

OAK RIDGE NEIGHBORHOOD WATCH PROGRAM (ORNWP) GUIDELINES



November 1, 2012

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OAK RIDGE NEIGHBORHOOD WATCH PROGRAM GUIDELINES

ARTICLE I PURPOSE

The primary purposes of this organization shall be:

1. Encourage participation in the Oak Ridge Neighborhood Watch Program (ORNWP).
2. Promote favorable relationships with the general public.
3. Exchange ideas and general information important to Oak Ridge residents.
4. Actively support the Oak Ridge Police Department's (ORPD) anti-crime initiatives and the City's Not in Our City program.
5. Cultivate safe streets and stimulate pride among Oak Ridge residents.
6. Secure the latest information from the ORPD on creating safe neighborhoods.
7. Have fun and socialize with neighbors.

ARTICLE II DESCRIPTION OF POSITIONS / RESPONSIBILITIES

SECTION A ORNWP MEMBERSHIP

1. There are no membership dues and all contributions to the ORNWP are voluntary.
2. Members of the ORNWP:
 - a. Must be resident of Oak Ridge.
 - b. Must be free of any current court action and in good standing with the ORPD.

SECTION B ORPD LIAISON

The ORPD shall appoint the ORPD Liaison for the ORNWP. The Liaison shall be a member of the Executive Board (see SECTION E).

1. Specific responsibilities of the ORPD Liaison include but are not limited to:
 - a. Keeping the Chief of Police updated on the progress of all crime prevention programs.
 - b. Acting as a liaison between ORPD and the ORNWP.
 - c. Ensuring the smooth operation of all crime prevention programs and monitoring their progress. The ORPD Liaison must accomplish this by knowing what is occurring throughout the City in relation to crime and crime prevention.
 - d. Meeting with District Leaders on a regular basis.

- e. Distributing information to the community through newsletters, ORNWP website, emails, or handouts (if the information is of an emergency nature, such as hot spots in the City).
- f. Designing and implementing training programs and arranging education programs (including schools) for the District Leaders.
- g. Assisting District Leaders in implementing their training programs for Block Captains.
- h. Starting new ORNWP groups within neighborhoods of the City.
- i. Recruiting sworn police officers to assist with training and requesting these individuals be available for the District Leaders.
- j. Arranging the Annual Awards Banquet and assisting in organizing National Night Out.

SECTION C DISTRICT LEADERS

District Leader responsibility general includes a geographic area of the City defined as a District. Districts typically are composed of specific subdivision(s), major street boundaries, or other City characteristics that could logically be defined as a District.

1. All ORNWP members may be considered for a District Leader position. Such person must be approved by the ORPD Liaison and then voted on and approved by a majority vote of currently serving District Leaders as long as there is a need for that District. As needed, the ORPD Liaison may appoint District Leaders.
2. District Leaders must be at least eighteen (18) years of age.
3. To be considered, the member must be serving as a block captain or have served as a block captain for at least one year within the past five years.
4. A District Leader must live within his/her District unless otherwise approved by the ORPD Liaison.
5. A District Leader may appoint a Block Captain (see SECTION D) of the ORNWP to sit in on meetings in which he/she is unable to attend. An appointee shall not have the authority or voting privileges of the DL. Appointees cannot be substituted more than two times per year and is solely done for the purpose of insuring information is being passed along to the membership of that District.
6. The ORPD Liaison can remove any District Leader from that position at any time or the District Leader may be removed by a majority vote of the District Leaders at their regular District Leader monthly meeting (see **ARTICLE IV**).
7. Specific responsibilities of the District Leader include but are not limited to:
 - a. Overseeing the specific area of the City known as a District.
 - b. Working with the general public to increase awareness of the ORNWP.
 - c. Informing ORPD Liaison of potential new neighborhood watch programs on Blocks in his/her District.
 - d. Reviewing progress of neighborhood watch programs with the Block Captains.
 - e. Passing on information, e.g., newsletters, District Leader meeting minutes, and information from ORPD Liaison and Executive Board to the Block Captains in their District.

- f. Having quarterly meetings with Block Captains in their District to ensure Block Captains are distributing information and to discuss any concerns or issues they may have.
- g. Maintaining a list of Block Captains to include physical addresses, email addresses, and home, work and cell telephone numbers in his/her District.
- h. Attending Citywide Block Captain Meetings as requested.
- i. Attending monthly District Leader meetings. (see **ARTICLE IV**)
- j. Overseeing “Clean Up” projects in his/her District.
- k. Attending and volunteering for events that are sponsored by or participated in by the ORNWP.
- l. If a District Leader cannot continue, it is his/her responsibility to inform the ORPD Liaison so that a replacement can be identified.
- m. Participating in the training programs conducted by the District Leader or the ORPD Liaison.

