

## Les Jardins Estates (LJE) Extended Neighborhood Patrol (ENP) POSITIONS AND DUTIES

**BACKGROUND:** Les Jardins Estates is one of three neighborhoods that have joined together to purchase Extended Neighborhood Patrol services (ENP) provided by off-duty Dallas Police Officers. We've joined with two other neighborhoods across Royal Lane and split the hours between us. With current funds, we are buying around 88 hours per week for the three neighborhoods. The hours change each year depending on how many sign up. Currently, the cost to support ENP is \$355/\$365 per year. Some additional perks of membership—the officers will drive by your house when you are on vacation to keep an extra eye on things, you'll receive an ENP reflective yard sign for your front yard, ENP officers can perform home security audits per your request, and you will gain access to the Les Jardins ENP website that has many handy resources to keep you safe.

Also, when you join ENP, you support our police and contribute to a spirit of community. ENP is one tool in our arsenal that keeps our neighborhood safer. Other tools are knowing your neighbors, keeping your eyes open to suspicious activity, managing your deliveries, having a lockable mailbox, using doorbell and other cameras, gate & garage door apps can ease your mind, too. And always lock your car/ take your keys /hide any valuables. Most crimes here are crimes of opportunity and we can control that.

**NOTE:** ENP is NOT a 24/7 private police agency—that would cost a couple thousand dollars per household. And, they will only answer calls or emails when they are on duty. The more people that sign up, the more hours they can be on duty. **Always call 911 first in an emergency.** But, feel free to let ENP know of anything suspicious you observe in the neighborhood or if you have been a victim of crime. They need to be aware of trends in order to allocate resources. You'll receive their phone number when you sign up. Membership is transferable upon purchase of a member's house. Just forward new owner info to your block captain or directly to the ENP Coordinator.

Our partner ENPs are Royal Northaven Neighborhood Association and Hockaday Neighborhood Association (both across Royal Lane). We share coverage and if you don't see officers on your street, rest assured that they are nearby (when on duty). All ENPs are volunteer run and we need your support! Currently we need people for the following positions:

### COORDINATOR

Time Requirement: a few hours each month during most of the year except for Oct-Jan when more time is needed for the ENP annual membership drive. *Should be tech savvy and proficient enough using Google Docs, Sheets, and Drive. Ability to understand and use email sending application MailChimp and administrating the LJE ENP Website.*

1. Recruit support positions (Treasurer, Block Captains)
2. Interface with the area ENP Neighborhood Coordinator (currently, John Hazelton)
3. Lead Annual Membership Drive (Oct-Feb):
  - a. Post signs on entrances to neighborhood and other high visual areas
  - b. Create & print flyers and distribute to block captain coordinator (or captains) for distribution
  - c. Create and send membership drive emails to current members via MailChimp
  - d. Call/reach out personally as needed to new members or renewal members
  - e. Work with treasurer to make membership payment to RNA and any tax filing
4. Attend quarterly District 13 Crime Watch Meetings as representative of LJE ENP (Jan, April, August and December). Report news to LJE ENP membership
5. Report other Event notices (Annual Meeting for all neighborhoods, Night Out Against Crime, Crime Watch alerts, and other info to ENP members via email (MailChimp) or general neighborhood as needed via the neighborhood email list

6. Monitor the main LJE ENP Gmail account and respond to all neighbor questions, issues, and correspondence from John Hazelton (or current area ENP Coordinator)
7. Update LJE ENP website as needed
8. Verify that the MASTER ENP MEMBER SPREADSHEET and LJE ENP INTERNAL MEMBERSHIP SPREADSHEET are in sync and up to date.

### **TREASURER**

Time Requirement: a few hours each month during most of the year except for Oct-Jan when more time is needed for the ENP annual membership drive. *Should be good at tech and accounting and proficient in using Google Sheets and Docs.*

1. Record incoming membership payments (via checks and paypal)
2. Reconcile LJE ENP bank account
3. Updates both the LJE Internal membership Google spreadsheet as well as the MASTER ENP MEMBER GOOGLE SPREADSHEET FOR ENP OFFICERS—PRIORITY—as the ENP officer checks calls against it.
4. Make the annual payment to RNA Treasurer by Feb 1<sup>st</sup>
5. Handle any tax filing.

### **BLOCK CAPTAINS**

Our grassroots-style organization is supported by a network of Block Leadership, one (or more) for each of our 10 streets. These volunteers provide door-to-door delivery of neighborhood updates and event notices, collaborate with fellow block residents to cultivate social activities for neighbors to get better acquainted, and serve as a key conduit of communication between residents and the ENP Board.

Time Requirement: 1-2 hours each month during most of the year except for Oct-Jan when more concentrated time is needed for coordinating block captains and assisting with the ENP annual membership drive. Help with Night Out Against Crime or other events.

Need block captains for the following streets. Can have more than one block captain for bigger streets like Les Jardins:

- a. Beaver Brook
  - b. Brookport
  - c. Bushire
  - d. Creekdale
  - e. De Bercy
  - f. Les Jardins
  - g. Meadowdale
  - h. Reaumur
  - i. Royal Ridge
  - j. St Lazare
1. **Monthly Updates - Throughout the year-**
    - a. Keep aware of houses sold/rented on your street.
    - b. Report any vacancies, new constructions, crime or suspicious activity to LJE Coordinators.
    - c. Provide new neighbors with flyers about ENP Program and LJE Neighborhood Email list. If possible, get their names and email addresses directly from them.
  2. **Membership Drive - Nov-Jan**
    - a. Put flyers in mailboxes of neighbors—likely 3-4 rounds of flyers.
    - b. Reach out to neighbors who are new or have not yet renewed
    - c. Offer to pick up ENP checks
  3. **As Needed-** Assist with neighborhood social functions.