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FOREWORD AND ACKNOWLEDGEMENTS

Hamline Midway Coalition is pleased to present the manual and reference guide: Block Club Organizer Manual. This handbook is a resource for new and experienced block club organizers. It will give you basic information to start and maintain a block club, address common issues and problems, and direct you towards additional resources. For more information, technical or moral support, you are welcomed and encouraged to contact us.

Together, we can all engage in the positive project of community building—an effort that operates on the principle that the whole is greater than the sum of its parts. We encourage you to get to know your neighbors and your neighborhood—this is the first step in surrounding yourself with a strong network of support and taking part in a healthy community. Block clubs can be a vital strand in the fabric of Hamline Midway. For all you do as a block club organizer, you have the heartfelt appreciation of Hamline Midway Coalition and the neighborhood we strive to represent and support.

ACKNOWLEDGEMENTS

This edition was adapted from sections of the crime prevention manuals for Payne Phalen District Council (District 5) and Hamline Midway Coalition (District 11). Thank you to these district councils for their work in creating their manuals, and thanks to the Saint Paul Police Department for providing some of the resource materials used in this manual.

DISCLAIMERS

The writers of this handbook are not lawyers and the information presented should not be construed as legal advice. If you have comments or updated information, please contact Hamline Midway Coalition at:

1558 W. Minnehaha Ave.
St. Paul, MN 55104
651-494-7683
info@hamlinemidway.org
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SECTION 1: INTRODUCTION AND DISTRICT COUNCILS

DISTRICT COUNCIL ROLES AND PURPOSES

The City of Saint Paul officially established a citywide citizen participation process anchored in the district council system by City Council resolution in October 1975. At that time, the Saint Paul City Council adopted a formal definition of citizen participation:

“Citizen participation is a process, not a structure. The City has a responsibility to develop a process that will ensure that everyone has the opportunity to communicate with City government, and further that everyone is assured that they will be heard. This process cannot guarantee that there will always be agreement nor is it a substitution of one level of government for another or any other transfer of power.”

The mission of the citizen participation process is to facilitate effective, informed and representative participation of citizens in government. It provides self-help initiatives and a channel for communication among citizens, elected officials, City staff, and other relevant agency representatives.

Some of the historical milestones in the district council system creation and operations:
- 1967 – A city planning board map shows the city divided into Planning Area Units composed of approximately 18 “communities” and 50 “neighborhoods.
- 1972 – Mayor Lawrence Cohen formed a Committee on Citizen Participation to propose how to create the best possible structure and process of participation of citizens.
- 1974 – City Council Committee decided to set up citizen meetings open to anyone who wanted to attend, to prepare recommendations on citizen participation.
- 1975 – City Council passed resolutions establishing the citizen participation process and establishing steps for recognition to be followed by the district councils.
- 1976-1979 – District councils followed steps to recognition and were then officially designated by a City Council resolution as the district council for a specific area. Seventeen district councils were recognized, based on neighborhoods, not population. A number of neighborhood organizations were already established at that time, and were considered as part of district council creation.
- 1979 - City Council passed a resolution establishing the Early Notification System (ENS).
- 1980 – District council funding was put on a formula basis, based on size and demographic information for each council.
The principles guiding the citizen participation process that district councils reflect are:
- All citizen participation activities are open, non-exclusionary and democratic.
- All district councils agree to proper and responsible management of the public dollars they receive.
- All district councils agree to fair employment and non-discrimination practices, annual audits, certification of insurance coverage, compliance accounting and other administrative policies.
- The citizen participation process is designed to ensure a city wide communication network and a participatory planning process.
- The process does not guarantee agreement.
- Citizens have an advisory role. Final decisions remain with elected officials.

The 17 district councils are independent non-profit, tax-exempt organizations that receive funding from the City. As an independent organization, each district council hires its own staff members, including an executive director and program staff which may include a community organizer or crime prevention coordinator. District council employees are not City employees, but employees of each district council.

Governing boards of each district council are composed of volunteers elected by its residents. Depending on the community council, residents on the boards represent specific grids, blocks, or neighborhood interests within the community. They bring the voices of the residents to the community council, which speaks to the City on behalf of the district. Though board representative positions are offices residents hold, any interested community member is encouraged to attend board meetings and participate in subcommittees.

Each district council provides advisory recommendations to City officials on physical, economic, and social development issues, as well as on citywide issues. In addition, these neighborhood groups identify neighborhood needs, initiate community programs to meet these needs, and recruit volunteers when needed for these programs.

A formal city/agency agreement is required for the district councils’ use of all city funds. The agreement includes goals and objectives, work plans, and evaluation components. City resources typically support staff, office, supplies and communications. Financing is provided through local general funds and the federal Community Development Block Grant (CDBG) program.

District councils can implement a broad range of crime prevention activities, including:
- Addressing physical improvement of properties/public infrastructure.
- Establishing new block clubs/leadership.
- Offering leadership training and recognition for block club leaders.
- Providing block club manuals for leaders.
- Providing outreach to a diverse range of stakeholders, including businesses, renters, homeowners, new residents, seniors, and youth.
- Serving as a liaison with city crime prevention staff, St. Paul Police Department staff and other city department staff.
- Researching and tracking crime statistics and crime prevention topics.
- Building community, strengthening networks, and promoting systemic change.

The following pages show a map of the 17 district councils and contact information.
<table>
<thead>
<tr>
<th>District Council Name</th>
<th>Phone (651)</th>
<th>Web Site</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 1 Community Council (1)</td>
<td>578-7600</td>
<td><a href="http://www.district1council.org">www.district1council.org</a></td>
<td><a href="mailto:district1council@aol.com">district1council@aol.com</a></td>
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<tr>
<td>District 2 Community Council (2)</td>
<td>774-2220</td>
<td><a href="http://www.district2council.org">www.district2council.org</a></td>
<td><a href="mailto:info@district2council.org">info@district2council.org</a></td>
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<tr>
<td>West Side Community Organization (3)</td>
<td>293-1708</td>
<td><a href="http://www.wsco.org">www.wsco.org</a></td>
<td><a href="mailto:christine@wsco.org">christine@wsco.org</a></td>
</tr>
<tr>
<td>Dayton's Bluff Community Council (4)</td>
<td>772-2075</td>
<td><a href="http://www.daytonsbuff.org">www.daytonsbuff.org</a></td>
<td><a href="mailto:info@daytonsbuff.org">info@daytonsbuff.org</a></td>
</tr>
<tr>
<td>Payne Phalen District 5 Planning Council (5)</td>
<td>774-5234</td>
<td><a href="http://www.paynephalen.org">www.paynephalen.org</a></td>
<td><a href="mailto:d-5director@paynephalen.org">d-5director@paynephalen.org</a></td>
</tr>
<tr>
<td>District 6 Planning Council (6)</td>
<td>488-4485</td>
<td><a href="http://www.district6stpaul.org">www.district6stpaul.org</a></td>
<td><a href="mailto:District6ed@dist6pc.org">District6ed@dist6pc.org</a></td>
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<tr>
<td>Frogtown Neighborhood Association (7)</td>
<td>789-7480</td>
<td><a href="http://www.frogtownmn.org">www.frogtownmn.org</a></td>
<td><a href="mailto:caty@frogtownmn.org">caty@frogtownmn.org</a></td>
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<tr>
<td>Summit-University Planning Council (8)</td>
<td>228-1855</td>
<td><a href="http://www.Summit-U.com">www.Summit-U.com</a></td>
<td><a href="mailto:info@summit-u.com">info@summit-u.com</a></td>
</tr>
<tr>
<td>West Seventh/Fort Road Federation (9)</td>
<td>298-5599</td>
<td><a href="http://www.fortroadfederation.org">www.fortroadfederation.org</a></td>
<td><a href="mailto:fortroadfed@fortroadfederation.org">fortroadfed@fortroadfederation.org</a></td>
</tr>
<tr>
<td>District 10 Como Community Council (10)</td>
<td>644-3889</td>
<td><a href="http://www.district10comopark.org">www.district10comopark.org</a></td>
<td><a href="mailto:district10@district10comopark.org">district10@district10comopark.org</a></td>
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<tr>
<td>Hamline Midway Coalition (11)</td>
<td>494-7682</td>
<td><a href="http://www.hamlinemidway.org">www.hamlinemidway.org</a></td>
<td><a href="mailto:info@hamlinemidway.org">info@hamlinemidway.org</a></td>
</tr>
<tr>
<td>St. Anthony Park Community Council (12)</td>
<td>649-5992</td>
<td><a href="http://www.sapcc.org">www.sapcc.org</a></td>
<td><a href="mailto:sapcc@sapcc.org">sapcc@sapcc.org</a></td>
</tr>
<tr>
<td>Union Park District Council (13)</td>
<td>645-6887</td>
<td><a href="http://www.unionparkdc.org">www.unionparkdc.org</a></td>
<td><a href="mailto:info@unionparkdc.org">info@unionparkdc.org</a></td>
</tr>
<tr>
<td>Macalester Groveland Community Council (14)</td>
<td>695-4000</td>
<td><a href="http://www.macgrove.org">www.macgrove.org</a></td>
<td><a href="mailto:mgcc@macgrove.org">mgcc@macgrove.org</a></td>
</tr>
<tr>
<td>Highland District Council (15)</td>
<td>695-4005</td>
<td><a href="http://www.highlanddistrictcouncil.org">www.highlanddistrictcouncil.org</a></td>
<td><a href="mailto:hdc@visi.com">hdc@visi.com</a></td>
</tr>
<tr>
<td>Summit Hill Association (16)</td>
<td>222-1222</td>
<td><a href="http://www.summithillassociation.org">www.summithillassociation.org</a></td>
<td><a href="mailto:summithill@visi.com">summithill@visi.com</a></td>
</tr>
<tr>
<td>Capitol River Council (17)</td>
<td>221-0488</td>
<td><a href="http://www.capitolrivercouncil.org">www.capitolrivercouncil.org</a></td>
<td><a href="mailto:paul@capitolrivercouncil.org">paul@capitolrivercouncil.org</a></td>
</tr>
</tbody>
</table>
HAMLINE MIDWAY COALITION – DISTRICT COUNCIL 11

The Hamline Midway neighborhood encompasses significant commercial and industrial strips alongside residences, thoroughfares, and several area parks. The district is bordered by the railroad tracks north of Pierce Butler Route to the north, University Avenue to the south, Lexington Avenue to the east, and a line extending due north from the intersection of University Avenue and Cleveland Avenue/Transfer Road on the west.

