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# *BC Crime Prevention Association*

## **BC CITIZENS PATROL NETWORK**

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## **Strategic Plan 2002**

*March 4, 2002*

### *Introduction*

Members of the BC Citizens Patrol Provincial Steering Committee met at the BCCPA offices to review provincial Citizens Patrol program direction and planning, including how to support the 88 volunteer organizations and over 8000 volunteers involved in the Citizens Patrol initiative. Specific needs and issues were identified and actions to address program needs and implementation issues were prioritized and determined. This report comprises the results of the planning.

The BC Citizens Patrol Network operates under the umbrella of the BC Crime Prevention Association. The network consists of Citizens Patrol volunteers and partner organizations and meets four times per year. Membership is comprised of:

- 2 BCCPA board members
- 2 RCMP members ('E' Division and local detachment representative)
- 2 Municipal Police representatives
- 1 ICBC representative
- 7 Regional Citizens Patrol representatives

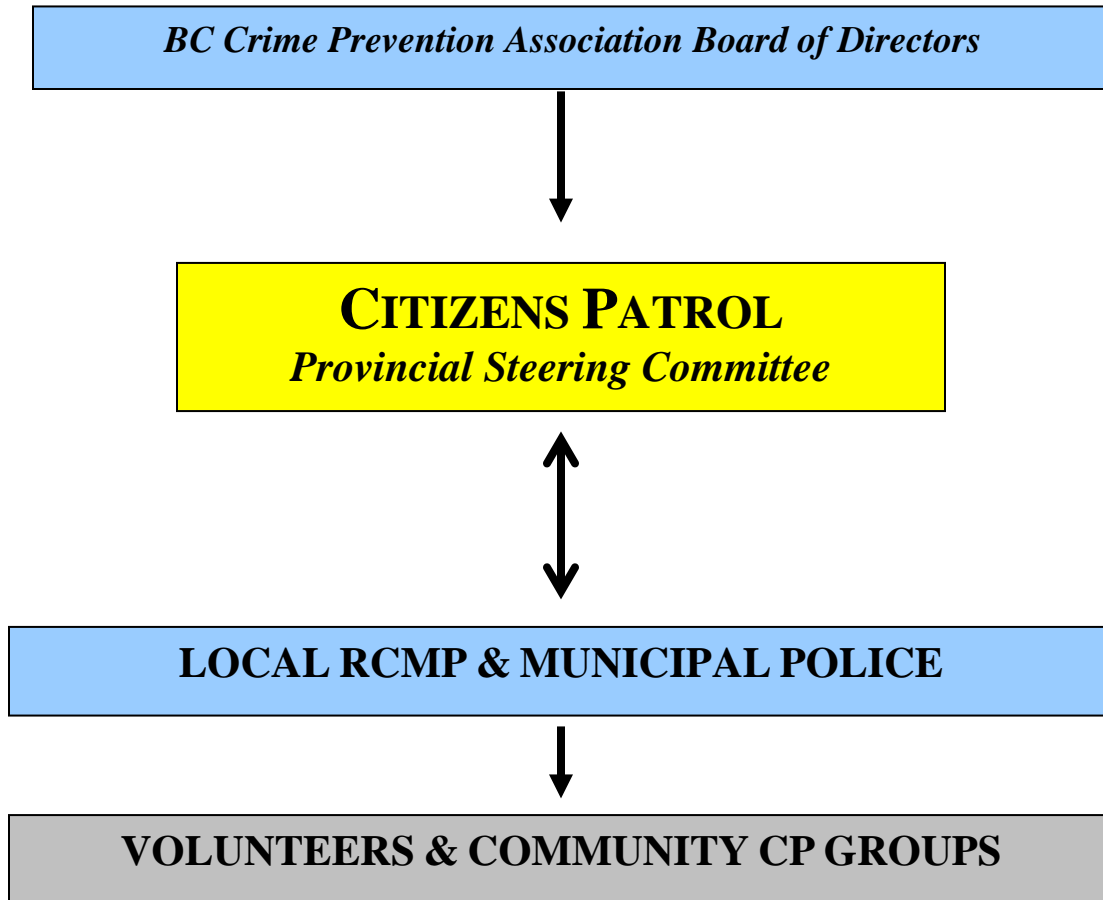
The role of the community Citizens Patrol regional representatives is to:

- Facilitate and support local groups by:
  - Making themselves available to local groups for information, communication and advocacy
  - Attending local CP group meetings
  - Serving as listener, advisor and liaison for local groups
- Communicate and dissemination information from the provincial level
- Find out what is going on in each community and communicate local needs to the provincial level

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# ORGANIZATIONAL CHART



## Citizens Patrol Provincial Steering Committee members:

- 2 BCCPA board members (staff not included)
- 2 RCMP members ('E' Division and local detachment representative)
- 2 Municipal Police representatives
- 1 ICBC representative
- 7 Regional Citizens Patrol representatives (endorsed by local groups to serve) from the following regions:
  - Kootenays
  - Okanagan
  - North
  - Vancouver Island
  - Fraser Valley
  - Vancouver/South Coast

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## **Review of Previous Plan**

The following key task areas were identified last year as critical to building continued support for the initiative. Tasks are divided into five main categories: administration, communication, advocacy, training, and resources. These tasks were either completed or incorporated under this year's plan. They are included here for continuity purposes.

