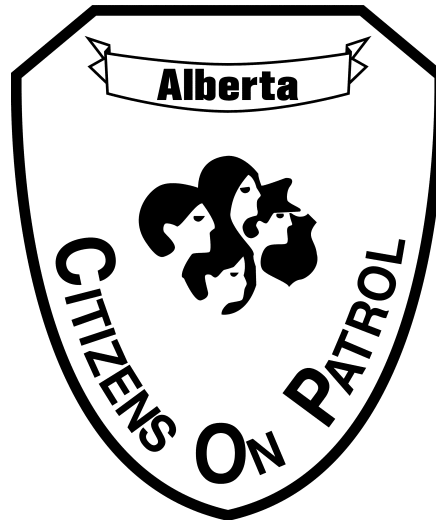


ALBERTA

Citizens On Patrol

ASSOCIATION

(A.C.O.P.A)



Basic Training Manual

**ACKNOWLEDGMENT
OF
THIS MANUAL**

The Alberta Citizens on Patrol Association wish to thank Cst. Kevin Kunetzki of the Royal Canadian Mounted Police, Wetaskiwin Municipal Detachment “K” Division, for the creation of this manual. The manual was modified by the Executive of the A.C.O.P.A. for the use of all communities in the Province of Alberta and their police agencies.

Dated September 2002

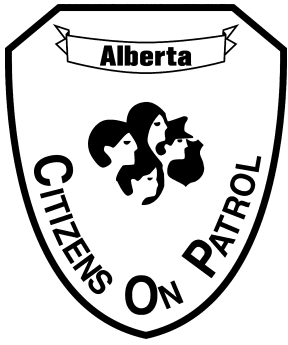
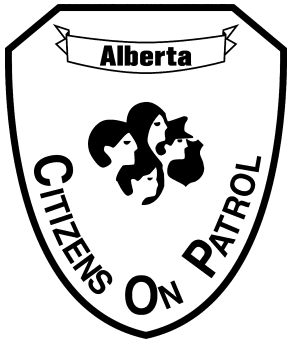


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Introduction of C.O.P.

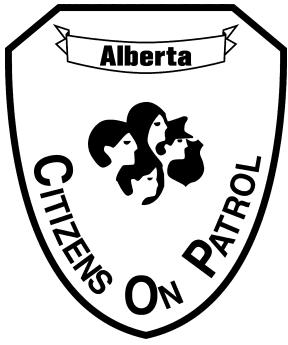
(CITIZENS ON PATROL PROGRAM)

WHAT EXACTLY IS C.O.P.?

- C.O.P. is a recognized crime prevention program of the various police agencies.
- C.O.P. is a program that exists around the world.
- C.O.P. assist police by being the “eyes & ears” of the community.
- C.O.P., from a national perspective, stands for “Citizens on Patrol”.
- C.O.P. are trained and organized volunteers.
- C.O.P. are citizens that enjoy making a difference in their communities.
- C.O.P. are not police officers, rather they are a valued resource to the local police agency patrolling the community.
- C.O.P. is an integral strategic partnership of ensuring safe homes and safe communities.



A local C.O.P. Society meeting with the local police liasons.



Introduction of C.O.P.

(CITIZENS ON PATROL PROGRAM)

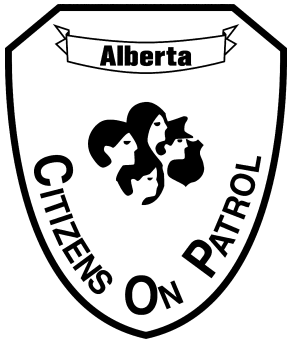
WHAT ARE SOME EXAMPLES OF C.O.P. ACTIVITIES?

Safety & Common Sense - two of the most important elements for a patroller are to have a safe attitude and the common sense to ensure your personal safety.

Patrolling is usually the most common activity of Citizens on Patrol, however there are other activities which depend on the community.

Some other activities, depending on the demographics and unique settings, include:

- On-Going Training
- Surveillance
- Research
- Traffic Diversion
- Surveys
- Data Collection
- Reporting
- Crime Prevention



Introduction of C.O.P.

(CITIZENS ON PATROL PROGRAM)

SOME EXAMPLES:

Patrolling

- Regular patrols of streets and alleys
- Patrols of special events
- Foot Patrols
- Bicycle Patrols

On-Going Training

- Visit to the Communication Centre
- Workshops from specialized sections
- Traffic Safety
- C.P.R. & First Aid
- Surveillance Techniques
- Technology

Surveillance

- High Crime areas
- Know Stolen Vehicle
- B & E targets

Research

- Crime Trends
- Internet
- Other C.O.P. Group Activities

Traffic Diversion

- Major Disasters
- Accidents
- Fires
- Special Events

Surveys

- Public Perception
- Problem Speed Areas with Laser
- Crime Prevention Questionnaires

Data Collection

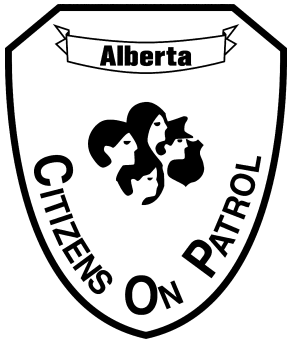
- Key holder Information
- Crime Statistics
- Public Resources

Reporting

- Statements of Crime
- Statements of Crime Prevention

Crime Prevention

- Prevention Material
- Public Presentations
- Safety Suggestions
- Brainstorming



Introduction of C.O.P.