Hamline Midway Coalition (HMC), established in 1982, is dedicated to making the Hamline Midway neighborhood a better place to live, learn, work, and play. With its broad mission, HMC’s work necessarily encompasses many aspects of neighborhood life and reflects the current interests and concerns of community members. HMC focuses on community economic development, community stewardship, transportation and a variety of other neighborhood initiatives. Contact HMC or visit HMC’s website at www.hamlinemidway.org to learn about current committees, initiatives, and projects.

HMC is governed by a board of directors, which is made up of community members elected from the community on an annual basis. HMC also has one or more ex officio board members from local institutions.

Hamline Midway Coalition staff is here to support you in a variety of ways. Our staff can act as your first call for help when you need information, or would like assistance in dealing with a government agency. We represent the community interests at City Council and other city hearings. We play an advisory and coordinating role in all area planning and plan implementation for the community. This includes a community plan outlining the community’s need for land, housing,
crime prevention, and programming. Our goal is to help people create a vision for the community and see that vision into reality.

Hamline Midway Coalition staff provides technical support to community groups, neighborhood leaders, and block groups. We view community building as critical to our work and an effective crime prevention strategy. HMC staff is available to support community members who wish to build community and improve the neighborhood. Residents should feel free to contact us with questions about problem properties, zoning, neighborhood crime, community plans, proposed development, starting and maintaining block groups, city process, vacant buildings, and other community or city related issues.

District councils provide recycling bins free-of-charge as part of the services provided to Eureka Recycling. We are your one-stop shop for recycling bins and information. We also have current pick-up schedules and brochures explaining allowable and non-allowable items. For more information contact Eureka Recycling at 651-222-7678 or info@eurekarecycling.org. Additionally, HMC co-hosts an annual clean up in conjunction with other nearby neighborhoods to help residents get rid of unwanted items for reuse, recycling, or disposal at a reduced rate.

Residents become involved with Hamline Midway Coalition in a variety of ways:
- Participate or lead your block group
- Join the board of directors
- Join one of our standing committees or task forces
- Call our staff to find out other current volunteer opportunities

GOOD NEIGHBOR CODE OF CONDUCT

Before getting involved as a block club organizer, keep in mind some important values and attitudes when engaging in this work:
- Our organizing approach must be broadly inclusive of all residents. We will identify and celebrate the strengths and improvements that occur and our focus will be on creating solutions. Practical action will shape our agenda.
- District council resources and staff time are conserved and applied when neighbors have organized collectively. The Council seeks to support individuals who are ready to organize collective solutions to community problems. Help is offered to all, but we will not do for others what they can do for themselves.
- Resident renters and homeowners alike will lead efforts to improve our quality of life.
- We will counter racism or ethnocentrism whether expressed through word, act or intent.
- We will make decisions through democratic process.
- People and institutions who profit from owning, maintaining, or perpetuating problems in our neighborhoods cannot expect our support.
- As much as possible, problems should be addressed at the level at which they occur.

A sample neighbor code of conduct is provided as Attachment 1.
BUILDING A STRONG COMMUNITY

- Turn off the TV and spend time in your neighborhood
- Continue to know your neighbors
- Look up when you are walking and greet people as you pass them
- Sit on your porch or stoop and watch what is happening on your block
- Plant flowers in your yard
- Use your local library, and encourage young people to do the same
- Buy from local merchants and encourage business and job growth
- Share with your neighbors and offer your help when you can
- Help a lost dog find its way home
- Take the children in your area to the park
- Start a gardening group with your neighbors
- Fix it even if you didn’t break it
- Have neighborhood potlucks
- Respect the elderly as the foundation of our neighborhood
- Pick up litter near your home
- Read to area children
- Talk to people who work in the neighborhood
- Listen to the birds, and enjoy the natural resources and parks of the neighborhood
- Barter for services with neighbors
- Hire a neighborhood young person for yard maintenance and odd jobs
- Organize a block party
- Celebrate National Night Out
- Ask for help when you need it
- Listen before you react to anger
- Mediate conflict
- Seek to understand what you don’t know
- Learn from new and uncomfortable perspectives
- Welcome new neighbors to your block

EMBRACING DIVERSITY

Hamline Midway is a diverse community. This diversity is demonstrated in many ways in this community, including, but not limited to, numerous ethnicities and cultures, renters and homeowners, students and professionals, long-term citizens and new immigrants.

The diversity of our neighborhoods is our greatest strength. The more welcoming the neighborhood is to people of all groups, the broader the perspective will be as we make informed decisions together about community matters. A truly effective block club organizer will take the initiative to approach everyone as a friend or ally and make an effort to understand different perspectives.

The Saint Paul Human Rights and Equal Economic Opportunity Department (HREEO) offers educational presentations and resources about creating an
inclusive community. For additional information, contact HREEO at 651-266-8966 or readus.fletcher@ci.stpaul.mn.us.
SECTION 2: STARTING AND MAINTAINING A BLOCK CLUB

Congratulations! You’ve made a commitment to play an important role in building the health and well being of your block and your neighborhood. Here are some tips to help you get started and maintain momentum on your block.

WHAT IS A BLOCK CLUB?

A block club is a group of neighbors, living within one or more city blocks, who are committed to knowing one another in order to socialize, address common concerns, promote communication, and improve block safety.

A block club usually includes houses on a block facing each other but may span several blocks and may include homes across an alley. The area a block club encompasses is up to the residents—which arrangement makes the most sense geographically or socially in their neighborhood.

Residents can decide to organize at any level. Some block clubs are very active, with regular gatherings and communications. Others communicate sporadically or only when an issue arises.

Clubs may become involved with community issues such as working with youth and seniors, recycling, beautification, traffic calming, crime prevention, community development, and other district council activities. In being actively involved, residents are taking responsibility for themselves and their neighborhood. They are working together to solve problems and keep the area safe and thriving.

WHY ORGANIZE A BLOCK CLUB?

People are social beings. Humans think more flexibly, are more likely to thrive, and just plain have more fun when we function in the context of close, positive relationships with each other. We may at times feel that living and acting in isolation is a more comfortable option, but it will not help us to solve problems and it’s nowhere near as fun.

Here are some reasons to organize:
- When you already know your neighbors, it is much easier to collaborate on solving problems and sharing opportunities and resources.
- Your enjoyment of your neighborhood is likely to grow as you get to know and trust your neighbors.
- Hamline Midway Coalition supports block club organizers with trainings and resources that can bring value to your neighborhood.
- Block clubs serve as the “building blocks” for involvement of residents in a range of community-wide activities.
- Many block clubs socialize regularly, and then meet to discuss and solve issues as they arise.

Our community is affected by a complex set of changing global and national conditions. These changes “trickle down” to affect the economic, political, and social life of our city and our neighborhood. We experience some of those changes negatively in the form of poverty, crime, environmental and social deterioration, lack of opportunities for youth and feelings of alienation and powerlessness.

While we may not solve all the world’s problems from here in the neighborhood, we often underestimate just how much of an impact we can have. Together with our residents, we can “take back our neighborhoods” and reclaim our streets. Never underestimate what a small, organized group of people can accomplish.

**BENEFITS OF BLOCK CLUBS**

These are just some of the things block clubs already accomplish in our neighborhoods.
- Create a welcoming atmosphere and welcome new neighbors.
- Increase public safety and perception of public safety.
- Resolve “problem property” issues such as nuisances, trash, and disrepair.
- Address issues of concern (e.g. noise, traffic, parking, trash).
- Organize socially (e.g. a block party or garage sale).
- Improve the environment, aid in the “greening” and beautification of the neighborhood.
- Establish babysitting co-ops and/or parenting clubs.
- Keep alleys clean, well lit, and safe.
- Collaborate with commercial neighbors.
- Transmit vital information between residents and city or community organizations.
- Take the lead in creating or influencing city policies.
- Celebrate!
- Develop local leadership.
- Assist neighbors in times of emergency.

**BLOCK CLUBS FOR CRIME PREVENTION**

Criminals are less likely to target your block when they see neighbors interacting and watching out for one another. Block clubs are proven to help fight and prevent crime when:
- Residents use crime prevention techniques to reduce the risks of crime
- Residents recognize and report suspicious activities
Residents make their homes more secure and crime-resistant. Neighbors know one another and their routines so that any out-of-place activity can be reported and investigated.

Organizing meetings and events that address and explore these issues is an excellent opportunity for block organizers to take on leadership roles. Such meetings reduce the fear of crime in many neighborhoods. When incorporated with other block activities, these crime prevention techniques also bring about a greater sense of community.

**BLOCK CLUB ORGANIZER RESPONSIBILITIES**

What is a block club organizer? A block club organizer is any resident who works with their neighbors to coordinate and maintain a block club. Being an organizer does not mean having to do all the work. It means a commitment to taking some time to think about how to help your block club succeed, involving your neighbors, and being committed to community building. Many block clubs have co-organizers who share planning responsibilities and other neighbors who may assist in specific activities.

What duties must a block club perform? Hamline Midway Coalition asks the following commitment of our block clubs:

- Create a block club directory. Develop and maintain a directory for your block club. Only share the information from neighbors who have given you permission to do so.
- Organize block club meetings. When issues arise, organize a meeting. Hamline Midway Coalition staff is available to help you plan and facilitate meetings.
- Organize a block club social event at least once a year. Sharing social time together is essential to fostering a caring environment and communication. It can be at any time of the year and/or a part of National Night Out, which is held on the first Tuesday in August every year.
- Welcome new neighbors. Stop by to introduce yourself, answer any questions, offer a block map, and encourage them to visit Hamline Midway Coalition to pick up recycling bins and learn about the neighborhood.
- Facilitate communication between your block club, Hamline Midway Coalition, and other partners such as the police department. Help distribute information to block club members and neighbors.
- Encourage participation. Be conscientious of any special needs of your neighbors (new parents, seniors, new residents) and facilitate the sharing of resource information with them. Also, explore the possibility for your club to become involved in community-wide issues like recycling, beautification, violence prevention, and community development.
- Find a replacement. We ask that block organizers be responsible for informing the Hamline Midway Coalition staff of your replacement contact when you move or delegate your leadership responsibilities to another neighbor.
SIX EASY STEPS TO STARTING YOUR BLOCK CLUB

1. Getting the Word Out
Host a meeting or social gathering. If there are no pressing issues on your block, hosting a social gathering can be a great way to start the block club on a positive note. When concerns arise, hosting a meeting with an agenda can be more effective in addressing concerns.

It is important to let as many of your neighbors know about the event as possible. You can post flyers at local businesses and door-to-door for residents. Hamline Midway Coalition can help you create and print flyers if needed.

