



Citizens Patrol Start-Up Manual

BC Citizens Patrol Network (BCCPN) Advisory Committee (2011)

Intended readers are: Individuals and Associations
proposing to start a Citizens Patrol program



Updated 2011.11.02

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The BC Citizens Patrol Network (BCCPN) has written this Start-up Manual to provide helpful guidelines to those wishing to start a Citizens on Patrol / Crime Watch group. This information is intended to be a guideline only and may not be the policy of your police detachment. The BCCPN does not govern Citizens on Patrol, Crime Watch, or Citizens Crime Watch programs (both names are utilized by Citizen Patrol groups) but rather provides information about proven methods.

The BCCPN website at <http://www.bccpa.org/bccpn/index.htm> contains two manuals; the volunteer manual and the administrators manual. It is recommended that you review both manuals before using this start-up manual.

PART 1 Orientation and Overview

A. Introduction

Before proceeding through the manual, there are two important topics that need to be understood; one is a definition of the group, and the other the role a police liaison officer will play. These should be fully understood before starting a group.

1. Definition.

Citizens on Patrol/Crime Watch is a police supported, community led program aimed at reducing crime in the community through the active participation of citizens in crime prevention and patrol activities.

As such, there are roles and responsibilities that each participant must adhere to which will ensure that the program meets its objectives. These roles and responsibilities become the agreement by which the police and the volunteers work together.

Over the years, community based policing has been adopted by the RCMP and some municipal police services. This type of policing encourages citizen involvement in the process of helping to prevent crime in the communities. The focus of Citizens on Patrol /Crime Watch is a good fit within that mandate.

The primary activity of Citizens on Patrol/Crime Watch members is the active patrol within their communities looking for incidents of crime. When crime is observed, Citizens on Patrol members immediately report this crime to their team leader or detachment. Secondary activities may include Crime Prevention activities relating to the awareness and prevention of community safety issues.

Citizens on Patrol/Crime Watch groups tend to operate independently from the police as to their general patrolling policies and procedures. In these cases, they are not under the direct supervision of the police. However, they are required to abide by policies and procedures set forth by the Coordinator or Police Liaison Officer and the general operational policies of the police. You need to remember that the COPs/CW group is ultimately responsible to the police and the police responsible for you. The fact that some COPs/CW groups are registered as Societies does not diminish the requirement for the volunteers to adhere to police policies.

The relationship between Citizens on Patrol/Crime Watch and the police is one of a partnership where both partners have a common goal of a safer community. As with any partnership, all partners must be actively involved in contributing to its success.

Where there is a need to define the roles of police and the COPS/CW group and to ensure the clarity, a Memorandum of Understanding (MOU) may be signed between the Citizens on Patrol/Crime Watch group and the police detachment Commander which outlines the contributions of the partners. This is a more formal process and may not be necessary to most groups and at least to smaller groups. A sample is available upon written request to the BCCPN.

The key to the success of a Citizens on Patrol/Crime Watch group is the involvement by the Police Liaison Officer or designate and the positive working relationship established between the police and the Citizens on Patrol/Crime Watch organization.

2. The Role of the Police Liaison Officer/Coordinator

Each partner has a role to play in the success of the program. The role of the police liaison officer or coordinator is:

- To act as a liaison and principal point of contact for the police between the detachment and the Citizens on Patrol/Crime Watch group.
- To raise awareness and promote the Citizens on Patrol/Crime Watch program to detachment personnel and the community.
- To share communication between the detachment and the COPS/CW group. This should include an activity summary of statistics, volunteer hours, and mileage for example.
- To provide and disseminate information regarding criminal activities in the community as suggestions for COPS/CW members to be used during activities and patrols.
- To coordinate the use of police facilities or city buildings for COPS/CW operations if needed. This may be for the storage of equipment or for the operations if a base station is part of the program.
- To provide advice in regards to Crime Prevention activities that Citizens on Patrol are involved in or offer strategic advice in regards to future activities, local policies, processes, or issues.
- To liaise with the Operational Communications center providing coverage for the detachment area on Citizens on Patrol/ Crime Watch related issues.
- To coordinate criminal record checks for Citizens on Patrol / Crime Watch applicants or existing members. This will include partnering with COPS/CW executive on the processing of new applicants.
- To provide recommendations on applicants to the Citizens on Patrol / Crime Watch group. The liaison may be part of the interview/selection process and has the final approval of the applicant. The liaison officer may conduct more in-depth background checks as need be before the applicant is approved.
- To represent the detachment at any social or educational gatherings sponsored by the Citizens on Patrol/Crime Watch group in the area.

