

Block Captain (BC) Responsibilities

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1. Contact all neighbors on the block and obtain: phone numbers (home, office, cell & emergency); email addresses (one for each member of the household, if available); or assign a buddy to deliver hard copies of alerts for those without email. Give each neighbor a copy of **Preventing Crimes of Opportunity**.
2. Compile a list to give to each neighbor. While obtaining information, make sure to get the OK of neighbors to distribute their information on the list. Write OK next to the names. Remind neighbors to keep the list away from children to avoid prank calls.
3. Distribute the list preferably at a block meeting during which you will discuss: concerns about the block (noise, trash, lighting, crime); the importance of having large house numbers at the front and back of each house; membership in the Citizen/Civic Association; the importance of notifying neighbors when planning to be away so that mail, papers, delivery items, and flyers can be taken in; having a peep hole at the front and back door, and other common safety tips for around the home.
4. Create an address list on email for forwarding all crime alerts to the people on the block. Always read alerts prior to forwarding to make sure they are appropriate for all neighbors.
5. Identify an alternate for periods when you will be away, and unable to perform the duties of BC. Forward the name, phone number and email address of the Alternate to the Director of your NW Program.
6. Establish contact with neighboring BCs to work on common concerns such as alley problems (dumping, trash, lighting, rats, etc.). Schedule an alley clean-up with the City and neighboring BCs.
7. Call 311 when you have a problem on the block such as street lights out, potholes in the road, trash in the alley, trees that need trimming back so they do not block the streetlight, or email your request to <http://dc.gov/citizen/request.shtm>. Make sure you receive a claim number and a name when you report the problem. They can usually fix the problem within 48 hours. Be sure to give the address of the property closest to the light and report if it is a metal or wooden pole.
8. Contact 311 to report problems with signs (missing, graffiti, bent, etc.).
9. Join the MPD 3D Listserv. Online users can send a blank e-mail to this address: MPD-3d-subscribe@yahoogroups.com, and attend PSA and CAC meetings.
10. Hold Hello/Good Bye Parties when new neighbors move in. Enjoy your job!