



BLOCKWATCH



Safer Communities, One Block at a Time

Block Watch Captain/Co-Captain Responsibilities

Block Captains and Co-Captains are the liaisons between the Vancouver Police Block Watch office and their participating households. As a Block Watch leader you should have a genuine interest in preventing crime in your neighbourhood or complex. You will need to be available to listen to and communicate with the participants in your group. In order to be a Captain you should have a good understanding of Block Watch and be comfortable promoting it to your neighbours.

The division of responsibilities are interchangeable and decided between the Captain and Co-Captain.

Applicants will need to pass and maintain a VPD Police Information Check and work within the VPD Block Watch Code of Conduct.

NEW BLOCK WATCH GROUP CAPTAINS AND CO-CAPTAINS: GETTING STARTED

- Canvas the approved block/complex to explain the Block Watch program and encourage neighbours to participate.
- Create and maintain a communication chain, i.e., contact list of all participating households.
- To complete the activation of your group, within six months of attending the Captain/Co-Captain training, organize and host an introductory First Meeting/Training session in your neighbourhood/complex. The Block Watch Investigations & Training Officer will attend, train your participants, offer a free site security assessment, provide a review of the crime in your neighbourhood and identify the locations of your Block Watch signs. The meeting can be held at the Captain or Co-Captain's home or another suitable indoor location.

ONGOING DUTIES FOR NEW AND ESTABLISHED BLOCK WATCH GROUPS

- Maintain a Block Watch list of participating households. Update the list as required and at least annually for your group. Submit updated participating household list to the VPD Block Watch office every second year.
- Email your group relevant property crime and suspicious activity information as you become aware of it from your group, the VPD or other resources, in a timely manner. Treat all information received with respect and privacy. Keep the VPD Block Watch Constable informed of the issues in your neighbourhood by email. Victims / witnesses will first report incidents directly to the police and THEN alert the Block Watch Captain/Co-Captain who shares the information with the group and informs VPD Block Watch.
- Review the [Weekly VPD Crime Stats](#), [GeoDASH & Heat Maps](#). Email issues of interest to your participating households in a timely manner.
- Organize an annual meeting and/or block party to help your neighbours get to know each other. Invite a police officer or local Community Policing Centre representative, if desired.
- Set a good example by initiating and practicing home security and target hardening measures in your own residence.
- Welcome new residents to your group by explaining the Block Watch program and encouraging their participation of VPD Block Watch [Suspect Identification Training](#). These sessions are held twice a year.
- You can ask to be connected with Block Captains in your neighbourhood to share information.
- Every 5 years, refresh your Police Information Check and attend a Captain/Co-Captain training session.
- On resignation, a Block Watch Captain/Co-Captain is required to identify their replacement and notify the Block Watch office of the change.



VANCOUVER POLICE DEPARTMENT BLOCK WATCH CAPTAIN & CO-CAPTAIN APPLICATION

Block Watch App 2019/10

Steps to complete initial application process:

1. To protect your personal information, mail or drop off the completed application to: VPD Block Watch, 2120 Cambie St., Vancouver, BC, V5Z 4N6. We will accept emailed applications at BlockWatch@vpd.ca at your own risk.
2. You will be contacted for a 10 minute suitability telephone interview.
3. Successful interviews will receive an authorization for a free [VPD Police Information Check](#).
4. To complete the Police Information Check you must attend the VPD, 2120 Cambie St., Vancouver, a minimum of 14 days prior to your training date.

Thank you for your proactive interest in crime prevention by being a leader in VPD Block Watch.

CALL 604.717.2857 IF YOU HAVE QUESTIONS
All applicants must be 19 years of age or older

For Office Use:

BW #

1. Is your Block Watch group NEW or ESTABLISHED?
2. The Captain role is your group's preferred first point of contact & primary liaison for the VPD Block Watch office. What is your role? Captain Co-Captain
3. Anticipated Block Watch Leader [Training Date](#) :
4. **ESTABLISHED** Block Watch applicants, please complete the following:
 - a. I am an ADDITIONAL Captain or Co-Captain, or
 - b. I am a REPLACEMENT Captain or Co-Captain
 - Person I am replacing:
 - Effective date of the replacement:
5. List all of the names of your Block Watch group's Captains & Co-Captains and identify their roles:

| Name | Role |
|------|--|
| | <input type="checkbox"/> Captain <input type="checkbox"/> Co-Captain |
| | <input type="checkbox"/> Captain <input type="checkbox"/> Co-Captain |
| | <input type="checkbox"/> Captain <input type="checkbox"/> Co-Captain |
| | <input type="checkbox"/> Captain <input type="checkbox"/> Co-Captain |

Applicant Information

| | | | | | | | |
|----------------------------|--|---------------------|--|------------------------|--|--|--|
| Legal last name | | Legal first name | | Legal middle name(s) | | First name that you ask people to use | |
| Date of Birth (yyyy.mm.dd) | | Gender: M / F | | Drivers Licence (Prov) | | Alternate ID Type and Number (only if you have no drivers license) | |
| Address | | | | Postal Code | | Building complex name | |
| Phone Numbers: Home | | Best daytime number | | Cell | | Personal email address | |

Your Permission

Community Policing Centres (CPCs) are independent neighbourhood crime prevention societies that work in direct partnership with the VPD and actively support Block Watch groups.

