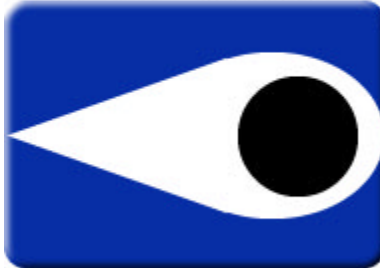


**HOLLEYBROOKE  
HOMEOWNERS ASSOCIATION, INC.**

P.O. BOX 1088, SPOTSYLVANIA, VA 22553  
(540) 786-3815

**NEIGHBORHOOD  
CRIME WATCH**



**WE IMMEDIATELY REPORT  
ALL SUSPICIOUS ACTIVITIES**

**NEIGHBORHOOD WATCH PROGRAM  
STANDARD OPERATING PROCEDURES**

March 2010

**HOLLEYBROOKE HOMEOWNERS' ASSOCIATION, INC.**  
P.O. BOX 1088, SPOTSYLVANIA, VA 22553 | (540) 786-3815

**NEIGHBORHOOD WATCH PROGRAM  
STANDARD OPERATING PROCEDURES**  
March 2010

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**NEIGHBORHOOD WATCH PROGRAM  
STANDARD OPERATING PROCEDURES  
March 2010**

**SECTION I – INTRODUCTION**

The Holleybrooke Homeowners' Association, Inc., a.k.a. the *Association* herein this document, adopted the **Standard Operating Procedures (SOP)** for its **Neighborhood Watch Program (NWP)** on the effective date shown above as an addendum to the Association Rules and Regulations, and Master Declaration of Covenants. The NWP SOP will be implemented by the Association's Board of Directors or its designee(s) to the fullest extent permitted by law to protect the interests of Association members and maintain better living in the community. Exceptions to the provisions under this SOP shall be approved by the Association Board of Directors prior to implementation.

Although Crime Prevention is the first citable benefit a watch program could offer, promoting a sense of community is also one of the many factors that lead to the success of an effective Neighborhood Watch Program.

**SECTION II – PURPOSE**

The purpose of the Association's NWP is to increase the safety, security, and well-being of the residents of the neighborhood by establishing a measure that provides proactive surveillance and reporting of suspicious or dangerous activities, incidents and crimes in the community.

The commitment of volunteers of the Association's NWP, in conjunction with neighborhood participation and police interaction and/or intervention, becomes vital to the success of the watch program. As the development of the watch program transpires, residents incidentally become vigilant and more aware of activities that are not conducive to the day-to-day living in the neighborhood. In order to curb crime and reduce fear in the community, the Association's NWP purports the following goals:

- A. Promote Neighborliness** - the NWP encourages residents to interact with each other, sharing information about work schedules, vacation plans, types of vehicles or personal properties belonging to their households, etc. It also encourages neighbors to observe the property of others and occasionally attend meetings that foster neighborhood safety and security.
- B. Greater Awareness of Crime** - home security and personal safety are enhanced as residents become more aware of potential threats of crime. Exposure to and use of crime prevention techniques improve a resident's ability to minimize, if not eliminate, opportunities for criminals to act.

- C. **Enhanced Reporting of Suspicious Activities** - residents are more aware of who belongs in the community, and are more inclined to report suspicious persons and activities to the police. Typically, as calls for suspicious activity increase, the commission of crimes in the neighborhood proportionately decreases.
- D. **Warning to Criminals** - Neighborhood Watch signs alert criminals of the existence of a watch program; and, that residents do not tolerate crimes and will not hesitate to immediately call the police upon any suspicious activity.
- E. **Crime Prevention** – effective implementation of a Neighborhood Watch Program undoubtedly contributes to the substantial decline of crime involving larcenies, burglaries, vandalism, fraud, sexual assaults, and even traffic-related offenses. Watch programs have positively benefited surrounding commercial areas and other communities as well as churches and schools.

