



4455 Clarence Taylor Crescent  
Delta BC V4K 3E1

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## To: Block Captains – Getting Started

1. Obtain a Police Information Check (PIC) form. This can be done in three different ways:
  - a. **By picking up a form** at your closest police station in Ladner (HQ) located at 4455 Clarence Taylor Crescent, Delta, or at the Public Safety Building (PSB) at 11375 84<sup>th</sup> Avenue, Delta;
  - b. **By email request** to [blockwatch@deltapolice.ca](mailto:blockwatch@deltapolice.ca); or
  - c. **Through our website** at [Deltapolice.ca](http://Deltapolice.ca), search Block Watch, under Community Services.
    - i. Under the Block Watch program description, there are two forms; Getting Started and PIC form, click on the PIC form. Print off the form and continue to #2 (no fee for this service); or
    - ii. On the left side, follow the link to the Police Information Check form. Complete the form on-line. There is a \$10 processing fee for the on-line service.
2. Fill out the PIC form and bring one piece of current, government-issued photo identification and one piece of identification verifying name and date of birth to HQ or PSB. Your identification will be photocopied and submitted with the PIC form. The Public Information Represent (PIR) will add a letter indicating that you are a volunteer for Block Watch and there is NO CHARGE for this service.
3. Once the completed PIC form has been submitted it takes approximately a week or so to complete the background. The results will be mailed to you OR (if pre-arranged) they will call you to pick it up. You must email the PIC form to [blockwatch@deltapolice.ca](mailto:blockwatch@deltapolice.ca). If you are unable to email, you may ask the PIR at HQ or the PSB to email it to the block watch program on your behalf. Hang onto the original PIC results form as it will be handed in later.
4. You will be notified by email when to pick up your Block Watch folder, please bring in the PIC results form with you and drop it off. The PIC form will be kept on file with our Block Watch program.
5. Inside the folder you will find an Operation Manual, a Participation List, newsletter entitled “Welcome to Block Watch”, and “Getting Started”, along with numerous pamphlets with Block Watch information, and some Block Watch stickers for the participants. Also, to get you started, there is a sample “introduction” letter addressed to your neighbours introducing you and the Block Watch program.
6. Canvass your neighbourhood with copies of the Introduction letter (to be handed out) and the Participation List (for you to fill out). Speak with the residents in your neighbourhood and find out if they are interested in participating in the program. Advise that you are the Block Watch Captain. If you have a large block, you may also wish to have a Co-Captain to assist you with your duties. The Co-Captain must submit to a Police Information Check using the same process as above.
7. If you use the URL: <http://deltamap.delta.ca/> and enter your address, you can print out a map that encompasses your members. The completed Participant List and a block map must be emailed to [blockwatch@deltapolice.ca](mailto:blockwatch@deltapolice.ca) within a week or two following.
8. We will arrange to have a Block Watch sign erected in your neighbourhood.
9. The Block Captain will receive an email from the Delta Police with quarterly newsletters from Block Watch, and/or any other time there are things to be aware of around your area. Please distribute this information to your Participant List via email when you receive it.
10. Many Block Watch groups have annual block parties, usually in the summer when the weather is better. This is an opportunity to meet each other and update the Participant List with any new people to the neighbourhood. Please email [blockwatch@deltapolice.ca](mailto:blockwatch@deltapolice.ca) a month ahead of time and we can arrange to have an officer attend your gathering to answer any questions or concerns from the group.