nonprofit organizations from across Pittsburgh are invited to propose projects to transform their blocks with a small grant and the support of key City Departments. Competitive projects will be selected, after which City agencies will engage with awarded group members and listen to their block improvement requests. They will then proceed to carry out the requested services, as feasible. With grant money, the selected groups purchase equipment and supplies, engage their neighbors, and roll up their sleeves to carry out their own brand of block beautification and repair.

You can apply online at [PittsburghPA.gov/lyb](http://PittsburghPA.gov/lyb) or call 412-255-2280 or email [servepgh@PittsburghPa.gov](mailto:servepgh@PittsburghPa.gov)

#### **REDD UP ZONE**

Redd Up Zone is a new initiative that provides opportunities and support for volunteers to combat blight and beautify their neighborhood in partnership with the City of Pittsburgh. Through this program, businesses and organizations recruit volunteers to “adopt” a designated area - a ‘Redd Up Zone’ - and coordinate year-round cleanup efforts to enhance the appearance, safety, and cleanliness of Pittsburgh’s streets. In recognition of their efforts, the City of Pittsburgh provides street signage that publically acknowledges their commitment to keeping Pittsburgh litter-free, along with relevant cleanup materials and resources. You can apply online [PittsburghPa.gov/reddupzone](http://PittsburghPa.gov/reddupzone). or call 412-255-2280 or email [servepgh@PittsburghPA.gov](mailto:servepgh@PittsburghPA.gov).

## **Snow Angels**

Snow Angels is a new referral program that connects willing volunteers with individuals in need of assistance removing snow from their sidewalks.

Winter can be especially difficult for our elderly and physically disabled residents, who may not have the ability or resources to remove snow from their sidewalks and walkways. Snow Angels aims to help minimize the hardships of snow removal by pairing volunteers with elderly or disabled in their neighborhood who they will assist with snow removal after each snow storm for the winter season. Volunteers will receive a servePGH safety vest, deicing salt, and a snow shovel when necessary.

For more information email [servepgh@PittsburghPA.gov](mailto:servepgh@PittsburghPA.gov) or apply online at [PittsburghPA.gov/snowangels](http://PittsburghPA.gov/snowangels).

## **Civic Leadership Academy**

The Civic Leadership Academy is a free course about local government created by Mayor Ravenstahl to foster more informed, effective and inspired community and civic leadership. It includes tours, hands-on demonstrations, and fun activities that give an up-close and personal view of how the City is governed and run. In each session, participants learn about a different City department and the services that it provides to make for a safer, more livable City. Two sessions are held per year in the Spring and Fall.

For additional information, please call 412-255-4765 or email [civicleaders@PittsburghPA.gov](mailto:civicleaders@PittsburghPA.gov).

## **Youth Civic Leadership Academy**

Mayor Ravenstahl's Youth Civic Leadership Academy is a free summer program in the City of Pittsburgh that provides an interactive opportunity for high school students to learn about their local government. It includes tours, demonstrations, and hands-on activities that give an up-close and personal view of the Mayor's Office, Fire Bureau, Police Bureau, Emergency Medical Services, Urban Redevelopment Authority, Pittsburgh Water and Sewer Authority, and much more.

If you're interested in applying for our next Youth Civic Leadership Academy, please email [civicleaders@PittsburghPA.gov](mailto:civicleaders@PittsburghPA.gov) or call 412-255-4765.

**Department of Public Works**

**Department Director:** Rob Kaczorowski

**Contact Information:** 412-255-8850

[PittsburghPA.gov/dpw](http://PittsburghPA.gov/dpw)

**Mission Statement:** Public Works is dedicated to providing creative, customer-friendly service while maintaining the City's infrastructure by resurfacing streets, preserving park facilities and rehabilitating public structures. The department also meets the environmental needs of Pittsburgh residents by collecting residential refuse and recyclables and controlling the animal population. It also ensures public safety by responding to weather-related emergencies such as flooding, land subsidence, snow and ice storms, and other disasters.

**Services to Community Groups:** Responds to service requests from residents and through 311 The Mayor's Response Line, educational presentations, develops and provides documentation on snow removal plans, street resurfacing plans, etc.

