

ORGANIZING FOR  
PEACE IN THE NEIGHBORHOOD



**SafeStreets**

Division of Prevention And Recovery Services

2209 SW 29TH STREET, TOPEKA, KS 66611-1908

PHONE: 266.4606 FAX: 266.3833

[www.safestreets.org](http://www.safestreets.org)

Facebook: Safe Streets Coalition

# WELCOME TO NEIGHBORHOOD WATCH!

**N**eighborhood Watch is an organized partnership between the community, law enforcement and Safe Streets. Safe Streets is a program of Prevention and Recovery Services and serves the Shawnee County community through crime and substance abuse prevention, including Neighborhood Watch, National Night Out, Crime Prevention Education and much more.

Community members serve as the eyes and ears for law enforcement reporting suspicious activity, holding neighborhood meetings, and much more. Neighborhood watches can also be components of other neighborhood groups, such as Home Owners' Associations (HOAs), Neighborhood Improvement Associations (NIAs) or Neighborhood Associations (NAs).

There are many reasons to start or join a neighborhood watch:

- There are many more citizens than there are law enforcement officers.
- Connect with neighbors
- Suppress crime
- Know what is going on in your community
- Citizens become an extension of the law enforcement agencies' eyes and ears.
- Law enforcement can't keep us safe alone – it takes a community working together.

A neighborhood watch can be as formal or informal as you would like! Some neighborhoods have leaders, block captains, meet monthly, send out regular newsletters and have guest speakers; others may not meet as often or be as organized, but they still do the most important thing -- communicate. It doesn't matter how you do it, it's what works best for your neighborhood!

Regardless of how you do it, the core functions of a neighborhood watch are to:

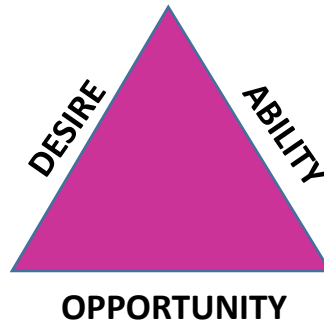
- Know your neighbors
- Identify concerns
- Validate concerns with data and facts
- Strategize solutions
- Implement!
- Repeat

A neighborhood watch doesn't take the place of law enforcement – it teaches a neighborhood how to be the eyes and ears for law enforcement.



# Neighborhood Watch 101

In order for crime to be present, three things must be present: Desire, Ability and Opportunity. We, as citizens, can't control a criminal's desire and ability to commit a crime. What we can impact is the opportunity. Through education, communication and partnership, neighborhood watches can empower community members to pro-actively address things in their neighborhood, thus removing opportunity.



So, where do you start? The first step is to figure out if you have an existing neighborhood watch group already meeting. Call Safe Streets, 266.4606 or email [jwilson@safestreets.org](mailto:jwilson@safestreets.org) and we will work with you.

If you don't have any current group meeting, start talking! Work with Safe Streets to set up a meeting date, invite your neighbors, law enforcement and city/county officials or partners with a vested interest in your neighborhood.

One of the keys to a successful neighborhood watch is to have regular meetings.

## Meeting Tips

- Get a plan and stick with it.
- Send out flyers with necessary information. Safe Streets can print/design these for you!
- Keep meetings short – 1 hour max. Get to the point and stick to an agenda.
- Keep in contact with everyone who comes to meetings and those who don't.
- Find speakers to educate on issues impacting your neighborhood (street projects, traffic issues, parks, etc.)
- Keep contact information updated.
- Meet at least quarterly to keep your group active and engaged.

## Crime Stats

The numbers of crimes reported in your area is a great way to measure progress. Law enforcement can bring these to your meeting. However, there are ways you can check yourself!

[www.communitycrimemap.com](http://www.communitycrimemap.com)

[www.shawneesheriff.org](http://www.shawneesheriff.org)



# Neighborhood Watch 101: COMMUNICATION

Everyone wants to be in the loop when communicating with neighbors. Different neighborhoods prefer different methods, but the main mechanisms for communication include: face-to-face contact, phone/e-mail trees, social media sites including Facebook and Nextdoor, as well as newsletters. It's important to remember that not everyone is computer-savvy!

