

COLERAIN POLICE

CITIZENS ON PATROL



OPERATIONS MANUAL

COLERAIN TOWNSHIP CITIZENS ON PATROL HISTORY OF CITIZENS ON PATROL IN COLERAIN

The Colerain Township "Citizens on Patrol" (COP) program was initiated in 2000. The program was unique to Colerain Township because the COP program was created to work together with Northgate Mall, Hamilton County Sheriff's Office and the Colerain Police Department during the holiday shopping season.

The responsibility for the program development was assigned to the Citizens Police Academy Coordinator. The volunteers used in the first COP effort in 2000 were graduates of the Citizens Police Academy. The academy began in 1998. Graduates were sought out because of their known interest in working for the betterment of Colerain Township and a trust has been developed between the graduates and the members of the Police Department.

The COP volunteers were scheduled each day in teams of four patrolling the mall and its member stores. The patrols walked the mall with the assistance of Colerain Police radios and cellular telephones. The patrols had direct contact with street officers, mall security and the police officers in the event the police were needed for an incident at Northgate Mall.

In the four years of COP at Northgate Mall the volunteers have patrolled every day between Thanksgiving and New Year's. The patrols were generally scheduled once per day, but many days had two patrols working the mall. The tenants, management and patrons have come to expect the volunteers of the COP program to be a part of the Holiday season at Northgate Mall.

Because of the success the COP teams have had at Northgate Mall the program has expanded to address other areas such as Halloween safety in the many neighborhoods of Colerain Township. The Halloween patrols began in 2002 and have been well received by the community and the COP volunteers.

The expansion of the COP program to work in partnership with the officers of Colerain Township and Hamilton County Sheriff's Office in the neighborhoods to better serve the citizens of Colerain is necessary for the safety and well being of those who live and visit Colerain Township.

All volunteers of the COP program in Colerain Township have been graduates of the Citizens Police Academy sponsored by the Police Department. After graduation and application to the Citizens on Patrol program additional training will be provided prior to the volunteer participating in a COP patrol.

COLERAIN TOWNSHIP CITIZENS ON PATROL MISSION STATEMENTS

COLERAIN POLICE DEPARTMENT MISSION STATEMENT

“In the Pursuit of Excellence”

The members of the Colerain Police Department are committed to protecting life and property, preventing crime, ensuring peace and safety, and safeguarding the Constitutional rights of the residents of the Township and visitors to our community.

As we strive to achieve our mission we will...

- Enhance the quality of life in our Township
- Establish lasting partnerships with the community
- Treat citizens with dignity, respect, fairness and compassion
- Utilize and maintain high standards of education and training
- Uphold high standards of professionalism, integrity, and ethics
- Ensure the safety and well being of our fellow employees
- Possess the strength and courage to fight injustice
- Foster productive working relationships with other law enforcement agencies

Colerain Township Citizens Police Academy Alumni Association Mission Statement

The Alumni Association is committed to supporting the Colerain Police Department in their endeavors and to promote long lasting partnerships with law enforcement agencies, as well as the community.

Colerain Township Citizens on Patrol Mission Statement

The mission of the Colerain Township Citizens on Patrol is to work in partnership with the Colerain Police Department and fellow citizens to improve civic pride and safety on our streets.

VALUES

- We value our children, the leaders of tomorrow.
- We value the right to travel safely on our streets.
- We value our businesses and the services they provide.
- We value our dedicated Police Officers, who give tireless support and enthusiastic encouragement to citizen involvement.
- We value the commitment, the strength, and unity of our civilian group.

