

# **CINCINNATI POLICE DEPARTMENT**

## **CITIZENS ON PATROL PROGRAM OPERATIONS MANUAL**

**Colonel Thomas H. Streicher, Jr.; Police Chief**

**Prepared by the COP Coordination Unit**

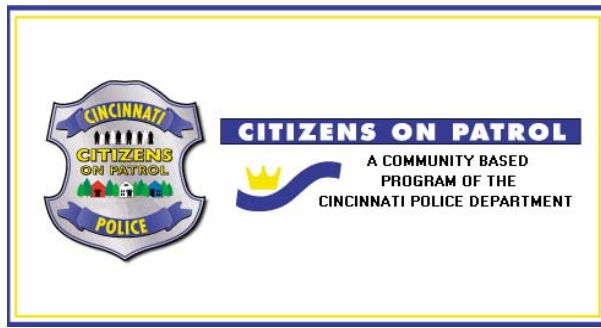
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## History of Citizens on Patrol Program (COPP)

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The Cincinnati “Citizens on Patrol” Program was proposed by several Cincinnati City Council members in 1997. The program was modeled after one in Fort Worth, Texas. City Council approved the initial use of \$35,000.00 in Federal Local Law Enforcement Block Grant money for the implementation of the pilot program.

The responsibility for developing the program was assigned to the COP Coordinator. The responsibility for administering and coordinating the neighborhood-based program was assigned to the District Commanders.

Citizens on Patrol groups in Fort Worth used their personal vehicles. During the planning process, the Cincinnati City Solicitor issued a written opinion that volunteers should not be permitted to use their personal vehicles while conducting volunteer work for the city. Therefore, Cincinnati Citizens on Patrol Groups would not be authorized to use a vehicle while conducting their patrols. Only walking or fixed patrols will be permitted. However, in 1999, the City Manager lifted the restriction on use of personal vehicles, and *Citizens on Patrol programs were allowed to utilize personal vehicles to travel to and from patrol sites*. While using personal vehicles to transport volunteers to and from patrol, a magnetic sign is affixed to the volunteer’s personal vehicle clearly identifying him/her and passengers as members of the Cincinnati Citizens on Patrol Program. Walking and fixed patrols however, are the only type of patrols that are permitted by the Citizens on Patrol Program.

Three target neighborhoods in Cincinnati were chosen for the pilot project: Bond Hill (Still operating), Madisonville (Still operating), and South Fairmount (Disbanded). Council members and police officers attended community meetings in each of the three neighborhoods to explain the project and solicit volunteers. Application forms were developed and sent to the volunteers, along with a letter of explanation by the COP Coordinator.

The Police Training Section initially developed a 12-hour training curriculum for the COPP volunteers. The training was given over a three-day period. Training has since been modified to a 12-hour training course, completed in a two or three day training seminar. In addition, all members are strongly encouraged to participate in at least one 8 hour ride-a-long annually as well as signing up to attend the Citizens Police Academy.

## History of Citizens on Patrol Program [cont]

All training still continues to be presented at the Police Training Section. A minimum number of 20 students are required in order for a COPP training session to be cost effective.

In the winter of 2002 a sworn officer was appointed to oversee and nurture COPP which at that time had seven active units patrolling (Madisonville, Mt. Washington, Northside, Price Hill, College Hill, Westwood and Camp Washington). By the summer of 2002 the program had tripled in size and was active in twenty-one of the city neighborhoods.

At the same time a Civilian Coordinators Committee was formed. The committee is designed to allow members from throughout the city to network and work as a cohesive team in solving the many issues surrounding the program.

The program spread to neighborhoods from throughout the entire city and is equally represented in neighborhoods throughout all five of the Police Departments Districts.

Equipment needs of the various neighborhood patrols have always been a top concern of the Police Department administration. Initially members were furnished with non-distinct dark blue jackets, grey embroidered golf shirts and dark blue caps with "Citizens on Patrol" embroidered in yellow. At the request of the volunteer participants jackets and shirts have been changed to a bright royal blue with "Cincinnati Police Department Citizens on Patrol" boldly silk screened on their back. These uniform tops not only identify the patrols, but deter criminal activity from occurring by identifying the patrol as an arm of the Cincinnati Police Department.

In the initial roll-out of uniforms it was thought that volunteers would not be interested in cold weather patrols. The volunteers quickly identified their desire to patrol in inclement weather and heavy storm jackets mark similarly to the patrol shirts were furnished. To continue uniformity a matching baseball cap with Citizens on Patrol badge embroidered on the front was purchased. These modest uniform changes have taken the patrols from a group of anonymous band of walkers to a highly recognizable group of police volunteers.

It was also quickly recognized that patrols could be much more effective if members had a vehicle at their disposal to move them from hot-spot to hot-spot. Initially an extremely motivated member of the Madisonville patrol secured a retired mini-school bus. The bus was painted to match the uniform police cars and decked out with lights and an equipment locker. Slowly the department has added ten additional vehicles to the program.

As of May 2009 there are over 600 active members in the 26 units patrolling throughout the 52 neighborhoods of the City of Cincinnati.



## RULES OF CONDUCT

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### ENFORCEMENT / ACTIVITY:

Items highlighted have been updated in the past 24 months

- 1) In order to become a permanent member of the Citizens on Patrol Program, each person **must** complete all training and receive approval from the Police Chief or his designate.
- 2) No volunteer shall patrol in a group of less than three active, uniformed and trained COPP members. Members of the VIP program which patrol in the Downtown area bounded by the Ohio River, Eggleston, Central Parkway and Central Avenue. VIP members patrolling outside this area are in violation of the Rules of Conduct.
- 3) Family members or friends are not permitted to patrol unless they are completely trained and active COPP members.
- 4) Only members of City Council, The City Manager of the City of Cincinnati or the media may be escorted by a patrol. With the exception of the media, all persons being escorted by a patrol must be approved in advance by the Community Policing Coordinator or Citizens on Patrol Coordinator prior to patrolling.
- 5) COPP members are not sworn Officers. At no time shall Citizens on Patrol volunteer members of any COPP group attempt to take law enforcement action of any type. Further, volunteers shall not attempt to make any type of citizen's arrest. Volunteers shall not verbally confront any individual or prevent the movement of another. Volunteers witnessing violations of the law should report them immediately to Police Department sworn personnel for necessary enforcement either by Police Radio, cell phone or in person.

