

**VOLUNTEER CITIZENS
OBSERVER PATROL (Neighborhoods)**

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- f. Pass an oral interview with the Volunteer Coordinator.
- g. Possess a valid Florida driver's license if authorized to operate City-owned vehicles.
- h. Reside in Delray Beach

I. POLICY

The Delray Beach Police Department welcomes the community to participate as a volunteer in the Citizens Observer Patrol Program. This patrol supplements the law enforcement efforts of the Delray Beach Police Department and enhances relationships with the community. It is also mobile in its crime fighting efforts and volunteers are the "eyes and ears" of the police department in areas of the city where certain crime problems exist.

II. DEFINITIONS

Citizens Observer Patrol Volunteer – A Citizen who assists the Delray Beach Police Department in a non-law enforcement/unpaid capacity. Volunteers will be under the direction of the Support Services Division Commander.

III. THE ORDER

1.0 Eligibility Requirements

1.1 All volunteers must:

- a. Be at least 18 years of age.
- b. Complete a Volunteer application.
- c. Satisfactorily pass a personal background check and have no felony convictions or misdemeanor convictions involving moral turpitude.
- d. Be fingerprinted and photographed.
- e. Possess good moral character, a positive attitude, and be in good physical condition.

2.0 Authority and Latitude

2.1 The Citizens Observer Patrol Volunteer has no law enforcement authority given to them. They do however have the authority to be the "eyes and ears" of the police department and to call in suspicious activity and/ or crimes in progress to the police department.

3.0 Duties and Responsibilities

3.1 The Citizens Observer Patrol volunteer will be assigned to patrol his / her own development /neighborhood within the City of Delray Beach for a two hour shift. Each of the neighborhoods that participate in the Citizens Observer Patrol Program will be furnished with a monthly crime activity report for their area by the department's crime analysis unit. The Citizens Observer Patrol Volunteer will be the "eyes and ears" of the police department in these areas. They will be responsible for, but not limited to the following;

- a. Must be able to successfully complete a 4 hour training course of initial program instruction covering the rules and regulations and equipment.
- b. Must show proficiency in the use of a cell phone.
- c. Must have a working geographical knowledge of the area they will operate in.

- d. Must show proficiency in driving a city vehicle if one is assigned to their C.O.P. unit.
- e. Must have the ability to recognize suspicious activity and call it in to the police when appropriate.
- f. Must know what constitutes certain crimes, so they know exactly what it is they are seeing and can relay the same to dispatch.

3.2 Volunteer Citizen Observer Patrol volunteers can also assist the police department in security operations for special events if they so desire.

4.0 Training

4.1 All Citizen Observer Patrol Volunteers will receive a formal program introduction by the volunteer Major of the Citizens Observer Patrol and informal supervisory direction as needed in performing the duties they are assigned from the rank structure assigned to the individual neighborhood. (Capt. / Lt. / Sgt.)

4.2 Volunteers will be eligible and are encouraged to attend any training presented by the department, not of a law-enforcement nature (except for First Aid and C.P.R. courses), as space permits.

4.3 All Citizens Observer Patrol volunteers will have training covering police department Ethics.

4.4 All Citizens Observer Patrol volunteers will receive training in communicating to the police department dispatch center.

4.5 All Citizens Observer Patrol volunteers will be trained the use of a spotlight, and officer safety issues.

4.6 Training in what to do when involved in an accident with city owned vehicles, (if one is assigned to their neighborhood) will also be given

5.0 Uniforms

5.1 Citizens Observer Patrol volunteers will be assigned uniforms which will clearly distinguish them from sworn members of the department.

a. Each Roving Patrol volunteer will wear patches on his/her sleeves which will read "CITIZENS OBSERVER PATROL".

b. Department issued Marine Blue short sleeve shirts will be worn.

c. Department issued name tags, police department picture Identification badges, and award ribbons will also be worn.

d. A department issued cloth "shield" shall be worn over the left side chest area which reads "VOLUNTEER /DELRAY BEACH FL."

e. The volunteer will supply and wear black or dark colored shoes, socks and trousers / shorts.

f. The department will also supply baseball style hats and windbreakers.

6.0 Building Access

6.1. Access cards for the police facility will only be issued to volunteers as requested by each Division/District Commander to whom the volunteer is assigned, and upon final approval by the Chief of Police.

a. Upon entering the police department main building, all Citizens Observer Patrol volunteers will have their department issued identification badges on and

displayed in a conspicuous area.

damage or safety concerns BEFORE leaving the police department to go out on patrol.

7.0 Equipment

7.1 Each Citizens Observer Patrol Unit will have the following equipment to use on patrol:

- a. A department issued cellular telephone
- b. A department issued car cell phone charger
- c. A department issued hand held spotlight and power cord
- d. Two magnetic signs for each drivers side door of personally owned vehicles being used on patrol that read "CITIZENS OBSERVER PATROL" with the Delray Beach Police insignia in the center
- e. Two magnetic signs that say "CITIZENS OBSERVER PATROL". One for each front fender of the privately owned vehicles used on patrol
- f. One department issued portable flashing amber light

- c. All volunteer Citizens Observer Patrol members will stay in their designated patrol areas with their personal as well as department issued vehicles and will not take any department vehicle out of the city unless prior approval from the department volunteer coordinator is obtained.
- d. All volunteer utilized vehicles will have markings noting that the occupants are volunteers working for the Delray Beach Police Department.
- e. The department owned volunteer vehicles shall be equipped with amber strobe lights which shall be used in patrolling parking lots, and in any other situation requiring their use, and they shall not be used on main roads and thoroughfares.

8.0 Vehicles

8.1 All volunteer Citizens Observer Patrol Volunteers that do not have a department car assigned to their individual unit will use their own personal car on patrol with the magnetic signs and portable amber light.

- a. Trip sheets will be completed and put in the unit's operational book before the end of the patrol. Mileage, volunteers who patrolled, patrol times, and any incidents need to be documented.
- b. Volunteer Citizens Observer Patrol members will be responsible for checking department issued vehicles for

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