(CITIZENS ON PATROL PROGRAM)

SUMMARY

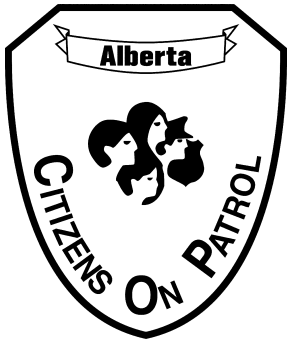
The purpose of the Citizens on Patrol Program is for dedicated community volunteers to assist in crime prevention in the community. By being an extra set of “eyes & ears” in the community, and by getting involved in the activities of the local Citizens on Patrol Societies, citizens can help their local police agency make safer homes and safer communities.



First A.C.O.P.A. Board (2001/2002)

Front Row: Jacquie Kolsdonk, Katrina Mann-Young.

*Back Row: Ken McIntosh, Dennis Schmidt, Russ Wheatley,
Colleen Fjordbotten, Doug Wise.*



Membership

1. MEMBERSHIP STANDARDS

2. REQUIREMENTS

3. CODE OF CONDUCT

C.O.P.S. works in conjunction with the local police service, and as such, members must meet and adhere to the following standards, requirements, and code of conduct as active members.

1. MEMBERSHIP STANDARDS

Before taking this basic training you will have already met the following standards:

- Be at least 18 years of age.
- Be of good character.
- Agree to abide by the rules, requirements, Code of Ethics, or any other conditions set out by the local police service and/or the local C.O.P. Society.
- Pass the security screening required by the local police service.
- Participate in the police ride-along program where available.

In order to complete your application and to maintain an active membership you need only to meet the additional standards:

- Successfully complete the basic training manual.
- Satisfy the program coordinator of your genuine commitment to the deterrence of unlawful activity in the community.
- Understand and abide at all times by the rules, requirements and code of conduct of the program.

2. REQUIREMENTS

- Two Shifts Per Month:**
Members of the Patrol are required to contribute a minimum of two shifts per month, or as required by the schedule set out by the society.
- Additional Training:**
Members are required and encouraged to take additional training. This will ensure that members are current on community issues, new technology, safety concerns, or any other issues that affect the program and membership.



Membership

Notification of Change of Personal Status:

Members are required to notify the program coordinator or delegate of any change in personal status, such as address and phone number, so that we can always contact you when required.

Suitable Dress:

Members are expected to maintain a suitable dress code while on patrol or when engaged in activities related to the program. Dress should be appropriate for the activity. To clarify, you need not wear a suit on patrol (nor would this be good for surveillance), but you should not be wearing ripped jeans or cut-offs either. Dress that would be appropriate would be something worn that portrays a professional and respectable image.

Two Person Patrols:

For the safety of the members of the Citizens on Patrol, members are always required to patrol in pairs. This will ensure good decision making and even make the patrol a little more entertaining!

Confidentiality:

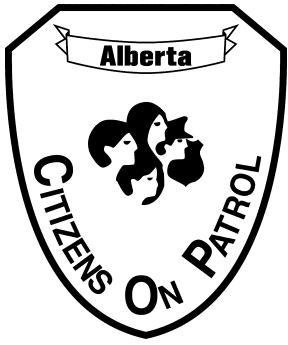
It is an offence within the Criminal Code of Canada to release to persons unauthorized confidential information or information pertaining to police investigations that you may acquire of as a member of the Citizens on Patrol. For your protection and personal security DO NOT release or discuss with others information that relates to:

- Members of the police service.
- Members of the Citizens on Patrol.
- Confidential Information acquired through the patrol.
- Information relating to police investigations.
- Details of the patrol.
- Hours or days of the patrol.

If you are not sure what you can talk about with others you should discuss the issue with the police liaison member.

Have Fun !

This is the most important part of the program. If you are not having fun then you are probably not doing something right. You should contact the local police liaison or C.O.P.S. President immediately !!!



Membership

CODE OF CONDUCT

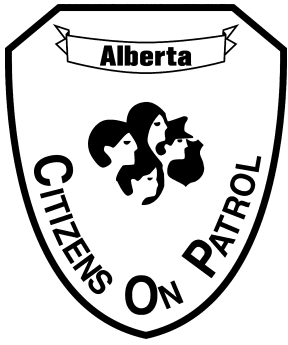
Members of the C.O.P.S. will:

- act in a professional manner at all times, fulfilling his/her duties and obligations with integrity and competence.
- respect the confidentiality of all persons and information within the patrol, community, and local police.
- notify their insurance company that they will be participating in a patrol and ensure they are properly covered, should they be involved in an accident.
- use their Citizens on Patrol identification only when reporting in at checkpoints or when requested to produce it by a member of the local police service.
- maintain a valid drivers licence and current registration for their vehicle if they are the driver.
- not go out on patrol alone.
- not use any knowledge gained through their service for financial gain or profit.
- not solicit or accept any gratuities for services provided through the patrol.
- not take an untrained or unauthorized person on patrol, i.e. family or friends.
- not carry or use any weapons while on patrol.
- not pursue any vehicle or persons.
- not be involved in criminal behavior.
- not carry a dog in the vehicle, especially one which may appear vicious.

CANCELLATION OF MEMBERSHIP

While we hate to see anyone go, there will inevitably come a day when it will be time to hang up your binoculars. When this time comes, we only require that you continue to be a great citizen of the community and that you turn in your Citizens on Patrol Identification card to the local police liaison.

It would be very rare for any member to have his / her membership canceled by any other means than resignation, but for your own protection and protection of the program, members or applicants should understand that termination could also occur at the discretion of the local police service or Citizens on Patrol if any member does not maintain the membership standards, requirements or code of conduct.



