



Block Captain Guidelines

All forms are available on WWW.Hedingham.ORG/Watch

- 1) Take ownership.** We need people to be our eyes and ears...and also our hands! Every street is unique and we encourage you to find fun things that will create a community for your block. And if an idea of yours is working, please share it with us!
- 2) Support Home Teams for your block.** We would like you to break your block into Home Teams. A Home Team is 8 or 10 houses that hang together. On your street, you will have people who want to help but have very limited time to volunteer. Print out the [Host Home Brochure](#) and ask them to look it over. Being a Host Home is a baby volunteer opportunity that fits into tight schedules.
- 3) Maintain a roster of Neighborhood Watch block members.** We have a roster that you can print out: "[My Neighborhood Watch Block List](#)." This provides a method for noting your neighbors' contact information in case, for example, you need to alert them of a current crime issue or upcoming block meeting. *Because of privacy concerns, we understand that some people may not want to participate in the roster. It is optional.*
- 4) Encourage your host homes to hang out together.** As a crime prevention strategy, a Neighborhood Watch is only as strong as the residents make it. It is important to keep your neighbors reminded about the value of looking out for each other and calling the police when they see something suspicious. We advise your host homes have a spring and fall ice cream social. We also hope your block will join us for National Night Out on the first Tuesday in August.
- 5) Educate new residents to your block that they have moved onto a Neighborhood Watch block.** We have a flyer: [New Resident Welcome Flyer](#) for you to fill out and give to new residents as they move onto your block. It introduces them to you (their Block Captain) and to the program. You can also hand them the [Home Team Brochure](#).

- 6) **Attend our Neighborhood Association meetings as often as possible.** We meet once a month to keep up-to-date on Neighborhood events and we're trying to work out THREE (3) times a year having the Safety Meeting coincide with the Watch Meetings. The meetings are a good opportunity for Police Department staff and Neighborhood Association members to share information with Block Captains. We appreciate you being able to attend the meetings when possible and encouraging your neighbors to go as well. Questions? NeighborhoodWatch@hedingham.ORG
- 7) **Alert us if you move off your block or decide you can no longer fulfill your Block Captain responsibilities.** If you can possibly find a replacement we appreciate that; if not, we will work to try to find a replacement ourselves, usually by sending a letter to your neighbors. Just send us an email: NeighborhoodWatch@hedingham.ORG

The Hedingham HCA greatly appreciates your commitment to the Neighborhood Watch Program!

TOGETHER WE WILL MAKE A DIFFERENCE!!

