



Parkersburg / Wood County Neighborhood Watch Co-op STANDARD OPERATING PROCEDURE



APPLYING FOR A WATCH GROUP CHARTER RENEWAL

POLICY

A Neighborhood Watch Charter is how a local Neighborhood Watch Group becomes recognized by the law enforcement agency in whose jurisdiction the neighborhood is located, and by the Parkersburg and Wood County Neighborhood Watch Co-op. Each group applying to become a chartered Watch Group must complete, submit, and have approved an Application for Watch Group Charter, along with an Individual Application for member of the new Watch Group.

Each chartered Watch Group must submit an Annual Renewal Application for Watch Group Charter each year not later than the second regular meeting of the Co-op. Watch Groups which fail to submit their Annual Renewal Application on time will be dropped from active membership in the Co-op until such time as the Renewal Application is received and approved by the Board of Directors.

FORMS YOU WILL NEED

Both forms can be downloaded from our website.

- Application for Watch Group Charter
- Individual Application for each *new* member of your Watch Group

PROCEDURE

Submit your Annual Renewal Application at or prior to the first annual Co-op Meeting each year, along with an Individual Application for each new member of your Watch Group for which an Individual Application has not yet been submitted. Attach a copy of your current roster, being sure to include **complete** contact information for each member: name, address, home phone number, cell phone number (indicating whether the member is equipped to receive SMS text messages on this phone) and email address. If the member is a licensed Amateur Radio operator, include the call sign.

HOW TO COMPLETE THE APPLICATION FOR WATCH GROUP CHARTER RENEWAL

1. Check the “Annual Renewal” box on your application form.
2. Check “Existing” and enter the name of your Watch Group.
3. Describe the geographical area that your Watch Group will cover. For example: “900 block of Smith Street”; “1000 block of Smith Street and 600 block of Jones Street.”
4. Enter the complete name and street address of your Group Captain.
5. Enter the Cell and Home phone numbers. Check whether your cell phone can receive SMS Text messages. Enter your work phone *only* if you will be the person who answers the phone. (Our automated notification system will call the number with a recorded message. If some other employee answers the phone, it will be confusing.) Enter an “Other” phone if you can receive recorded messages on a different phone.

Parkersburg / Wood County Neighborhood Watch Co-Op
Application for Watch Group Charter
 New Charter Annual Renewal

1 Proposed or Existing Name of Watch Group (should be descriptive of the geographical area served by the Group)

2 Describe the geographical area served by the Group (Example: Maynard Street between Cherry Lane and Mulberry Avenue)

3

Contact information for Group leadership

CAPTAIN LAST NAME 4 FIRST (ACTUAL) MIDDLE INITIAL

STREET ADDRESS CITY STATE ZIP EMAIL ADDRESS

PHONE NUMBER CELL 5 HOME 6 OTHER

CO-CAPTAIN LAST NAME 6 FIRST (ACTUAL) MIDDLE INITIAL

STREET ADDRESS CITY STATE ZIP EMAIL ADDRESS

PHONE NUMBER CELL 5 HOME 6 OTHER

CO-CAPTAIN LAST NAME 7 FIRST (ACTUAL) MIDDLE INITIAL

STREET ADDRESS CITY STATE ZIP EMAIL ADDRESS

PHONE NUMBER CELL 5 HOME 6 OTHER

GROUP MEMBERS: List the full name of each current or proposed member of this Watch Group (except those listed above). If this is a new application for charter, attach a completed individual application for each member. If this is application for an annual charter renewal, attach an application for each new member who has not previously submitted an individual application. Indicate new members with an asterisk.

8

CERTIFICATION: I/we have received, read, understand, and agree to comply with the "Guidelines For Neighborhood Watch Captains." I/we certify under penalty of perjury that I/we have never been convicted of any felony, nor have I/we ever been convicted of any misdemeanor involving theft, dishonesty, violence, or sexual misconduct, and I/we authorize the Parkersburg Police Department and/or Wood County Sheriff's Office to conduct a standard criminal background check to confirm this fact.


9

Rev 10/13/17

- 6&7. Enter the same information for your Co-Captains.
8. List the name of each *new* member of your Watch Group for whom you have not previously submitted an Individual Application. Attach a copy of your current roster, being sure to include **complete** contact information for each member: name, address, home phone number, cell phone number (indicating whether the member is equipped to receive SMS test messages on this phone) and email address. If the member is a licensed Amateur Radio operator, include the call sign.
9. Captain and Co-Captain(s) sign and date the application.
10. Submit the completed application to any officer of the Co-op.


HOW TO COMPLETE THE INDIVIDUAL APPLICATION

1. Enter the name of the Watch Group for which you are applying.
2. Enter your complete name and physical address (not PO box).
3. Enter the Cell and Home phone numbers. Check whether your cell phone can receive SMS Text messages. Enter your work phone *only* if you will be the person who answers the phone. (Our automated notification system will call the number with a recorded message. If some other employee answers the phone, it will be confusing.) Enter an “Other” phone if you can receive recorded messages on a different phone.
4. Sign and date your application and return it to your Watch Group Captain.
5. Watch Group Captain sign and date the application and submit it along with your Application for Group Charter.



Parkersburg / Wood County Neighborhood Watch Co-Op

Individual Application for Watch Group Membership



Enter the name of the Watch Group for which you are applying, and have the Captain of that Group approve your application. If you are applying as a Member-at-Large, leave this space blank. If you wish to start a new Watch Group, attach an Application for Watch Group Charter.

1							
Contact Information							
2	LAST NAME	FIRST (ACTUAL)	MIDDLE	NONE			
2	STREET ADDRESS	CITY	STATE	ZIP	HOME ADDRESS		
3	PHONE NUMBERS	CELL	TEXT <input type="checkbox"/> YES <input type="checkbox"/> NO	HOME	WORK	OTHER	

I hereby apply for membership in the Parkersburg/Wood County Neighborhood Watch program. I understand that the following are the primary objectives of the program, and I agree that I will support these objectives.

1. Maintain a cooperative system of surveillance over one another's property, children, etc.
2. Reporting suspicious activity, suspicious persons, or crimes in progress accurately and immediately to the police.
3. Mutually assisting and encouraging the attainment of home security surveys, crime target hardening procedures, property marking activities, comprehensive crime prevention awareness, and the elimination of the opportunity for crime.
4. Making my own home as burglar-proof as reasonably possible.
5. Maintaining a continuing system for the dissemination of information and educational materials relative to self-protection and criminal awareness and adjust program emphasis in accordance with the most current information.
6. Encouraging neighbors to report crimes and come forward as witnesses of criminal activity.
6. Assisting and supporting victims of crime.
7. Helping elderly or debilitated citizens and children protect themselves from becoming crime victims. Advocating and pushing for additional projects to protect these special groups of persons whenever necessary.

*I fully understand that Neighborhood Watch members have no authority and are not to confront or become involved in any way with suspected criminals. Our responsibility is **ONLY** to observe and report.*

If I am applying for membership in an existing Watch Group, I have obtained the approval of the Group Captain whose signature appears below.

CERTIFICATION: I have read, understand, and agree to comply with the above-stated program objectives. I certify under penalty of perjury that I have never been convicted of any felony, nor have I ever been convicted of any misdemeanor involving theft, dishonesty, violence, or sexual misconduct, and I authorize the Parkersburg Police Department and/or Wood County Sheriff's Office to conduct a standard criminal background investigation to confirm this fact.

4	5
SIGNATURE	DATE
SIGNATURE	DATE

Rev 10/13/17