Parkersburg / Wood County Neighborhood Watch Co-op

STANDARD OPERATING PROCEDURE

APPLYING FOR A WATCH GROUP CHARTER

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 each 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 (one for each member of your new Watch Group)

PROCEDURE

Talk to your neighbors and spark their interest. Try to get the majority of your neighbors to participate. Typically, your Watch Group area should not exceed two or three blocks at most. For a larger area, you should divide into multiple Watch Groups of not more area than three block each.

Contact any one of our officers or Parkersburg Police Department representatives and set up a date and place for a meeting (church, school, or residence).

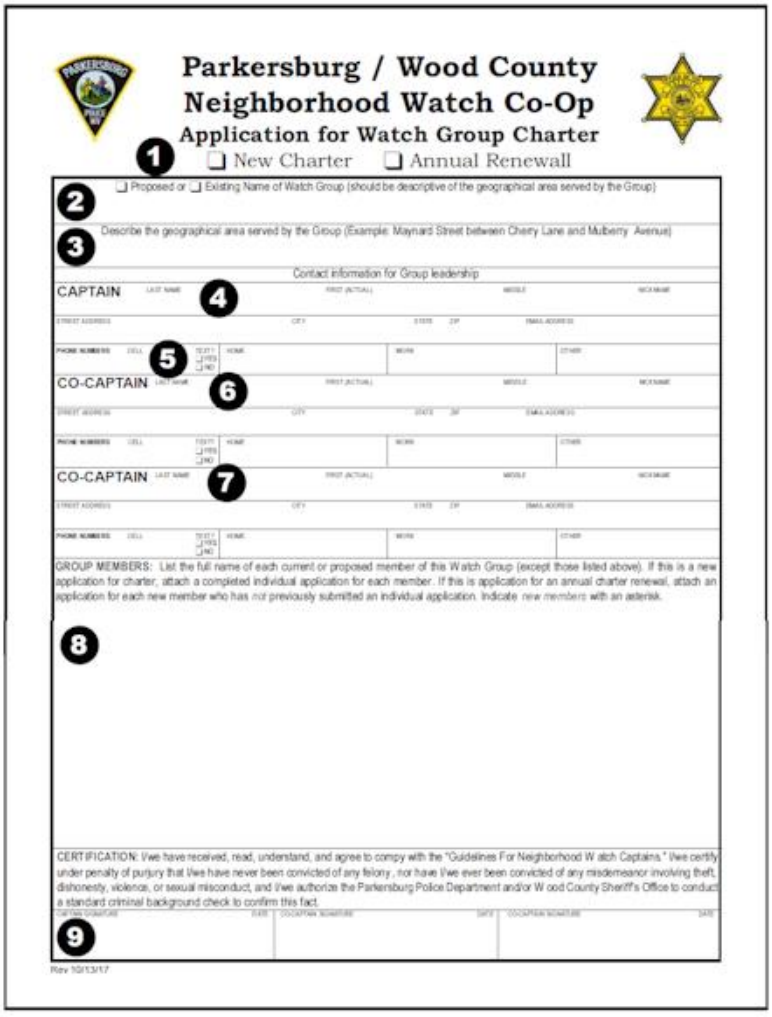
Invite all interested neighbors.

At the meeting ...

- A representative from the Neighborhood Watch Co-op and/or the Police Department will attend and bring handouts.
- Talk about crime prevention and specific neighborhood problems (usually a group doesn't progress from here until a problem is identified).
- Pass out Neighborhood Watch brochures on home security and Neighborhood Watch window stickers (the Co-op representative will provide these).
- The Co-op or police representative will explain the purpose and function of the Neighborhood Watch program.
- Select a captain and at least one co-captain (assistant captain), depending upon the number of people in your proposed group; you should have at least one co-captain for each five to seven residences represented.

- Those who are still interested in forming the Group should each complete an Individual Application.
- Select a name for your Group that is representative of the geographical area involved. This will typically be the name of the subdivision or major road in your area. (The Co-op representative will help with this.) Your Captain should complete the Application for Watch Group Charter and include on the group application the names of everyone submitting an Individual Application. All applications (group and individual) should be given to the representative for delivery to the officers for processing.
- Establish a telephone tree. All neighbors write down their name, address, and phone numbers for the captain and each co-captain. If your Watch area is larger than a single block, you should have a co-captain responsible for overseeing each block in your Watch area. The captain and each co-captain should be responsible for a specified portion of your entire roster.
- Select places for the city to erect Neighborhood Watch signs. There should be a sign at each access point into your Watch area.
- Establish a schedule for regular meetings of your Watch Group (monthly recommended).
- Discuss what you would like to talk about in future meetings (home security, fire safety, personal safety, juvenile problems).

