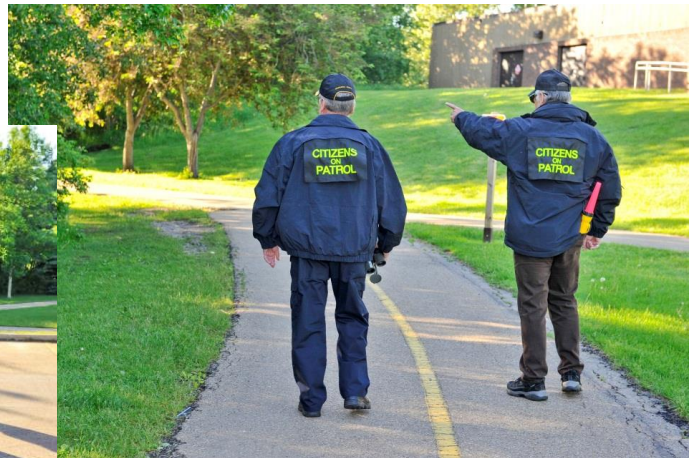


A.C.O.P.A. Reference Manual

Alberta Citizens On Patrol Association



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The printing of this manual was made possible using casino funding.

THANK YOU:

- Craig MacKenzie and Mandy Koziak for taking the photographs and preparing them for the manual.
- Jubilee Insurance for reviewing the manual.

- A special thank you to Sgt. Major P.E. (Gene) Maeda for all his time in writing parts of the manual and his assistance in reviewing the information in the manual

- Thank you to Sgt Josee Valiquette for her time and expertise in reviewing the 2015 edition of the manual in preparation for the updated 2017 edition.

ACRONYMS:

Alberta Citizens On Patrol Association	(A.C.O.P.A.)
Citizens On Patrol	(C.O.P.)
Annual General Meeting	(AGM)

WELCOME

The Alberta Citizens On Patrol Association (A.C.O.P.A.) welcomes you as a volunteer and member of this important crime prevention initiative. It is imperative that communities become involved in enhancing community safety through crime prevention. The mission of A.C.O.P.A. is to build safer communities by mobilizing citizens throughout Alberta to participate in a community-based crime prevention initiative in co-operation with their local law enforcement agencies.

Your neighbors, family, and friends appreciate your willingness to help prevent crime and improve safety in your community. Thank You for joining Citizens On Patrol (C.O.P.).

A.C.O.P.A. MISSION STATEMENT

A.C.O.P.A. was registered as a society in 2002 to assist C.O.P. group members throughout the Province of Alberta:

- To build partnerships with community stakeholders and prevention programs.
- To provide general liability insurance for C.O.P. groups.
- To provide optional disability insurance for C.O.P. groups.
- To assist with training programs for members.
- To support development and sustainability of C.O.P. groups in the province.
- To supply identification cards to A.C.O.P.A. group members.
- To ensure resources and services are available province wide.

C.O.P. GROUP MISSION STATEMENT

C.O.P. acts as the extended eyes and ears of the local law enforcement agencies.

GOALS OF C.O.P. GROUPS

1. Deterrence: by observation, documentation and reporting to provide a presence in the community through patrolling by vehicle, on foot, by bicycle or other means as required.
2. Education: to educate volunteers about crime prevention and community safety.
3. Awareness: to increase awareness of suspicious and dangerous or unusual activities.
4. Safety: to ensure members are trained in using safe practices at all times.
5. Have fun: take breaks – coffee and short breaks to talk with other patrollers.

IMPORTANCE OF TRAINING

The main goal is to be on the lookout for any suspicious or criminal activity, to record this activity, and where appropriate, to report such activities to the police. Members assist in reducing crime by acting as additional “eyes and ears” for both their community and their law enforcement agency.



The purpose of training is to assist members to do the best they can as a patroller. For new members, the training teaches what to do when on patrol and helps members start out with knowledge. For existing members, the training is an opportunity to confirm what is being done right, to refresh knowledge and if needed, to help modify practices. The training should also revitalize interest in the program and provide greater confidence.

C.O.P. MEMBER CONDUCT

The conduct of C.O.P. members is extremely important. Member safety can be compromised if actions instigate or contribute to a confrontation. Conduct also reflects on the public image of the C.O.P. program. Remember that when you signed the application form to join the Citizens On Patrol program, you agree to abide by all of the provisions set out by the Alberta Citizens On Patrol Association and your local C.O.P. Society, including:



- Always act in a professional manner, fulfilling C.O.P. duties and obligations with integrity and competence.
- Respect the confidentiality of all persons and information within the patrol, community and local police.
- Notify my insurance company that I will be participating in a patrol and ensure I am properly covered, should I be involved in an accident.
- Use my C.O.P. Identification only when reporting in at checkpoints or when requested to produce it by a member of my local police service.
- Maintain a valid drivers license and current registration for my vehicle if I am the driver.
- Never go out on patrol alone.
- Not use any knowledge gained through my service for financial gain or profit.
- Not solicit or accept gratuities for services provided through the patrol.
- Not take an untrained or unauthorized person on patrol, i.e. family or friends.
- Not carry or use any weapon while on patrol, including any restraining devices such as handcuffs or zip strips.
- Not pursue any vehicle or persons.
- Not be involved in any criminal behavior.
- Not carry a dog or other pet in the vehicle while patrolling.

- Ensure that local C.O.P. members will immediately report to the RCMP Detachment Commander, or designate, if they are arrested or charged with a federal or provincial offence, excluding minor traffic offences, and that they understand that this may result in the suspension or termination from their position within the Citizens On Patrol program. Also, ensure that local C.O.P. members understand that failure to report without delay may result in the Detachment Commander, or designate to NOT recommend this individual to the local Citizens On Patrol program.

C.O.P. MEMBER RESPONSIBILITIES

- Members must always represent themselves as a volunteer, NEVER as a police officer, and will immediately correct all misunderstandings. Failure to do so could result in dismissal, as well as the potential for criminal charges to be laid by the police.
- Never, under any circumstances, are members to take any type of enforcement action (unless otherwise directed by a law enforcement officer in need of assistance). Members are not to engage in any activity that is seen as unethical or a breach of personal privacy.
- Members will treat all people with the courtesy and respect they expect for themselves.
- Each member is responsible for their actions while on patrol and will be held accountable for those actions.
- Members will not engage in any verbal or physical confrontations while on patrol.
- Members will respect their patrol partners as individuals who share the same concern about the neighborhood or business district, and will not act in any way that jeopardizes their patrol partners' personal safety.
- Members are to use the supplied equipment only while on patrol.
- If members experience difficulties with the equipment, they are to notify their group coordinator as soon as possible.
- Members will endeavor to participate in all training.
- Members will not carry weapons of any kind or restraining devices (hand cuffs, zip strips, etc...)
- Members will not consume alcohol or drugs prior to, or during a patrol.
- If using a bicycle, members will register their bicycle, if required by town/city bylaws.
- Members will obey all traffic laws and regulations.
- Members who fail to adhere to the above responsibilities may be dismissed.



GROUP EXECUTIVE RESPONSIBILITIES

Individual group executives are responsible to ensure the following are accomplished:

- Recruit volunteers through various means such as local newspaper, posters, presentations, word of mouth and public service announcements.
- Liaise with assigned law enforcement contact.
- Liaise with appropriate levels of municipal elected and staff officials.
- Arrange group meetings and set patrol schedules.
- Record monthly patrol and volunteer hours to the A.C.O.P.A. website.
- Review new member applications.
- Conduct an interview with potential new members using the A.C.O.P.A. suggested questions found on page 62
- Contact applicants with outcome.
- Supply ID Cards for new members.
- Arrange appropriate member training, using the A.C.O.P.A. Reference Manual as a guide.
- Maintain list of all qualified members.
- Inform A.C.O.P.A. of any contact changes.
- Ensure Criminal Record Check is completed on all new members and updated every two years as required in consultation with Detachment Liaison.
- Maintain group equipment inventory and order new equipment as necessary.
- Initiate/organize/implement group fundraising activities.
- Provide feedback and volunteer recognition to members.
- Attend A.C.O.P.A. Workshop and Annual General Meeting (AGM).
- Other duties as required.

STARTING A CITIZENS ON PATROL (C.O.P.) GROUP

- Make an appointment with your local law enforcement agency and establish support in developing a C.O.P. group in your area.
- Get commitment of a Liaison Officer for the group from the Detachment Commander.
- Gather community support (volunteers) and enlist volunteers by filling out the 2 page standardized application form on pages 73
- Visit the A.C.O.P.A. website at www.acopa.ca and send a message to contact the A.C.O.P.A. Board to let them know your community is interested in starting a C.O.P. program.
- On the A.C.O.P.A. website the Standardized Application Form can be found on the home page under C.O.P.'s or page 73
- The Detachment Commander or designate (Liaison) should interview or at minimum meet with the potential new executive C.O.P. members as well as conduct Criminal Record Checks for each of them.
- Establish a Society, through Service Alberta, Societies Act www.servicealberta.ca/716.cfm.
- Ask the A.C.O.P.A. Webmaster for a password into the secured section of the website for information on samples of By Laws, forms and training information by sending a message to webmaster@acopa.ca
- Review the By Laws from other C.O.P. groups and use what is applicable for your community.
- Review the By Law Checklist on the ACOPA website.
- Choose a name for your group with the word Citizens On Patrol Society or Citizens On Patrol Association.
- Do a name search through NAUNS for the chosen name either on line or through a Registries Office.
- Ask the president of A.C.O.P.A. for a letter of permission to use the chosen name at president@acopa.ca
- Develop a set of rules for patrolling with the detachment.
- Fill out the application to join A.C.O.P.A. found on www.acopa.ca under C.O.P.'s.
- When the certificate of incorporation is received, apply for insurance through A.C.O.P.A. Questions can be directed to the A.C.O.P.A. Insurance volunteer at insurance@acopa.ca
- When members have passed the criminal record check and been recommended by the Detachment , then they can ask for an A.C.O.P.A. provincial Identifier Number by contacting the A.C.O.P.A. ID volunteer at idcards@acopa.ca
- Questions can be addressed to any member of the A.C.O.P.A. Executive found at www.acopa.ca under **Executive Contacts**.
- Set up a generic email address for the group such as ABCcop@gmail.com
- All potential new C.O.P. volunteers should be interviewed by the C.O.P. Executive using A.C.O.P.A. suggested questions page 62
- Learn the phonetic alphabet. (a, b, c, d,) on page 12
- Set up communication system. (cell phones/radios)
- Have emergency numbers and the membership list with you on patrol.
- Encourage attendance at meetings through guest speakers and training.
- Have fun on your patrols.

Important: Do not make any rules or procedures that are impossible for members to adhere to. For example, setting an unrealistic number of hours a member is required to patrol every month. Activities and events can be discussed with your Liaison Officer and/or Detachment Commander (and your group) before any final decision is made.

Phonetic Alphabet

A	Alpha	J	Juliette	S	Sierra
B	Bravo	K	Kilo	T	Tango
C	Charlie	L	Lima	U	Uniform
D	Delta	M	Mike	V	Victor
E	Echo	N	November	W	Whiskey
F	Foxtrot	O	Oscar	X	X-ray
G	Golf	P	Papa	Y	Yankee
H	Hotel	Q	Quebec	Z	Zulu
I	India	R	Romeo		

YOUTH PROGRAM

A.C.O.P.A. desires to assist youth in becoming involved in improving safety in their communities. The creation of the C.O.P. youth program for youth ages 16 and 17 will be undertaken to meet this aim.

Requirement:

A Vulnerable Sector Check is required for anyone who will be patrolling with a youth member.

Recommendations:

1. Youth 16 or 17 years of age may apply to become a C.O.P. member, and be accepted into the program as per program regulations.
2. Applicants require the written consent of their parent or guardian.
3. Applicants require the endorsement of their local law enforcement agency.
4. If the youth wishes to participate in the program to fulfill the volunteer requirement for a high school course credit, they must have the agreement of an official from the high school they currently attend.
5. When patrolling, youth will be accompanied by a qualified C.O.P. member who has a minimum of two years' experience with the program, and has provided a clear criminal record check to the group coordinator.
6. The qualified member must be willing to assume responsibility for the safety and conduct of the youth volunteer while on patrol.
7. When accompanied by a qualified C.O.P. member, youth may patrol in pairs.
8. Youth volunteers may be involved in routine patrolling and community activities.
9. It is advisable for the same gender C.O.P. member to take a Youth C.O.P. on patrol. For example, a female C.O.P. member with a female Youth member, or male and male.

Important Form: Parental Consent Form **Under 18 Years of Age** See Page 72 for Parental Consent Form.

ACOPA iPATROL

A.C.O.P.A. had the ACOPA -iPatrol app developed in 2016 for Apple products. This app is available on the app store for free to download. In 2017, the ACOPA -patrol app is being developed for Android devices. Electronic devices used to access the iPatrol App should only be used by the passenger unless the vehicle is immobilized and in park position.

The App starts by asking the patroller to log necessary information at the start of the patrol – name of C.O.P. group, email address for who the patrol report will be sent to, date and time of day, weather condition, type of patrol (foot, bike, vehicle), vehicle license plate, vehicle owner and vehicle start odometer. The App allows the ability to take photos that are embedded in the report.

