

**CHAMBLEE POLICE DEPARTMENT**  
**STANDARD OPERATING PROCEDURE**

**SECTION: T-008    CITIZENS ON PATROL PROGRAM**

**EFFECTIVE DATE: 03/21/2017                      NUMBER OF PAGES: 3**

**REVISED DATE:                                              Review Date:**

**STANDARD COVERED    6.7**

*Donny Williams*

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**STD 6.7A            I.            PURPOSE**

The purpose of this policy is to establish guidelines, training, and supervision of the Citizens on Patrol program, otherwise known as an Auxiliary program. All members of the program are **NOT** Sworn Officers and have **NO** arrest powers **and will be prohibited from carrying any weapons.**

**STD 6.7B            II.            POLICY**

The department utilizes citizen volunteers to enhance the non-law enforcement functions and services the department provides to the City of Chamblee. In furtherance of this effort, City of Chamblee residents and/or business owners who complete the prerequisites established by the Chief of Police will be assigned as Citizens on Patrol Members whose duties, responsibilities and functions will be under the direct supervision of a coordinator designated by the Chief of Police.

**III.            DEFINITIONS**

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| Auxiliary     | A civilian affiliate with the law enforcement agency is a part-time, unsalaried, non-sworn support capacity because of his or her interest in contributing to the agency's role in a support capacity, volunteers, senior citizens, law enforcement explorers.                                                         |
| COP Program   | Citizens on Patrol Program                                                                                                                                                                                                                                                                                             |
| COP Applicant | Chamblee resident or business owner seeking to become a COP member.                                                                                                                                                                                                                                                    |
| COP Member    | A COP Member is a citizen/business owner of Chamblee who has completed the prerequisite training program and maintained their COP Member status through observed performance of assigned duties and the successful completion of initial training and annual training requirements as approved by the Chief of Police. |

STD 6.7C	<p>Program Coordinator</p> <p>COP Vehicle</p> <p>COP Uniform</p>	<p>A supervisor designated by the Chief of Police who is responsible for the selection, training, records maintenance, and supervision of the Citizens on Patrol Program /Members.</p> <p>A vehicle marked and designated for use by members of the Citizens on Patrol Program / Members. This vehicle will display emergency lights and markings clearly identifiable as Citizens on Patrol and clearly distinguished from Uniformed Patrol Vehicles. COP vehicles will be equipped as needed and approved by the Chief of Police.</p> <p>Citizens on Patrol members will be provided a uniform clearly distinguished from the attire provided to sworn staff members. The uniform will consist of a white polo style shirt and khaki BDU style pants.</p>
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**IV. SELECTION OF COP PROGRAM MEMBERS**

The Chief of Police will approve the selection criteria for all COP Program Members. This criteria includes but is not limited to:

1. Residency or business ownership within the City of Chamblee.
2. Background Investigation.
3. Completion of the department sponsored Citizens Police Academy.

Upon successful completion of the above noted criteria, the COP Program Coordinator will recommend to the Chief of Police acceptance of the individual into the COP Program Initial Training Course. If the recommendation is approved, the COP Coordinator will schedule the COP Program Applicant to attend the Initial Training Course which must be successfully completed in order to continue in the program.

**STD 6.7D V. TRAINING OF COP PROGRAM MEMBERS**

The Chief of Police will approve the COP Training Handbook which will include courses of training for the COP Program Members which is of two parts:

**A. Initial Training Course (C.O.P.I.T.)**

The COP Program Coordinator will establish and supervise the completion of an initial Training Course for all COP Program Members. This course will be submitted through the Chain of Command to the Chief of Police for his/her approval. The Initial Training course will consist of:

1. Basic First Aid

2. CPR Certification
3. AED Operation
4. GCIC-Security/Integrity Rules
5. Radio Operations
6. Conducting Residence, Business, Neighborhood, and City Parks Checks
7. Assisting Officers
8. Vehicle Operations
9. Traffic Direction
10. Crime Observation.

STD 6.7D

## **B. Annual Training Course (C.O.P.AT.)**

The COP Program Coordinator will establish and supervise the completion of the training course for all COP Program Members. This program will be submitted through the Chain of Command to the Chief of Police for his/her approval. The purpose of the Training Course will be to enhance the performance of the COP Program and each COP Program Member.

## **VI. MAINTENANCE OF COP PROGRAM MEMBER STATUS**

All COP Program Members must at all times comply with the directives of the COP Program, work to meet the Goals and Objectives of the Department and City, maintain themselves as positive representatives of the Department and City, meet attendance and performance schedules as established by the COP Program Coordinator. Failure to do so will result in removal from the COP Program.

## **VII. COP PROGRAM REPORTING**

The COP Program Coordinator is responsible for reporting the activities of the COP Program and COP Program Coordinator.

### **A. Monthly Report**

The COP Program Coordinator will submit a monthly report of the activities of the COP Program Members via the Chain of Command to the Chief of Police. This includes; but is not limited to, the identity or COP Program Members active during the month, the number of hours worked, and the number of actions completed.

### **B. Annual Report**

The COP Program Coordinator will submit an annual report of the activities of the COP Program Members via the Chain of Command to the Chief of Police. This annual report will be a compilation of the monthly reporting as well as an evaluation of the effectiveness of the COP Program and any recommendations for improvement to the function and performance of the program.