

# **MUNICIPAL DISTRICT OF FAIRVIEW #136**

## **RURAL CRIME WATCH POLICY**

### **PURPOSE OF POLICY**

TO ESTABLISH GUIDELINES FOR SUPPORT OF THE RURAL CRIME WATCH PROGRAM TO ENSURE SUCCESS AND CONTINUITY OF THE PROGRAM

### **POLICY:**

1. Council of the MD of Fairview #136 supports in principle, the efforts of the local Rural Crime Watch Program as operated by the Fairview Rural Crime Watch Group under the direction of the Fairview RCMP detachment.
2. Council of the MD of Fairview #136 will make financial donations to the Fairview Rural Crime Watch Group solely at the discretion of Council.
3. The MD of Fairview will give administrative support to the Rural Crime Watch program in the following manner:
  - The phone-tree computer software necessary to fan out messages to MD ratepayers will be installed on one computer owned and operated by the MD. The software and any necessary technical support will be the financial responsibility of the Fairview Rural Crime Watch Group.
  - The job description for the position of Receptionist, under the supervision of the Executive Assistant, will include the responsibility of inputting and maintaining ratepayer contact information into the phone tree software. The contact information of any ratepayer who does not wish to participate in the program will be blocked on the software and will only be unblocked at the ratepayer's request.

- It will also be the responsibility of the Receptionist, under the guidance of the Executive Assistant, to relay messages on the phone tree system as they are received from the Fairview Rural Crime Watch Group.
- All time spent as administrative support for the Rural Crime Watch program must be tracked on the employee time sheet as specific to the program. It will then be invoiced to the Rural Crime Watch Group for reimbursement to the MD of Fairview #136 twice annually.
- Any hours worked in excess of 7 hours per day for the purpose of Rural Crime Watch Program administrative support, will be at the discretion of the receptionist and will be paid out at the normal hourly rate only. No overtime for the purpose of the Rural Crime Watch Program will be authorized by the supervisor.
- The MD of Fairview #136 will assume responsibility for payment of incidental expenses. All incidental expenses will then be invoiced to the Rural Crime Watch Group for reimbursement to the MD of Fairview #136 as they occur.
- As permitted by the Fairview Rural Crime Watch Group, the phone tree message system may be used for municipal purposes, including Disaster and Emergency Planning. Usage for these purposes are strictly at the direction of the Chief Administrative Officer or the Director of Disaster Services, taking into consideration the fact that not all ratepayers will be included in the fan out.

Date approved: March 11, 2008

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