

34th Annual National Night Out **Tuesday – August 1, 2017**

In this packet, you will find:

- ★ General Information About National Night Out (NNO)
- ★ Getting Your Neighborhood Involved
- ★ Registration Form
- ★ Printable Invitations
- ★ Coloring Page for Prize Drawing
- ★ Frequently Asked Questions About NNO
- ★ Application for Temporarily Closing a Road (DOT)

Important Dates to Remember:

July 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Registration Form Due	8
9	10	11	12	13	14 Coloring Contest Ends	15
16	17	18	19	20	21 Coloring Contest Winner Announced	22
23	24 Pick up NNO supplies from EPSO	25	26	27	28	29
30	31	August 1 National Night Out!				

34th Annual National Night Out Tuesday - August 1, 2017

National Night Out (NNO) is an annual event promoting crime prevention and drug prevention in communities across the country. The event's recurring theme is: "Give neighborhood crime and drugs a going away party."

The concept is to turn on your porch light and come outside to join your neighbors to make a show of solidarity and strength. This event is an effective way for citizens to send the message to criminals that they won't tolerate crime in their neighborhoods. It's also a great way to welcome new residents to the area and help them get to know their new neighbors.

In addition to the symbolic act of turning on porch lights, **residents can hold a block party, barbecue, neighborhood walk or other activity to show their participation.**

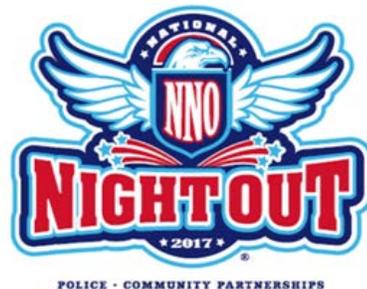
The Sheriff's Office encourages all residents of unincorporated El Paso County to plan an event and let us know about it. **The registration form can be found in this packet.** *(Residents within the city limits of Colorado Springs should contact CSPD for information about their program).*

Sheriff's Office employees will be traveling around the county on August 1st to attend the neighborhood celebrations. **Registration forms must be returned by Friday, July 7th!**

For more information or for tips on planning your event, visit: **www.natw.org** and click on the "National Night Out" button.

For questions about getting involved with National Night Out in El Paso County, contact:

Merody Broom – Crime Prevention Coordinator
El Paso County Sheriff's Office
27 E. Vermijo Ave.
Colorado Springs, CO 80903
MerodyBroom@elpasoco.com
(719) 520-7151



Getting Your Neighborhood Involved

1. Get your neighbors together and decide what kind of event you'd like to have. Many neighborhoods choose to have a picnic, block party, barbecue, or similar event. Whatever you do, encourage people to turn on their porch lights and come outside!
2. Turn in your registration form no later than Friday, July 7th.
3. Use the printable invitations from this packet to invite your neighbors to the celebration. Print out one set of invitations, fill in the time, location and event information and then make as many copies as you need.
4. Keep the Sheriff's Office posted on any important changes to your group's planned activities.
5. Pick up your NNO materials from the Sheriff's Office Patrol Division between July 24th - 28th.
6. If you take photos or video of your event, please consider making a copy to share with us at the Sheriff's Office. We are entered for the national award and need to provide as many photos and videos as possible to the National Association of Town Watch.

Tips and Suggestions

- Start planning early!
- Contact your neighbors in person – ask them to get involved in any way they can.
- Contact your local fire department and/or paramedics to see if they can visit your celebration and bring a fire truck or ambulance for the kids to explore and learn about.
- Break down the planning and preparation tasks and assign them to several people so the process is not overwhelming to one or two people.
- Keep meal or refreshment ideas simple – suggest dishes that are easy to transport and serve.
- Plan safe activities for kids of all ages so they will be kept busy and entertained. Examples could include: sidewalk art with washable chalk, bike rodeos, games or races.
- Encourage children 12 and under to enter the coloring contest/prize drawing. The coloring page is available in this packet. Each child's coloring page will be entered into a drawing for prizes. Entries will be displayed at the Sheriff's Office Patrol Division. Entries must be received no later than July 14th, 2016.
- Organize your event so that all attendees are "checked in" at a single location. This allows event planners to meet and welcome new neighbors.
- Encourage attendance and participation from local businesses.



National Night Out Participation Form El Paso County ♦ August 1, 2017

Contact Name(s): _____

Address: _____ City, Zip: _____

Phone Number: _____ Alternate Number: _____ Email: _____

Location of Event: _____ Start Time: _____ End Time: _____

Areas/Neighborhood Participating: _____

Anticipated Number of People Attending-Adults: _____ Children: _____

Planned Activities (please provide as much information as possible): _____

Is there an established Neighborhood Watch group in this location? (circle one) Yes No

Block Captain(s) Name(s): _____

Comments / Questions / Additional Information: _____

Do you want a representative of the Sheriff's Office to visit your event? (circle one) Yes No

NOTE: Due to the nature of public safety work, there may be unforeseen circumstances the night of the event that could delay the arrival of the Sheriff's Office employees or could limit the number of employees available to attend scheduled parties. If this occurs, the Sheriff's Office will make every attempt to find alternate employees to visit your event or contact you if no replacements are available. Your flexibility is greatly appreciated.

