

**PROVINCIAL ADVISORY COMMITTEE  
BY-LAW # 2**

*This by-law being the organizational structure and operational guideline of the Manitoba Citizens on Patrol Program (COPP).*

**SECTION 1 - COPP GROUPS AND MEMBERSHIP**

The purpose of establishing a COPP group is for citizens to participate in a community-based crime prevention initiative in cooperation with local law enforcement.

(a) (i) **Group Membership** - Groups interested in participating in the COPP must apply to the Provincial Coordinator for acceptance into the program.

(ii) **Individual Membership** – Individuals interested in joining an existing COPP group must apply to the group Coordinator. Following approval, the individual will sign a Volunteer Letter of Agreement.

(b) **Coordinators and Executive** - Following approval and organization, the group must elect /appoint a coordinator and executive as required to fill the following positions:

- Police Liaison Officer (appointed by law enforcement)
- Program Coordinator (Chairperson)
- Assistant Coordinator (Vice Chair)
- Secretary
- Treasurer
- Scheduling Coordinator
- Volunteer Coordinator

\*Note - A member may be elected to hold more than one position, if required.

(c) **Roles and responsibilities of Police Liaison Officer, Coordinator and Executive**

**Police Liaison Officer:**

- Assigned by law enforcement to work with members of the group.
- Along with the Coordinator, assists in the overall organization of the committee.
- Attends group meetings and acts as a liaison with other community groups, police agencies, supporting agencies and helps enlist the assistance of other “like-minded” parties.
- Responsible for all matters regarding the law
- Assist with recruitment, when appropriate
- Assist with arrangements of Criminal Record Searches, where appropriate

**Coordinator:**

- Acts as the overall organizer with the Police Liaison Officer.
- Chairs all meetings.

- Acts as the liaison with other community groups and supporting agencies.
- Provides a quarterly report of group activities to the Regional Representative
- Responsible for media relations and is the “voice” of the local Program.
- Ensures the group and members follow program policies and expectations as outlined in the Group Application and Volunteer Letter of Agreement.
- Maintains contact list of current members and informs the Provincial Coordinator of any changes to the list, along with signed Letters of Agreement for each member.

**Assistant Coordinator:**

- Supports the Coordinator and Police Liaison Officer.
- Acts in the absence of the Coordinator.
- May assist in planning meetings, liaisons, etc.

**Secretary:**

- Assists in meeting coordination
- Records minutes of meetings.
- Handles all correspondence.
- Submits the monthly volunteer and patrol hour reports to the Provincial Coordinator via the COPP website.

**Treasurer:**

- Handles all financial matters for the group.
- Provides a periodic report of the financial standing of the group.

**Scheduling Coordinator:**

- May oversee the day to day operation of the group.
- Responsible for scheduling volunteers.
- Completes and submits monthly patrol hours and volunteer hours reports and shift reports to the coordinator and secretary.

**Volunteer Coordinator:**

- Responsible for the recruiting, training and retention of volunteers.

**(d) Group Responsibilities**

Safety of the members and the success of the program can be compromised if the membership is not actively responsible for the actions of the group, as well as the actions of the volunteers within the group. The group is responsible for following all program policies and procedures, as well as expectations listed in the Group Application.

**(e) Dismissal of a group**

1. Failure to fulfill the group responsibilities may result in a group's application being denied.
2. Failure to adhere to the group responsibilities may result in the suspension or dismissal of a group, or a volunteer from the Manitoba COPP.

**(f) Member responsibilities and conduct**

All individual members are responsible for following program policies and commitments outlined in the Volunteer Letter of Agreement.

**(g) Suspension or dismissal**

1. Members who fail to adhere to the program policies and Volunteer Letter of Agreement may be dismissed.
2. Failure to adhere to the program policies and expectations listed in the Group Application may result in the suspension or dismissal of a group or a volunteer from the Manitoba COPP.
3. Any members charged with a criminal offence will be suspended from the COPP pending resolution of the matter by the court system.
4. Any member convicted of a criminal offence will be dismissed immediately from the Manitoba COPP.

## **SECTION 2 - TRAINING AND RESOURCES**

To reflect the importance of training in motivating and developing program volunteers, all volunteers and members with the Manitoba COPP will have access to training.

## **SECTION 3 – EQUIPMENT**

Program equipment will be distributed to COPP groups by the Provincial Coordinator. An inventory record will be maintained by the Provincial Coordinator of all equipment distributed to COPP groups.

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

## **SECTION 4 - ANNUAL GENERAL MEETING**

An Annual General Meeting (AGM) shall be convened at the annual conference, set at a time and location by the Provincial Coordinator in consultation with the PAC Chairperson. Each active COPP group will be invited to have a certain number of representatives attend the conference.

## **SECTION 5 - RECRUITMENT**

Every COPP group requires volunteers in order to be a successful member of the COPP. When recruiting volunteers the following criteria are to be considered:

- a) the knowledge, skills and abilities needed to fulfill the requirements of the program.
- b) the level of commitment required from the volunteer.
- c) the requirements the prospective volunteer must meet (I.E.: valid drivers licence, criminal record check, etc.).
- d) what the individual will get out of the volunteer experience.

## **SECTION 6 - COMMUNICATIONS**

Each COPP group is required to submit a monthly report of volunteer hours and patrol hours to the Provincial Coordinator. The report shall be submitted by mid-month, following the month of activity.

## **SECTION 7 - CONFIDENTIALITY**

The Freedom of Information and Personal Privacy Act (FIPPA) will be adhered to. COPP members must maintain confidentiality regarding the personal information and activities of COPP. Information concerning police matters must be kept confidential in compliance with governing legislation. Members will not place themselves or their group in a compromising position by divulging any information to unauthorized persons.

## **SECTION 8 - COMMITTEES**

Ad hoc or sub-committees may be formed as deemed necessary for effective operation of the Program.

## **SECTION 9 - FUNDRAISING**

COPP groups may organize activities to raise funds and/or solicit gifts in kind for purchasing additional equipment or for recognition and appreciation for members of the group. COPP groups may support, organize and become actively involved in fundraising activities that benefit local, regional or provincial initiatives to help enhance the Program's positive reputation in the community.

## **SECTION 10 – FUNDING**

COPP group executive members may meet with organizations and municipal councils to facilitate support for member activities in the community as well as financial support for group administrative and operational expenses.

Amended by the Provincial Advisory Committee (PAC) on this date:

**February 21, 2014**

**May 7, 2016**