- To assist where possible, with the training requirements of both new members and existing members of the Citizens on Patrol organization. This involves coordination of detachment personnel who are subject matter experts, obtaining detachment facilities, or equipment where possible and practical.
- To attend board meetings of the Citizens on Patrol/ Crime Watch group and serve in an advisory capacity.
- To coordinate on behalf of the police any joint activity between police and the Citizens on Patrol/Crime Watch group.
- To provide feedback as required to Citizens on Patrol activities.
- To act as a detachment resource person for the Citizens on Patrol /Crime Watch group.

PART 2 Organization

B. Getting Started

1. Assess the need.

You will need to assess the needs of the community and the willingness of the local police to support the program.

You will need to determine whether there is a program already operating in your area. The best way to determine this is to contact your local police agency and ask for the Community Liaison Officer or equivalent.

If there is a program in your area already, then you can likely disregard the remainder of this guide and contact the coordinator to volunteer. We will assume for the purposes of this guide, that there is no local program in your area.

Once you establish contact with this person, you can explain your reasons for wishing to start a Citizens Patrol program, such as you want to get more involved in the community or you want to be proactive against vandalism, etc. Whatever your reason(s), explaining them will provide the officer with information required to setup a program with appropriate objectives.

Having a police liaison will be critical to ensuring the success of your program. It will ensure open communication and a mutual respect. Further, any persons wishing to participate in a sanctioned Citizens Patrol program are required to have security clearances from their respective police agencies. A police liaison may be able to complete these clearances.

Some common questions will assist you in determining the case for a program.

- why do you think this program should be in your area?
- what kind of crime is happening in your area?
- are the criminal activities of a type that civilians can play a part in preventing, and or dealing with?
- if the current crime stats are reduced, will there be a budget to continue the program, or will it only be a goal oriented temporary program?

2. Assemble the Core.

You should now be armed with a list of questions and hopefully some honest answers! A good course of action at this time would be gathering a core group of volunteers to serve as an “advisory council” during the promotion and inception of your community’s Citizens Patrol program. Ideal members for this ad-hoc

committee would be members of local business, police, city council, and service group representatives. Your BCCPN Regional Representative would also be an asset at this stage of development (see Page 16 for contact info). This will share the load, and help ensure the citizens' patrol group has proper guidance and is seen to be a professional endeavor with specific goals and community involvement.

3. Meet with Police – Agreement in Principle.

Prior to any further developments, a delegate/delegation from your advisory committee will need to meet with the appropriate police personnel who can endorse the plan in principle to begin a Citizens Patrol program. This step is very important, without the active co-operation and at least passive participation of the police, a citizens' patrol group will be of limited use, and will likely have difficulty retaining volunteers over the long term.

4. Funding

Funding is often the most difficult part of starting and maintaining any organization. Also worthy of note; it is *Always* easier to secure funding for Capital or Project expenditures than it is for operational expenses.

There are two facets that need to be considered when gearing up to approach funding sources, as stated, the easier of the two will be funding for items like initial purchase of radios, cell-phones, patrol unit equipment, etc. These types of donations are usually easier to secure because the donors (like grandparents) like to know you bought something with their money! Arguably more important is ensuring that there will be operational funding for day-to-day, month-to-month and annual expenses. These expenses would include items such as rent, salary for a coordinator fuel expense for volunteers, equipment repairs and maintenance etc.

