

## Policy & Procedure # 3

**COPP PROVINCIAL  
ADVISORY COMMITTEE**

**Policies and Procedures  
Subject: Equipment Distribution  
Date issued: March 28, 2009  
Amendment: November 23, 2013  
May 6, 2016  
May 13, 2016**

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

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

1. Manitoba COPP will distribute equipment and resource materials to all registered COPP groups based on membership numbers. An inventory record will be maintained by the Provincial Coordinator and updated by the groups annually.
2. Equipment must be ordered by the group coordinator or a designate.
3. Equipment and resource material available:
  - a) Group Equipment
    - Flashlights – up to 2 per every six group members with a maximum of 10 per group
    - Spot lights - if deemed necessary in that location with a maximum of 2 per group
    - Vests – as required
    - Duffle bags – up to 2 per group
    - Clipboard – up to 3 per group

NOTE: Spotlights have a high-powered beam and are not suitable for use in residential/urban areas. Groups that are patrolling in heavily wooded or remote locations may request a spotlight to be provided by the COPP.

NOTE: Vests must only be worn when on COPP duty.

- b) Member Equipment
  - T-shirt
  - Toque
  - Baseball cap
  - Notebook
  - Pen
- c) Other Equipment

- Communication device for groups in areas without cell service
- Community signs
- Magnetic vehicle signs – as required

d) Other Resource Materials

- Business cards
  - Banners
  - Brochures
  - Posters
  - Promotional pens
  - COPP lapel pins
4. Groups are encouraged to arrange a central location with 24 hour access for storing group and other equipment.
  5. If equipment is damaged, it must be returned to the Provincial Coordinator, before a replacement is issued.
  6. Upon disbanding or dismissal of a COPP group, all equipment must be returned to the Provincial Coordinator.
  7. When a member terminates their participation in a group for any reason, all equipment held by the member must be returned to the group coordinator. The group coordinator must return the member's COPP clothing items to the provincial coordinator for disposal.
  8. Purchase of extra group equipment:

If a group desires to have equipment above the allowed allotment, the following may be purchased from MB COPP:

Flashlights – Streamlight 4AA - \$60 each

Spotlights – Streamlight Waypoint - \$50 each (value is \$100)