



Neighborhood Watch & Security

Block Captain Responsibilities

Works in liaison with the Neighborhood Watch Coordinator and Section Vice President to establish and maintain contact with assigned residents and provides to them the information and material necessary for the Neighborhood Watch and to join the Association and Security Patrol.

1. Makes personal visit to each assigned home to present Neighborhood Watch Program.
2. Welcomes new residents. Presents Welcome Basket and Watch folder. Explains membership in the Association, Patrol and Email Alerts.
3. Makes sure residents know how to report criminal and suspicious activity.
4. Inform Section Vice President and Coordinator of resident reports of criminal and suspicious activity.
5. Inform residents without email of Crime Alerts.
6. Keep and maintain information file on each assigned resident.
7. Provide residents and Coordinator with Resident Information Map.
8. Keep Watch and Patrol materials as supplied by Coordinator.
9. Inform Section Vice President and Coordinator of vacancies or changes in occupancy.
10. Attend quarterly meetings of the Section Vice Presidents and Block Captains and other Watch meetings as may be called by the Coordinator.