No COPP member shall become physically involved in any situation. Our member's **SAFETY** is our main concern. A member's responsibility is to participate in community patrols only.

- 6) COPP members may not carry weapons of any nature even if authorized by law. They shall not carry handcuffs, tasers, night sticks, asps or any other type police equipment or identification (with the exception of assigned Department issued radios, reflective vest, uniforms). Anyone observed carrying a weapon will be subject to arrest and expulsion from the program and criminal prosecution.

COPP members having valid State of Ohio Concealed Weapons permits shall not carry on their person or in any COPP vehicle any weapon.

Chemical Mace used for personal safety is not considered a weapon.

## **RULES OF CONDUCT [cont]**

- 7) At no time will a patrol or patrol member respond to, remain near or enter any location where Police Department or Fire Department personnel have been dispatched for any crime of violence or any natural disaster. This includes shots fired, cuttings, person[s] with a gun, assaults, domestic violence, explosive device runs, natural disasters, unknown trouble, person[s] down, 911 disconnects or any like situation.

When the communications person becomes aware of any incident of this nature he/she shall immediately inform the patrol leader who will determine the appropriate and safest manner to exit and avoid the area.

If the patrol observes an incident or becomes aware by dispatch they are in the area of such an incident they shall immediately leave the area by the safest means available and remain at a safe distance [no less than 1000 feet].

The patrol shall not enter the incident area until the incident is determined to have concluded and the responding units have cleared the run –or- the patrol is asked to assist in the incident by a police supervisor of the rank of Sergeant or higher.

Nothing in this section shall preclude a patrol from rendering first aid to a crime victim if they are at the location of the incident at the time it occurs.

At no time will a patrol or patrol member enter into a location known to be or that is marked as a crime scene.

- 8) No patrol or patrol member shall pick-up or move any weapons or drugs they find during their patrol.
- 9) All scheduled patrols must assemble at the Police District, Police Substation or other location approved by the District Commander or COP Coordinator. Private homes and liquor establishments are not to be used for meetings or patrols assembling.
- 10) A member is not permitted to wear the complete COPP uniform while alone (not patrolling) in public unless he/she is en route to or securing from an organized patrol, attending a COPP meeting or COPP training, or participating in any event that the COP Coordinator has given approval to attend.
- 11) Alcoholic beverages may not be consumed while working and any COPP member reporting to duty that has been drinking, will not participate in the patrol and could be subject to expulsion from the program. No member shall consume alcoholic beverages while in COPP uniform.
- 12) Members will dress conservatively. Dark pants or shorts that are clean and of good repair shall be worn with the designated uniform. While on patrol all members shall wear issued shirts, jackets and hats. No other outer garments should be worn without the COPP Coordinators written permission. Anyone not dressed properly will be sent home. All uniform parts will be clean and in good repair.
- 16) All members will wear issued COPP uniforms and their Police Department Identification while on patrol. COPP members testifying in court shall wear clean conservative business attire or COPP uniforms with dress pants. Jeans and gym shoes shall not be worn.
- 17) ID's should be worn on the exterior of members clothing and visible when inside any police facility.

## **RULES OF CONDUCT [cont]**

- 18) At no time shall a member display his/her ID or refer to their membership in a volunteer program with the Cincinnati Police in order to achieve special consideration or to avoid citation, arrest or investigation by law enforcement.
- 19) COPP members are expected to report for their assignments in a timely fashion. If you are scheduled to participate in a patrol and learn in advance that you cannot, notify the COPP Civilian Coordinator as soon as possible.
- 20) In the event of personality conflicts between members, it will be brought to the attention of the Civilian Coordinator and the Department assigned Neighborhood Sergeant or Officer.  
  
If the conflict cannot be resolved, it will be brought to the attention of the District Commander as well as COPP Coordinator. The District Commander or COPP Coordinator will resolve any conflict.
- 21) If for any reason a COPP member is taken into police custody, notification must be made to the Cincinnati Police Department assigned Liaison Officer within 24 hours. The liaison officer will contact the District Commander as well as COPP Coordinator as soon as possible. Failure to notify (or attempt to notify) in a timely manner, can result in immediate expulsion from the program.
- 22) As representatives of the Police Department, no statements may be given, either orally or in writing, regarding the operations of the COPP without permission of the Police Chief or COP Coordinator. Members shall not appear in any publications wearing uniforms without the advance approval of the COPP Coordinator.
- 23) No COPP member may attend any political event in uniform or identify themselves as a member of COPP in support of any political candidate or issue without express approval from the Police Chief or his designate.
- 24) Members of Citizens on Patrol who are on an organized patrol shall contact PCS by radio for all crimes in progress, where either the victim or suspects are on scene. When neither the victim or suspects are present, nor there is risk of loss of property, life or injury, the patrol shall call PCS by phone to report the incident. Parking violations and minor traffic violations are also to be called in by phone and not by radio.
- 25) When calling PCS by phone, members should clearly identify themselves as Citizens on Patrol who are currently actively patrolling, i.e. "This is Bill Williams, East End Citizens on Patrol. We are patrolling as East End Citizens on Patrol #2 this evening and have just witnessed a minor auto accident in the 2500 block of Riverside Drive."
- 26) Problems or questions about the program should be directed to the COPP Civilian Coordinator and the department assigned sworn Officer. If they can not address the problem, it will be directed to the COPP Coordinator.
- 27) All members shall abide by the Chain-of-Command.
- 28) Any violation of the above rules/guidelines can result in suspension or dismissal from the program.