Why should you register your National Night Out event?

- ♦ Only registered events will be visited by Sheriff's Office representatives.
- ♦ Registering your event and having a Sheriff's Office employee visit will make your event eligible to receive safety items and other fun stuff!
- ♦ Sheriff's Office employees will distribute safety information, items for children, and other items.
- ♦ The Sheriff's Office will be able to report on the success of El Paso County's National Night Out events to the National Association of Town Watch, which sponsors National Night Out.

This form must be returned no later than Friday, July 7th.

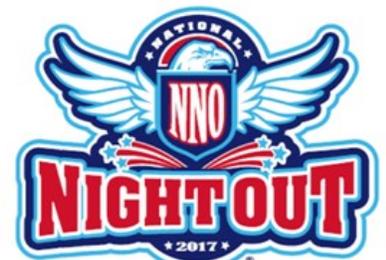
Mail or deliver to: Merody Broom/Crime Prevention Coordinator

El Paso County Sheriff's Office

27 E. Vermijo Ave.

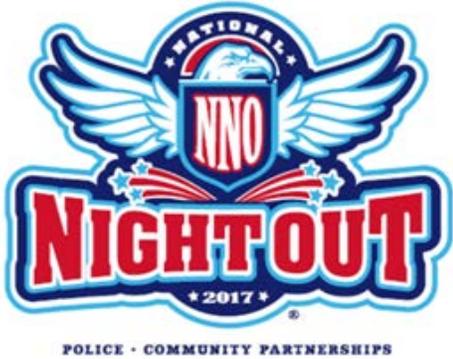
Colorado Springs, CO 80903

Via email: NeighborhoodWatch@elpasoco.com



POLICE · COMMUNITY PARTNERSHIPS

Hello, neighbor.



For more information, visit the
National Night Out website:
www.nationalnightout.org

You're invited to
NATIONAL NIGHT OUT
America's Night Out Against Crime
Tuesday, August 1, 2017

Time: _____

Location: _____

Event Specifics: _____

National Night Out is an annual event designed to strengthen our neighborhoods through police-community partnerships. The goal is to heighten crime and drug prevention awareness, build support and participation in local anti-crime programs and, most importantly, send a message to criminals that our neighborhoods are organized and fighting back. It's also the perfect opportunity to get to know your neighbors even better. See you there!

Hello, neighbor.



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34th Annual NATIONAL NIGHT OUT Celebration - August 1, 2017



Child's Name (please print clearly): _____ Age: _____

Mailing Address: _____ City: _____ Zip: _____

Parent's (or Guardian's) Name: _____ Phone: _____

Entries must be received no later than July 14, 2017. Mail or deliver entries to: Crime Prevention Coordinator, El Paso County Sheriff's Office, 27 E. Vermijo Ave, Colorado Springs, CO 80903
Drawing open to children 12 years or younger. One entry per person. Drawing will be held and winners notified on July 21, 2017. Prizes will be mailed to the winners on or about July 28, 2017.



Frequently Asked Questions:

Do we have to be involved with Neighborhood Watch to participate in National Night Out (NNO)?

No – anyone in unincorporated El Paso County can participate. *(Residents within the city limits of Colorado Springs should contact CSPD for information about their program).*

How can we request to close a road during our National Night Out event?

You can apply to temporarily close your road through the El Paso County Department of Transportation. The application paperwork is included in this packet. If you need additional information, please call El Paso County Department of Transportation (719) 520-6460.

Why should we register our National Night Out event with the Sheriff's Office?

- Only registered events will be visited by Sheriff's Office representatives.
- Registering your event and having a Sheriff's Office employee visit will allow your event to receive fun items from the Sheriff's Office, which may include a variety of kid's items, safety items and other fun stuff!
- Sheriff's Office employees will distribute safety information, coloring books for the kids and free gun locks to those who need them.
- The Sheriff's Office will be able to report on the success of El Paso County's National Night Out events to the National Association of Town Watch (NATW), which sponsors NNO.

If you have further questions about National Night Out, please contact:

Merody Broom – Crime Prevention Coordinator
El Paso County Sheriff's Office
27 E. Vermijo Ave.
Colorado Springs, CO 80903
MerodyBroom@elpasoco.com
(719) 520-7151

Special Event Permit Application Procedure

Definition of a Special Event

A special event is defined as any event which cannot be held on a county road, street or other right-of-way and, at the same time, comply with applicable traffic statutes or ordinances. Special events include, but are not limited to: parades, fairs, exhibitions, motion picture filming, bicycle events, foot races or walks, and block parties. Special events do not include events taking place away from a road which, due to the number of persons in attendance, create traffic congestion on a road before or after the event.