HOW TO COMPLETE THE APPLICATION FOR WATCH GROUP CHARTER


Parkersburg / Wood County
Neighborhood Watch Co-Op
Application for Watch Group Charter
❑ New Charter ❑ Annual Renewal
❑ Proposed or ❑ Existing Name of Watch Group (should be descriptive of the geographical area served by the Group)
Describe the geographical area served by the Group (Example: Maynard Street between Cherry Lane and Mulberry Avenue)
Contact information for Group leadership
CAPTAIN
CO-CAPTAIN
CO-CAPTAIN
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.
CERTIFICATION: I/we have received, read, understand, and agree to comply with the "Guidelines For Neighborhood Watch Captains." I/we certify under penalty of purjury 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.

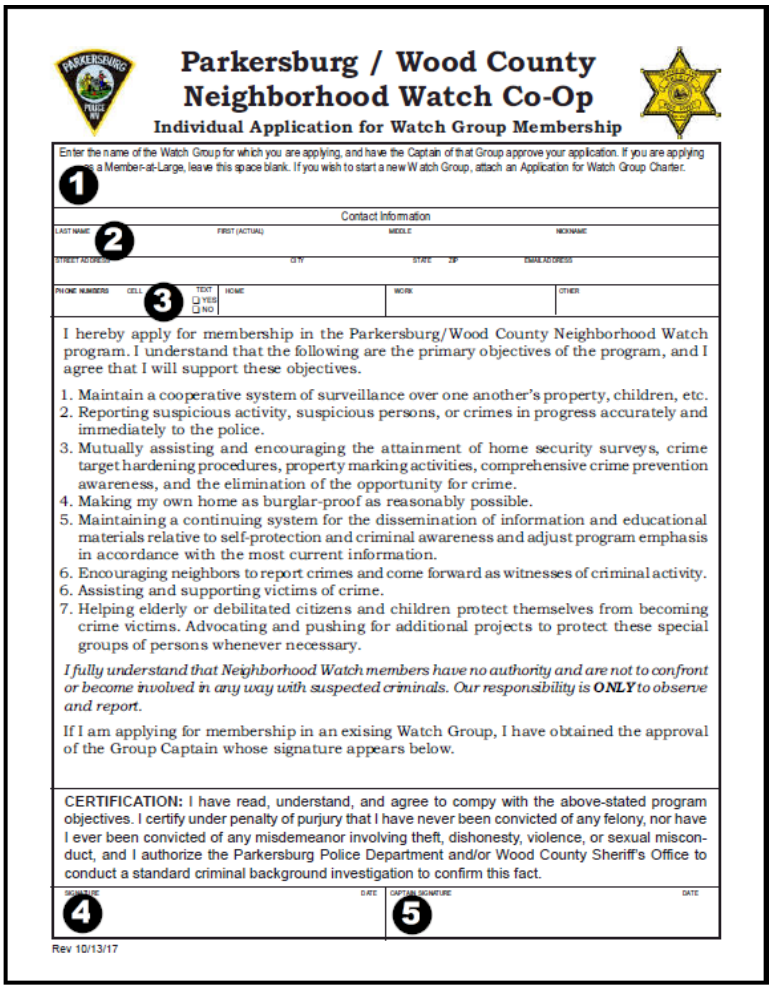
1. Check if this is an application for a new charter or your annual charter renewal.
2. If this is an application for a new charter, check "Proposed." If this is your annual charter renewal, check "Existing." Enter the proposed or existing name of your Watch Group.
3. Describe the geographical area that 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.

6&7. Enter the same information for your Co-Captains.

8. List the name of each member of your Watch Group. If this is an application for a new charter, submit an Individual Application for each member.
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 were to answer the phone, it would 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 you're 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.

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Contact Information

LAST NAME 2 FIRST (ACTUAL) MIDDLE NICKNAME

STREET ADDRESS CITY STATE ZIP EMAIL ADDRESS

PHONE NUMBERS CELL 3 TEXT ☐ YES ☐ 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 exising Watch Group, I have obtained the approval of the Group Captain whose signature appears below.

CERTIFICATION: I have read, understand, and agree to compy with the above-stated program objectives. I certify under penalty of purjury 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.

SIGNATURE DATE 4 CAPTAIN SIGNATURE 5 DATE

Rev 10/13/17