## CHAIN OF COMMAND

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### **The Police Chief is the final authority on all matters regarding operational policy, procedure and personnel.**

The Cincinnati Police Department will provide training and guidance to program members. A sworn officer is assigned to coordinate and manage the program, and to act as a liaison between Citizens on Patrol members and the Police Department.

All Citizens on Patrol Program members, including Civilian Coordinators, are of equal value. However, the Civilian Coordinators of each unit whose members are working together in its official capacity will have the authority to make decisions regarding unit operations; Individual civilian coordinators will not have this authority.

During routine patrols, at least one person shall be designated to perform the following functions:

**Patrol Leader:** Forms and guides the patrol using the patrols safety as his/her main guide.

**Communication Person:** Monitors the police radio for all relevant radio traffic, maintains a dialog with Police Dispatch and communicates all safety and dispatch concerns to the patrol leader. This person may not be the patrol leader.

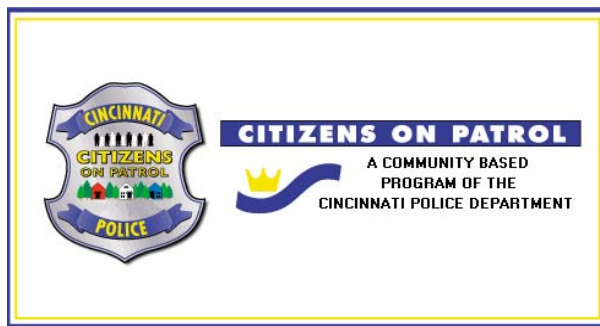
**Patrol Scribe:** Records all events and issues the patrol confronts, files all reports when the patrol concludes. This person is also responsible for the observing the rear of the patrol for safety issues.

The Cincinnati Police Department Chain of Command will be strictly adhered to in all matters and through all operations related to the Citizens on Patrol Program, in the order listed below:

1. **Citizens on Patrol Member**
2. **Unit Civilian Coordinators**
3. **Cincinnati Police Department Assigned Neighborhood Officer**
4. **Cincinnati Police Department District Commander**
5. **Cincinnati Police Citizens on Patrol Coordinator**
6. **Cincinnati Police Community Policing Coordinator**
7. **Cincinnati Police Department Patrol Administration Commander**
8. **Cincinnati Police Department Patrol Bureau Commander**
9. **Cincinnati Police Department Police Chief**

While the Chain of Command is open to all members, it is to be utilized for reasonable requests. Routine operational issues are as they are defined in this operational guide and not matters for the chain.





## CINCINNATI POLICE DEPARTMENT VISION, MISSION and CORE VALUES

### Vision Statement

The Cincinnati Police Department will be recognized as the standard of excellence in policing.

### Mission Statement

The Cincinnati Police Department will develop personnel and manage resources to promote effective partnerships with the community to improve the quality of life through the delivery of fair and impartial police services while maintaining an atmosphere of respect for human dignity.

### Core Values

**Integrity** – Our actions and relationship with the community are guided by an internal sense of honesty and morality.

**Professionalism** – Our conduct and demeanor display the highest standard of personal and organizational excellence.

**Diversity** – Our members recognize differences as strength in our organization and community.

**Accountability** – Our duty is to promote public trust by upholding our obligations to the department and community.

**Vigilance** – Our responsibility is to be alert to issues and activities impacting our community.

## CITIZENS ON PATROL MISSION STATEMENT

Each Citizens on Patrol Unit will establish a mission statement unique to their neighborhood, as the following sample illustrates:

“The Mission of the (*your neighborhood*) Citizens on Patrol is to work in partnership with the Cincinnati Police Department and in conjunction with fellow citizens to improve neighborhood quality of life, encourage civic pride and facilitate safety initiatives in our community.”

### Values

- We **value** our children as the leaders of tomorrow.
- We **value** the right to safely travel our streets.
- We **value** our businesses and the services they provide to our community.
- We **value** our dedicated Police Officers, who demonstrate tireless support and continued encouragement toward greater citizen involvement.
- We **value** the commitment, strength and unity found in our group efforts.



## UNIT ADMINISTRATION

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One volunteer from each COPP unit will be selected to serve as **Civilian Volunteer Coordinator** between the group and the Department. The assigned Department representative will coordinate the program and activities with the designated volunteer coordinator.

A second volunteer will be selected as **Administrative Coordinator**. The administrative coordinator will be responsible for scheduling, filling patrol slots, submission of monthly patrol logs, documenting meeting minutes and equipment maintenance.

A third volunteer will be selected to be the group's **Personnel Coordinator**. The Patrol Coordinator will be responsible for the recruitment of potential volunteers, for the submission of all applications to the COPP Coordinator, for the administration and storage of all uniforms, and for recovering uniforms and ID's from past members.

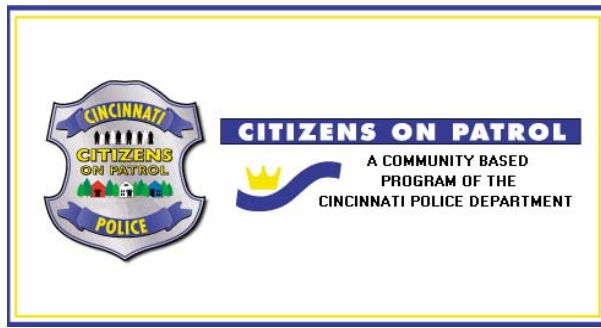
No person shall fill more than one of these positions.

## ELECTIONS:

Each unit shall hold yearly elections of coordinators. The yearly elections shall take place during the month of November and be held at the regular monthly meeting. It shall be the responsibility of the volunteer, administrative and personnel coordinators to notify all members in person or by phone and in writing.

Elections shall begin with nominations of members for the three [3] coordinators positions from the floor. Once all nominations are received members shall complete a ballot writing in their candidates for the three [3] coordinator positions. Once voting has been completed, the personnel coordinator shall read each ballot aloud to the entire group and make available each ballot for all to see should they wish. The administrative coordinator shall assemble the results and provide a final tally for all members in attendance. The unit coordinator is responsible for certifying the elections and notifying the Citizens on Patrol Coordinator and Neighborhood Officer.