1. The applicant must obtain a permit from the El Paso County Department of Public Works either to close a county road, or to use a county road.
2. **BLOCK PARTY ONLY:** If the permit is for a Block Party, one must obtain signatures of all homeowners along the closed section. These permits do not require an insurance certificate.
3. The applicant must obtain the correct insurance (other than for Block Party), which must declare El Paso County as Certificate Holder and El Paso County must be named as additional insured. Make this out only to El Paso County, and not El Paso County Department of Public Works.
4. The Certificate of Insurance must be an original copy. Faxes will be accepted, but must be followed with the original copy by the date of the event.
5. Bring or mail the application to the El Paso County Department of Public Works, 3275 Akers Drive, Colorado Springs, Colorado 80922, Attention: Maggie Stack.
6. Legible and reproducible maps, in black & white, must be included; they must clearly define all areas affected by the road closure or use. A plan of any detour routes must be clearly marked.
7. If the event requires Sheriff's Department traffic control or patrol, the Extra Duty Coordinator must be contacted, and the event scheduled through that office as well. The Sheriff's Office number is 719-520-7249. Extra duty officers must be scheduled prior to receiving the Sheriff's sign-off for the event.
8. The Department of Public Works will obtain the signatures required from the El Paso County Department of Public Works Traffic Engineer, the El Paso County Sheriff's Office, and the Director of the El Paso County Department of Public Works.
9. The Department of Public Works will mail out the approved application to permit the applicant to hold the special event.
10. A copy of the approved permit must be available on site during the event.
11. Clean up is the responsibility of the Permit holder. All barricades must be removed within two hours after the event, per the Manual of Uniform Traffic Control.

El Paso County Department of Public Works
3275 Akers Drive, Colorado Springs, CO 80922
719-520-6808 (phone) 719-520-6879 (fax)

APPLICATION TO USE OR CLOSE A COUNTY ROAD TO CONDUCT A SPECIAL EVENT OR CIVIC FUNCTION

Application Date: _____ Use: _____ Close: _____

Contact name: _____ Title: _____

Address: _____ Email: _____

Phone: _____ Fax: _____ Pager/Cell: _____

Organization: _____

Event title: _____ Event location: _____

Event description: _____

Event start date: _____ Event start time: _____ Event end date: _____ Event end time: _____

Estimated number of participants: _____ Estimated number of spectators: _____

Will animals or special vehicles, items or substances be used to conduct this event? (e.g. confetti, beads, etc.). If yes, please explain: _____

Proposed route: _____

Proposed detour: _____

(Attach a map or diagram of the route, and any detours if applicable. Please use black & white for copying.)

Sponsor signature: _____

Co-sponsor signature: _____

SPECIAL EVENT RELEASE FORM MUST ACCOMPANY APPLICATION

*****FOR COUNTY DEPARTMENT USE ONLY BELOW THIS LINE*****

Traffic Engineer..... By: _____ Date: _____

Cost estimate (if applicable)..... \$ _____

El Paso County Sheriff By: _____ Date: _____

Cost estimate (if applicable) \$ _____

Director, Department of Public Works ... By: _____ Date: _____

(If denied, see remarks.)

REMARKS: _____

El Paso County Department of Public Works
3275 Akers Drive, Colorado Springs, CO 80922
719-520-6808 (phone) 719-520-6879 (fax)

APPLICATION TO CLOSE A COUNTY ROAD TO HOLD A BLOCK PARTY

Application Date: _____ Use: _____ Close: _____

Contact name: _____ Title: _____

Address: _____ Email: _____

Phone: _____ Fax: _____ Pager/Cell: _____

Organization: _____

Event title: _____ Event location: _____

Event description: _____

Event start date: _____ Event start time: _____ Event end date: _____ Event end time: _____

Estimated number of participants: _____

Will animals or special vehicles, items or substances be used to conduct this event? (e.g. confetti, beads, etc.). If yes, please explain: _____

Is a detour necessary? Yes No

Proposed detour: _____

(Attach a map or diagram of the route, and any detours if applicable. Please use black & white for copying.)

Sponsor signature: _____

Co-sponsor signature: _____

RESIDENT'S AGREEMENT MUST ACCOMPANY APPLICATION

*****FOR COUNTY DEPARTMENT USE ONLY BELOW THIS LINE*****

Traffic Engineer..... By: _____ Date: _____

Cost estimate (if applicable)..... \$ _____

El Paso County Sheriff By: _____ Date: _____

Cost estimate (if applicable) \$ _____

Director, Department of Public Works ... By: _____ Date: _____

(If denied, see remarks.)

REMARKS: _____
