

BY-LAW # 2
CITIZENS ON PATROL PROVINCIAL ADVISORY COMMITTEE

Being a by-law to establish operational guidelines for the Citizens on Patrol Program (COPP).

SECTION 1 - COPP GROUPS AND MEMBERSHIP

The purpose of establishing a COPP group is for citizens to participate in a community-based crime prevention initiative in cooperation with local law enforcement.

- (a) **Membership** - Individuals or groups interested in participating in the COPP must apply to the Provincial Coordinator for acceptance into the program.
- (b) **Coordinators and Executive** - Following approval and organization the group must elect /appoint a coordinator and executive as required to fill the following positions:
- Police Liaison Officer (appointed by law enforcement)
 - Program Coordinator (Chairperson)
 - Assistant Coordinator (Vice Chair)
 - Secretary
 - Treasurer
 - Scheduling Coordinator
 - Volunteer Coordinator

*Note - A member may be elected to hold more than one position, if required.

(c) Roles and responsibilities of Coordinator and Executive

Police Liaison Officer - Assigned by law enforcement to work with members of the group.

- Along with the Coordinator, assists in the overall organization of the committee.
- Attends group meetings and acts as a liaison with other community groups, police agencies, supporting agencies and helps enlist the assistance of other “like-minded” parties.

Program Coordinator - Acts as the overall organizer with the Police Liaison Officer.

- Chairs all meetings.
- Acts as the liaison with other community groups, police agencies and supporting agencies.
- Responsible for media relations and is the “voice” of the Program

Assistant Program Coordinator

- Supports the Coordinator and Police Liaison Officer
- Acts in the absence of the Coordinator
- May assist in planning meetings, liaisons, etc.

Secretary

- Records minutes of meetings.
- Handles all correspondence.
- Forwards the monthly reporting to the Provincial Coordinator.

Treasurer

- Handles all financial matters for the group.
- Provides a periodic report of the financial standing of the group.

Scheduling Coordinator

- May oversee the day to day operation of the group.
- Responsible for scheduling volunteers.
- Completes and submits monthly patrol reports to the coordinator and secretary.

Volunteer Coordinator

- Responsible for the recruiting, training and retention of volunteers.

(d) **Group Responsibilities**

Safety of the members and the success of the program can be compromised if the membership is not actively responsible for the actions of the group, as well as the actions of the volunteers within the group.

The group agrees to:

1. Ensure a Criminal Record Search is completed by all COPP members when they join the program. Every second year, members are required to provide a new Criminal Record Search. Winnipeg members will have the search conducted by the Winnipeg Police Service. Winnipeg searches will be processed through the Provincial Coordinator's office. Rural members will have the search conducted by their local municipal or RCMP detachment.
2. Submit required monthly reports to the Provincial Coordinator.
3. Notify the Provincial Coordinator of any changes in member information or membership status, including changes of the coordinator or police liaison officer.
4. Upon acceptance into the program, the group and volunteer members will sign a "Letter of Agreement" with the Manitoba COPP, formalizing their relationship with COPP. This agreement can be terminated without notice by either party.
5. Where possible, at least two volunteers will patrol together.
6. Keep all equipment, including radios and cell phones, in good working condition.

(e) Dismissal of a Group

1. Failure to fulfill the group responsibilities may result in a group's application being denied.
2. Failure to adhere to the group responsibilities may result in the suspension or dismissal of a group, or a volunteer from the Manitoba COPP.

(f) Member responsibilities and conduct

1. Members are to maintain confidentiality regarding the activities of COPP and information concerning police matters.
2. Members must not place themselves or their program in a compromising position by divulging any information to unauthorized person.
3. Members must always represent themselves as a volunteer, never as a police officer and will immediately correct any misunderstanding.
4. Members do not take any enforcement action, under any circumstances unless directed to do so by a law enforcement officer in need of assistance
5. Members are not to engage in any activity that is seen as unethical or a breach of personal privacy. For example: photographing or video taping
6. Members are to conduct themselves in a professional manner at all times
7. Members will treat all people they contact with the courtesy and respect they expect themselves
8. Each member is responsible for their own actions while on patrol
9. Members will respect all patrol partners as individuals who share the same concern about the neighborhood and will not act in any way that jeopardizes their patrol partners' personal safety
10. Members are to use the COPP supplied equipment only while on duty. The co-coordinator is to be notified as soon as possible of any difficulties experienced with COPP equipment
11. Members will participate in all training
12. Members will not carry weapons of any kind
13. Members will not engage in any verbal or physical confrontations while on patrol
14. Members will not consume alcohol or drugs prior to or during patrol
15. Members using their own vehicle to drive on patrol are responsible to maintain a valid drivers license and current vehicle insurance. If using a bicycle, members will register their bicycle if it is required by town/city by-laws.