However, for your first meeting the best way to get attendance is to spend time one-on-one with your neighbors talking with them. This is more time consuming, but the results you will see in turnout will be worth it. People are more likely to attend if they feel a personal connection with someone prior to the meeting.

See Attachment 2 for a sample invitation letter; Attachment 3 for a sample door knocking script and Attachment 4 for sample flyers.

2. Preparing for the Event
We all know that being the person coordinating events can be stressful, but if you prepare well, your stress should be limited. So what should you do to prepare for the event?
- Make sure you have advertised the event.
- Make sure you have a good location. Let people know on the flyer if they should bring things with them (such as chairs or food to share).
- Prepare a schedule or agenda so people know how long the event will last and what to expect.
- Prepare a sign-in sheet to collect contact information. Be sure to ask neighbors if they are willing to share this contact information with everyone in the block club or just with you.
- Confirm any presenters you have for the event, and make sure they know about how many people to expect. When having presenters, be clear with them what information you want and how long they have to present that information.

See Attachment 5 for a sample sign-in sheet.

3. Planning Agendas
If you have business to discuss at a meeting, it can be helpful to have an agenda. It establishes the items to be discussed and the timeline for the meeting. When planning your agenda consider the following:
- Try to keep the meeting to a reasonable amount of time 1-1.5 hours.
- Have presenters know their schedule ahead of time, so they don’t have to leave prior to their presentation time.
- Limit the agenda to just a few items. Try not to let discussion take place that is not on the agenda. This may mean that some things are not discussed at the meeting.
- Recognize that some issues may be too complex to handle at a regular meeting, so don’t be afraid to table a discussion and set up a special meeting just on that topic.
- Ensure that you include action items on each agenda; it helps to spark people’s interest.
- Leave time at each meeting for people to raise their issues/concerns, but don’t let these take over the meeting, especially on-going problems.

See Attachment 6 for sample meeting agendas.

4. Running an Effective Meeting
The key to running an effective meeting is to ensure that you follow through with your plan. You can do this in several ways, but the following recommendations may help you:
- Get consensus on the agenda at the beginning of the meeting.
- Spread responsibilities to others. For example, ask individual participants to take notes, be a timekeeper, or lead discussion of some meeting items. This will help more people feel engaged in what is happening.
- Respect people’s time. If discussion extends beyond the allotted time, check in with the group. Is the group willing to drop a different agenda item to continue discussing this issue? Does the group need to schedule an additional meeting to allow adequate time for this discussion?
- If one person dominates the discussion, ask other opinions to encourage full participation.
- Set ground rules for the meeting. (see Attachment 7 for example)

5. Dealing with Difficult Behaviors
It is inevitable that every group has participants who provide challenges to working productively. Here are some possible difficulties and ways to handle them:
- Bomb-dropping. Some people love to throw out misinformation to get a reaction from the group. The best way to deal with this behavior is to have your own good accurate information. Be polite but don’t let them get away with making inaccurate statements. Once they have been called on their behavior a few times, they will usually stop it.
- Storytelling. Everyone has a story or issue that they like to talk about, but nothing will get done if people are allowed to jump in with random stories. The best way to handle it is to thank the storyteller for their input and experience but remind them that as a group you had agreed on the agenda
and time for the meeting, and that it is important to stay on focus so you can accomplish your group goals.
- Impatience. Some people are doers and not listeners. Learn to recognize them early, and give the doers tasks to accomplish for the meeting.

6. Follow-up
Don’t let the meeting end until you have established some follow-up items.
- Set your next meeting date
- Determine who is responsible for carrying out actions taken at the meeting
- Set your next agenda, and designate people to call for presenters, gather information, draft and distribute flyers, etc. As the block group organizer you do not have to carry all the responsibility.

RESOURCES FOR BLOCK CLUB ORGANIZERS

You do not need to be the expert! There are many resources available to assist your block club.
- Neighbors/community members are the most valuable resource. Residents provide information in terms of issues that they are interested in addressing as a block club. Collectively, your block club will have many ideas about how to address issues. In addition, they are an excellent resource for time and talent.
- Hamline Midway Coalition employs staff as a resource to area block club organizers. These individuals are available to assist organizers in the start-up of a block program and to suggest ideas and resources as programs grow. Staff may help facilitate meetings and present crime prevention strategies. They can also help connect you to the police department and other community resources. Maintaining communication and discussing your community needs with HMC staff helps him or her to provide you with the best possible resource and to maintain an efficient community building and crime prevention network.
- Hamline Midway Coalition’s Community Building Committee supports block club organizers and plans events so that block club organizers can meet one another and share resources. Working with the Community Building Committee and networking with other organizers can help you in problem solving, locating resources, and brainstorming for activities. Attending training sessions and networking sessions is a good way to meet other block organizers in your area.
- Other community resources are available through networking, utilizing the media, and taking advantage of community and service agencies. Hamline Midway Coalition may be able to help you learn about programs and resources to meet your needs. If you know of any exciting or useful resources, share them!
INTEREST INVENTORY

Block organizers may give their neighbors an interest inventory to use as a basis for planning and then take advantage of the knowledge and know-how of their neighbors to implement block programs. It is important for block club participants to share their knowledge, skills, and concerns with one another. Many residents are willing and happy to provide assistance and donate their time to organize their block.

See Attachment 8 for a sample interest inventory worksheet.
ACTION PLANNING

People often gather to discuss problems they have, only to have their meetings turn into little more than a “gripe session.” Using a worksheet with key questions during the meeting can help it stay focused and productive.

-See Attachment 9 for information on a sample action planning work sheet-

NEIGHBORHOOD GATHERINGS (INCLUDING NATIONAL NIGHT OUT)

Holding regular neighborhood gatherings can help create a sense of community within your block, and can bring people together to learn about issues, while enjoying social time together. Most block clubs participate in at least one gathering each year with many choosing to host an event on National Night Out.

National Night Out, 'America's Night Out Against Crime,' was introduced by the National Association of Town Watch. The first National Night Out (NNO) was introduced in 1984, and has been held annually every first Tuesday of August since then. Over 12,000 communities from all 50 states, U.S. territories, Canadian cities, and military bases worldwide participate in NNO.

While the traditional 'lights on' and front porch vigils remain a part of NNO, activities have expanded considerably over the years to include block parties, cookouts, parades, visits from police, festivals, neighborhood walks, safety fairs, contests, rallies and meetings. Many block clubs register their National Night Out events to take advantage of free street closures, visits from police, and other resources. Contact Hamline Midway Coalition for information.

(Adapted from National Night Out website, http://www.nationalnightout.org )

-See Attachment 10 for additional information and sample promotional materials for use in planning and implementing neighborhood gatherings-

NEIGHBORHOOD WATCH

Neighbors walking together help their community reduce criminal activity by being extra eyes and ears on the streets. Here are some tips:
- Walks should be set up in groups of two or more, so that you have strength in numbers. You should have a set route that you will walk so someone else can find you easily.
- Set specific times and meeting locations for the group.
- Advertise the walks to your block group.
- Have a notebook with you to write down addresses or other important information.
- Wear something that advertises you as a group, for example, hats, t-shirts, vests, etc.
- It’s a good idea to carry a cell phone and notebook to record possible concerns.
- If you are interested in neighborhood patrols, which are a more formal approach contact the Saint Paul Police Department Community Services Office for training. Bring a cell phone if possible to report crime in progress.

Walk, Observe, Report!
- Walk – Don’t speed-walk, just move at a nice pace but slow enough for you to observe and report. You can also bring a trash bag along if you want to pick up litter as you go.
- Observe – Look around as you walk; don’t rush. We want people to know you are there to observe what is happening in your community. Have a notepad handy to write down information like addresses and car licenses. If you see a crime in progress call the police immediately (if you can) or walk to the closest phone and call.
- Report – Call in any crime in progress as soon as possible, but other information you have collected can be reported after the walk. After your group has finished its walk, meet together for a few minutes to discuss what everyone observed. Ask that one person take down any information that needs to be reported and ensure it is reported to the proper department (City Information and Complaints Office, 651-266-8989 or police 9-1-1 or 651-291-1111).

How Can Hamline Midway Coalition Help Your Neighborhood Watch?
- Design and print flyers
- Help you get maps of your police grids
- Obtain weekly crime reports
- Other projects - Each group has to find its own interest, but block groups around the country have created a variety of programs and activities. Some ideas include:
  o Boulevard garden planting
  o Alley clean-ups
  o Spring clean-ups
  o Skills sharing programs
  o Garden tours
  o Art and craft fairs

KNOWING & COMMUNICATING WITH YOUR NEIGHBORS

Knowing your neighbors and typical events in your neighborhood are one of the most important aspects of successful crime prevention. If residents know their neighbors’ families, habits, the cars they drive, and medical problems, they can more quickly and accurately identify health problems or suspicious activity and
report it to appropriate authorities. It is important to remember that just because a neighbor may do something differently from you, such as having many people come in and out of the house, does not mean they are criminal or deviant.

When suspicious activity is observed, write down a description of the person, vehicle or activity. Do not take any risks to prevent a crime or try to make an arrest. Instead, report it promptly to the police. Crimes in progress or life-threatening situations may be directed to emergency services by calling 9-1-1. Other incidents may be reported to 651-291-1111.

It is also important to encourage neighbors to stop mail and newspaper delivery and inform a block club organizer and nearby neighbors that they will be away from their home for any length of time, whether the house will be vacant or occupied by someone else.

A neighbor contact list should be kept by the block organizer(s). Some of this information may be provided to neighbors as a Block Directory. Organizer(s) may only publish information from neighbors who have given you permission to do so. Be sure people are comfortable with giving out information, and respect their wishes.

The following information should be included in a neighbor contact list (a Block Directory would likely have less information):
- Address
- Names of adults
- Names and ages of children
- Phone number (home/work/mobile)
- Email
- Emergency contacts
- Vehicle information (owner, year, make, model, color, and license number)
- Medical/health problems of any resident
- Medical training or skills of any resident
- Other information or comments

**It is important that block organizers keep this information updated yearly to include any changes and add new residents!**

Block club organizers take many different approaches when communicating information with block club participants. Traditional approaches like phone trees, flyering, and door knocking are increasingly being replaced or supplemented by email groups and social media. Be mindful that some block club participants may prefer one form of communication over another or may not have the technological skills or access necessary to participate in electronic
communication. Contact Hamline Midway Coalition to discuss available options that would fit your block club's needs.

