THE CITY OF WICHITA COMMUNITY SERVICES booklet is designed to provide you with important tips and information on a variety of community issues. By working together, we can help prevent and solve crimes, improve and make neighborhoods safer, resolve conflicts and enhance our quality of life. This booklet is divided into categories to make it simple to find information that is important to you.

The City of Wichita hopes you will find this booklet to be a valuable resource and will share this information with your family, friends and neighbors. If you have additional questions, please use the contact information at the back of the booklet.
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8 ways to protect your home from burglary:

**PREVENTION TIPS**

- Install a 3” deadbolt on exterior doors
- Keep doors and windows locked
- Close and lock garage doors at all times (even when you’re at home or in the backyard)
- Always set security alarms and use security cameras
- Reduce hiding places for burglars by trimming trees and bushes away from doors and windows
- Keep exterior lights on at night or utilize motion detector lights
- Put a bar in the track of sliding glass doors to help prevent them from being moved and lifted off the track
- Don’t keep spare keys hidden outside
Photograph jewelry so it can be easily identified by detectives and pawn shop employees.

Keep heirloom and valuable jewelry separate from your other jewelry. Consider hiding those items in a place thieves wouldn’t think to look.

Create a property list and record important identifiers. Include the make, model and serial number for items such as guns, computers, cell phones, electronics, gaming systems, bicycles and lawn equipment.

Engrave your driver’s license/State ID # on items and photograph valuable items.

LEAVING FOR VACATION?

- Place a stop/hold for mail and newspaper deliveries
- Utilize a timer for interior lights
- Have a family member, friend, or neighbor check on your home and notify police if they notice a break-in
- Notify your local substation when you are going to be away to set up an extra watch or go to: www.wichita.gov/WPDvacations
FALSE ALARMS

If you have a home or business alarm, make sure it is working properly and is registered with the City of Wichita. The Wichita Police and Fire Departments respond to thousands of false alarm calls each year, most due to user error or a malfunctioning system.

Contact your system provider to have your unit inspected if you think the system is malfunctioning. There is no cost for the first false alarm you have at a registered location. If you have multiple false alarms, you could be charged for those alarms. Learn more at: [www.wichita.gov/WPDfalsealarms](http://www.wichita.gov/WPDfalsealarms)

DRUG HOUSES

Neighborhood involvement is the key to stopping criminal activity. What are the warning signs of drug activity in your neighborhood?

- Excessive foot or vehicle traffic from a house
- Visitors frequently stop and a resident comes out to briefly talk to someone
- Open exchange of drugs and money
- Unusual chemical odors coming from the residence

What should you do if there is a suspected drug house in your neighborhood?

- Start a Neighborhood Watch or work together with other neighbors
- Log all unusual activity connected to the suspected drug house and provide the log to the police if needed. The log may include descriptions of people, times, activities, vehicles involved and vehicle tag numbers
- Do not put yourself in harm’s way to acquire this information
- Contact your local police substation to start a neighborhood watch or report a drug house. See contact information on the back cover.
CRIME STOPPERS

Help the Wichita Police Department solve crimes by providing tips! You can submit tips anonymously by calling 316-267-2111. You can also visit [www.wichitasedgwickcountycrimestoppers.com](http://www.wichitasedgwickcountycrimestoppers.com) to provide a tip online and learn how to download the Crime Stoppers mobile app.

NEIGHBORHOOD WATCH

Neighborhood Watches help residents connect and work with the Wichita Police Department to keep their neighborhoods safer.

NEIGHBORHOOD WATCH BENEFITS

- More community involvement
- Stronger bond with neighbors
- Fewer incidents of opportunities to commit crimes
- Greater sense of security and reduced fear of crime
- Enhanced relationships with police

To start a Neighborhood Watch or get more information, contact your Community Police Officer at one of these stations.

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SUSPICIOUS CHARACTERS

You are our partner in crime fighting, our eyes and ears. If you see something that looks odd or suspicious, please call 911 so an officer can check it out.
NOISE

Excessive noise can come from many sources and can create a nuisance. Some activities, such as lawn maintenance, repair/maintenance of personal use vehicles and home repair are acceptable if performed during daylight hours.

