



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



WATCH GROUP RESPONSIBILITIES

POLICY

To remain chartered and in good standing, Watch Groups must be actively involved in the normal functions of a Neighborhood Watch Group and of the Neighborhood Watch Co-op, and to comply with these Standard Operating Procedures.

WATCH CAPTAIN RESPONSIBILITIES

COMMUNICATION

The real key to any successful Neighborhood Watch program is communication. The Watch Captain is responsible to ensure that lines of communication within his/her Watch Group and among the members are maintained. Each Watcher (Watch Group member) should have current contact information for every other Watcher in the group. It is recommended that the roster be divided into a manageable call tree so that in the event of an emergency no individual will be responsible for contacting more than three others.

MEETINGS AND ACTIVITIES

Participation in the Neighborhood Watch Co-op is a condition of membership. At least one person from each Watch Group is expected to attend each regularly scheduled meeting of the Co-op and report back to the group at the Group's regular meeting. It is *strongly* recommended that Captains, Co-captains, and Lieutenants make a real effort to attend every Co-op meeting, and it is hoped that most Watchers would also be encouraged to attend. Watch Captains who are not able to attend Co-op meetings should ensure that at least one delegate is sent with the Captain's full authority to act on his/her behalf at the meeting. Watch Groups which are not represented at three consecutive Co-op meetings may have their charter revoked. Co-op meetings are open to the public, and your neighbors who are not members but who are interested in Neighborhood Watch should be encouraged to attend.

It is *strongly* recommended that Captains conduct monthly meetings of their Watch Groups to network and to share information about activities and safety/security risks in their neighborhood. Members of the Group need to know each other for the whole purpose of Neighborhood Watch to be successful. The meeting need not be formal but might consist of a cookout, pool party, block party or other outdoor or indoor social activity. Regular training will keep the Group interested and efficient. Refer to the SOP "Watch Group Activities" for more ideas. Above all, keep it fun and interesting.

Use the Sign-In Sheet to keep a record of attendance at all Group functions. Include non-members on your Sign-In Sheet.

DELEGATION

Watch Captains can't do it alone. Best organizational management principles teach that no individual can effectively oversee more than seven others, and five is even better. See

“Neighborhood Watch Organization.” Watch group responsibilities should be delegated to Co-Captains and Lieutenants as shown on the organization chart so that the 5-7 ratio is preserved. In very active Watch Groups, Captains should consider assigning duties and responsibilities to others based on the individual skill sets. For example, one person might be assigned to line up guest speakers/teachers for monthly meetings, another with clerical skills might be assigned to take care of Group records, another might be assigned to organize Group potlucks and other social functions. Use your imagination to keep your group actively involved.

ROSTER

The Watch Captain is responsible for maintaining a current roster of all members of his/her watch group and of promptly notifying the Co-op President of changes to the Group’s roster. The information that is required to be submitted to the Co-op President on each Watch Group Member includes: (Use the Contact Information Update form)

- First and last name and middle name or initial
- Street address (including apartment number, if applicable)
- Telephone number(s):
 - Home (landline)
 - Mobile/Cell, and indicate if capable of receiving SMS text messages
 - (Neighborhood Watch will not contact business numbers)
- Email address, if any
- Radio Call Sign (if any)

CO-CAPTAIN RESPONSIBILITIES

Co-captains report to their Captain and are responsible for assisting the Captain in the performance of all the above responsibilities and for performing other duties as assigned. Depending upon the size and complexity of the Watch Group, Captains may choose to appoint Lieutenants to assist Co-captains. Remember that the basic idea is that nobody can effectively oversee more than seven others. Refer to the SOP “Neighborhood Watch Organization.”

LIEUTENANT RESPONSIBILITIES

Lieutenants report to Co-captains and are responsible for overseeing not more than five to seven Watchers or Watcher households and for performing other duties as assigned.

WATCHER RESPONSIBILITIES

Individual Watchers and Watcher households are responsible to stay actively involved in the Watch Group and for participating in Group activities as much as practical. Watchers need to notify their Lieutenant (Co-captain or Captain, as appropriate for the Watch Group) of any changes in their contact information. Watchers should also notify up the chain of communication any time they call emergency services. It is strongly recommended that all Watchers use the Incident Report and Suspect Identification forms to keep a record of all calls to emergency services.