



NEIGHBOURHOOD WATCH STREET CO-ORDINATOR

Role of the Co-ordinator

NB: All new potential Co-ordinators will be subject to satisfactory police record checks before appointment

1. Have access to email and facilities to print/copy/forward messages for distribution to all scheme members (eg. information received from the Police concerning suspicious incidents/persons/burglaries in the area)
2. To serve as a liaison person between your neighbours and the local Police
3. To encourage full participation in your scheme amongst the residents
4. To welcome new residents and introduce them into the scheme
5. Maintain contact with your local Area Co-ordinator (if you have one). Remember they are there for your support or to help with any queries/problems you may have.
6. To encourage all members to ring the Police and report suspicious incidents/persons which may require Police attention
7. To circulate any NHW newsletters if required
8. Inform your local PCSO (Police Community Support officer) of any changes of email/telephone number, resignation etc.
9. Should you decide to resign from your role in the future make reasonable attempts to find a replacement co-ordinator from one of your scheme members (who has email access)
10. To organise and attend own NHW Meetings/Social Functions (not compulsory but strongly recommended to keep your scheme 'active' and maintain community spirit and communication amongst residents)

Guidelines on the Initial contact with Neighbours

1. Make yourself known to your allocated residents as the co-ordinator for your particular Neighbourhood Watch Scheme.
2. Promote interest in the scheme especially in the young and the elderly.
3. Promote good home security.
4. Encourage the use of the Neighbourhood Watch window stickers by your scheme members

NOTE

A 'Welcome to Neighbourhood Watch' leaflet and a variety of Crime Prevention leaflets (for distribution to local residents) are available from your local Police Station