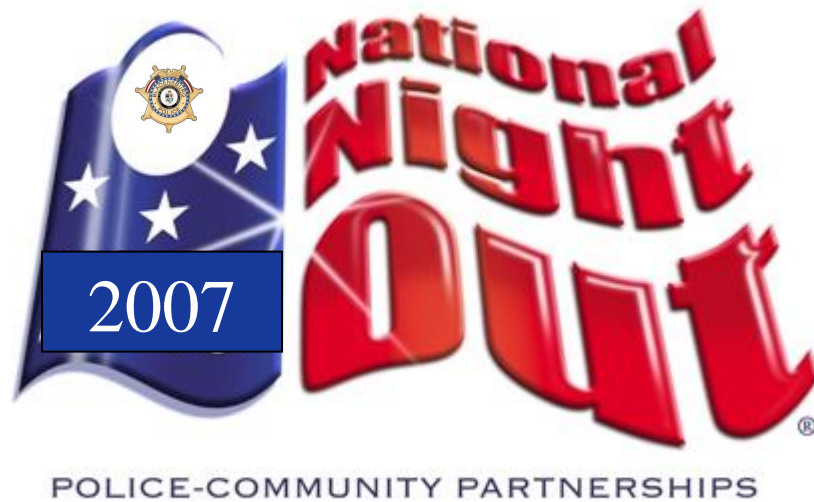


TOWN OF BLADENSBURG



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 nation wide 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 it 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 placed 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,

A handwritten signature in blue ink that reads "John E. Moss". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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) |
| 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

Patrol Assignments:	Street Supervisor:	Cpl. Everts	1600 hours
	Patrol Officer:	Cpl. Surles	1600 hours
	Patrol Officer:	Officer Parker	1600 hours

Assignments-Event

Master of Ceremonies: Chief of Police Moss

Coordinator: Community Resource Unit - Sgt. Scott Davis

Deputy Coordinator: Community Resource Intern – Brandon Hawkins

Event Assignments:	Crime Prevention	Officer Corsey	1600 hours
	Table	Officer Brooks	1600 hours
		Officer Vierheller	1600 hours
	Photographer	Cpl. Stone	1600 hours
	Traffic control	Officer Hall	1600 hours
		Officer Arnold	1600 hours
	Safety Officer	Officer Hawkins	1600 hours
	Water Balloon Toss	Intern B. Hawkins	1900 hours
		Officer L. Hawkins	1900 hours
	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.
2. C.E.R.T. & Neighborhood Watch Set-up.
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

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