### SECTION III – DEFINITIONS

- A. **Neighborhood Watch Program (NWP)** – the program established and supported by the Holleybrooke Homeowners’ Association, Inc., to facilitate the reduction of crime via involvement, observation, reporting, and proactive participation of neighborhood residents.
- B. **Standard Operating Procedures (SOP)** – the set of rules or guidelines adopted by the Association to govern the proper administration, operation and maintenance of the NWP.
- C. **Board of Directors** – duly elected officers who are empowered to perform the duties and responsibilities necessary for the administration of the business affairs of the Association.
- D. **Neighborhood Watch Coordinator** – a resident volunteer who is appointed by the Board of Directors to implement the provisions of the NWP.
- E. **Block Captains** – are volunteer individuals who are the “heart” of the NWP. They recruit, assist in the training, coordinate, interact and schedule NWP patrols within their assigned blocks.
- F. **NWP Volunteer Patrols** – are volunteers who walk, bike, or drive in designated areas on a regular or random basis to report incidents and problems to police and provide a visible presence that deters criminal activity. The patrols do not possess police powers, carry no weapons, are non-confrontational, and coordinate activities with law enforcement authorities.
- G. **Patrol Log and Activity Report** – the report required for use by NWP Volunteer Patrols in recording observations or incidents that occurred during each patrol. All entries in the report are held in strict confidentiality as it is

potentially used by law enforcement authorities for reference purposes.

#### **SECTION IV – AUTHORITY**

The **Neighborhood Watch Coordinator**, under the supervision of the Association's **Board of Directors**, will assist in the effective implementation and operation of the Association's NWP under which this SOP was established. Henceforth, the Neighborhood Watch Coordinator is authorized to perform, but not limited to, the following:

- A.** Maintain an active list of NWP members and neighborhood residents including names, addresses, telephone numbers, email addresses, and vehicle descriptions. Sensitive information pertaining to any resident in the neighborhood must be maintained with strict confidentiality to protect individual privacy rights.
- B.** Receive, accept and/or reject Neighborhood Watch membership applications.
- C.** Recruit and train **Block Captains**, providing them guidance and assistance in order for them to understand and properly fulfill their responsibilities.
- D.** Identify back-up individuals from Block Captains to cover for absences.
- E.** Establish watch routes and manage activities related to the NWP.
- F.** Issue each NWP participant an Association-approved identification card or badge for mandatory display/use during the performance of watch patrols.
- G.** Issue Association-approved "NWP Block Captain" signs for appropriate display at residences of designated Block Captains.
- H.** Install Association-approved NWP signs, placards, signboards, etc., at strategic locations of the neighborhood.
- I.** Collect and maintain reports from Block Captains, and appropriately forward them to the Association's Board of Directors or law enforcement authorities, as applicable.
- J.** Conduct meetings with all NWP members.
- K.** Coordinate and interact with law enforcement authorities regarding member training, program development and support, acquisition and distribution of crime prevention materials, and other applicable activities relative to the operation of the NWP.
- L.** Constantly appraise the Board on the status of the operation of the NWP.

- M.** Justify, maintain and account for necessary supplies needed to effectively implement the NWP.
- N.** Act as the liaison between NWP members, police, block captains, and other civic groups in the community.
- O.** Involve or encourage other NWP members to develop specific crime prevention projects or strategies.
- P.** Maintain and safeguard all records relevant to the Association's NWP for a period of five years after which, upon presentation to and approval by the Board of Directors, may be purged properly out of the system used in archiving information. Data containing sensitive information about any Association member must be disposed of in accordance with laws and regulations governing protection of individual rights and privacy.
- Q.** Upon appropriate approval by the Association's Board of Directors, assign NWP members, when deemed necessary, with responsibilities for initiating, delegating, or carrying out important tasks of:

**a. Block Captains**

- Provide leadership and coordination.
- Act as liaison between residents and NWP Coordinator or police.
- Recruit and train new NWP members within their areas.
- Maintain a list of all members on his/her block including name, address, work and home phone numbers.
- Maintain a map of the block containing the above-mentioned information.
- Notify or duly advise neighbors of any crime trends within or around the neighborhood.
- Coordinate efforts with other Block Captains of the Association's NWP.
- Collect reports from their Volunteer Patrol members and forward them to the Neighborhood Watch Coordinator.
- Meet new residents in their blocks and brief them of the NWP.
- Recommend appropriate recognition for their volunteers who provide exceptional service to the neighborhood.

