**Rotonda West Neighborhood Watch**

Job Description: Area Patrol Coordinator

**Initial Requirement:** Develop a monthly patrol schedule for your subdivision(s).

**Procedures:**

1. Select an assistant and keep him/her in your communication loop.
2. Talk with new patrols once trained to ensure they understand all procedures.
3. Make sure trainer provides new patrols with a current member manual.
4. Assign car numbers to new patrols and make sure trainer provides them with magnetic signs and yellow light, if requested. Remind patrols that the use of a flashing yellow light is highly recommended.
5. When a patrol is added or deleted, convey a copy of completed transaction form to all personnel listed at the bottom of the form.
6. Before the 10th of the month, send note to patrols asking for any dates they cannot serve the next month.
7. After a few days (to give patrols time to answer), make schedule for the next month.
8. Send proposed scheduled to patrols to see if any changes need to be made.
9. Submit the final schedule to the Communications Coordinator and the Secretary **by the 15th** of the month.
10. When the Watchword is published and sent out, make sure the patrol schedule is correct.
11. Retrieve magnetic signs and lights if provided from deleted patrols.
12. Maintain an accurate, current patrol roster for your area.
13. Explain substitution procedure when an assigned patrol conflicts with driver's schedule.
14. Notify the Base on duty after making a schedule change.
15. Get to know your patrols and their specific patrol needs.
16. Attend monthly membership meetings~~.~~

Rev 9/7/2021tsl