



Neighborhood Watch Program Coordinator's Responsibilities

The volunteer and or selection of the proper Coordinator can determine the success of the program. This person(s) should have prestige within the community, an ability to communicate and some free time for activities. It's recommended if possible to have two Coordinators volunteer to work as a team to help manage the program. The Coordinator(s) is responsible for presiding over all meetings as well as:

- Neighborhood Watch Coordinators and law enforcement agency and their respective Neighborhood Watch Block Captain's area work as a liaison within their neighborhood program.
- Setting up the initial meeting to explain the concept of NEIGHBORHOOD WATCH.
- Obtain Block Captains in the neighborhood to set up a file with their names, addresses and phone numbers (home, cell, and work) and emails addresses.
- Serve as a liaison between NEIGHBORHOOD WATCH group and the police department contact assigned to the area/district/zone.
- Assist in the development of any program that would be beneficial to the community, i.e., court watch, citizen patrol, operation identification, etc.
- Keep a master list of all participants in the NEIGHBORHOOD WATCH program.
- Disseminate information and necessary materials to the Block Captains.
- Schedule location for meetings (3 meetings required per year) as well as obtaining speakers for the meeting. As well as crime analysis statistics for your community from the police department on quarterly bases to keep informed of your neighborhood activity.
- Welcome new members to your community and encourage their participation in the NEIGHBORHOOD WATCH. **Remember you are the eyes and ears to report only.**
- Keep a master list on emergency telephone notification system and/or email notification system. This data helps to communicate and network with your neighborhood.
- Remind participants to report suspicious circumstances to police; monitor crime trends and problem areas in your neighborhood. **Non-Emergencies Indio Police Dispatch (760) 391-4051**
- Remember to encourage members if they have an **Emergency** to call **9-1-1** and to **file a report if they are a victim of a crime.**
- They encourage the members in their block to be helpful in the investigations of a crime such as thefts, or burglaries, they can call the Indio Police Department Dispatch **Non-Emergency (760) 391-4051** or **Business Line (760) 391-4057** - www.indiopd.org