## Phone/Email Tree:

A Phone/Email Tree provides a coordinated approach to communicate messages to your neighborhood watch. If you are in need of help at any time, a Phone Tree enables you to contact neighbors who may be able to assist you, or to alert them of suspicious activity. The Phone/E-mail Tree is a confidential document which is provided only to the people listed on the Tree.

If you would like to establish one in your area, the first step is to identify all members in the neighborhood interested in participating in the Phone/Email Tree. Ask them to sign up on the form. If neighbors did not attend the meeting, identify someone to contact those people and invite them to add their names to the tree. Safe Streets will compile the tree for you and distribute to only those people listed.

Process for Use of the Phone/Email Tree:

- A neighborhood member identifies information to be communicated to others.
- Member contacts the Leader or Designee with the message.
- Leader or Designee contacts the respective Section Leaders who then contact the remaining members. Or, the Leader or Designee may contact all members of the Phone/Email Tree.

Other neighborhoods' experiences show that the following procedure assures the most efficient and accurate relay of messages through the Phone/Email Tree.

- When you receive a message, write it down exactly as it is told to you, to assure that proper information is passed on. Read it back to the person giving you the message to ensure accuracy.
- Begin each call by saying clearly, your name, what neighborhood association you are from and that you are calling to activate the Phone/Email Tree.
- Attempt to leave a message in person, rather than on an answering machine.

# PHONE/EMAIL TREE

Date:

Important Numbers:

Coordinator:

Safe Streets  
266.4606

Community Officer:

Neighborhood:



Co-Leader
Name:
Address:
Phone:
Email:

Co-Leader
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Section Leader
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# Neighborhood Watch 101: COMMUNICATION

## In-Person

While we live in a digital-age, nothing can replace the importance of face-to-face communication! Neighborhood meetings are recommended (at least once a quarter) – you can share concerns about your neighborhood and things you have noticed. Additionally, it's always good practice to take a few minutes to say hello if you're out and about in your neighborhood, discuss any concerns or check on neighbors who may be facing illness.

## Social Media

Social media is an excellent and efficient way to reach neighbors. Be sure to let neighbors know which social media platform you will be using. Once something has been decided on, make sure that all neighbors are invited to participate. You can let your neighbors know via email, flyer or personally invite them to be involved. A couple of popular sites are Facebook and Nextdoor.

## Facebook

Facebook is one of the most commonly used social media platforms, which makes it easy for a neighborhood to communicate. A special Facebook page or group can be created that will allow neighbors to post about neighborhood activity, upcoming meetings, etc. This page/group should be set to private and managed through an administrator. This should not take the place of a phone tree, as it's difficult to reach a neighbor through social media in the instance of an emergency. Additionally, you will want to establish rules about what can/can't be posted, including that any potentially libelous or slanderous material will be removed.

## Nextdoor

Nextdoor is a City-sponsored social media platform. This is a lot like Facebook, but you must verify that you are a resident with a utility bill or credit card. This is to ensure that only neighbors are able to view messages within the platform. As part of Nextdoor, you will receive messages from the City about upcoming events, meetings, and/or street closures. There are ways to receive notifications from the surrounding neighborhoods, but these can be limited or turned off in the settings.

## Newsletters

Many neighborhoods prepare a monthly or quarterly newsletter. The information may include upcoming events in your neighborhood, such as National Night Out or a neighborhood garage sale. If the neighborhood has had an issue with thefts or someone leaving their garage door up, a newsletter may be a good tool to issue reminders. It's also a good tool to welcome people to your neighborhood and also list those who may be ill or may need help with their yard.

# Neighborhood Watch 101: CONCERNS & ACTIVITY

Neighborhood watches often start due to issues arising, such as thefts from vehicles, burglaries and traffic issues. It's important to have a game plan to address – law enforcement can help with a problem temporarily, but the community has to be part of the entire solution!