The App has the ability to record voice so the patroller does not have to take their eyes of whatever is being reported. The App keeps track of where the patrollers are, using GPS capabilities and displaying on an active map. The route of the patroller is displayed as the patrol is progressing.

The location is filled in automatically for logged events. All activities are time stamped.

Pins are placed on the map to indicate where notes were made.

At the completion of the patrol, the kilometers and time are calculated and emailed to the appropriate people.

The final report generated by the App shows:

- A summary of time, distance, weather events, vehicle driven
- A color map with pins indicating where notes were made
- Sorts the events with detailed notes and photos
- Reports are easy to read
- Easy to forward to law enforcement for analysis
- Quicker in the hands of law enforcement for follow-up
- Technology makes reports more professional
- Reports are easy to store electronically, saving paper
- Easy for C.O.P. to keep track of hours and kilometers
- Easier to use than hand writing reports
- Less chance of making an error in notes
- If utilizing an Android or IOS device such as an iPad or Tablet to record patrols, make a copy elsewhere as well.



EQUIPMENT

Suggested Equipment Lists

All vehicle, bike or foot patrol kit bags should have a full complement of supplies and equipment. Below is a suggested list of items for each type. This will be modified and adjusted based on each group's requirements.

The equipment list will in most cases augment the list shown here.

Decisions as to what is carried in the kit, especially the bike and foot patrol kits will have to be modified based on the kit bag used and the effort needed to manage the weight and awkwardness.

Notes:

1. In general, chargers are only required if patrolling by vehicle.
2. Any radio, except the cell phone, should have earphones when used in public.
3. 2 way radios are heavy and may not be appropriate on bike and foot patrol
4. Vests should be available in the vehicle. Groups can decide if wearing a safety vest is a requirement during bike or foot patrols.

<p>Y = Yes N = No</p> <p>* = If available</p> <p>? = Not suggested/optional</p>

Important: See Page 71 for Equipment List.

Equipment Bag



The equipment a patrol requires to effectively operate requires some form of container. A suggested carrier for vehicle patrols is a heavy equipment carrying bag as shown here. This bag should be organized in such a way that inventory is easily performed at the start of a patrol. All rechargeable equipment will of course be recharging elsewhere and must be added to the kit. These bags have many pockets and a central storage area for large objects.

Description	Vehicle	Bicycle	Foot
Equipment Kit Bag	Y	Y	Y
Cell Phone	Y	Y	Y
Cell Phone Charger	Y	N	N
2 Way Radio	Y*	?	?
2 Way radio Charger	Y	N	N
Night Vision Unit	Y*	?	?
Night Vision charger or batteries	Y	N	N
Spotlight	Y	N	N
Pocket Flashlights	Y	Y	Y
Notebook	Y	Y	Y
Forms	Y	N	N
Users Guide	Y	N	N
Vests	Y	Y	Y
GPS	Y*	Y*	Y*
GPS Charger	Y*	N	N
First Aid Kit	Y	Y	?
Personal Items of Clothing	Y	Y	Y

Bags for foot and bike patrols will be a different style and contain less equipment. Selection will be based on the requirements of the individual patrol group.

Pre-Patrol Bag Inspection:



- Verify that equipment is all present at beginning of a patrol.
- Verify that rechargeable devices have been added to the kit.
- Using an inventory form may be a useful way for groups to keep track of inventory, especially when more than one patroller uses the same bag. The inventory form can be checked off, signed and handed in with each patrol report.
- Inspect the bag itself for damage.
- Verify all items are in their appointed spaces.

Cell Phone

Cell phones have become a standard item and as such nearly everyone should be aware of use and functions. Having the cell phone numbers of group patrollers could be useful when backup is needed or to be able to communicate with other members patrolling at the same time.

Important numbers on speed dial help when a situation arises. Suggested numbers are:

- 911
- Police Complaints
- Bylaw Complaints
- Log-In Log-Out Number
- Fire - you may need this if all else fails
- EMS - you may need this if all else fails
- Town emergency numbers (for each town)
- Utilities hotline numbers
- Power, Water, Sewer
- Telephones
- Fish and Wildlife
- Report a poacher 1-800-642-3800



When Using a Cell Phone

- Verify charge condition.
- Charge if required.
- Lithium Ion batteries are more effective if not continuously charged.

- Verify and use speed dial if possible to speed up any calls.
- When logging in or out, using the speaker may allow partner verification of reporting.
- Use the camera only when there is a process for downloading the photos.

Scanners

Due to the changes in Technology, law enforcement organizations may or may not have their frequency d-scrambled by scanners anymore, therefore, the use of scanners may or may not be useful. C.O.P. groups and law enforcement agencies are recommended to foster other means of communication.

Night Vision Device



Training is recommended in the proper use of night vision devices. Improper use can lead to temporary blindness.

Night vision allows the user to see further and or clearer in the dark. There are two basic types of devices, monocular and binocular. Each has uses as they interact with the user differently. In all cases, they use some means of image intensification. That is, they collect the available light and amplify it for the viewer. There are two technologies available to do this. One uses an image intensifier tube and the other a CCD (charge coupled device).

The image intensifier type uses either 1 or 2 tubes for the binocular and one tube for the monocular. The tubes are fragile and generally deliver a monochrome view (in most cases a greenish tint).



The CCD is an extension of the digital camera. The intensified image is not seen directly but a low light camera and display screen are built into the device. This technology is somewhat newer and can support color. The color will be an improvement on monochrome but not full color. The upper image shows a passive binocular night vision device. It relies solely on the available light. These devices require 4 to 6 AA batteries. They can be Alkaline, NiMH or Lithium. The latter 2 are rechargeable.

The lower image augments the available light mode with a near infrared light source to enhance what is seen. This technology suffers from the fact that anyone with a night vision device can see this supplemental light.

Things to be Aware of when using Night Vision devices:

- Never drive while using a night vision device.
- Care should be taken even if the passenger is using the device while the vehicle is in motion.
- Verify the state of the batteries and recharge/replace if low.

- Be cautious of looking into bright light sources such as car headlights. They can damage the unit and reduce your personal night vision.
- Always assume that someone can see you if you have the augmentation light on.
- These devices are fragile. Care must be taken especially with the light intensification tube type.
- Be aware that you have lost your means of wide vision. Remove the unit and look around to reacquaint yourself as to where you are.

Spotlight/Flashlight

Spotlights are high powered devices. Be cautious when using them.

Spotlights come in a large variety of shapes, sizes and powers. Generally, the light output is listed in Candlepower. A common rating is 1 to 10 million candlepower.

The selection of a spotlight is based on several variables, such as:

- Weight
- Type of battery
- Frequency of use
- Ancillary functions

A higher candlepower rating yields a heavier unit. For a truly portable (battery operated) unit, consider the weight or choose one with a limited duty cycle. Short battery life before recharge yields a lighter unit.

Batteries have high energy/high discharge and thus most units use a sealed lead acid battery. They yield the power but have a short life compared to other types of batteries.

If a spotlight is being used nightly, the battery will survive longer as it is never left on a charger too long. Occasionally you should discharge the battery to a low level and then supply a full recharge.

Purchasing good quality and thus expensive spotlights may not be rational as their life is a couple of years at best. Alternatively, a good quality spotlight which operates when plugged into the vehicle 12V electrical system and does not use a battery may offer a good solution.

Flashlights should be of a size that can be held and operated in gloved hands. They should have easily replaceable batteries. Consider a LED flashlight as the battery life is much longer. Consider at least 2 flashlights in your vehicle “kit” and 2 “pocket” sized units for personal use. Red or green lights help for night note taking.



When Using a Spotlight/Flashlight:

- Verify the unit is charged before start of patrol.
- Never point directly at a person. Shine on the ground and work up.
- Never leave the unit on. They get hot enough to start a fire.
- Never lay face down even if turned off.
- Generally, do not shine through the vehicle window as this can easily distract the driver. Open a window before turning on the spotlight or flashlight.
- Purchase a unit that can be recharged in the vehicle or in storage from a commercial power source.

GPS

All GPS systems rely on communication with at least 3 GPC satellites. These must be viewable from the unit. In most cases a unit will operate through a vehicle provided it is close to the window, preferably on or near the dashboard so it can pick up a reasonable signal.

Hand held units have the same issues and must be in the open to “see the sky”. Units do not work in parking garages or under large overpasses. If they do, the location information should not be trusted.



All units require mapping updates. Some will sell perpetual updates for more than one unit. Plan to update maps every three (3) months to stay current.



Navigation Systems

- Assume you are on a road that is in the mapping system.
- Keep track of distances, locations and speed.
- Generally, have no knowledge of where they have been but only where to go.
- Standard vehicle navigation system.

Location Systems

- Generally, more sophisticated but require a greater knowledge to operate.
- Will map to topographical maps rather than just highways and roads.
- May be used to record travel for downloading and printing later.
- User for Geo-Caching and trekking

Both types of units can display a geographic location that can be passed to others.

If Using GPS

- Verify battery status.
- Allow unit to synchronize with satellites.
- Never trust a navigation unit to get you there.
- Use common sense when interpreting information.
- Select a comfortable “Voice” in using navigation.
- Navigation units generally indicate the next crossroad which may assist in understanding your location when calling in.

Audio Recorder

- An audio recorder allows you to record the voice of you and your partner while on patrol. This record of the events that occurred can be used to create your patrol report and help to confirm times, license plates, etc... It is easier to say a vehicle marker than to write it in your patrol report in the dark. If your patrol report is being used as an incident report where you may end up going to court, the audio report should be saved as evidence.



- There are many different types of audio recorders:
 - Digital audio recorders with computer interfaces
 - iPods or I Pads can be used as audio recorders.
- Most cell phones have the capability of being an audio recorder but have the disadvantage of preventing the cell phone from being used if needed. (Only do this if you have 2 cell phones or another means of communicating when on patrol)

If using an audio recorder:

- Be aware that this device may use a lot of batteries.
- Be sure that the audio recorder has enough space for recording your patrol. (Delete old recordings before starting patrol).
- After the patrol, copy your audio to your computer for future reference.
- You may consider including the audio record along with your patrol report to your Liaison Officer.

Dash Cam - Driving Recorder

- A Dash Cam allows you to record what is happening in front of the vehicle while on patrol. It is a video recorder that is mounted on the vehicle dash or windshield and points forward. The most important job of a Dash Cam is to not only get the clear image but distinguish the features and shapes of the object at night.
- The Dash Cam will create a record of the events that occur and can be used to create your patrol report and help to confirm times, license plates, etc... It is also possible to record voices at the same time. If your patrol report is being used as an incident report where you may end up going to court, the recording should be saved as evidence.



If using a Dash Cam:

- Make sure there is a place to plug it in as it may require a cigarette lighter power source.
- Be sure that the Dash Cam has enough space for recording your patrol. (Delete old recordings before starting patrol).
- After the patrol, copy your audio/video to your computer for future reference.

First Aid Kit

Every patroller should have access to a first aid kit. A small soft sided unit is best as it can fit in a backpack, bike saddlebag or vehicle patrol kit. This kit is not expected to supply anything but small injury support to assist until help can arrive. All kits should have a few pairs of plastic gloves! Quarterly inventory your kits and replace or replenish.

Check First Aid Kit to:

- Verify the kit is present when you set out on patrol.
- Check for supplies to see if the kit has been used.
- Make arrangements to replace any missing or short supplies.

Do not leave First Aid kits in a vehicle in extreme heat or cold as the products will deteriorate more quickly.



Vests

Vests are a required part of any kit. Never assume that you are going to stay in the vehicle throughout the patrol. You may be asked by the police to assist.

Vests come in a number of versions and colours. Generally the shape, size and colour are chosen for logical reasons such as:

- Visibility
- Comfort
- Use
- Length of sleeve
- Height of body
- Pockets

Select vests can be marked for identification purposes. Generally the reflective tapes are wide enough to support some form of lettering. Vests should be comfortable when worn over a coat as well as over a t-shirt depending on the weather. Adjustable vests are best for these requirements. The patrol type will determine the type of vest required.

These same vests can be utilized for special events such as parades, parking control or event security. Full jackets (generally in reflective yellow) are also available. These are great for cold or wet weather as they offer some weather protection as well as visibility. Some even have small red lights in the reflective tape that can be turned on or off and provide additional detection if out of the vehicle.



Check the Vest or Jacket to:

- Verify the presence of vests in the patrol kit.
- Verify condition.
- Verify battery strength if so equipped.
- Verify fit



VEHICLE PATROLS

Before Starting a Patrol:

- Find a partner.
- Decide who is driving.
- The driver must have a valid driver's license, insurance and registration papers that are up to date.
- Discuss where you will patrol. Check with the local Police service for hot spots.
- Decide what time the patrol will start and how long the patrol will last.
- The person driving will ensure that the gas tank is full.
- Both members should check for the following:
 - air in the tires
 - all lights are working
 - clean windows
 - If magnetic signs are used, then vehicle doors should be clean.
- Equipment should be checked before going on patrol:
 - Make sure flashlight is working. Bring a spare battery.
 - First aid kit should be with your kit bag.
 - Cell phone is fully charged.
- Required items to include when patrolling are:
 - Communication System (i.e. cell phone)
 - clip board
 - log sheets
 - log book
 - members phone list
 - emergency numbers
- Suggested items to include in equipment bag:
 - traffic cones
 - binoculars
 - emergency vest
 - spare pens with black ink
 - small light for writing in the dark



- camera
 - flat cardboard
 - radio
 - GPS
 - digital recorder/tape recorder
 - wool blanket
 - thermal blanket
 - plastic gloves
 - extra vehicle fuses
 - extra socks (in winter)
 - 100 feet of rescue line
- Dress according to the weather and type of patrol you will be doing. In the summertime, wear light garments. In winter, prepare for the cold in case the weather worsens or if you are needed to help others.
- Set up all equipment and test to make sure everything is working.
- Write down your odometer reading on your log report sheet. Reset your odometer.
- Inform your local police service that you will be going on a C.O.P. patrol. All groups should have an arrangement made with the local police service as to what information they require. They should be told your name and C.O.P. #, your partner's name and C.O.P. #, the make, model, color, and marker (license plate) of the vehicle you will be patrolling in. As well, let them know your cell phone number and tell them what area you will be patrolling in. Some C.O.P. groups let their Duty Member know they are out patrolling. If so, ask for the cell number of the Duty Member. Give your cell number to the Duty Member. Relate approximately how long the patrol should last. Ask if there is anything you could be watching for while patrolling.