In the event a coordinator must step down during their term, the procedures for election shall be followed even if there is only one person interested in the position. No coordinator shall be appointed without an election.



## UNIT REPORTS

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### MONTHLY REPORTS:

As volunteers working for the City of Cincinnati, all authorized COPP volunteers are covered under the City of Cincinnati's Worker's Compensation Program in the event they are injured during the course of performing a Citizens on Patrol function.

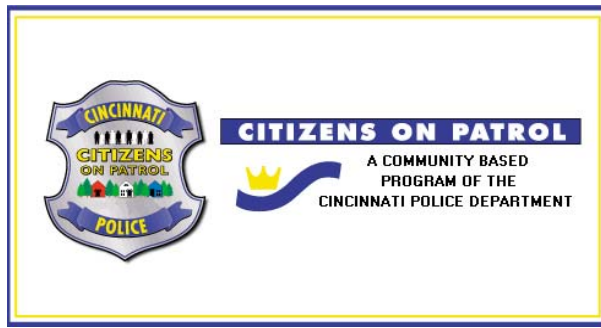
Each COPP member must sign-in on a COPP Volunteer Log Sheet every time they perform a volunteer community patrol.

The COPP Coordinator will maintain a COPP database. This database will contain an up-to-date list of authorized COPP volunteers, blank Volunteer Log Sheets and completed past Volunteer Patrol / Log Sheets.

Each group's Administrative Coordinator will prepare a monthly report documenting each COPP units volunteer activities with a copy of each Patrol Log attached. The report will contain the names, dates and hours of volunteer work performed by each volunteer. (A sample report is attached to this document).

Officers assigned the program will send copies of all overtime slips and form 68P's submitted by Department personnel for any overtime accrued as a result of COPP patrol functions to the COPP Coordinator to be attached to the Monthly Volunteer Report. NOTE: Overtime slips submitted must clearly indicate which COPP group the overtime was accrued for, and also clearly state funding to be taken from LLEBG Grant funds for Citizens on Patrol. (See sample attached)

The report is to be completed within ten days after the end of the month. The COP Coordinator will review all submitted monthly reports and forward them to Risk Management, Room 206, City Hall.



## CITIZENS ON PATROL PROGRAM VOLUNTEERS

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### **Volunteer Expectations:**

The Cincinnati Police Department requires all members to subscribe to its ethical standard of conduct and to act in a reasonable, considerate and professional manner to fellow members and the public at all times.

Members are expected to participate in at least one patrol [excludes meetings] per month. Any member not patrolling for a period of over 12 months must attend retraining [night one] before becoming active again.

All members not in good standing for three or more consecutive months must return their uniforms and ID's to the Unit Personnel Coordinator. If the member does not return to good standing prior to 12 months, their ID shall be forwarded to the Citizens on Patrol Coordinator.

Members are allowed to ride along with an on-duty officer once after the completion of their training and then yearly at the discretion of the District Commander. In order to best track and coordinate all members' activities, all COPP members will make the required requests to ride through the COPP Coordinator's office. Members shall complete and send a Form 612 to the coordinator, which will be approved and forwarded to the member's district. Once the Form 612 is mailed the member should contact the COPP Coordinator by phone at 352-2989 and establish a ride date and time.

COPP members participating in the ride along program must be dressed in clean conservative business attire or the COPP uniform. COPP members wearing jeans, gym shoes or other non-conservative attire will not be allowed to ride. A COPP identification card should be worn at all times when riding in the field.

## **Definition of Members:**

Members of the Cincinnati Police Department Citizens on Patrol will be registered with the City of Cincinnati as Volunteers. Any U.S. Citizen who is at least 18 years old may be a member of the program, provided they are of good moral character, free of felony or violent criminal conviction and successfully complete the application, background and training process. A volunteer is a non-salaried individual who offers his/her services for a limited time, acting in a specific capacity willingly by one's own accord. A volunteer with the program has no salary, benefits or labor rights of a city employee and serves "at the will" of the Police Chief. A volunteer can be placed in or removed from the volunteer duties by the Police Chief with or without cause.

## **Volunteer Standards:**

Volunteers will not be subject to discrimination.



## UNIFORMS AND IDENTIFICATION

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### UNIFORMS:

Volunteers who are on patrol must wear the approved uniform. All members are responsible for the proper care and maintenance of uniform and assigned equipment. Uniforms shall remain clean, pressed, and provide a professional appearance.

The following items are purchased and issued by the City of Cincinnati for each member:

1. Royal Blue uniform shirt [1]
2. Royal Blue light weather jacket with writing on the back [1]
3. Royal Blue winter storm jacket with writing on the back [1]
4. Baseball cap [1]
5. Royal Blue winter storm cap [1]

The following items are optional and may be purchased by each individual member:

1. Navy or Black class C pants (BDU)
2. Dark blue jeans or dark dress slacks
3. Navy, Black or Khaki shorts

Volunteers working in the office are encouraged to wear their uniforms; however, other attire will be allowed, provided the articles of clothing are in good taste and condition. Tank tops, beachwear, or similar garments, or clothing that is in ill repair, obscene or distasteful in nature is prohibited.

Volunteers participating in VIP and COPP shall only be issued one uniform from COPP.

## **IDENTIFICATION CARD:**

**The identification card is the sole property of the City of Cincinnati and shall be returned to the coordinator upon his/her request, or upon the resignation or dismissal of the volunteer from the program.** The identification card is valid for two or four years from date of issuance and must be renewed through the City upon expiration. Identification cards shall be in possession during volunteer service and worn in plain view when conducting business in civilian attire on behalf of the organization or when in any city facility when not in full uniform.