SECTION D BLOCK CAPTAINS

The Block Captain's responsibility is care of one street, usually a street block, with the block kept as small as possible generally between 10 – 12 houses. Blocks are easier to manage and make it more likely the neighbors will get acquainted if there is a Block Captain for every 10 houses. Responsibilities should be shared between two or more co-captains so that one individual is not doing all the work. It also helps neighbors to learn to work together and become better acquainted, thereby promoting more of a sense of community.

1. Specific responsibilities of the Block Captain include but are not limited to:
 - a. Passing on information, e.g., newsletters, District Leader meeting minutes, and other information from the District Leader to neighbors in their Block.
 - b. Maintaining a list of: name(s); profession; physical addresses; email addresses; home, work and cell telephone numbers; and, any other considerations such as medical conditions of the people on their Block.
 - c. Coordinating semi-annual events, e.g., Block parties, cookouts, etc. Blocks can, and are encouraged to, have Block parties, cookouts, etc. together.
 - d. Ensuring any incident known to that Block Captain is immediately reported to the ORPD on the non-emergency line or in cases of emergencies, ensuring that 911 has been called.
 - e. Informing others on the Block cases of emergencies or to provide other general information as needed.
 - f. Greeting new neighbors that move into the neighborhood, educating them about the ORNWP in the neighborhood, and updating the Block Captain's list.
 - g. Serving as liaison between the District Leader and neighbors in their Block.
 - h. Ensuring the District Leader has the Block Captain's home, work and cell telephone numbers and email address.
 - i. If a Block Captain cannot continue, it is his/her responsibility to inform the District Leader and have the group meet to elect a replacement.

- j. Participating in the training programs conducted by the District Leader or the ORPD Liaison.

SECTION E EXECUTIVE BOARD

The Executive Board shall consist of the ORPD Liaison and the following Executive Officers: President; Vice – President; Secretary; Treasurer; and, Public Relations Director. The Executive Board provides guidance and direction for the ORNWP. The Executive Board meets monthly (see **ARTICLE IV**).

The Executive Officers must be a District Leader and are nominated by and voted upon by currently serving District Leaders as set forth in **ARTICLE III**.

An Executive Officer can be removed from that position at any time for any reason by the ORPD Liaison or by a majority vote of the District Leaders at their regular Monthly District Leader Meeting. Executive Board vacancies shall be filled by a majority vote of District Leaders in attendance at a regularly scheduled Monthly District Leaders Meeting.

In addition to specific duties outlined below, it shall be the duty of each member of the Executive Board to attend all Monthly District Leader meetings and attend City-wide Block Captain Meetings when possible.

The duties of the Executive Board Officers shall be:

1. **PRESIDENT –**
 - a. Shall preside over all ORNWP District Leader and Executive Board meetings.
 - b. May conduct citywide Block Captain Meetings.
 - c. Outline an Action Plan for the direction of the ORNWP and implement the Action Plan.
 - d. Ensure duties of the other Executive Board members are being followed as outlined in these guidelines.
 - e. Shall represent the ORNWP at City Council or any other meetings or events where ORNWP needs to be represented.
 - f. Shall maintain custody of the ORNWP Guidelines.
 - g. May be requested to send out emails to all District Leaders to inform them of BOLO's (**Be On Look Out**) or other information pertinent to the ORPD.
2. **VICE PRESIDENT –**
 - a. Shall perform the duties of the President in his or her absence or when requested by the President or if the President resigns.

3. SECRETARY –

- a. Shall take minutes of the Executive Board and District Leader Meetings and other called meetings.
- b. Shall make sure the ORPD Liaison and District Leaders are provided a copy of the District Leader meeting minutes prior to the following monthly meeting and that Executive Board meetings minutes are provided to the ORPD Liaison and Executive Board prior to their following monthly meeting.
- c. Shall maintain the sign-in sheet for all meetings.
- d. Shall maintain running log(s) of Outstanding and Completed Action Items.
- e. Shall handle all necessary correspondence at the direction of the Executive Board.
- f. Shall maintain custody of the Master District Leaders and Block Captains email addresses.