However, excessive, unnecessary, unusual or loud noise which interferes with the use or enjoyment of property is unlawful. You may call 911 to have an officer come out and make a case for you. You MUST be willing to sign a complaint.

JUVENILE CURFEW

City of Wichita / Age 17 & Under

Age 15
Sunday - Thursday | 11 p.m.
Friday - Saturday | Midnight

Age 16-17
Sunday - Thursday | Midnight
Friday - Saturday | 1 a.m.
SMOKE ALARMS

It’s true, smoke alarms save lives, but only if they are in working order! Even if your smoke alarm came with a lifetime warranty, its “lifetime” is 10 years or less. If you have smoke alarms in your home that are 10 years or older, they need to be replaced. Be sure to check your smoke alarms monthly. It only takes seconds to ensure they are in working order, and they just might save a life!

Batteries should be replaced twice a year. Need an easy way to remember? Change them during Daylight Savings! In the spring, change your batteries when we “spring ahead” and change them again when we “fall back” in the fall. If you have questions about smoke alarms, please call the Fire Prevention Office at 316-268-4441.

FIRE ESCAPE PLAN

Do you and your family have a fire escape plan? Do your kids know what to do if they wake up during the night and smell smoke? Review your fire escape plan with your family. If you do not have one, create a plan together.

Make sure everyone in the family is aware of at least two ways to get out of the house in case a fire is blocking an exit. Every family should have a meeting place outside, in a safe area, away from the home such as a curbside mail box or driveway.
HOUSE NUMBERS

Make sure it’s easy for public safety workers to find your home or business in an emergency. Address numbers must be 3” tall for residences and 4” tall for businesses. Also check to see if the address numbers are clearly visible from the roadway and the colors contrast enough from the color of the structure.

Take a look as you are driving down streets in your neighborhood and notice what makes some stand out more than others. If you can’t see your house numbers well from the street, chances are emergency services will have a hard time finding them, too. Find ways to brighten up your address for easier viewing and make sure there is a light on them during the evening and night hours.

FIRE PITS

Fire pits cannot be larger than three feet in diameter and the flame cannot be higher than two feet.

If you are using a portable fire pit, it must have a spark arrester (screen covering the top).

Only burn firewood or limbs, no trash or refuse.

In-ground fire pits need to be 25 feet away from combustibles, portable fire pits need 15 feet of space (combustibles include decks, fences, homes, etc.).

Fire pits need to be constantly attended until the fire is extinguished. It’s also a good idea to keep a garden hose nearby. If you are unsure of the burn conditions, contact the Fire Department at 316-268-4510 or call 911 after hours and on weekends to see if it is safe to use a fire pit.
STREET LIGHTS OUT

Report street light outages to westarenergy.com. Provide the location and pole number. The pole number is located on the street side.

GRAFFITI

Graffiti is vandalism. As with most forms of vandalism, graffiti is not routinely reported to police and many people think that graffiti is not a “real crime.” Call 911 immediately if there is suspicious activity or a suspect present. To have graffiti removed, call the Metropolitan Area Building and Construction Department at 316-660-9220 or send an email with the location of the graffiti to: keepwichitaclean@wichita.gov

SIGNS ON RIGHT OF WAY

Illegal signage on the side of our roads makes the area look cluttered and causes problems for lawn maintenance workers. It is illegal to post any signage on the easement and doing so will cause your sign to be discarded. You could also face fines.
ANIMAL COMPLAINTS

It is unlawful to keep any animal which unreasonably disturbs any person or neighborhood with loud noises or disturbing behavior. If you have an animal in your neighborhood that makes noise to the extent that you cannot enjoy your property, talk with the owner of the animal. If there is a neighborhood association, they might be able to help mediate the issue. Log the occurrences to help describe the frequency and severity of the problem.

If the nuisance continues, call 911 to have an officer witness the nuisance and make a report. If the officer is unable to write a citation at that time, you may contact Animal Control to pursue criminal charges. If the case is charged in municipal court, you will be required to appear as a witness and possibly testify in court.

ANIMALS AT LARGE
Any animal, besides cats, can be seized if found running at large. The animal may be returned to the owner after payment of a service charge, boarding fees and possible fines. If your pet is missing check to see if it has been taken to the Wichita Animal Shelter by calling (316) 350-3366. The Wichita Animal Shelter is located at 3303 N. Hillside.

