

14.125 INSTALLATION OF NEIGHBORHOOD BLOCK WATCH SIGNS

Reference:

City Ordinance #417-1983 - Block Watch Signs

Purpose:

Establish a policy for neighborhood community groups desiring to participate in the Cincinnati Police Department's Block Watch Program.

Outline procedures to be followed by neighborhood liaison officers and neighborhood community groups requesting permission to display Neighborhood Block Watch Signs, and for the processing of these requests.

Coordinate the activities of the Police Department, and Traffic and Road Operations Division.

Procedure:

- A. Neighborhood Block Watch Sign(s) Application:
1. When a neighborhood community group desires to display a Neighborhood Block Watch Sign(s) announcing their participation in the Block Watch Program, a representative of the group will:
 - a. Obtain an application from the district neighborhood liaison officer.
 - b. Complete and return the application to the district neighborhood liaison officer along with a certified check/money order, payable to the City of Cincinnati, in the amount of \$30.00 for each sign requested.
 2. Upon receipt of the completed application and appropriate certified check/money order, the neighborhood liaison officer will investigate to determine if the requesting neighborhood community group meets the following criteria:
 - a. Fifty percent of the neighborhood community group residents should be Block Watch members.
 - 1) If 50 percent neighborhood community group participation is not met, the affected district's neighborhood liaison officer will provide this information along with a recommendation to the district commander.

Note: The Police Department has established 50 percent neighborhood community group participation as the desirable goal for acceptance in the Block Watch Program.

The neighborhood liaison officer may request an exception to the goal from the district commander.

- b. The neighborhood community group should be capable of demonstrating the organization's vitality, ability, and willingness to maintain continued interest in the Block Watch Program.
3. After determining the neighborhood community group has met the above criteria, the neighborhood liaison officer will forward the application, certified check/money order, and their recommendation to the district commander.
4. The district commander will make the final decision as to the approval or disapproval of the application and will either:
 - a. Forward the approved application and certified check/money order to the Chief's Office, or
 - b. Return the disapproved application and certified check/money order to the neighborhood liaison officer for return to the neighborhood community group.
5. The Chief's Office will forward the approved application and certified check/money order to the Traffic and Road Operations Division.
6. The district neighborhood liaison officer will:
 - a. Notify the neighborhood community group of the approval/disapproval of their request.
 - 1) If disapproved, return the certified check/money order to the neighborhood community group.
 - b. Contact the Traffic and Road Operations Division and arrange for the proper location(s) and installation of the Block Watch sign(s).
 - c. Inform the neighborhood community group that the replacement expense of the Block Watch sign(s) will be their responsibility.
7. Upon receipt of the approved application, the Traffic and Road Operations Division will:
 - a. Assign a project number for the work requested.
 - b. Deposit the certified check or money order with the City Treasurer.
 - c. Issue work orders to Traffic Aids for the installation of the sign(s).
8. Traffic Aids will:

- a. Install the sign(s) and process billing against the appropriate job order number for payment.
- b. Notify the Traffic and Road Operations Division when the work is completed.