4. TREASURER -

- a. Shall keep account of and be responsible for the treasury otherwise known as “Petty cash” of the ORNWP during the term of office.
- b. Shall have charge of any and all monetary transactions concerning “Petty Cash” not to exceed \$50.
- c. Shall keep account of funds deposited in the City account (Ledger 1.2635) and disbursements from said account approved by the Executive Board.
- d. Shall give a financial report at the monthly Executive Board and District Leaders meetings.
- e. Shall be responsible for identifying and implementing fund raising initiatives.
- f. Shall prepare an annual report of the finances of the ORNWP showing the receipts and disbursements during the current year.
- g. The annual report shall be released by the retiring Treasurer to the incoming Treasurer when his or her term is finished.

5. PUBLIC REALTIONS DIRECTOR -

- a. Shall write quarter newsletters containing information about the ORNWP, District Leaders, events, announcements, or any other information deemed necessary for the ORNWP members or the general public.
- b. With the approval of the Executive Board and the ORPD Liaison, may use various media, e.g., newspaper(s), television network(s), radio, internet, etc. to announce or inform the general public of events or other information.

**ARTICLE III
NOMINATION / ELECTION OF EXECUTIVE BOARD**

Any ORNWP member wishing to be considered for an Executive Board position must have completed at least one year of service as a District Leader unless otherwise exempted by the ORPD Liaison.

Terms of office for Officers of the Executive Board shall be for one year commencing January 1. Those elected cannot serve more than two consecutive terms in the same position. The ORPD Liaison may extend an officer's term for one additional year if a situation demands it. An individual may hold only one elected position at one time.

**SECTION A
NOMINATIONS**

The District Leaders shall consult with ORNWP members in their District prior to nominating Officers of the Executive Board. Nominations by the District Leaders to the Executive Board shall take place during the District Leaders Meeting in September with the final nominations and election in the October District Leaders Meeting unless events or circumstances prevent such election. In such case, the final nomination and election shall be moved to the following monthly meeting.

**SECTION B
METHOD OF ELECTIONS**

Election will be by secret ballot with one vote per member of those present at the October District Leaders Meeting. A majority vote is required by those members present.

**ARTICLE IV
MEETINGS**

**SECTION A
DISTRICT LEADER MEETINGS**

Monthly District Leaders meetings are to be held the third Tuesday of every month, excluding December and January.

The Order of Business for the District Leaders Meetings shall be:

- Prayer
- Introduction of Guest(s)
- Introduction of Members (optional)
- Announcements
- Committee Reports

- Old Business
- New Business
- Miscellaneous
- Adjournment

Meetings shall be kept to a minimum, approximately one hour in length, unless situations arise to cause such meeting to go longer.

SECTION B EXECUTIVE BOARD MEETINGS

The Executive Board shall meet monthly, or: as directed by the President, upon request by the ORPD Liaison; or, upon request of any two District Leaders.

There is no set pre-determined day meetings should be held other than they are to be held when convenient to most Executive Board Officers.

ARTICLE V ORNWP PROPERTY

SECTION A ORNWP T-SHIRTS AND SWEATSHIRTS

ORNWP t-shirts and sweatshirts are to be sold only to active ORNWP members.

SECTION B CARE OF ORNWP PROPERTY

Executive Officers, District Leaders, Block Captains, or other members of the ORNWP are responsible for all organization property in their possession. Lost or damaged ORNWP property in their possession shall be replaced at current market value or repaired.

SECTION C MONEY COLLECTED

Money collected from the sale of t-shirts, sweatshirts, or money collected resulting from fund raising activities shall be recorded by the Treasurer and given to the ORPD Liaison for deposit in the ORNWP account ledger housed in the City accounting system.

The Treasurer shall be responsible for "Petty Cash" not to exceed \$50 (See ARTICLE II, SECTION E, D. TREASURER). Monies to replenish "Petty Cash" are to be obtained from money collected and accounted for in a ledger maintained by the Treasurer.

**ARTICLE VI
RATIFICATION AND AMENDMENTS**

These guidelines are not to be removed, altered, amended, or changed without the express written consent of the Oak Ridge Chief of Police, Deputy Chief of Police, or ORPD Liaison.

**ARTICLE VII
ACKNOWLEDGEMENT**

We, the undersigned, on behalf of the ORNWP and ORPD, acknowledge these guidelines in affect and active as of the date signed below and do promise to adhere to and enforce said guidelines from this day forward. This is for all current and future Executive Board Officers and ORNWP members (**see ARTICLE II**).

(Original Signed by David R. Gengozian)
President of ORNWP

11/01/12
Date

(Original Signed by Officer Daniel McFee)
ORPD Liaison

11/01/12
Date