

# OPNA CrimeWatch

## *Purpose:*

The purpose of the Osuna Park Neighborhood Association CrimeWatch is to reduce crime and criminal activity in the Neighborhood by establishing a system of Block Captains street by street and by setting up a communications network of email and telephone messages to alert residents and businesses of suspicious persons and activities and of crimes within OPNA boundaries.

## *CrimeWatch Committee:*

The CrimeWatch Committee is made up of a Coordinator and three Assistant CrimeWatchers who meet quarterly (or oftener if necessary) to oversee the OPNA CrimeWatch program, to assist the Block Captains, and to monitor the communications network. The CrimeWatch Committee supplies Welcome Bags, introductory letters, and other necessary supplies to the Block Captains.

## *Budget:*

Members of the CrimeWatch Committee will be reimbursed for expenses incurred, such as for copying, supplies for the Welcome bags, postage, envelopes, etc. The Board and Treasurer will decide the annual budget amount.

## *Block Captains*

Block captains need email, as most contacts will be via email and information from the Coordinator will be sent via email. New Block Captains will be asked to attend an Orientation Meeting before enrolling neighbors on the block.

Each Block Captain shall enroll his/her designated Neighbors in the CrimeWatch program by recording names, addresses, phone numbers, and email addresses on a contact information list/map, which is then given back to those who are participating. (The goal is 100% participation.)

The Block Captain will periodically update the contact information list/map (as needed) and hand it out to all who are participating.

When a new neighbor moves in, the Block Captain will welcome the newcomer, explain the CrimeWatch program, give the newcomer an OPNA Welcome Bag, get his/her information to update the contact information list/map , and give the newcomer a copy of the contact information.

The Block Captain will communicate to Neighbors AND to the CrimeWatch Committee any criminal actions, suspicious activities, or neighborhood problems. This is usually done by email. In case a Neighbor does not have email, the Block Captain will make a phone tree or designate someone to phone that person.

The Block Captain will forward to her/his master list all email alerts sent on by the CrimeWatch Committee. Note: Each Block Captain includes the email of the assigned Assistant CrimeWatcher in all emails to the Neighbors; this insures the CrimeWatch Committee knows all alerts have been sent out. The CrimeWatch Committee, however, does NOT need a list of everyone's email!

Each Block Captain should have a Co-Captain who can sub for him/her whenever the Block Captain is away from home. A retiring Block Captain is asked to help the CrimeWatch Committee find a replacement Block Captain.

Each Block Captain is encouraged to hold a Neighborhood Night Out in August or some other CrimeWatch social event. Block Captains do not have to host the event. Optional: Block Captains are encouraged to initiate becoming an APD Crime Prevention Neighborhood Watch block by contacting the APD Neighborhood Watch Coordinator at 924-3600.

If you wish to help organize your block as a CrimeWatch block or if you want to be a Block Captain or serve on the CrimeWatch Committee, please contact the CrimeWatch Committee at [opna@cnsf.com](mailto:opna@cnsf.com)