

## Tri Lakes Neighborhood Watch

### Committee Responsibilities

- Identify responsibilities of Zone Coordinators, Zone Chairs and Block Captains
- Identify materials that will be developed/distributed by Zone Coordinators, Zone Chairs, and Block Captains as part of program
- Secure budget for necessary printing of materials
- Assign responsibility for printing
- Identification and confirmation of the security of neighbor household information and who will have access to the information
- Development of master document that identifies Zone Chairs and all Block Captains for all zones

### Responsibilities of Zone Coordinators, Zone Chairs and Block Captains

#### Zone Coordinators

- Secure chairpersons for each zone
- Develop **talking points** for Block Captains when calling on neighbors
- Identify to Zone Chairs that collected neighborhood data will only be used to contact neighbors when neighborhood safety issues arise. Information will stay with Block Captains and also be provided to the Community Service Officer for the Neighborhood Watch Program
- Distribute Block Captain **support materials** to Zone Chairs
  - Word Document/Table for use in gathering information from each household
  - Neighborhood Watch Fact Sheet
  - Fire Department Safe Haven Brochure

#### Zone Chairs

- Using the Google map provided, Divide the zone into 10-15 house sections
- Secure block captain for each section
- Explain responsibilities to each Block Captain that they will:
  - Visit each assigned home
  - Briefly explain the Neighborhood Watch Program
    - Neighbors watching out for each other and reporting suspicious activity to police
    - Block Captains contacting neighbors in cases of emergency/dangerous neighborhood activity
  - Collect information (name, address, email, phone) on the Data Collection sheet provided
    - Confirm that data will only be used to contact neighbors when neighborhood safety issues arise.
    - Information will stay with Block Captains and will also be provided to the Community Service Officer for the Neighborhood Watch Program

- Leave informational materials provided by the Zone Chair
- Obtain a copy of the completed table/spreadsheet from each Block Captain and turn it into Daryl Seifert (darylseifert@gmail.com) so it can be shared with the Sheriff's Neighborhood Watch Representative for emergency contact of neighbors

### **Block Captains**

- Call on the 10-15 assigned neighbors
- Briefly explain the Neighborhood Watch Program
  - Neighbors watching out for each other and reporting suspicious activity to police
  - Block Captains contacting neighbors in cases of emergency/dangerous neighborhood activity
- Collect information (name, address, email, phone) on the Data Collection sheet provided
  - Confirm that data will only be used to contact neighbors when neighborhood safety issues arise.
  - Information will stay with Block Captains and will also be provided to the Community Service Officer for the Neighborhood Watch Program
- Leave informational materials provided by the Zone Chair
- Provide a copy of the completed table/spreadsheet containing the household information to the Zone Chair, who in turn, will provide to Sheriff's Neighborhood Watch Representative for emergency contact