Important: This above process will be adjusted based on local requirements.

During the Patrol:

Driver responsibility:

- Obey all rules of the road.
- Be in full control of the vehicle.
- Do not follow police or emergency vehicles.
- Be aware of your location at all times.
- Do not use communication equipment while driving.



Passenger/Observer responsibilities:

- Perform all communications with radio equipment and cell phones or any other media devices, including reporting to dispatch when the patrol begins, when suspicious activity is observed and when the patrol ends.
- For the safety of all on patrol, keep your cell phone and radio with you and turned on at all times during the patrol. The cell phone should not be used for personal calls during a patrol.
- Keep track of your location at all times and record the progress of the patrol. One suggestion is to repeat the name of streets or addresses as they are passed as a way to remember the exact location of where you are. Notes should be updated often. Hand writing should be legible. Use a pen with black ink for best copying results. Avoid using pencils. Keep track of and make notes on the weather. Use the 24 hour clock for recording time. Keep detailed notes.
- Follow any local procedures established by your C.O.P. group.
- Ensure that you and your partner are safe at all times and not putting yourselves in any danger - common sense should prevail.
- Make sure that the patrol is fun. Challenge each other with practicing observation skills. One suggestion is to say the marker of vehicles out loud using the phonetic alphabet.
- Take time for washroom breaks and coffee breaks.
- Note that the distracted driver’s law is now in effect in Alberta and applies to C.O.P. volunteers when on patrol.

911 Emergency All in progress criminal activity	Detachment Admin Line (Police attention)	Report via Report (Police no attention)
B&E	Graffiti in progress	Graffiti not in progress
Assault	Bush party in progress with alcohol visible	Garbage dumped
Fight	Broken window of a school	Open gate or open garage
Impaired Driver	Suspected abandoned stolen vehicle	Vehicle parked and unoccupied
Somebody passed out on the street	Vehicle swerving and crossing the lines	Vehicles parked at a school late at night

Emergency versus Non-Emergency Situations:

Once the patrol is in progress, it is important to know the difference between an emergency situation and a non-emergency situation which requires police attention as well as a non-emergency which does not require immediate police attention, but does require the C.O.P. member to make notes on.

An emergency is defined as:

- any crime in progress
- a situation where either people or property are at risk
- any medical emergency, such as a heart attack or poisoning

Reporting an emergency:

- Call 911 immediately or notify the police, fire or emergency medical services through 911 or your local emergency phone number.
- Stay calm and think what you will say when you call 911. Know your exact location (this is critical – if you have to, write it down).
- Stay on the line and remain calm. State who you are and explain the emergency. Make sure to provide the full address of where the emergency is occurring.
- Let the operator control the conversation and remain on the line until you are told to hang up.



- If you come across suspected unconscious people while patrolling, first call your local police service before leaving the vehicle to ask their advice. Need to ask yourself – if I get out of the vehicle, how can I do this in a safe manner?
- If it is safe to get out of the vehicle, then you should check the individual for:

- breathing
- bleeding
- sleeping
- in this situation, try to wake up the individual and ask if they are okay
- if they require medical attention, call 911 and state:
 - your location
 - the name of the person
 - a description of the person, including approximate age and gender
 - clothing the person is wearing
 - the nature of the problem – is the person at risk?
 - stay with the person until the ambulance or first aid arrives.



- if the person regains consciousness and is uncooperative or can't move, advise the emergency operator and remain in the vicinity
- if the individual is responsive and decides to move along, advise the emergency operator
- check to see if there are any witnesses as to what may have happened

- make detailed notes of the incident and hand in to your liaison office
- If you are waiting on the line, while keeping an eye on the ongoing incident if safe to do, it is a good time to take rough notes. This will help you keep focused and remember things when the operator comes back on.
- Be very clear in your message, noting if there is any danger for yourself or your patrolling partner. If you are unsure if the situation is really an emergency, call the emergency number and report what is happening. The operator will decide if it is an emergency or if the call should be made to a non-emergency number.
- Your safety is paramount. Be prepared to leave the area if your safety is compromised.

When to call the detachment complaint line: a non-emergency for

Police attendance

- Sometimes, you come across a situation that does not warrant calling 911, but the police should still be advised.
- Consult with your local detachment to see what procedure they would like followed as this varies from place to place.
- This would include suspicious activity and crimes that have already occurred where the offender has left the scene and not returned. If this is the case, make notes about the incident and report to your local police non-emergency number or to your liaison officer.
- If you are waiting on the line, while keeping an eye on the ongoing incident if it is safe to do so, it is a good time to take rough notes. This will help you keep focused and remember things when the operator comes back on.



Reporting a non-emergency (no police attention):

- At times, you may come across situations that do not warrant the police to be called to attend. However, the situation does warrant noting. By making notes, patterns may be able to be identified. These notes can be turned in with your patrol notes to your liaison officer as additional information. Situations that would fit this category include graffiti, suspicious vehicles, and suspicious people.
- Not a 911 call, not a call to the admin line, however notes still required on patrol report.
- If you come across suspected unconscious people while patrolling, first call your local police service before leaving the vehicle to check the individual for:
 - breathing
 - bleeding
 - sleeping
 - in this situation, try to wake up the individual and ask if they are okay

- if they require medical attention, call 911 and state:
 - your location
 - the name of the person
 - a description of the person, including approximate age and gender
 - clothing the person is wearing
 - the nature of the problem – is the person at risk?
 - stay with the person until the ambulance or first aid arrives.
- if the person regains consciousness and is uncooperative or can't move, advise the emergency operator and remain in the vicinity
- if the individual is responsive and decides to move along, advise the emergency operator
- check to see if there are any witnesses as to what may have happened
- make detailed notes of the incident and hand in to your liaison officer

End of Patrol

- Advise the local police service that the patrol is finished.
- Fill in the end odometer reading.
- Both patrollers should review and approve the patrol log report.
- Keep the original patrol report for yourself, copy the log report for your partner, copy for your C.O.P. group and copy for the Detachment (either email, fax, etc..whatever the arranged procedure is with the detachment)
- If an incident occurred, it is encouraged that each C.O.P. individually write a statement with “what, when, where, who and how” as soon as possible or practicable (at the end of the patrol or the following morning.) See the link to the incident report form.
- Hand in all reports as soon as possible.
- Put away all equipment safely and ready for the next patrol.
- Charge any batteries that need to be charged.
- Remove all vehicle signs.
- Store signs on a clean flat surface to protect the magnetic coating.
- If you are dropping off your partner, make sure they are safely inside home before driving away.
- Some groups hand in reports electronically, so the above may not apply every situation.



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Important: See Page 63 for Blank Report Log and example of completed log report.

OBSERVATION VS SURVEILLANCE

General

As one of the main objectives of C.O.P. is to be those extra eyes and ears for police and if warranted, report suspicious activity to the police; observation are very important. Where and what you decide to be on the lookout for will be governed by the information your group receives from your detachment, local citizens and/or local businesses. These two things are commonly known as “spots” (where) and “crime type” (what).



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Your decision to be in an observation mode or a surveillance mode will be affected by your comfort level, training, experience and what your C.O.P. group governs. The goal to be attained through increased patrols and awareness is to bring unwanted attention to the situation or the area and in many cases, will reduce or resolve the problem.



Surveillance

Surveillance occurs in two forms, static and mobile. Static surveillance is the only type of surveillance to be used. Mobile surveillance is a technique that requires special training, practice and experience. Mobile surveillance is not a C.O.P. role. This does not fall within the ACOPA mandate. Mobile surveillance can endanger your life due to the way a vehicle needs to be operated.

Following a vehicle or person to obtain a description is not mobile surveillance. Following a vehicle or person must be done safely and as soon as it appears to be evolving into an undesirable situation, it must be terminated immediately. Do not chase a suspect vehicle or person and do not break any traffic laws.

Static Surveillance

- Is a covert action; not to be seen.
- Conducted from one point of observation.
- Point of observation could be a vehicle, building, or any place of concealment.
- Keep in mind that the point of observation must be able to accommodate you and your patrolling partner.
- Two people of the opposite sex or two women sitting in a vehicle look more natural than two men.
- Stay low in the vehicle to remain out of sight.



- Wear darker colored clothing.
- Be aware of shiny objects.
- Keep movements slow and small; large sudden movements will give your position away.
- If need to run vehicle in winter, pick a place where it is natural to see a vehicle running so your position is not given away.
- Dress for the weather.
- Keep drinking liquids to a minimum to minimize the need for breaks.
- Noise at night carries easier and even more so on a cold clear night.
- Ensure your vehicle fits in the environment.
- Lights both exterior and interior are not to be used
- Be familiar with your area.
- It is better to use rear view or side mirrors as compared to directly facing the area or person being watched.
- Be aware of “back lighting” yourself by ensuring you sit in the dark.
- Be aware of smoking; a lit cigarette may give you away.
- Green and red light will not affect your night vision; use this colored light if you need to see what you are doing, adjust equipment, and/or write notes if you have to at that very moment.
- Be aware of camera flash if taking pictures and light on cell phones.

Observation

Observation is a skill and to some people does not come naturally. Observing can be done statically or while mobile. You can be in a vehicle or on foot and your point of observation can be anything and anywhere. Observation through patrolling is done overtly and the purpose is to bring awareness to an area or situation with the goal to reduce or resolve a problem.

The act of observation can change quickly and may turn into an act of surveillance. The situation will dictate your action. However, your safety is paramount. If you are not safe, then your community cannot become safer.

- Done overtly; you are often seen patrolling the area.
- Ensure obeying all rules of the road, for example use of headlights, speed, etc.
- Talk to your patrolling partner as to what you are seeing.
- Keep your eyes moving.
- If required, transition from vehicle to foot; again, keeping in mind your safety and the safety of your patrolling partner.
- Patrolling is always preferred to be in vehicle.

WHAT TO LOOK FOR WHILE ON PATROL

When something occurs, notes should be taken to include “what, when, where how and who”. The following list of guidelines is to assist your C.O.P. group members in determining what actions might be considered as suspicious and/or criminal in nature. Please understand that this list is not comprehensive and one guideline alone may not constitute a need to report the activity. Take the whole situation into account in determining if the activity needs to be reported immediately or not.



Vehicles (moving and stationary)

- No lights on
- Tinted windows
- Different colored lights in and on vehicle
- Violating laws of the road, for example excessive speed
- Expired plates/no decal
- No plates
- Plates wired on
- Plates over other plates
- Trailer hitch hiding the license plate number
- Clean car with dirty plates
- Dirty car with clean plates
- Vehicle does not suit driver
- Dirty or dusty vehicles
- Damaged vehicles, for example, broken windows, damaged door locks, burnt out lights, etc.
- Windows open on a cold day – windows could be smashed out
- Tires low or flat
- Driver appears to be impaired
- Improperly parked
- Engine left running with or without a driver
- Rental vehicle of any type, make and/or model
- Parked occupied vehicle



Buildings/Residences

- Roof
- Cut wires or fences
- Windows smashed out
- Doors/windows/gates insecure
- Truck backed up to doors/windows
- Garbage bin or other large object obstructing front entrance
- Ladder against premises
- External fire escape
- Flashlight shining inside of premises
- Persons inside seem out of place
- People working late
- Smoke/fire
- Persons entering or leaving business premises after normal working hours
- Drug site – paraphernalia
- Audible alarm even though people saying all is okay
- Barking Dog
- Lights on inside for no apparent reason



People

- Movement/suspicious behavior, for example peering into vehicles/buildings
- Clothing out of place, for example long heavy coat on a warm day
- Sports bags, backpacks with odd shapes or sharp corners inside
- Sports bags, backpacks that appear to be heavy to carry
- Carrying suitcases or large boxes
- Arms held awkwardly, as though concealing something
- Hiding in shadows
- Being followed
- People observing your movements
- Parties
- Person does not fit surroundings
- Person just standing near a building or street corner – a look out
- Person appears nervous, for ex. Looking around continuously
- Wearing balaclava, mask, gloves



Suspicious Situations/Activities

- Person(s) loitering in parks, secluded areas, around houses or businesses
- Person(s) running for no reason
- Vehicle prowling an area with or without headlamps alight
- Any occupied parked vehicle
- Person(s) loading property into a vehicle
- Disguised vehicles to look like legitimate service companies, for ex. magnetic door signs
- An apparently abandoned vehicle
- Unoccupied vehicle that has engine running
- Open or broken doors, windows, or gates to compounds or storage areas, DO NOT enter the compound or storage area
- Person(s) leaving one vehicle and immediately entering another
- A vehicle being driven erratically
- An open or broken door or window open of a building/residence, DO NOT enter the building/residence
- Person(s) removing accessories, license plates or gasoline from a vehicle
- Person(s) peering into parked vehicles
- Person(s) taking photographs of building/residence and/or of an area
- Person(s) looking around and writing down notes
- Person(s) going door to door in residential area with little or no excuse
- Person(s) prowling around a home or business
- Person standing for no apparent reason outside a building or in a neighborhood
- Business appears to be open when usually closed for that time of day
- Property sitting outside a building/residence for no apparent reason
- Unusual amount of vehicle and people traffic, coming and going from a residence – could mean drug activity
- Unusual melting of snow off a house roof top when there should be snow – could mean a marihuana hydroponic grow operation
- Unusual discoloration of snow on house roof top – could mean a marihuana hydroponic grow operation
- Unusual sounds
- Anything that looks out of place; any unusual situation



Suspicious Vehicle and/or Person Description

Whenever possible you should obtain a description of a suspicious vehicle and/or person. Please ensure you do this safely, without putting yourself in any situation that could bring you harm of any kind. Try to obtain as much information as possible

- look for the obvious and anything distinct and record it as soon as possible, preferably immediately, as you are making the observations.

