TOWN OF BLADENSBURG

Final Briefing Report

August 07, 2007
Goals

National Night Out is a program designed to foster positive ties between the Police Department and members of our community. The event is held nationwide by police departments across the country. This event serves as an opportunity to educate our residents about crime prevention and reduction. Often, residents only have contact with our officers in negative situations. This event seeks to improve the public image of our officers and Department while bringing us closer together with our community in a mutual effort to reduce and eradicate crime.
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Community Fun & Partnerships

We are a people with a common bond with unity = **Community.**
Community Fun & Partnerships

“Leading the Commitment to Quality Community”
A Special Thank You.

On behalf of Mayor Walter James, the Bladensburg Town Council, Acting Town Administrator Ms. Patricia McAuley and the wonderful citizens of the Town of Bladensburg, I offer our sincere thanks for taking the time and effort to putting on one of the best National Night Out events in recent memory. Your participation in providing overall general support helped the event take place.

It was your efforts that allowed the message of “common – unity” (otherwise stated as community) against crime to reign for the evening. It is precisely your collective efforts that allow us to be as effective as we are against fighting crime in the face of a record tide all around us. Perhaps Dr. Martin Luther King stated it best as “Our lives begin to end the day we become silent about things that matter.” Your participation most certainly did not allow anyone to stand silently by and allow crime to infest and ravage our community. Crime, and what is does to us, matters. Your personal efforts to “make a difference” to our citizens for our National Night Out event was essential in maintaining the vibrancy of our community. In this regard, I am requesting that a copy of this correspondence be place in your file as documentation of your continuing efforts to support the overall mission of the Town of Bladensburg and the community we serve.

Again, I join my personal thanks along with our elected and appointed members and congratulate you for a terrific Night Out and a job very well done!

Sincerely,

[Signature]

John E. Moss
Chief of Police

“Leading the Commitment to Quality Community”
Site Map
Site Key

1. **Police Crime Prevention Tables**
   - Cert Table
   - Neighborhood Watch Table
   - Tent (12x20)

2. **Dining area**
   - Tent (20x40)

3. **Voter Registration**
   - Tent (10x10)
   - Traffic Cones

4. **Traffic post-road closed**
   - Traffic Cones

5. **Traffic post-road closed**
   - Traffic Cones

6. **Cooling center**
   - Town Hall

7. **V.I.P. parking-traffic post**
   - Town Hall parking lot

8. **Cooking area**
   - Small tent & fan

9. **Food distribution**
   - Med. Tent & fan

10. **D.J.**
    - Electric required

11. **Funnel cake vender**
    - Police Dept. parking lot

12. **Game area & sprinklers**
    - Water hoses

13. **Cruiser Display**
    - Police cruiser & Tahoe
Public Works

1. Prior to event
   a. Distribute advertisement flyers utilizing summer youth help.
   b. Cut grass & weed flower beds
   c. Clean Town Green Area
   d. Verify electric on pole by D.J. site, repair if necessary
   e. Power wash benches & picnic tables
   f. Empty trash receptacles
   g. Clean police department parking lot

2. Day of event
   a. Final inspect of grounds
   b. Set up tents
   c. Set up tables & chairs in the designated areas
   d. Set up grill in food area
   e. Break down event at conclusion
   f. Empty trash during event, as needed, and after event.
   g. Insure grill is extinguished
   h. Bring and setup ice coolers
   i. Supply extension cords as needed
Code Enforcement

1. Advertise event of the Town Cable Channel two weeks in advance.
2. Co-ordinate with the Community Resources Unit regarding special set up needs.
3. Meet and Greet during event.
4. Assist with break down at end of event.
5. Remove advertisement from the cable channel the day after the event.

Town Hall Personnel

1. Town hall personnel will assist the Community Resources Unit with obtaining donations for the event.
2. Insure the Event is published in the Town News Letter prior to the event.
3. Provide information to citizens who call in for information or refer these citizens to the Police Department.
4. Assist as needed in event preparation & execution.
Police Department

Community Resources Unit

1. The community Resources Unit shall be responsible for preparing and overseeing all aspects of the National Night Out Event, under the direction of the Chief of Police.

2. They shall coordinate with other departments within the Town to ensure an event that is enjoyed by all members of the community, while also meeting the goals of the Police Department, as defined by the Mission Statement.

