



## INFORMATION PACKAGE FOR COMMUNITY





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### 1. MISSION

“The St. Thomas Police Service is committed to Community Engagement and believe that we all have a role to play in Crime Prevention, Education and Community Wellness. Together we can continue to improve St. Thomas”

### 2. VISION

Community volunteers ‘observing and reporting’ to our police for a safer St. Thomas

### 3. PURPOSE

- The program is designed to provide an opportunity for approved volunteers to assist the St. Thomas community by ‘*observing and reporting*’ criminal activity to the St. Thomas City Police Service.
- In essence, be extra ‘*eyes and ears*’ for the St. Thomas Police Service in an effort to keep our City a safe community. The COP program does NOT promote, require or ask for any involvement in the apprehension of criminals.
- Work with community partners to educate on criminal activity and crime prevention strategies.
- Represent the St. Thomas City Police Service at community engagement events with the purpose of supporting community involvement and wellbeing.
- Property checks and duties as requested by police.
- Assist with large scale searches under the direction of trained search masters.
- Represent the St. Thomas City Police Service and members of the COPs program at special events.
- The COPs program is not intended to replace any functions performed by Police Officers.

### 4. PREAMBLE

The Citizen on Patrol (COP) program has been designed to augment the St. Thomas City Police Service’s crime prevention initiatives and assist our regular members with providing a visible presence to deter crime. COP volunteers also serve as information guides to members of the public when required.



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### 5. DEFINITIONS AND DESCRIPTIONS

COP – Citizen on Patrol

Community Volunteer – A volunteer is anyone who, without compensation or expectation of compensation, performs a task at the direction and on behalf of the St. Thomas City Police Service's COPs program.

Team Leader – A community volunteer that has been identified through a process to assist the liaison officer and other community volunteers to manage the COPS program.

Volunteer Coordinator – a COPs member that has been identified to work with Team Leaders and the COP Program Coordinator.

COP Program Coordinator – A full time member of the St. Thomas City Police Service and a member of the administration (Inspector of Operations)

Liaison Officer – A full time member of the St. Thomas City Police Service identified to manage the COPS program and support the community volunteers

OIC – Officer in Charge during a tour of duty at the St. Thomas City Police Service

NCO – Non Commissioned Officer with the St. Thomas City Police Service (Sergeant or Staff Sergeant)

Crime Prevention – is the attempt to reduce and deter crime and criminals, specifically efforts by the police service to reduce crime.

Focused Patrol – Patrols in a specific geographical area to target a specific crime.

Community Engagement – Engaging with members of our community. This includes the general population, the youth, and business community

Special Events – Events within the community that draw larger than normal attendance and where COPs presence could be used to assist community members with information or to promote the COPs program.

Monitor – a COP volunteer member that commits to being part of a patrol but whose function is to monitor and check in with the COP volunteer members physically on the patrol.

Service – the St. Thomas City Police Service



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### **6. QUALIFICATIONS**

A variety of methods are used to recruit volunteers. Volunteers will be required to submit an application and subject to a background investigation. The background investigation will consist mainly of electronic checks however can entail a more thorough investigation if deemed necessary. Applicants will be interviewed to determine suitability to the program.

The following criteria shall be met for a citizen to become a volunteer and maintain active membership in the organization:

- I. Be at least 18 years of age
- II. Not be charged or convicted of any criminal offence for which a pardon has not been received.
- III. Successfully complete the application process, including background check and interview.
- IV. Provide personal and professional references if required
- V. Successfully complete all mandatory training
- VI. Possess a valid Class "G" Driver's Licence (mandatory driver's licence check) to drive a program vehicle.
- VII. Maintain acceptable attendance for training and meetings.
- VIII. Provide emergency contact information and updating information as it changes.
- IX. Possess strong communication and observation skills.
- X. Adhere to the Vision, Mission, Values, Goals and Objectives of the St. Thomas City Police Service.
- XI. Positively reflect the community of St. Thomas, the St. Thomas City Police Service, and the Citizens on Patrol at ALL times while a member of the program.
- XII. Volunteers must abide by the included Code of Conduct

### **7. SELECTION PROCESS**

The selection process begins with the completion and electronic submission of the on line application.

This can also be printed, completed in pen and dropped off or mailed to the St. Thomas City Police Service at:

St. Thomas City Police  
45 Caso Crossing  
St. Thomas, Ontario  
N5R 0G7  
Attention: COP Program Coordinator

The application must be fully completed, signed and dated before given any further consideration. By completing the application you are agreeing to submit to electronic background check / investigation.



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Those successful in the application process will be contacted and subject to an interview and further background investigation if deemed necessary. ONLY those applicants selected for an interview will be contacted.