Observation

SURVEILLANCE & WHAT TO LOOK FOR

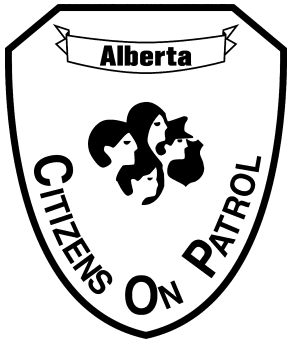
SURVEILLANCE

The best observation can be when the target does not know that he / she is being watched. Keep in mind the few surveillance points when out on patrol:

- Partner up with a member of the opposite sex when possible to make it look more natural.
- Drive a plain looking vehicle when possible that fits with the environment. You wouldn't want to drive a yellow sports car in a rural area or a grain truck in the city.
- Do not sit parked with your lights on or have the interior lights on.
- Do not stare.
- Wear dark plain clothing.
- Be familiar with your area.
- Sit low in your vehicle.
- Do not drive erratically.
- Be aware of your cover.
- Do not follow too close.
- Use rear view mirrors and side mirrors as opposed to directly facing the target.
- Do not stay in the same place for too long.



Local Citizens on Patrol conducting surveillance on a group of suspicious youth



Observation

WHAT TO LOOK FOR... VEHICLES

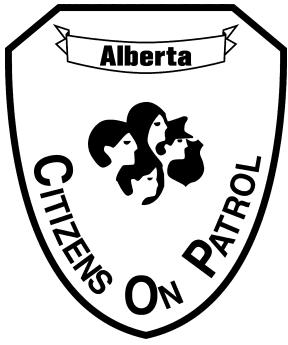
- No lights (driving down streets / alleys)
- Excessive or suspiciously slow speeds
- No licence plates
- Plates wired on
- Plates over plates
- Damaged Vehicles
- Improperly Parked
- Engines left running unattended
- Tires low or flat
- Windows open
- Unlicensed / Expired Plates
- Conflict between front and back plates
- Very young drivers
- Impaired drivers
- Clean car with dirty plates

WHAT TO LOOK FOR... PEOPLE

- Suspicious movements
- Looking into vehicles / buildings
- Clothes out of place
- Bags / Backpack oddly packed
- Carrying suitcases or large boxes
- Going into underground areas
- Arms held funny - concealment
- Hiding in shadows
- Following women
- People observing your movements
- Age of person
- Familiarity of person i.e. newspaper man
- Number of persons in an area
- WEAPONS!



*Citizens on Patrol witness
a Suspicious Male
Casing out a Business*

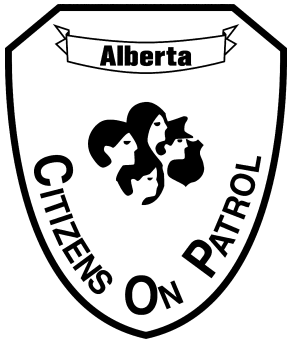


Observation

WHAT TO LOOK FOR.... PROPERTY

- Look Up
- Look around
- Cut Wires
- Smashed Windows
- Doors / Windows insecure
- Vehicles backed up to buildings
- Obstructions blocking entrances
- Ladders against buildings
- External fire escapes
- Flashlights or other out of place lights
- Persons working late
- Smashed or burnt out lights
- Unlocked or unclosed gates

Each of the above scenarios could be suspicious for many different reasons depending on the time of day, place, and environment. Each incident must be weighed accordingly before determining if a complaint should be generated. You will want to discuss with the local police liaison member about the types of complaints that should be reported.



Reports

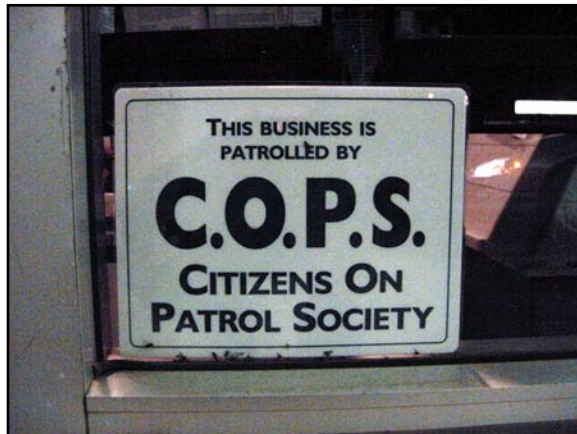
From time to time you will witness incidents that will need to be reported and/or formally recorded by way of a statement. For example, you may encounter either of the two incidents:

- **An Assault** (Crime)
- **A business with inadequate or burnt out lighting** (Crime Prevention)

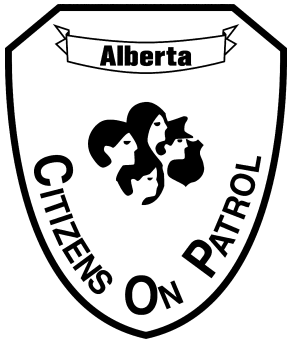
What do you do? In the case of the assault, you will need to report it and then complete a statement for the police investigator. In the case of the business with burnt out lighting, you will need to report it to your local police liaison who will in turn possibly notify the business. In general, if the incident requires immediate attention i.e. impaired driver, break and enter, people fighting, insecure premise etc., call _____ or 911 and report the incident to dispatch, in order that the information can be relayed to the on-duty officers. Then complete a statement for the police investigator. If the incident does not require immediate recording, such as a crime prevention tip for a local business, then you may instead just need to submit a written report to the police liaison requesting a letter be forwarded to the business or property owner. In any case, you should be prepared to answer all or any of the following questions to report the incident

- Where is the incident happening?
- What exactly is happening?
- When did this happen?
- Who is involved?
- Why is this happening?
- Weapons?

Does anything look familiar? It should. Reporting the incident and writing a statement about it after comes down to the five “W”s & Weapons! It’s that easy.