- Display the NWP Block Captain sign provided by the NWP Coordinator.
- Require Volunteer Watch patrol members to display their identification cards or badges during the performance of watch patrols.

**b. Recording Secretary**

- Annotates and distributes minutes.
- Maintain or keep records as assigned for reference purposes.

**c. Publicity Person**

- Prepares flyers or bulletins of upcoming NWP meetings, events and topic.
- Write articles for inclusion into the Association's newsletter and web site.

**d. Refreshment Person**

- Organizes refreshments for NWP member meetings and events

**e. Topic Person**

- Plans and prepares topics for upcoming meetings.
- Solicits and schedules guest speakers.
- Prepares and organizes literatures for presentation at upcoming NWP meetings.

**f. Distribution Person**

- Distributes flyers announcing all upcoming NWP meetings, events and topics to the neighborhood.
- Distributes any NWP newsletter or other literatures of interest to the neighborhood such as crime prevention ideas, crime trends in the area, etc.
- Provides a copy of flyers, newsletters, etc., to the Association's Board of Directors, Administrative Assistant, and Web Site Manager.

- L. Recommend appropriate recognition for Block Captains and other volunteers who provide exceptional service to the neighborhood.

## **SECTION V – RESPONSIBILITY**

The implementation of the NWP in the community is the responsibility of the Association who oversees the business affairs of the program and the execution of its provisions by the appointed Neighborhood Watch Coordinator and its members. When deemed necessary, the Association’s Board of Directors maintains the right to be the ultimate liaison for all external business affairs regarding the Association’s NWP.

## **SECTION VI – PROGRAM OPERATION AND MAINTENANCE**

### **A. PERSONNEL QUALIFICATIONS AND TRAINING**

Members of the NWP are non-paid, volunteers of the community. By fostering an atmosphere of equal opportunity in the community while maintaining proper qualifications of individual volunteers, the Neighborhood Watch Coordinator shall afford NWP members the necessary training for the effective implementation of the program. Training shall be provided within 30 days of a volunteer’s membership. Any member who has not successfully completed the required training, will patrol the community only with a duly qualified member. This constraint is necessary to avoid liability issues emanating from the performance of an unqualified NWP participant. All NWP members shall sign a **Hold Harmless Waiver** (see Section VI Attachments) before they can perform patrol duties. Any member who refuses to sign the **Hold Harmless Waiver** shall be declined membership to protect the interests of the Association.

### **B. JURISDICTIONAL CONSTRAINTS**

Members of the NWP are strictly constrained within the boundaries of the Holleybrooke Subdivision as far as the performance of their respective responsibilities is concerned. The Neighborhood Watch Coordinator may have the option to establish recognition of concurrent jurisdiction with other coordinators of adjacent neighborhoods for the purposes of crime prevention, but no member of the Association’s NWP is authorized to perform his/her duties outside of the boundaries of the Holleybrooke Subdivision.

### **C. ATTENDANCE**

Because voluntary turnout or active participation determines the degree of unity achieved among members of the NWP, regular attendance to scheduled meetings must be promoted continuously. At times, NWP Crime Prevention Officer or Crime Solvers Coordinator from the county law enforcement authorities bolster participants’ interest in preventing crime in the neighborhood. Suitable topics for discussion could include the following:

- a. Personal Safety
- b. Burglary and Crime Prevention

- c. Discussion of local frauds and scams (i.e., solicitation, door-to-door sale of goods or services, etc.)
- d. Drug education
- e. Home and fire safety, etc.

#### **D. LIABILITY ISSUES**

All NWP members must constantly be aware of liability issues with which the Association faces during the administration of any part or all of the provisions of the NWP. For this specific reason, this SOP has been established to protect the interests of the Association as well as each member of the NWP. Additionally, members of the NWP are required by the Association to fully understand, agree with and sign the **Hold Harmless Waiver** not only to protect itself from liabilities incidental to the performance of NWP volunteers, but also to promote restraint of conduct during the performance of each volunteer's responsibilities.