Those selected to be a member of the COPs program shall be on probation for a minimum of six months during which time either the volunteer or the police service can choose to end the relationship without prejudice

### **8. RESPONSIBILITIES AND DUTIES**

- a) Successful applicants will be required to fulfil a minimum of three hours per month of foot / bicycle / or vehicle patrol time or static duties at community events.
- b) Volunteers are also required to attend all mandatory training. They must also maintain attendance at minimum of 50% per year of the monthly meetings. No volunteer can be absent any more than 3 consecutive meetings without the consent of the COPs program Coordinator.
- c) Volunteer members will deter criminal activity by providing a visible presence in the community through the use of patrols or static displays. Their efforts will foster partnerships with members of the St. Thomas City Police Service, the City of St. Thomas, local businesses, the youth of St. Thomas, and our community partners to further identify and expand opportunities to reduce crime and improve efficiencies.
- d) Of primary importance will be observing and reporting suspicious behavior to help reduce crime, such as youth crime, property crime, violent crime, and social disorder in specific areas.
- e) COP volunteers are to be non-confrontational and skilled in observation techniques. COP members will be clearly identified as police volunteers so they can act as a resource to persons seeking information. They will NOT converse with suspects, carry weapons, investigate offences, direct traffic or expected to intervene, in any physical way with crimes in progress. COP volunteers will quickly report criminal activity in progress to their monitor or if emergent to the St. Thomas Police Dispatch and document suspicious activity for possible police follow up.
- f) COP volunteers are encouraged to be goodwill ambassadors and foster positive contact with members of the public.
- g) It is expected that volunteers will be assigned to areas of the City where a crime problem has been identified through intelligence. Assignments will be prioritized in consultation with the COPs Program Coordinator or the OIC. Volunteers may also be assigned patrol in or around business locations, the downtown area, their own neighborhoods and special events.
- h) Community Engagement Officers may also recommend tasks in targeted areas for delivering crime prevention strategies or literature.



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- i) COP volunteers may also be positioned at a static location for the purpose of assisting with directions, guidance and improving customer satisfaction.
- j) There is no requirement to COP members to keep a notebook. All observations should be kept on the shift report. Any additional information that may be required by the Service for an investigation will be obtained by way of a statement by the investigating officer.
- k) Provide emergency contact information to the COP Program Coordinator



**INFORMATION PACKAGE FOR COMMUNITY  
COP PROGRAM APPLICATION (Adjusted slightly for appendices purpose)**



**ST. THOMAS POLICE SERVICE COP PROGRAM**

**INFORMATION FOR COP APPLICANTS**

1. Please complete all areas of this application. If completing by hand, please print all information legibly and use a pen.
2. Please be sure to complete all applicable sections and sign and date the application on page 3.
3. Recruitment is on an as needed basis.
4. Applications can be submitted on line or dropped off in person at St. Thomas Police Service, 45 CASO Crossing, St Thomas, Ontario, N5R 0G7, to the attention of: COP Program Co-ordinator.
5. Please note that only applicants selected for an interview will be contacted.
6. By completing and signing this application, you are agreeing to submit to a background check/investigation.
7. St Thomas Police Service is an equal opportunity employer.



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### APPLICATION

**INSTRUCTIONS:** Please complete all areas of the application form. If completing by hand, print all information legibly. All information submitted is confidential and for the use of the St Thomas Police Service. All applicants will be screened prior to acceptance. If additional space is required, please use a separate piece of paper and attach it to this application.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Surname Given Name Initial day/month/year

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Licensed Driver? Yes  No  Province: \_\_\_\_\_ Driver's Licence No. \_\_\_\_\_  
(Please attach photocopy of licence)

Have you ever been convicted of a criminal offence for which a record suspension has not been granted?

Yes  No

Education: (Include highest grade completed, post-secondary degrees, and any relevant courses or training.)

Employment: (Employer, job title, and length of time, attach resume if needed.)

Previous Volunteer Experience: (Extent of experience, positions held, and time with organization.)





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**Special Skills:** (If you have any special qualifications that may be of assistance to the St. Thomas Police Service, such as valid first aid, CPR, Red Cross life-saving qualifications, or radio communications training, please indicate in the space below. Use a separate piece of paper if needed.)

**References:** (Please supply three references, e.g. present/past employer/supervisor, clergy, etc., with name, address, and telephone)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Time Commitment:** How many hours per month can you actively participate with the COP Program  
\_\_\_\_\_

Please state your reasons for applying to the COP Program

What do you feel you can contribute as a member of the COP Program?  
(Skill sets, experience, certifications, hobbies, equipment knowledge, etc.)



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By signing this application, I give the St. Thomas Police Service permission to contact the people named as my references. In addition, I give my consent to the St. Thomas Police Service, as applicable, to conduct a Canadian Police Information Centre (CPIC) check, a local background check, which includes investigative databanks and local indices maintained by the St. Thomas Police Service and any other checks deemed necessary to determine my suitability as a volunteer.

I certify that the information contained within this application is true and correct. I understand that, if I am accepted as a volunteer member of the COP Program, I do not gain any special and/or increased authorities or powers and I am authorized to act only as any other citizen of the community. I further understand that, while involved in COP Program activities, I will be required to wear all mandatory uniform items as required by the organization and my conduct shall be governed by all rules and regulations as set forth by the St. Thomas Police Service.

**\*\*ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED\*\***

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Date

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Signature of Applicant

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