



Colorado Springs Police Department



Block Captains Memorandum of Understanding

By signing I acknowledge that I have read and understand the **Block Captain Handbook and this MOU.**

Failure to sign or not follow the outlined responsibilities will result in removal from the Neighborhood/Business Watch Program. This MOU is valid as long as there is a Neighborhood/Business Watch Program in place and/or the Neighborhood/Business Watch Group Block Captain holds the current position.

CPO or Designee _____ Date _____

Block Captain _____ Date _____

Definition

A Memorandum of Understanding (MOU) is a document used to convey and articulate a written mutual agreement between two or more parties. In this case this MOU is an understanding of the below information between the Neighborhood/Business Watch Group Block Captain and the Divisional Crime Prevention Officer (CPO) or Designee.

The document is not binding as a contract but outlines a commitment between parties to work together collaboratively toward the same purpose and/or goals.

Goal and Purpose

To provide a clear outline and understanding of what the roles and responsibilities are of both the Block Captain and the CPO or Designee.

Responsibilities – Block Captain

1. You are to read and understand your responsibilities outlined in the Block Captain Handbook and this MOU.
2. You are the Point of Contact between your Neighborhood/Business Watch Group and the CPO or Designee.
3. You are accountable to your group as their representative to the Police Department.
4. You are to share all information given from the CPO or Designee to your group.
5. You act as a coordinator for your group by sending out meeting notices, and ensuring that the group meets at least twice per year.
6. You are responsible to maintain your and your co-captain's accurate information with the CPO, i.e. mail and phone numbers.
7. You are responsible to maintain an up-to-date list of contact information of Watch Group Members with the CPO, i.e. name, address and telephone numbers.
8. You or your designee is responsible to attend 2 of the 4 offered Division Block Captain Meetings, and take the information learned back to your group.
9. You or your designee is responsible to attend the Annual Citywide Neighborhood/Business Watch Group Block Captain Meeting.
10. You are not to exclude neighbors with an active interest in participation within the neighborhood watch group.
11. To become listed as a new Neighborhood/Business Watch Group Block Captain, you must attend a Block Captain Training Module.
12. You or your designees attend additional training throughout the year provided by CPO or Designee, and take the information learned back to your group.
13. A Block Captain applicant must not have any prior felony convictions, must not be a registered sex offender and must not be actively involved in criminal activities. The final approval rests with the Division Commander.

Responsibilities – CPO and/or Designee

1. To coordinate four Division Block Captain Meetings a year and one Citywide Block Captain Meeting.
2. To act as a point of contact for neighborhood concerns that need to be addressed.
3. To work with the City Streets Department to obtain and maintain the Neighborhood Watch Signs.
4. To act as the CSPD representative to each Division Neighborhood/Business Watch Group.
5. To offer Community training on relevant topics in an effort to deter and prevent criminal activity.