DANGEROUS DOGS
Dogs may be deemed dangerous if they have attacked another animal or person, have a past history of attacks or demonstrate aggressive or menacing behavior. Dangerous dogs may be required to be surgically sterilized and have a microchip inserted with the owner’s current information. Pit bulls must meet these requirements regardless of past behavior.
**DOG BITES**
Dogs that have bitten people or other animals will be quarantined for rabies, and the owner could face fines or jail time. **If you are a victim of a dog bite, call 911.**

**WILD ANIMALS**
The City of Wichita does not respond to wild animal calls unless there has been an instance of a bite or a scratch. The Kansas Department of Wildlife and Parks (KDWP) can refer you to a licensed trapper for nuisance wildlife. **The KDWP number is 316-683-8069.**

**PROHIBITED**
The City of Wichita does not allow any person to own or keep on their property:

- Livestock, male goats, male fowl or hogs
- More than two dogs, two cats, two rabbits, three fowl or three pigeons
- In some cases, you may be able to obtain a permit from the City of Wichita to own additional animals

**TETHERING OF DOGS**
It is unlawful to keep a dog tethered for more than one hour at a time, no more than three hours per day and there has to be three hours in between tethering times.

The tether must be at least 10 ft. long and weigh less than $1/8$ of the dog’s body weight. The tether must be able to reach water and have no obstructions to wrap around.
DOG LICENSES

Pet owners can now renew their dog licenses online at wichita.gov. The online service applies to renewal licenses only. New licenses will continue to require hard copy forms and signatures.

FOUR EASY STEPS

Visit wichita.gov and click on the “Dog Licenses” icon on the home page

Create an account and renew pet licenses

Scan or upload rabies documentation from your veterinary clinic to verify your pet has been vaccinated

Make license payment via credit card

After setting up an account in the City’s pet licensing system, pet owners can check on the status of their pet’s license, update their address or other information, and renew their license.

Email questions to weblicensing@wichita.gov
PROPERTY CONDITIONS

HOUSING AND BUILDING MAINTENANCE
Any building or structure (houses, garages, sheds, fences, etc.) must be maintained in good condition. Siding, fascia and soffits must be free of peeling paint, holes, cracks or other deteriorations. Roofs must be watertight and in good repair. Foundations shall be weathertight, watertight and rodent proof and shall be maintained in structurally sound condition. Every dwelling will contain at least 150 sq. feet of floor space for the first occupant and at least 100 additional feet of floor space for every additional occupant. *(Chapter 20.4 Wichita Code)*

EVALUATING YOUR PROPERTY

- I have building material, furniture and/or appliances in my yard which can be seen from my neighbor’s property
- I have a car that does not work or isn’t legally tagged that is parked on my property or on the street
- I have a vehicle parked in my front yard
- My grass is more than 12 inches high
- I have broken windows
- I cannot see my house numbers from the street
- The outside of my house has peeling paint, missing siding or rotted wood
- My fence is falling down or has boards missing
- There are unfenced areas around my swimming pool
- My roof has missing or lifted shingles

**If you answered “yes” to any of the above statements, you are in violation of the City of Wichita’s municipal code.** Please make corrections to avoid code enforcement action.
BURN PERMITS

Burn permits are required to ensure the safety of you and those around you. Even controlled burns can cause secondary fires should they get out of control. Items being burned must be deemed safe for the environment as well. The permit allows restrictions on the size of the pile and the time of day it is burned.

Some requirements for open burning are as follows:

- Current Burn Permit must be on-site when burning
- Fire Dispatcher must be notified at 911 each day prior to burning
- Required 500 foot clearance from any property line, structure, or roadway
- Responsible persons shall be present when burning is conducted and provide fire protection
- Fire must be completely out one hour before sundown (except by special permission)
- No material shall be burned except types listed on the permit (generally only limbs and brush)
- Burning must not create dense smoke, smoke nuisance, or a traffic hazard
- When non-compliance of the requirements is observed, fire crews will terminate the burning and may issue a citation

- If you are unsure of burn conditions, please call the Fire Dept. at 316-268-4510 or call 911 after hours and on weekends