(g) Suspension or dismissal

1. Members who fail to adhere to the above responsibilities may be dismissed.
2. Failure to adhere to the above responsibilities may also result in the suspension or dismissal of a group or a volunteer from the Manitoba COPP Program.

3. Any members charged with a criminal offence will be suspended from the COPP Program pending resolution of the matter by the justice system.
4. Any member convicted of a criminal offence will be dismissed immediately from the Manitoba COPP Program.

SECTION 2 - TRAINING AND RESOURCES

All volunteers/ members within the Manitoba COPP will have access to training. Training is a valuable motivational tool. It helps volunteers reach their maximum potential and helps reduce volunteer turnover. It introduces volunteers to new skills, knowledge and abilities.

Basic training for members includes:

- note taking
- observation techniques
- communications
- use of communication devices
- personal safety

Resources:

- Contact information for PAC Regional Representatives
- Coordinators Resource Guide
- Volunteer Resource Guide
- Training
- Equipment
- Attendance at the annual conference
- Program recognition
- Ongoing support

SECTION 3 – EQUIPMENT

Program equipment will be distributed to COPP groups by the Provincial Coordinator. An inventory record will be maintained by the Provincial Coordinator of all equipment distributed to COPP groups.

Equipment available for members may include:

- T-shirt
- Ball cap
- Toque
- Waist pack

Other equipment available to groups may include:

- vests
- spotlight
- flashlight
- first aid kit
- duffel bag/knapsack
- clipboard
- communication device
- community signage
- magnetic vehicle signs

Upon disbanding or dismissal of a COPP group, all equipment must be returned to the Provincial Coordinator.

SECTION 4 - ANNUAL GENERAL MEETING

An Annual General Meeting (AGM) shall be convened at a location and date set by the Provincial Coordinator in consultation with the PAC Chairperson.

SECTION 5 – ANNUAL CONFERENCE

A Conference will be convened annually at a location and date set by the Provincial Coordinator in consultation with the PAC Chairperson. Each COPP group will be invited to have a certain number of representatives attend the conference.

SECTION 6 - RECRUITMENT

Every COPP group requires volunteers in order to be a successful member of the COPP Program. When recruiting volunteers the following criteria are to be considered:

- a) the knowledge, skills and abilities needed to fulfill the requirements of the program.
- b) the level of commitment required from the volunteer.
- c) the requirements the prospective volunteer must meet (I.E.: valid drivers licence, criminal record check, etc.).
- d) what the individual will get out of the volunteer experience.

SECTION 7 – COMMUNICATIONS

Each COPP group is required to submit a monthly report of volunteer hours and patrol hours to the Provincial Coordinator. The report shall be submitted mid-month following the month of activity.

SECTION 8 - FIPPA

The Freedom of Information and Personal Privacy Act will be adhered to. COPP members must maintain confidentiality regarding the personal information and activities of COPP. Information concerning police matters must be kept confidential in compliance with governing legislation.

Members will not place themselves or their group in a compromising position by divulging any information to unauthorized persons.

SECTION 9 - STANDING COMMITTEES

Standing committees formed as part of the COPP mandate may include:

- **Operations Committee** - drafts by-laws, policy and procedures, reviews the budget with the Provincial Coordinator and the Chairperson of the PAC.
- **Training and Education Committee** - provides training and program information to established groups/members, as well as communities wishing to establish a group.
- **Youth and Recruitment Committee** - recruit volunteers.

SECTION 10 - FUNDRAISING

SECTION 11 – FUNDING

March 28, 2009