

THE COORDINATOR'S ROLE

The Neighborhood Watch Coordinator oversees the implementation of the Neighborhood Watch Program in their community. The Coordinator will liaison with Police and City officials, and serves as an ex-officio member of the College Park Neighborhood Watch Steering Committee (CPNWSC). Most Neighborhood Watch Coordinators have full-time jobs; being at home during the day is not required. A reliable telephone messaging system is important. The Coordinator will be responsible for the following:

1. Recruit and supervise the Block Captains and make sure they are carrying out their duties.
2. Distribute and collect forms (such as Security Surveys, Operation ID brochures, and other informational materials) and Property Engravers.
3. Keep track of which homes have completed Security Surveys and done their engraving. Consider using a detailed street map, and highlighting or checking off homes as they complete each step. This will enable you to determine when you have reached your goal of 50% participation (necessary for receiving police recognition). You will also be able to tell, by the number of forms returned, which block captains might need help.
4. Hold regular Community Neighborhood Watch meetings, or participate in the local Civic Association meetings. We suggest one per quarter; more often if a serious incident occurs.
5. Establish a Communication Network to disseminate information about crimes and suspicious activity in the neighborhood. Establish policies about how and when to report certain crimes, then be consistent. Strive to report accurate and objective information.
6. Attend the College Park Neighborhood Watch Steering Committee meetings.
7. Plan special Neighborhood Watch events, such as National Night Out activities (the first Tuesday of August each year).