"I consent to my contact information being provided to my local Community Policing Centre." Yes No

Connecting Block Watch groups: "I consent to VPD Block Watch providing my name, email address and the hundred block of my street address to other BW groups in my vicinity so we may share crime prevention information." (You can decline at the time of the request)

Yes No

APPLICATION CHECKLIST

1. I have read, completed and signed this application.
2. I acknowledge that I am to pass and maintain a VPD Police Information Check and conduct my Block Watch responsibilities within the VPD Block Watch Code of Conduct.
3. I am aware that I am required to attend a Captain/Co-Captain Leader training session within six (6) months of submitting my application.
4. New groups will initiate gathering a Participating Household List. It is due following their First Meeting to qualify for BW street signs.
5. New groups will hold a First Meeting/Training session with the Block Watch Constable within six (6) months of attending Block Watch Leader training.
6. Replacement or Additional Captains/Co-Captains are to submit an updated Block Watch Participant list updating current Captain/Co-Captain names following completion of Captain/Co-Captain training.

Applicant signature: (Not required if emailed)

Date: yyyy.mm.dd

| OFFICE USE ONLY | Date | PIN | PIN |
|-------------------------------|------|-----|-----|
| Application rec'd: | | | |
| Application number: | | - | - |
| 1 st Training date | | | |
| Refresh training | | | |
| Refresh training | | | |
| Refresh training | | | |
| Resigned | | - | - |



NEW BLOCK WATCH GROUP BLOCK PROFILE APPLICATION & GUIDELINES

Primary Captain Applicant Information (Only required by one applicant)

| | | |
|-----------|------------|----------------------|
| Last Name | First Name | For Office Use: BW # |
|-----------|------------|----------------------|

Instructions for Block Watch Coverage / Boundaries / Complexes

SINGLE FAMILY RESIDENTIAL NEIGHBOURHOOD: You are only required to involve one block in your group. With approval, you may expand. Streets involved must be directly connected. Start with the street(s) that the leader(s) live on. If you have one, it is recommended that you involve the alley-side first. You can also include the front door street side. You can share information with households or businesses not directly in your approved area, but they will not be considered Block Watch members, be included on your Block Watch map or qualified for an insurance discount. They can be encouraged to start their own Block Watch.

CONDO / TOWNHOUSE / STRATA / CO-OP / RENTAL COMPLEX: Only involve the residents in your complex. A Captain in each individual tower may be required. You can share information with households or businesses not directly in your approved area, but they will not be considered Block Watch members, be included on your Block Watch map or qualified for an insurance discount. They can be encouraged to start their own Block Watch.

Tell us about your Block Watch

| <u>Dwelling Type(s)</u> | For Apartments, Condos, Townhouses and Co-Ops Only | | | |
|---|--|---|-------------------|--|
| <input type="checkbox"/> Single family residences (houses) <input type="checkbox"/> Strata Condominiums <input type="checkbox"/> Strata Townhouses <input type="checkbox"/> Co-Op Condominiums <input type="checkbox"/> Co-Op Townhouses <input type="checkbox"/> Rental Apartments <input type="checkbox"/> Other: | Name of each complex involved | Street address (unit numbers not required) | # of Units | Name of Captain/ Co-Captain responsible |
| | | | | |
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Name and contact information for the building manager, property manager and/or property management company:

- Please indicate below the street names and hundred blocks you are applying to involve in your Block Watch.
- Mark the box below to identify if the addresses are odd or even or both sides of the street.
- You will be notified when your block / complex coverage application is approved.

| Hundred Block and Street Name | Odd street addresses, even street addresses or both |
|---|---|
| 500 block Templeton St (Example) | <input type="checkbox"/> Odd addresses <input type="checkbox"/> Even addresses <input checked="" type="checkbox"/> Both |
| | <input type="checkbox"/> Odd addresses <input type="checkbox"/> Even addresses <input type="checkbox"/> Both |
| | <input type="checkbox"/> Odd addresses <input type="checkbox"/> Even addresses <input type="checkbox"/> Both |
| | <input type="checkbox"/> Odd addresses <input type="checkbox"/> Even addresses <input type="checkbox"/> Both |
| | <input type="checkbox"/> Odd addresses <input type="checkbox"/> Even addresses <input type="checkbox"/> Both |
| | <input type="checkbox"/> Odd addresses <input type="checkbox"/> Even addresses <input type="checkbox"/> Both |
| | <input type="checkbox"/> Odd addresses <input type="checkbox"/> Even addresses <input type="checkbox"/> Both |

| | | |
|----------------------------|---|---|
| FOR OFFICE USE ONLY | <input type="checkbox"/> COVERAGE APPROVED | <input type="checkbox"/> COVERAGE TO BE MODIFIED |
|----------------------------|---|---|