

Block Captain (BC) Responsibilities:

1. Contact all neighbors on the block and obtain: phone numbers (home, office, cell & emergency); email addresses (one for each member of the household, if available); or assign a buddy to deliver hard copies of email for those without email. Give each household a copy of **Preventing Crimes of Opportunities**.
2. Compile a list to give to each neighbor. While obtaining information, make sure to get the OK of each neighbor to distribute the list on the block. Write OK next to the names. Remind neighbors to keep the list away from children to avoid prank calls.
3. Distribute the list preferably at a block meeting during which you will discuss: concerns about the block (noise, trash, lighting, crime); the importance of having large house numbers at the front and back of each house; membership in the Chevy Chase Citizens Association; the importance of notifying neighbors when planning to be away so that mail, papers, delivery items, and flyers can be taken in; having a peep hole at the front and back door, and other common safety tips for around the home.
4. Create an address list on email for forwarding all crime alerts to the people on the block.
5. Identify an alternate for periods when you will be away, and unable to perform the duties of BC. Forward the name, phone number and email address of the Alternate to the Director of Neighborhood Watch.
6. Establish contact with neighboring BCs to work on common concerns such as alley problems (dumping, trash, lighting, rats, etc.). Schedule an alley clean-up with the City and neighboring BCs.
7. Call 311 when you have a problem on the block such as street lights out, pot holes in the road, trash in the alley, trees that need trimming back so they do not block the street light, or email your request to <http://dc.gov/citizen/request.shtm>. Make sure you receive a claim number and a name when you report the problem. Street light problems also can be reported to the Streetlight Complaint Center as: (202) 269-0855 which is open 24 hours a day from Monday at 7:00am to Saturday at 7:00pm. They can usually fix the problem within 48 hours. Be sure to give the address of the property closest to the light, the yellow and block light number on the pole and whether it is a metal or wooden pole.
8. Contact 311 to report problems with signs (missing, graffiti, bent, etc.).
9. Join the MPD 2D Listserv. Online users can send a blank e-mail to this address: MPD-2d-subscribe@yahoogroups.com
10. Hold Hello/Good Bye Parties. Enjoy your job!