**Department of City Planning**

**Department Director:** Noor Ismail

**Contact Information:** 412-255-2200

[PittsburghPA.gov/cp](http://PittsburghPA.gov/cp)

**Mission Statement:** The Department of City Planning performs the processes and functions that create an orderly, timely, and consistent development of public and private property within the City. To achieve this end, staff ensures that development is in compliance with the City's neighborhood plans and applicable zoning regulations, and that development occurs in a manner which is equitable to the individual property owner, the developer, and the City of Pittsburgh.

**Services to Community Groups:** Assigns neighborhood planners to work with groups in developing plans for neighborhoods, maintains PGHSNAP: Pittsburgh's award winning neighborhood data and map database, providing opportunity for resident input into Pittsburgh's first Comprehensive Plan.

**Department of Recreation and Parks**

**CitiParks**

**Department Director:** Mike Radley

**Contact Information:** 412-255-8850

[PittsburghPA.gov/parks](http://PittsburghPA.gov/parks)

**Mission Statement:** The Department of Parks & Recreation seeks to enrich and enhance the lives of City residents and visitors alike through the promotion of health and fitness classes and programs; educational, cultural, and environmentally sensitive experiences, as well as community development initiatives and major civic celebrations.

**Services to Community Groups:** Manages activities in city parks, manages recreational centers, managers senior centers and activities, publishes the CitiParks summer guide each year.



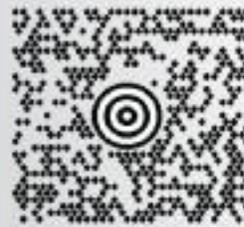
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## Part 4

### Training, Networking and Funding Opportunities

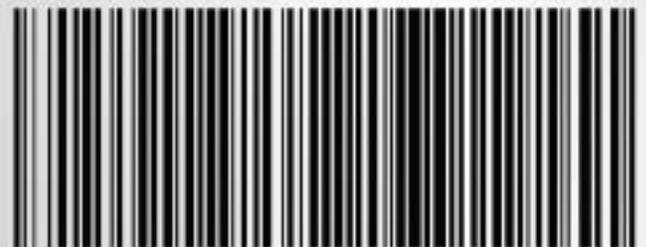
- Block Watch in a Box Presentations and Workshops
- Training and Networking Opportunities
- Public Funding Sources
- Planning Fundraisers



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LUKE RAVENSTAHL, MAYOR



## **CITY & COMMUNITY SERVICES: YOUR NEIGHBORHOOD PARTNERS**

- Mayor's Office Community Liaison can help you contact those training, networking and funding opportunities that can facilitate strengthening your organization and activities.
  - **Block Watch in a Box Presentations and Workshops**  
[PittsburghPA.gov/bwib](http://PittsburghPA.gov/bwib) or 412-255-4772
  - **Police Zone Public Safety Council Meetings and Citywide Public Safety Meetings**  
(See Starting Up Resources for contacts, meeting times and locations.)
  - **Pittsburgh Community Reinvestment Group (PCRG) Safe Neighborhoods Network (SSN)**  
[pcrg.org/programs/safe-neighborhoods](http://pcrg.org/programs/safe-neighborhoods) (412) 391-6732
  - **Community Technical Assistance Center (CTAC) Core Series**  
[ctacpittsburgh.org/online](http://ctacpittsburgh.org/online) or (412) 231-2822
  - **Department of City Planning Pittsburgh SNAP**  
[PittsburghPA.gov/dcp/snap](http://PittsburghPA.gov/dcp/snap) or 412-255-2200
  - **Pittsburgh Neighborhood Community Information System (PNCIS)**  
[ucsur.pitt.edu/pncis.php](http://ucsur.pitt.edu/pncis.php) or 412-624-9177

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## **BLOCK WATCH IN A BOX PRESENTATIONS AND WORKSHOPS**

Block Watch in a Box presentations and workshops are available to be scheduled by Public Safety Councils or other public safety groups. These can be starting points to organize block, community and business block watches or discussions on expanding the activities of groups.

Workshops will be tailored to the needs of each group, but will always include:

- Welcome and introduction
- Review of the BWiB document
- Sharing questions and concerns
- Small group activity
- Small group report back
- Next steps

Workshop facilitators will be Mayor's Office staff, the Zone Community Relations Officer plus members of the group requesting the workshop or members from other successful block groups. The reliance on partnerships and sharing accurate information with each other, and building trust needs to begin early in the process.

