

DUTIES OF A NEIGHBORHOOD WATCH COORDINATOR

The appointment of the proper coordinator can determine the success of any program. This person should have prestige within the community, an ability to communicate, and some free time for planning activities. The coordinator should preside over all meetings as well.

1. Set up the initial meeting to have a Lee County Sheriff's representative explain the concepts of Neighborhood Watch
2. Obtain block captains in the neighborhood and maintain a file with their names, addresses, and phone numbers
3. Keep a master list of all participants in the Neighborhood Watch program
4. Welcome new neighbors to the community and encourage their participation in the Neighborhood Watch
5. Serve as liaison between the Neighborhood Watch group and the crime prevention practitioner assigned to your group
6. Assist in the development of any program that would be beneficial to your community
7. Disseminate information and necessary materials to block captains, from the Sheriff's Office, on crime prevention
8. Be responsible for the on going success of the Neighborhood Watch program by keeping the community involved in all aspects of the program. This can be accomplished by holding a minimum of two meetings yearly.