COLERAIN TOWNSHIP CITIZENS ON PATROL RULES OF CONDUCT

1. In order to become a member of the Citizens on Patrol program, each person must complete all training and receive approval from the Chief of Police or his designate. Family members or friends are not permitted to patrol unless they are COP members.
2. At no time shall a volunteer member of COP attempt to take law enforcement action of any type.
3. No COP member shall become physically involved in any situation unless necessary to save someone's life. Our member's safety is our main concern. A member's responsibility is to function in community patrols only.
4. Members are not to intervene when a crime is in progress, but are to use the police radio or cellular phone to report the crime or report directly to a police officer.
5. Volunteers witnessing violations of the law should report them immediately to Police Department sworn personnel for necessary enforcement.
6. All scheduled patrols must assemble at the Police Department.
7. No volunteer shall patrol in a group of less than two for vehicle-based patrol or four for foot patrol. All members shall be trained COP members.
8. Problems or questions about the program should be directed to the COP Civilian Coordinator and/or the police liaison. If they cannot address the problem, it will be directed to the COP Coordinator.
9. COP members may not carry weapons of any nature, even if authorized by law. They shall not carry handcuffs or any other type police equipment (with the exception of assigned department issued radios, reflective jackets or vests, or uniforms.) Anyone observed carrying a weapon will be subject to arrest and expulsion from the program.
10. Alcoholic beverages may not be consumed while working and any COP member reporting for duty that has been drinking or using illicit drugs will not participate in the patrol and will be subject to expulsion from the program.
11. Members will dress conservatively. All members will wear issued CPA or COP uniforms and their Police Department issued identification. Tan or navy pants or jeans of good repair shall be worn with the designated uniform. Anyone not dressed properly will be prohibited from patrolling.
12. COP members testifying in court shall wear conservative business attire or COP uniforms with tan or navy pants. Jeans and gym shoes shall not be worn in court.

13. COP members are expected to report for their assignments in a timely fashion. If you are scheduled to participate in a patrol and learn in advance that you cannot, notify the COP Civilian Coordinator or Police Department liaison officer as soon as possible.
14. Police Department reports, documents, materials, and supplies are not to be removed from the police station. Equipment and supplies are to be used for police related activities only. Files are not to be entered without prior permission of the COP coordinator.
15. In the event of personality conflicts between members, it will be brought to the attention of the COP Civilian Coordinator and the Police Department liaison officer. If the conflict cannot be resolved, it will be brought to the attention of the COP Coordinator, who will resolve any conflict.
16. If, for any reason, a COP member is taken into police custody, notification must be made to a Police Department liaison officer as soon as possible. The liaison officer will contact the supervisor on duty as well as the COP coordinator as soon as possible. Failure to notify (or attempt to notify) in a timely manner can result in expulsion from the program.
17. As representatives of the Police Department, no statements may be given, either orally or in writing, regarding the operations of the COP without permission of the Chief of Police or COP Coordinator.
18. No COP member may attend any political event in uniform or identify themselves as a member of COP in support of any political candidate or issue without express approval from the Chief of Police or COP Coordinator.
19. Any violation of the above rules/guidelines can result in suspension or dismissal from the program.

COLERAIN TOWNSHIP CITIZENS ON PATROL CHAIN OF COMMAND

The Chief of Police is the final authority on all matters regarding operational policy, procedure and personnel.

The Colerain Police Department will provide training and guidance to the program. A sworn officer is assigned to coordinate and manage the program.

All members of the Colerain Township Citizens on Patrol, including civilian coordinators are of equal rank. No hierarchy exists between individual members. The COP Coordinator has the authority to make decisions regarding unit operations. Individual civilian coordinators do not.

The purpose of the chain of command is to allow efficient, timely and accurate access to the command structure of the Police Department. The chain of command will be adhered to in all matters and operations regarding the program as follows:

- Citizen Patrol Member
- Civilian Coordinator at Official Meetings
- Colerain Police Liaison Officer
- COP Coordinator
- Chief of Police

COLERAIN TOWNSHIP CITIZENS ON PATROL ADMINISTRATION (CIVILIAN)

One volunteer from the "Citizens on Patrol" will be selected to serve as civilian volunteer coordinator between the COP and the Police Department. The COP coordinator will coordinate the program and activities with the designated volunteer coordinator.