Suggested things to Observe:

- Ethnic origin
- Age
- Weight
- Height
- Complexion – light, medium, dark
- Hair – color, length, style
- Clean shaven, if not, beard, moustache, both, goatee, etc.
- Marks, scars and/or tattoos
- Gender
- Build Type – small/light frame, medium, heavy
- If you spoke to them, accent of any kind
- Other physical attributes, for ex. walked with a limp; has a deformity
- Eyeglasses, sunglasses
- Rings, watches, necklaces, any other jewelry
- Description of clothing
- Shirt – type and colour
- Coat, worn or not
- Hat of any kind
- Sweatshirt, hooded type
- Pants – type and colour
- Gloves or mitts – type and colour
- Footwear – type and colour



Important: See 67 for Blank Incident Report and example of completed incident report.

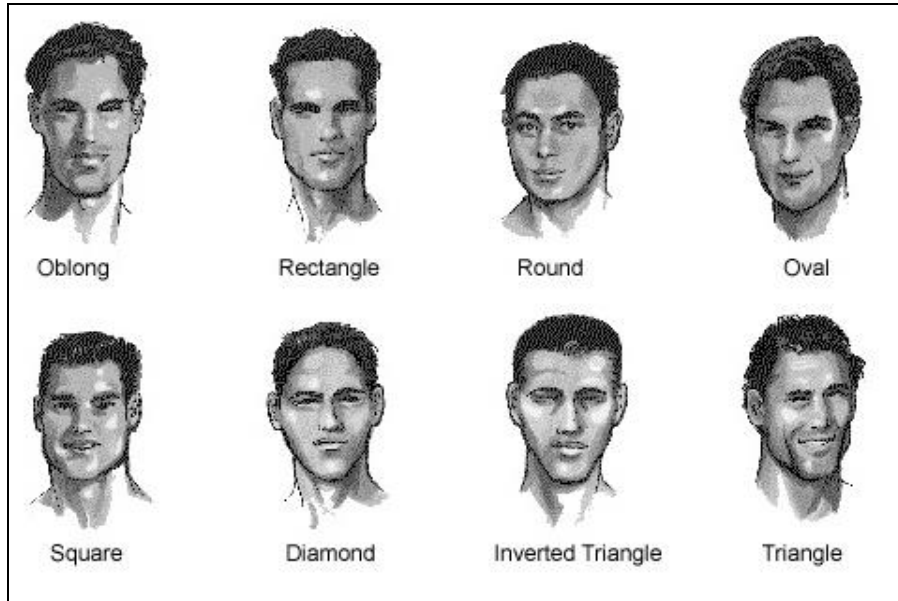
Helpful hints

A suspect can easily change clothing and or a vehicle. However, there are some features that are more difficult to change. For example: height, weight, build, complexion, marks, scars, and tattoos. If possible and you have a camera, take a picture; remember your cellular phone has a camera.

Height: Compare the suspect's height to yours or that of a doorway or vehicle.

Weight: Compare their weight or build in comparison to you or someone else that was standing close to them.

Facial Types



Vehicle(s):

Licence Plate: _____
 Province: _____
 Colour: _____
 Year/Age: _____

Type (see diagram): _____
 Number of Doors: _____
 Make (ex: Ford): _____
 Model (ex: Escape): _____



Distiguishing Features (Damage, rust, stickers, window tint, wheel covers, etc.)

BIKE PATROL

In addition to the requirements for volunteers in vehicles, it is necessary that the volunteer bike patroller be physically fit to be able to participate in the bike patrol program and must be able to operate a cell phone or radio. The issue of fitness is important to recruiting volunteers for a bike patrol program. As well, it is recommended that a course in proper cycling techniques and traffic safety be taken before going on a bike patrol. While this section on bike patrolling is very brief and does not cover all the areas of bicycle safety, volunteers are encouraged to exercise extreme caution while patrolling by bicycle and to be diligent of what is happening in the surroundings.



There are definite advantages to patrolling by bicycle. Riding a bicycle helps a volunteer to stay active while patrolling. Incorporating exercise into a patrol is healthy, practical, cost effective (no gas involved), and good for the environment too.



Clothing

Bike patrol programs may issue a specific shirt or reflective vest to be worn on patrol. For inclement weather, rain gear may be advisable, although, it is best not to be bike patrolling in the rain. At dusk or in the evening, volunteers should wear jackets with reflective material or a yellow cycling vest.

Equipment

Some bike patrol programs provide volunteers with bicycles. To have a proper fitting bike, it is better to use one's own bicycle. If the volunteers ride at dusk and/or at night, their bicycle must be equipped with one white light to the front and one red light to the rear of the bicycle. Bicycles must also be equipped with a warning device, such as a bell or a horn. Please wear a helmet.

Patrols

Volunteer bike patrollers should always be assigned in pairs. If a partner does not show up, and no replacement is found, the patrol must be cancelled. Because patrollers are on bicycles, they have access to areas that cars may not.



Patrols can be made in parking lots, parks, school grounds, back streets and alleys, paying special attention to poorly lit areas. A good deal of criminal activity cannot be seen from the main street. The local police service may be able to alert volunteers for areas of concern.

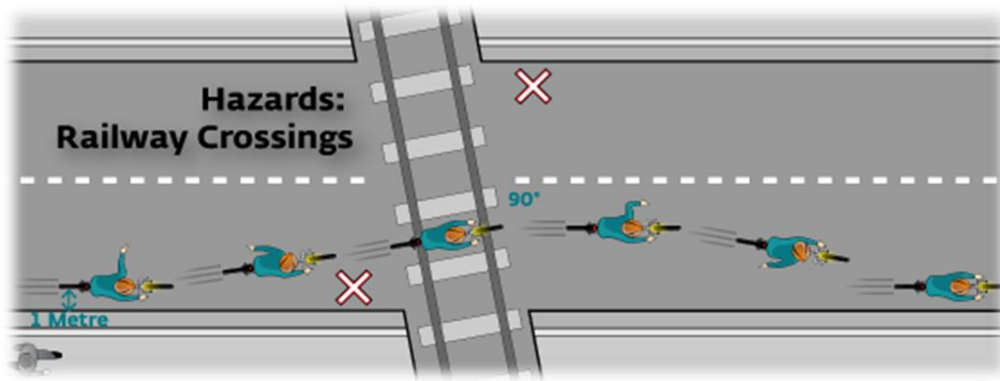
If volunteers are followed, they should remain calm and make their way back to a safe area. Volunteers are advised to ride slowly wherever possible. It is difficult to see persons hiding in the dark when travelling too quickly. It is better not to surprise people or animals that may be close by.

Volunteers should prearrange with their partners who will do what, for example, who will be the lead biker. Volunteers should not put themselves in areas where they could be blocked in. Rules and regulations are very important because volunteers are not in cars. They must stay together for safety. The primary means of communication is the cell phone.

Some Tips When On Bike Patrol

- Ensure your bike is in good working order.
- Wear a properly fitted helmet.
- Be visible in what you wear and how you ride.
- Obey all traffic rules. Bikers must follow the same traffic rules as a vehicle.
- Use traffic signals when turning or stopping so that someone driving a vehicle knows what to expect.
- Stay to the right of the road.
- Ride single file, in a straight line and always in the same direction as traffic is travelling.
- Shoulder check and signal long before turning or stopping.
- Turn carefully. Look and listen before going ahead.
- Be careful near parked vehicles – watch out for someone opening a door in your path.
- Watch out for pedestrians.
- Be aware of your surroundings.
- Think and plan ahead.
- Observe the traffic ahead, behind and around you.
- Anticipate dangers and what other road users may do.
- Always be alert.
- Do not bike on the sidewalk as it is illegal.
- Make sure that any equipment is securely attached to your bike.
- Always cross railway tracks at a right angle, or walk across.
- Use the bell or horn to communicate to pedestrians that you are getting close.





Railroad Crossing Example



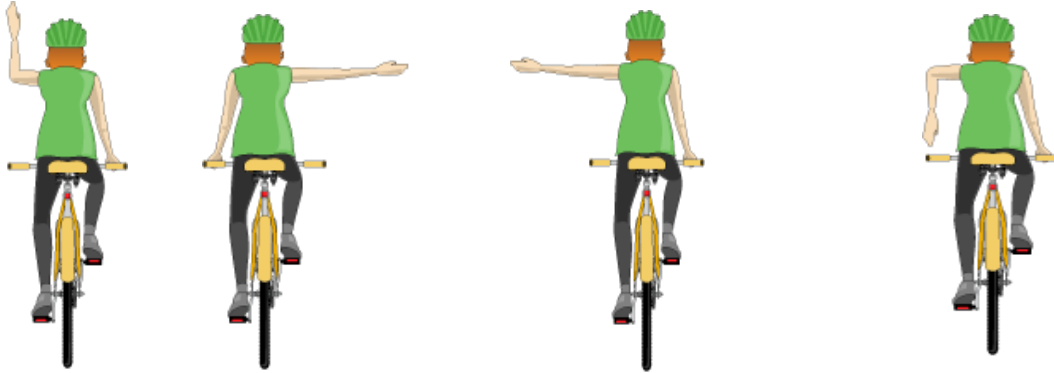
Equipment for Bike Patrol

Following are several items that can help you stay safe and help with visibility:

- A reflective safety vest can help you be seen not only at night, but also during the day.
- A mirror allows you to see the traffic in the travel lane beside you, and to keep an eye on a riding partner, without turning around. Don't forget that a mirror does not replace shoulder checking.
- Sunglasses can help reduce glare and prevent debris or dust from getting in your eyes.
- A bell is useful as a warning and as a courtesy to alert pedestrians and other road or trail users that you are approaching. This can be especially important on multi-use paths.
- A tool kit and pump are a necessity for longer road trips and are also useful around town to prevent a potentially long walk for minor repairs.

Turning Signals

- Signal a right turn by raising your left arm, bent 90 degrees at the elbow. Or, simply point to the right with your right arm extended, either is acceptable
- Signal a left turn by simply pointing to the left with your left arm extended
- Signal a stop by lowering your left arm, bent 90 degrees at the elbow, with palm back



Right Turn Signal (either is acceptable)

Left Turn Signal

Stopping Signal

Safe Biking!

FOOT PATROL

For safety reasons, foot patrols should be pre-discussed with your Liaison officer or Detachment Commander. Volunteers on foot patrol present different challenges than vehicle patrol. This section specifically addresses foot patrol volunteer training. In addition to the requirements for volunteers in vehicles, it is necessary that the volunteer foot patroller be physically fit to be able to participate in the foot patrol program and must be able to operate a cellular phone or radio.



Volunteer Responsibilities:

As a member of a foot patrol, it is important that the volunteers always act in a professional manner. Usually, volunteers are asked to report activities of a criminal or suspicious nature to the police by way of a cell phone, dialing 911. It must be emphasized that foot patrol volunteers have no special authority to contravene any section of the Criminal Code, Motor Vehicle Act or Regulations and are not to intervene directly in any situation they may encounter while on foot patrol, unless authorized by a police officer.



Volunteer foot patrollers should be careful to not reveal their cell number (to those around them) when communicating by radio. Volunteer foot patrollers are always assigned in pairs. If a partner does not show up, and no replacement is found, the patrol must be cancelled.



Where possible, volunteers should check with the local police service for any concerns noted in the area prior to setting out. Volunteers should not include a non-member in their patrol unless authorized by the police liaison of the program. At no time is a non-member permitted to take the place of a program patrol member – there must be a minimum of two program members on foot patrol at any time. Shifts are normally 2-4 hours in length.

Use of Cellular Phone

The cellular phone should only be used for calls related to foot patrol duties. The object of the patrol is to blend in, not to be identified or considered undercover police.