## **PATROLLING CRITERIA**

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### **PATROLLING CRITERIA**

Some of the responsibilities we have for patrolling and being a part of COPP are easier and less time consuming than others. It takes a great deal of time to type out and send a patrol report, where sitting in a car and observing takes minimal effort. In order to be effective and fair, members need to "spread the load" of the responsibilities for patrolling so one or two people don't continuously do the majority of the work

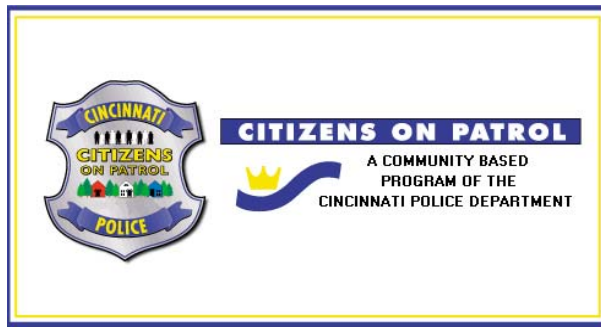
### **TYPES OF PATROLS:**

1. Walking Patrol
2. Stationary Patrol
3. Bicycle Patrol (must first complete bicycle training)
4. Driving Patrol

### **BASIC CRITERIA needed to launch a patrol:**

1. Walk for at least a two-hour patrol. If unable to walk, have available a wheelchair, scooter, or other mobility apparatus that can be used on a sidewalk.
2. Check out the radios. This includes faxing the duty sheet and calling to make sure it arrived at PCS.
3. At the conclusion of the patrol check in the radios and put the duty sheet away for the evening.
4. Each patrol shall have a scribe during patrol. The scribe is responsible to type out the patrol sheet and E-mail it to the appropriate people.
5. Each patrol shall have a radio person, calling in the patrol, continuously monitoring the radio for information disseminated, and calling in on the radio or cell phone relevant and immediate information.
6. Each patrol shall have a patrol leader responsible for directing the patrol.
7. No one person shall take on more than one function, therefore there shall be individual persons acting as patrol leader, patrol communications person and patrol scribe. If there is more than one radio available, the patrol scribe and leader may carry one, but are not to utilize it.
8. Driving patrols shall be limited to going from one patrol location to another to perform a directed patrol. Continuous driving is highly discouraged and has been recognized as inefficient and wasteful of resources.





## BIKE PATROL UNITS

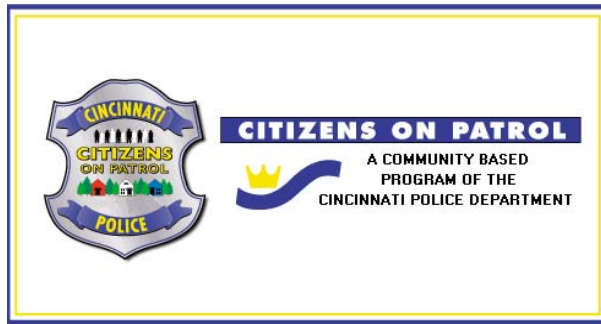
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Citizens on Patrol Bike Program [COPBP] members are selected based on their ability to ride a minimum of 5.5 miles, owning a roadworthy bike and appropriate bike gear such as helmet and gloves.

### Rules of Conduct:

- 1) COPBP members must be active and remain in good standing with their individual community COPP units. Members must attend their home COPP unit meetings and patrols in accordance with individual unit standards.
- 2) Bike patrol members will patrol in their district a minimum of once monthly during the months of April to November.
- 3) District bike patrols will only be scheduled in neighborhoods where there are active members on the bike patrol.
- 4) COPBP Patrols will be scheduled in proportion to the number of members from each COP unit active within the patrol [example three members from Queensgate and one member from Riverfront would patrol 75% of the time in Queensgate and 25% in Riverfront].
- 5) Members failing to maintain their good standing in home COPP units will be given one month to reestablish good standing. If after one month an individual is not in good standing they will be placed on a three-month suspension, if during that time they fail to become active with their home COPP units they will be removed from the COPBP program. Members who become habitually inactive will also be placed on suspension and / or removed from the program.
- 6) To become a COPBP member, individuals must be a member of COPP unit in good standing.

The Cincinnati Police Department Mountain Bike Coordinator will inspect the COPP volunteer's bikes bi-annually to ensure they are in a safe and operable condition.



## MEMBER ATTENDANCE

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### MONTHLY ATTENDANCE:

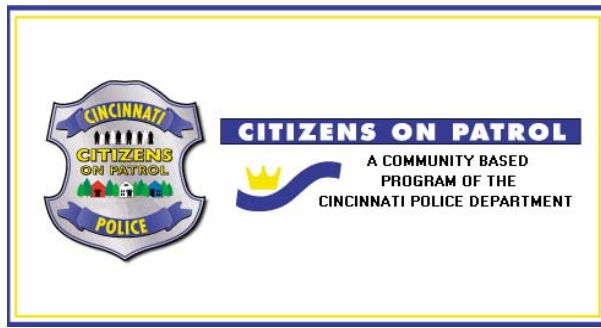
Members will be required to attend at least one patrol each month.

In addition based on individual unit standards they may be required to attend at least one meeting per month.

### LEAVE OF ABSENCE

Any member of the program may request a leave of absence for a period of time not to exceed twelve months, provided that he / she is in good standing at the time of the request. The request is to be submitted in writing to the Personnel Coordinator who will forward it with his /her recommendation to the COPP Coordinator.

Upon being granted a leave of absence from the program, the member will be required to return all items of property issued by the Department until such time as the member resumes his/her participation.



## **DISCIPLINARY PROCEDURES & SEPARATION FROM SERVICE**

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The Cincinnati Police Department has developed this manual to outline the program operations as well as the expectations of its volunteers. These expectations are reasonable and explained to each volunteer.

All General Orders, Departmental Policies, Procedures or Rules and Regulations of the Department shall be presumed known and familiar to the member on the first working day after issuance.

