

University Estates Neighborhood Watch Organizational Guiding Principles-Final 23 Jun 2017

The following guide is established for the purpose of defining organizational structure for the University Estates Crime Watch Neighborhood watch team. It is not intended as a public document. This guide will be reviewed annually and amended as needed by the watch team.

- Watch Team Construct:
 - The watch team is entirely voluntary.
 - The team is comprised of one Coordinator and approximately 8 Area Captains covering specific blocks and/or streets within the University Estates watch area of about 98 homes on Hope Valley West from Winton north to University Drive., Bexley Ave and cul de sac starting west off from Hope Valley, Oxford Drive and cul de sac starting south from University Drive, Stanford Drive and cul de sac running north/south, and Yordale Court and cul de sac starting east from Oxford Drive.
 - The roles of Coordinator and Area Captains are detailed in the crime watch program guidance published on the website and include:
 - Coordinator:
 - Maintain, monitor and coordinate the Neighborhood Watch program.
 - Organize Area Captains to best cover the neighborhood and recruit replacement Area Captains when positions open up
 - Maintain a current master list of emails, names, addresses, and phone numbers of each block.
 - Schedule periodic quarterly meetings with Area Captains.
 - Facilitate the provision of crime watch information and crime prevention tips to Area Captains and Residents.
 - Encourage Area Captains to have biannual meetings with the crime watch residents of their block.
 - Schedule annual meetings with all watch area residents.
 - Ensure the securing of a meeting place for meetings (church, school, civic center, etc.).
 - Act as a liaison between WATCH members, law enforcement officers, civic groups, and Area Captains.

University Estates Neighborhood Watch Organizational Guiding Principles-Final 23 Jun 2017

- Submit crime watch sign requests.
- Involve others to develop specific crime prevention projects and strategies.
- Encourage participation in "Operation Identification," a nationwide program in which personal property is marked indelibly with a unique identifying number to permit positive identification if valuables are lost or stolen.
- Promote National Night Out and encourage involvement.
- Area Captain:
 - Designated whenever possible for every 10 to 15 houses on a street.
 - Act as a liaison between street residents and the Coordinator.
 - Alert the street residents and watch Coordinator and other Area Captains of any burglaries, attempted burglaries, and suspicious activities (cars and/or individuals).
 - Establish and maintain a communication chain by compiling and distributing a current list of emails, names, addresses, and telephone numbers of their block/street to their resident participants and the Coordinator. Ensure that any changes to this list are communicated to the Coordinator.
 - Assist Coordinator in meeting notification and setup, and ensure residents of the block that are unable to attend a meeting are provided crime watch handout materials.
 - Visit and invite new residents to join, notifying them of meetings, website and training sessions.
 - Act as an information base for residents when they leave for vacation or any time their home will be empty for a period of time. Find out where they are going, and how they can be reached in case of emergency.
 - Contact each neighbor as often as possible to discuss possible crime problems, needs for assistance, and suggestions for program improvement.
 - Instruct the block residents on "What suspicious activity is and how to report suspicious activity."

University Estates Neighborhood Watch Organizational Guiding Principles-Final 23 Jun 2017

- Notify the Coordinator and secure a back-up when on vacation or extended leave to ensure the block is covered by a watch team member.
- Assist with dissemination of crime prevention tips on periodic basis.
- Assist in promoting and establishing the "Operation Identification" program.
- Promote National Night Out and encourage involvement.
- Watch Team Position Terms
 - Coordinator serves a term of 2 years by election [method determined by the team]. A Coordinator may offer and by election serve additional concurrent terms.
 - Area Captains serve a term of 2 years by interest and the number of terms may be variable based on interest. Efforts are made to pair a new Area Captain with a more senior Area Captain in order to provide mentoring to the newer Area Captain. An Area Captain may offer and by election [method determined by the team] serve additional terms.
- Meetings:
 - The watch team meets a minimum of once per quarter [or more frequently if necessary] during the months of October, January, April, and August.
 - The meetings are facilitated by the Coordinator.
 - The meetings focus on watch business and process, as well as community concerns and events and are set to run approximately 1 hour, usually from 7 PM to 8 PM.
 - Meetings will be informal but include:
 - Selection of meeting offsite location such as Epworth Church,
 - Issuing of a proposed meeting agenda and call for agenda items at least the week prior to the meeting,
 - Selection of meeting minute recorder,
 - At initiation of the meeting there will be a review/approval of previous meeting minutes.
 - One meeting during the year may include a potluck at a watch team member's home.

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- Every other year, the watch team may conduct a neighborhood wide meeting and invite the DPD for presentation of key topics to neighbors.