

# COMMUNITY WATCH LEADER'S ORIENTATION MEETING

## I. Volunteer Welcome and Orientation

- Why you started the program
- What you have accomplished to date
- What you would like to accomplish
- Set Watch boundaries
- Take initial volunteers
- Discuss requirements for having the Watch program

## II. What are the functions and responsibilities for community leaders:

- Schedule and conduct community watch meetings every January and July
- Attend monthly leader's meetings
- Disseminate information to block residents as necessary
- Relay information from residents to Watch Coordinator
- Welcome new residents – informational welcome package
- Provide Watch Coordinator with updated contact tree and block map
- Answer questions from neighbors about the Watch program and activities
- Collection and storage of Neighborhood Incidents  
(All suspicious incidents and activities need to be documented and kept on file for future reference. Captains should devise a plan of action and method of storing this information and relaying it to the Watch Coordinator.)
- Formulate a welcome package for new neighbors.
- Discuss initiating a neighborhood emergency and disaster preparedness plan.
- Be nice to neighbors. Try not to get into arguments. Involve another leader if necessary.

## III. Scheduling of Community Watch Meetings

- Set a regular schedule for Neighborhood Watch meetings.
- Set a regular schedule for Neighborhood Watch Leaders' meetings.

## IV. Meeting Agendas

- Captains need to complete agenda prior to community watch meeting, forward copy to NWC

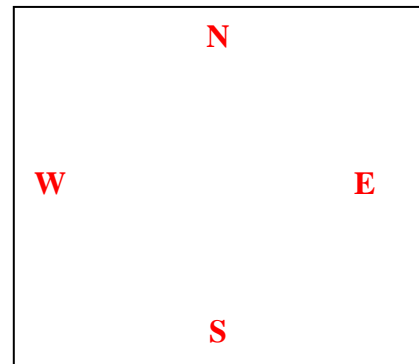
## V. Set Watch boundaries:

Describe an address, marker or specific object for each direction that affirmatively sets the ending parameters of your Watch area:

- NORTH –
- SOUTH -
- EAST -
- WEST -

Named streets in Community

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## VI. Create area map:

Community Map will be provided by Watch Coordinator

## VII. Select interim leaders:

Watch Coordinator

Block Captains

Social/Activity Director

Someone to take and keep notes for all meetings

## VIII. Schedule meeting dates for leaders and community meetings:

- o Watch Coordinator will conduct monthly leader's meetings
  - Set itinerary for Leader's Meeting:
    - Old Business
    - New Business
    - Monthly Activity Reports
    - Problems and Issues
    - Improvements
    - Open Discussion
- o Captains will schedule and oversee Community Watch meetings
  - Discuss itinerary for Watch meeting:
    - Old Business
    - New Business
    - Problems and Issues
    - Improvements
    - Question & Answer period

## IX. Social Director

Schedule, coordinate and oversee at least two community functions per year

Assist other leaders with community activities if necessary or requested

## X. Notify neighbors:

Speak with neighbors on your street, block or designated area of responsibility

Explain what the Watch program is about and ask for their interest in participation

If requested, give them a copy of the "overview" sheet explaining the program

(You should by-pass undesirable residents)

Document their address, last and first name and phone number so you can notify them of meeting schedules and updates.

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## **XI. Attend and oversee community meetings:**

- See "initial meeting packet" for further information
- Meetings should last no more than 90 minutes
- Ensure every attending adult signs in, including spouses
- Give neighbors a chance to socialize before the meeting
- Prepare and review your agenda before presenting it
- Report on any improvements made between meetings
- Report on any outstanding issues brought up at previous meetings
- Discuss means of communication: Website, Newsletter, etc.
- Request primary volunteers to assist with Community functions
- Select a social director for each block, if possible.
- Ask for any input, questions, suggestions or comments.
- Presentation on neighborhood safety, home security tips and crime tips  
(Show PowerPoint presentation if available)
- Issue stickers if you have them
- Make sure they have your contact number for emergencies

## **XII. Complete contact tree for each street:**

### **XIII. Meeting Follow-ups**

- Inform those residents who showed an interest, but did not make the meeting of the details concerning the meeting.

### **XIV. Conduct Street walks**

- Pick a day and time convenient to you and walk your street
- Make sure there are at least two community leaders
- Document any problems or concerns you may notice for future reference.
- Stop and speak to any neighbors that may be out. You will find out more information this way than any other means.

### **XV. Website Information**

- What to put on the website and who will be responsible for the material

### **XVI. Open Discussion**