Any member of the program may be disciplined ranging from suspension through dismissal depending upon the gravity of the offense for any one of the following reasons:

- a. Any violation of this Operations Manual
- b. Any violation of any codified law or the enforcement of those laws.
- c. Misconduct includes sexual harassment, or that which is harmful to the good order of the program.

At the discretion of the Uniformed Citizens on Patrol Coordinator, a thorough investigation will be conducted by the Police Department regarding an alleged violation. The sole authority for dismissal from the program is the Police Chief or his designee. Members of the program are volunteers who serve at the will of the Police Chief. Members can be dismissed with or without cause.



## **NEW APPLICANTS AND TRAINING**

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Scheduled training for new recruits for the Citizens on Patrol Program is held on a quarterly basis at the Cincinnati Police Department Academy. The COPP Coordinator schedules quarterly training through the academy.

Yearly training for already trained COPP members is coordinated and hosted by the COPP Coordinator. The bi-yearly training will cover topics that can assist COPP members in performing their volunteer duties as well as topics covered in the basic member training.

In order to get new members approved; they must complete the Police Department COPP Application and Form 580. These applications are then sent to:

COPP Coordinator  
Patrol Bureau  
310 Ezzard Charles Drive  
Cincinnati, Ohio 45214-2805

To be considered applications must be received two weeks prior to the scheduled training so that invitations can be mailed to prospective members. COPP Coordinators are reminded NO ONE other than the Police Chief or his designate may approve or deny membership. If there is a problem with an applicant, such as them being the parent or spouse of someone who is a known criminal, highly disruptive in past dealings with COPP or community councils and organizations, convicted criminal, etc... The COPP Coordinator should be contacted for further direction.

Applicants must be at least 18 years of age and have no previous felonies or violent criminal convictions, and have conducted themselves in a pattern of criminal activity as based upon criminal convictions.

Individual COPP Units may interview applicants; however, they may not deny any person entry into the COPP program. Should a COPP unit find an applicant questionable, they will submit a report in writing to the Police Chief through the COPP coordinator. The ultimate decision on all applicants shall be that of the Police Chief or his designate.

## CINCINNATI POLICE DEPARTMENT CITIZENS ON PATROL PROGRAM APPLICATION FORM

PLEASE PRINT OR TYPE CLEARLY

**APPLICATION MUST BE FULLY COMPLETED TO PARTICIPATE IN PROGRAM**

NAME*[FIRST, MI, LAST]:		
CURRENT STREET ADDRESS*:	STATE:	ZIP CODE:
PREVIOUS STREET ADDRESS*:	STATE:	ZIP CODE:
HOME PHONE*:	CELL PHONE / PAGER:	WORK PHONE:
DRIVERS LICENCE #:	STATE ISSUED:	DATE OF EXPIRATION:
EMAIL ADDRESS:	NEIGHBORHOOD:	
EMPLOYER:		
PREVIOUS STREET ADDRESS*:	STATE:	ZIP CODE:
SUPERVISOR:	PHONE :	

\* **Application cannot be processed without this information**

I understand that as a requirement for membership in the Cincinnati Police Department's Citizens On Patrol Program, I must truthfully complete and submit this application form.

As part of the application process, I understand that I will also be required to complete and submit a Cincinnati Police Department Personal Information Release (Form 580), which authorizes the release of any traffic and/or criminal convictions contained in my police record.

Failure to complete either will result in my removal as a candidate for the Citizens On Patrol Program.

**X**

**Applicant's Signature**

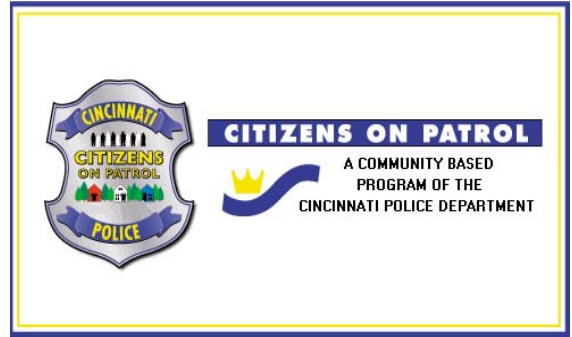
**Date Signed**

(Do not write below this line – OFFICE USE ONLY)

NEIGHBORHOOD	RCIC DATE	RCIC OFFICER
CLASS ASSIGNED	ATTENDED	

**Dear Citizen On Patrol Applicant:**

**Thank you for the interest you have taken toward making your community a safer place to live and work. Applicants must complete all parts of this form and return it to the Citizens on Patrol Coordinator in order to be considered for the program.**



FORM 580 ■ EFC  
Revised 1/85

**CINCINNATI POLICE DIVISION  
PERSONAL INFORMATION RELEASE FORM**

PLEASE PRINT ALL INFORMATION (EXCEPT YOUR SIGNATURE):

**FULL NAME:** \_\_\_\_\_  
(First) (Middle) (Last) (Maiden)

**SEX:** \_\_\_\_\_ **M** \_\_\_\_\_ **F** **RACE:** \_\_\_\_\_ **SOCIAL SECURITY NUMBER:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

I hereby authorize the Cincinnati Police Division to release any information regarding my traffic or criminal convictions that are on file with the Cincinnati Police Records Unit. I hereby release the Cincinnati Police Division (the custodian of such records) and any other governmental agency, including their officer, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it. The authorization is void if not exercised within one (1) year from the date of signing. Should there be any question as to the validity of this release, you may contact me as indicated below:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Signature of Parent/Guardian, if required)

\_\_\_\_\_  
(Date Signed)

Telephone Numbers: \_\_\_\_\_  
(8:00 A.M. to 5:00 P.M.)

\_\_\_\_\_  
(Other Times)

**RETURN THE FULLY COMPLETED APPLICATION  
AND THE PERSONAL INFORMATION RELEASE (FORM 580) TO:**

**CINCINNATI POLICE DEPARTMENT  
CITIZENS ON PATROL PROGRAM COORDINATOR  
310 EZZARD CHARLES DRIVE  
CINCINNATI, OHIO 45214-2805**



## BIKE PATROLS

Each Citizens on Patrol Unit may form a Bike Patrol. Applicants must meet the following standards to participate in the program:

- Be a member in good standing with an existing COPP unit for the previous six [6] months.
- Remain in good standing with their neighborhood COPP unit.
- Be in good physical condition and be able to ride 5 ½ miles [Lunken Bike Trail] in a specific time.
- Commit to riding a bike a minimum of once a month.