Posted on a Local Business Window



Reports

YOU SHOULD...

consider some of the following points when describing persons or vehicles:

Persons

Name
Race
Age
Height / Weight / Build
Hair Colour / Length
Abnormalities: Scars
Clothing

Vehicles

Colour
Year
Make / Model
Body: 2 Dr or 4 Dr
Other: Rust, Dents, Stickers
Licence Year

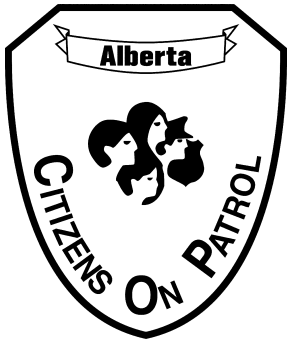
YOU SHOULD ALSO ...

consider that the person listening to your report or reading your statement was not there. This may seem simple enough, but if you are explaining direction using “then he turned left, then right” who’s left are you talking about? You also want to make sure that you provide full addresses when possible. There may be a new constable to the area who does not know where “Annie” lives. Remember then to also consider the following when verbally reporting the incident or formally recording it on a statement:

- **Use North, East, West, & South when giving directions**
- **Use proper addresses**

FINALLY, YOU SHOULD ...

know that any form of communication related to a police investigation is subject to review and will be produced in court. Your statement or notes or telephone conversation to dispatch may be reviewed by the Crown Prosecutor, defense lawyer, Judge, or the jury. Please ensure your information is professional and is as accurate as possible in all cases. Your information should only contain details pertaining to the incident reported on. Specifically relating to report writing, try to be consistent by using the same pen. Ensure your hand style is legible and consistent. Fill in every line of the page. If a mistake is made, cross out with one line and initial. Do not cover up words, skip or remove pages, since this may be questioned later if used as evidence in court. Be specific when entering information. It is only your information on what you saw.



Reports

YOUR NOTES OR STATEMENTS WILL:

- Act as an aid to your memory prior to court
- Help maintain a clear record of events
- Add to your credibility in court
- Be available to you at court

WHERE DOES MY REPORT GO?

You will notice that we have been talking about reporting two types of incidents: Incidents of **Crime** and incidents of **Crime Prevention**. The statement forms that you will carry in your patrol kits should have a check box to indicate Police Investigator and for the C.O.P. Police Liaison Member. Check the appropriate box pertaining to your statement and then turn your statement into that person.

- Police Investigator** If you have reported an incident to dispatch for a member to attend a call, you should fill out an incident report and provide it to the investigator for his or her file. These would be for incidents such as impaired drivers, break and enters, fights, etc.

- C.O.P. Police Liaison** If you have noticed something in the community that would be valuable for a resident or business owner to know, such as burnt out lights, a build up of newspapers, etc., you should complete an incident report and check off this category to have the police liaison send out a letter to the resident or business owner.

**REVIEW THE FOLLOWING
INCIDENT REPORT EXAMPLES.**



Reports

INCIDENT REPORT

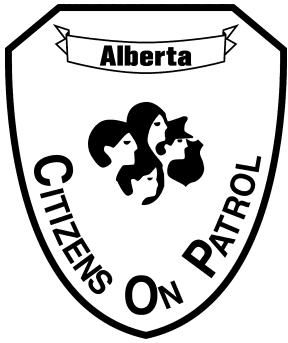
C.O.P.S. NAME: John Bigger **POLICE FILE #** 2010-87654
OCCURRENCE DATE: 2010-11-27 **STATEMENT DATE:** 2010-11-27
OCCURRENCE TIME: 0007 Hours **STATEMENT TIME:** 0130 Hours

- Police Investigator**
 C.O.P. Police Liaison Member

DETAILS: At approximately 0007 hours on November 27, 2010, I saw an unknown male walk up to Janet Belner, she is my neighbour's daughter, who was standing outside the north doors of the Fast Trax Bar. They looked like they were exchanging words and then all of a sudden the male became very angry. He clenched his fists, started yelling, and became very red in the face. Just then he hit Janet Belner in the head with his right fist and ran off in the direction of the Quick Mart Convenience Store on the East side of Fast Trax Bar. Janet Belner appeared to have a broken nose. I didn't see any weapons. People outside the bar were yelling to call the police. I called the police and we followed the man from a safe distance. The man was possibly intoxicated as he stumbled and staggered as he ran. The man got into a newer red jeep YJ with licence ABC123. The man then drove off and was last seen heading West on 40 Avenue from 56 Street. He was driving too fast for us to follow. We drove back to Fast Trax bar where police arrived on the scene. The man is described as 5'10", blonde long curly hair, Caucasian, 22 yrs, moustache, red t-shirt, jeans, and white running shoes.

Signed: *John Bigger*

Witnessed: *Alex Jackson*



Reports

INCIDENT REPORT

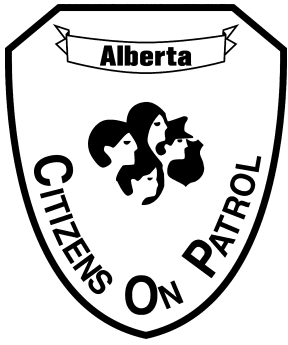
C.O.P.S. NAME: John Bigger **POLICE FILE #** 2010-00056
OCCURRENCE DATE: 2010-01-01 **STATEMENT DATE:** 2010-01-01
OCCURRENCE TIME: 0230 Hours **STATEMENT TIME:** 0230 Hours

- Police Investigator**
 C.O.P. Police Liaison Member

DETAILS: Janet Toner and I have been patrolling together for the past couple of weeks and we've noticed that Joe's Pizza has 7 burnt out outside lights that shine on the South & East sides of this store. It is therefore difficult to see if anyone was wanting to break into this business. Perhaps we should let them know.

