



Roseville Coalition of Neighborhood Associations

POLICIES AND PROCEDURES—NEIGHBORHOOD COMMITTEE

NEIGHBORHOOD WATCH (NW)

RCONA and the Roseville Police Department actively encourage each neighborhood to establish the Neighborhood Watch (NW) program in its area. In this effort, RCONA has purchased NW signs for distribution to active neighborhood associations. NW groups will pay half the cost of each sign. The procedure below will help the initiation of block captains, meetings, and the furnishing of NW signage.

Procedures:

Responsible Party	Step	Action
RCONA Treasurer & NA Org. Committee chair	1.	When preparing budget, plan on annual need for NW signs: <ul style="list-style-type: none"> • How many new NAs being actively recruited? • How many signs might be needed (old areas might have signs)? • How much can be directed for signage? • Order NW signs needed per budget allowance.
NA Board	2.	Set up meeting with potential 'Block Captains'. Ask 'Block Captain' to download "NW Starter Guide". NW guide will give you tips and tools to holding your first NW Meeting. 'Block Captains' can call 916-774-5050 to make an appointment with an RPD representative to answer questions and further guide them.
NW Block Captains	3.	Set up NW meetings on a regular basis (i.e., once a month, every other month, or at least every three months).

NW Block Captains	4.	<p>Once you have established your active NW group, you can submit a written request for signs to NA Organization Committee chair with check made out to "RCONA". Send to RCONA, 1911 Douglas Blvd, Ste 85-370, Roseville, CA, 95661 or bring to monthly RCONA meeting.</p> <p><u>Request must include:</u></p> <ol style="list-style-type: none"> a) NA name. b) Dated copy of last NW meeting minutes or agenda. c) Map of where the NW sign/s are to be placed. d) List of Block Captains and their phone number, address, and email. e) Check for appropriate amount to RCONA.
NW Block Captains	5.	<p>Supply requested signage to RPD Community Service Unit for installation.</p> <p><u>Request must include:</u></p> <ol style="list-style-type: none"> a) Map of where the NW sign/s are to be placed. b) Name and information of contact person to answer any questions the Street Division has about the sign placement.
Community Services Unit	6.	<p>Upon receipt of NW signage request(s):</p> <ul style="list-style-type: none"> • Determine if neighborhood is established as a true NW program. • Review request(s) for final approval of all locations. • Coordinate with Streets Division to place the signs in the location designated for NA group.
NA Board	7.	<p>Have contacts ready to assist RPD Community Services Unit and Street Division with placement of signs.</p>

Adopted by RCONA April 21, 2011

Amended and approved July 20, 2017