INSTITUTING A BUDDY SYSTEM & EXTREME WEATHER PREPAREDNESS

Neighborhood connections can be essential in getting through times of severe weather, especially for people who live alone. If anyone on the block lives alone or might need/appreciate assistance (thinking of single parents, elderly couples, etc.), it can be helpful for them to have a "buddy" who lives nearby (that can) who will check on them during times of extreme temperatures, thunderstorms, ice storms, and other severe weather events or if there is a power outage.

There are several other ways to help your community stay prepared for severe weather.

- Keep storm drains clear of leaves and litter to prevent flooding during heavy rainfall and spring thaw.
- Make a list of who on the block has a land line, camp stove, generator, etc.
- Keep trees trimmed to prevent falling branches and keep healthy to provide shade.
- Put in a rain garden.

For more information, visit: http://www.macalester.edu/readyandresilient/publications.html
SECTION 3:
PROBLEM SOLVING AND DEALING WITH DIFFICULT SITUATIONS

REACHING OUT TO NEIGHBORS IN CRISIS

A home broken into, a purse snatched, a car stolen, a mugging, or a domestic assault—each can cause physical, emotional and financial problems. Crime also robs its victims of a sense of security and control, a feeling that doesn’t come back automatically when a broken window is fixed or an injury heals.

Police and courts today realize that victims need help. Almost all states have passed laws (Minnesota State Statute 611A) to protect victims, generally saying that victims have:
- The right to be treated with dignity and compassion.
- The right to protection from intimidation and further harm.
- The right to be informed about the case’s progress through the criminal justice system, including notice of a plea bargain.
- The right to receive compensation for damages.
- The right to equal treatment in court.
- The right to have property returned promptly, if found by the police.

HELPING NEIGHBORS WHO HAVE EXPERIENCED CRIME

Victims of crime often need practical help with immediate worries. They also need to know someone cares. Here are some ways to help:
- Show your support and concern. This helps victims deal with the feelings of helplessness, guilt, and isolation they often experience.
- Listen, but keep your opinions and questions to yourself. Don’t blame the victim for being in the wrong place or doing something foolish. Criminals bear responsibility for their decisions to commit crimes.
- Make it comfortable for the victim to talk or not. Some crime victims don’t want to discuss their experience, while others need to repeat the story over and over.
- Help with practical things—repairing broken locks or windows, transportation, babysitting, meals, school assignments. If someone’s home has been broken into, help him or her improve security, find a temporary place to live, or request a premise survey from the St. Paul Police Department.
- Offer to accompany them on visits to the police, doctor, victim services, or court.
- Know what services can help. Check with law enforcement, local government, the district attorney, or a mental health agency.

COMMUNITY IMPACT STATEMENTS
Community impact statements are descriptions of the impact that a crime or crime pattern has had on the community where it occurred. These statements are submitted to city and/or county attorneys or other appropriate officials to help the courts make decisions about sentences for offenders convicted of the crimes. Impact statements can provide information that will not be found in police reports.

Anyone who is impacted by crime can complete a community impact statement, and the statement can be filled out for past or present cases. You may either write a community impact statement about how a type of crime has affected you or how a specific crime has affected you. The more specific you are about the crime, the more powerful it can be. You may tell a story (concisely) behind some of your statements. This serves two purposes: first, it makes the victimization tangible for the judge. Secondly, if used in criminal court, it allows the community to speak for individuals without requiring that the individual be present.

Before filling out a community impact statement, you need to know that the statement may not make a significant difference in the criminal justice process. However, even if the statement is not used for this purpose, it serves to empower the victim and is helpful to the community.

--See Attachment 11 for a sample of a community impact statement--

PROBLEM SOLVING - SIMPLE STEPS TO A SAFER, CLEANER NEIGHBORHOOD

A clean, safe, well-maintained neighborhood deters crime and generates an infectious feeling of goodwill and commitment. A deteriorating neighborhood can have the opposite effect. Block clubs are the front line in maintaining a positive dynamic in our neighborhoods. This section of the guide is intended to simplify and expedite problem solving.

The City of Saint Paul and the State of Minnesota have numerous ordinances and statutes that prohibit the kind of behavior that degrades neighborhoods. Being aware of them all would be a full-time job. In many cases, a conversation with your neighbor or one phone call can take care of a problem. Other times, an organized campaign with the participation of many people is necessary to get results. It is always helpful to get at least one neighbor working with you before you take any action.

Hamline Midway Coalition strongly encourages you to talk with your neighbors about nuisance issues and other concerns before you pursue enforcement options through the City. Why? A cooperative solution is more permanent and sets up a relationship that will pay off in the long run.
For example: Your neighbor's grass is a foot high. When you approach her you learn that she has health concerns and cannot do hard physical work in the summer heat. You know of a teen on your block trying to raise extra money for travel next winter. By putting them in touch with each other, the problem is solved and neighborhood connections are strengthened. You could have forced her to cut the grass or pay a fine by calling the City, but this way you have resolved the issue and helped build new relationships.

General principles to keep in mind:
- Any time a nuisance occurs, talk to your neighbor first before pursuing an enforcement option—unless you feel your safety may be at risk. Ask another neighbor to accompany you.
- Any time a suspected crime is in progress, call 9-1-1.
- Write it down! Document who, what, when, and where. If you send a letter, always keep a copy for yourself.
- When in doubt about how to proceed, talk to your neighbors and/or call Hamline Midway Coalition.
- If an issue involves rental property, Attachment 12 provides some sample letters to landlords.
ISSUES AND ANSWERS

This section provides information on neighborhood crime prevention and livability issues. Please see the resource contact list (Attachment 13) for a full list of related phone numbers, as well as phone contacts for other additional resources. If you have difficulty getting the necessary response, contact Hamline Midway Coalition. HMC can advocate for action.

*Alley Lighting*
If you believe you don’t have adequate lighting, contact Xcel Energy’s outdoor lighting line at (800) 960-6235 or outdoorlighting@xcelenergy.com. [NOTE: There is a residential customer charge for this service.]

*Children - Abused or Neglected*
If you believe the child may be in immediate danger, call 9-1-1. If problems persist, consult with your neighbors and/or Hamline Midway Coalition. Be sure to document all occurrences of the problem in writing.

*Consumer Fraud*
Unfortunately there are some disreputable contractors operating in the Twin Cities. The Attorney General’s Office can provide information on how to protect yourself from scams or to pursue remedy. Call to log a complaint with the City Information and Complaints Office at 651-266-8989 and call the Attorney General’s Office at 651-296-3353 from 8:00AM to 5:00PM, Monday through Friday. This number also reaches a voicemail system during closed hours that can direct callers through frequently asked questions.

*Curfew Violations*
Young people who violate curfew are not only more likely to be involved in criminal activity, but statistically they are also the most likely group to be victims of crimes. The first time the police pick up a youth who violates curfew, they will take him or her home and advise the responsible adult(s), who will be asked to sign a letter indicating they understand their responsibilities to supervise their children. If there is a second occurrence, the youth will be placed in an educational program. After a third offense they will be taken to court and likely receive a light or suspended sentence. The fourth offense will result in the parents of the youth being cited with a misdemeanor.

It is strongly recommended that you talk with our neighbor about their children’s curfew violations before pursuing an enforcement option. Talk to the responsible adult(s) of the youth and let him or her know about the curfew law. If the neighbor is unresponsive, then:
Call the police at 651-291-1111. Inform them of who the children and their responsible adults are, as well as any criminal activity they may be involved in.
If the problem persists, consult with your neighbors and/or Hamline Midway Coalition. Be sure to document all occurrences of the problem in writing as well as steps taken to resolve the problem.

St. Paul City Curfew Ordinance

<table>
<thead>
<tr>
<th>Child age</th>
<th>Days of Week</th>
<th>Curfew</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 years old or younger</td>
<td>Sunday – Thursday</td>
<td>10:00PM</td>
</tr>
<tr>
<td>14 years old or younger</td>
<td>Friday – Saturday</td>
<td>11:00PM</td>
</tr>
<tr>
<td>Between 15 and 18 years</td>
<td>Every day</td>
<td>Midnight</td>
</tr>
</tbody>
</table>

Domestic Violence
In the past, domestic abuse was sometimes seen as “not my business” or even acceptable. Don’t hesitate to dial 9-1-1 when you see or hear domestic abuse.

Drugs
Drug activity in the neighborhood can attract a number of other problems including theft, violence, and prostitution. It is a serious problem and it will be confronted by the police, usually successfully if they have enough information to go on. For that reason, documentation by the block club is extremely important. Watching and documenting suspected drug activity can seem tedious or ineffective, but it is essential.

Never reveal yourself to those involved while you are recording their activities.
What to watch for:
Frequent visitors at all hours who are not residents
Visitors staying only for brief periods of time
Exchanges between individuals of what appears to be drugs and money
Adults or youth who appear to be “look-outs” in front of or behind residence
Appearance of a specific signal when “business” is being conducted

If you suspect drug activity, contact the police. The St. Paul Police Department has a narcotics unit called the FORCE Unit. The FORCE Unit works with residents to document drug activity over time, which is essential in acquiring a search warrant and taking other actions.

Dumping

Construction Materials
If you observe dumping of construction materials in your neighborhood, if possible, get the name of the contractor and give the location of the construction and the dumped materials. Call the Department of Safety and Inspection (DSI) at 651-266-9090 to report the incident.

Garbage
Because it is both a health hazard and an aesthetic detraction from the neighborhood, it is illegal to allow garbage, scrap materials, or animal feces in a
residential yard. After you have made your initial call to the City Information and Complaints Office (651-266-8989), an inspector will issue an order for the property owner to remove the refuse within a set time period. If the owner does not comply, Public Works will carry out the work and assess the property owner. It is strongly recommended that you talk with your neighbor about garbage removal before pursuing an enforcement option.

Talk to your neighbor and ask if and when he or she plans to remove the refuse. If the property is owned by an absentee landlord, you may determine how to contact the owner by calling the Ramsey County Tax Assessor at 651-266-2000 or looking up the current property owner’s address via Ramsey County’s website: http://rrinfo.co.ramsey.mn.us/public/characteristic/index.aspx. Once you’ve located the property record, click on the most recent property tax statement listed on the left to find the name and address of the property owner. Alternatively, ask neighbors if they have a phone number or email address for the landlord. It is a good idea to write down the phone number on the For Rent sign when it is posted in case you need to contact the landlord for an issue such as this.

In an effort towards timely remediation, if you are unable to contact the landlord within 2-3 days, report the problem to the City Information and Complaints Office. If the problem remains unresolved, call Hamline Midway Coalition.
Graffiti
Graffiti is a blight on our neighborhoods. Graffiti is also contagious. Despite its often indecipherable appearance, the vast majority of graffiti vandalism in Saint Paul is not committed by gangs. However, graffiti often encourages further vandalism and therefore must be removed. If the owner does not comply, Public Works will carry out the work and assess the property owner. It is strongly recommended that you talk with your neighbor about graffiti removal before pursuing an enforcement option.