Local business, ICBC, local police, city/town councils, chambers of commerce, and local service clubs are good places to start with and you can also contact other coordinators near your area to find out how they have done it so far. For information about other Citizens Patrol programs near you, contact your BCCPN Regional Representative through the BCCPA website at www.bccpa.org and follow the links to BCCPN. Also available from BCCPN are presentation aids such as: Citizens Patrol Recruiting and Funding CD/DVD with accompanying brochures.

5. Work with ICBC and the Police

a. Working with ICBC

If a component of your citizens' patrol group will be working on automobile related crime or harm-reduction, the Stolen Auto Recovery program and parking lot patrol/audits is recommended and requires you to establish strong ties with your local ICBC regional loss prevention coordinator. These individuals can be an invaluable source for training opportunities, funding, news about auto crime strategy initiatives and general advice.

b. Working with Police

Citizens Patrol program volunteers have enjoyed a huge increase in respect from both street level and management level police. This is in part an embrace of community policing in general, but also points to the hard work of the patrol groups and their coordinators, ensuring quality results, minimal difficulties, and open lines of communication. It's imperative that as a coordinator you have a good rapport with your local police. There needs to be a mutual trust developed between the two groups, and in time, the sworn members will likely begin to show signs of respect and appreciation for the work of the volunteers. As a coordinator it is important that volunteer behavior is monitored and any complaints on the part of the police are investigated and dealt with fairly and promptly. It's suggested that the coordinator meet with the police designate monthly, and if possible, one delegate from the Citizens Patrol program sits in on watch briefings when approved on a shift-by-shift basis.

6. Develop a six month action plan (not operational)

Sometime soon after the "Advisory Council" has been assembled, a six month "Action Plan" (not operational) should be prepared in order to select which tasks need to be done by whom and when on the time line. With a visual project plan such as this, it is easier to ensure no steps are missed in the process, and monitoring the progress is also made a relatively simple task.

C. Organizational Structure

1. The structure of your organization

After consulting with the Police and the City/Town Advisory Council, you will need to decide whether your organization will be a stand-alone society, or simply a volunteer group associated with the City/Town and Police. As there are many legal and liability considerations, this decision should not be taken lightly or without consultation with all stakeholders. In addition to the “macro” structure, it may also be worth considering the addition of sub-committees to take responsibility for social functions, equipment repairs, and training etc.

2. Insurance, Licensing and Liability

Be familiar with the Society Act and its requirements before you decide if you will be a Society or just an association of volunteers. If it has been decided that your group is to be a stand-alone, arms-length society then you will need to register your society with Victoria, learn and keep up to date with the reporting requirements for your classification of society. You may also need a license to operate from the City/Town. Also worthy of consideration is a Directors' & Officers' Insurance policy and coverage for Comprehensive General Liability. These will protect your volunteer members from financial repercussions of litigation against your association (without this, a litigant can target the assets of any or all of the Directors and Officers of the Association).

Members of BC Crime Prevention Association may purchase Directors' & Officers' Insurance at a group rate through BCCPA. If you will be operating directly under the City/Town or Police, check with their legal department to see if there is applicable liability coverage for your group.

When utilizing your own vehicle on duty and in the event of a vehicle breakdown, members can access the BC Automobile Association for roadside assistance at no charge. See your coordinator for details or check the Volunteer Manual.

3. Records and Reporting

“No task is complete until the paperwork is finished!” Some of the recording and reporting requirements discussed above will be obvious and we will assume you are able to complete these requirements or can delegate this to a person with Accounting/Bookkeeping experience. In addition to the legal requirements for the government and your sponsors, there is other data that should be recorded for future reference. The attached forms should help you decide what you need to record. These items could include, patrol hours, number of shifts, recovered stolen vehicles, recovered stolen license plates, etc. Non-patrol information worthy of recording could include training records and contact info such as cell phone numbers.