Some Tips When On Foot Patrol

- At the start of the shift, make a note in the notebook of the time, date, weather, who is on patrol and what they are wearing.
- Note cell phone numbers of all other patrollers going on patrol at the same time.
- Wear proper clothing for inclement weather.
- Check flashlight to ensure it is working and conceal it until needed, using sparingly.
- Always know your location when on patrol. Know what the street is, the direction of travel and where you just came from.
- Patrol as much area as possible during the patrol.
- If someone suspicious is spotted, find an observation point and just watch from there. Do not alert that person to the fact that they may be followed.
- Establish code words and signals with other patrollers.
- Use extreme caution in parking lots when walking around vehicles and do not assume that the driver is watching.
- Be “up to date” on the area being patrolled to be able to answer questions, provide directions and identify local services.
- Stay with your partner for safety reasons.
-

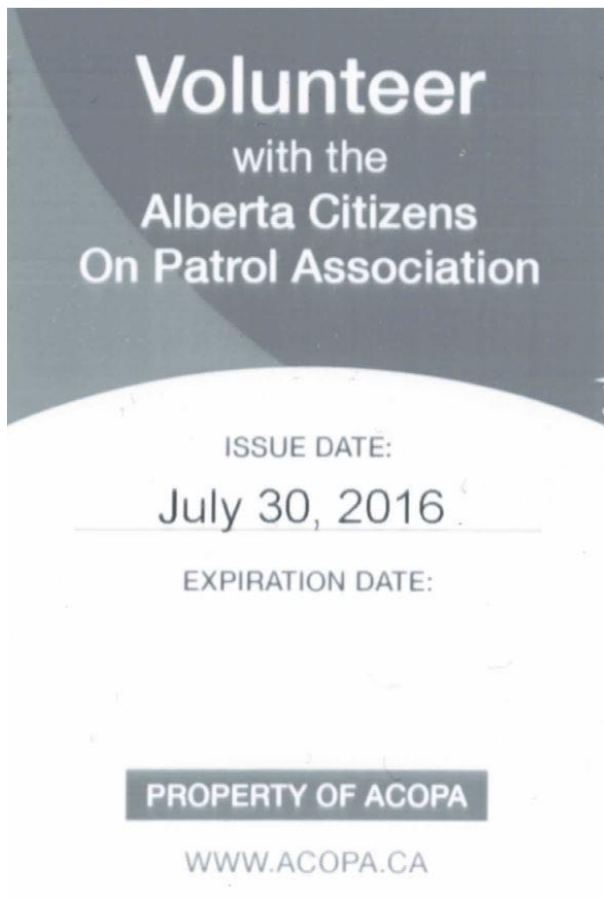
When to Consider Calling for Help

If a volunteer sees something suspicious, they should observe and think – does this really require the attention of the police? When something warrants the attention of the police, first make sure that the location is known when the call is made.

- Volunteers should always identify themselves as C.O.P. to the local police service.
- Can relate the target’s location, the direction of travel and describe what was seen.
- Wait for the arrival of the police and keep updating the local police service with any new information. Stay as close to the scene as safely possible and maintain contact with the local police service until requested to clear the area by the local police service or the attending police officer.
- All calls to 911 are recorded, so remain calm and professional when giving information that they must take direction from.
- Always be aware of locations where cell phones do not work.

Identification:

Volunteers should always carry their ID tag with them while on patrol. During foot patrols, the ID tag should be covered while patrolling in public places. Volunteers show their tag when requested by the police or a concerned citizen. Some foot patrol programs may request their patroller to be highly visible, especially when patrolling parking lots. Not only does this act as a deterrent, but police can easily identify the patrollers. Patrollers may be asked to wear bright colored clothing such as a reflective vest, especially at night.



SPECIAL EVENTS

Special events within the community are a good way to make the presence of the local C.O.P. group known, garner the respect of the community, attract new members, and to possibly earn income for the group. All of them are very necessary to the survival of C.O.P. In the normal operations of a C.O.P. group, the need to raise money for day-to-day operations will come up. The question is how to raise these funds.

Care needs to be taken to ensure that C.O.P. units are not seen as competing with local security service businesses that are offering low rate security services to commercial events. The types of events that may be available in your community may involve Trade Shows, Volunteer Information nights, Rodeo / Town parades, Car / Special Interest Shows, Elections, Civic events, sporting events, etc. Not all events are going to be for fund raising.



Volunteer Information nights and Trade Shows are venues to enlighten the public as to the need for and requirements of C.O.P. in the community. Utilize the best speakers in the group. Manning road closure barricades for local parades or Municipal events puts the group in a good light with those who control the community purse strings. Not all events earn dollars, but are necessary for promoting C.O.P. in the community.



Car Shows, Fishing Derbies, Ice Races, or selling programs at local sporting events can be sources of income. Communicate interest to the organizers. Present your group's detailed resume. Perform duties cheerfully. The organizers will look favorably when awarding moneys earned at the event. An expected amount should not be stated for working the function. The resume should include all the events your group has volunteered for in the past. Each event requires a variety of skills as well as different levels of fitness. Use as many members as possible in each function. Seniors and persons with physical disabilities can handle cash. All members should be involved and made to feel useful.

When considering participation in special events, several points should be discussed. Each question must be asked and fully answered before a final decision is made:

- **Is the event sanctioned by the Police force within the community, the Town, the Chamber of Commerce, the School Board, or the governing body for that sport / performance?**
 - If the event is sanctioned by the Town, Chamber of Commerce, or the School Board, it may also be approved by the police as a safe event. Any of these groups will provide proof of insurance, a list of organizers showing their area of responsibility, and outline the group's duties before expecting an answer. Ample time should be given for questions and research for any concerns the group may have.
 - Commercial events such as Car Shows, etc. will need special events permits. All information and insurance should be easily available. Ask questions, so there are no surprises later. Protect the C.O.P. group first. No

reputable organization is going to demand an immediate answer or refuse any paperwork. Consult the members before making a commitment.

- **Is the event appropriate for a C.O.P. group to be a part of?**
 - The C.O.P. group should consult with the Detachment Commander or the Liaison Officer to determine if the event is appropriate. Avoid an event where alcohol is available. Alcohol and children do not mix. Consider community image to have the C.O.P. group associated with an event involving alcohol. Give consideration to patrolling on the outskirts of the event or where law enforcement is unlikely to be.
 - Check with members as to their level of fitness. Research what physical effort will be involved for the members. While heavy work or walking is ok for some, others may not be able to participate at the same level. Those with a physical challenge will require appropriate duties.
- **Does the C.O.P. group have enough manpower to work the event?**
 - Determine if enough members are available to undertake the event. For example: if the town wants to close fifty streets for a parade or special event and the C.O.P. group has only twenty members, the group may not be able to do what is required. Events where members would man a table may be easier to volunteer for because members can take pre-determined shifts to use as many members as possible. Common sense prevails.
 - Consider time constraints of the members. Are they spread a little too thin? Can another event be handled? Don't over work members.
- **Is the event safe? What are the member limitations?**
 - Decide if the event is safe for the members. Safety must come first. Are the members' physical limitations exceeded? What risks are associated with the event? Any expressed concerns should be addressed prior to the event.
- **Is the group being asked to co-organize the event?**
 - Co-organizing an event requires taking responsibility for the safety of everyone involved as well as those who attend the event. First aid, safety barriers, adequate policing, public facilities, and general insurance are the responsibility of the organizers. Know the costs and legal requirements for each of these areas before consenting to be part of the organizing group.
- **Are you being asked to take any liability for the event?**
 - As part of an organizing group, liability for the entire event is assumed as well as any unforeseen occurrences during the event. Law suits are expensive. Know what the group is agreeing to do.
- **Is there adequate first aid on site?**
 - Ensure adequate first aid is on site. Do not take responsibility for providing first aid even if all your members are trained and certified first aiders. Paramedics are the first line of defense. C.O.P. can provide assistance only if requested.
- **Is there appropriate and adequate insurance for the event staff?**

- The A.C.O.P.A. insurance is a backup for the organizer's liability insurance. C.O.P. groups with A.C.O.P.A. insurance will be covered for the special event if the event is voted on and approved by the members and written in the group's minutes. Make sure that the organizers have the proper and adequate insurance.
- **Should members be in safety attire or street clothing?**
 - Clothing should tell the public that you are a member of the local C.O.P. program and will help wherever possible. Be available to answer questions or direct to someone in authority. Being in the public eye is good for the group. If the situation requires, wear reflective vests, hats, and safety boots. Be protected. Be safe.
- **Are vehicles or special equipment required for the event?**
 - The group may be required to use personal vehicles, or vehicles may be provided to the group. Determine this in advance of the event. Personal vehicles should only be used with the permission of the owner.
 - Determine what equipment is needed and who will be responsible to supply the equipment. Signage, first aid equipment, traffic control devices, and lighting should be the responsibility of the organizers. Personal Protective Equipment (PPE) and flashlights should be the responsibility of the member. Again, use common sense.
- **Who is in charge?**
 - The group executive is in charge. If the group has a Special Events team, follow their direction. Where possible, training should take place in advance of the event. The training should also teach other members responsibilities to allow members to assist wherever needed. Be flexible and be as informed as possible to assist the public and maintain order and control over any eventuality.
- **What are our duties?**
 - Our duties are to represent C.O.P. in as good a light as possible. This occurs by maintaining as safe and secure an event as possible for the public as well as the organizers. Let the Town administration and the public see that the local C.O.P. group members are well trained, organized, and concerned about the safety of the community. Show the need for C.O.P. in the community by being present and have fun doing it.
- **Have all the appropriate questions been asked? Have all the right answers been received?**
 - Determine if the group has asked all the questions required to receive the information needed. Ensure the answers will contribute to safety for the members working any event. The final decision is made by the group and should be documented in the minutes of the meeting showing that members voted for the event and any concerns that may be expressed. Reservations must be eased before committing to any activity that may cause harm to the group or the image of C.O.P.
 - All conversations should be documented regarding the groups involvement with any organizers and the events they represent.

It is important to remember that for any event where C.O.P. are involved, the public, the town administration, and the event organizers observe how C.O.P. members are handling the situation. Members should display maturity, show knowledge, be presentable as well as be confident while having fun when assisting.

COMMUNITY INITIATIVE: SPEED WATCH

Check out the Speed Watch app that is available for free on the app store for Apple products. This is an electronic way to record speeds, vehicles and time and generates a report at the end to categorize the information through the reporting. Speed Watch is an educational program aimed at reducing incidents of speeding. It is designed to raise public awareness of the actual speeds drivers are traveling. The Speed Watch program is conducted in partnership with the police and citizen volunteers.

Using portable radar equipment and an electronic digital board, volunteers monitor speeds in neighborhoods, school and playground zones and particularly near identified high risk locations. Drivers get an instant readout of their vehicle travel speed, displayed on a reader-board as they pass by. Volunteers record the speed of every vehicle and forward these reports to the police.



The program is to be performed and operated in locations which do not represent any hazard whatsoever to other vehicles, property or pedestrians. If there is any question of safety, do not set up operations.

To operate a Speed Watch road check, there must be a minimum of two (2) trained volunteers to operate the equipment and keep track of the statistics.

Volunteer Responsibilities

During a road check, volunteers must ensure that:

- The required equipment is in place before starting the road check and removed at the end of the road check.
- Each member of the Speed Watch crew wears a safety vest.
- They are positioned in a safe location clear of potential hazards.
- Their duties are performed competently and safely.
- The proper data is collected.

Site Selection

The following safety considerations should be made prior to setup:

- Do not set up on the crest of a hill.
- Do not set up in a congested area.
- Do not setup within 23 meters (75 feet) from the approach side of a sidewalk.
- Avoid setting up too close on either side of an intersection, driveway or lane.

- Select a location where volunteers can stand ensuring no hazard or conflict is created for road users, including pedestrians, cyclists, electronic wheelchairs, drivers, etc.
- If the site becomes unsafe due to traffic or weather conditions, stop operations and move to another site.

Tips for Roadside Conduct

- Be safety conscious and courteous when setting up to operate.
- Hand gestures and vocal projections will not be tolerated to guard against driver distraction leading to a crash.
- Be courteous and helpful to residents who may approach to ask questions and raise issues. Distribute program brochures if available and invite them to contact the Police to convey their opinions, concerns or need for further information.
- Monitoring should be limited to single lane inbound traffic. Volunteers recording plate numbers must exercise extreme care so as to avoid any conduct or action that may be construed as traffic control, driver distraction, or cause a driver to stop.



Dealing with Difficult People and Aggressive Drivers

Occasionally, volunteers may be confronted by individuals who are verbally or physically aggressive. In these types of situations, volunteers should exercise the following:

- Use a calm, polite approach with a non-threatening demeanor.
- Be professional.
- Offer explanations, but do not become trapped into needless arguments.
- Get support as required.
- When a situation starts, a volunteer should record a description of the subject and any vehicle particulars, etc.
- If the person is angry and/or violent, back away from the person.
- If the situation escalates, be prepared to leave. Conditions may require you to leave without the equipment.
- You and your partner's safety is the number one priority.



Conduct of Speed Watch volunteers while on site is extremely important. The overall success of the program is dependent upon public and media support for this method of awareness and reinforcement. At the same time, volunteer safety can be compromised if his or her actions instigate or contribute to a confrontation.

FLAGGING

Some COP's have or are about to have accredited Flaggers Training. This is an Alberta Citizens On Patrol Association (ACOPA) initiative. Many C.O.P.s around Alberta have had or will have the opportunity to take this training which is delivered and approved by the Alberta Construction Safety Association.