A second volunteer will be selected as administrative coordinator. The administrative coordinator will be responsible for scheduling, filling patrol slots, submission of monthly patrol logs and equipment maintenance.

Lastly, a third volunteer will be selected as personnel coordinator. The personnel coordinator will be responsible for the recruitment of potential volunteers and the complete submission of volunteer paperwork (applications and identification cards). This person will also be responsible for the administration and storage of all uniforms and for recovering uniforms and identification cards from past members.

All volunteer coordinator positions are subject to the final approval of the COP Coordinator and the Chief of Police.

**COLERAIN POLICE DEPARTMENT
CITIZENS ON PATROL PROGRAM APPLICATION FORM**

PLEASE PRINT OR TYPE CLEARLY
APPLICATION MUST BE FULLY COMPLETED TO PARTICIPATE IN PROGRAM

NAME: _____
(LAST) (FIRST) (MI)

CURRENT ADDRESS: _____

CITY, STATE, AND ZIP CODE: _____

SEX: _____ RACE: _____ DATE OF BIRTH: _____

HOME PHONE: _____ CELL PHONE/PAGER _____

WORK PHONE: _____ DRIVER'S LICENSE # & STATE: _____

SOCIAL SECURITY NUMBER: _____

EMAIL ADDRESS: _____

EMPLOYER: _____

EMPLOYERS ADDRESS: _____

CITY, STATE, AND ZIP CODE: _____

IMMEDIATE SUPERVISOR: _____ PHONE #: _____

If you have ever been convicted of any crime, please attach a brief letter explaining the circumstances.

I understand that as a requirement for application to become a member of the Colerain Police Department's Citizens on Patrol Program, I must truthfully have completed this application form. In addition, I must sign the Personal Information Release Form authorizing the release of my traffic/criminal convictions. Failure to complete either will result in my removal as a candidate for the Citizens on Patrol Program.

Applicant's Signature Date Signed

For office use only

Background Check Complete: _____

CPA Class #: _____ COP Coordinator Approval _____

COP Training Attended: _____

Verified By: _____

COLERAIN TOWNSHIP CITIZENS ON PATROL VOLUNTEERS

Volunteer Expectations:

The Colerain Police Department requires all members to subscribe to its ethical standard of conduct and to act in a reasonable, considerate and professional manner to fellow members of the public at all times.

Definition of Members:

Members of the Colerain Police Citizens on Patrol will be registered with Colerain Township as graduates of the Citizens Police Academy and a COP volunteer. Any U.S. Citizen who is at least 21 years old may be a member of the program, provided they are of good moral character, free of felony or violent criminal conviction and successfully complete the application, background, and be a graduate of the Citizens Police Academy. A volunteer is a non-salaried individual who offers his/her services for a limited time, acting in a specific capacity willingly by one's own accord. A volunteer with the program has no salary, benefits or labor rights of a township employee and serves "at the will" of the Chief of Police. A volunteer can be placed in or removed from the volunteer duties by the Chief of Police.

Volunteer Standards:

Volunteers will not be subject to discrimination.

COLERAIN TOWNSHIP CITIZENS ON PATROL MEMBER ATTENDANCE

QUARTERLY ATTENDANCE:

Members will be required to attend at least one patrol each quarter.

LEAVES OF ABSENCE:

Any member of the program may request a leave of absence for a period of time not to exceed six months, provided that he/she is in good standing at the time of the request. The request is to be submitted in writing to the Personnel Coordinator, who will forward it with his/her recommendation to the COP Coordinator. Upon being granted a leave of absence from the program, the member will be required to return all items of property issued by the Department until such time as the member resumes his/her participation.

COLERAIN TOWNSHIP CITIZENS ON PATROL REPORTS

As volunteers working for Colerain Township, COP volunteers are **NOT** covered under Colerain Township's Worker's Compensation Program in the event they are injured during the course of performing Citizens on Patrol functions.