Signed: *John Bigger*

Witnessed: *Janet Toner*



Reports

ROLE PLAYING TIME!

1. The instructor should role play a crime in progress.
2. Using the following blank incident report, the student should make a formal statement of what he or she witnesses.
3. The statement will be reviewed for the 5 W's and Weapons ! Remember that the person reading your statement will likely not know anything about the incident except for what you tell them. Do not leave any details out.

TURN THE PAGE AND BEGIN NOW!



Reports

INCIDENT REPORT

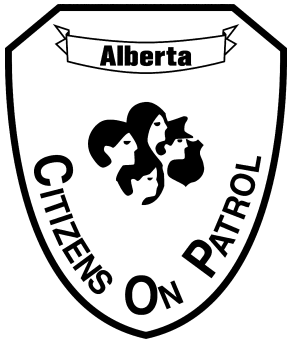
C.O.P.S. NAME: _____ POLICE FILE # _____
OCCURRENCE DATE: _____ STATEMENT DATE: _____
OCCURRENCE TIME: _____ STATEMENT TIME: _____

- Police Investigator
- C.O.P. Police Liaison Member

DETAILS: _____

(Use the next page if necessary)

Signed: _____ **Witnessed:** _____



Equipment

STANDARD EQUIPMENT & RADIO PROTOCOL

Each Citizens on Patrol group will have Standard Equipment. These items will likely include a carry case, scanner, cell phone, report binder, flashlight, binoculars, and traffic vests. Below is a brief description of each of these items.



CARRY CASE

The **CARRY CASE** does exactly what the name suggests and is used to carry all of the items that C.O.P. members take with them on patrol. It should be large enough to carry all of the equipment and should protect any fragile items within. Options for cases include: metal tool box, solid sided bag, nylon sport bag or other cases.



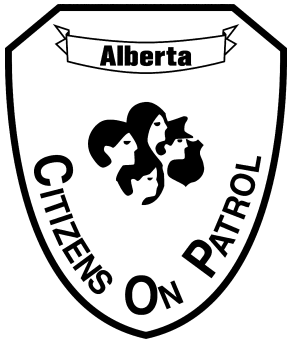
SCANNER & CELL PHONE

The **SCANNER & CELL PHONE** are two of the most valuable pieces of equipment you will use. With a police scanner you can monitor police service calls, your own complaints, and know of high problem areas which might require your assistance. The cell phone of course is needed to call in the complaints. Both of these items are conveniently found in radio stores. Very high quality scanners are recommended.



REPORT BINDER

The **REPORT BINDER** contains information and maps necessary for the C.O.P. members to effectively report incidents. For example this binder includes contact numbers for the police complaint lines, cell phone numbers, report forms, a city map, the phonetic alphabet, and the Police Ten Codes. Any other written material can be conveniently stored here.



Equipment



FLASHLIGHT

The **FLASHLIGHT** will assist C.O.P. members, particularly at night when trying to read addresses, look down dark alleys, or to alert people of their presence. Some flashlights are adaptable to allow a traffic cone to be attached.



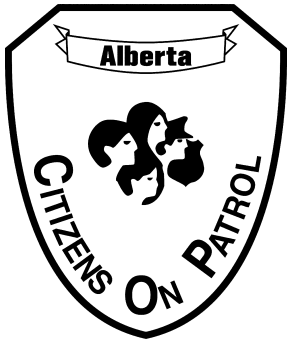
BINOCULARS

The **BINOCULARS** are great for reading things such as licence plates and addresses. They are also a very valuable tool when you wish to see something without endangering yourself. They should be used as much as possible for obtaining the fine details of your incident observations.



TRAFFIC VESTS

The **TRAFFIC VESTS**, if your C.O.P. group is involved with some traffic duties, is absolutely mandatory. It will help ensure that you are seen ! These vests are available at Safety Supply companies and other retailers such as Home Depot. A sign company can apply lettering. Printing on traffic vest could be "Citizens On Patrol".



Equipment

RADIO PROTOCOL

• Phonetic Alphabet

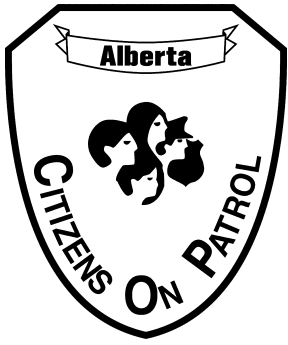
The phonetic alphabet is used on radios, not just by the police, but by anyone who uses radios for communication on a regular basis. Why? Often letters when sounded out sound the same like the letter “M” and the letter “N.” When you apply the phonetic alphabet, however, the letters are easy to tell apart. M = “Mike” & N = “November.” When you hear police using the phonetic alphabet, they are most often spelling out names for dispatch in order that they receive the correct spelling of an individual’s name. The following is the entire phonetic alphabet:

(A) Alpha	(B) Bravo	(C) Charlie
(D) Delta	(E) Echo	(F) Foxtrot
(G) Golf	(H) Hotel	(I) India
(J) Juliette	(K) Kilo	(L) Lima
(M) Mike	(N) November	(O) Oscar
(P) Papa	(Q) Quebec	(R) Romeo
(S) Sierra	(T) Tango	(U) Uniform
(V) Victor	(W) Whiskey	(X) X-Ray
(Y) Yankee	(Z) Zulu	

• Twenty-Four Hour Clock

The twenty-four hour clock is something that you should become familiar with. If you haven’t used it already when you learned about report writing, then you should learn to use it at this point of your training. The twenty-four hour clock accomplishes one major task: it eliminates any confusion about a.m. or p.m. Below is a conversion table with a.m. and p.m. converted to the twenty-four hour clock. If you are having trouble, try to add twelve after noon, i.e. 1:00 p.m. plus twelve becomes 13:00 hours.