In a nutshell, C.O.P.'s can utilize their training if/when they come upon an incident or accident that would require Flaggers. Please note that this is not to replace usual Flaggers from getting called out, but as an interim solution until reinforcement arrives. All Flagger trained C.O.P.'S should carry their certificate cards and must adhere to learned practices and must be using approved gear and tools.

Safe Practices for “Flagging”

To do any traffic control on a public road for your C.O.P. group, or for any group in the Province of Alberta, you **MUST** have successfully completed the ACOPA sponsored flag person training or proof of something similar.

- A.C.O.P.A. flag person training is based on the Alberta Construction Safety Association Flag Person Training course.
- Please keep in mind that Flagging is performed on a voluntary basis only. If the situation is not safe, do not proceed to be part of the incident.
- In the remote case of an injury to the Flagger, the Flagger person should seek medical assistance and report the injury to the RCMP, ACOPA and to their C.O.P. group

The Role of the Flag person is to stop or slow traffic and direct traffic for the protection of the workers and the public, including emergency personnel. The “Flag person” must encourage the motorist to drive with caution and courtesy when passing the emergency workers or police.

Being a “Flag person” reduces hazards to yourself, the emergency workers and the public.

- The first and most important job of the flag person is to protect herself/himself.
- The secondary job is to protect the emergency workers or police working at the scene – their attention is probably not on approaching vehicles.
- The third job is to protect any members of the public around the site
- The last job is to protect the drivers on the road. And those drivers are the group that are the greatest danger to flag persons.
- Any ACOPA member who does not think that flagging can be done safely shall refuse to do the work. Some of the ways to improve safety for flag persons are to wait until conditions improve, set up additional safety measures, add additional flag persons, improve visibility, make additional escape paths, or provide warning to drivers approaching the scene.

A Flag person must be correctly attired, by wearing at least the following Personal Protective Equipment:

Highly visible fluorescent hardhat with reflective stripes for night flagging

- 1) Highly reflective vest or jacket with reflective stripes
- 2) Reflective arm bands
- 3) Reflective leg bands
- 4) Other personal protective equipment may be required for specific locations or conditions (i.e. flashlight, hazardous gases detector, dust mask)

As well, the Flag person should have:

- 5) Appropriate protective footwear
- 6) Eye protection (goggles for windy or dusty locations and sunglasses for sunny conditions)
- 7) A logbook and pen
- 8) An air horn or whistle
- 9) Two-way radio
- 10) Hearing protection
- 11) Personal gear – water, cell phone and snacks

To assist the Flag person, the following is highly recommended:

- 1) STOP/SLOW paddle
- 2) Flashlight with a red/orange cone or alternative illuminated equipment (nighttime)

Where should the Flag person be positioned?

- 1) In the safest possible position
- 2) In a highly visible location where visible by motorists
- 3) In the line of vision of the approaching driver
- 4) Where there is an escape route
- 5) Away from all vehicles

The Flag person should avoid:

- 1) Standing beside a guardrail, vehicle or any equipment
- 2) Flagging on a bridge
- 3) Flagging over a hill or around a curve
- 4) Flagging near railway crossings

Unsafe times to be Flagging:

- 1) On an icy road
- 2) When it is foggy outside
- 3) Closer than 100 m from the emergency
- 4) When it is raining

Things to remember:

- 1) Make sure everyone knows the traffic control plan before starting to flag. Have your emergency and routine signals, escape routes, select the location of warning signs/lights/cones/etc., and have a schedule so that flag persons get breaks at regular intervals.
- 2) Keep all radio communications short and clear
- 3) Never turn your back on traffic
- 4) Not to chat with the drivers
- 5) Always to stand, never sit
- 6) Never hold the sign in front of your face
- 7) Never stand directly in front of approaching traffic
- 8) Never wave the sign
- 9) Don't use your cell phones for personal calls
- 10) Make sure the sign is clean and visible to drivers
- 11) Allow for stopping distance
- 12) Remain polite to all drivers when giving "to the point" directions
- 13) Document any unusual incidents only when safe to do so
- 14) Stay alert and be prepared to react to motorists who may not follow directions
- 15) Never stand in a shadow

- 16) Never flag from inside a vehicle
- 17) Stand alone

Things a Flag person should not do:

- 1) Don't lean or sit on a vehicle
- 2) Don't sit in a vehicle
- 3) Don't leave station until replaced
- 4) Don't wear earphones

A copy of the above should be included as part of your patrol bag so you can refer to it when needed. Always remember that your safety is more important than putting yourself at risk.

NOTE TAKING

C.O.P. volunteers may be a witness in court, therefore, note taking cannot be stressed enough. Notes will help you write a statement necessary for prosecution. Notes can be in the form of a paper report, or electronic report by the ACOPA - iPatrol report They are an integral part in the successful prosecution of any case no matter how trivial, not only in any criminal proceeding, but also in any civil law suit that may be brought against you. Many trials do not occur until 1 – 2 years after the incident in question and the notes that you make in your notebook will be looked upon as a key element in bringing the case to a successful conclusion.

All your notes are open for disclosure; meaning that they must by law be provided to the Defense Counsel well in advance of the trial. Should any of the incidences you have witnessed result in a police file, please provide the investigating officer a copy of your notes immediately.

Elements of a Notebook:

- Front page
- Type of notebook
- Beginning of each shift
- Chronological order
- Times of significant events
- Detailed and complete
- Objective elements
- Consistent format
- Number every page
- Correcting mistakes
- End of shift
- Notes Made as Soon as Practicable
- Notes Made Independent of Others



Type of Notebook:

- Choosing the type of notebook is as important as the notes contained within. At the same time, you are testifying, you are building your integrity with the Judge that is overseeing the court. The type of notebook chosen will lend to the integrity of your testimony.
- You should not choose a notebook that pages can be easily torn out of, for example, notebooks with serrated pages, etc. Please choose a notebook with a bound spine; the size can be from pocket size to letter size. All pages empty or not must remain in any given notebook.

Front Page:

- The very first page or front cover of your notebook should contain your name and contact information should your notebook be misplaced; this is for ease of being returned to you. You should also include the date that the notebook started and the date of the last day that notebook was used.

Beginning of Each Shift:

- Each shift should begin on a new page. It is suggested that your first entries should include: date; day of week; shift; partner; portable radio; vehicle; present weather conditions; and any other equipment you have signed out.
- You could then follow up with any BOLF and any other pertinent information that will dictate your patrols. Also, include who else is on patrol in any other vehicle(s).

Chronological Order:

- It is important to have your notes in chronological order, not only for the integrity and professional appearance of your notebook, but also for your ease of being able to recall and to understand what occurred those many months ago.

Time of Significant Events:

- I am sure you can understand that knowing when certain events happen within the evening or during an incident is very important. The recorded time should be first and standalone before you commence your entry for that time; as compared to including the time within the written paragraph.
- Utilize the 24-hour clock for indicating A.M. or P.M. so there is not any doubt as to what time of day your entry is to signify. It will result in eliminating any unnecessary confusion that may occur if you do not use the 24-hour clock system. You are already aware how crucial the time of an event is, in any prosecution.

Detailed and Complete:

- When it comes to notes, too much is never too much and too little can be hazardous. Ensure that your notes contain as much detail and are as complete as possible. This is to enable them to assist you in being able to recall the incident from memory.
- It has been mentioned before that it could be 1 to 2 years before an incident reaches trial and you must rely on your notes to refresh your memory. You will not be able to read from your notes in court; you can only use them to refresh your memory and you must recite from memory what occurred that night so long ago.

Objective Elements:

- What should you write in your notebook? What constitutes good notes? Utilize the 4Ws, the H, and your five senses to remain objective and factual with your notes. The 4Ws and H are What, Where, When, Who and How, and stay with sight, hearing, touch, smell and even taste in certain cases.
- **DO NOT** write any opinions in your notes; stick to the facts and only the facts. Opinions will get you into trouble during trial; Remember that Defense Counsel will have a copy of your notes.

Consistent Format:

- Having a consistent format is as important as the notes themselves. It lends to the integrity of your notebook and does not give any indication that there was any tampering to your notebook whatsoever.

Format:

- Write on either both sides of page or one side of page; be the same throughout.
- Have a left margin for the entry of the time only.
- Number every page in the same way and place.
- **DO NOT** tear any pages out of your notebook.
- Begin every shift on a new page.
- “Z” out the remainder of the page you are on, if any, at the end of your shift. “Z” out means to write a big “Z” from under your last entry (which should be the time you booked off) to the bottom of the page.
- Use black colored ink if possible.

Number Every Page:

- This also lends to the integrity of your notebook and to show that all pages within the book are still there and that pages have not been torn out. If your pages do not come pre-numbered it is suggested you write the number in the lower right corner.

Correcting Mistakes:

- Mistakes happen all the time; you are human and it is expected. Cross out mistakes with only one line, two maximum. You should still be able to read what you have crossed out. Totally obliterating an entry will only raise suspicion that you are trying to hide something and will hurt your credibility in court.
- **DO NOT** tear out any pages. If you need to cross out the whole page, then do so ensuring that the script, if any, is still legible under the cross out. Pages missing in your notebook will only raise suspicion that you are trying to hide something and will hurt your credibility in court.

End of Shift:

- “Z” off end of your shift.

- This lends to the integrity of your notebook showing that you are not adding in any information to that shift, days or weeks after.

Notes Made as Soon as Practicable:

- Ensure you write your notes as soon as practicable following the incident; this lends to the accuracy of your notes, showing that the incident was fresh in your mind as you were making your notes. Should you ask to refer to your notes to refresh your memory while testifying, you will be asked if those notes were made soon after or at the time of the incident.

Notes Made Independent of Others:

- Everyone sees things differently; ten people can witness the same incident and you will receive ten different versions on what just occurred. Everyone has their own filters through which information is interpreted, which results in differences in recounting an incident.
- You must remain an independent witness and must make your notes from your own experience and point of view of the incident. You should refrain from any discussion with any other witnesses as to what they perceived to happen and comparing to what you perceived. Your notes must come from your perception and your perception only. **DO NOT** discuss the incident and agree on facts for any note taking.

Your notebook will reflect on you and the professional way you handle your duties and lend to your credibility in court. Your notes, which are given to Defense Counsel, are a flash look into who you are; what you did; and how you performed during that incident. Following these suggestions will go a long way in assisting the crown in taking a case to a successful prosecution.



TESTIFYING IN COURT

Being an effective Witness

Every time you are subpoenaed to testify in court and no matter how many times you have testified before, you will feel some degree of anxiety and nervousness. This is natural and only speaks to the desire to do the best you can do in a situation you do not face every day. The more familiar you are with the proceedings in court and being more prepared will reduce that anxiety and assist you in being an effective witness.

Your duty as a witness begins with the investigation; making detailed and accurate notes and providing the primary investigator with a copy of those notes. As mentioned in the Notebook Section of this Reference Manual, ensure your recollection and the scribing of your notes is independent from anyone. You will be asked to recollect what you and only you can recall about the incident.

Court Proceedings at a Trial:

If your presence is required for trial and you receive a subpoena, notify your Liaison Officer or Detachment Commander or "K" Division Liaison as soon as possible. They will ensure you are briefed as how things will unfold and prepare you for trial.

Preparation will be to review and read YOUR statement and notes. Remember don't lie, if you don't remember, it's ok. Just say so. Be truthful and your testimony will assist the judge understand your part of the puzzle or story.



It helps to have a basic understanding of how a trial will proceed; here are the basic components of a criminal trial.

- The order of excluding witnesses
- The oath/solemn affirmation
- Examination-in-chief
- Court record
- Cross examination
- Objections
- Re-examination
- Witness being excused

The Order of Excluding Witnesses:

- The Crown Prosecutor will seek this order before the trial starts. The basis of this order is the simple fact that witnesses testify alone, one at a time on what they alone saw. Hearing what others have to say may "taint" your testimony and you may be considered a "Tainted Witness".

- A tainted witness is a witness whose perception of what took place has been clouded by what another person saw and therefore may not be a true recollection of what only they alone perceived to occur.

The Oath/Solemn Affirmation:

Once you have taken the stand you will be given a choice to:

- Swear on a Bible to tell the truth, or
- Give a Solemn Affirmation to tell truth.
- Your primary duty as a court witness is to tell the truth, the whole truth and nothing but the truth. The consequences of lying under oath/solemn affirmation are serious; DO NOT GO THERE!!

Examination-in-Chief:

- The Crown always calls its evidence first and this is where you will testify in a trial. Your testimony is your truthful response to the Crown's question: "What happened?" As a rule, the Crown can only ask you open-ended questions during the examination-in-chief. This means the Crown relies on your memory for detail.
- You may be asked by the Crown to identify the accused in court by being asked if he or she is in the courtroom today. If you say yes, then the Crown will ask you to indicate by pointing where you see the accused.
- Other ways of proving identification are through photo identification that was produced to you that day by the accused. For example, a driver's license; on the day in question you compared the picture I.D. to the accused and found them to be the same. On the day of the trial, the accused may have altered his appearance by growing a beard or cutting off a moustache, etc.
- The Crown may ask you to draw a birds-eye view of the investigative scene to assist the court in visualizing the scene. You may also be shown photos, videos or other material evidence and asked to identify them.



Court Record:

- All court proceedings are audio-recorded, which becomes the court record. The recordings can be played back during the trial and sometimes, transcripts are generated from the recordings.
- The microphone in the witness box is for the court record and does not amplify your voice; speak up when you testify so everyone can hear you.