BURN BANS

A burn ban is simply burn restrictions during times when conditions are favorable for wild fires. When high winds and dry conditions are forecasted, the Wichita Fire Department may issue a burn ban within the City limits. During this time, no new burn permits will be issued and all previously issued burn bans are suspended until further notice. All open burning, including chimeneas and other outdoor fire places are prohibited during the ban. Cigarettes should be fully extinguished in water before properly disposing of in a metal can.
As winter approaches, be sure to give your space heaters their SPACE; keep combustible materials such as beds, sofas, curtains, papers and clothes at least three feet from the front, sides and rear of the heater. Also, never power the heater with an extension cord or power strip.

Spring weather is upon us and in Kansas that generally means a storm or two! Keep your family prepared by having an emergency supply kit ready, practice taking shelter in a basement or interior room of your home and practice your home escape plan.

Summer has arrived which means hot, dry and windy conditions may be present. To keep you and your neighbors safe, avoid outdoor fires in chimeneas and outdoor fire places when the wind is over 15 miles per hour.

Are you aware of the golden rule for shooting off fireworks in the City of Wichita? Please make sure you “shoot them where you buy them” this Fourth of July to ensure you are shooting those approved for use in the city.

If you are using a turkey fryer this Thanksgiving, remember to always have the fryer in full view when the burner is on. Keep the fryer in an open area away from fences, decks and other structures. Never use it in, on or under a garage, carport, porch or any structure that can catch fire. If it does catch fire, do NOT attempt to extinguish the fire with water, call 911 immediately!

Keep safety in mind when you are decorating this Christmas! Keep live trees watered and well away from heat sources. Avoid using extension cords or overloading electrical outlets with lights and never leave lit candles unattended.
GARAGE SALE PERMITS

The City of Wichita issues more than 5,000 garage sale permits per year. Residents are allowed to hold two sales during a calendar year (January 1 through December 31) for a maximum of three consecutive days per sale. A minimum of six months must have passed since their last sale. Permits are $2.50 per day and include the use of a special section of the City’s website, wichita.gov, to advertise their garage sale. The information will be available for free to anyone with internet access. A Google map will pinpoint the location of each garage sale, and a report can be printed listing each sale. Users may post five photos to promote their garage sales. Residents can pick up their permit using one of these three methods:

Online
Visit www.wichita.gov, look for the garage sale sign icon in the middle of the page, and click. Set up an account by entering an email address and create a private password. Apply for a permit or search the City’s garage sale permit “ads” and locations. There is a $1 convenience fee for using a credit card to purchase online.

City Hall Express Office
Visit the Express Office Business Licensing window on the 1st floor of City Hall, 455 N. Main, Wichita, KS 67202.

Wichita Eagle
Purchase a permit at the Wichita Eagle, please call 316-268-6000 for the address.
IDENTITY THEFT

What should I do if my purse or wallet is stolen?

STEP 1: Contact bank and other credit card companies and close all affected accounts
Open new account(s) protected with a secret password or personal identification number (PIN)

STEP 2: Contact one of the three major credit reporting bureaus to report being a victim of ID theft

equifax.com   experian.com   transunion.com

STEP 3: If the theft resulted in a case of identity theft, file a report with the Federal Trade Commission at:

ftc.gov/bcp/edu/microsites/idtheft

STEP 4: Make a police report in the community where the identity theft occurred. You can make a police report in Wichita by calling the Police Case Desk at 316-268-4221. Download the Victim’s Identity Theft Packet at:

wichita.gov/police/investigations/financialcrimes

STEP 5: Contact other entities about ID theft (i.e. Post Office, Social Security Office, State Department, I.R.S.)

STEP 6: Call the Wichita Police Department’s Financial Crimes Section at 316-268-4193
INTERNET / TELEPHONE / MAIL

Before you share any personal information, confirm you are speaking with a legitimate organization. Check the organization’s website by typing its URL in the address line, rather than cutting and pasting it. Call customer service by using the number listed on your account statement or in the telephone book.

Identity thieves are clever and represent themselves as banks, internet service providers and government agencies to get people to reveal their social security number, mother’s maiden name, account numbers and other identifying information.