### ***Administration***

1. Investigation of liability issues and potential insurance carriers for local groups
2. Development of a website for information and distribution
3. Development of screening guidelines for individuals
4. Development of administrative forms for use by local groups (i.e. application forms, interview questions and process, etc.)
5. Supporting the access of individual groups to technology for communication and networking purposes
6. Guidelines and strategies for recruitment of volunteers
7. Development and maintenance of a list of all volunteers and assigned police liaison officers (to be managed by local community representatives)
8. Providing assistance and expertise for groups wishing to register as a society
9. Development of a 'Policies and Procedures' manual

### ***Communication***

1. Development and maintenance of a website
2. Creation of a list serve to enable all contacts to exchange ideas and information
3. Utilization of email and fax for distributing information
4. Development of a quarterly newsletter (circulated via print in BCCPA magazine at first, then posted on website)
5. Determining the means to enable secure access to Citizens on Patrol website with links to the ICBC stolen vehicle registry and CPIC

### ***Advocacy***

1. Supporting local groups at the municipal and local police levels
2. Developing specific information to advocate for the program
3. Provision of provincial recognition and awareness

### ***Training***

1. Development of a train-the-trainers model for training volunteers
2. Development of training materials for police (in the form of a manual)
3. Development of training materials for volunteers (in the form of a manual)
4. Utilization of training opportunities at the BCCPA annual symposium
5. Development of regional training sessions
6. Identification of training components to be completed by police only (not by volunteers due to liability or safety reasons)
7. Development of general training for police on group management and project sustainability

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## ***Resources***

1. Development of sustainable funding strategies
2. Development of a standard forms including:
  - application form
  - interview questions
  - interview guideline forms
  - sample written formats for formalizing link between police and local Citizens on Patrol group
  - program evaluation and assessment forms
  - evaluation process guideline forms
3. Development of program delivery information (brochures, manuals, etc.)
4. Development of screening standards for police to use in volunteer selection
5. Development of a role description for regional COP representatives sitting on the committee
6. Investigation of potential business sponsorship and funding plan
7. Develop training lessons in HTML, to be posted on web
8. Provision for, and access to, a resource library (perhaps in conjunction with the BCCPA proposal for the development of a crime prevention centre)
9. Centralization of purchasing or acquisition needs

## ***What Worked Well Regionally & Provincially?***

- The provincial committee
- The discussion group on the website
- The website itself
- The committee's ability to attract good people
- Advocating for the network
- Communicating to regional groups
- Increase in awareness
- Staff support at the BCCPA
- A defined structure
- Our funding partners in the first year – five different funders
- Cooperation from E Division and through to individual detachments
- Ongoing commitment from RCMP, BCCPA, ICBC
- Communications – newsmagazine, etc.
- Familiarity and consistency of personnel, continuity with volunteers in the lead as opposed to changing RCMP liaison officers
- Work of the regional reps in making contact with RCMP and other groups in the community
- The fact that there is a coordinator at the provincial level provides continuity and ability to maintain knowledge
- Acceptance from the public by being visible
- Placing 30 computers with internet access through the VolNet program
- Shannon has been great with communications

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### ***What Didn't Work Well?***

- Some people are slow to change their old ways, difficult to find balance between those that want to move ahead with the new structure
- Difficult to earn the respect of the RCMP member
- Some people feel that the regional CP group is 'stepping on toes'
- The flow of communications seems to be one way from the CP provincial group to regional groups, but not the reverse
- Lack of information about the local CP group, who is in charge, etc.
- Transitory nature of the local CP group
- Acceptance of the program by local RCMP, reluctance to change and lack of acceptance of the new CP approach
- Poor police/volunteer relationships
- Not sufficient acknowledgement of information from E Division regarding the role of CP
- Funding cutbacks have affected support for CP in many regions
- Involvement from large community groups (ie. Vancouver)
- Lack of municipal reps on the provincial committee
- Lack of RCMP policy as it pertains to volunteers
- Communication with some regions by provincial group (provincial decisions without understanding of how they may affect a region)
- Fragmentation of local CP groups in the municipal communities
- Communication regarding local plans and integration of existing CP groups into provincial structure and plan
- Branding and recognition of CP volunteers; issue of using stealth for incognito to blend into the scenery
- Criteria for designation of a CP group is not consistent; some groups operate as 'cowboys'

