

RANCHO VIEJO NEIGHBORHOOD WATCH

Block Captain Responsibilities



As a Neighborhood Watch Block Captain, you are responsible for establishing and maintaining contact with your assigned Neighborhood Watch block. You are asked to provide all pertinent security information and materials to the residents in your watch area.

IMPORTANT PHONE NUMBERS:

Emergency	911
Non-Emergency Reports	428-3720
Sheriff's Office	986-2410
Home Owner's Assoc.	473-3896
Website:	www.rvneighborhoodwatch.com

Specific Responsibilities:

1. Make personal visit to the residents of each assigned home where you can present Neighborhood Watch Program specifics
2. Keep and maintain an information file on each assigned resident. Provide these residents and Neighborhood Watch Coordinator with resident information materials.
3. Welcome new residents to the neighborhood and present Watch folder and explain resident responsibilities with Neighborhood Watch.
4. Make sure residents understand how to report criminal and suspicious activity.
5. Inform Rancho Viejo South Neighborhood Watch Coordinator of criminal and suspicious activity reports that have been filed by residents in your watch area.
6. Telephone or e-mail residents to inform them of any crime alerts that have been reported.
7. Keep all Watch and Patrol materials as supplied by Neighborhood Watch Coordinator.
8. Inform Neighborhood Watch Coordinator of vacancies or changes in occupancy.
9. Attend monthly Neighborhood Watch meetings. Try to find a substitute person to attend if you must miss a Neighborhood Watch meeting.

To volunteer or request information, please contact Carol Thompson, Watch Coordinator
E-Mail: carolath@msn.com • Home: 471-9044 • Work: 988-3279 • Cell: 603-0833