



NANAIMO RCMP

BLOCK WATCH



Safer Communities, One Block at a Time

Steps to Start a Block Watch

1. Read the **frequently asked questions** sheet.
2. **Select One Block Captain and One Co-Captain** Each Captain and Co-Captain must submit an *application/contact information form* and a *police information check*. When submitting the police information check, please indicate the name of the Block Watch you would like to start. The police information checks are free of charge for Block Watch captains and co-captains and will remain on file with the Block Watch Coordinator.
3. **Block Watch coordinator** will contact the Captain after the application/contact information form and a police information check has been received. Captain will be contacted to set up an initial training session with the captain and co-captains. The Captain will be the primary contact for your Block Watch group.
4. During the **initial training sessions**, the Captain and Co-captains will be provided an overview of the program and instructions on 'next steps'. They will also receive a 'New Block Watch start-up kit' which contains the following:
 - a. Block Watch manual
 - b. Participant forms
 - c. Block Watch information brochure
 - d. Volunteer role descriptions
5. If possible, **Block Watch volunteer identification cards** will be issued to Captains and Co-Captains at the end of this initial training session. If you are not able to obtain identification during the initial training session, contact the Community Policing Coordinator at 250-755-3163 to arrange a time to attend the detachment for ID.
6. Captains and Co-Captains are now ready to go **door to door** to have participants sign up for the Block Watch using the participant forms. A copy of *completed participant forms* will be submitted to the Block Watch Coordinator and a copy will remain with the Captain. A *map* outlining which houses/streets belong to the Block Watch also needs to be submitted to the BW Coordinator (instructions provided on page 2).
7. Once **participant forms and a map** have been submitted, the BW Coordinator will arrange a time and location for a group presentation on program for all participants.
8. After the **group presentation**, the Captain and BW Coordinator will discuss number and placement of **Block Watch signs**. There is a cost for each sign (\$30) and payment is the responsibility of the participants in the Block Watch. Payment can be



made by cheque payable to the City of Nanaimo or by debit or cash, at the front counter of the Nanaimo RCMP Detachment (303 Prideaux St)

9. Once payment has been received and the signs go up, the 'Block' is considered **active**. The Captain will receive a **certificate with a Block Watch number**. This number can be provided to participant's home insurance providers for possible discount.