4. Recruiting Members

While there are endless ways to recruit volunteers for any program, the volunteers you will be looking for should ideally be representative of your community. Recent retiree's and students make great volunteers, though students in programs like Criminology are often only volunteering until they become a police officer. The best recruiting method is word of mouth, but supplying the local police recruiting office, and college criminology professors with posters can quickly build up a quantity of applicants to your program.

Recruiting should be on-going. Always be prepared to accept applications. Training should consist of both "on-the-job" training and classroom training where one reviews the volunteer manual. A ride-along with existing Patrollers is a great way for a potential volunteer to see if it is something they may be interested in. This could eliminate needless time training someone who later finds out it is not what they expected.

As mentioned previously, BCCPN offers presentation aids such as: Citizens Patrol Recruiting and Funding CD/DVD with accompanying brochures.

5. Interviewing Applicants is very important

The first step after receiving a volunteer application is requesting a driver's abstract for review (free of charge from ICBC). The applicant may then be interviewed. We have provided an interview question template that is both objective and free from bias in order to effectively screen and recruit potential volunteers. In addition to interviewing potential candidates, references should also be contacted.

The volunteer should then be provided with a letter from the coordinator requesting for a free Criminal Record Search by police. This will indicate whether the applicant is acceptable or not.

6. Policies & Procedures

An important and often overlooked task is creating and circulating a policy and procedures document. This can be a stand-alone document, with or without supplemental statements from the police/RCMP, or could also be part of the training "manual". This document should be reviewed at least semi-annually for pertinence, errors and dating. Utilizing the on-line manual on the BCCPA website will give you a good start. A sample of a Constitution/Bylaws document of an established group is provided in the tool-kit.

7. Goal Setting

As your program begins to take shape and patrols get started, that is when a short and a long term plan should be prepared. Those plans will help you realize what your program is currently doing and what it is capable of, both helping to formulate goals for your group to work toward. Be sure that these goals are formulated in consultation with and/or approval is obtained from the local police. Keep them apprised of your activities and statistics. This will also assist you in measuring your success.

D. Operations and Sustainability

The following section will address how you keep the day-to-day operations running smooth and effectively.

1. Provide Basic Training

Before any New Citizens Patrol program volunteer goes out on patrol they should have some basic training. There are training aids such as manuals and PowerPoint presentations offered by BCCPA as a tool-kit which is free of charge. There is a multiple choice test that should be written after reviewing the Citizens Patrol Volunteer Training Manual with your coordinator as initial training. Once a volunteer's training, both classroom and on-the-job, is completed, the program coordinator and/or police liaison officer may issue an in-house certificate, developed by your citizens' patrol group, indicating competency as a Patroller. This provides a boost to any new volunteer's confidence.

The most qualified person to provide PowerPoint training is your police liaison, as this person will already be trained in these areas. Further your police liaison will be able to provide examples and information more specific to concerns or problems in your community. Should you require more information on training, you can contact BCCPN through the website.

2. Volunteer ID Card

All successful applicants to the Citizens Patrol program will be issued an ID card. ID cards are only used in conjunction with citizens' patrol activities including Police Department / Detachment visits. In order for the ID card to be valid, it should have a photograph of the volunteer and be laminated, as per your Municipal Police Service requirements or the Volunteer Management procedures required by RCMP "E" Division.

3. Regular Meetings / Training

Regular meetings should take place to iron out the fine details of your Citizens Patrol program. Your police liaison may be able to give your group information as to where problems are in your community and what to be watching for while on patrol. Your group may wish to consider having meetings once every couple of weeks in the initial stages to get these questions answered, and then once a month once established. It is important that all volunteers are encouraged to attend these meetings; they are not just for your program's executive and/or team leaders.

4. Scheduling Volunteers for Shifts

One area, which varies a lot from one group to another, is scheduling. As a citizens' patrol group, the primary goal is to have a sustainable presence on the community streets with enough trained citizens' patrol units out at any one time to be safe, effective, and fun for the patrollers. Several programs divide their volunteers into teams or Watches, then assigns each team/Watch to a shift, i.e.: Team 1 or A would be assigned to the first Friday every month, or every fourth Friday for an 8-team rotating calendar. While team 1 or A members would be expected to attend on their team night, any members from other teams would also be welcome to attend as well.

