



SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

Steps to Neighborhood Watch – Block Captain's Duties:

The role of the Block Captain is to:

Now that your Neighborhood Watch program is implemented, it is important to keep your group active in maintaining people's interest. Communicating and cooperating with your neighbors and the Sheriff's Office is key. The following activities and responsibilities are designed to compliment your Neighborhood watch program:

- As the Block Captain your main responsibility is to be the spokesperson for your block.
- Serves as liaison between your block and the Neighborhood Watch program coordinator as well as other block captains.
- Organize and arrange Neighborhood Watch meetings.
- Maintain a master list of all members. Update your Area map to include any new residents who move onto your block, and those residents who leave your block.
- Distribute all information and Neighborhood Watch bulletins from the Sheriff's Office, to all the involved residents on your block.
- Report to the Sheriff's Office any damaged or stolen Neighborhood Watch* signs for replacement. NOTE: If a sign is stolen, you must make a police report for petty theft. Call (650) 363-4911, ext. 1 to make the police report. You will be given a police report number. After receiving a police report number, notify Deputy Ron DeRespini for a replacement sign. It is important to make a police report on the theft of your Neighborhood Watch sign(s), to enable the Sheriff's Office to file criminal charges of petty theft, or possession of stolen property, against the suspect(s).
- If you move from the area, it is important to solicit a neighbor on your block to assume the responsibilities of Block Captain and report this information to the Sheriff's Office.

*Check Town of Portola Valley Municipal Code and Design Guidelines. Information intended as general guidelines for San Mateo County.

Develop and distribute maps:

To help members give adequate information when reporting suspicious activity in the neighborhood, a map of your area should be developed to:

- Clearly identify streets and cross-streets.
- Show the name, address, and phone number of each home.
- Include emergency numbers for the Sheriff's Office, fire, and ambulance.
- It is important that this map be kept updated reflecting all changes in residents, phone numbers, address, etc.

Neighborhood Watch Block Captains	Homes Served By N.W. Block Captains
Nancy Blair 2849 Greystone Lane	Nelson – 2861 Greystone Lane Lee – 2867 Greystone Lane Philips – 2871 Greystone Lane Hall – 2872 Greystone Lane Patell – 2870 Greystone Lane Bowers – 2866 Greystone Lane Franklin – 2860 Greystone Lane Drobeniuc – 2856 Greystone Lane Hagigi – 2852 Greystone Lane Repasky – 2848 Greystone Lane Kiersksy – 2844 Greystone Lane
Arun Shah 3574 Greystone Circle	Mui – 3570 Greystone Circle Frady – 3571 Greystone Circle Sehgal – 3575 Greystone Circle Williams – 3580 Greystone Circle Whitley – 3584 Greystone Circle Payne – 3585 Greystone Circle Painter – 3588 Greystone Circle
Jon Yaeger 2896 Greystone Cove North	Skinner – 3448 Greystone Circle Jooma – 3454 Greystone Circle Foster – 3458 Greystone Circle Earnhardt – 2900 Greystone Cove North Zeliff – 2899 Greystone Cove North Fowler – 2895 Greystone Cove North Franklin/Kerr – 2891 Greystone Cove North
Tom Davis	Dewjee – 3592 Greystone Circle Jetha – 3595 Greystone Circle

Gather and share information:

Knowing your neighbors' basic habits will help you to recognize unusual or suspicious activities.

Basic information you might exchange includes:

- Home and work phone numbers
- Number and ages of family members
- Work hours
- School hours of children
- Number and types of automobiles
- Who has dog(s)
- Planned vacations or visitors
- Scheduled deliveries or repairs
- Any other helpful information

You are on your way:

Now that your Neighborhood Watch network is established; be sure that everyone understands and observes the following general guidelines:

- Be suspicious. Report unusual or suspicious behavior to the Sheriff's Office at **(650) 363-4911, ext. 1**. Write down descriptions of the person(s) and license numbers of any vehicles involved.
- Keep a trusted neighbor informed if your house will be unoccupied for an extended period. It is important to leave the neighbor a way of reaching you if an emergency should arise.
- Look after your neighbor's house when they're away, and ask them to look after yours. This includes collecting mail, newspapers, and other deliveries which would indicate at a glance that no one is home.
- Establish and attend meetings put on by the Sheriff's Office. Find out about local crime trends and what you can do about them.
- Above all, be concerned. It is the most effective way to reduce or prevent crime, and make your neighborhood safe.
- Remember - your job is to *report* crime. The responsibility for apprehending criminals belongs to the Sheriff's Office.