1:00 a.m. = 0100 hours	1:00 p.m. = 1300 hours
2:00 a.m. = 0200 hours	2:00 p.m. = 1400 hours
3:00 a.m. = 0300 hours	3:00 p.m. = 1500 hours
4:00 a.m. = 0400 hours	4:00 p.m. = 1600 hours
5:00 a.m. = 0500 hours	5:00 p.m. = 1700 hours
6:00 a.m. = 0600 hours	6:00 p.m. = 1800 hours
7:00 a.m. = 0700 hours	7:00 p.m. = 1900 hours
8:00 a.m. = 0800 hours	8:00 p.m. = 2000 hours
9:00 a.m. = 0900 hours	9:00 p.m. = 2100 hours
10:00 a.m. = 1000 hours	10:00 p.m. = 2200 hours
11:00 a.m. = 1100 hours	11:00 p.m. = 2300 hours
12:00 a.m. = 1200 hours	12:00 p.m. = 0000 hours



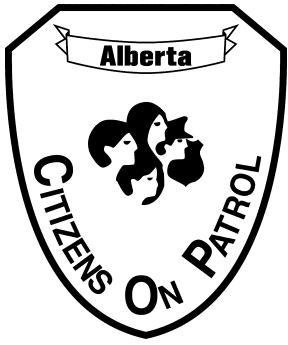
Equipment

RADIO PROTOCOL

• Police 10-Codes

The R.C.M.P. ten codes are also used to ensure accuracy and to avoid any misunderstanding. Common words and phrases are often difficult to understand over a radio and in many cases can be shortened by using the 10-codes. For example, in the case of an alarm a dispatcher will say: “10-71...10-73”. This is much shorter and more clear over a radio than saying “I have a complaint of an alarm.” See the difference? It is not necessary for you to remember these codes, but be familiar with where to find them. A copy will be provided for you in your on-duty kit.

10-1 Signal Weak	10-30 Danger/ Caution (followed by)	10-63 Dispatch Tow Truck
10-2 Signal Good	(A) Armed and Dangerous	10-64 Dispatch Ambulance
10-3 Stop Transmitting	(C) Contagious	10-65 Escort Prisoner
10-4 Affirmative	(E) Escape Risk	10-66 Remain in Service
10-5 Relay (to)	(F) Firearms	10-67 Anything for Me?
10-6 Busy	(M) Mental Instability	10-68 Impaired Driver
10-7 Out of Service	(P) Pardon Application	10-70 Are you OK?
10-8 In Service	(S) Suicidal Tendencies	10-71 Complaint Dispatch
10-9 Say Again	(V) Violence	10-72 Armed Robbery
10-10 Negative	10-31 Pickup	10-73 Alarm
10-11 Checking Vehicle	10-32 Units Needed	10-74 False Alarm
10-12 Stand By	10-33 Help Me Quick	10-75 Meal Break
10-13 Existing Conditions	10-34 Time	10-76 On Portable
10-14 Message/Information	10-35 Off Duty	10-77 At Residence
10-15 Message Delivered	10-36 On Duty	10-78 At Office
10-16 Reply to Message	10-37 Returning to Office	10-79 Computer Slow
10-17 En Route	10-38 Fatality	10-80 Probation Category
10-18 Urgent	10-39 Hostage/Abduction	10-81 Record Violence
10-19 (in) Contact	10-40 Possible Hit on Persons/Vehicle/Property	10-82 Record Robbery
10-20 Location	10-41 Possible Hit Confirmed	10-83 Record Offensive Weapon
10-21 Call () By Phone	10-42 Surveillance Category	10-84 Record Break and Enter
10-22 Disregard	10-43 Parole Category	10-85 Record Auto Theft
10-23 Arrived at Scene	10-44 Charged Category	10-86 Record Theft
10-24 Assignment Complete	10-45 Elopee Category	10-87 Record Drug
10-25 Report to (meet)	10-46 Prohibited Category Firearms/Liquor/Driving	10-88 Record Fraud
10-26 E.T.A.	10-47 To 10-59 Reserved	10-89 Record Sex
10-27 Licence/Permit Info	10-60 Danger - Police Hater	10-90 Record Other C.C.
10-28 Ownership Info	10-61 Station Calling Identify Self	10-91 Record Other Federal
10-29 Records Check	10-62 Unauthorized Listeners	10-95 Record Arson

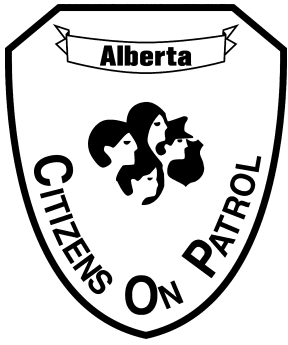


Safety

PRIORITY #1 - STAY SAFE!!!

