



28th Annual National Night Out **Tuesday – August 2, 2011**

In this packet, you will find:

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

For further information:

Liz Dreher
Crime Prevention Coordinator
El Paso County Sheriff's Office
101 West Costilla Street
Colorado Springs, Colorado 80903
719-520-7151

28th Annual National Night Out

Tuesday - August 2, 2011

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 2nd to attend the neighborhood celebrations. There will be prize drawings at the registered events, so hurry and get going - **registration forms must be returned by Wednesday, June 22nd.**

Target Corporation is again the exclusive national corporate sponsor of National Night Out. Local Target stores will be assisting with prizes and Target volunteers will help support NNO events in El Paso County.

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:

Liz Dreher – Crime Prevention Coordinator
El Paso County Sheriff's Office
101 West Costilla Street
Colorado Springs, CO 80903
LizDreher@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 Wednesday, June 22nd**.
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 located at 101 West Costilla Street during the week of July 25th - 29th. This includes information and tickets for the prize drawing along with balloons and miscellaneous items for your event.
6. If you take photos or video of your event, please consider making a copy to share with us at the Sheriff's Office.

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.
- Organize your event so that all attendees are "checked in" at a single location. This will help ensure all adults receive a ticket for the prize drawings and it 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 2, 2011

Contact Name(s): _____

Address: _____ City, Zip: _____

Phone Number: _____ Alternate Number: _____ E-mail: _____

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

Areas/Neighborhoods 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): _____

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 Sheriff's Office employees or could limit the number of employees available to attend scheduled parties. If this occurs, EPSO will make every attempt to find alternate employees to visit your event or to 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 block eligible for prize drawings. Prizes may include a variety of gift cards, 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.



Target is the national corporate sponsor of the 28th Annual National Night Out event.

This form must be returned no later than Wednesday, June 22nd

Mail or deliver to:
Liz Dreher
Crime Prevention Coordinator
El Paso County Sheriff's Office
101 West Costilla Street
Colorado Springs, CO 80903

Call with questions:
(719) 520-7151

Hello, neighbor.

You're invited to
NATIONAL NIGHT OUT
America's Night Out Against Crime!
Tuesday, August 2, 2011

Time: _____

Location: _____

Event Specifics: _____

Sponsored by:



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

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!

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Frequently Asked Questions:

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

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 (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 make your block eligible for prize drawings. Prizes may include a variety of gift cards, 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:

Liz Dreher – Crime Prevention Coordinator
El Paso County Sheriff's Office
101 West Costilla Street
Colorado Springs, CO 80903
LizDreher@elpasoco.com
(719) 520-7151



El Paso County Public Services Department
3275 Akers Drive – Colorado Springs, CO 80922
719-520-6460 (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: _____

(Attached 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 Transportation ... By: _____ Date: _____

(If denied, see remarks.)

Action of the Board of County Commissioners, El Paso County, Colorado

By: _____ Date: _____

REMARKS: _____

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 Public Services Department either to close a county road, or to use a county road. [Click here for application.](#)
2. **BLOCK PARTY ONLY:** If the permit is for a Block Party, one must obtain signatures of all homeowners along the closed section. [Click here for Block Party application and signature sheet.](#) 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 Public Services Department.
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 Public Services Department, 3275 Akers Drive, Colorado Springs, Colorado 80922, Attention Wendy Mackey.
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 Office 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 520-7249. Extra duty officers must be scheduled prior to receiving the Sheriff's sign-off for the event.
8. The Public Services Department will obtain the signatures required from the Traffic Engineer, the El Paso County Sheriff's Office, and the Director of the El Paso County Public Services Department.
9. The Board of County Commissioners of El Paso County must approve the application. A minimum of 45 days is required to obtain signatures and schedule the hearing for the Commissioners. During summer months, only one Board of County Commissioners meeting is held per week. All holidays that fall on a Thursday have no Board of County Commissioners meeting scheduled.
10. An additional ten working days must be allowed to receive your approved copy back from the Board of County Commissioners.
11. The Public Services Department will mail out the approved application to permit the applicant to hold the special event.
12. A copy of the approved permit must be available on site during the event.
13. 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.

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: _____

(Attached 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, Public Services Department By: _____ Date: _____

(If denied, see remarks.)

Action of the Board of County Commissioners, El Paso County, Colorado

By: _____ Date: _____

REMARKS: _____

