



16 February 2006
VMNW 1000.0

Subject: VISTA MESA NEIGHBORHOOD WATCH PROCEDURES

Reference: (a) National Sheriff's Association
(b) El Paso County, CO Law Enforcement Bureau

Enclosure: (1) Vista Mesa Neighborhood Watch Structure
(2) Vista Mesa Area Map
(3) Vista Mesa Neighborhood Watch Telephone Tree
(4) Confidentiality Agreement Regarding List of Homeowners

1. PURPOSE

1.1 Implements the requirements of a Neighborhood Watch Program by establishing guidelines to define and assign responsibilities for positions within the Neighborhood Watch structure.

1.2 References (a) and (b) provides the guidelines for establishing a Neighborhood Watch Program (NWP). The Neighborhood Watch structure is identified in enclosure (1).

1.2.1 The NWP is designed:

- To teach citizens techniques to reduce the risk of being victimized at home and in public.
- To train citizens on the importance of recognizing suspicious activities and how to report them.
- To teaches participants how to make their homes more secure and how to properly identify their property.
- To allow neighbors to get to know each other and their routines so that any out-of-place activity can be reported and investigated.
- To be a cohesive body of concerned citizens addressing issues of importance to the entire community.

1.2.2 The NWP is **NOT** designed:

- To be a vigilante force working outside the normal procedures of law enforcement.
- To be a program designed for participants to take personal risk to prevent crime.
- To be a 100% guarantee that crime will not occur in the neighborhood.

1.2.3 The Vista Mesa Neighborhood Watch provides situational awareness to the Home Owners Association (HOA) and the residents at large, serving as the information nexus of the community.

1.3 Previous document does not exist.

2. APPLICABILITY AND SCOPE

2.1. This Policy applies to:

2.1.1. All Vista Mesa property owners and renters residing in the neighborhood.

2.2. This Policy does **not** apply to the following:

2.2.1. Vista Mesa property owners not residing in the neighborhood.

3. RESPONSIBILITIES

3.1 The Neighborhood Watch Coordinator (WC) shall:

3.1.1 Attend all activities/meetings sponsored by the Vista Mesa HOA Board and local law enforcement agencies. Provide minutes and applicable material from meetings to designated Vista Mesa Neighborhood Watch Block Captains.

3.1.2 Advocate and provide recommendations to the Home Owners Association (HOA) Board members on maintaining a safe neighborhood environment.

3.1.3 Work with local law enforcement and Vista Mesa residents to develop goals to be accomplished through the efforts of all officers assigned to the NWP.

3.1.4 Liaison between local law enforcement, civic groups and Watch Block Captains to stay informed of crime trends and special problems within the community.

3.1.5 Safeguard all confidential data and information. Require all individuals participating in the NWP to sign confidentiality agreement.

3.1.6 Oversee the assignment of Watch Block Captains to neighborhood Area of Responsibility (AOR). Use the Vista Mesa Area Map, enclosure (2), to identify individual AORs.

3.1.7 Develop a Telephone Tree, enclosure (3), to pass time sensitive information pertaining to the safety of the community.

3.1.8 Led discussions in neighborhood crime problems with the objective of developing solutions to local problems.

- 3.1.9 Develop education and training programs for home security and reporting skills.
- 3.1.10 Complete Confidentiality Agreement Regarding List of Homeowners form, enclosure (4).

3.2 The Neighborhood Watch Block Captain (BC) shall:

- 3.2.1. Attend all activities/meetings convened by the Vista Mesa Neighborhood Watch Coordinator (WC) and/or sponsored events by Vista Mesa HOA Board and/or local law enforcement agencies.
- 3.2.2. Advocate and provide recommendations to the WC on maintaining a safe neighborhood environment.
- 3.2.3. Safeguard all confidential data and information provided by the WC.
- 3.2.4. Act as a liaison with neighborhoods within assigned AOR and provide time sensitive information pertaining to the safety of the community.
- 3.2.5. Complete Confidentiality Agreement Regarding List of Homeowners form enclosure (4).

4. AREA MAP

- 4.1 Area map shows the boundaries of the Vista Mesa community and identifies each BC's AOR.

5. TELEPHONE TREE

- 5.1 Purpose of a telephone tree is to pass emergency or important information throughout the neighborhood.
- 5.2 When initiated by the WC(s):
 - 5.2.1 Each contacted BC will in turn contact the next BC on the list. Pass the information and confirm correct information is received.
 - 5.2.2 In the event the next BC on the list is not available, skip the individual and go to the next name on the list. Also pass on which individual(s) was/were not contacted.
 - 5.2.3 Last person on the list calls the WC to report what information was passed and which individuals were not contacted.
 - 5.2.4 As a back-up, an e-mail will also be sent to all BCs.