

## Responsibilities of the Block Watch Coordinator, Captains & Members

Coordinator	Captains	Members
<b>Day to Day Activities:</b>		
Act as liaison with the area Crime Prevention Office	Advise Coordinator of any vacant houses	Advise Captain of any vacant houses
Maintains the website	Provides current crime prevention information to members who do not have email	Works with other members on common goals
Filter any important information down to residents through the Captains	Delegates duties among members	Supports the Captain in accomplishing goals
Coordinate efforts & events with Captains	Updates Phone Numbers and reports them to the Coordinator	Report changed information (phone #s/email) to Captain
Keeps in contact with City officials to address resident's concerns	Compile list of non-participating neighbors.	Practices safety and security measures at home and work
Keep in contact with surrounding Block Watch programs to ensure all area issues are being addressed	Compile current list of all surrounding neighbors phone numbers and report them to the Coordinator	
Coordinates information with the law enforcement liaison officer	Report neighborhood problems, not of a criminal nature, that are of concern to your neighbors.	Report neighborhood problems, not of a criminal nature, that are of concern to Captains.
	Distributes information to members who do not have email	
(Both Coordinator & Captain of app. Area, together) Introduce yourself to new neighbors and give welcome package		
<b>Joint Efforts:</b>		
Give input on concerns or ideas		
Looks after residences when neighbors are away		
Know your neighbors and watch out for each other		
Be Alert		
Report suspicious and criminal activity in the area to the Columbus Police Department and the Captain/Coordinator for your area.		
Announce/Advertise/Encourage residents including those of surrounding communities to come to meetings		
Talk about your concerns with your neighbors		
<b>Meetings:</b>		
Conducts the Block Watch meetings	Give input on agendas/speakers for meetings	Attend meetings when possible
Schedules Block Watch meetings and ensures that all applications for facility usage, needed property & insurance forms are in place	Must attend all block Captain's meetings, if unable to make it send a representative in your place. (Will most likely be held in conjunction to Blockwatch meeting for convenience)	If unable to make it to a meeting, notify a Captain.
	Relay all meeting information to members who were unable to make it to the meeting.	

**Future meeting and Block Watch activities to consider:**

Fire prevention	Park/School Watches	Self-Defense/Kids Safety Class
Victim Assistance	School Issues	Youth Watches
Community Clean-Up Days	Community Policing	Impact Book workshop
Crimes Against Senior Citizens	Welcome Packets for New Residents	Alcohol and Drug Abuse Prevention
Criminal Justice System Issues	Community Recycling	Family Violence Prevention
Crime and Youth	Environment Watches	Gang Violence
Community Block Watch Block Party/Cookout	Ensuring you have appropriate insurance coverage	Meet your neighborhood police officers
Learn more about the D.A.R.E. program in the school	Landscaping Gardening Tips (all neighbors will be able to share their tips)	Learn more about the Amber program and what we can do to help
Discussion about alarm systems	First Aid/CPR Training	Internet Safety Class