

# **OUTLINE OF RESPONSIBILITIES**

## **Section Leaders**

**Goal is to have seventeen section leaders. One for each Neighborhood Watch Section**

**Responsibility:**

- 1. To recruit Block Captains.**
- 2. To assist Block Captains in maintaining and updating the Neighborhood Watch forms.**
- 3. To alert block captains to any criminal or suspicious activity in the neighborhood or on their streets.**
- 4. To report back to the Section Leader Coordinator, currently George Hintz, any security matters reported to them by their neighbors.**

## **Block Captains**

**Goal is to have at least one block captain per street block.**

**Responsibility:**

- 1. To contact each neighbor on his or her assigned street and complete a “Neighborhood Watch” form, including names, phone numbers, vehicle descriptions, license plates, children, etc.**
- 2. To inform block neighbors of any security activities that has been passed down from the section leader.**
- 3. To receive reports of security related activities from block neighbors and relate that information to their section leader or DVCA Security Committee.**

**All Section Leaders and Block Captains are members of and are encouraged to attend the Deerfield Village Security Committee meetings that are held on the FIRST Tuesday of each month at the Deerfield Village Recreation Center at 7:00 PM; however, attendance is not mandatory.**

**For additional information or to become a DVCA Section Leader or Block Captain, please contact the office manager at the DVCA office, (281) 463-2624 or George Hintz; Phone: (281) 463-1244 or Email: [GRHintz@att.net](mailto:GRHintz@att.net)**