

## Policy & Procedure # 6

**COPP PROVINCIAL  
ADVISORY COMMITTEE**

**Policies and Procedures  
Subject: Volunteer and Stakeholder  
Recognition  
Date Issued: April 2012  
Amended: September 10, 2016**

**Volunteers and stakeholders should be recognized for their contributions to COPP. This serves not only to satisfy basic human needs but also to motivate them to continue their involvement. Recognition lets people know that others acknowledge and appreciate what they do.**

1. The Citizens on Patrol Program recognition program recognizes program groups and volunteers, the Provincial Advisory Committee members, law enforcement liaison officers and non-member program stakeholders
2. The following recognition will be provided to **COPP groups**:
  - a. Certificate of appreciation
    - i. The recipient must be active at any time during the 12 months prior to the conference registration deadline
    - ii. Active status is verified by Provincial Coordinator by viewing hours entered on the COPP website.
    - iii. The award will be presented annually at the COPP conference)
    - iv. The award will consist of a paper certificate in a cardboard folder
  - b. COPP Group Outstanding Service Award
    - i. The nominee must:
      - be nominated by the group's Provincial Advisory Committee regional representative
      - be an active group
      - have demonstrated, in the past 12 months, a commitment to community safety and demonstrated outstanding leadership in their community, working with a stakeholder organization (including local law enforcement) or with the provincial program

- ii. The submission should include the following information in a concise document (two pages or less):
      - IDENTIFICATION of a need in the community
      - METHOD of which the group addressed the need
      - ACTIVITY the group undertook
      - LEADERSHIP shown by the group
      - PERSEVERANCE in facing any challenges or obstacles the group may have had to deal with
      - IMPACT of the group's efforts
      - SUMMARY of the essence of the nomination indicating why the group should receive the award
      - Any printed material such as letters, news clippings, testimonials that directly relate to the activity the group is being nominated for.
    - iii. Nominations are to be received by August 30 using the nomination form
    - iv. Nominations will be reviewed by the PAC sub-committee with their recommendation presented to PAC at the September meeting.
    - v. Only one award will be presented annually at the conference and only if the nomination meets the criteria
    - vi. The award will consist of a framed certificate with logo, award name, group name, and year
    - vii. All nominations will be highlighted at the awards ceremony.
3. **Group Coordinators** may be recognized by being given an advanced learning opportunity by attending a Coordinator's In-Service on a regular basis.
4. The following recognition will be provided to **COPP members**:
  - a. By being provided an opportunity to attend the COPP conference based on group selection criteria
  - b. COPP Member Outstanding Service Award
    - i. The nominee must:
      - be nominated by the group's coordinator (supporting endorsements and testimonials from stakeholder organizations or fellow group members encouraged)
      - be an active member
      - have demonstrated, in the past year, a commitment to community safety and demonstrated outstanding leadership in their group, community, working with a

stakeholder organization (including local law enforcement) or with the provincial program

- ii. The submission should include the following information in a concise document (two pages or less):
    - IDENTIFICATION of a need in the group or community
    - METHOD of which the nominee addressed the need
    - ACTIVITY the nominee undertook
    - LEADERSHIP shown by the nominee
    - PERSEVERANCE in facing any challenges or obstacles the nominee may have had to deal with
    - IMPACT of the nominee's efforts
    - SUMMARY of the essence of the nomination indicating why the nominee should receive the award
    - Any printed material such as letters, news clippings, testimonials that directly relate to the activity the group is being nominated for.
  - iii. Nominations are to be received by August 30 using the nomination form
  - iv. Nominations will be reviewed by the PAC sub-committee with their recommendation presented to PAC at the September meeting.
  - v. Only one award will be presented annually at the conference and only if the nomination meets the criteria
  - vi. The award will consist of a glass table award with logo, award name, recipient name, group name, and year
  - vii. All nominations will be highlighted at the awards ceremony.
5. **COPP trainers** may be recognized by being given an advanced learning opportunity by attending a Trainer's In-Service on a regular basis. They will also be provided specialized training to deliver COPP training and a trainer shirt.
6. **COPP Police Liaison Officers** will be recognized with a Manitoba Law Enforcement Outstanding Service Award.
- a. The nominee must:
    - i. be nominated by an active Manitoba COPP group
    - ii. be a law enforcement officer commissioned in Manitoba
    - iii. have demonstrated, in the past year, outstanding service to Manitoba COPP by having aided/assisted the COPP during the

performance of his/her regular duties in a unique and/or innovative way

- b. Nominations are to be received by September 30 using the nomination form
  - c. Nominations will be reviewed by the PAC sub-committee.
  - d. Only one award will be presented annually at the conference and only if the nomination meets the criteria
  - e. The award will consist of a framed certificate along with a large medal and mini medal in a separate case
  - f. All nominations will be highlighted at the awards ceremony.
7. **Non-member individuals or organizational stakeholders** will be recognized with a Lifetime Membership Award.
- a. The recipient must:
    - i. be nominated and selected by the COPP Provincial Advisory Committee
    - ii. be an individual who has significantly championed and supported the program
    - iii. not be a COPP member
  - b. Awards will be reviewed by PAC with the final decision at the September meeting
  - c. More than one award may be granted each year
  - d. The award will consist of a certificate and medal framed together
8. The following recognition will be provided to **Provincial Advisory Committee** members:
- a. A small gift provided annually as chosen by the Provincial Coordinator
  - b. A guest to attend the September PAC meeting dinner with the cost covered by COPP
  - c. Formal introduction at the COPP conference
  - d. Farewell speech at the COPP AGM to the PAC member leaving the committee at the end of their term and not renewing
9. Additional recognition may include the proclamation of COPP week beginning the Sunday coinciding with the COPP conference along with a news release.
10. COPP groups may award their group members, local law enforcement liaison or community stakeholders at regional events.

**SECTION 9(b) of By-law # 2 provides authority for the formation of an ad hoc sub-committee of the PAC as deemed necessary to ensure effective operation of the COPP.**

11. PAC Sub-Committee duties:

- a. To solicit nominees for awards
- b. To review nominations and make determinations on those individuals, groups or organizations to receive an award and then present the selected nominees to the PAC for approval.
- c. To assist in the organization and execution of the award ceremony when necessary, and to arrange for the presentation of the awards.