

**Windsor Heights
Neighborhood Watch**



**Making a Difference
Where We Live**

SINCE: January 2009

Policy and Procedure
Of Receiving Police Alerts, Statements, Reports and Etc.

Tuesday, December 23, 2008

The following Policy and Procedures has been formulated by Chief Gary Walters of the Windsor Heights Police Department in May of 2008 and again on December 22, 1008 it has been formulated for the Windsor Heights Neighborhood Watch for the sole purpose of communicating any criminal activity in the Windsor Heights, Iowa and surrounding area's to the Windsor Heights Neighborhood Watch members..

- 1) When the Police want to report any criminal activity, alerts, statements and etc. to the Windsor Heights Neighborhood Watch they will be sent out by any one of the following personal. Chief of Police who ever he or she maybe or whom ever he or she designates to do this task; such as the police liaison or the police liaison's Captain; the information has to be sent to the Neighborhood Watch email site in a format that the police want it to be presented in.
- 2) The Chair Person who ever he or she maybe will read it copy and paste it to emails that will be sent out to the watch members. The Chair Person can and will put in any comments he or she feels to be appropriate to what's stated as long as the original document is not altered in any way. It will then be sent out to all email contacts.
- 3) The Chair Person will then send it to the phone message center and request that he or she send out a recording that pertains to the information obtained. This message will go to Meyer Associates when they receive said message they will send a copy to the Chair Person for final approval. Once the Chair approves the message it will be sent out a.s.a.p.
- 4) By chance if someone from the Police should communicate a crime to a member of the watch and want it to be put out please advise them to send it the whneighborhoodwatch@gmail.com This way there will be no mistakes or problems. Everything must go through the watch email site.



Bill Shepherd
Chair Person
1427 64th. Street
Windsor Heights, Iowa 50324
Phone: 515-650-3100
Email: whneighborhoodwatch@gmail.com
Web Site: <http://www.windsorheights.org/watch.html>

LOCK ALL DOORS AND WINDOWS, SHUT GARAGE DOOR,
LOCK CAR UP AND TURN ON OUTSIDE LIGHTS AT NIGHT TIME.

*** **IN ANY EMERGENCY DIAL 911** ***

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SINCE: January 2008

Policy and Procedure
Of attaching monthly Crimes to the
Windsor Heights Neighborhood Watch Web Site.

Tuesday, December 23, 2008

The following Policy and Procedures has been formulated by Chief Gary Walters of the Windsor Heights Police Department in May of 2008 and again on December 22, 1008 it has been formulated for the Windsor Heights Neighborhood Watch for the sole purpose of communicating monthly crime's in the Windsor Heights, Iowa and surrounding area's through the Windsor Heights Neighborhood Watch members Web Site..

- 1) At the end of the month the Chair Person will go to the Windsor Heights Police web site and read all the crimes that have been commented in the Windsor Height, Iowa and surrounding areas. He or she will filter through them to come up with just criminal activity crimes.
- 2) The Chair Person who ever he or she maybe will read through them copy and paste what ever he or she feels is criminal activity to a form that will be put on the web site. (These crimes will not include OWI, OMVLUS, PUBLIC INTOXICATION and etc.)
- 3) The Chair Person will then send it to Windsor Heights City Hall to the Community Services Director and he or she will put it on the Windsor Heights Neighborhood Watch Web Site at www.windsorheights.org/watch.html a.s.a.p.
- 4) No matter what the Chair's adding to the Web Site he or she will make it up on their own documents and forward them to Windsor Heights City Hall to the Community Services Director via email with attachments to be put on our web site.



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SINCE: January 2008

Privacy Policy Statement

Thursday, July 02, 2009

The governing body has recently adopted a privacy policy statement so that members will know how we use the personal information that you provide us when you join.

Privacy Policy Statement:

- We will not sell, rent or otherwise share your personal information with any third party, without your express permission, unless we are required to do so by law.

Your choices:

- You may, at any time, request to be unsubscribed from the Windsor Heights Neighborhood Watch, for any reason. If you no longer meet the current criteria for membership, we will automatically unsubscribe you when we have verified that fact. We will then delete all of your information from our records as soon as it is practical to do so.

Bill Shepherd

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Chair Person

1427 64th. Street

Windsor Heights, Iowa 50324

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Web Site: <http://www.windsorheights.org/watch.html>

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