

CITIZENS ON PATROL

Where does a community start at setting up a Citizens On Patrol program?



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Make an appointment with the local law enforcement and establish support in developing a C.O.P. group.

Meet with the Detachment Commander and ask for the support of a Liaison Officer to advise the group.



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Gather community support – speak to neighbours, friends, family.

Get the local newspaper to write an article about an upcoming meeting for the purpose of starting a C.O.P. group in the community.



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Contact ACOPA at www.acopa.ca and let the provincial board know that the community would like some help at getting started.

ACOPA will assign a Director who will be a contact person and who will assist with questions.



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Organize a community meeting - find a location – have coffee – ask the Liaison Officer to attend - ask ACOPA if someone can attend.

Plan an evening where the C.O.P. program can be explained and questions answered.



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Print off application forms for joining Citizens On Patrol from the ACOPA website.

Have several copies available for the first organizational meeting.



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Volunteers wishing to join the C.O.P. group must have a Criminal Record Check on their background.

All interested people must fill out the C.O.P. application form and this form must be given to the detachment for the Criminal Record Check.



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Communities that want to start a C.O.P. program must be incorporated and join ACOPA.

A society must be formed through Service Alberta.



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To form a Society:

Choose a name with the word Society or Association in the name.

Do a name search through NAUNS – cost \$80



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Next – elect an executive of a minimum of 4 people including President, Vice President, Secretary and Treasurer



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Next – develop a set of By Laws.

Check the ACOPA website for samples of By Laws from existing C.O.P. groups which can be used by a new group.



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Hold a formal meeting where the By Laws are approved by the members.

The minutes from this meeting need to be included in the application to become incorporated.



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Fill out the application form to become
incorporated found at

www.servicealberta.ca/716.cfm



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Ask the ACOPA President for a letter giving permission to use the chosen name.

This letter needs to accompany the application to become a society.

The letter must be sent in with the original signature, a photocopy will not be accepted.



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Send in the paperwork to Service Alberta along with a one time cheque in the amount of \$60?

After this, a yearly financial report and executive update is required to Service Alberta.

Being incorporated keeps everyone honest.



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Once volunteers have been approved for the Criminal Record Check, then a request should be made for ID cards.

Contact the ID Liaison from ACOPA at idcards@acopa.ca for the procedure of getting provincial identifier ID cards.



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As soon as the application to become incorporated is approved, apply for Liability Insurance through ACOPA.

Email the ACOPA Liaison at insurance@acopa.ca for the procedure to follow.



CITIZENS ON PATROL

Once incorporated, fill out the application form to join ACOPA (found on the ACOPA website).

Send to the ACOPA Treasurer along with a cheque for \$50.



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New groups that need financial assistance can apply to ACOPA to have the ACOPA membership and first year of Liability Insurance paid for by ACOPA.

New groups must be incorporated before asking for assistance.



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Once the paperwork has been approved, talk to the Liaison Officer and set up an evening of training for all CRC approved volunteers.



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Ask ACOPA for copies of the ACOPA Reference Manual for each approved member.

Manuals are available at no cost to the groups.



CITIZENS ON PATROL

A Citizens On Patrol training power point is available on the ACOPA website for groups to use.

This is a starting point and can be added to as needed.



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Groups will need to work with the Detachment Commander and the Liaison Officer to figure out how C.O.P. will inform the detachment when a patrol is planned.

Calling the OCC is NOT an option due to the increase in calls to the OCC



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When the group gets to this point, the training will take over and should continue on a regular basis.

Initial training should be from the Liaison Officer and after that, C.O.P. members can take on this job.



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Summary

Check list for being a Citizen On Patrol

- ☺ Must have a valid Drivers license
- ☺ Must have a criminal record check once a year
- ☺ Must volunteer 5 hours a month
- ☺ Must follow ACOPA Reference Manual
- ☺ Must attend regular training



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Checklist for C.O.P. group

- ☺ Must become incorporated
- ☺ Must have Liability insurance for members
- ☺ Must have By Laws
- ☺ Must have an elected executive
- ☺ Must have an Annual General Meeting
- ☺ Must have money in the bank
- ☺ Must provide yearly report to Service Alberta



CITIZENS ON PATROL

Members of Citizens On Patrol will not:

- ☹ Carry a weapon of any kind
- ☹ Make an arrest
- ☹ Get out of vehicle
- ☹ Patrol alone
- ☹ Patrol with a pet or children
- ☹ Break any driving laws