INTERNET SAFETY TIPS

- Keep computers, tablets and even smart phones in an open area

- Talk to your children about dangers on the internet and monitor social media activity

- Become familiar with your computer parental control settings

- You should never give out your name, address, phone number, school or anything that could identify you

- Tell your children if they have an experience that makes them uncomfortable to tell a trusted adult immediately
VEHICLE BREAK-INS

The following tips may help reduce the chance of valuables being stolen from your vehicle.

BEFORE YOU LEAVE YOUR VEHICLE:
- Remove purses, bags, electronics, money and weapons
- Lock doors and roll up the windows
- Park in well-lit areas
- Conceal garage door openers

AUTO THEFT PREVENTION

*Never leave your car running unattended!* If your vehicle has been stolen, promptly report the theft to the police. Be prepared to provide as much information as you can about the vehicle. Keep a record of the vehicle year, make, model, tag number and vehicle identification number so you are able to provide it to law enforcement.
BICYCLE SAFETY TIPS

People bicycling must follow the same laws as people driving and are also subject to the same fines. Here are some safety tips:

- Use hand signals
- Ride with traffic
- Ride on the right-hand side of the road with the flow of traffic. If the lane is too narrow to accommodate a motor vehicle and a person bicycling, then ride your bicycle near the center of the lane. This is the safest place since motorists are required by law to pass bicyclists by a distance of at least 3 ft.
- Every bicycle, when used at night, must be equipped with a light on the front (must be visible from 500 feet) and a red reflector on the rear of the bike
- Only one rider may ride a bicycle unless it is a tandem bicycle
ILLEGAL VEHICLES

The following are ILLEGAL to operate on a city street or sidewalk:

- All motor vehicles which are operated on Wichita streets must be “street legal,” meaning they have to meet the equipment requirements by having lights, reflectors, turn signals, braking systems and a horn. They must also be registered and tagged.

- The driver of a vehicle must also have a valid driver’s license. If a person, 14 years of age and older, is stopped for a violation, he/she can be issued a citation. If the person is under the age of 14, the parent or guardian is responsible and could be issued a citation for allowing an unauthorized person to drive a vehicle.
PARKING VIOLATIONS

Applies to:
- SINGLE FAMILY DWELLING
- MULTI-FAMILY DWELLING
- APARTMENT
- DUPLEX

YOUR TRANSPORTATION | Parking Violations

CITY OF WICHITA
PARKING VIOLATIONS

1. Parking within 15 ft. of a fire hydrant
2. Parking within 30 ft. of traffic sign
3. Parking with the left wheel next to curb
4. Parking within eight ft. of private drive
5. Parking more than 12” from curb
6. Parking on sidewalk
7. A. Inoperable vehicle on private property
   B. Vehicle over 26,000 lbs, motor vehicles, boats, trailers, vehicles registered with a 2M+ Kansas license plate are not allowed in driveway
8. Parking on required side yard
   "Allowed if the parking surface is graveled or paved and must be at least 25 ft. from city easement"
9. Parking on unpaved surface
   "Allowed if being stored behind fence, not just parking for short periods of time"
10. Parking on front yard
11. Except when necessary for the loading or unloading of property or merchandise, or the performance of services at a residence, to park a truck with a manufacturer’s rated capacity of over three-quarter ton, a bus, recreational vehicle, tractor, trailer, semitrailer or other commercial vehicle, on any street in a residential district, for longer than two hours
12. Parking vehicle on street longer than 48 hours

For more information on the City of Wichita’s parking ordinances, please visit: wichita.gov. Click on the “Services” tab at the top of the page and search under “City Code.”
CITIZEN FIRE ACADEMY

The Wichita Fire Department’s Citizens’ Fire Academy is designed to increase understanding of fire and emergency medical operations and to encourage citizen interaction with Wichita firefighters. The program provides a behind the scenes look at the department’s operations, helps participants become more aware of the dangers of fire and benefits of fire prevention. Enrollment is at the beginning of each year and classes start late spring to early summer.

For more information or to apply online go to:
www.wichita.gov/fireacademy

CITIZEN POLICE ACADEMY

Want a behind the scenes look at the Wichita Police Department and the Sedgwick County Sheriff’s Office? Apply for the Citizen Police Academy (CPA)! The free 13-week program offers a unique opportunity to learn about the many services the Wichita Police Department and Sedgwick County Sheriff’s Office provide to the community.

