

## **Duties and Responsibilities**

### **NEIGHBORHOOD WATCH COORDINATOR**

- Act as a liaison between residents and police department.
- Develop a network of block captains to keep area residents updated on Neighborhood Watch information.
- Maintain a list of block captains.
- Provide police department with concerns of area residents (i.e.) , common ground area where people gather and cause trouble, areas needing traffic enforcement, houses where illegal activity is suspected, etc.).
- Relay information received from the police department to block captains.
- Develop and distribute a Neighborhood Watch newsletter (optional).
- Organize periodic group meetings to reinforce crime prevention techniques and needs of the area.

### **BLOCK CAPTAINS**

- Assist the coordinator as needed.
- Act as liaison between assigned residents and the Neighborhood Watch coordinator.
- Distribute information to residents provided by the Neighborhood Watch coordinator in a timely fashion.
- Inform the Neighborhood Watch coordinator of any crime-related problems within your area of responsibility.
- Contact new residents and brief them on the Neighborhood Watch program. Stress the main principles of Neighborhood Watch.

### **RESIDENT RESPONSIBILITIES**

- Secure your own property.
- When possible, attend Neighborhood Watch activities. Call the police when you see suspicious activity or are the victim of a crime.
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***NOTE:** The Neighborhood Watch structure is **NOT** to be used when a resident needs a police officer dispatched for any reason. It is only used to coordinate the daily crime prevention efforts associated with Neighborhood Watch. Emphasize that residents should call the police directly when they need police service.*