

Policy & Procedure # 3

**COPP PROVINCIAL
ADVISORY COMMITTEE**

**Policies and Procedures
Subject: Equipment Distribution
Date issued: March 28, 2009
New: X Amendment:----**

SECTION 3 of PAC By-law # 2 provides for equipment distribution to Manitoba COPP Groups.

Access to equipment is important to COPP members so they can perform their duties efficiently and safely.

1. Manitoba COPP will distribute group and volunteer equipment and resource materials to all registered COPP groups based on membership numbers. An inventory record will be maintained by the Provincial Coordinator and updated by the groups annually.
2. Equipment and resource material available:
 - a) Group Equipment
 - Flashlights
 - Spot lights
 - Waist packs
 - Vests/ Yellow jackets
 - Duffle bags/knapsacks
 - Clipboard
 - b) Member Equipment
 - T-shirts
 - Toques
 - Baseball caps
 - c) Other Equipment
 - ID cards and laminated covers
 - Cell phones/voice recorders
 - Community signs
 - Magnetic vehicle signs

d) Other Resource Materials

- Business cards
- Banner
- Brochures
- Posters
- Display Board (for loan only)

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

4. Member clothing items – When a member terminates their participation in a group for any reason or a group disbands, all used t-shirts, ball caps, toques and jackets must be returned to the regional coordinator or the local law enforcement office for disposal.