There are many other ways to formulate a schedule to meet your needs, but avoid being too rigid, as volunteers are often busy with more than one project at a time! Keep it easy for them to come out and they will. Knowing their schedule commitments well in advance will also assist them with arranging for a replacement patroller for their shift if they are not available themselves.

5. Briefings

Before each patrol, a briefing should be held by the coordinator or the team leader to provide members with new information about their area, fresh BOLF's (Be On Lookout For), or any crime statistics which have a bearing on your patrol's mandate. This information might also include community events for that evening which might impact how you do your time on patrol.

6. Volunteer Motivation & Recognition

Volunteers can be a bit of an enigma as they will all have different work experiences and yet all are there for their own reasons; some need the volunteer experience for a resume while others want to give back to the community. The number of reasons that your volunteers provide will approach the total number of your volunteers! Providing volunteers with a variety of training opportunities is recognized as a terrific motivator, thus serving to retain them.

One thing they will all have in common is the appreciation they feel when recognized for a job well done. This can be anything from a verbal pat on the back at a briefing to a formal presentation at a banquet. One to two times per year a function should be arranged to celebrate and honor the volunteers with the program and their successes! One banquet style dinner function in the fall/winter and an informal barbeque in better weather are common for some programs. Ideally, the funds for these functions should not have to come from the volunteers! Groups with Lock Out Auto Crime (also called Lock It or Lose It), Stolen Auto Recovery and Speed Watch programs may also receive volunteer appreciation rewards from their region's ICBC representative.

7. Forms

Forms will need to be drafted for your program for such things as patrol unit log sheets, team rosters, scheduling, phone lists, periodic statistical reports to your clients and BCCPA/BCCPN, applications, and special reports to name a few. See attached samples at the end of this manual. If copied or used, do not copy insignias.

8. Patrol Hints

Effective patrolling has some basic principles that apply to all programs, and there will be some specifics that will be for your group. Among the basics are the safety oriented such as always knowing where you are, not getting stuck in a dead-end street (trapped), always listening to your radio, and having the driver pay attention to driving while partner performs patrol functions. In reviewing the attached information, you will be better able to assemble a list of applicable patrol hints for your program.

9. Volunteer Discipline

While it is hoped that this is never an issue, volunteers are human, and humans make mistakes. Minor transgressions should be dealt with promptly and in private with a review of the incident and a verbal warning. It is also important to ensure that the volunteer be allowed to defend or explain their actions. It may be found that the policy and procedure manual needs to be updated and the volunteer simply was not aware they were “doing something wrong”. For more serious offences, a suspension or dismissal may be in order after a private meeting with the volunteer in question. As a leader, the person who is tasked with the discipline must ensure that while the member’s behavior is monitored, it is not oppressive, and the volunteer should be allowed to put the incident behind them without references to the past. If the discipline is as a result of a complaint, then a follow-up with the complainant should be done to thank them for their care and assure them that the correct course of action was taken. It’s wise to have two people present (the program coordinator and executive member / a team leader and/or or one of the preceding with your police liaison officer) when disciplining to avoid misunderstandings or allegations of wrong handling.

10. Review Goals

Periodically the management team needs to review the short term and long term plans. Changes will likely be few, but may indicate changes in focus or direction, which will become important in future periods. It’s easier to get where you want to be if you know where you are!

E. Resources for Further Reference

The following resources are provided to assist you in the formation and continuation of your Citizens Patrol group. Not all of these manuals and documents are available on line, but contact with BC Crime Prevention Association will assist you in obtaining them. Some require a receipt of a letter from your police liaison officer or other official which shows their support for your program. The two most important manuals for you in the long term will be the administrators manual and the volunteer manual.

