

## **Block Captain Duties**

The Block Captain serves as a focal point for safety communication with the residents of a street, block, or apartment/condo building. The BC plays a pivotal role in a Neighborhood Watch program, and he or she has important responsibilities the most crucial of which is knowing all the neighbors on their block or street and forwarding relevant information as they receive it (emergency, safety, street closings, etc). The Block Captain consistently reinforces safety messages and makes sure those who do not have access to email or internet are “kept in the loop”. The Block Captain is the chief advocate for their street and helps to highlight safety issues or needs. Specific responsibilities include:

- 1) Develop a contact list of the residents on your street, including street number, name(s), email addresses, and phone numbers. Optional methods for developing this list include:
  - a. Go door to door
  - b. Distribute flyers (sample attached)
  - c. Obtain owners’ names from property records  
<http://web.co.dekalb.ga.us/TaxCommissioner/TCSearch.asp>
  - d. For an apartment complex, coordinate with building management office on the best method.
  - e. For a condo building, the Home Owner’s Association can be the source of all residents’ names and email addresses.

**\*IMPORTANT:** Reinforce that the information neighbors provide is not shared or combined with other streets and is managed only by the Block Captain (or Zone Leader in their absence.)

- 2) Use the contact list to:
  - a. Distribute safety emails from CP Safety Chair
  - b. Notify residents of incidents/event parking arrangements/other safety and quality-of-life issues
- 3) When notified by residents on your street, share information/questions with CP Safety Chair, other residents, and other neighborhood contacts as appropriate.
- 4) Organize occasional safety or social meetings on your street. A major purpose of these meetings is to meet neighbors face to face as this facilitates communication and neighborly spirit.
- 5) Encourage residents to reduce risk by improving exterior lighting, trimming overgrown shrubbery, removing items from cars, and preventing televisions and other electronics from being visible through windows. Recommend large and clearly visible street numbers to help law enforcement and emergency personnel.
- 6) Participate in Zone meetings and attend other safety meetings as needed.
- 7) Encourage residents to participate in other forms of neighborhood communication, including joining the [candlerpark.nextdoor.com](http://candlerpark.nextdoor.com) or starting their own Facebook Pages for their street (Page Ave. has a strong following on their own Facebook Page)