Cross-Examination:

- This is when Defense Counsel has an opportunity to test your evidence by asking you questions pertaining to your testimony. Defense Counsel can ask leading questions; however you just need to stick with the facts and only the facts; answer only the question that has been asked of you.
- To bring doubt into your testimony, Defense Counsel may put forward an alternate version of the events; stay calm and set the record straight. Re-iterate the truth; always remember you were there and they were not.

Objections:

- The Crown can object to a question that is asked by the Defense Counsel during cross-examination. The basis of the objection is usually that the question is not relevant to the issues in the trial. When the Crown objects; please stop talking. Only complete your answer if you are instructed to do so by the judge.

Re-Examination:

- If Defense Counsel has brought forward some new issues or details during the cross-examination, the Crown may ask you some questions to clarify and/or address those new issues or details.

Witness Being Excused:

- The judge may ask you some further questions after the Crown and Defense Counsel have completed their questioning of you. Once the judge is finished, you will be told you can step down. If you are also excused from the trial, you have the option of going home or staying within the court room to hear the rest of the trial.
- Should you not be excused from the trial, it is best you have a seat back outside the courtroom and wait until completion of the trial or until you are told you are excused.
- If you are testifying at a preliminary inquiry; then you must leave the courtroom once you have finished testifying. This is so you do not become a “tainted” witness for the main trial should the accused be committed to trial.



Preparation for Testifying:

The main trial will follow later. The more you are prepared for the case before the court, the better you will feel about testifying under oath. Your preparation starts as soon as you are involved in a matter that may proceed to the laying of “information” (charge). If you take the time to take care of the little stuff, the rest will just fall into place.

- Notebook entries

- Provide notes to the primary investigator
- Diarize your court date – inform
- Healthy decisions
- Review your notes
- Order of dress
- Arriving at court
- Witness tainting

Notebook Entries:

- Proper and complete notes cannot be stressed enough.
- Provide notes to the primary investigator.
- The Crown is required by law to disclose the Prosecutor’s case to the Defense Counsel well in advance of the trial, which includes everyone’s notes and statements. Failure to do so may result in the case being thrown out of court due to this technicality.

Diarize Your Court Date – Inform:

- Once you receive a subpoena to attend court, please do not forget to mark the date in your calendar. You need a very good excuse as to why you missed attending court on that day; if you do not attend you can be held in contempt of court and a warrant can be issued for your arrest.
- Inform all the necessary people when you must appear in court, namely, your employer, your family, and anyone that may be impacted by your attendance to court.

Healthy Decisions:

- Preparation for court also includes looking after you the day and night leading up to the court date. You will feel much better if you follow a proper diet, remain active and get a good night’s sleep before the day you must testify. A well-rested witness is a calm witness. Doing positive healthy choices and activities the day and night before, and on the day of court will assist you in managing the related stress.



Review Your Notes:

- Review your notes the night before your court date and on the court date itself; you must know the details of the case. This is because you cannot read your notes into court as evidence; you must testify from your memory.
- The Crown can ask open ended questions only, meaning he or she cannot ask leading questions so you give a certain answer.
- Defense Counsel will also be cross examining you on the details of the case.

- If you feel you need to refresh your memory from your notes while on the stand testifying, for example a time and/or entry; you just have to ask and the judge will give you permission. Again, you will be permitted to review the notes to refresh your memory; however you will have to testify from memory.

Order of Dress:

- Dress professional for your court appearance. Some say “dress for church”; dressing in a neat and tidy fashion shows respect for the court. It will also boost your self-confidence.

Arriving at Court:

- It is suggested you show up at least 30 minutes before the time of the trial. Check in with the Clerk of the Court; the police investigator and the Crown. Use this time to familiarize yourself with the courtroom, ask the Crown any questions you may have, tell the Crown if you have any medical or health issues, for example, cannot stand for long periods of time, and review your notes.
- Ensure you go to the washroom, drink some water and have that final cigarette. Remember hats are not worn in court, do not chew gum, and turn your cellular phone off. Once you feel you are ready to go, wait in the courtroom; this will give you an opportunity to become more familiar with your surroundings.

Witness Tainting:

- Witness tainting can hurt the Crown’s case, so please avoid it. This means that one witness’ memory is polluted by what he or she is told about the case by another witness. The Court is interested in hearing what you have to say from your perception and your perception only.
- Avoid scribing your notes with the collaboration of others and showing your notes or statement to anyone before you give them to the primary investigator. Avoid reviewing your notes in collaboration with others when preparing for the trial. You will have to carry this forward after testifying

TIPS – THE DO'S AND DON'TS

Do:

- Keep proper complete notes.
- Give a copy of your notes to the primary investigator.
- Become familiar with court proceedings.
- Prepare for court.
- Listen carefully to the questions being asked of you.
- Ask questions of the court should you not understand the question – see end of this section for legitimate questions you can ask of the court.
- Be clear as to what is being asked of you before answering the question.
- Speak to the Judge no matter who is asking the question. You are answering the question for the court to understand.
- Address the Judge and both Counsel with “Sir”.
- Speak clearly and loud enough for everyone to hear.
- Be truthful, even if you think it is not helping the Crown’s case.
- When identifying anyone in the courtroom; look carefully at everyone in the courtroom.
- Tell your story to the court chronologically, from the beginning to the end in full detail.
- Avoid hearsay (i.e. what someone else has told you). The only statements you can repeat in your notes are those that were told to you directly by the accused.
- Utilize the Achilles’ Movie Screen Technique to Testify – see end of this section for explanation
- It is okay to answer “Honestly I do not know”.
- Even after you refresh your memory from your notebook, it is still okay to answer “Honestly I do not remember or do not know”.
- Stay calm; take your time.
- Before stepping down from the stand, wait until the Judge says you can.



Don't:

- DO NOT be ill prepared.
- DO NOT hurry your evidence.
- DO NOT be disrespectful to the court or any official of the court.
- DO NOT be a tainted witness or taint any witnesses.
- DO NOT second guess yourself; do not hold back in details.
- DO NOT tailor your evidence to what you think the Crown wants to hear.
- DO NOT lie. If you do not remember, just say so.
- DO NOT omit any details even though you feel it will hurt the Crown’s case. It is better to come out in Examination-in-chief as compared to Cross examination. It will hurt your credibility if you do this on purpose as it appears you are covering up mistakes.

- DO NOT commit perjury; meaning DO NOT lie in court. Just DO NOT GO THERE!! This can lead to a charge against you and maximum penalty is 14 years in prison.
- DO NOT try and anticipate why Defense Counsel is asking a certain question. Answer all questions put to you honestly and professionally.
- DO NOT become argumentative with the Defense Counsel at any time. This will hurt your credibility in the eyes of the court.
- DO NOT lose your cool; all that is expected, is that you will do the best you can at that very moment, nothing else.

Legitimate Questions you can ask of the Court:

- Witnesses usually cannot ask the Judge or either counsel questions while they are testifying. However there are times when you are permitted to ask certain questions.
- “Can I refer to my notes?”
- “Can you repeat the question?”
- “Can you rephrase your question because I do not understand what you are asking me?”
- “I cannot hear you, can you speak up?”
- “Can I have a break because...” “I’m not feeling well.” or “I need to go to the washroom.”
- “May I have some water please?”
- “May I have some Kleenex please?”



Achilles’ Movie Screen Technique to Testifying:

The technique involves putting the pictures in your head (your memories of an event) into words. For example: Imagine you are looking up at a blank movie screen. You see yourself and your C.O.P. partner on patrol at the beginning of your story or movie. You then hit the play button on your movie and describe for the court step-by-step what you and those around you are doing.



Tell the court the layout of objects in each scene you found yourself in and tell the court what you see, hear, say, do and feel as events unfold around you.

Look at your testimony this way: You are describing to the court a movie that only you have seen.

The technique may also help some witnesses detach themselves emotionally when describing traumatic events.

Testifying in court can be an anxious moment and being more familiar and being properly prepared can only reduce that anxiety and enable you to better articulate what took place those many months ago.

INTERVIEW QUESTIONS

- Why have you chosen to volunteer for Citizens On Patrol (C.O.P.)?
- Are you aware that C.O.P. do not arrest people?
- Are you aware that C.O.P. do not act as a police agent or otherwise?
- Are you aware that the only role of C.O.P. is to observe and report when it is safe to do so?
- Generally, how much time will you be able to devote to patrolling?
- Do you have a valid driver's license?
- If you were a witness to an incident, would you have any concerns about appearing in court?
- How do you know about the C.O.P. program?
- Are you aware that successfully passing the Criminal Record Check is an important factor considered to join C.O.P.?
- Would you have any concerns with getting a Criminal Record Check every two years?
- Do you have any restrictions about volunteering for C.O.P.?
- What time of day would work best for you for patrolling?
- How often would you be available to patrol?
- Are you aware that there is training involved before any patrolling starts?
- What questions do you have about the C.O.P. program?
- What would you like C.O.P. to know about yourself?
- Are you aware that C.O.P. use their own vehicle for patrolling?
- Are you aware that C.O.P. are only permitted to patrol with another C.O.P.?
- Is there anything else you want us to know?

LOG REPORT

Emergency: 911 Local Police Service Phone: _____
 Fish and Wildlife: 780.427.3574 Fax: _____
 Report A Poacher: 1-800-642-3800

MEMBER ON PATROL (Name and ID #)	MEMBER ON PATROL (Name and ID #)
----------------------------------	----------------------------------

PATROL COMMENCED (Date and Time)	PATROL TERMINATED (Date and Time)	HOURS
----------------------------------	-----------------------------------	-------

MODE OF TRANSPORTATION	VEHICLE PLATE	VEHICLE OWNER	START ODOMETER	END ODOMETER	KILOMETERS
------------------------	---------------	---------------	----------------	--------------	------------

Note: Each time your police service is called, make a note. Total up at end of patrol.
 'C' – Cell Phone 'I' – In Person 'R' – Radio Total Calls to Dispatch _____

Assignment:

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

P. 1 of _____

**Don't forget to number your pages.
 Page with signatures is always last page**

LOG REPORT - Continuation

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
_____	_____	_____	___	___	___
_____	_____	_____	___	___	___

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
_____	_____	_____	___	___	___
_____	_____	_____	___	___	___

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
_____	_____	_____	___	___	___
_____	_____	_____	___	___	___

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
_____	_____	_____	___	___	___
_____	_____	_____	___	___	___

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
_____	_____	_____	___	___	___
_____	_____	_____	___	___	___

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
_____	_____	_____	___	___	___
_____	_____	_____	___	___	___

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
_____	_____	_____	___	___	___
_____	_____	_____	___	___	___

C.O.P. 1 SIGNATURE: _____	DATE: _____
C.O.P. 2 SIGNATURE: _____	DATE: _____
<p>Note: Both members need to sign Log.</p>	

P ____ of ____

Example of Completed Log Report

Emergency: 911 Local Police Service Phone: [780 422 2345](tel:7804222345)
 Fish and Wildlife: 427-3574 Fax: [780 423 6543](tel:7804236543)
 Report A Poacher: 1-800-642-3800

MEMBER ON PATROL (Name and ID #) John Jones (256)	MEMBER ON PATROL (Name and ID #) Jim Bradley (292)
-------------------------------------------------------------	--------------------------------------------------------------

PATROL COMMENCED (Date and time) June 10, 2016 – 19:00	PATROL TERMINATED (Date and time) June 10, 2016– 23:45	HOURS 4.75 HRS
------------------------------------------------------------------	------------------------------------------------------------------	--------------------------

MODE OF TRANSPORTATION Vehicle	VEHICLE PLATE ABC 123	VEHICLE OWNER John Jones	START ODOMETER 54550	END ODOMETER 54685	KILOMETERS 135 KMS
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Note: Each time your police service is called, make a note. Total up at end of patrol
 'C' – Cell Phone 'I' – In Person 'R' – Radio Total Calls to Dispatch 1

Assignment:
 Patrol within community and rural area. Watch for suspicious activity at construction sites.
 Keep an eye out for a Red Toyota – DEF 567 – may be stolen.

