



BLOCK WATCH

TEAM INFORMATION PACKAGE

Thank you for your interest in joining the Block Watch Program and starting a new team in your neighbourhood. Following is a list of the support material provided to assist you in getting your Block Watch Team started:

- **Block Watch Role Descriptions**
- **Steps to Starting a Block Watch Team**

This document provides detailed steps to starting a Block Watch Team in your neighbourhood.

Please do not hesitate to contact Crime Prevention Services at **604-294-7795** if you have any questions.

- **Block Watch Team Application Form**

Please complete the 'Block Watch Team Application' and submit it to Crime Prevention Services. Further details are provided on page 4.

- **Police Information Check**

Once you've submitted your team application form, you must complete a Police Information Check. Further details will be provided by the crime prevention team upon review of the application form.

Further details are provided on page 4.

Block Watch Role Descriptions

Recommended guidelines for Block Watch team members:

Block Watch Captains and Co-Captains

The Block Watch Captains and Co-Captains are responsible for delivering the Block Watch Program in their neighbourhood. Responsibilities include the following:

- Complete an application form and a police information check form.
- Attend a mandatory training session.
- Canvass your neighbourhood to explain what the Block Watch Program entails and encourage participation.
- Develop and maintain a team 'Block Map' and/or a 'Participant List'; and submit both to Crime Prevention Services annually in September.
- Arrange an initial Block Watch team meeting with your participants to implement the program.
- Hold an annual Block Watch team meeting to maintain the program. These meetings can be formal or informal such as a BBQ or block party.
- Attend at least one presentation (Safe Community Series) annually hosted by Crime Prevention Services.
- Establish an effective communication chain with your participants and e-mail fan-out information to your group. Develop a phone system for team members who don't have access to e-mail.
- Serve as a liaison between the Block Watch participants and Crime Prevention Services.
- Watch out for your neighbours' homes and property.
- Report suspicious or criminal activity to the Burnaby RCMP Non-Emergency at 604-646-9999. For crimes in progress, dial 9-1-1.
- After reporting incidents to police, inform Crime Prevention Services of all incidents.
- Note down incidents on 'Incident Reporting Sheet' and notify your group of incidents.
- Determine interest in joining the Block Watch program from your neighbourhood residents.
- Welcome new residents to your block.
- Respect the confidentiality and privacy of all participants.

Block Watch Participants

- Watch out for your neighbours' homes and property.
- Report suspicious activity to police and then to the Captain/Co-Captain.
- Attend annual Block Watch meetings, when possible.
- Share an interest in community safety and crime prevention with your neighbours.

Steps to Starting a Block Watch Team



Steps to Starting a Block Watch Team

Follow these steps to start a Block Watch group in your neighbourhood:

1. Contact Crime Prevention Services

Crime Prevention Services is comprised of a Supervisor and Program Facilitators that administer the British Columbia Block Watch program in Burnaby.

If a Block Watch already *exists* on your block, you can contact Crime Prevention Services to get you connected with your Captain and/or Co-Captain.

If a Block Watch *does not exist* on your block, join the program as a Captain. You can e-mail Crime Prevention Services at blockwatch@burnaby.ca or contact **604-294-7795** to start a Block Watch group.

2. Determine Interest on Your Block

Before you enroll in the Block Watch Program, you need to find out whether your neighbours would be interested in forming a Block Watch team. You can go door-to-door and ask your neighbours if they want to join the program. Determine interest from at least 6 households and select a Co-Captain. For condominiums, you will want to have Block Watch added to a council agenda for consideration.

3. Submit a Team Application and Complete a Police Information Check

Each Captain and Co-Captain must submit a Block Watch team application and undergo a police information check:

- Submit the completed Block Watch team application form:
 - E-mail Crime Prevention Services at blockwatch@burnaby.ca (preferred method); *or*
 - Mail to Crime Prevention Services - Main Floor, 4949 Canada Way, Burnaby, BC V5G 1M2
- Details to complete a Police Information Check will be provided upon submission and review of the team application form. Previous or existing police information checks are not applicable.

4. Attend a Mandatory Captain/Co-Captain Training Session

When applicants have cleared the police information check, a facilitator will contact successful candidates with information on how to join the training session.

5. Build Your Group by Signing Up Participants

For single family households, start your group with the street(s) that the Captain(s) and Co-Captain(s) live on, then work towards having commitments from at least **6 households**. Recruit the homes facing your front door and/or alley side and the homes at the ends of the next block. For strata condominiums, connect with residents on your floor and post a notice in the common area for residents to contact you.

For neighbours who agreed to join your group, have them add their contact information to the '**Team Participant List**' or '**Team Map**'. Inform them that this information will remain confidential between other team participants and Crime Prevention Services. Explain that the information is used as a communication chain between team members and Crime Prevention Services to share crime prevention information and suspicious activities in the neighbourhood. Participants do not need to get a police information check.

6. Submit an Annual Team Map and/or a Team Participant List

You will need to complete an initial **Team Map** and/or a **Team Participant List** and submit both to Crime Prevention Services. A sample map is provided at the training. You must submit an accurate list and map of all participants on an **annual basis** in September in one of the following manners:

- E-mail Crime Prevention Services at blockwatch@burnaby.ca (preferred method); *or*
- Mail to Crime Prevention Services - Main Floor, 4949 Canada Way, Burnaby, BC V5G 1M2

7. Arrange an Initial Block Watch Team Meeting

After you have been trained, you will be asked to arrange your **First Block Watch Team Meeting**. In most cases, Crime Prevention Service's staff will attend your team meeting. A minimum of 3 weeks' notice is required for attendance. In addition to networking, important topics can be discussed such as learn how to identify and report suspicious or criminal activity, discuss common neighbourhood concerns, and set up your communication chain. Your **Team Map** and **Participant List** can be completed during your first meeting.

Contact Information – Crime Prevention Services

4949 Canada Way
Burnaby, BC V5G 1M2
Hours: Monday to Friday 8:30 am – 4:30 pm

Email: blockwatch@burnaby.ca
Phone: 604-294-7795