Each COP member must sign in on a COP Volunteer Log Sheet every time they perform a volunteer community patrol.

The COP Coordinator will maintain a COP logbook. This logbook will contain an up-to-date list of authorized COP volunteers, blank Volunteer Log Sheets and completed past Volunteer Patrol Log Sheets.

The COP Administrative Coordinator will prepare a monthly report documenting COP volunteer activities with a copy of each Patrol Log attached. The report will contain the names, social security numbers, dates, and hours of volunteer work performed by each volunteer.

Officers participating in a COP function which generates overtime for pay or time will submit a copy of their overtime form to the COP Coordinator. The overtime slip will include an explanation of the nature of the overtime. This information will be tracked by the COP Coordinator for future grant reports.

The report is to be completed within ten days after the end of the month.

COLERAIN TOWNSHIP CITIZENS ON PATROL UNIFORMS AND IDENTIFICATION

UNIFORMS:

Volunteers who are on patrol must wear the approved uniform. All members are responsible for the proper care and maintenance of the uniform and assigned equipment. Uniforms shall remain clean, pressed, and provide a professional appearance.

The following items are issued by and/or approved by the Colerain Police Department or Citizens Police Academy Inc. for each member:

1. Academy issued golf shirt, tee shirt, or sweatshirt (sleeves required).
2. COP light weather jacket and/or reflective vest.
3. Baseball cap.

The following item shall be provided by each individual member:

Tan or Navy Docker-Type slacks or blue jeans

Volunteers working in the office will wear their uniforms as described above.

IDENTIFICATION:

The identification card is the sole property of Colerain Township and shall be returned to the Personnel Coordinator or COP Coordinator upon his/her request, or upon the resignation or dismissal of the volunteer from the program. The identification card is valid for two years from the date of issuance and must be renewed through the Township upon expiration. Identification cards shall be in possession during volunteer service and worn in plain view when conducting business in civilian attire on behalf of the organization or when in any Township facility when not in full uniform.

COLERAIN TOWNSHIP CITIZENS ON PATROL TRAINING

The Colerain Township "Citizens on Patrol" COP program was initiated in 2000 with the support of the Citizens Police Academy. All members of the COP program must have graduated from a Colerain Township Citizens Police Academy. Because of this requirement, many basic areas concerning COP are presented and discussed during an academy. Training topics provided for COP members may be:

- Intro to Police Department
- Perceptions of Crime
- Cultural Diversity
- Radio Procedures
 - Dispatcher relationship
 - Check and charge batteries
- Street Corner
 - Drug abuse instruments
 - Dealings of Drugs
- Gangs
- CPR
- Courtroom Testimony
- Clandestine Laboratories
- Driving Skills (COP Cruiser)
- Search Techniques
- Call Taking Skills
- Crowd Control
- Missing Children or Elderly

Topics specific to COP will be taught by professionals in their respective fields. Training records will be maintained by the Volunteer Administrative Coordinator.

COLERAIN TOWNSHIP CITIZENS ON PATROL DISCIPLINARY PROCEDURES AND SEPARATION FROM SERVICE

The Colerain Police Department has developed this manual to outline the program operations as well as the expectations of its volunteers. The expectations are reasonable and explained to each volunteer.

All Departmental Policies, Procedures or Rules and Regulations of the Police Department shall be presumed know and familiar to the member on the first working day after issuance.

Any member of the program may be disciplined ranging from suspension through dismissal depending upon the nature of the offense for any one of the following reasons:

- ❑ Any violation of this Operations Manual
- ❑ Any violation of any codified law or the enforcement of those laws.
- ❑ Misconduct including sexual harassment or that which is harmful to the good order of the program.

At the discretion of the COP Coordinator, a thorough investigation will be conducted by the Police Department regarding an alleged violation. The sole authority for dismissal from the program is the Chief of Police. Members of the program are volunteers who serve at the discretion of the Chief of Police and can be released at any time.