Contacts to report graffiti:
In progress - If you see someone making graffiti, call 9-1-1.
On your property - If you are the victim of graffiti on your property, report it to the City Information and Complaints Office at 651-266-8989. Property owners are responsible for the removal of the graffiti. The city offers free graffiti removal. Requests for removal require that the property owner fill out, sign and return a removal request and waiver forms. The forms are available from the Department of Safety and Inspections. It is easiest to request the forms when you report the incident.
On other property - Talk to your neighbor and ask if and when they plan to remove the graffiti. If the property is owned by an absentee landlord, you may determine how to contact the owner by calling the Ramsey County Tax Assessor.
If the neighbor or landlord does not respond in a timely fashion, call the Department of Safety and Inspections or report online at http://www.stpaul.gov/forms.aspx?FID=65.

Grass and Weeds
City ordinance says grass and weeds can be no longer than 8 inches tall. Property areas must have grass, trees, landscaping, or other approved ground cover. After you have called the City Information and Complaints Office, without an inspector’s visit, a letter is sent to the property owner giving 72 hours from the date of mailing to clean up. After 72 hours an inspector visits to check if the problem was abated. If the owner does not comply, Public Works will carry out the work and assess the property owner. It is strongly recommended that you talk with your neighbor about grass and weed removal before pursuing an enforcement option.

Lawn care can be a hardship for elderly or disabled neighbors. Block clubs can arrange for neighborhood youth to carry out this task for a fee, or for any neighbors to do so as volunteers. Hamline Midway Elders (651-209-6542, www.hmelders.org) can also be enlisted to help.

Talk to your neighbor and ask if and when they plan to abate the problem. If the property is owned by an absentee landlord, you may determine how to contact the owner by calling the Ramsey County Tax Assessor. If the neighbor or
landlord does not respond in a timely fashion, call City Information and Complaints Office or e-mail complaint to: tallgrass@ci.stpaul.mn.us

**Housing**
Homes must have exterior surfaces covered from the elements. They cannot have any rotting boards. Stairs, decks, porches, detached structures, and fences must be kept in sound condition. Windows must have panes without open cracks or holes and, if used for ventilation, must have screens. After you have made your initial calls, the Department of Safety and Inspections or the Fire Department will send an inspector who will issue an order for the property owner to carry out repairs within a set time period. If the owner does not comply, the appropriate agency may “tag” (fine) the property owner. In extreme cases, rental properties may have their certificates of occupancy revoked or even be condemned. Since this would result in homelessness for their occupants, it is strongly recommended that you talk with your neighbor about repairs before pursuing an enforcement option.

**Noise**
After 10:00 pm, any noise you can hear on your property which comes from another property or the street is in violation of the city’s noise ordinance. This can be more than an irritant, especially when you have to get up and go to work without having had enough sleep. Since the police may be busy with more urgent matters, their response time on noise complaints can be slow. If the police can’t hear the noise when they arrive, they will keep driving, so it is helpful to meet them on arrival if possible.

If the police are unable to issue a tag, you must be prepared to be insistent, even offering to sign the complaint. Ask for an informational report to be written. Call Hamline Midway Coalition if you choose to pursue that option. It is strongly recommended that you talk with your neighbor about noise problems before pursuing an enforcement option.

For noise caused by industrial operations, call the Department of Safety and Inspections. DSI can conduct noise testing to determine if business operations are in violation of the city noise ordinance, then issue abatement orders if appropriate

Noise – after 10:00pm:
Calmly ask the neighbor making the noise to quiet down. If no resolution, then Call the police and tell him or her you would like a tag to be issued.
Call City Information and Complaints Office to log a complaint.

**Parking**
Vehicles parked on the street must be moved every 48 hours and must be parked as indicated below or a tag can be issued. It is strongly recommended
that you talk with your neighbor about parking violations before pursuing an enforcement option.

When parking on the street, use the following standards of distances for parking vehicles away from driveways, alleys, intersections, stop signs and bus stops.

<table>
<thead>
<tr>
<th>Public and private alleys and driveways</th>
<th>5 feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intersections</td>
<td>20 feet</td>
</tr>
<tr>
<td>Stop Signs</td>
<td>30 feet</td>
</tr>
<tr>
<td>Bus stops</td>
<td>80 feet from the sign</td>
</tr>
</tbody>
</table>

**Illegally Parked Vehicles**
Talk to the owner of the vehicle and ask if and when he or she plans to move the vehicle. They may not know they are in violation.
If the vehicle is on a public street or alley, call Saint Paul Police Department Parking Enforcement Division at 651-266-5590. If the vehicle is on private property, call City Information and Complaints Office. Report the location, license plate numbers and description of the vehicles.

“Snowbirds” (Parked on plow routes during snow emergencies)
When a “Snow Emergency” is declared, cars must be moved from night and day plow routes to allow snow to be plowed to the curb. To find out if a snow emergency is in effect, listen to the radio, watch TV newscasts, sign up for automated text messages or emails from the City, or call 651-266-PLOW (266-7596) for the 24 hour snowplowing information line. Public Works will tag illegally parked cars in advance of plowing, and will sometimes tow them. If cars are not moved, streets may be unevenly plowed and icy. If your block has a chronic problem, contact Hamline Midway Coalition.

Talk to the owner of the vehicle and let him or her know of the snow emergency. They may not know the regulations and will appreciate your help in avoiding a tag/fine. If this is not effective, call Public Works at 651-487-4700 and give the exact location of the vehicle.

**Parks**

**Curfew, Drinking and Other Violations**
Curfew at all parks is 10:00 pm. Drinking and disrespectful behavior are prohibited and should be reported:
Call the Park Ranger at 651-646-3535.
Police want residents to call to report curfew violations and other violations. Call 651-291-1111.
Call City Information and Complaints Office to log a complaint.
If violations continue, contact Hamline Midway Coalition.

**Damaged Property, Refuse, or Unclean Rest Facilities**
Call City Information and Complaints Office to log a complaint.
Call Parks and Recreation Operations at 651-646-0291.
If the problem is not resolved in two days, contact Hamline Midway Coalition.

**Potholes in Public Streets and Alleys**
Call City Information and Complaints Office to log a complaint.
Call Public Works.
If the street or alley has not been repaired within a satisfactory amount of time, contact Hamline Midway Coalition.

**Property Maintenance**
Talk to your neighbor and ask if and when they plan to repair the property. If the property is owned by an absentee landlord, you may determine how to contact the owner by calling the Ramsey County Tax Assessor.

If the neighbor does not respond, then:
For single family, duplexes, or buildings of 3 or more units, call the Fire Department at 651-288-6230, and
For rental properties, if you are in touch with the tenants, ask them to call Housing Alliance Law Office at 848-2006 for legal advice on their rights as tenants to live in safe, decent housing.
Contact Hamline Midway Coalition. They will work with you and your neighbors.

**Prostitution**
Like drug activity, prostitution sends the message that criminal behavior is welcome in our community. It is also degrading to all concerned, may be accompanied by violence, may be associated with organized crime, and can increase the spread of sexually transmitted disease. Often prostitutes are runaways, abuse survivors, or otherwise vulnerable youth. Breaking Free is an organization that assists prostituted women and girls and battered women involved in the criminal justice system to escape from violence in their lives. They can be reached at 651-645-6557.

If the activity is in progress, call 9-1-1. Give the location and description of the alleged prostitutes, “johns,” and any related vehicles, including license plate numbers. Be sure to write down this information and keep a copy.

Call the police Vice Unit at 651-266-5680 and provide the same information. An officer assigned to your complaint should call you back. Work with your neighbors to document any further incidents.

**Rental Properties**
Minnesota and Saint Paul have many statutes and ordinances protecting both tenants and landlords from unfair practices and guaranteeing safe, decent rental
housing. However, many landlords and tenants are unaware of their rights and responsibilities and the best way to enforce them.

See resource section for sample letters inviting landlords to meetings and specific issues.

Tenants may call Housing Alliance Law Office at 651-222-4731 for advice. Landlords may call Saint Paul Association of Responsible Landlords at 651-647-6810 for advice.

**Sewers**
Clogged or broken:  
Call City Information and Complaints Office to log a complaint.  
Call Sewer Maintenance at 651-558-2277.

**Snow Removal on Sidewalks and Walkways**  
Sidewalks and all walkways leading to mailboxes must be kept free of snow and ice. Snow and ice on sidewalks is especially disrespectful to elders and people with disabilities. After you have made your initial call the City Information and Complaints Office, an inspector will issue an order to clear the sidewalk within a set time period. Hamline Midway Coalition may have doorhangers available to remind property owners that sidewalks must be cleared within 24 hours of a snowfall.

Process for responding:  
Talk to your neighbor and ask if and when they plan to clear the sidewalk.  
If the property is owned by an absentee landlord, you may determine how to contact the owner by calling the Ramsey County Tax Assessor.  
If the neighbor does not respond, call the City Information and Complaints Office.

**Trees**  
**Boulevard Planting**  
If you would like a tree planted on your boulevard there are three options:  
Wait for Forestry to re-plant. Each city street is visited approximately once every 10 years. You can call them at 651-632-5129 to find out approximately when your street is scheduled for planting.  
Call Forestry to request a tree. They will review your request and may plant a tree of their choice. Note that there are no guarantees that you will be given a boulevard tree even if you had one previously.  
You may plant a tree yourself, but you must obtain a permit from the Forestry Department to ensure that an approved species is planted and it is the proper size and location.

**Overgrown Boulevard Trees and Brush**
The Forestry Division of Parks and Recreation handles tree trimming and removal of overgrown or storm-damaged trees and brush on public thoroughfares. Forestry also handles vegetation which is obscuring road signs. Their priority is to clear safety hazards. Call Forestry if you see a problem.

Private Trees and Brush Overgrown onto Public Right of Way
Talk to your neighbor and ask if and when they plan to trim the offending tree or brush.
If the property is owned by an absentee landlord, you may determine how to contact the owner by calling the Ramsey County Tax Assessor.
If the neighbor does not respond, call the City Information and Complaints Office.

After you have made your initial calls, the Department of Safety and Inspections will send an inspector who will issue an order for the owner to trim the trees/brush within a set time period. If the owner does not comply, Public Works will carry out the work and assess the property owner. It is strongly recommended that you talk with your neighbor about removal before pursuing an enforcement option.

