



RUNWAY

Procedure for Start of New Neighbourhood Watch Schemes

1. The RUNWAY office at West Bridgford Police Station, Tel: **0115 844 6938** (answerphone available), is the first point of contact for information and advice for all new Neighbourhood Watch co-ordinators in Rushcliffe.
2. Intending co-ordinators should first ascertain the general level of interest among their neighbours – as a rough guide not less than 70% of households should be in favour of starting a scheme.
3. The RUNWAY office will send you the questionnaires for measuring the level of interest. To request these, just leave a short message with your name, address, postcode and phone number. Alternatively, e-mail your details to **runway@nottinghamshire.pnn.police.uk**
4. If sufficient residents are in favour of starting a scheme, the new co-ordinator should then contact the RUNWAY office to confirm this, leaving your name and phone number.
5. You will then be contacted by the Police Crime Reduction Manager (CRM) to arrange a launch date and venue, when the CRM will meet the residents and launch the new scheme. The CRM will supply the initial booklets, leaflets, window stickers and advice on conduct of the scheme.
Particularly useful Home Office documents are:
 - ❑ Booklet: *A Problem Solving Approach to Crime Prevention – a guide for Neighbourhood Watch schemes*
 - ❑ Leaflet: *Welcome to Neighbourhood Watch*
6. The Police CRM will also arrange the erection of street signs after the new co-ordinator provides a map showing clearly the proposed position of the signs (agreement exists with Rushcliffe Borough Council that they will aim to erect NW signs within 15 days of the order being placed).