## Addressing Neighborhood Concerns

1. Identify top concerns.
2. Look at data available related to top concerns.
  - Example: If car burglaries are a concern, when are they occurring? Where? How many? Are all being reported?
3. Identify appropriate entity responsible for handling concerns.
  - Police/Sheriff, Property Maintenance, Legal Issue, Traffic Operations, Other?
4. Invite them to a meeting. Learn more information about the issue. What can they do to help? Is there a process you need to follow to resolve it?
5. Ask yourself “What can I do to help address the issue?”
  - **Who** is involved? **What** else can I do? (inform/educate neighbors, officials) **When** does it need to be done? **Where** can I go for help? (If Plan A, B or C isn't working, could Plan X, Y or Z?) **Why** is this concern important to address? **How** else can we address this issue?
6. Do it.

## SUSPICIOUS ACTIVITY

**RULE #1 – NEVER PUT YOURSELF IN HARM'S WAY.** For emergency situations, call 911.

Neighborhood watch is being the eyes and ears of the community and reporting to law enforcement any issues that may require contact or investigation. Communicate this information to your neighbors! Here are a few tips on how to make notes regarding suspicious activity.

**Date/Time.** This information is especially helpful to police because it lets law enforcement know the time that activity is likely to take place again.

**Vehicles.** The more detail, the better, but a general description is better than none. See attached sheet.

**Person.** Be as accurate as possible in describing the person, any distinguishing features and their clothing. See attached sheet.

**Activity.** Describe the behavior and be as specific as you can. For example, instead of saying “there is a drug deal,” say that “the man with the black cap gave a small white bag to the woman with the red hat in exchange for money.”



# SUSPICIOUS ACTIVITY LOG

Police Non-Emergency: 368.9551  
 Emergency (Officer Needs to Be Seen): 911

ADDRESS WITH SUSPICIOUS ACTIVITY: \_\_\_\_\_

COMMUNITY POLICE OFFICER: \_\_\_\_\_

DATE	TIME	STYLE AND MAKE OF CAR	STATE AND LICENSE NUMBER	COLOR/ YEAR	REPEAT VISITOR	DESCRIPTION OF PERSON(S) (AGE, RACE, HEIGHT, WEIGHT, HAIR COLOR, NAME, IF KNOWN)	DESCRIPTION AND PATTERN OF ACTIVITY (INCLUDE WEAPONS-LONG/HAND/AUTO)	REPORTED TO	DATE/ TIME	CASE OFFICER NAME AND CASE NUMBER





# Neighborhood Watch 101: DESCRIBING PEOPLE/VEHICLES

Try to notice the following characteristics when reporting information to Dispatch:

## DESCRIBING A PERSON

- **SEX** (male or female)
- **RACE** (black, white, Hispanic, etc.)
- **COMPLEXION** (dark, light, rugged, etc.)
- **AGE** (thirties, forties, mid-twenties, etc.)
- **HEIGHT** (estimate in two inch blocks – between 5’8” and 5’10”)
- **WEIGHT** (estimate in pounds – between 130 to 140 pounds)
- **BUILD** (small, medium, large, stocky, slender, thin or fat)
- **HAIR** (color, thick, thin, balding, sideburns, beard, mustache)
- **CLOTHING** (colors, type, style – start at top and work down)
- **OTHER** (tattoos, scars, jewelry, earrings)
- **DIRECTION OF TRAVEL** (the suspect fled: north, south, east or west – give street name if possible)

Example: I just saw a white male break into a car. He is about 45 years old, between 5’8” and 5’10”, weighing about 150 pounds with a medium build. He’s wearing a blue ball cap, white short-sleeved shirt, blue jeans and black athletic shoes. He was last seen running north on Watson.

## DESCRIBING A VEHICLE

Remember the word “**CYMBOL**” to assist in describing a vehicle.

- **C** **COLOR** (example – dark, light, medium blue)
  - **Y** **YEAR** (approximate year is helpful)
  - **M** **MAKE/MODEL** (Honda-Accord, Ford-Mustang)
  - **B** **BODY** (2-door, 4-door, truck)
  - **O** **OCCUPANTS** (describe driver and/or any occupants)
  - **L** **LICENSE** (specify state and county)
- List any other pertinent information about the vehicle: bumper stickers, damage/dents, fancy hub caps, items hanging from mirror.