Truancy
On an average school day there are over a thousand truant youth in St Paul. Most are at home or at the malls, but those who are on the street are sometimes involved in vandalism or petty crime. When the police pick them up they will be taken to the Truancy Center and held until their parents come for them. This experience is often enough to curtail the problem.

It is strongly recommended that you talk with your neighbor about their children’s truancy before pursuing an enforcement option. Talk to the responsible adult(s) of the youth and let them know their children were not in school. If the neighbor is unresponsive, then:
Call to log a complaint with the City Information and Complaints Office, and
Call the police or Ramsey County.

If the problem persists, consult with your neighbors and/or Hamline Midway Coalition. Be sure to document all occurrences of the problem in writing as well as steps taken to resolve the problem.

Vacant Buildings
City ordinance requires vacant buildings be registered with the city. A list is available on the Department of Safety and Inspections web page, www.stpaul.gov/DSI (see Vacant Buildings link on left side). Dilapidated vacant buildings can be among the most frustrating problems facing a block club, but they can be successfully turned around if you have information and a committed
group of neighbors. Call City Information and Complaints Office to log a complaint. Contact HMC to discuss further options.

**Vehicle Storage**

All vehicles must be stored on a paved or gravel surface, or have a site plan to become a paved surface. After you have made your initial calls, an inspector will issue an order for the owners to remove the vehicle(s) within a set time period. If the owner does not comply, Public Works may tag (fine) the property owner. It is strongly recommended that you talk with your neighbor about removal before pursuing an enforcement option.
SECTION 4:
CRIME PREVENTION RESOURCES

CRIME PREVENTION ASSISTANCE FROM THE SAINT PAUL POLICE DEPARTMENT

Developing partnerships and working with law enforcement agencies is one of the most beneficial ways to aid in prevention. This section includes generic law enforcement information, and, information specific to the Saint Paul Police Department (SPPD).

SPPD has a long and rich history of proactive, community policing strategies that have been successful due to the strong ties in the community where we all work to make it a better place.

REPORTING CRIME AND NUISANCES

Report minor crimes, even if they have already occurred because:
- The same crime may be occurring nearby and the police may be able to use your information;
- Police track patterns in crime which can assist them in determining where to increase patrols and track down suspects;
- Without reported incidents, police cannot justify increased patrols.
- Included in Attachment 14 is a list of resources available via SPPD including tips for reporting crime such as vehicle description, suspect description, drug sale information and reporting drug houses.

SOME TIPS FOR CALLING THE POLICE:

You can remain anonymous. However, not being able to call you back and ask questions may affect the ability of the police dispatcher or police officer to identify or correct the problem;
- You should say whether or not you want a squad car to come to your location.
- Make sure you give them the address of the problem – not your address. A police complaint number (CN) will then be assigned to the address of the incident. This is especially important when trying to establish a case for a problem property.
- A police report may or may not automatically be written, depending on the circumstances. However, you can request that a written report be completed.
- If you call 9-1-1, your address will automatically be recorded. You may request to remain anonymous at that time.
CRIME PREVENTION PROGRAMS WITHIN SPPD

Crime Watch Signs
The Public Works Department provides crime watch signs to organized block groups for a fee. These signs allow residents to identify the geographical area in which their crime watch area represents.

Speakers
SPPD has free speakers available on multiple crime related subjects. Requests should be directed to the Community Services Unit or by written requests to the Chief of Police.
National Night Out (NNO)
The first Tuesday in August, the Saint Paul Police Department provides educational and public relations support and planning for National Night Out activities. Requests should be directed to the Crime Prevention Unit.

Premise Surveys
Police Reserve officers will provide free of charge premise surveys of your home. All suggestions are up to you to decide if you want to improve your locks, lighting, doors, windows, etc. There is no sales pitch or product advocacy made. Some insurance companies provide discounts to residents participating in the security audit. Requests should be directed to the Community Services Unit.

House Watches
Police Reserve officers will patrol the homes of residents who are on vacation. The program is free of charge and is available for short-term absences. They will ask for your leaving and returning dates, along with contact information for anyone who is authorized to enter and/or possesses your house keys in case of emergency. This program not only benefits the resident, but the entire block because there will be an increase in police visibility. Requests should be directed to the Community Services Unit.

Other
The Saint Paul Police Department is constantly reviewing and improving its services. See Attachment 14 for a list of information available.

CRIME PREVENTION ASSISTANCE FROM YOUR DISTRICT COUNCIL

Hamline Midway Coalition can provide some assistance in your crime prevention efforts. Examples of the types of assistance district councils may provide include:
- Technical support to block clubs.
- Assistance for new block leaders in starting a block group.
- A variety of crime prevention material in our office and on our website.
- Crime updates for block organizers or other interested parties.
- Educational community forums on a variety of crime prevention topics.

CRIME PREVENTION ASSISTANCE FROM COMMUNITY AND STATE CONTACTS

Many other resources may be used to aid in preventing crime. The Resource Contact List, Attachment 13, includes web site references for Saint Paul City Council members, the Minnesota Attorney General’s Office, and the State of Minnesota website for accessing state statutes.
So you want to be a good neighbor! Here is a code of conduct that will help you and your neighbors to build a successful block.

**Meet-** I will meet my neighbors and know who they are. Thus if a problem arises I can go to them directly because I know them. Together as neighbors we can work out our differences. If I need a little extra assistance, Hamline Midway Coalition will work with me to respond to and solve issues.

**Neat-** I will keep the outward appearance of my home neat and clean. This means I will pick up my yard from blowing trash, keep my sidewalk shoveled in the winter and my grass cut in the summer. If I am unable to maintain my yard I will ask a neighbor or Hamline Midway Coalition for assistance.

**Concerned-** I will not allow illegal or disruptive behavior on my property. This ranges from drugs to loud parties, loose or aggressive animals, loud cars or car stereos. I will ensure that my property is peaceful and respect my neighbor’s desire for a peaceful neighborhood.

**Work-** I will respect and work with all of my neighbors for a clean, comfortable, and safe neighborhood. Our community is constantly changing and is enriched by its diversity. In order to succeed as a community, we must recognize and use that diversity as a strength.

I, ______________________________, at _______________________[address] pledge to be a good neighbor.
Date: _____________________
SAMPLE #1

Dear New Resident:

The XXX block group would like to welcome you to our community. As a new community member we wanted to invite you to our next block group meeting on DATE at TIME, at LOCATION.

Our block group has been meeting for X number of years, and we are bounded by A street, B street, C street, and D street. We have worked to together on some of the following projects/activities:

XXXXX

XXXXX

XXXXX

We would really encourage you to get involved in the community. If you can’t attend our meetings but want to be involved in other ways please let us know. You can contact me at [PHONE NUMBER] or [EMAIL ADDRESS].

I am also enclosing [HELPFUL MATERIALS, i.e. St. Paul Guide to Community Services, etc]. I would also encourage you to contact Hamline Midway Coalition to learn about upcoming community meetings, community projects, community committees, recycling bins and information. They can be reached at 651-494-7682, info@hamlinemidway.org. Their website is www.hamlinemidway.org.

I hope to see you at our next meeting. If you need any assistance or want information please let me know.

Sincerely,

[Name]
XXX Block Group Leader
Dear Landlord:

We are excited to inform you that we are starting a block group in the area of xxx. This area includes properties that you own at XXX. We are working with Hamline Midway Coalition to develop a strong, safe, welcoming, connected neighborhood. We believe that to achieve this goal we must all work together to develop solutions that benefit the community.

As a landlord we would encourage you to do two things:

• Attend our block group meetings so you can hear about activities in the area, resident concerns, and know the people that live around your properties
• Encourage your tenants to participate in the block group, because we encourage all residents to be active in positive community change.

We would like to invite you to a block group meeting on DATE at TIME, at LOCATION. As a landlord, we are sure that you are concerned about our community and assuring that your property investment is beneficial to you and our community.

If you have any questions please feel free to call us at 651-XXX-XXXX.

Sincerely,

XXX
Block Leader

XXX
Hamline Midway Coalition
ATTACHMENT 3
SAMPLE BLOCK CLUB MEETING DOOR KNOCKING SCRIPT

Hi, my name is ____________________, and I live at ______________________. I want to introduce myself, and to let you know about an upcoming block club meeting on __________________(hand out flyer). I am coordinating the meeting because _______________________. I have talked with other neighbors who share my concerns/and or ideas and I thought it would be a good idea to have several of us get together to share our thoughts. I have invited the St. Paul Police, Hamline Midway Coalition, and ______________________ to the meeting to share information and provide support to us.

Can I count on you to attend this meeting?
SAMPLE #1

Dear Neighbors,

You are invited to a block group meeting. A block group (a group of residents working together to create positive change in their community) is a very important tool for reducing crime and getting to know your neighbors. We strongly encourage you to take an active interest in your community and your neighbors.

Our block group meeting will be held

On XX Date, XXXX xxth
At XX Time
At X Location

At the meeting you will get valuable crime information, community updates, and much more!! If you have any questions or concerns please contact _____ at __________.

Sincerely,

NAME
[Role (resident, staff, board member, etc.)]
We’re Starting a Block Club!

DATE: __________________________
PLACE: _________________________
TIME: ___________________________
CONTACT: _________________________

Meeting Agenda
1. Introductions
2. Purpose of a Block Club
3. Share Your Interests and Concerns about Our Neighborhood
4. Planning Our Block Club
5. Wrap-Up

Contact _______ at ____________ if you have questions or need additional information.
We need you!! Hope to see you there!!

ATTACHMENT 5
BLOCK CLUB MEETING SIGN IN SHEET

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
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ATTACHMENT 6
SAMPLE AGENDAS FOR FIRST BLOCK CLUB MEETING

SAMPLE #1

Initial Block Club Meeting Agenda
For [NAME OF BLOCK CLUB]
At X p.m. at X Location

x-x Introductions
x-x Discuss how Hamline Midway Coalition and Police can support organizing efforts
x-x Review resident concerns and discuss neighborhood crime stats
x-x Announce upcoming community events
x-x Develop next meeting agenda
x-x Set next meeting date & review action items
X Adjourn

SAMPLE #2

Introductions
• Introduce self and welcome everyone.
• Ask everyone to introduce themselves—name and address, length of time they have lived in the neighborhood, etc.
• Designate a person to take notes, so you can focus on the meeting.

I. Outline Purposes of Meeting
• Introduce concept of a block club.
• State meeting goals, including overview of the agenda and issues that drew everyone here.

II. Discussion of neighborhood concerns/interests.
• Participants state their concerns/interests.
• Solicit ideas for addressing common concerns.
• If group decides to act on a concern, delegate responsibilities; set another time to meet if necessary.
• Discuss holding a social event.

