

## **RANCHO BERNARDO NEIGHBORHOOD WATCH Office Copier Policy and Procedures**

**Policy:** The Storefront copier is for the sole use of the volunteer staff and other volunteer leaders in the Rancho Bernardo Neighborhood Watch (NHW) program for official Neighborhood Watch business only. The emphasis is on good judgment, efficient use of the copier, and elimination of use for personal business.

**Procedures:**

The copier is available for use by NHW volunteer leaders without approval on a walk in basis to reproduce materials for training, education, or support of residents in quantities up to 100 pages total. Double sided copies should be made whenever possible to conserve paper.

Copies in excess of 100 pages must be approved by a member of the Board of Advisers. Call the Office, 538-8148, or one of the Storefront staff to coordinate access to the Storefront office.

A copier log will be maintained for all copies made to include date, name, volunteer position, purpose, and number of copies made.

Resources to support the Neighborhood Watch mission will be maintained at [www.RBNHW.com](http://www.RBNHW.com) for use by all leaders in NHW. Resources should be downloaded from the RBNHW website and reproduced at Community Centers or at home, whenever possible, to reduce copier cost and conserve paper. NHW leaders should encourage residents to use [www.RBNHW.com](http://www.RBNHW.com) website for information and resources.