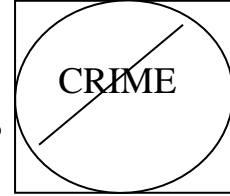
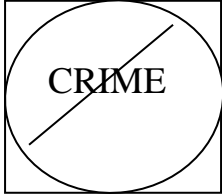
Example: I just saw a black, early model Ford Mustang, 2-door with a white male driver and no occupants hit a parked car near 9<sup>th</sup> and Tyler. The Ford had a bumper sticker on the rear bumper that says “Jayhawks” and has right front damage.



# SUSPECT I.D. WORKSHEET

911 = CRIME IN PROGRESS (OR OFFICER NEEDS TO BE SEEN)

Police (785) 368.9551 = Suspicious Activity  
 Sheriff (785) 251.2200 = Suspicious Activity

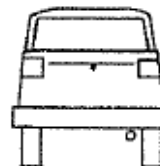
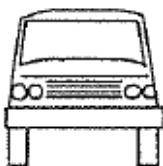
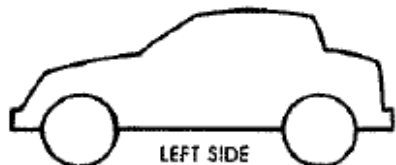
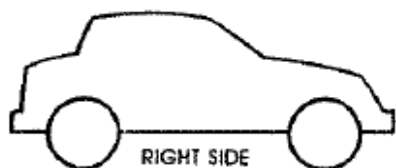


NOTE: DO NOT TALK TO OR COMPARE NOTES  
 WITH OTHER WITNESSES!

WITNESS NAME		BUS. NAME				CASE:			
DATE	TIME	SEX	RACE	AGE	HEIGHT	WEIGHT	EYES	HAIR	
BUS. ADDRESS					BUS. PHONE				
BUILD					HAT	LEFT OR RIGHT HANDED			
BEARD MUSTACHE SIDEburns					SHIRT	FINGERS—SCARRED OR MISSING			
GLASSES					JEWELRY	WEAPON			
TATTOOS					COAT/JACKET	DIRECTION OF TRAVEL OR ESCAPE			
ODOR—SMOKE, ALCOHOL, OTHER					TROUSERS	UNUSUALLY SHAPED TEETH OR MOLE			
SCARS, MARKS					SHOES	PERSONAL I.D.# i.e. PIERCED EAR			

NOTES \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# SUSPECT VEHICLE DESCRIPTION



UNIQUE CHARACTERISTICS: DENTS, BUMPER STICKERS,  
BROKEN WINDOWS OR LIGHTS, RUST ETC.

AUTO LICENSE	YEAR	MAKE	COLOR	2 or 4 DOOR
DIRECTION OF TRAVEL				

PERSONAL APPEARANCE:	MANNERISMS OR ACTIONS:	VOICE/SPEECH
LOUD <input type="checkbox"/>	CALM <input type="checkbox"/>	LOW <input type="checkbox"/>
CONSERVATIVE <input type="checkbox"/>	EXCITED <input type="checkbox"/>	HIGH <input type="checkbox"/>
NEAT <input type="checkbox"/>	MEAN <input type="checkbox"/>	GRUFF <input type="checkbox"/>
SLOPPY <input type="checkbox"/>	POLITE <input type="checkbox"/>	LISP <input type="checkbox"/>
DIRTY <input type="checkbox"/>		STUTTER <input type="checkbox"/>
WRINKLED <input type="checkbox"/>		MUMBLE <input type="checkbox"/>
		POLITE <input type="checkbox"/>
		PLEASANT <input type="checkbox"/>
		REFINED <input type="checkbox"/>
		RAPID <input type="checkbox"/>
		IMPEDIMENT <input type="checkbox"/>
		FOREIGN ACCENT <input type="checkbox"/>
		SOUTHERN ACCENT <input type="checkbox"/>
		OTHER U.S. ACCENT <input type="checkbox"/>

DESCRIPTION OF EVENTS:

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NOTE: DO NOT TALK TO OR COMPARE NOTES WITH OTHER WITNESSES!!!