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
19:00	Jr. High School	Young people playing soccer. There were six people there.	— —	— —	— —

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
19:05	Hotel	Two adults sitting behind hotel talking	— —	— —	— —

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
19:10	Construction site of Old Age home	Two men loading used lumber & debris into truck. License Plate ZZY 908 Called licence in for check.	X	— —	— —

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
19:20	Hotel	Came back to check behind hotel -two adults were gone.	— —	— —	— —

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
19:45	Various locations through town.	Everything quiet.	— —	— —	— —

Don't forget to number your pages.
 Page with signatures is always last page

LOG REPORT – Continuation

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
20:10	Patrolled rural area – south of town	Everything quiet.	— —	— —	— —

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
20:45	Patrolled rural area – east of town Stopped in at Royal Park	4 adults & 3 children sitting around camp fire and visiting. 2 vehicles – NJR 431 & FWL 108	— —	— —	— —

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
21:30	Patrolled rural area – north of town.	Everything quiet.	— —	— —	— —

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
22:15	Patrolled rural area – west of town	Horse in ditch along road. Went to nearest house to advise; they thanked me and it was their animal Owner was Tom Morrison.	— —	— —	— —

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
23:05	Checked Royal Park Checked soccer field	Fire was out; visitors had left. Players had left.	— —	— —	— —

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
23:45	Return home	Signed off.	— —	— —	— —

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
			— —	— —	— —

TIME	LOCATION	OBSERVATION	'C'	'I'	'R'
			— —	— —	— —

C.O.P. 1 SIGNATURE: John Jones DATE: June 10, 2016

C.O.P. 2 SIGNATURE: Jim Bradley DATE: June 10, 2016

INCIDENT REPORT

Emergency: **911** Local Police Service Phone: _____
 Fish and Wildlife: **780.427.3574** Fax: _____
 Report A Poacher: **1-800-642-3800**

MEMBER ON PATROL (Name and ID #)	MEMBER ON PATROL (Name and ID #)
----------------------------------	----------------------------------

PATROL COMMENCED (Date and Time)	PATROL TERMINATED (Date and Time)	HOURS
----------------------------------	-----------------------------------	-------

MODE OF TRANSPORTATION	VEHICLE PLATE	VEHICLE OWNER	START ODOMETER	END ODOMETER	KILOMETERS

Note: Each time dispatch is called make a note. Total up at end of patrol
 'C' – Cell Phone 'I' – In Person 'R' – Radio Total Calls to Dispatch _____

Assignment:

1(a) Details of Incident:

Date: _____ Time: _____ Location: _____

Weather/Road Conditions: _____

1(b) Suspect Vehicle # 1

Color	Make & Model	Plate Number	Number of Doors
Other Identifying Marks: _____			

1(c) Suspect Vehicle # 2

Color	Make & Model	Plate Number	Number of Doors
Other Identifying Marks: _____			

Note: Both members need to sign Report
Note: Complete Page 2 of report

INCIDENT REPORT - Continuation

2. Suspect(s) Description

AGE		AGE		AGE	
HEIGHT		HEIGHT		HEIGHT	
HAIR COLOR		HAIR COLOR		HAIR COLOR	
RACE		RACE		RACE	
SEX		SEX		SEX	
CLOTHING		CLOTHING		CLOTHING	
IDENTIFYING MARKS		IDENTIFYING MARKS		IDENTIFYING MARKS	

Details of Event (describe what happened):

Action taken by C.O.P. Member:

Arrival of Response Team	Departure of Response Team
_____	_____

C.O.P. 1 SIGNATURE: _____ DATE: _____

C.O.P. 2 SIGNATURE: _____ DATE: _____

Example of Completed Incident Report.

Emergency: 911 Local Police Service Phone: [780 422 2345](tel:7804222345)
 Fish and Wildlife: 427-3574 Fax: [780 423 6543](tel:7804236543)
 Report A Poacher: 1-800-642-3800

MEMBER ON PATROL (Name and ID #) John Jones (256)	MEMBER ON PATROL (Name and ID #) Jim Bradley (292)
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PATROL COMMENCED (Date and time) June 10, 2016 – 19:00	PATROL TERMINATED (Date and time) June 10, 2016 – 23:45	HOURS 4.75 HRS
------------------------------------------------------------------	-------------------------------------------------------------------	--------------------------

MODE OF TRANSPORTATION Vehicle	VEHICLE PLATE ABC 123	VEHICLE OWNER John Jones	START ODOMETER 54550	END ODOMETER 54685	KILOMETERS 135 KMS
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Assignment:
 Check for suspicious activity at the three new construction sites.

1(a) Details of Incident:

Date: June 13, 2017 **Time:** 20:05 **Location:** Construction Site – east of town – new school
Weather/Road Conditions: Warm and Clear. Road – Dry.

1(b) Suspect Vehicle # 1

Color Red	Make & Model Ford – 4 X 4	Plate Number FTR 239	Number of Doors 4
---------------------	-------------------------------------	--------------------------------	-----------------------------

Other Identifying Marks:

Dent in right hand back door; very dirty; tire in box on left side; barrel in box.

1(c) Suspect Vehicle # 2

Color	Make & Model	Plate Number	Number of Doors
-------	--------------	--------------	-----------------

Other Identifying Marks:

Note: Complete Page 2 of report

P1 of 2

INCIDENT REPORT - Continuation

2. Suspect(s) Description

AGE	Mid 20's	AGE		AGE	
HEIGHT	5'8" – 6'	HEIGHT		HEIGHT	
HAIR COLOR	Dark & short	HAIR COLOR		HAIR COLOR	
RACE	Caucasian	RACE		RACE	
SEX	Male	SEX		SEX	
CLOTHING	Ball cap, black sweatshirt and pants, running shoes	CLOTHING		CLOTHING	
IDENTIFYING MARKS	None that we could see	IDENTIFYING MARKS		IDENTIFYING MARKS	

Details of event (describe what happened):

As we approached the site we noted that the gate to the construction site was open. We parked and observed a person loading up some doors and windows from the site. Vehicle would move from location to location (where doors and windows) were stacked and at each one load a few into the box of his truck As the vehicle approached quite near us we were able to get the plate #. We called incident into police - they had a member in the vicinity and were going to attend.

We then noted that the vehicle was leaving the premises. From where we were parked, we were able to drive out behind the vehicle in a way that did not make it look as if we were following him.

We called dispatch to give our mobile location and the police were able to find the vehicle.

We had no identifying signs on our vehicle.

Action taken by C.O.P. Member:

- Called suspicious action into police, along with licence # and type of vehicle.
- Observed actions of suspect
- As vehicle left premises, made 2nd call to police to revise location.
- Kept vehicle in site at a safe distance until police arrived.

Arrival of Response Team
20:17

Departure of Response Team
N/A - We left scene once police arrived.

C.O.P. 1 SIGNATURE: John Jones DATE: June 10, 2016

C.O.P. 2 SIGNATURE: Jim Bradley DATE: June 10, 2016

EQUIPMENT REQUIREMENT CHECK LIST

Description	Vehicle	Bicycle	Foot
Equipment Kit Bag	Y	Y	Y
Cell Phone	Y	Y	Y
Cell Phone Charger	Y	N	N
Night Vision Unit	Y*	?	?
Night Vision charger or batteries	Y	N	N
Spotlight	Y	N	N
Pocket Flashlights	Y	Y	Y
Notebook	Y	Y	Y
Forms	Y	N	N
Users Guide	Y	N	N
Vests	Y	Y	Y
GPS	Y*	Y*	Y*
GPS Charger	Y*	N	N
First Aid Kit	Y	Y	?
Personal Items of Clothing	Y	Y	Y

- | |
|-----------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Y = Yes N = No • * = If available • ? = Not suggested/optional |
|-----------------------------------------------------------------------------------------------------------------------------------------|

Parental Consent Form **Under** 18 Years of Age

Consent

I give permission for my child, _____ (full name)

to participate in the _____ Citizens On Patrol Program (C.O.P.).

Program

I understand C.O.P. is a crime prevention program designed to assist the community and local law enforcement by observing and reporting of any activities that violate existing laws of Canada and Alberta. I agree to adhere to the guidelines of C.O.P., which I have read and understand.

Liability

I hereby absolve and save harmless _____ C.O.P., their individual officers, directors, employees, and agents from all liabilities, suits, actions, damages or otherwise for personal injury or death or loss of property, however caused, resulting from the participation of my child in C.O.P.

Witness Agreement

I fully understand that, as a result of my participation with the R.C.M.P., or my local police service, in this Citizens On Patrol program, I may be required and hereby agree to testify as a witness in future proceedings and that I may also be required and hereby agree to provide a statement and/or a detailed written account of my observations and actions in that regard. I also recognize and hereby agree that these written statements and/or accounts are subject to release to Defense Counsel of an accused person where they are relevant to that person's defence in a related criminal proceeding.

Authorization

Participant

Date of Birth

Parent/Legal Guardian Signature

Print Name

Date

School Official Signature

Print Name

Date

School Name

Law Enforcement Official

Print Name

Date



CITIZENS ON PATROL PROGRAM

Standardized Application Form

March 2017

(To be completed and dropped off at your local RCMP Detachment
along with a copy of your driver's licence)

Name of Applicant: _____
SURNAME & MAIDEN NAME, if applicable Given Name Middle Name

Date & Place of Birth: _____
D.O.B. Year / Month / Day City, Province, & Country of Birth

Home Address: _____
Apt No. & Street Address City/Town Province Postal Code

Contact Information: _____
Home Telephone Cellular Number Email Address

Place of Employment: _____
Name of Business Supervisor Name Telephone number

Driver's Licence No: _____
Operator Licence Number Province Expires

Vehicle Information: _____
Year Make Model Colour Licence Province

Next of Kin: _____
Full Name Telephone Number

----- OFFICE USE ONLY -----

Member Assigned: _____
Name Reg Rank

Criminal Record Check: _____
Date Completed Completed by (name) Signature

Detachment Commander Recommendation: _____
Date Name/Rank

Basic Training: _____
Date Trained By

Approved: Yes No _____
Comments/Supporting Documents Attached

ID Card Issued: _____
Date Issued by Comments

ID Card Returned: _____
Date Received by Comments

• The personal information that you provide on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act of Alberta (FOIP). It will be used by the Alberta Citizens On Patrol Association to ensure the suitability of candidates for the program. This information may be disclosed to the Royal Canadian Mounted Police (RCMP). This information will be protected in compliance with the provisions of the FOIP Act. This information will be retained in accordance with approved Records and Information Management policies of the RCMP, while you are a member of Citizens On Patrol; after which it will be destroyed in a secure manner. You may have other rights under the Personal Information Protection Act of Alberta (PIPA). If you have any questions about the collection and use of this personal information, please contact ACOPA.

• Police Personnel completing the above security checks must contact their Security Unit to determine the appropriate level of security clearance required for the program in their area, as some programs are more involved than others.



1. CONSENT FOR CRIMINAL RECORD / BACKGROUND CHECK

I hereby authorize and give my consent to the RCMP, or my local police service, to make such investigations as they deem necessary to determine the approval or disapproval of this application.

I understand and accept that the RCMP, or my local police service, in concert with my local Citizens On Patrol Society will have the final say in the approval or rejection of this application. Further, I understand and accept that the criteria or method of arriving at such decisions will not be questioned or objected to by me, and that I will have no grievance against the RCMP, or my local police service, or my local Citizens On Patrol Society.

2. CODE OF PATROL CONDUCT

In the interest of my personal freedom from civil and criminal liability, I agree to abide by all of the provisions set out by the Alberta Citizens On Patrol Association and my local Citizens On Patrol Society. And, without restricting the foregoing, I understand that I MUST:

- Act in a professional manner at all times, fulfilling my duties and obligations with integrity and competence;
- Respect the confidentiality of all persons and information within the patrol, community, and local police;
- Notify my insurance company that I will be participating in a patrol and ensure I am properly covered, should I be involved in an accident;
- Use my Citizens On Patrol identification only when reporting in at checkpoints or when requested to produce it by a member of my local police service;
- Maintain a valid drivers licence and current registration for my vehicle if I am the driver;
- Never go out on patrol alone;
- Not use any knowledge gained through my service for financial gain or profit;
- Not solicit or accept any gratuities for services provided through the patrol;
- Not take an untrained or unauthorized person on patrol, i.e. family or friends;
- Not carry or use any weapons while on patrol. I will not carry handcuffs, zip ties or other restraint devices.
- Not pursue any vehicle or persons; • Not be involved in criminal behaviour; and
- Not carry a dog, or any other pet in the vehicle, especially one which may appear as vicious.

I understand and agree that if accepted into the membership of my local Citizens On Patrol Society that the RCMP, or my local police service, or my local Citizens On Patrol society may terminate my membership at anytime if I do not maintain the membership standards, requirements, or code of conduct. If I am charged with a Federal or Provincial offence (other than Traffic) I will immediately inform the Detachment Commander of the area I am volunteering in.

3. DECLARATION OF CONFIDENTIALITY

I do solemnly declare that I will not disclose to any person outside the RCMP, or my local police service, any information of which I may gain through my participation with the Citizens On Patrol program without authorization from the RCMP, or my local police service.

4. AGREEMENT TO CONSENT FOR PUBLICATION

I do declare that prior to publishing any article or other material containing information of which I may become possessed through my participation in the Citizens On Patrol program, I will submit same for review by the RCMP, or my local police service, for their approval and consent to publish.

5. WAIVER OF CLAIM

I further agree, being at the age of majority, in consideration of my participation with the Citizens On Patrol program, I hereby absolve and save harmless the RCMP, or my local police service, from all liabilities, causes of action, damages or otherwise for personal injury or loss of or damage to property, however caused, by or resulting from participation in the Citizens On Patrol program.

6. WITNESS AGREEMENT

I fully understand that, as a result of my participation with the RCMP, or my local police service, in this Citizens On Patrol program, I may be required and hereby agree to testify as a witness in future proceedings and that I may also be required and hereby agree to provide a statement and /or a detailed written account of my observations and actions in that regard. I also recognize and hereby agree that these written statements and/or accounts are subject to release to the defence counsel of an accused person where they are relevant to that person's defence in a related criminal proceeding.

7. INSURANCE

I understand that I will be using my own transportation. Upon successful completion of this application, I also understand that it is my responsibility to notify my insurance company that I will be participating in a patrol and ensure that I am properly covered, should I be involved in an accident.

DATED THIS _____ day of _____, _____ A.D., at the _____ (city, town, village, etc.)
of _____, in the Province of Alberta.

Signature of Applicant

Signature of Witness