#### **E. RULES FOR NWP VOLUNTEER PATROLS**

The Association's Board of Directors established the following rules so volunteer patrol members will clearly understand their responsibilities and rules that govern the effective operation of the NWP. Because the rules are also intended to protect the safety and liability of program volunteers, compliance with said rules is crucial to the proper conduct of the patrol team.

- a. **NO WEAPONS** are allowed during any Volunteer Patrol.
- b. **REPRESENTATION BY ANY VOLUNTARY PATROL MEMBER AS A POLICE OFFICER IS ABSOLUTELY PROHIBITED!**
- c. Each Volunteer Patrol member must always display the **NWP Identification Card or Badge** during the performance of their designated or scheduled watch patrol.
- d. **Confrontation is strictly prohibited and intervention is highly discouraged.** Intervention to provide victim assistance once a safe environment is secured can be attempted - only if Patrol Volunteers agree that intervention is safe and necessary.
- e. **Volunteer Patrols must be extra eyes and ears for the police**, not enforcement personnel. Watch Patrols must observe and report illegal and suspicious activity as well as unsafe conditions.
- f. **Volunteer Patrols must observe activities from a safe distance**, which is to be determined by all members of the Patrol team. If the

team is approaching an unsafe or uncomfortable situation, in the opinion of any one-team member, this member must signal others, in a quick and clear fashion, to stop. The other team member(s) will respect the fellow team member's wishes. Do not enter a crime scene or disturb anything on the scene. Do not enter private property unless specifically invited to do so by the homeowner.

- g. **All incidences of criminal behavior and emergencies must be reported by calling 911. Suspicious behavior must be reported to the non-emergency number, (540) 582-7116.**
- h. **Volunteer Patrols must be chemically free.** No consumption of alcohol or other intoxicating substances is allowed before or during a patrol. Smoking tobacco products is allowed, however, if a member who smokes shall be considerate to other Patrol members who do not.
- i. **Volunteer Patrol will not enter buildings while on patrol.** Patrol members may enter buildings or dwellings (sheds, their homes, friend or neighbor's homes, etc.) only during their breaks. Breaks can be taken as often as a team feels necessary.
- j. **Official Volunteer Patrol Garments will be worn** while actively participating in or representing the NWP, and must only be worn by bona fide Neighborhood Watch Patrol members. (Garments at this time include the Orange Vests provided by the NWP Coordinator if walking or biking.)
- k. **All Volunteer Patrol members must be at least 18 years of age, complete and sign a "Waiver of Liability and Hold Harmless Agreement"** (see Section VIII - Attachments), **and complete training within 30 days** before becoming an official Neighborhood Watch Patrol member. Prior to training, volunteer patrol members must be provided an orientation briefing that is developed and provided by the Neighborhood Watch Coordinator. Upon receipt of orientation but before the completion of required training, probationary Volunteer Patrol members may only perform patrol activities with an official Volunteer patrol member.
- l. **Volunteer Patrol members will always work in teams of two or more.** At no time will members separate while on patrol or patrol alone.
- m. **Each Volunteer Patrol team will carry necessary equipment** issued by the Neighborhood Watch Coordinator including but not limited to, car signs (if driving), flashlight, ***Patrol Log and Activity Report***, Patrol guidelines for the day (if any), pen/pencil, subdivision map, camera (optional but extremely helpful), and binoculars (optional). **At least,**

