

# Job Description:

## Block Captain

The job of block captain can be held by one person, but having a co-captain on the block can help with planning events and can help ensure there is back-up if one person becomes unavailable.



### The Block Captain's Responsibilities are to:

1. Plan/facilitate the two required meetings per year (a police representative must attend one of the meetings)
2. Serve as a liaison between the police department and the neighborhood.
3. Keep the block map up-to-date, with the current names, addresses, emails, and phone numbers of the people on their block.
4. Distribute your block contact list to those neighbors who have signed up to participate.
5. Arrange for the delivery of the newsletters (T.I.P.S.), and forward any crime alerts or other updates you receive from the police department to your group members.
6. Make sure households not represented at meetings are "heard". Address their concerns to the group and provide feedback when applicable.
7. Encourage all members to report any crime that takes place is immediately, and contact watch members to notify them when a crime has taken place on the block.
8. Greet any new neighbors that move into the neighborhood, and introduce them to the neighborhood watch program.
9. Provide new neighbors with a New Neighbor Packet. Call the Crime Prevention Officer at 763-531-5140 or email [nkorth@newhopemn.gov](mailto:nkorth@newhopemn.gov) to request additional packets if you run out.
10. Participate in training sessions offered by the Police Department.
11. Inform the Police Department if you or someone else cannot continue as Block Captain. Help arrange for a new block captain to take over.
12. Be a good listener.
13. Involve everyone (including youth). Be sure to enroll as many neighbors as possible in planning, implementation, and identifying issues.