3. Coordinate advertising for event.

4. Seek donations and letters of appreciation.

5. Identify & utilize partners, i.e. Neighborhood Watch & C.E.R.T.

6. Coordinate setup and breakdown.
# Patrol Division

## Assignments-Patrol

<table>
<thead>
<tr>
<th>Patrol Assignments:</th>
<th>Street Supervisor:</th>
<th>Cpl. Everts</th>
<th>1600 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrol Officer:</td>
<td>Cpl. Surles</td>
<td></td>
<td>1600 hours</td>
</tr>
<tr>
<td>Patrol Officer:</td>
<td>Officer Parker</td>
<td></td>
<td>1600 hours</td>
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</tbody>
</table>

## Assignments-Event

<table>
<thead>
<tr>
<th>Master of Ceremonies:</th>
<th>Chief of Police Moss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator:</td>
<td>Community Resource Unit - Sgt. Scott Davis</td>
</tr>
<tr>
<td>Deputy Coordinator:</td>
<td>Community Resource Intern – Brandon Hawkins</td>
</tr>
</tbody>
</table>

| Event Assignments:    | Crime Prevention Officer Corsey  | 1600 hours |
| Table:                | Officer Brooks  | 1600 hours |
|                       | Officer Vierheller | 1600 hours |

<table>
<thead>
<tr>
<th>Photographer:</th>
<th>Cpl. Stone</th>
<th>1600 hours</th>
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</thead>
<tbody>
<tr>
<td>Traffic control:</td>
<td>Officer Hall</td>
<td>1600 hours</td>
</tr>
<tr>
<td></td>
<td>Officer Arnold</td>
<td>1600 hours</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety Officer:</th>
<th>Officer Hawkins</th>
<th>1600 hours</th>
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</thead>
<tbody>
<tr>
<td>Water Balloon Toss:</td>
<td>Intern B. Hawkins</td>
<td>1900 hours</td>
</tr>
<tr>
<td></td>
<td>Officer L. Hawkins</td>
<td>1900 hours</td>
</tr>
</tbody>
</table>

| Runners & go team:    | Cpl. Cowling & Dispatchers | 1600 hours |
Time Line

0900 hours-1400 hours: Pick up supplies, food & equipment.

0900 hours-1400 hours: Public Works set up

1600 hours:
1. All personnel will report for duty. Uniform of the day.
3. Funnel cake vender set-up.
4. D.J./karaoke vender set-up and test

1610 hours: Briefing at Town Hall

1630 hours:
1. PA test
2. Final walk through
3. Block off Tilden Road

1645 hours: Bus service begins (in bound)

1700 hours:
1. Event Begins
2. Light Grill

1730 hours-1750 hours: Dr. Cliff Thomas & Bladensburg Rec. Karate/self defense Demo.

1750 hours:
1. Introduction & welcome message by Chief Moss
2. Guest speakers/elected officials.

1800 hours-1830 hours: meet & greet

1800 hours-1900 hours: Community networking

1900 hours-2000 hours: balloon toss

2000 hours-2030 hours: Raffles & prize giveaways announced. (Must be present to win.)

2030 hours: Closing Remarks, Bus service outbound.

2100 hours: Event ends, clean up begins and concludes when complete.
# Donations List

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Integrated Technologies, LLC</td>
<td>$100.00</td>
<td>Corporate</td>
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<tr>
<td>Total Automotive</td>
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<td>Corporate</td>
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<td>Al Gleeson Electrical Co inc</td>
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<tr>
<td>The Phoenix Apts.</td>
<td>$500.00</td>
<td>Corporate</td>
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<tr>
<td>Autumn Woods Apts</td>
<td>Candles, sodas $125.00                     &amp; Coloring books $1000</td>
<td>Mary Murphy</td>
</tr>
<tr>
<td>Gateway Garden Apts</td>
<td>Sodas $75.00</td>
<td>Maria Danzler</td>
</tr>
<tr>
<td>Wal-Mart</td>
<td>Electronics &amp; Bikes (gifts).</td>
<td>Mayor Walter James</td>
</tr>
<tr>
<td>Councilman/Rev. Walter George</td>
<td>Bikes &amp; Electronics (gifts).</td>
<td>Walter George</td>
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<tr>
<td>Parkway Market</td>
<td>Water</td>
<td>Steve Pak</td>
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<tr>
<td>Six Flags</td>
<td>Amusement tickets $60.00</td>
<td>Corporate</td>
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<tr>
<td>Bladensburg C.E.R.T</td>
<td>Volunteers</td>
<td>Diane Johnson</td>
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<tr>
<td>Bladensburg Neighborhood Watch</td>
<td>Volunteers</td>
<td>Walter George</td>
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<tr>
<td>Bladensburg F.D. Ladies Aux</td>
<td>Volunteers</td>
<td>Paula Ayers</td>
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<tr>
<td>Three Brothers Restaurant</td>
<td>Italian Ice &amp; Gift Certificates</td>
<td>Guy Berliner</td>
</tr>
<tr>
<td>Berliner Ice Cream</td>
<td>Ice cream</td>
<td>Corporate</td>
</tr>
<tr>
<td>Save-A-Lot</td>
<td>Hot Dogs &amp; Rolls</td>
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</tr>
<tr>
<td>Funnel cake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D.J.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elizabeth Seaton High School</td>
<td>Bus &amp; Driver</td>
<td>Sister Virginia Anne</td>
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<tr>
<td>Better Business Bureau of Greater Maryland</td>
<td>Literature</td>
<td>Jennifer Robinson</td>
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