Potential members must complete the 5-½ mile bike ride. Each COPP member must bring his/her own bike which must be in good working order and have fitted bike helmet.

All COPP members who successfully complete the ride will be scheduled to attend a 5-hour bike training class and be designated as a Bike Certified member.

Only Bike Certified members may participate in a bike patrol.

<b>Name [Last, First, MI]</b>			
<b>Address</b>			
<b>Day Phone</b>	<b>Night Phone</b>	<b>Cell Phone</b>	<b>Email</b>
<b>SS#</b>	<b>Date of Birth</b>		<b>Years Bike Riding</b>
<b>District</b>	<b>COPP Unit</b>	<b>Shirt Size</b>	<b>Pants Size</b>



## RADIOS AND DISPATCH

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Citizens on Patrol members utilize the same radio system and operate on the same frequencies that Cincinnati Police Department uniformed patrols utilize. In order to maintain officer and Citizens on Patrol safety it is imperative that the system be used per procedure.

The Motorola XTS-1500 public safety radio is the radio used by all Citizens on Patrol. Each radio is valued at \$1,500.00, thus extreme care should be used prevent damage or loss. In the event of damage or loss, a district supervisor and the Citizens on Patrol Coordinator should be notified immediately and a report made.

At no time may a radio be taken home or kept at an unapproved location over night. Should a natural disaster such as a blizzard occur, the patrol leader will contact an on-duty police supervisor for direction on returning the radio[s].

Approved radio storage locations are:

District 1 – 310 Ezzard Charles

District 2 – 3295 Erie Ave

District 3 – 3201 Warsaw Ave

District 4 – 4150 Reading Rd

District 5 – 1012 Ludlow

Mt. Washington Substation – 6229 Beechmont Ave

Lunken Airport Substation – 262 Wilmer Ave.

Sayler Park Substation – Gracely Avenue

Western Hills Target Substation – Glenway Avenue

Spring Grove Village Substation

At no time are members to utilize the radio in any other than a professional manner. Transmissions on radios shall be in the manner and dialect that is used by the Cincinnati Police Department, with no CB radio or television inspired transmissions such as “10-4”.

Radios are not to be used unless a complete line-up has been completed and faxed to Police Communications.

Realizing that not all members are interested or able to utilize and speak on the radio, the COPP Coordinator may re-schedule any given member to attend radio training. With officer safety being a primary concern, members identified by dispatchers or police supervisors as unable to utilize the radio will be asked not to use the radio.





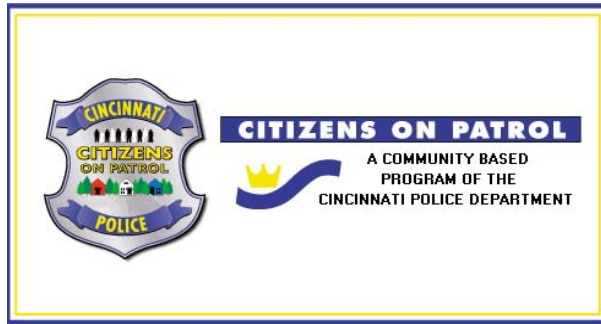
## PATROL LOG

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All Patrols shall utilize the Citizens on Patrol Duty sheet. Duty sheets shall be completed and faxed to Police Communications [513.263.8116] and the Citizens on Patrol Coordinator [513.352.1422] prior to patrolling.

Units must use the authorized patrol log and make no modifications of it.

Duty sheets shall not be faxed to communications any sooner than 30 minutes prior to the start of a scheduled patrol.



## CITIZENS ON PATROL VEHICLES:

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### VEHICLE USE

Each Police Department District has at a minimum one Citizens on Patrol Vehicle assigned to for the use of COPP. These vehicles are only to be used by COPP and VST for the use of transporting members to and from schedule patrols.

**Vehicles are not to be used for “routine patrol” in which all that the patrol does is drive around a neighborhood. As a rule, vehicles should be used for no more than half of the scheduled patrol. Only during highly inclement weather will the vehicles be used exclusively in lieu of foot patrol.**

At no time will vehicles be driven in excess of the speed limit or violate traffic laws in any manner. Operators who violate traffic laws will be ticketed and disqualified from their operator’s certification.

No one shall operate these any police vehicle without having attended and passed the vehicle operator training regardless of circumstance.

### SCHEDULING & SIGN-OUT

Each district shall maintain a vehicle schedule log. As there are several Citizens on Patrol units in each district, the vehicles must be scheduled in advance. Courtesy should be maintained towards other units by not signing the vehicle out on the same day each week, thus allowing all units access to the vehicle.

A vehicle sign-out log will also be maintained by each district. Upon signing out the vehicle the vehicle operator shall indicate the following in the log: Date / Unit Name / Vehicle Operator / Miles Out / Miles In.

The vehicle operator must also do a full survey of the assigned vehicle and note any damage to the vehicle. If new damage is located, a police supervisor shall be contacted and shall inspect the vehicle **before** the vehicle is moved. The vehicle operator shall also check all fluids including oil, transmission and windshield prior to beginning patrol. Vehicles found needing any fluid or repair shall not be driven until the problem is corrected.

## **FUELING**

Vehicles may be fueled at any City of Cincinnati fuel depot. Vehicles must be refueled at the end of a patrol if the fuel level is close to empty. All the COPP vehicles are re-fueled, washed and inspected every two weeks by two appointed COPP members.

