

STEVENS SQUARE - LORING HEIGHTS BLOCK PATROL GUIDELINES

The purpose of establishing the following guidelines are to assist Block Patrol members and others to clearly understand the responsibilities and objectives of participating in the Stevens Square - Loring Heights Block Patrol. The guidelines are intended to protect the safety and liability of program volunteers, therefore observance of these guidelines are crucial to the operation of the Block Patrol.

1. Block Patrols are extra eyes and ears for the police, not law enforcement personnel. Patrols must observe and report illegal and suspicious activity and unsafe conditions. Confrontation is strictly prohibited and intervention is discouraged. Intervention to provide a victim assistance once a safe environment is secured, can be attempted if patrol volunteers agree that intervention is safe and necessary.
2. Patrols must observe activities from a safe distance, which is to be determined by all members of a patrol team. If the team is approaching an unsafe or uncomfortable situation, in the opinion of any one team member, this member must signal the others, in a quick and clear fashion, to stop. The other team member(s) will respect the fellow team member's wishes.
3. All incidence of criminal or suspicious behavior and emergencies must be reported by calling 911.
4. Patrols will not enter buildings while on patrol. Patrol members may enter buildings (restaurants, stores, SSCO office, their homes, etc.) while on break. Breaks can be taken as often as a team feels necessary.
5. Official Block Patrol garments will be worn only while participating in or representing the block patrol, and must only be worn by Block Patrol members.
6. Volunteers are encouraged to escort each other to and from the substation, before and after patrols.
7. All volunteers must be at least 18 years of age. They will complete and sign a volunteer application, and attend an orientation, before becoming an official Block Patrol member. Block Patrol guests must sign a "Hold Harmless Waiver" before participating on a patrol.
8. Dogs are welcome if they interact calmly with people on the street, are easily controlled by their owners, and are kept on a leash.
9. Volunteers are requested to commit to a two hour shift per month.
10. Block Patrol shifts will be scheduled or cancelled at the discretion of the shift leaders. Volunteers must sign up for a shift at least 24 hours in advance.
11. Volunteers are expected to be punctual. If you are unable to attend a scheduled shift, please contact the shift leader at least 24 hours in advance. Repeated unexcused absences from a scheduled shift will be cause for dismissal from participating in Block Patrol. Remember, other patrol members are counting on your presence.
12. At the start of each shift, volunteers must advise the shift leader of any medical or health conditions which may impair their performance or require special attention.

13. Block Patrols are to be chemically free. No consumption of alcohol or other intoxicating substances are allowed before or while on patrol. Smoking tobacco cigarettes is allowed on patrol except at the SSCO police substation where smoking is not permitted. If you do smoke, please be considerate of other Block Patrol members.
14. On occasion Block Patrol members will be asked to represent the SSCO Block Patrol at community events. These representatives will give verbal or written reports on Block Patrol activities and observations.
15. Volunteers are strongly encouraged to attend supplemental training, when offered.
16. Each shift, unless otherwise noted in the schedule, begins and ends at the SSCO Police Substation, located at 10 East 19th Street, Apt B1.
17. Block Patrols will always work in teams of two or more. Patrol members function as a team; at no time will members separate while on patrol.
18. Patrols will identify areas that need attention or that should be avoided. Patrol routes will be logged by each team at the conclusion of every shift.
19. No weapons are allowed on Block Patrol. If mace is carried, it must be concealed.
20. Each patrol team will carry necessary brochures/flyers, a Nextel radio/phone, and writing materials. All Block Patrol members will be trained to operate the radios and cell phones. Radios and cell phones are for Block Patrol use only.
21. Each Nextel radio/phone is labeled with a number and each operator will report the number for the team to other operators prior to patrol. The use of patrol members' names during radio communications is discouraged.
22. Patrol teams are to maintain regular radio contact with each other while on patrol.
23. Profanity is prohibited. Avoid inflammatory and disrespectful comments. Your behavior is reflective of the Block Patrol and the SSCO; therefore, it is important to convey a positive attitude.
24. Block Patrol members will keep non-essential conversations to a minimum. Volunteers are encouraged to communicate with neighborhood people for information gathering and recruitment. One member is responsible for maintaining radio or phone communications while others are involved in dialogue.
25. Patrol volunteers will record what took place while on their patrol in a Block Patrol log at the SSCO Police Substation. Patrol members will record their name, date, time in and out, patrol route, observations made, and actions taken and actions/follow-up required. A member of each team must be responsible for logging other team members in and out and logging observations and routes.
26. The Block Patrol Log will only be accessible to: Block Patrol members, the Safety Coordinator, police officers, and the Safety Committee chairs. Specific information will be released to other individuals based upon their need to know (i.e. owners of a specific property, the resident of the specific building, etc.). General information will be given to any person but this information will not single out specific buildings or individuals.
27. Block Patrol members must use the SSCO police substation in a clean and respectful manner. The office should be left neat and orderly; all garbage must be disposed of.