

**Crosswoods Homeowners Association
Neighborhood Watch Program - Coordinator & Watch Captains Charter
Effective February 23, 2022**

Background:

Neighborhood Watch is an effective crime prevention program, bringing citizens together with law enforcement to deter crime and make communities safer. The Crosswoods Neighborhood Watch Program was established following 9/11 and the subsequent encouragement from local law enforcement agencies.

The Crosswoods HOA community has the potential for twenty-five Watch Groups although typically, there are on average only about twelve groups with identified Watch Captains at any one time. Residents of a group choose who serves as captain, typically agreeing based on whomever volunteers to serve in that role.

Purpose of Crosswoods HOA Neighborhood Watch Program (Watch Program):

The purpose of Watch Program is to prevent or minimize crime. To achieve this goal, the Crosswoods HOA Board of Directors (Board) partners with the Citrus Heights Police Department (CHPD) in obtaining and distributing crime and crime prevention information to Crosswoods residents (i.e., homeowners and tenants), and by reporting criminal and suspicious activities to the police whenever they occur. The Program includes a Coordinator and Watch Captains. The Watch Program Coordinator acts as a liaison to Watch Captains and the Board of Directors. Watch Captains may be elected by their neighbors or are simply the first to volunteer! Watch captains are recommended for every 10-15 houses and should be directly involved with their immediate neighbors. Watch Captains will act as liaisons to the residents of their streets (duties of Coordinator and Captains described below). All Crosswoods residents are encouraged to know their neighbors, work together as a community, and participate in all aspects of the Watch Program.

Watch Captain Responsibilities:

- Compile and maintain a neighborhood map, with resident names and phone numbers, and distribute the map to participating residents.
- Greet and welcome new neighbors. Invite them to be part of your watch.
- Schedule a neighborhood get-together once a year to discuss neighborhood watch.
- Act as liaison between residents and the Neighborhood Watch Coordinator.
- Disseminate information to neighbors such as alerts, crimes, crime patterns and suspicious activity within the community.
- Let others know about neighbors who are on vacation or away for an extended period of time.

Watch Program Coordinator Role and Responsibilities:

The Watch Program Coordinator provides information and resources to the Watch Captains and serves as a liaison to the Board. The Watch Program Coordinator serves at the pleasure of the Board.

The Watch Program Coordinator will:

1. Be appointed by the Board and will report to the Crosswoods HOA Community Manager.
2. Meet, at minimum, quarterly with Watch Captains and is responsible for distributing applicable information to Watch Captains and notifying them of Watch Program informational opportunities.
3. Advise the Board via meeting minutes or other reports about matters requiring Board action. Also, the Watch Program Coordinator will address any matters referred by the Board.
4. Will provide information regarding roles and responsibilities of Watch Captains and residents for distribution as requested by residents, Watch Captains, and the Board.
5. Shall provide applicable informational articles for inclusion in the Crosswoods Reporter.

The quarterly Watch Program Coordinator meetings are open to all residents. Meeting times and places will be sent via email, posted on the bulletin board and in the Crosswoods Reporter.

Eligibility:

The Watch Program Coordinator shall be a resident, in good standing with the Crosswoods HOA, and not named in any litigation against the Board. Prior experience as a Watch Captain or as a volunteer or employee with a law enforcement agency is highly desirable but not necessary. Should have the ability and willingness to work collaboratively with residents, Watch Captains, the Board, and management as well as be comfortable communicating with law enforcement officers as needed. Also, an interest and willingness to write news articles regarding the Watch Program for the Crosswoods Reporter.

—This Charter approved by the Crosswoods Board of Directors on February 23, 2022. Implementation of the Neighborhood Watch Program to begin immediately; current NWC Chairperson to serve as interim Coordinator until replacement is identified.