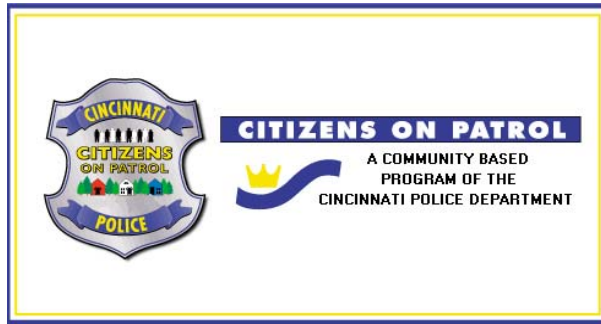
All vehicles require a city employee to respond and assist in fuelling. Vehicle operators will contact police dispatch and ask for a uniformed officer to meet them at the pumps and assist with fuelling.

No vehicle shall be parked after a patrol with less than 1/3<sup>rd</sup> tank of fuel remaining.

## **CLEANLINESS**

It shall be the vehicle operator's responsibility to ensure any vehicle he/she uses is returned in a thoroughly clean condition. All trash and litter shall be removed from the vehicle prior to securing the patrol.

If the vehicle needs to be washed and assigned members are not available it should be taken to the designated district car wash [ask desk person] and be washed. The vehicle operator must sign the appropriate log at the car wash with his/her name and vehicle number. Vehicles should not be washed more than once per week and should not be run through the carwash when there is a longer than average line.



## REPORTING INJURIES / INCIDENTS

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### INJURIES:

Citizen volunteer's safety is of the highest concern. Occasionally a COPP member may be involved in an incident that results in the member becoming injured. Even minor injuries must be reported immediately to the Police Department.

When a member becomes aware they have been injured, be it from a fall, twist or any other means they are to:

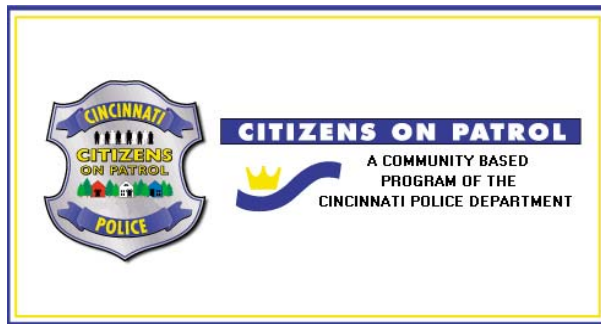
- Contact Police Communications and advise them they've been injured
- Request emergency treatment if required
- Ask for a Police Supervisor to respond
- Assist the supervisor in completing all paperwork documenting the injury
- Contact their doctor if necessary treatment is required
- Notify the Civilian Unit Coordinator

The Police Supervisor will complete all needed paperwork and forward it to Patrol Bureau who will review and forward it to Risk Management.

### INCIDENTS:

In the event of an incident involving the Citizens on Patrol while on patrol which is out of the ordinary the patrol leader will contact police communications, advise them of the situation and request a Police Supervisor and/or beat car respond to the scene. Such incidents can include, but are not limited to:

- Unit members being threatened or harassed
- Unit members observing a critical incident [shooting, fire, serious accident]
- Accidents involving police equipment
- Loss of police equipment



## GRAFFITI ISSUES

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Members are reminded they DO NOT have the power to arrest. An officer responding to a call that you have someone that you're observing will not and can not arrest the vandals unless you are willing to go to court. He is unable to affect the arrest because he did not see the crime or misdemeanor take place with his own eyes.

If caught in the act, watch for the painter to throw his spray paint can or marker away. Watch for TAGGING CREWS in cars that are strange to your neighborhood. Copy down the license numbers, get a description, and keep your notes. Most taggers will not be from your area.

Before you paint it out, take photos of all older graffiti. You should also take pictures of all new graffiti. If you are fortunate enough to catch a painter in the act, photos can often help police connect his TAG with other markings he may have made in other parts of the city.

When you first start your patrol, you should remove or paint out all graffiti in your area where property owners have granted you permission. Removal of marker from signs, doors, and other flat surfaces can usually be accomplished with lacquer thinner or other products.

The Public Services Department will paint over the graffiti and can provide paint for you to cover graffiti in alleys and on walls. They will also send a crew to pressure wash graffiti from walls that face a street.

Once removed, your most important task is to keep it off. Remove or paint out new graffiti as soon as it happens. This can't be stressed too strongly. Paint it out as soon as you see it. This will cause taggers to look for a place where their tag will stay on the wall for a longer period of time. When an area has graffiti, it attracts more of the same. Some graffiti is actually a challenge to other groups to see who can get their TAG on walls more often.

Graffiti comes in two types, "Gang Markings" and "Tagging". Try and learn the difference. Copy down the names of the taggers that get painted or "TAGGED" in your area.

Watch the activities of the youth in your neighborhood, particularly when walking the streets or riding bikes in city parks after school and after dark. This is when most of the damage takes place. Try and identify neighborhood youths that may be involved in this activity. If you spot them doing something, let them know that you know who they are.



## CONTACTS:

### DISTRICT ONE:

FRONT DESK	352-3505
NEIGHBORHOOD SERGEANT	352-4571
FAX	352-1430

### DISTRICT TWO:

FRONT DESK	979-4400
NEIGHBORHOOD SERGEANT	979-4470
FAX	979-4402

### DISTRICT THREE:

FRONT DESK	263-8300
NEIGHBORHOOD SERGEANT	263-8366
FAX	263-8304

### DISTRICT FOUR:

FRONT DESK	569-8600
NEIGHBORHOOD SERGEANT	569-8655
FAX	569-8604

### DISTRICT FIVE:

FRONT DESK	569-8500
NEIGHBORHOOD SERGEANT	569-8506
FAX	569-8502

### POLICE COMMUNICATIONS:

COPP/POLICE LINE	352-3920
FAX	263-8116

### PATROL BUREAU:

COMMUNITY ORIENTED POLICING OFFICE	352-1472
VOLUNTEER COORDINATOR	352-1279
CITIZEN ON PATROL COORDINATOR	352-3533
FAX	352-1422