**Rotonda West Neighborhood Watch**

Job Description: Training Coordinator

**Initial Requirement:** Prepare patrol and base trainees with the training necessary to perform their duties

**Procedures:**

1. Maintain the supply of magnetic signs and flashing lights
2. Provide the trainee with the following
3. Member Manual
4. Assigned Car or Base Number (provided by the appropriate coordinator)
5. Magnetic signs for car if patrol (and light, if requested)
6. Current copy of the “Watch Word” and Patrol Schedule
7. Explain patrol route
8. Explain role of Area Patrol and Base Coordinators
9. Explain importance of patrol contact with the Base on duty
10. Explain incident reporting procedures using approved report form
11. When training is complete:
12. Fill out a Transaction Form to add the patrol or base to the main roster.
13. Submit a copy of the Transaction Form to the Area Coordinator, Base Coordinator, Communications Coordinator, and other personnel listed on the Transaction Form.
14. Collect signed CCSO form.

REV 9/7/2021tsl