



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



## Watch Group Charter, Annual Renewal

### POLICY STATEMENT

This annual Charter Renewal Policy has been implemented in order to keep an accurate record of which neighborhoods have active watch groups. Watch Groups that do not submit the needed documentation for the annual Charter renewal will be moved to inactive status.

### PROCEDURE

Between November 1 and December 31 of each year, Watch Captains need to prepare and submit an application for Watch Group Charter Renewal. Watch Groups that have not submitted the required documentation by the end of the January meeting will be moved to inactive status until the documentation is received.

### FORMS YOU WILL NEED

These forms can be downloaded from our website at [pkb-wood-neighborhoodwatch.org/downloads.html](http://pkb-wood-neighborhoodwatch.org/downloads.html).

- Application for Watch Group Charter
- Contact Information Update for each member of your Watch Group
- Individual Application for each new member since the last certification.

### How to complete the Application for Watch Group Charter Renewal

1. Check that this is your annual charter renewal.
2. Check "Existing." Enter the name of your Watch Group.
3. Describe the geographical area that your Watch Group covers. 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-Captain(s).
8. List the name (the address is not needed on this form) of each member of your Watch Group and attach a Contact Information Update form with each member of your watch group listed.



# Parkersburg / Wood County Neighborhood Watch Co-Op Application for Watch Group Charter




New Charter **1**  Annual Renewal

<input type="checkbox"/> Proposed or <input type="checkbox"/> Existing Name of Watch Group (should be descriptive of the geographical area served by the Group)					
<b>2</b>					
Describe the geographical area served by the Group (Example: Maynard Street between Cherry Lane and Mulberry Avenue)					
<b>3</b>					
Contact information for Group leadership					
<b>CAPTAIN</b> <b>4</b>		LAST NAME	FIRST (ACTUAL)	MIDDLE	NICKNAME
STREET ADDRESS		CITY	STATE	ZIP	EMAIL ADDRESS
PHONE NUMBERS	CELL <b>5</b>	TEXT <input type="checkbox"/> YES <input type="checkbox"/> NO	HOME	WORK	OTHER
<b>CO-CAPTAIN</b> <b>6</b>		LAST NAME	FIRST (ACTUAL)	MIDDLE	NICKNAME
STREET ADDRESS		CITY	STATE	ZIP	EMAIL ADDRESS
PHONE NUMBERS	CELL	TEXT <input type="checkbox"/> YES <input type="checkbox"/> NO	HOME	WORK	OTHER
<b>CO-CAPTAIN</b> <b>7</b>		LAST NAME	FIRST (ACTUAL)	MIDDLE	NICKNAME
STREET ADDRESS		CITY	STATE	ZIP	EMAIL ADDRESS
PHONE NUMBERS	CELL	TEXT <input type="checkbox"/> YES <input type="checkbox"/> NO	HOME	WORK	OTHER
<b>8</b> 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, plus a Contact Information Update for any members whose information has changed. Indicate <i>new members</i> 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 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.					
CAPTAIN SIGNATURE <b>9</b>		DATE	CO-CAPTAIN SIGNATURE	DATE	CO-CAPTAIN SIGNATURE
CO-OP APPROVAL: Application for charter approved and certificate of Charter issued.					
PRESIDENT SIGNATURE <b>11</b>		DATE	VICE PRESIDENT SIGNATURE	DATE	SECRETARY SIGNATURE


Rev 01/20/20

9. Captain and Co-Captain(s) sign and date the application.
10. Submit the completed application to any officer of the Co-op.
11. The President, Vice President, and Secretary will all sign the application form, which is then delivered to the Information Technology Coordinator for updating the membership database.

# How to Complete the Individual Application



## 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					
<b>2</b> LAST NAME	FIRST (ACTUAL)	MIDDLE	NONE/NAME		
STREET ADDRESS		CITY	STATE	ZIP	EMAIL ADDRESS
PHONE NUMBERS	CELL	<b>3</b> 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.

<b>4</b> SIGNATURE	DATE	<b>5</b> CAPTAIN SIGNATURE	DATE
--------------------	------	----------------------------	------

Rev 10/13/17

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 Renewal.