

Policy & Procedure # 7

**COPP PROVINCIAL
ADVISORY COMMITTEE**

**Policies and Procedures
Subject: Communication Device
use
Date Issued: April 2012
Amended: September 10, 2016**

In accordance with By-law # 2 of the COPP, groups must agree to established responsibilities and actions set for the Program. One of the responsibilities is that they agree to “keep all equipment in good working condition and ensure that the equipment will be used for COPP purposes only.” Failure to abide by this responsibility could result in the dismissal of a member or group from the COPP.

1. The Manitoba Citizens on Patrol Program provides COPP groups located in areas without cell service with alternate communication devices for use during their patrols. MB COPP covers the cost of the monthly contract, and detailed billing for each device is provided to the Provincial Coordinator.
2. Communication devices are provided to the groups by MB COPP for COPP purposes only. They are intended to be used by members when on patrol.
3. The following activities on COPP communication devices are **not allowed**:
 - Making personal calls (unless it is an emergency situation)
 - Texting
 - Web surfing
 - Downloading of ringtones, wallpapers, software, photos, games, songs, etc.
4. COPP groups are responsible for paying any charges (including taxes) resulting from the prohibited activities described above and will be billed for them by the provincial program.

5. COPP communication devices may be used by members while operating a vehicle but only in hands-free mode. **PLEASE NOTE:** Drivers should make every attempt to stop the vehicle in a safe location prior to making using the device and as soon as practical after receiving a call.

6. If a group communication device goes missing, the Group Coordinator should report it missing as soon as possible to the Manitoba COPP Provincial Coordinator.