Citizens Patrol Volunteer Manual c/w Open Book Test

Citizens on Patrol Administrators Manual

Citizens Patrol Trainer Manual

Power Point Presentations

Form Templates

Stolen Auto Recovery Program Training Program

BCCPN Recruiting and Funding Presentation CD

BCPN Brochure

Sample Constitution/Bylaws Document

The following are interesting web links to assist in your organization of a group.

BC Crime Prevention Association

<http://www.bccpa.org/>

BC Citizens Patrol Network / Regional Representatives

<http://www.bccpa.org/bccpn/indexm.htm>

ICBC

<http://www.icbc.com/>

CPIC search website

<http://www.cpic-cipc.ca/>

B.C. Police Departments / RCMP Detachments

http://www.policeinternational.com/display_links.php?cat_id=0&sub_cat_id=2

F. BCCPN Advisory Committee

BCCPN Advisory Committee

Area	Contact	Address	Phone - Res Phone - cell	email	Responsibility
Vancouver Island	Brian Cornborough	58 Summit Drive Nanaimo BC V9T 4Y1	250.758.6535 250.755.5770	bcornborough@shaw.ca	Vancouver Island
Kootenays	Jennifer O'Hara	Cranbrook		(7j.o.hara@gmail.com)	East & West Kootenays
Okanagan	John James	Kelowna	250.762.2036 250.870.1739	jwames@shaw.ca	100 Mile House south Hope toTrail
Sunshine Coast/ North Vancouver	Ray Bailey	Gibsons'		raybaileygibsons@yahoo.ca	Sunshine Coast North Vancouver Whistler
Lower Mainland	George Breen	Delta, BC	604.590.6803	george_breen@telus.net	Lower mainland
Fraser Valley	John Petty	Ridge Meadows	604.467.1767	bylaws.petty@gmail.com	West of Hope to east of Abbotsford
North BC	Connie Morris	Ft St John	250.262.3056 250.262.4530	cfly55@hotmail.com	Williams Lake north east, west

Effective 2011.10.10

PART 3 SAMPLE FORMS

SAMPLE 1 Constitution and Bylaws

This sample is from an incorporated Society with Canada Revenue Agency Business Number for issuing tax receipts. It should be noted that the bylaws in total are those in Schedule B of the Society Act and the following additions or deletions.

CONSTITUTION AND BYLAWS

(insert town name)CITIZENS ON PATROL SOCIETY

CONSTITUTION AND BYLAWS

PART A CONSTITUTION

1. The name of the Society is (town name) Citizens on Patrol Society.
2. The purposes of the Society are:
 - a) to assist the local detachment of the Royal Canadian Mounted Police (RCMP) to maintain law and order in the communities it serves and to complete tasks as directed;
 - b) to recruit, train, organize, schedule, and monitor a group of volunteers to assist the Royal Canadian Mounted Police (RCMP) with patrols;
 - c) to enhance community involvement and to promote lawful and safe communities ; and
 - d) to perform any other duties as requested by the RCMP.

PART B BYLAWS

The bylaws of the Society are those set out in Schedule B to the Society Act with the following variations, deletions, and additions as noted.

Part 2 – Membership

Section 8 is amended by adding:

(4) Upon being expelled, all identification and equipment must be returned.

Part 5 – Directors and Officers

Section 25 is amended to read:

- (1) The President, Vice-President, Secretary, Treasurer or Secretary/Treasurer are the directors of the Society.
- (2) The number of directors must be 5 or a greater number determined from time to time at a general meeting.
- (3) The immediate past president of the Society shall be a member of the Executive and attend all Executive meetings.
- (4) At the Annual General Meeting to be held before May 31st of each year, the position of each director shall be filled by vote. At least two (2) months prior to the Annual General Meeting, an election committee will be selected and all members applying for these positions will be required to register with them prior to the Annual General Meeting.

Section 26(3) is amended to read:

An election may be made by acclamation; otherwise it shall be by a show of hands or by ballot as determined by the members present at that meeting.

Section 32 is amended to read:

- (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
- (2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers and responsibilities to the earliest meeting of the directors held after the act or thing has been done.