# Neighborhood Watch 101: SIGNS OF DRUG ACTIVITY

## Neighbors May Observe:

- High traffic – cars and pedestrians stopping at a home for only brief periods. Traffic may be cyclical—increasing on weekends or late at night, or minimal for a few weeks and then intense for a period of a few days—particularly pay days.
- Visitors appear to be acquaintances rather than friends.
- People bring “valuables” into the home – TVs, bikes, cameras – and leave empty-handed.
- Visitors may sit in a car for awhile after leaving the residence or may leave one person in the car while the other visits.
- “Lookouts,” frequently younger people, tend to hang around the property during heavy traffic hours.
- Various signs such as people exchanging small packets for cash, people using drugs while sitting in their cars, syringes on the lawn, or other paraphernalia lying about.
- Regular activity at extremely late hours – frequent commotion between midnight and 4 a.m. on weeknights. (Both cocaine and methamphetamine are stimulants – users tend to stay up at night.)

## Landlords May Observe:

Failure to pay utility bills or rent, deposit and rent paid in cash, failure to maintain the house in appropriate condition, and/or general damage to the property. Some dealers smoke or inject much of their profits - as they get more involved in the drugs, they are more likely to ignore bills, maintenance, housekeeping and yard work.

## Distribution:

“Distributors” are those who sell larger quantities of drugs to individual dealers or other small distributors. They are the “wholesale” component while dealers are the “retail” component. If the distributors are not taking the drugs themselves, they can be difficult to identify. A combination of the following indicators may be significant:

- Expensive vehicles that seem out of place for that area. Some distributors make it a practice to spend their money on items that are easily moved – so they might drive a \$50,000 car while renting a \$20,000 house.
- Regular car switching, especially at odd hours – the people arrive in one car and leave in another. You may also witness the switching of license plates.
- A tendency to make frequent late-night “deliveries.”

# Neighborhood Watch 101: PROPERTY MAINTENANCE

## PROPERTY MAINTENANCE (CODE VIOLATION) SERVICE TIPS

The following are violations of city code:

- Trash, garbage, junk, etc., which is strewn on property.
- More than one vehicle that is not licensed.
- Vehicles placed upon the property and visible to the public.
- Cars parked in the front yard that are not on a paved surface.
- Indoor items placed outside and visible (i.e., appliances, stuffed furniture, etc.)
- Items that hold water (i.e., tires without rims, tubs, boxes, buckets, etc.)
- Homes that are not painted or are dilapidated.
- Homes that are vacant or unoccupied and are not secure or allow access.

If your neighbor has code violations, the first step would be to talk with your neighbor about your concern. If after notifying the neighbor, the problem is still not addressed, a confidential complaint can be filed with Property Maintenance Services, 368.3161 or email [cleancity@topeka.org](mailto:cleancity@topeka.org) or [www.topeka.org/seeclickfix](http://www.topeka.org/seeclickfix).

## GRAFFITI REMOVAL & REPORTING

When spotting graffiti in your neighborhood, at your workplace or anywhere in our community, action should be taken immediately using the following guidelines.

- Report graffiti to Property Maintenance Services (Graffiti Hot Line) at 368.3161. Property Maintenance will inspect the site and if the graffiti is gang-related, the Police Department will photograph and analyze it, which allows them to identify local gang trends. “Jack and Jill” graffiti (“Susie loves Johnny”, “Class of...”) is not considered gang related.
- Property Maintenance staff is required to obtain written consent from all property owners, businesses and/or agencies – entities (in writing) to remove graffiti from any/all properties/surfaces they have ownership/management rights over. Property Maintenance must have on file these written consents prior to the Property Maintenance crew being given an order to remove graffiti. Property Maintenance will remove the graffiti, free of charge, or the property owner may remove the graffiti themselves, or authorize a neighborhood organization to do it.
- Graffiti on directional signs (stop signs, yield signs, etc.) will be removed by the proper city department.