III. Planning our Block Club
• Decide who it will include (include residents across the alley if they face a park or school).
• Choose a block club coordinator and co-coordinators.
• Plan creation of a Block Map.
• Recap any delegated responsibilities.
• Discuss plan of where to go from here.
• Thank participants for coming.
• Wrap-Up
General Guidelines:

- Encourage everyone’s participation.
- Steer the meeting toward common ground and away from differences.
- Try to reach a conclusion at the end of the meeting.
- Decide upon some action to be taken, ideally giving everyone some task to do.
ATTACHMENT 7
SAMPLE BLOCK CLUB MEETING GROUND RULES

- Listen attentively to others
- Try to understand each other’s perspectives
- Treat each other with respect
- Don’t feel pressured to speak
- Communicate openly and honestly
- Ensure that everyone’s voice is heard
- No side conversations
- Agree to disagree
- Only one person can speak at a time
- Speak only for yourself
- Speak only when recognized by the chair or meeting leader
- Speak only to the item on the agenda at the time
- Do not disrupt other people while they are making comments
- No put downs
- Keep a sense of humor
ATTACHMENT 8
INTEREST INVENTORY FOR BLOCK CLUB PARTICIPANTS

Club Organizers
Name ________________________________  Your Name
Name______________________________
Address____________________________  Your Address
                                           
Phone ________________________________  Your Phone
                                           
Which types of activities is your household interested in participating in?
___ Crime Prevention
___ Social Gatherings
___ Garage Sales
___ Youth Activities
___ Parking/Traffic Issues
___ Block Newsletter
___ Alley Cleaning
___ Welcoming New Neighbors
___ Community Greening
___ Community Service
___ New Parent’s Club
___ Elderly Assistance
___ Other: _________________________________

Rank the issues that are of most concern to you, with “1” signifying most concern.
___ Youth Development
___ Recycling/Environment
___ Crime & Crime Prevention
___ Street/Alley Improvement or Lighting
___ Neighborhood Beautification
___ Traffic and Parking
___ Noise
___ Neighborhood Business Relations
___ Other: _________________________________

Would you be interested in getting to know your neighbors better?  
Yes/No

Would you be interested in attending a block meeting?  Yes/No
Would you be interested in participating in neighborhood activities?
Yes/No

Would you appreciate a block directory or block map of neighbors?
Yes/No

Please return completed form to above address.

Please bring completed form to our Initial Block Club Meeting:
(Date) __________________ (Time) ______________
(Place)______________________________________
ATTACHMENT 9
BLOCK CLUB ACTION PLANNING WORK SHEET

Use this work sheet during every meeting to help you stay focused in the issues at hand and to help you determine what you will collectively do to solve your problems. After you have achieved success, save work sheets as proof that organizing works!

WHAT  What is the issue? What is to be done?

HOW  How will it be accomplished? (List specific steps!)

WHO  Who is assigned to carry through? To whom will they report?

WHEN  When will it be accomplished?

RESULTS  What do we expect to happen? How will success be measured?
MEASURING RESULTS  *Who will measure the success of our work on the issue/project? When will this measurement process take place and be reported? Who will receive and comment on the report?*
Block Club Parties
Block parties don’t have to be elaborate affairs! They are intended to bring neighbors together to enjoy discussion and show community spirit. If neighborhood concerns come up, it’s a good time to discuss them! Block parties held on National Night Out (the first Tuesday of August) have the added benefit of showing support for local crime prevention efforts and building police-community partnerships. Our local Police and Fire Departments are commendable in their outreach during this annual event.

There are three basic steps to hosting a Block Party
1. Set the date, time, and location.
2. If you will be blocking off the street, complete the Block-Party Permit Application.
3. Distribute a block party flyer to invite your neighbors.

It is recommended that you:
1. Provide refreshments or ask others to bring refreshments to share.
2. Provide seating or ask neighbors to bring their own chairs.

You can also:
1. Officially request a police unit (patrol, K-9, mounted) or fire truck visit for the kids.
2. Arrange a play area for kids.
3. Decorate.
4. Have a door prize (area businesses will often provide a prize if you ask).
5. Ask a neighbor/co-block coordinator to host the party for you.
6. Hold a block meeting in advance to delegate party preparations.

Remember, there is no right or wrong way to host a block party! They vary from very simple (a few lawn chairs on a front lawn with lemonade), to moderate (closing the street, grilling, pot-luck, and police/fire truck visits), to elaborate (crime prevention material table, raffle, ice-cream stand, play area, pizza delivery). Do what works for you! Ask for help from both Hamline Midway Coalition and your neighbors!

National Night Out
National Night Out is a nation-wide event held the first Tuesday of every August. National Night Out is designed to:

- Strengthen neighborhood and police-community partnerships
- Send a message to criminals that our neighborhoods are organized and strong
- Heighten crime, drug, and violence prevention awareness
• Generate support for, and participation in, local anti-crime programs

On the first Tuesday in August of each year, neighborhoods in Saint Paul are invited to join forces with thousands of communities nationwide for neighborhood block celebrations. Residents are asked to spend the evening outside with their neighbors in an effort to increase neighborhood spirit and to raise awareness about local block club and crime prevention efforts. This is an ideal time to host a block party!

Lincoln Avenue Block Party

Sunday, September 8
4:00 – 8:00 p.m.
Street will be barricaded!
Come for food, friends and fun!

Please bring the following:
✓ Meat for grilling
✓ Drinks for your family
✓ A dish or snacks to share
✓ Your own silverware, dishes, cups and lawn chairs

Kiddie Parade at 4:00!
Police Officer at 4:30!

RSVP 555-1234
Sally Smith, Block Club Coordinator
National Night Out Block Party

Tuesday, August _, 5-8 p.m.

All family members are invited. We’ll have games, prizes and karaoke. Grills will be available. Please bring your own food to grill and a dish to share potluck style.
Bring your own drink, no alcohol please. Plates, napkins, cups will be provided.
## Block Club Interest Activities (add your own!)

<table>
<thead>
<tr>
<th>SPRING</th>
<th>SUMMER</th>
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<tbody>
<tr>
<td>- Planting day</td>
<td>- BBQ or grill fest</td>
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<tr>
<td>- Gardening club</td>
<td>- Ice cream social</td>
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<tr>
<td>- Alley/block clean-up</td>
<td>- Yard-of-the-month contest</td>
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<tr>
<td>- Scavenger hunt for kids</td>
<td>- Kid festival (parade, mini-theater production, clowns)</td>
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<tr>
<td>- New neighbor welcome</td>
<td>- Paint an elderly neighbor’s house/garage</td>
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<tr>
<td>- Plant or vegetable exchange</td>
<td>- Block club yard sale (coordinate with the community yard sale)</td>
</tr>
<tr>
<td>- Spring walk around the neighborhood with gardener</td>
<td>- NNO block party</td>
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<table>
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<tr>
<th>AUTUMN</th>
<th>WINTER</th>
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<tbody>
<tr>
<td>- Halloween party</td>
<td>- Cookie exchange</td>
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<tr>
<td>- Potluck supper</td>
<td>- Holiday party</td>
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<tr>
<td>- Fantasy football</td>
<td>- Light decorating contest</td>
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<tr>
<td>- Dog walking group</td>
<td>- Share favorite holiday recipes or traditions and make a book</td>
</tr>
<tr>
<td>- Book club or exercise group</td>
<td>- Potluck dinner featuring ethnic dishes (bring copies of your recipes!)</td>
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<tr>
<td>- Neighborhood history walk with a long time resident</td>
<td>- New parents’ social club</td>
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<tr>
<td>- Speaker series on topics of interest to neighborhood</td>
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</table>

### YEAR-ROUND

- New parents’ social club
- For quick communication and updates, start a neighborhood email list
- Stop by and introduce yourself to new neighbors
- Attend one of the police department’s monthly community meetings
ATTACHMENT 11
SAMPLE COMMUNITY IMPACT STATEMENT

Judge XXX
Address
City, State, Zip

To Judge:

I am writing on behalf of the XXX block group. We represent the area bounded by XXX. We are a group of committed residents, landlords, and business owners who are working for a strong, safe, welcoming connected community.

Part of our community vision is ensuring that the neighborhoods are clean, comfortable and safe for residents, businesses and visitors. Ensuring a peaceful community where everyone feels safe is an ongoing challenge. Over the past few years, we have seen a growth in the narcotics trade, gang activity, domestic violence, and quality of life crimes. These activities are disruptive to the quality of life in our community.

We are aware that (such person) was recently arrested for (crime). This type of activity cannot be tolerated in our community. As a community we have developed standards for our neighbors (see enclosed good neighbor code of conduct). This activity is a violation of those standards.

We are working to send a message to criminals that doing business in our community is not acceptable, but we cannot send this message alone. We have to rely on the police, prosecutors and judges to reinforce our message. We would urge that you consider the damage to community that criminals like this cause when you consider sentencing. We would also request that the person receive a mile radius stay away order so he/she cannot serve time and then go right back to conducting business in the same place.

We thank you for your consideration in this matter.

Sincerely,
XXXX
Resident Leader of XXXX Block Group or have several members sign letter
Sample Letter(s) to Landlords about Issues

First Contact

Date

Landlord
Address
City, State, Zip

Dear Landlord:

At a recent block group meeting the property you own at XXX street was discussed by residents. They were concerned about the following:

- xxx
- xxx
- xxx

XXX District Council works with residents and landlords to develop strong, safe, welcoming, connected neighborhoods. We believe that to achieve this goal we must all work together to develop solutions that benefit the community. As the property owner we would like to start to work with you to address the concerns that residents have raised in regard to your property.

We would like to invite you to a block group meeting on Date at Time. at Location. As a landlord, we are sure that you are concerned about the community and want to ensure that your property investment is beneficial to you and the community.

If you have any questions please feel free to call us at 651-XXX-XXXX.

Sincerely,
Block Leader

Crime prevention contact
Second Contact

Date

Landlord
Address
City, State, Zip

Dear Landlord:

We recently invited you to a block group meeting to discuss concerns we have about the property you own at XXX. You did not attend the meeting, nor have you contacted us to discuss their concerns.

We would like to remind you of those concerns.

- xxx
- xxx
- xxx

These concerns are real and are disruptive to the quality of life in our neighborhood. We want to work with you to develop a joint solution to these concerns that benefits all of us, but we can not do that without your cooperation.

We would again like to invite you to a block group meeting on Date at Time at Location. As a landlord, we are sure that you are concerned about our community and want to ensure that your property investment is beneficial to you and the community.