**one team member should have a personal cell phone.**

- n. **Professionalism during the performance of patrols is required.** Avoid inflammatory and disrespectful comments. The behavior of each Volunteer Patrol member is reflective of the Association's business affairs, therefore, a positive attitude shall always be maintained.
- o. **Volunteer Patrol members must record any activity that took place** while on their patrol if an incident occurs on the *Patrol Log and Activity Report*, including the date and time (total hours) patrolled, observations made, actions taken. Specifics noted below shall be considered:
- Check the type of activity you were performing: vehicle or walking patrol, or observation.
  - Indicate whether or not the Sheriff's Office was called and if so, 911, or non-emergency.
  - Describe all the facts pertinent to the incident. Where it took place, when it took place, etc.
  - Describe the Suspicious Events.
  - Describe the number people involved and descriptions including but not limited to: Sex, Age, Race, Height, Weight, Hair (color, length, braids, ponytails, straight or curly, etc), Eye color, Mustaches or Beards. Clothing as specifically as possible. Note any Tattoos and/or scars if noticed.
  - Describe the vehicles involved: Color, Approx Age, Make, Model, License Plate(s), State, Note any decals, bumper stickers or special antennas, and include any damage to the vehicle(s). Supply the number of people in the vehicle, and describe which person was driving. Include the direction of travel.
  - Include any other pertinent information such as description of weapons if noticed, size, color, type, etc.
- p. **The NWP Activity Logs will only be accessible to** the Association's Board of Directors (or its duly authorized representative(s)), law enforcement authorities, Neighborhood Watch Coordinator, and Volunteer Patrol members. Entries in the NWP Activity Log are sensitive information which could be used in a court of law. Therefore, it shall be maintained by authorized individuals with the strictest confidentiality.

- q. **Resident guests who wish to participate in a Neighborhood Watch Patrol must sign a “Waiver of Liability and Hold Harmless Agreement”** (see Section X – Attachments) prior to starting with any patrols. Under no circumstances shall a resident guest be authorized to patrol alone.
- r. **Volunteer Patrol members shall affirm their full understanding of the entire contents of this NWP SOP, and sign the “Waiver of Liability and Hold Harmless Agreement”** which will be maintained and safeguarded by the Neighborhood Watch Coordinator.

#### **F. OBVIOUS ACTIVITIES TO WATCH FOR WHILE ON PATROL**

Basically, anything that seems even slightly “out of place” or is occurring at an unusual time of the day or night could be criminal activity. Some of the obvious activities to watch for and report include:

- a. A stranger entering your neighbor’s house when it is unoccupied (could be a burglar).
- b. A scream heard anywhere could mean robbery or assault.
- c. Offers of merchandise or services at ridiculously low prices (could mean that the merchandise is stolen, or your home is being plotted for possible break-in).
- d. Anyone removing accessories, license plates, or gas from a car.
- e. Anyone peering into parked cars (could be looking a car to steal of for valuables left displayed in the car).
- f. A sound of breaking glass or loud explosive noises (could mean accident, burglary or vandalism).
- g. Persons loitering around parks, private properties, common areas, secluded areas during hours of darkness.
- h. Suspicious persons forcing entrance to, or tampering with a residence or vehicle.
- i. Solicitors without proper permit.

#### **G. NOT-SO-OBVIOUS ACTIVITIES TO WATCH FOR WHILE ON PATROL**

Not every stranger who comes into the neighborhood is a criminal by any means. There are many perfectly legitimate door-to-door salesmen, repairmen, service technicians, etc., moving around our neighborhood all the time. But criminals do take advantage of this by assuming the guise of

legitimate businesses. After all, if all criminals looked like criminals, no one would have any trouble spotting them.

- a. Someone going door-to-door: Observe for a while. If after a few houses are visited, one or more of the persons tries to pry open a door, looks into windows, goes into a back of side yard, the situation could possible be a burglary. It even becomes more suspicious if one person remains in the front, or if there is a card following a few houses away. Call the police immediately; do not wait for the person to leave.
- b. One or more juveniles walking casually through the neighborhood looking into automobiles, backyards, windows, etc.
- c. An individual running, especially carrying something of value.
- d. An individual carrying property – if it is at an unusual hour of the day, or in an unusual place, or if the property is not wrapped as if just purchased.
- e. An individual exhibiting unusual mental or physical symptoms. May be injured, under the influence of drugs or otherwise needing medical or psychiatric attention.
- f. Unusually excessive human traffic to and from a certain residence – is not suspicious unless it occurs on a daily basis or very regular basis, especially during late or unusual hours. It could possible be a scene of vice activities.
- g. Any individual taking a shortcut through a backyard – may have just broken into a neighbor's home.
- h. Any vehicle moving slowly and without lights, or following a course that appears aimless or repetitive in any location. Occupants may be scanning the neighborhood for places to rob or burglarize, or they could be drug dealers or sex offenders.
- i. Parked, occupied vehicles containing one or more persons – if it is during unusual hours, they could be lookouts for burglary in progress, even if the occupant appears to be legitimate.
- j. Vehicles being loaded with valuables if park in front of unattended residence – even if the vehicle is a legitimate looking commercial vehicle. More and more professional thieves are taking the time and trouble to customize heir vehicles with special signs in order to move more freely without suspicion.

