



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



NEIGHBORHOOD WATCH ORGANIZATION

This SOP provides information about the organizational structure of the Neighborhood Watch Co-op and specific information about the individual Watch Groups in various neighborhoods throughout Parkersburg and Wood County.

Although we *are not* first responders, Neighborhood Watch follows the general recommendation for lines of responsibility defined by the National Response Framework (NRF)¹ established following the 9/11 attacks. The NRF establishes a single, comprehensive approach to domestic incident management and is followed by all government and private emergency and disaster response agencies. This includes all emergency responders such as law enforcement, fire departments, and emergency medical service (EMS) responders, and *includes their support organizations*. We consider ourselves as supportive of law enforcement.

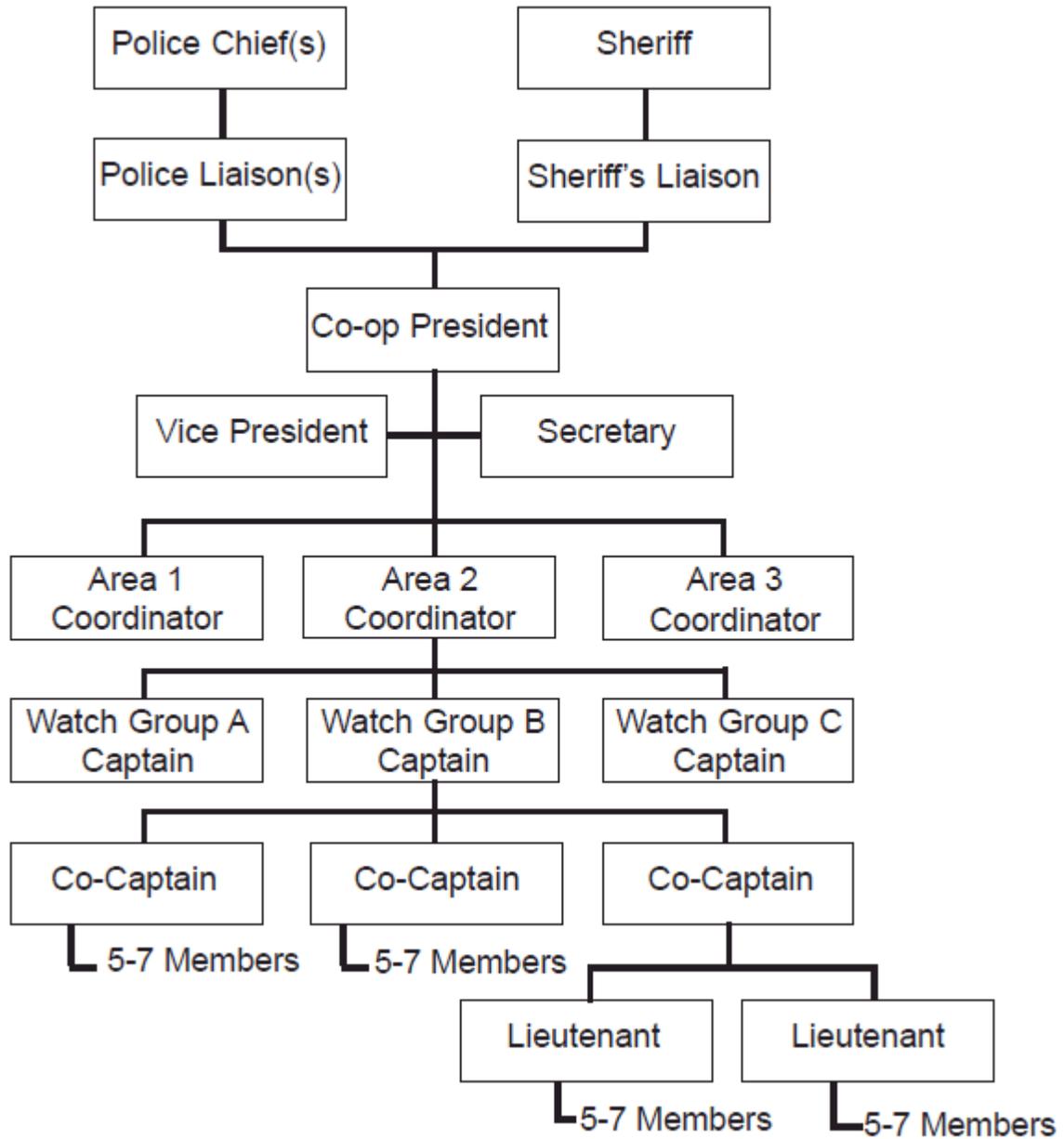
The Co-op President coordinates directly with the Parkersburg Police Chief (or his designee, generally the Uniformed Division Commander) and with the Wood County Sheriff (or his designee) and has the overall responsibility to oversee, coordinate, and support the efforts of the individual Watch Groups. As the organization continues to grow, there will *eventually* be assigned Area Coordinators for the various geographical areas of the city and county, ideally with each Coordinator responsible to oversee five to seven Watch Groups.

As of this writing, the county is divided into the following Law Enforcement Zones, though Vienna and Williamstown do not presently recognize Neighborhood Watch:

- Parkersburg Police Zones
 - 1 – South Side
 - 2 – Downtown
 - 3 - Central
 - 4 – North End
- Sheriff's Department North and South Zones
- Vienna Police North and South Zones
- Williamstown Police Department

A Watch Group is a group of concerned citizens in a small geographic region of a community (usually not more than two or three blocks) who are organized, committed, informed, and structured in a hierarchy of Watch Captains, Co-Captains, Lieutenants, and Watchers (members). Within each Watch Group, the Watch Captain is assisted by one or more Co-Captains so that each Co-Captain is responsible to oversee no more than five to seven Watchers or Watcher families. When a Watch Group becomes sufficiently large, Lieutenants need to be assigned so that no individual is responsible for more than five to seven families or residences.

¹ The U.S. Department of Homeland Security's brochure on the National Response Framework may be found at https://www.ready.gov/sites/default/files/2019-06/national_response_framework.pdf.



Typical Organization Chart