For more information or to apply online go to:
www.wichita.gov/WPDcitizenacademy
Wichita Fire Department proudly serves Wichita with 22 fire stations. We offer blood pressure checks right there in the station if you need one. If you would like to bring a group by to tour the station, give our administrative offices a call at 316-268-4441 and ask them to transfer you to a specific station to arrange the details of your visit. We also enjoy taking part of community events and appreciate the opportunity to be a part of yours! Call 316-268-4441 to see if your event can be added to our calendar!

As seasons change and holidays come and go, Wichita Fire Department reminds residents to pay attention to some of the hazards that come with those days. On page 15 you’ll find examples. Find more tips by following our Facebook (Wichita Fire Department) and Twitter (@WichitaFireDept) pages and by signing up for an account on Nextdoor (see page 26).
GET SOCIAL WITH THE CITY

Connect with the City of Wichita through social media! It’s a great way to get the latest news and information directly from the City channels.

City of Wichita - Government
@CityofWichita
City of Wichita

In addition to our City social pages, many of our City organizations (Wichita Fire Department, Wichita Police Department, Patrol Areas, etc) are also on social media. Find out which departments you can connect with here:

wichita.gov/Government/News/Pages/Departments.aspx

JOIN US ON NEXTDOOR

Join the City of Wichita on Nextdoor, a free private social network for neighborhoods. Each neighborhood has its own private Nextdoor neighborhood website, accessible only to residents of that neighborhood. The City uses Nextdoor to share information that is relevant to your area and the community. It’s a great way to build stronger and safer neighborhoods. Download the Nextdoor app or visit nextdoor.com and connect with the City and your neighbors today!
WICHITA REPORT APP

Download the FREE Wichita Report mobile app! It’s a great tool for Wichita residents to improve their neighborhood by reporting issues such as potholes, broken street lights, damaged signs, illegal dumping and more. The reports are automatically fed into the City’s work order system so that they can be tracked and assigned to service teams. Users can follow the status of their requests from their smartphone.

If you have an Apple or Android smartphone, you can download Wichita Report for free through the App store on Google Play or Apple’s iTunes App Store.

ADDITIONAL ISSUES

ADDITIONAL PHONE NUMBERS TO REPORT ISSUES:

Report a missing stop sign, traffic light malfunction, large pothole or debris in street, or street flooding

(316) 268-4013
Monday-Friday
8:00 a.m. - 4:30 p.m.
Please dial 911 if your emergency takes place after hours or on major holidays.

Report water leaks or sewer stoppage

(316) 262-6000

Contact our call center for additional questions or concerns

(316) 942-4482
The Office of Community Services is your connection to City services and other community partners! You can receive support by calling or visiting the neighborhood resource centers listed below. They offer a variety of services including free computer use, copying, faxing, notary service and much more.

**District 1 Community Services**
Atwater Neighborhood Resource Center  
2755 E. 19th St. N.  
316-303-8016

**District 2 and 5 Community Services**
City Hall, 13th Floor  
455 N. Main  
316-352-4886

**District 3 Community Services**
Colvin Neighborhood Resource Center  
2820 S. Roosevelt  
303-8029

**District 4 Community Services**
City Hall, 13th Floor  
455 N. Main  
316-268-4197

**District 6 Community Services**
Evergreen Neighborhood Resource Center  
2700 N. Woodland  
316-303-8042
City of Wichita Info Line
DIAL “WICHITA”
(316) 942-4482

Wichita Police Department
Wichita Police substations are open Monday through Friday from 8 a.m. to 5 p.m. excluding holidays. If you call after hours, you will have to leave a message. Please provide your name, phone number and a brief message.

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Wichita Fire Department
The Fire Department’s administrative office handles incoming calls for questions regarding special events, inspections, live burns, etc. If you have questions, please call at 316-268-4451 to be directed to the appropriate division.

If you have an emergency, please call 911.

Social Media
Connect with the City of Wichita through social media! It’s a great way to get the latest news and information directly from the City.

See inside booklet for more information.