If you have any questions please feel free to call us at 651-XXX-XXXX.

Sincerely,

XXXX
Block Leader

XXXX
Crime prevention contact
**Third Contact**

Date

Landlord
Address
City, State, Zip

Dear Landlord:

Our block group has made two prior attempts to discuss our concerns with you about your property at XXXX. We are disappointed that you have not responded to work with us to come up with solutions that would benefit us all.

We had hoped to resolve these issues together but that does not seem possible at the moment. We do want to make you aware that we have reported our concerns to:

The St. Paul Police Department
Department of Safety and Inspections
City Councilmember XXX

We hope that you are able to work with them to resolve our concerns. If you would like to begin to work with our group please let us know. We can be contacted at 651-XXX-XXXX.

Sincerely,

XXXX                          XXXX
Block Leader                  Crime prevention contact
## RESOURCE CONTACT LIST

### ATTACHMENT 13

#### CHILD ABUSE RESOURCES

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<tr>
<th>Resource</th>
<th>Contact Information</th>
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<tr>
<td>Ramsey County Child Protection Unit</td>
<td>651-266-4500</td>
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<tr>
<td>Jacob Wetterling Family Resource Center</td>
<td>651-714-4673</td>
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#### CRIME PREVENTION RESOURCES

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<th>Resource</th>
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<tr>
<td>Individual District Council names &amp; numbers (See Section 1 of manual)</td>
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<tr>
<td>Saint Paul Police - Crime Prevention Unit</td>
<td>651-266-5625</td>
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<tr>
<td>Saint Paul Police – Crime Free Rental Housing</td>
<td>651-266-5451</td>
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<tr>
<td>Saint Paul Police – Community Services Unit – free Premise Surveys</td>
<td>651-266-5485</td>
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<tr>
<td>Saint Paul Police – Community Services Unit – free House Watch</td>
<td>651-266-5485</td>
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<tr>
<td>Saint Paul City Attorney’s Community Prosecution Program</td>
<td>651-266-8740</td>
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#### DOMESTIC VIOLENCE RESOURCES

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<th>Contact Information</th>
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<tbody>
<tr>
<td>Saint Paul City Attorney’s Office - only if suspect is charged</td>
<td>651-266-8710</td>
</tr>
<tr>
<td>Ramsey County Attorney’s Office - Victim Services Unit - only if suspect is charged</td>
<td>651-266-3099</td>
</tr>
<tr>
<td>Saint Paul Police - Family &amp; Sexual Violence Unit</td>
<td>651-266-5676</td>
</tr>
<tr>
<td>Same Sex Domestic Abuse - 24 hour hotline</td>
<td>612-822-0107 Ext. 210</td>
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<tr>
<td>Saint Paul Intervention Project - 24 hour hotline - legal assistance</td>
<td>651-645-2824</td>
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<tr>
<td>Casa de Esperanza - 24 hour hotline and shelter</td>
<td>651-772-1611</td>
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<tr>
<td>Women’s Advocates - 24 hour hotline and shelter</td>
<td>651-227-8284</td>
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<tr>
<td>Women of Nation - Eagles Nest - 24 hour hotline and shelter</td>
<td>651-222-5836</td>
</tr>
<tr>
<td>Asian Women United - 24 hour hotline</td>
<td>612-724-</td>
</tr>
<tr>
<td>General Crime Resources</td>
<td>Phone Number</td>
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</tr>
<tr>
<td>Ramsey County Domestic Abuse Office - to file for Order For Protection (OFPs)</td>
<td>651-266-5130</td>
</tr>
<tr>
<td><strong>GENERAL CRIME RESOURCES</strong></td>
<td></td>
</tr>
<tr>
<td><strong>EMERGENCY</strong> – Saint Paul Police Department (SPPD)</td>
<td>9-1-1</td>
</tr>
<tr>
<td><strong>Non-Emergency</strong> – Saint Paul Police Department</td>
<td>291-1111</td>
</tr>
<tr>
<td>Eastern District Front Desk Officer (8:00 – 4:00)</td>
<td>651-266-5565</td>
</tr>
<tr>
<td>Central District Front Desk Officer (8:00 – 4:00)</td>
<td>651-266-5563</td>
</tr>
<tr>
<td>Western District Front Desk Officer (8:00 – 4:00)</td>
<td>651-266-5512</td>
</tr>
<tr>
<td>Saint Paul Police – Crime Prevention Unit (Pam 266-5455 RuthAnn 266-5451)</td>
<td>651-266-5625</td>
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<tr>
<td>Saint Paul Police - Gang Unit</td>
<td>651-266-5680</td>
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<tr>
<td>Saint Paul Police - Graffiti Unit</td>
<td>651-266-5755</td>
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<tr>
<td>Saint Paul Police - Vice Unit</td>
<td>651-266-5900</td>
</tr>
<tr>
<td>Saint Paul Police – Parking Enforcement on public street or alleyway</td>
<td>651-266-5585</td>
</tr>
<tr>
<td>Saint Paul Police - FORCE Unit (drug use &amp; sales complaints)</td>
<td>651-266-5712</td>
</tr>
<tr>
<td>Saint Paul Police - Community &amp; Volunteer Services Unit</td>
<td>651-266-5485</td>
</tr>
<tr>
<td>Saint Paul Police - Records Unit (Must request in person at Headquarters for copies of police calls and reports)</td>
<td>651-266-5700</td>
</tr>
<tr>
<td>Saint Paul Police - Citizen Police Academy</td>
<td>651-266-5583</td>
</tr>
<tr>
<td>Breaking Free (prostitution)</td>
<td>651-645-6557</td>
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<tr>
<td>Ramsey County Harassment Restraining Orders (HROs)</td>
<td>651-266-5130</td>
</tr>
<tr>
<td>Council on Crime &amp; Justice - 24 hour hotline</td>
<td>612-640-5400</td>
</tr>
<tr>
<td>MN Crime Victim’s Reparations Board - Financial assistance for certain crimes</td>
<td>651-282-6256</td>
</tr>
<tr>
<td><strong>OTHER COMMUNITY RESOURCES</strong></td>
<td></td>
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<tr>
<td>United Way - First Call For Help Community information &amp; resources</td>
<td>211</td>
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<tr>
<td>Ramsey County – Emergency Social Services</td>
<td>651-266-4500</td>
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<tr>
<td>Saint Paul Forestry</td>
<td>651-632-5129</td>
</tr>
<tr>
<td>Saint Paul Park Rangers</td>
<td>651-646-3535</td>
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<tr>
<td>Saint Paul Public Works</td>
<td>651-292-6600</td>
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<tr>
<td>Saint Paul Parks and Recreation</td>
<td>651-646-0291</td>
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<tr>
<td>Saint Paul Sewer Maintenance</td>
<td>651-558-2277</td>
</tr>
<tr>
<td>Ramsey County Tax Assessor’s office (determine property ownership)</td>
<td>651-266-2000</td>
</tr>
<tr>
<td>MN Attorney General’s Office (Landlord &amp; Tenants: Rights &amp; Responsibilities, etc.)</td>
<td>651-296-3353</td>
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<tr>
<td>MN Tenant’s Union</td>
<td>612-871-7485</td>
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<tr>
<td>Dispute Resolution Center</td>
<td>651-292-7791</td>
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<tr>
<td>Restorative Justice Program</td>
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<td>Ramsey County Sheriff’s Office - Adult Detention Center - Warrants</td>
<td>651-266-9352</td>
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<td>651-266-9319</td>
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<tr>
<td>Ramsey County Adult Protection</td>
<td>651-266-4012</td>
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<td>Saint Paul Animal Control</td>
<td>651-266-1100</td>
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<td>Snow Emergency Information Line</td>
<td>651-266-PLOW</td>
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<td></td>
<td>651-266-7596</td>
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<tr>
<td>Citizen Information &amp; Complaint Line (M – F, 8:00 – 4:30)</td>
<td>651-266-8989</td>
</tr>
<tr>
<td>Saint Paul Public Works Department (Crime Watch signs)</td>
<td>651-266-6215</td>
</tr>
<tr>
<td>Saint Paul Department of Safety and Inspections (DSI) (problem</td>
<td>651-266-</td>
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<tr>
<td><strong>properties, etc.</strong></td>
<td>9090</td>
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<tr>
<td><strong>Eureka Recycling</strong></td>
<td>651-266-SORT 651-266-7678</td>
</tr>
<tr>
<td><strong>Saint Paul Human Rights (HREEO)</strong></td>
<td>651-266-8966</td>
</tr>
<tr>
<td><strong>Senior Chore Service</strong></td>
<td>651-649-5984</td>
</tr>
<tr>
<td><strong>Housing Alliance Law Office (HALO) tenant advice</strong></td>
<td>651-848-2006</td>
</tr>
<tr>
<td><strong>Saint Paul Association of Responsible Landlords (SPARL)</strong></td>
<td>651-647-6810</td>
</tr>
<tr>
<td><strong>MN Multi Housing Association (MMHA)</strong></td>
<td>952-854-8500</td>
</tr>
</tbody>
</table>

**SEXUAL VIOLENCE RESOURCES**

| **Saint Paul Police - Family & Sexual Violence Unit** | 651-266-5676 |
| **Ramsey County Sexual Offense Services (SOS)** | 651-643-3006 |

**WEBSITE RESOURCES**

| **Individual District Council website (See Section 1 of Manual)** |
| **City of Saint Paul (police, safety and inspections, Resident handbook, etc.)** | www.ci.stpaul.mn.us |
| **Ramsey County** | www.co.ramsey.mn.us |
| **National Crime Prevention Council** | www.ncpc.org |
| **Minnesota Crime Prevention Association** | www.mncpa.net |
| **State of Minnesota Statutes** | www.revisor.leg.state.mn.us/pubs/ |
| **Minnesota Trial Court Public Access (MPA)** | http://pa.courts.state.mn.us |
| **Saint Paul Association of Responsible Landlords (SPARL)** | www.sparl.org |
| **MN Multi Housing Association (MMHA)** | www.mmha.com |
ATTACHMENT 14
INFORMATION AVAILABLE

- Vehicle description worksheet
- Suspect description worksheet
- Drug sale information worksheet
- Reporting drug houses
- Personal safety
- Business safety
- Avoiding identity theft
- After identity theft
- ICE
- Curfew laws - English and Spanish
- Criminal histories
- SPPD structure and org chart
- Anatomy of a police call
- Reporting suspicious activity
- How SPPD prioritizes calls
- Reading “calls for service”
- Working with police officers - English and Hmong
- Saint Paul City Council information
- Accessing state statutes