- k. Apparent business transactions conducted inside a vehicle. It could mean a possible drug sale.
- l. Persons being forced into vehicles – especially if juveniles or females – could mean kidnapping.
- m. Abandoned vehicle parked in the neighborhood – could be a stolen car.
- n. Open or broken doors or windows at a residence. If owners are absent, could mean burglary in progress or already completed.
- o. A beam of flashlight in a neighbor’s home – especially when the residents are away.
- p. Persons wearing or carrying bloody clothing – could be a suspect or victim of a serious crime.
- q. Persons making a quick change of vehicles – may be attempting to elude the police or abandoning a stolen vehicle.

**NOTE:** While some, if not all, of the suspicious situations described above could have innocent explanations, the Sheriff’s Office would rather investigate a potential crime situation than be called when it is too late. A timely response could save a life, prevent an injury or stop a criminal act.

## **H. LOGISTICS AND ACCOUNTABILITY**

The Neighborhood Watch Coordinator shall maintain an accountability of sufficient supply of tools and equipment necessary for the operation of the NWP. Purchase requests for additional tools and equipment submitted to the Association’s Board of Directors for approval shall be justified in accordance with the needs of the Volunteer Patrol members including a specific contingency for breakdowns, loses and/or wear-and-tear. The Neighborhood Watch Coordinator shall manage the accountability of tools and equipment via hand receipts to prevent pilferage. Purchased items must be classified as “durables” and “expendables” to justify recurring logistics purchase requests. Replacement of durables shall be on a case-by-case basis and requires a stronger justification. Whereas, expendables are those of lesser value and are normally prone to incidental wear and tear.

## **I. REPORTING OF EVENTS, VEHICLES AND PERSONS TO POLICE**

A NWP Patrol Log and Activity Report is included in Section VIII - Attachments of this SOP. It shall be used by all NWP members during the conduct of their tour of duties unless rescinded or otherwise nullified by the Association’s Board of Directors.

**For the purposes of reporting and describing events to police, NWP Volunteer Patrol members must record:**

- a. What happened
- b. When the event occurred
- c. Where the event occurred (note the nearest cross street, home address, or landmark in relationship to the event)
- d. Whether injuries are involved (be as specific as possible – this could save a life)
- e. Whether weapons are involved (this information, whether observed or suspected, is vital to the responding officers)

**For the purposes of reporting and describing vehicles to police, NWP Volunteer Patrol members must record:**

- a. Vehicle license number and State, make and type of vehicle, color, and approximate year
- b. Special design or unusual features, such as a vinyl top, mag wheels, body damage, pinstripes, etc.
- c. Direction of travel
- d. Number of occupants

**For the purposes of reporting and describing person(s) to police, NWP Volunteer Patrol members must record:**

- a. Sex
- b. Race
- c. Approximate age
- d. Approximate height
- e. Approximate weight
- f. Hair (color and length)
- g. Hat (color and type, if any)
- h. Facial hair (beard or mustache)

- i. Shirt / Tie
- j. Coat / Jacket
- k. Trousers
- l. Shoes
- m. Any other peculiar or distinguishable mannerisms, physical disabilities, scars or tattoos
- n. Direction of movement

## **J. STATUS REPORTS TO THE ASSOCIATION**

The Neighborhood Watch Coordinator must provide a report to the Association's Board of Directors as required on a recurring basis. Reports shall include, but not limited to, information regarding the status of the NWP, volunteer strength, police interaction, neighborhood trends, logistics status, community involvement, number of incarcerations or apprehensions, etc.