# Neighborhood Watch 101: DISTURBANCE COMPLAINTS

1. If at all possible, talk to your neighbor first about your concern. This can be done during the occurrence, but usually it's better to wait until the next day.
2. If a problem continues and it is a rental property, contact the landlord with documentation of disturbances. Property owners can be found through the County Appraiser's website: [www.snco.us/ap/](http://www.snco.us/ap/).
3. Call police to see you at the time of the incident and be willing to file a complaint. If other neighbors have observed the situation, encourage them to also file complaints. Without this step, the police are limited as to the actions they can take. You are the witness. Information you will need with you will include: documentation of date, time, people involved, address and the reason for the complaint. The more neighbors who witness the incident the better. Do not compare notes, tell your own version in your own words.
4. There must be probable cause to believe a violation of city ordinance has occurred before a citation can be filed in Municipal Court. This probable cause evidence can come from the officer witnessing the violation during certain times or from certain sources or it may need to come from you being willing to sign the citation as the complainant. The judge has to weigh all of the factors. If the judge isn't convinced that there is enough evidence, the judge may find the person not guilty.
5. Another option is Mediation. Safe Streets conducts mediation between two or more parties. Both parties must be willing to participate and agree to abide by the mediation agreement compiled during the session. For more information, call 785.266.4606 or email [icaballero@safestreeets.org](mailto:icaballero@safestreeets.org).

**"Fear"** prevents a large number of people from filing complaints. There is safety in numbers. The percentage of good in a neighborhood far outweighs the bad. Mobilize around the problem. Knock on doors, start a phone tree, have a small neighborhood meeting with community police, neighbors, church, school and businesses to address the problem. Chances are if it's bothering you it's bothering them also. Take action!

# Neighborhood Watch 101: RENTAL PROPERTIES

- Contact Housing and Credit Counseling for a Landlord/Tenant handbook at 234.0217 to familiarize yourself with landlord/tenant laws in Kansas.
- If an issue occurs with someone living in a rental property, if possible, try to work with the tenant first. Remember to be neighborly. Can others on the block help to solve the problem? Think creatively.
- Include tenants in all neighborhood activities.
- Send landlords a copy of your neighborhood newsletters.
- If a problem does occur, document all activity on neighborhood watch forms. Have as many witnesses as possible.
- If a problem persists, contact the landlord by phone and in writing. Be courteous in contacts and invite the landlord to all neighborhood meetings involving his/her property. If the landlord is out of state, request that he/she send a local representative to the neighborhood meeting and send pictures of the problem if possible. Keep copies of all correspondence.
- If no response, try the team approach in your letter writing campaign. Utilize resources involved such as NIA, NA, Safe Streets, community police officer, etc. Use as many different entities as possible.
- During the letter writing campaign, continue to invite the landlord to your neighborhood meetings, a meeting with the community police officer, safety meeting, etc. Always include specific date, time, location and that you will be discussing their property. Make sure this is a neutral meeting with no blaming allowed.
- Send a thank you note when a problem is corrected or whenever landlords do something positive (paints property, cleans up yard, landscapes, etc.)
- If your neighborhood has multiple rental properties, consider holding a landlords only meeting. Invite neighborhood landlords to an open discussion so they can share their views as well. Make sure this is a NEUTRAL meeting, no blaming allowed.
- Recommend landlords/property managers attend the Safe Property Management Training. Topics covered include: fire and city codes, housing discrimination issues, narcotics, mental health and human trafficking. Call 266.4606 or email [jwilson@safestreeets.org](mailto:jwilson@safestreeets.org) to sign up for the next class.

# Neighborhood Watch 101: PREVENTION

## HOW TO MAKE YOUR HOME SECURE

- Reflective address numbers should be visible on the front and back of the house.
- Good home visibility increases detection of burglary attempts.
- Doors and windows that are hidden increase the chances of a burglar not being seen.
- Bushes should be no taller than 3 feet in height and tree branches should be no lower than 6 feet so no one can hide behind them.
- Maximum security should be used on doors and windows that have limited visibility.
- Properly placed exterior security lighting increases visibility at night.
  - *Motion detection lights and dusk to dawn lights.*

It is recommended that all exterior doors be solid for maximum security.

- Doors with large glass areas or decorative panels weaken the door's resistance to force entry.
- Security door package should include: security strikes, stress tested dead bolts and mag (metal sleeve around lock)
- Sliding glass doors should include: track locks and charlie bars. Use track screws to keep door from being lifted off its track

Overhead garage doors:

- Windows should be covered and screened from the inside to reduce visibility.
- Thin panel garage doors should be secured from the inside with security screens or metal bars.
- Make sure your automatic garage door locks in place when the door is down.

