



Agreement Between the Manhattan Beach Police Department and the Manhattan Beach Neighborhood Watch

Effective Date: August 19, 2025

1. Executive Summary

This Agreement establishes a collaboration between the City of Manhattan Beach Police Department (MBPD) and the Manhattan Beach Neighborhood Watch (MBNW) Program to enhance public safety, strengthen community relations, and promote proactive crime prevention. By leveraging the resources and expertise of law enforcement alongside the vigilance and commitment of residents, this Agreement aims to build a safer, more resilient community.

2. Objectives

- To define the roles and responsibilities of each entity.
 - To coordinate crime prevention efforts and disseminate crime data to the community.
 - To deter and reduce crime through increased community surveillance and awareness.
 - To improve communication and trust between residents and law enforcement.
 - To provide community members with the tools and training necessary to effectively observe and report suspicious activities.
 - To promote a culture of shared responsibility for neighborhood safety.
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3. Scope of Agreement

A. Communication and Coordination

- Establish regular meetings (monthly or quarterly) between the police liaison and neighborhood watch leaders.
- Utilize dedicated communication channels (email, phone line, and/or mobile app) for non-emergency reports and concerns.
- Share timely updates on crime trends, safety tips, and ongoing investigations relevant to the community.

B. Joint Training and Education

- The MBNW will spearhead the creation of training materials/PowerPoint presentations for MBNW-sponsored training.
 - The Police Department will provide expertise for MBNW-directed workshops and informational sessions on:
 - How to properly identify and report suspicious behavior.
 - Safety and security best practices for homes and public spaces.
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- Legal boundaries and appropriate roles of neighborhood watch members. Including, the appropriate use of resident contact information for the sole purpose of crime deterrence and prevention.

C. Resources and Support

- The MBPD will provide a Neighborhood Watch Liaison (“Liaison”) who will dedicate 50% of their time to perform administrative duties. These include vetting new MBNW Area Coordinators and Block Captains (via fingerprinting), administering the MBNW disbursement account, ordering supplies, attending Area Coordinator and Executive Board meetings, preparing meeting agendas and minutes, reserving facilities, facilitating training and MBNW membership meetings, and maintaining MBNW forms and records alongside the MBNW Executive Team. Note that the Liaison is a City employee whose primary responsibility is to the MBPD and must follow the established chain of command. The Liaison is considered a Disaster Service Worker during major incidents impacting the City of Manhattan Beach.
- New assignments and projects outside of regular administrative functions will be reviewed and approved by the Community Affairs Sergeant before being assigned to the Liaison.
- Block Captain and resident concerns will be addressed by the Liaison via email or telephone. Area Coordinators should be copied on all email correspondence to ensure they remain informed. Residents are encouraged to first seek assistance from their Block Captain, then escalate to the Area Coordinator, and finally to the Liaison if needed.
- Requests for MBPD attendance at neighborhood gatherings to address identified crime patterns or concerns will be reviewed and approved by the Community Affairs Sergeant. All requests should be submitted via the Neighborhood Watch Liaison.
- The MBPD will supply MBNW members with crime prevention materials (flyers, decals, signs) and MBNW-branded giveaways. The MBNW disbursement account, managed by MBPD staff, will be utilized to cover expenses.
- The MBPD Crime Analyst will utilize community policing software to facilitate incident tracking and data sharing with the goal of fostering transparency to all stakeholders (residents, businesses, schools, visitors etc.) without hindering active investigations and while abiding by required laws and statutes.
- The MBNW will disseminate MBPD crime summaries and crime prevention information to its network of members. When using email, Area Coordinators and Block Captains must use Blind Carbon Copy (Bcc) to protect residents’ contact information.
- The MBNW will provide training for Area Coordinators to vet and recruit Block Captains, maintain an up-to-date directory of their area, and meet regularly with Block Captains. The directory of MBNW members shall be used solely for the purpose of crime deterrence and prevention. Under no circumstances shall it be used for political activities, solicitations, or any other purpose unrelated to crime prevention.
- The MBNW should place emphasis on Block Captain retention and provide current Block Captains with necessary support and training to empower them to build resilient neighborhoods.
- The MBNW will update and maintain a membership directory of all active Block Captains and Area Coordinators. A copy will be retained by the MBPD.

- The MBNW will actively participate in MBPD community-sponsored events to conduct outreach to residents.

4. Roles and Responsibilities

Stakeholder	Responsibilities
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Police Department	Assign an MBPD, Neighborhood Watch Liaison staff member (50% dedicated time commitment), reserve facilities for training, share crime data, support coordination, provide crime prevention expertise, vet new MBNW Block Captains, and provide administrative support.
Neighborhood Watch	Recruit and organize volunteers through Area Coordinators, conduct Block Captain and Area Coordinator trainings, and report incidents. Recognize and reward active members to maintain motivation and engagement. Implement neighborhood crime prevention initiatives.
Community Leaders	Promote the program, assist with volunteer recruitment, and support MBNW public meetings.

5. Expected Outcomes

- Enhanced neighborhood safety and reduction in crimes.
- Increased citizen engagement and community pride.
- Foster reporting and improved police response to incidents.
- Stronger trust and cooperation between residents and law enforcement.

6. Conclusion

This Agreement offers a practical and impactful approach to crime prevention and community engagement. It is subject to change at the discretion of a City representative or the Chief of Police in response to changes in resources, technology, or other unforeseen circumstances. Through structured collaboration between the Manhattan Beach Police Department and the Manhattan Beach Neighborhood Watch Program, we can achieve safer streets, empowered residents, and a more connected community. The support of all relevant stakeholders is vital to implement and sustain this Agreement.

7. Contact Information

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