

City of Cincinnati



**Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214
513-352-3533**

Date: April 6, 2010

Unit Coordinators,

As stated in the Citizens on Patrol Operations Manual [attached], all units are required to hold open elections for the positions of unit, administrative and personnel coordinators during the month of November.

There are no units grandfathered from these elections and elections are open to anyone who has patrolled during the last 12 months and has completed all Department mandated basic training classes.

Once you schedule your elections and notify all eligible personnel, please email me with your election, date, time and location.

If I can be of further assistance, please contact me at 352-3533.

Thank you again for your ongoing commitment to making our program the best in the nation.

Officer Princess Davis
Citizens on Patrol Coordinator



UNIT ADMINISTRATION

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 and equipment maintenance.

Lastly each COPP unit will have a **personnel coordinator**. The personnel coordinator will be responsible for the recruitment of potential volunteers and the complete submission of departmental paperwork. This person will also be responsible for the administration and storage of all uniforms and recovering uniforms and ID's from past members.

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.

While this may seem a cumbersome task, it will eliminate complaints from the membership regarding volunteers serving as coordinators.