Section 36 is amended to read:

A director who may be absent temporarily from British Columbia may send or deliver to the address of the Society a waiver of notice, which may be by letter, telegram, telex, cable, or any other current form of communication, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,

- (a) a notice of meeting of directors is not required to be sent to that director, and

- (b) any and all meetings of the directors of the Society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.

Section 38 is amended to read:

A resolution proposed at a meeting of directors or committee of directors shall be seconded; the chair of a meeting may move or propose a resolution.

Part 7 – Duties of Officers

Section 42 is amended to read:

The secretary must do the following:

- (a) conduct the correspondence of the Society;
- (b) issue notices of meetings of the Society and directors;
- (c) keep minutes of all meetings of the Society and directors;
- (d) have custody of all records and documents of the Society except those required to be kept by the treasurer;
- (e) maintain the register of members.

Part 10 - Auditor

Section 53 is amended to read:

At each general meeting, the Society shall appoint an auditor to hold office until he is re-appointed or his successor is appointed at the next annual general meeting.

Dated 2009.11.21

Witnesses

Applicants for Incorporation

(name)
6502 Gerke Place,
City, BC V9V 1V8

(name)
58 Summit Drive,
City, BC V9T 4Y1

(name)
6502 Gerke Place,
City, BC V9V 1V8

(name)
145-25 Maki Rd,
City, BC V9R 6N3

(name)
6502 Gerke Place,
City, BC V9V 1V8

(name)
145-25 Maki Rd,
City, BC V9R 6N3

(name)
6502 Gerke Place,
City, BC V9V 1V8

(name)
100-567 Townsite Rd,
City, BC V9S 1K9

(name)
6502 Gerke Place
City, BC V9V 1V8

(name)
81 Summit Drive
City, BC V9T 4Y1

SAMPLE 2 – EQUIPMENT CHECK LIST

**CITIZENS ON PATROL
EQUIPMENT CHECK LIST**

DATE: _____

DISPATCHER: _____

PATROL NO: _____

PATROLLERS: _____

	Signed Out	Returned
Box#	_____	_____
Palm#	_____	_____
Fire Extinguisher	_____	_____
Binoculars	_____	_____
Radio #(s)	_____	_____
Scanner #	_____	_____
Spot light	_____	_____
Flares	_____	_____

Return verified by: _____

SAMPLE 3 – MONTHLY STATS SHEET

This EXCEL spreadsheet is emailed to the Statistician or person in charge supplying numbers to ICBC or other agency.

2011 Monthly patrol stats

Date	# of Patrollers	Total Hours	Plates checked by PDA's	Plates checked on CPIC	Premises Checked	Vehicles Checked	KM Driven	Duties of Volunteers	Reason for Patrol
2011.02.04	1	7						20	Disp
	1	5						62	Dvr
	1	5	268						Obs
	1	5						74	Dvr
	1	5				400			Obs
2011.02.11	1	7						20	Disp
	1	5		0	0	50		70	Drv
	1	5	100						Obs (1/1)
	1	5		0	0	300		89	Drv
	1	5	173						Obs
2011.02.12	1	7						20	Disp
	1	5						58	Dvr
	1	5	206			499			Obs
	1	5						72	Dvr
	1	5	80			510			Obs
2011.02.18	1	7						20	Disp
	1	5						51	Dvr
	1	5	207		1	400			Obs
	1	5						103	Dvr
	1	5	208		2				Obs
2011.02.25	1	7						20	Disp
	1	5						85	Drv
	1	5	223			800			Obs
	1	5						51	Drv
	1	5	197						Obs
		25	135	1662	0	3	2959	815	

SAMPLE 4 – OCCURRENCE LOG

This can be used to record the patrol activity in a certain area.



BC Citizens Patrol Network, Citizens Patrol Start Up Manual

This manual is developed and owned by The British Columbia Crime Prevention Association.

Revised: 2011.11.02

For more information please contact BCCPA at info@bccpa.org

British Columbia Crime Prevention Association does not support any unauthorized amendments or changes to the master document.