Contact Liz Style at [Elizabeth.Style@PittsburghPA.gov](mailto:Elizabeth.Style@PittsburghPA.gov) or 412-255-2772

## **Police Zone Public Safety Council Meetings and Citywide Public Safety Meetings**

In the City of Pittsburgh, a Zone Public Safety Council is a resident-driven volunteer public safety group whose members are residents and business owners within a specific police zone. It carries out its mission and goals in close collaboration with the Zone Commander, the Community Relations Officer and other police personnel in the zone.

These meetings provide the opportunity for educational sessions on current issues in the zone. You will meet others in your area who are concerned with public safety and have the opportunity to speak directly to and hear from hear from your zone commander.

Citywide public safety meetings are held twice a year and provide the opportunity for educational sessions on current issues in the city. You can meet residents from across the City who are concerned with public safety. There is also the opportunity to meet the Director of Public Safety, the Chief of Police and all zone commanders and public safety department directors.

All meetings are open meetings. All residents and business owners are invited to attend whether or not you are a member of a block watch, other community group or no group at all!

### Mission

The mission of a Zone Public Safety Council is to enhance the safety and quality of life for residents and businesses within the zone.

Most councils meet monthly. These meetings host guest speakers. They are an opportunity to hear from the Zone Commander, and to discuss public safety strategies.

*Please see Part 1-Starting Up for a list of police zones, contacts and meeting times and locations.*

### **SAFE Pittsburgh Conference and Workshop**

- S.A.F.E. Pittsburgh: Building Community Block Watches is a community safety training and resource fair sponsored by Mayor Luke Ravenstahl the Pittsburgh Community Reinvestment Group (PCRG) and the Community Technical Assistance Center (CTAC). It is a day of workshops, guest speakers and other activities designed to meet the current needs block watch and other public safety groups. It is held once a year.

### **Pittsburgh Community Reinvestment Group (PCRG) Safe Neighborhoods Network**

- PCRG is a coalition of community leaders working for economic justice, equitable investment practices and sufficient financial resources to revitalize communities throughout Allegheny County, Pennsylvania Since 1988, PCRG has worked with Pittsburgh's major lending institutions and public agencies to develop innovative reinvestment programs targeted to Pittsburgh's low- and moderate-income neighborhoods.
- In response to members concerns PCRG has initiated the PCRG Safe Neighborhoods Network. Recognizing that crime is an issue that plagues all communities, and that the larger the network grows the more effective it is, Safe Neighborhoods is a free program open to leaders from all areas of Pittsburgh.
- Phone: (412) 391-6732
- Fax: (412) 391-6737
- Web: [pcrg.org](http://pcrg.org)
- Email: [Programs@pcrg.org](mailto:Programs@pcrg.org)

## **Community Technical Assistance Center (CTAC) Core Series**

CTAC's Core Series of seminars sharpens the skills required to build and operate an effective community-based organization. These highly interactive programs are tailored to meet the needs of community-based organizations in southwestern Pennsylvania. Classes are open to both staff and board members. Programs are delivered by experienced persons in the region's community development field, and members of the American Society for Training and Development (ASTD), a group of highly skilled professional trainers from corporate and consulting circles

- **Leadership Skills**
- **Basic Board I: Structure and Bylaws**
- **Basic Board II: Roles and Responsibilities**
- **Effective Meetings**
- **Communication Skills**
- **Financial Management**
- **Strategic Planning**
- **Fundraising**

*(For more information: <http://ctacpittsburgh.org/online/> or (412) 231-2822)*

## **PGH SNAP**

Public information should not only be easily accessible, but easily understood. PGH SNAP collects and organizes various types of information, from demographic information to vacant properties to crime stats, and presents it in an easy-to-understand-format. The info is organized by PGH neighborhood making it simple for residents to access info that is most important to them.

## **Pittsburgh Neighborhood and Community Information System (PNCIS)**

- The Pittsburgh Neighborhood and Community Information System (PNCIS) provides timely and valuable property and neighborhood information to individuals and organizations working to improve communities in the City of Pittsburgh and Allegheny County. The information collected and maintained is shared through our interactive mapping Website. Any volunteer or staff member at a nonprofit or governmental agency can receive free access to the PNCIS Website after attending a training session.

*(For more information: [ucsur.pitt.edu/pncis.php](https://ucsur.pitt.edu/pncis.php) or 412-624-9177)*

***Public Funding Sources and Planning Fundraisers, Coming Soon.***