When making patrols, safety is the first of your concerns. At no time will you be asked to do anything that might jeopardize your safety or cause damage to your vehicle while under Citizens on Patrol guidelines. It will be the judgement of the Citizens on Patrol members in the vehicle whether or not an area will be a danger to patrol. If you judge an area to be a danger, a visual scan of the area with the spotlight would be sufficient. At no time will you attempt to chase or pursue a vehicle. Remember, you are not an emergency vehicle, and must obey all traffic, provincial and criminal laws. If at any time on your patrol you encounter a less than safe situation, you should continue on until you are in a safe area and can contact the local police with the information. Although this may be repetitive, some of the following warrants repeating:

- | | |
|--|--|
| 1. Obey all laws | This little bit of advise will keep you ticket free and prevent unnecessary injuries / accidents. |
| 2. Use Common Sense | If you don't feel you should be doing something, then chances are very good that you shouldn't. |
| 3. Drive Safely | You can obey all the laws and still not be driving safely. Look around when you are driving. Avoid accidents before they happen. |
| 4. Do not follow police | This will look suspicious. |
| 5. Do not leave your vehicle | Putting yourself at risk leaves no one to call for assistance. You will not be equipped to handle anything unexpected. |
| 6. Do not carry a weapon | This is illegal. |
| 7. Do not disturb a crime scene | If you witness a crime, just report it. Do not disturb it in anyway. You may disturb microscopic evidence that is vital to an investigation. |



Safety

8. Do not ride alone

Two heads are always better than one. This also makes for better company.

9. Do not pursue a vehicle

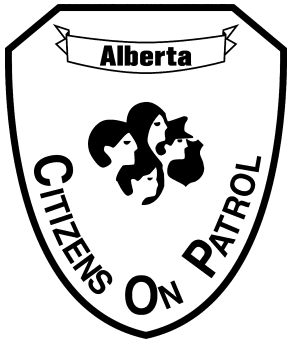
This is illegal and very dangerous. It is one thing to follow a vehicle from a safe distance while obeying the laws. It is quite another to pursue a vehicle.

10. Do not do anything that you would not have someone else do under similar circumstances.



A C.O.P. directing traffic using all safety equipment available

The bottom line with safety is that it comes down to common sense. You are volunteering to protect the community, but it is not worth risking yourself for. A cool head and keen observation skills will always be more effective than bad judgement.



Shift Duties

CHECK SHEET

- Sign in at your designated sign in location within the office.
- Take your equipment kit. Ensure that all of the equipment is in proper working condition with fresh batteries.
- Look at the bulletin board or clipboard for any postings of interest.
- GO ON PATROL!!!** Have fun and laugh it up with your partner, but keep your eyes and ears open.
- Report any incidents you feel should be reported to police, and complete an incident report.
- At the end of your shift turn in any incident reports you have.
- Put away your equipment and plug in anything in need of charging.

THAT'S IT! THANK YOU FOR PATROLLING!



Quiz

- 1. You are on patrol and see a suspicious vehicle. What is the first thing you would do?**
 - a) Follow the vehicle to see where it goes
 - b) Write down the licence plate number
 - c) Phone the local police
 - d) Pull the vehicle over

- 2. You are on patrol and you observe a lone female waiting by the front doors to a business with her car running. The business seems to be closed. There are other vehicles parked around but none of them are running. What action would you take in this situation?**
 - a) Do nothing because she is just waiting to give someone a ride
 - b) Get a description of the vehicle including licence plate number and time observed
 - c) Face your headlights at the vehicle and high beam it
 - d) Call the owner of the business

- 3. You are on patrol and observe a person hitchhiking north out of town in the winter time. You observe the person not to be dressed for the winter conditions. What action would you take in this situation?**
 - a) Stop and give him a ride
 - b) Phone the local police
 - c) Drive right by because you do not stop for strangers
 - d) Stop and give him a jacket but do not get close enough for the person to get in

- 4. You observe a vehicle run a stop sign, collide with another vehicle and then drive off. What would you do first in this situation?**
 - a) Give chase, catch up to the vehicle and then get the licence plate number
 - b) Make note of the description of the vehicle and licence plate number if possible
 - c) Call the local police
 - d) All of the above



Quiz

5. **You are on your way for coffee at the donut shop. As you approach the shop, you observe a teenager running away from the shop. The store owner comes running out, shouting, “Stop Thief ! Stop Thief!” What would you do in this situation?**
 - a) Park the car and go for coffee because it’s your break
 - b) Give chase on foot because you can see the person and he is not far
 - c) Call the local police and observe where the teenager goes
 - d) Identify yourself to the owner and try to comfort him

6. **You are at the bank and are attempting to cash a cheque. You realize suddenly that you forgot your wallet at home, but you remember you have your C.O.P. ID card. What do you do?**
 - a) Call the local police
 - b) Show your patrol ID because it has your name and picture on it
 - c) Tell the person you volunteer with the local police
 - d) Leave the bank without cashing your cheque

7. **A person has fallen through the ice in the middle of a town lake. The person is unable to get out of the water and the ice is very thin. The person is out of your reach. The person may only have seconds to live. What is the first thing you should do?**
 - a) Jump in to save the person
 - b) Call for help
 - c) Throw the person a rope
 - d) Crawl onto the ice



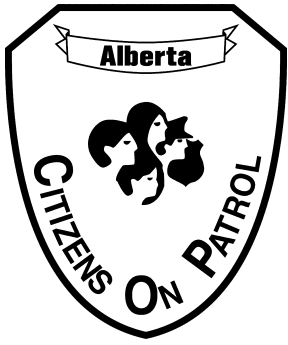
Quiz

8. **You are on patrol and see a small child lying on the ground who appears to be injured. The child is very upset and doesn't appear to speak well enough to explain what happened. The first thing you should do is:**
- a) Position the vehicle so as to protect the child until help arrives
 - b) Check with near-by houses and see if anyone knows the child
 - c) Remain in your vehicle at all times as per the C.O.P. Policy
 - d) Administer first aid and advise members of the situation
9. **All of your friends know you are a volunteer with the police. You are at a social gathering and someone becomes violent from drinking too much. The first thing you should do is:**
- a) Confront the person using only as much force as is necessary to bring the person under control
 - b) Call the local police
 - c) Leave immediately
 - d) Just stay and enjoy the party the problem will eventually calm down anyway.
10. **While on patrol in a secluded area you observe a vehicle parked on the side of the road. Upon looking inside of the vehicle you note a guy and a girl kissing. The girl appears to be 12 years old. You have no reason to believe that she is not a willing participant, but the male could be anywhere from 13 to 18 years of age. What action will you take?**
- a) Leave quietly so as not to disturb their privacy
 - b) Approach the vehicle and ask if she is okay
 - c) Stop, flash your high beams on the male and then call the local police
 - d) Call the local police and record a description of the occupants, vehicle and plate



