



Requirements to be an Official Neighborhood Watch Group

- Schedule and hold two Neighborhood Watch group meetings.
- Complete a roster of member's names, addresses and telephone numbers.
- Complete a neighborhood map.
- Select a Block Captain and a Co-Captain for the group.
- Decide how many signs you want and where the signs should be installed.
- Send a copy of the completed sign installation form, map, and roster to the Neighborhood Watch Sign Coordinator at www.mguzman3@oaklandnet.com or mail to:

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Police Services Technician II
Oakland Police Department
Neighborhood Services Division
250 Frank Ogawa
Plaza, Suite# 6303
Oakland, CA 94612
Phone: (510) 238-4523
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Developing the Neighborhood Watch Map and Roster

At the Neighborhood Watch (NW) meeting, you will be provided with a sign-in sheet to use as a basis for your NW roster. You may develop your own roster format, as well.

The roster should include the following information:

- Each NW member's full name (printed)
- Each member's street address
- Member's contact telephone number
(number may be a pager, home number, work number, cell phone, etc.)
- Member's email address (if they have one)
- The roster should denote each Block Captain and Alternate Block Captain

The map should reflect the physical shape of your street. If your street is a typical block with a cross street intersection, then make sure both street names show. If your street is a court or a loop/circle, the map should reflect the nearest cross street at the end of the court, loop/circle and the court, loop/circle. Show all the house numbers in the area that is part of the NW, even if the residents of that house do not participate in NW. Your map should also show an arrow pointing North to give the general layout of the street (North/South or East/West). That way any NW member looking at the map knows the correct address to give the police dispatcher, if they call about activity anywhere on the street and they can direct someone to a location on the street. By looking at the map they can say "the location is two houses North of my location and the address is 123 Main Street."

Sample Map and Roster

BLOCK MAP

Indicate NORTH with arrow

STREET NAME

STREET NAME

STREET NAME

Responsibilities of a Neighborhood Watch Block Captain

- Maintain your **group's map and roster**
- Be your group's **contact for the Oakland Police Department.**
- Help your group **organize a block party on National Night Out** – the first Tuesday in August.
- Hold at **least one Neighborhood Watch meeting per year** (this can be fulfilled by having a block party on National Night Out).
- Work with your **Neighborhood Crime Prevention Council** and the **Neighborhood Services Coordinator** assigned to your beat to solve any problems that your group can't solve on its own.
- Take the **CORE (disaster preparedness) training**, and encourage others in your group to do it too. By doing this, your group will know how to respond in an emergency and can help out at the Neighborhood Command Center (Maxwell Park School).
- **Welcome new neighbors** into your neighborhood with a welcome package of useful information about your neighborhood

Neighborhood Watch Groups Menu of Possible Activities

In addition to holding the two basic Neighborhood Watch meetings to establish your group and learn about home security and personal safety, the following list of activities offered as a way to help build your block's spirit and unity which is the foundation of a safe, cohesive neighborhood.

- Hold a block party on National Night Out
- Develop an email distribution group for your block
- Hold a block garage sale
- Hold a monthly movie night
- Sponsor an Earth Day project in your neighborhood
- Arrange for a bulky goods pick up
- Arrange for a neighborhood tree planting
- Develop a baby sitting co-op
- Sponsor a neighborhood book club
- Arrange for CORE (disaster preparedness) training for the group and set up a block command center.
- Help neighbors with gardening projects
- Sponsor a neighborhood composting or community gardening project.
- Sponsor neighborhood paint and toxics run to the disposal site.
- Know where everyone's gas and water shut off valves are in case of an emergency.