

STARTING A CITIZENS ON PATROL (C.O.P.) GROUP

- Make an appointment with your local law enforcement agency and establish support in developing a C.O.P. group in your area.
- Get commitment of a Liaison Officer for the group from the Detachment Commander.
- Gather community support (volunteers) and enlist volunteers by filling out the 2-page standardized application form on pages 73
- Visit the A.C.O.P.A. website at www.acopa.ca and send a message to contact the A.C.O.P.A. Board to let them know your community is interested in starting a C.O.P. program.
- On the A.C.O.P.A. website the Standardized Application Form can be found on the home page under C.O.P.'s or page 73
- The Detachment Commander or designate (Liaison) should interview or at minimum meet with the potential new executive C.O.P. members as well as conduct Criminal Record Checks for each of them.
- Establish a Society, through Service Alberta, Societies Act www.servicealberta.ca/716.cfm.
- Ask the A.C.O.P.A. Webmaster for a password into the secured section of the website for information on samples of By Laws, forms and training information by sending a message to webmaster@acopa.ca
- Review the By Laws from other C.O.P. groups and use what is applicable for your community.
- Review the By Law Checklist on the ACOPA website.
- Choose a name for your group with the word Citizens On Patrol Society or Citizens On Patrol Association.
- Do a name search through NAUNS for the chosen name either on line or through a Registries Office.
- Ask the president of A.C.O.P.A. for a letter of permission to use the chosen name at president@acopa.ca
- Develop a set of rules for patrolling with the detachment.
- Fill out the application to join A.C.O.P.A. found on www.acopa.ca under C.O.P.'s.
- When the certificate of incorporation is received, apply for insurance through A.C.O.P.A. Questions can be directed to the A.C.O.P.A. Insurance volunteer at insurance@acopa.ca
- When members have passed the criminal record check and been recommended by the Detachment, then they can ask for an A.C.O.P.A. provincial Identifier Number by contacting the A.C.O.P.A. ID volunteer at idcards@acopa.ca
- Questions can be addressed to any member of the A.C.O.P.A. Executive found at www.acopa.ca under **Executive Contacts**.
- Set up a generic email address for the group such as ABCcop@gmail.com
- All potential new C.O.P. volunteers should be interviewed by the C.O.P. Executive using A.C.O.P.A. suggested questions page 62
- Learn the phonetic alphabet. (a, b, c, d,) on page 12
- Set up communication system. (cell phones/radios)
- Have emergency numbers and the membership list with you on patrol.
- Encourage attendance at meetings through guest speakers and training.
- Have fun on your patrols.