

BLOCK WATCH PROGRAM

Block Watch Office
Saanich Police
760 Vernon Avenue
Victoria, BC V8X 2W6

blockwatch@saanichpolice.ca www.saanichpolice.ca

Volunteer Task Description

Job Title:

BLOCK CAPTAIN/CO-CAPTAIN

Function:

In cooperation with the Saanich Police, and with the assistance of the Block Watch Office, BLOCK CAPTAINS/CO-CAPTAINS will be responsible for the delivery of the Block Watch program in their specific neighbourhood, and to communicate with the participants on their block.

Duties:

The Block Watch Captain/Co-Captain carries out the general duties associated with the Block Watch Program on their block, including:

- Arranging the initial meeting to implement the program in their neighbourhood. Act as host at this meeting, to be held at Captain's home or another suitable location. **Ensure yearly neighbourhood meetings are held.**
- Acting as liaison and communication link with the Block Watch Office, Saanich Police, and the participants on their block. Maintain contact with the Block Watch Office as needed.
- Welcoming new residents to the neighbourhood by explaining the Block Watch program, and encouraging participation.
- Maintaining accurate list and map of all participants, and **update annually.** Copies to be forwarded to the Saanich Police - Block Watch Office.
- Distribution of newsletters and other material to all participants on your block.
- **Ensure that Block Watch participation is not used as a vehicle for promotion for any other cause. Personal information, lists and data are to be treated with confidentiality. Dissemination of information is exclusive to the purposes of the Block Watch program and will not be shared for any other purpose.**
- Set a good example by initiating home security and target hardening measures in your own home. Arrange for distribution of an engraver to participants on your block.

Skills/Abilities/Qualifications:

Interested in and committed to preventing crime in your area.

Good Organizational skills.

Ability to communicate with participants in the program.

Criminal Record Check required (no fee).

Respect of confidentiality essential.

Sense of humour helpful.



SAANICH POLICE DEPARTMENT
Criminal History Consent Form

Office use: Block No. CPIC New ___ or Replace ___
Email DB PRIME

Block Watch Office
Saanich Police Department
760 Vernon Avenue, Victoria BC V8X 2W6
blockwatch@saanichpolice.ca www.saanichpolice.ca

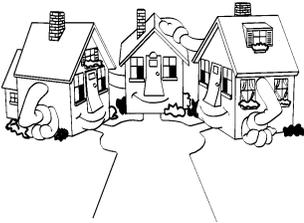
Other residents aged 12 years and older:

Block Watch requires that every person living in the same residence as a Block Watch Captain or Co-Captain be of good character and not be suspected of, charged with, or convicted of any criminal activity.

We, the undersigned, understand that _____ has applied to become a Captain, or Co-Captain with the Block Watch Program of Saanich. We authorize the Saanich Police to make the necessary inquiries into our background in order to determine suitability in the Block Watch Program.

LAST NAME	FIRST NAME	MIDDLE NAME
PREVIOUS/MAIDEN NAMES (including name changes)		SEX MALE FEMALE
DATE OF BIRTH: (YYYY/MM/DD)	PLACE OF BIRTH:	BCDL:
SIGNATURE:		
LAST NAME	FIRST NAME	MIDDLE NAME
PREVIOUS/MAIDEN NAMES (including name changes)		SEX MALE FEMALE
DATE OF BIRTH: (YYYY/MM/DD)	PLACE OF BIRTH:	BCDL:
SIGNATURE:		
LAST NAME	FIRST NAME	MIDDLE NAME
PREVIOUS/MAIDEN NAMES (including name changes)		SEX MALE FEMALE
DATE OF BIRTH: (YYYY/MM/DD)	PLACE OF BIRTH:	BCDL:
SIGNATURE:		

This information is collected for the administrative and/or operational functions of the District of Saanich as authorized by the Local Government Act. This information has been collected, and will be used and maintained, in accordance with Freedom of Information and Protection of Privacy Act. Should you have any questions about the above please contact the Saanich Police Information and Privacy Coordinator at 250 475-4307.



I, the undersigned, understand that as a volunteer of the Block Watch program I may be given or exposed to confidential information. While such knowledge of information may be pertinent in the context of service delivery, nevertheless, I appreciate that the confidences of Block Watch and the Saanich Police must be respected at all times. Therefore, I do willingly promise to hold in confidence all matters that come to my attention in the line of duty as a Block Watch volunteer. I will respect the privacy of the participants whom I serve and will confer appropriately with the Block Watch Office, the Saanich Police and other volunteers.

Signature

Completed form to be returned in person with valid photo I.D. (i.e. BC DL/BCID or Passport) to:

Saanich Police Department, 760 Vernon Avenue, Victoria, BC V8X 2W6
250 475-4321

Please complete both sides of this form. Thank You!