

Policy & Procedure # 4

**COPP PROVINCIAL
ADVISORY COMMITTEE**

**Policies and Procedures
Subject: Formation of Groups
Date issued: March 28, 2009**

Sections 1 and 2 of the PAC by-law #2 provide for the formation of new COPP groups in Manitoba. Individuals or groups interested in developing a community based COPP group must apply to the Provincial Coordinator for acceptance into the program.

- 1) The Provincial Coordinator will forward information to the applicant outlining the COPP, standards and procedures.
- 2) If the applicant is interested, they are required to complete a registration application and return it to the Provincial Coordinator.
- 3) Upon receipt of the completed registration form the Provincial Coordinator will approve or decline the application based on set criteria:
 - a. If the application is declined, the Provincial Coordinator will contact the applicant and explain why.
 - b. If the application is approved, the Provincial Coordinator will contact the applicant to advise them of approval and forward the Letter(s) of Agreement for the group and for the volunteers. The signed Letters of Agreement must be returned, finalizing the registration of the COPP group within the COPP Program.
- 4) Registered groups are entitled to and provided with:
 - Contact information for their Provincial Advisory Committee Regional Representative
 - Coordinator Resource Guide
 - Volunteer Resource Guide
 - Training
 - Equipment
 - Representation at the annual conference
 - Program recognition
 - Ongoing support

- 5) The conduct of COPP groups is important for member safety. The group must be responsible for the actions of the group as a whole, and the actions of the volunteers within the group.

- 6) The established COPP group must agree to the following:
 - a) Conduct Criminal Record Searches for all members, through a local law enforcement agency, upon application to become a member of the group. Every two (2) years thereafter, a Criminal Record Search will be conducted for all existing members.
 - b) Members must be 18 years of age, or older, and a Canadian citizen or a landed immigrant to be eligible to become a COPP member.
 - c) To submit monthly reports to the Provincial Coordinator outlining patrol and volunteer hours.
 - d) To notify the Provincial Coordinator of any changes in contact information, including changes in the local coordinator or the police liaison officer.
 - e) The group and their members will sign a “Letter of Agreement” with the COPP, which can be terminated without notice by either party.
 - f) Where possible, for safety reasons, a minimum of two members will patrol together.
 - g) Keep all equipment in good working condition and ensure the equipment will be used for COPP purposes only.
 - h) To return all “group” equipment to the COPP Provincial Coordinator, should the group disband. Return of “volunteer” equipment must be made to the COPP Regional Coordinator.

Failure to agree to the above responsibilities will result in the group’s application being denied or may result in the dismissal of a group or member from the COPP.

- 7) All COPP members within the program will have access to basic training which will include:
 - note taking
 - observation techniques
 - crime prevention
 - priority setting
 - personal safety
 - communication
 - use of communication devices

Training of members is important so they can perform their duties efficiently and safely.