Security window package should include:

- Install devices to windows that restrict the height of which the window can be raised.
- Basement windows can be secured externally or internally by mounting expanded metal screens to the foundation of the building.
- Sliding glass windows should be secured by the same methods used for sliding glass doors.
- Crank out windows can only be secured when closed and crank is removed.

Finally...

- An inventory list is a part of home security. Photograph/video all valuable items. The make, model and serial number should be recorded. Consider using an online secure storage system, such as: <https://reportit.leadsonline.com/>.
- Walk your block - be aware of things that are out of place and talk with your neighbors about what you see and hear!
- If you would like a Crime Prevention Through Environmental Design assessment of your property, call Safe Streets and learn ways to make your home/business safer!



## LIGHTING

**Private** - Consider spot lights, flood lights, motion lights, porch lights front and back, or dusk to dawn lights.

Approximate cost figure:

- Spot/flood lights - \$13 each
- Motion lights - twin flood security lights - \$39.97 each
- Dusk to dawn - automatic light control - adaptor that fits into existing light fixture and uses standard light bulbs - \$9.97 each  
Dusk to dawn for use with spot/flood lights - \$10.95 each

### **Westar Area Lighting – 1.800.383.1183 or [www.westarenergy.com](http://www.westarenergy.com) (residential customers)**

Private area lights for private property only – if there is an existing pole. The cost is \$12.15 for a 70 high pressure sodium lamp, which is similar to a street lamp. The price for a 150 high pressure sodium lamp is \$19 per month. The price for a 400 watt high pressure sodium lamp is \$45.50. The cost is plus a variable tax per light.

If there is no available Westar pole, an engineer will be sent out to inspect the area. To install a private area light, the engineer must have access to power that will not have lines run over a house or across another's property. Another consideration is the amount of trees in the area. The cost per month will include the light cost, as well as a small part of the pole and installation.

### **Mid Block Street Lights – 368.3913**

Mid block street lights are available; however, there is currently a backlog of orders.

## STREET LIGHT OUTAGE

To report a street light out, contact the City of Topeka, Traffic Operations Section by calling 368.3111 or on the city website [www.topeka.org/publicworks/street\\_lights.shtml](http://www.topeka.org/publicworks/street_lights.shtml).

- Please provide the streetlight location (i.e., the light in front of 100 SW Main.)
- Please provide the "A12345" number on the pole (this is an identifier for the Westar street lighting pole). If one is not available, provide the street address closest to it and landmarks.
- Please provide the direction (side of the street) it is on – N, S, E, W.

# STREET LIGHTING REQUEST

The City of Topeka provides lighting for City-owned streets. The majority of street lights in Topeka are leased from Westar Energy. New street lights are paid for out of the City's annual street lighting budget based on availability of funds. No out-of-pocket expenses will be incurred by property owners for standard installations. The City and Westar Energy work together to install new street lights and maintain existing lights.

Individuals, NIAs or residential groups requesting additional street lights must complete the request form below. After submission of the form the requestor(s) will have the responsibility of obtaining signatures of all residents on the block where the street light(s) are requested. The City will provide an application with names and addresses of residents to be contacted for the purpose of obtaining signatures. A diagram showing the location of the proposed new street lights will also be provided. The application must be returned within 15 days with 75% approval to proceed with installations. All residents on the application must be contacted. Those not responding on the application will be contacted by the City.

The requesting party will be notified of the application outcome as soon as possible after the 15 day deadline. Upon approval by property owners, Public Works will authorize the installations and Transportation Operations will direct a letter to Westar Energy instructing them to install the lights. Installation is usually completed in less than six weeks.

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Submit requests to: **City of Topeka, Traffic Operations Section,  
927 NW Harrison, Topeka, KS 66608  
Fax: 785.368.3814 Phone: 785.368.3913**

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

Location of requested street light(s): \_\_\_\_\_  
\_\_\_\_\_

## Requestor Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_