### ***Issues to be Addressed...***

- Advocacy for CP
- Communication (between RCMP E Division and detachments; provincial committee and local CP groups)
- Building cohesion between local CP in municipalities
- Symposium planning for regions
- Issue of visibility of CP volunteers – covert or overt, marked car/insignia or not???
- Screening and criteria for CP membership; registration and recognition for groups
- Recruitment of volunteers
- Local identity of CP groups
- Indemnity
- Basic set of guidelines and standardization of forms

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## **Needs & Priorities (in order of priority)**

- Creation of guidelines for best practice for CP groups, including standardization of forms
- Sponsor training for regional reps (facilitator training at the annual BCCPA conference) and for local reps (in regional sessions)
- Recognition and advocacy for CP in province, regions and local communities (public relations)
- Sourcing funding for the provincial network and sponsorship of local groups and activities
- Communication between provincial committee and local CP groups
- Communication between RCMP E Division and detachments; provincial committee and municipal forces
- Communication between local RCMP/Municipal Police and CP groups
- Recruitment of volunteers for CP
- Symposia and local events profiling CP
- Improving cohesion of municipal CP groups

## **2002 Goals**

Six goals were identified for action:

1. To solicit Citizen Patrol groups and gather information on best practices to serve as guidelines for other CP groups.
2. To create effective training programs for regional reps, police and volunteers.
3. To develop tools to assist local Citizens Patrol groups to access donations and funding
4. To pursue sponsorship activities to inject resources into the community
5. To develop a three-year funding plan for the Provincial Network with the focus on leading the initiative to sustainability.
6. To increase recognition of Citizen Patrol activities on a provincial, regional, and local level.

## **Action Planning**

See accompanying pages for detailed action, timelines and person responsible for each of the six goals identified.

Goal	Action	Resources Req'd	Completed By:	Who
<b>1. To solicit Citizen Patrol groups and gather information on best practices to serve as guidelines for other CP groups.</b>	1a. Create a survey to address key CP practices and guidelines.	Provincial Committee	08-Mar-02	Sean
	1b. Distribute survey via website, email, fax, mail and/or phone	BCCPA & Regional Reps	31-Mar-02	Shannon
	1c. Collect data, consolidate and publish survey results in time for BCCPA September Training Symposium	BCCPA & Regional Reps	31-Jul-02	BCCPA
<b>2. To create effective training programs for regional reps, police and volunteers.</b>	2a. Provide written guidelines for role of regional reps (release at training session for regional reps at September Symposium)	Provincial Committee	Sep-02	Shannon
	2b. Plan and develop a facilitators workshop for committee members, present at regional sessions	Facilitator Trainer	Apr-04	Provincial Committee & BCCPA Staff
	2c. Continue regional symposiums to include citizen patrol, invite volunteers and police to symposia for training on best practices	Provincial Committee	Apr-04	Provincial Committee & BCCPA Staff
	2d. Create a free workshop on training and how to run a citizens patrol program for police coordinators (RCMP and municipal police) as part of next year's BCCPA September Symposium	Provincial Committee	Sep-02	Provincial Committee & BCCPA Staff

<b>3. To develop tools to assist local Citizens Patrol groups to access donations and funding</b>	3a. Create a series of up to 10 fact sheets on how to secure local donations from businesses, United Way, Community Amenity Giveback, etc.	Staff	Sep-02	Dave & Shannon
	3b. To develop resources in the form of fact sheets to assist groups to help themselves	Provincial Committee	Sep-02	Dave & Shannon
<b>4. To pursue sponsorship activities to inject resources into the community</b>	4a. Develop a sponsorship package, pitch to 10 BC companies, and develop protocol	Provincial Committee	Mar-03	Sub-committee
	4b. Develop a car raffle	Provincial Committee	Mar-03	Sub-committee
<b>5. To develop a three-year funding plan and pitch the funding plan to the three supporting organizations with declining dependency.</b>	5a. Draft plan, solicit support from committee and test with supporting organizations.	Staff	Jun-02	Dave
<b>6. To increase recognition of Citizen Patrol activities on a provincial, regional, and local level.</b>	6a. Maintain the website as a central source of information and communication, with reciprocal links from partner sites	Staff	Ongoing	Shannon
	6b. Develop a brochure on citizen patrol	Staff	Sep-02	Sub-committee
	6c. Take articles from BCCPA news and distribute to regional reps to approach local media to submit in papers	Staff	Ongoing	Provincial Committee & BCCPA Staff
	6d. Work with the Program Manager of RCMP 'E' Division to raise awareness of CP program throughout RCMP detachments	Staff	Ongoing	Shannon & Merv
	6e. Meet with ministers of Public Safety and Solicitor General	Staff	31-May-02	Co-chairs or regional committee