
MEMORANDUM

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To: All Personnel
From: Conner L. Daily, Chief of Police
Date: October 18, 2013
Subject: **NEIGHBORHOOD WATCH GUIDELINES**

Below please find the guidelines for the Neighborhood Watch Program. These guidelines incorporated into the next revision of the Policy and Procedures Manual.

Procedures and Policy Manual

APPENDIX 4 PORT TOWNSEND POLICE DEPARTMENT AND VOLUNTEER NEIGHBORHOOD WATCH PROGRAM

OBJECTIVES: The objective of participating in and coordinating the nationally recognized Neighborhood Watch (NW) watch program in Port Townsend is to provide another level of safety and quality of life to our citizens and businesses through education and common sense.

TRAINING: Volunteers participating in the program must be trained, either by attending an approved class by an accredited agency or organization, or receive on the job training by an experienced and trained individual(s). The participants must understand and follow the rules and guidelines of the national program (USAonwatch.org) which advocates that members of any watch group act only as the eyes and ears of their neighborhood, taking no action on their own, and reporting suspicious activities to their local law enforcement.

PROCEDURES: At the request of individuals, neighborhood groups, or businesses or business groups, the law enforcement officer or assigned volunteer will:

1. Train NW leaders, block captains, and members in areas ranging from setting goals for the group to how to report suspicious activities to law enforcement.

2. Be involved in promoting and facilitating community-wide NW activities
3. Follow up with each group to ensure good communication between groups and with law enforcement.
4. Participate in and/or encourage neighborhood patrols where appropriate.
5. Through targeted training, assist homeowners and business to make their property more secure using the guidelines provided by organizations such as the Washington State Crime Prevention Association.
6. Report to the PTPD the key names and contact information of established NW groups.
7. Provide for continuing training and seminars for the NW groups.