

OLYMPIA POLICE DEPARTMENT

Neighborhood block watch program Start up process

1. Call Amy Stull at 753-8049 to request a Block Watch information packet.
2. Hold an initial informational meeting with an OPD representative.
3. Determine geographic boundaries of your Block Watch area.
4. Select a Block Captain and Co-captain.

Once Captain(s) are selected the following must be accomplished:

1. Block Captain(s) and Co-captain(s) must meet to organize the initial program.
 - a. Finalize the geographic boundaries of each Block Watch area
 - b. Select and engage team(s) to canvass the involved area for members
 - c. Set up the phone tree and send a copy to OPD
 - d. Select a team to implement Operation ID process
 - e. Set first meeting for the general membership
2. Once the phone tree is completed and all members have completed Operation ID, Captain(s) must conduct a follow-up meeting to:
 - a. Make sure all members understand how/when to use the phone tree
 - b. Make sure all members know how/when to call 9-1-1 and 704-2740
 - c. Make sure there are no "holes" in the Block Watch area
 - d. Make sure all members have completed Operation ID
 - e. Identify any special safety problems in the area
 - f. Arrange for a "trial run" of the phone tree.

After preliminary set-up work is completed Captain(s) must do the following:

1. Contact OPD to arrange for installation of Block Watch signs, getting Block Watch stickers for members, and sharing any special problem projects that have been identified.

Maintaining your Block Watch group:

- ◆ Plan to hold a Block Watch meeting at least once year. Use a practice run of your phone tree to remind members of the meeting. Coordinating the meeting with National Night Out can be easy for members to remember. Request an officer to join the meeting. Please give the Police Community Programs Office notice to schedule an officer.
- ◆ For an efficient Block Watch Group and OPD relationship, Captains must keep OPD current on any changes in their information.

QUESTIONS? Call The Police Community Programs Office at 753-8049