

Helpful list for 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 and enlist volunteers. Please have everyone fill out the A.C.O.P.A application form. Visit the A.C.O.P.A. website for our Application Form. It can be found under the tab "C.O.P.'s"
- Email the A.C.O.P.A. President to let them know your community is interested in starting a C.O.P. program. president@acopa.ca
- The Detachment Commander or designate (Liaison) should interview or at minimum meet and give approval on the potential new executive. All C.O.P. members will need to complete a Criminal Record Check.
- Establish a Society, through Service Alberta, Societies Act www.alberta.ca/incorporate-a-society. Please ensure you are registering as a "Non-Profit". ACOPA will send you a letter to include with your paperwork for approval of your selected name.
- A.C.O.P.A. will send you paperwork to complete to add you to our website enabling you to access the secured section for information on samples of By Laws, forms and training information.
- 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 Alberta NUANS for the chosen name either on line or through a Registries Office as a "Non-Profit".
- 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 your local Law Enforcement. A.C.O.P.A can assist you with this.
- When the certificate of incorporation is received please contact our A.C.O.P.A. Insurance volunteer at insurance@acopa.ca. A.C.O.P.A will assist you with setting up as an official group with A.C.O.P.A membership fees.
- When members have passed a criminal record check and been approved by local Law Enforcement A.C.O.P.A. will assist in getting group members an A.C.O.P.A ID card to be carried while on patrol or taking part in A.C.O.P.A activities.
- Set up a generic email address for the group such as ABCCop@gmail.com. This will be added to the form you send to set up your group on the A.C.O.P.A website.
- All potential new C.O.P. volunteers will be interviewed by your local C.O.P. Executive and local Law Enforcement Liaison (If they are not able to attend the interview please seek their input on the applicant(s) using A.C.O.P.A. suggested questions in addition to questions local Law Enforcement would like to add.
- Set up how your group will communicate with local Law Enforcement when on patrol and for group meetings/group updates/ etc.(Example: cell phones/radios/Apps/emails)
- Have local emergency numbers and your membership list with you on patrol. (Example: Town or Municipal emergency numbers)
- Encourage attendance at meetings through guest speakers and training. Your local Law Enforcement is a great resources for ideas.

Have fun on your patrols and know that your time and efforts are appreciated!