

Elmbridge Neighbourhood Watch

Area Coordinator Responsibilities

Manage the local Watch:

- Maintain an up to date list of watch members, with an email group of available email addresses, keeping data confidential in accordance with the Data Protection Act 1984.
- Welcome new members to the watch and provide them with NHW stickers and information.
- Disseminate information, primarily by email, to all members including crime updates/reports from local police, crime reduction information and NHW Newsletters.
- Attend Elmbridge Area Coordinator Meetings, usually twice a year, and Elmbridge NHW Conferences when scheduled.
- In larger watches, recruit one or more Street Coordinators to delegate your communications and other responsibilities to them for parts of the watch.
- Identify someone to be your deputy, to act as stand-in and back-up as required, including safe-keeping of a copy of the members contact details and email distribution list, and attendance at meetings in your absence or in addition to you for role familiarity. This can be an existing Street Coordinator (if you have one) or a new volunteer, who can become a Street Coordinator and take responsibility for part of your watch.

Encourage measures to enhance security:

- Encourage members of the watch to adopt crime reduction measures including the security marking of property using SelectaDNA and registering items, especially, electronic/mobile items, on IMMOBILISE.com.
- Encourage members to keep their eyes open for unusual circumstances and inform the police quickly of any incidents or suspicious activity.
- Educate members as to how to contact police in a non-emergency and anonymously via Crimestoppers.

Communication between Police and Elmbridge NHW:

- Act as a point of contact between your watch members, police and Regional Coordinator and feedback any policing concerns to your Safer Neighbourhood Police Team.
- Be prepared to react to any emergency calls from police or members of the scheme.
- Request watch members to keep you advised of any incidents so that you can alert other members and feedback successes.
- Notify your Regional Coordinator if you plan to leave the area or are not able to continue, and where possible identify a replacement Coordinator (e.g. your deputy).

Promote NHW:

- Sustain the interest of members through regular communication such as meetings or newsletters.
- Ensure appropriate signage is displayed and that NHW street signs remain visible.
- Encourage non-participating neighbours to join the watch and keep you advised of incidents in the watch area.
- Encourage the setting up of additional watches in neighbouring areas.