## **SECTION VII – EXCEPTIONS**

Exception to any of the provisions of this SOP must be presented by the NWP Coordinator to the Association for review and approval prior to implementation. Under no circumstances shall the NWP Coordinator enforce any of the proposed exceptions which are still pending approval/disapproval by the Association. All approved exceptions will be included in the SOP as interim addendums/attachments pending their final inclusion in the NWP SOP during future revisions or amendments.

## **SECTION VIII – COPYRIGHT AND DISCLAIMER**

The provisions of this SOP has been established and adopted for operational implementation and use by the Association. While all reasonable efforts are being used to include accurate information, the Association and/or its Licensors, Board of Directors, representatives, affiliates, volunteers and paid/unpaid employees make no warranties or representations on errors of commission or omission that may occur during the implementation of the Association's NWP.

When deemed necessary, the Association will revise the provisions of this SOP at any time. The Association and/or its Licensors, Board of Directors, representatives, affiliates, volunteers and paid/unpaid employees do not warrant the accuracy, completeness, timeliness, merchantability, non-infringement or fitness for a particular purpose of any information indicated in this SOP. Neither the Association and/or its Licensors, Board of Directors, representatives, affiliates, volunteers and paid/unpaid employees shall be liable to anyone for any loss or injury, resulting directly or indirectly from the implementation of its NWP, whether or not caused, whole or in part, by its negligence or contingencies beyond its control in procuring, compiling, interpreting, developing, reporting, delivering

or administering the provisions of the NWP SOP. The Association and/or its Licensors, Board of Directors, representatives, affiliates, volunteers and paid/unpaid employees shall not be liable to anyone for any damages (including, without limitation, consequential, special, incidental, indirect, punitive or similar damages), in contract, tort (including negligence), statute or any other legal theory, even if advised of the possibility of such damages.

Certain information in this SOP may potentially lead to or be acquired by others outside of the Association i.e., unrelated third parties over whom the Association has no control. As such, the Association and/or its Licensors, Board of Directors, representatives, affiliates, volunteers and paid/unpaid employees make no express or implied warranties to them as to the accuracy, usefulness or any other aspect of the contents of this SOP.

To the extent any part of this SOP is not fully enforceable for any reason, the remainder shall continue to apply.

Any or all of the contents of this SOP is protected by U.S. Copyright and Intellectual Property laws. Any attempt to copy, disseminate, distribute, publish, use for any particular purpose, any or all of its contents, without written permission from the Association and/or its Licensors is strictly prohibited. Violators will be dealt in accordance with the fullest extent of the law.

Questions and comments regarding this Disclaimer, whole or in part, shall be directed to the Association. The Association will appropriately address issues that are presented for resolution in a manner with which it reasonably deems fit.

## **SECTION IX - ROLE OF THE POLICE**

The Spotsylvania County Sheriff's Office at P.O. Box 124, Spotsylvania, Virginia, maintains a major role on the Association's NWP. For the purposes of the NWP operation, training, interaction and support, the Neighborhood Watch Coordinator shall maintain coordination with Spotsylvania's Neighborhood Watch Program Crime Prevention Officer / Crime Solvers Coordinator.

For emergency reporting purposes during the conduct of any NWP Volunteer Patrol, 9-1-1 must be used to call for help or assistance. 9-1-1 SHALL NEVER BE USED FOR ANYTHING OTHER THAN FOR EMERGENCY PURPOSES ONLY.

For non-emergency purposes, members of the NWP Volunteer Patrol may use (540) 586-7116.

The Association will provide the police or any other law enforcement authorities any information relevant to the implementation of the NWP.

## **SECTION X – ATTACHMENTS**

- A. Waiver of Liability and Hold Harmless Agreement**
- B. NWP Patrol Log and Activity Report**
- C. Map of Holleybrooke Subdivision**

**(SECTION X)**  
**ATTACHMENTS**

**HOLLEYBROOKE HOMEOWNERS' ASSOCIATION, INC.  
NEIGHBORHOOD WATCH PROGRAM**

**WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT**

1. In consideration for receiving permission to participate in the NEIGHBORHOOD WATCH PROGRAM (hereinafter known as NWP) of the HOLLEYBROOKE HOMEOWNERS' ASSOCIATION, INC. (hereinafter known as HHOA), I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE the HHOA, its Board of Directors, officers, affiliates, representatives, agents, program managers, and employees (hereinafter known as RELEASEES) from any liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by the negligence of the RELEASEES, or otherwise, while participating in the NWP activity, or while in, on or upon the premises of the HHOA's Holleybrooke Subdivision where said activity is being conducted.