Quiz

- 11. You have been advised to be on the lookout for a suspect involved in a robbery. Which of the following descriptions would be the most helpful to you in looking for the suspect?**
- a) Male, Caucasian, 22 yrs, black ball cap, jeans, and white shirt
 - b) Caucasian, black ball cap, white shirt, jeans, tattoo
 - c) Caucasian, male, jeans, white shirt, earring in left ear
 - d) Male, 22 years, earring in left ear, tattoo, white running shoes
- 12. While on patrol you observe 3 youths walking down a dark back alley. One youth appears to be carrying a baseball bat. The youths take turns running in and out of the backyards and you can hear smashing windows. You hear on the scanner that members are busy on an urgent call and would be unavailable to attend for some time. What would you do first?**
- a) Drive down the alley and attempt to chase the youth away
 - b) Call the police and make good notes on the descriptions of the youth
 - c) Honk your horn in attempts to wake up the neighbourhood
 - d) Approach the youths and make a citizen's arrest
- 13. You have been out on patrol every weekend for the past four weeks and have noticed that at Joe's Drug Store, the back entrance lights have been burnt out. It has been difficult to conduct checks. You should...**
- a) Bring a light bulb from home and install it the next time you are on patrol
 - b) Approach Joe and tell him to get a new bulb
 - c) Just use your flashlight and forget about it
 - d) Notify the local police by completing an incident report



Quiz

14. A C.O.P. member can only have an unauthorized person on a ride-along if:

- a) both the person and C.O.P. member agree
- b) the society president advises this is okay
- c) the person has protection
- d) an unauthorized person can never go on a ride-along with a trained C.O.P.

15. Which of the following is not a preferred surveillance technique?

- a) wear dark plain clothing
- b) do not stare
- c) park facing your target to see better all the angles
- d) sit low in your vehicle

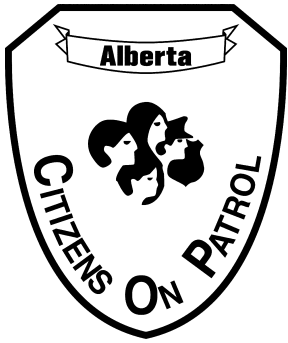
END

Use the rationale on the following pages to go over the quiz with your police C.O.P. liaison member.



Rationale

1. The correct answer is **(b)**. You may not get another chance. The first thing to do is to write down the licence plate number. This makes it easier to differentiate between vehicle and the road and provides the members with the means to follow up later with the registered owner.
2. The correct answer is **(b)**. There is nothing strikingly obvious that would indicate a crime in progress. The best thing you can do is make notes of the vehicle in the event a crime does take place. Flashing your headlights will only draw unnecessary attention.
3. The correct answer is **(b)**. A person can freeze to death in this country if left outside with improper clothing. You should call the local police. You should not risk your own safety by stopping to aid the person. You are providing assistance by making a call.
4. The correct answer is **(b)**. You will of course phone the local police but before you can even do this you should have an idea of what to report. Take a description of the vehicle down. Do not chase the vehicle. You should not risk your own safety. It is also illegal to chase.
5. The correct answer is **(c)**. The best assistance you will most always be able to provide is to be an excellent set of eyes and ears for the members on the road. They are equipped and trained to deal with any unexpected behaviours of fleeing criminals.
6. The correct answer is **(d)**. It is an offence to impersonate a peace officer. Although your intentions would be legitimate, it could be interpreted that you are impersonating a peace officer. You should leave the bank and come back with proper identification.
7. The correct answer is **(b)**. You will waste valuable time if you do anything but call for help first. If you try an alternative first and it fails, assistance will be even that much further delayed. Other SAFE courses of action may be considered after calling for help is done, but whatever is done you must ask yourself, are two drowned persons better than one? Use common sense in all of these types of situations.
8. The correct answer is **(d)**. Although it is a rule to not leave your vehicle when on patrol, you must exercise common sense.



Rationale

9. The correct answer is **(b)**. You should call the local police. Often a member in uniform will be more likely to control or calm a violent situation. Persons trying to take matters into their own hands is more likely to escalate the problem, especially when alcohol is involved.
10. The correct answer is **(d)**. Although this may look harmless, it could be a sexual assault in progress. You should call the local police right away and make detailed notes of the situation.
11. The correct answer is **(a)**. While most of the answers are good, (a) provides the most obvious features that one would recognize right away from a distance.
12. The correct answer is **(b)**. Even though members are busy, they must be aware of the situation so that they can prioritize the calls to which they are responding. Do not drive into the situation or draw attention to yourself. You may only risk your own safety.
13. The correct answer is **(d)**. Notify your local police of the situation. This funnels the problem in the event that other C.O.P. members have noticed it and reported it also. It also adds a touch of professionalism to the whole reporting procedure.
14. The correct answer is **(d)**. An unauthorized person can never go on a ride-along with a trained C.O.P. All persons that would like to participate in the program must be security cleared and trained for their own safety before getting involved in this capacity.
15. The correct answer is **(c)**. While parking facing forward in your vehicle gives you a good view of the target it also gives the target a good view of you ! It is preferable to park facing the opposite direction and then use your rear view mirrors.