2. To the best of my knowledge, I can fully participate in the aforementioned activity. I am fully aware of the potential risks and hazards connected with the activity, including but not limited to the risks as noted herein, and I hereby elect to voluntarily participate in said activity, and to enter the above-named premises and engage in such activity knowing that the activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISK OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, whether caused by negligence of RELEASEES or otherwise.

3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES from any loss, liability, damage or cost, including court costs and attorney fees, that may incur due to my participation of said activity, whether caused by negligence of RELEASEES or otherwise.

4. It is my express intent that this Release and Hold Harmless Agreement shall bind the members of my family and spouse (if any), if I am alive, and my heirs, assigns and personal representative, if I am not alive, shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above-named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the Commonwealth of Virginia.

5. I understand that the HHOA will not be responsible for any medical costs associated with an injury I may sustain during the performance of my duties as a Volunteer Patrol member of the HHOA NWP.

6. I further agree to become familiar with and strictly abide by the provisions of the HHOA NWP Standard Operating Procedures regarding conduct of Volunteer Patrol members, and not to violate said provisions of any directive or instructions made by person(s) in charge of said activity, and that I will assume the complete risk of any activity done in violation of any provision, directive, or instruction.

7. I also understand that I should and am urged by the HHOA to maintain adequate health and accident insurance to cover any personal injury to myself which may be sustained during the activity.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

IN WITNESS WHEREOF, I have hereunto set my hands on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Participant Printed Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Printed Name

**HOLLEYBROOKE HOMEOWNERS' ASSOCIATION, INC.  
NEIGHBORHOOD WATCH PROGRAM**

**PATROL LOG AND ACTIVITY REPORT**

Date: \_\_\_\_\_

MEMBER ON PATROL (Print Names) \_\_\_\_\_

TIMES PATROLLED      SHIFT 1:    FROM \_\_\_\_\_ TO \_\_\_\_\_  
                                   SHIFT 2:    FROM \_\_\_\_\_ TO \_\_\_\_\_  
                                   SHIFT 3:    FROM \_\_\_\_\_ TO \_\_\_\_\_  
                                   SHIFT 4:    FROM \_\_\_\_\_ TO \_\_\_\_\_

SUSPICIOUS ACTIVITY OR CRIME – NOTHING OBSERVED.

REPORT OF SUSPICIOUS ACTIVITY, CRIME, OR PROBLEM: (Describe what you observed)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SUSPICIOUS VEHICLE**


TYPE VEHICLE _____	MAKE _____	COLOR _____
VEHICLE YEAR _____	LICENSE NUMBER _____	STATE _____
OCCUPIED BY _____		ACTIVITY _____
LOCATION _____		
IDENTIFYING FEATURES _____		

REPORTED TO POLICE? (YES / NO)

OFFICER'S NAME: \_\_\_\_\_

PATROL REPORT SUBMITTED BY: \_\_\_\_\_

*(Signature)*

<b>SUSPICIOUS PERSON</b>		
<b>FILL IN ALL THE BLANKS</b>		
Give to the first Police Officer on the scene.		
SEX	RACE White <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/>	AGE
HEIGHT		LEFT / RIGHT HANDED
WEIGHT		HAT (Color & Type)
HAIR Black <input type="checkbox"/> Brown <input type="checkbox"/> Blond <input type="checkbox"/>		TIE
EYES		COAT
GLASSES TYPE		SHIRT
TATTOOS		TROUSERS
SCARS / MARKS		SHOES
COMPLEXION		WEAPON
AUTO LICENSE, MAKE, COLOR		DIRECTION OF ESCAPE
IN CASE OF EMERGENCY, CALL 9-1-1 FOR NON-EMERGENCY, CALL 582-7116		