



PITTSYLVANIA COUNTY SHERIFF'S OFFICE C.O.P PROGRAM



Citizens On Patrol are trained volunteers who donate their time and work together with the Pittsylvania County Sheriff's Office to assist and support law enforcement in reducing crime and improving the quality of life in our county. They do this by providing the Sheriff's Office with extra eyes and ears while they patrol in marked vehicles looking for suspicious or criminal activities of which the Sheriff's Office might otherwise be unaware.

Citizen Patrol volunteers are unarmed and take no enforcement action. When they see possible criminal activities in progress they notify E-911 so that a deputy can be dispatched to the location. Some of the other duties with which they could assist us and their fellow citizens may be:

- Traffic control at events and scenes of accidents
- Checking on elderly or disabled citizens
- Patrolling areas where incidents of vandalism or thefts are known to happen
- Project Lifesaver Care Track

To Become a Citizen on Patrol

Physical Requirements:

- Volunteers must be able to sit and stand for long periods of time.
- Volunteers must not have restrictive disabilities or limiting health issues that could hinder the performance of their patrol duties.

Other Requirements:

- Volunteers must be at least 21 years of age.
- Volunteers must be citizens of the United States.
- Volunteers must have a valid Virginia driver's license.

Volunteers must fill out a **C.O.P** application and undergo a background check to ascertain whether they qualify to represent this agency. These checks won't be as in-depth as those to which our sworn officers are subjected but a basic check of driving records, criminal records and character references will be required. If this background check proves that the applicant is qualified he/she will then meet with an oral interview panel made up of both law enforcement and civilian representatives.

Applicants will be required to meet the same ethical and professional standards of conduct, integrity and appearance as are required of our sworn officers.

Before beginning patrol duties the volunteers will be required to have completed the following training:

- 4 hours becoming familiarized with all Sheriff's Office policies and procedures that are determined by the Professional Standards department to be applicable
- 8 hours of basic first aid and CPR to be taught by one of the Sheriff's Office certified instructors
- 6 hours of ride along training with a deputy during a regular patrol shift
- 6 hours of riding with a designated deputy in one of the Citizen Patrol vans to become familiar with any unfamiliar areas of the county.

This training will be sufficient for routine patrolling. At such time as we have the need or opportunity to utilize any citizen patrol volunteers for further duties they will receive the appropriate additional training at that time.

We will conduct monthly meetings with the citizen volunteers to keep them abreast of any information or discuss any developments that may be of benefit to them in their duties. These meetings will also give the volunteers a chance to discuss any problems or ask any questions that they may have as well as allowing them to interact together.

Coordination & Supervision of the C.O.P Program

A coordinator to be named by the Sheriff will be in charge of scheduling the training and duty hours for the citizen patrol volunteers. This coordinator will supervise the volunteers during the times when he/she is on duty. If a volunteer is scheduled to patrol during hours when the coordinator is not on duty the Shift Sergeant, or Corporal if the Sergeant isn't available, on duty will supervise the citizen patrol.

The coordinator or supervisor will be consulted in the event that the volunteer has a question or problem related to the performance of volunteer duties. All reports of suspected or possible crime or other emergency are to be radioed in to dispatch.

Civilian Patrol Vehicles & Equipment

Citizen patrol will drive marked vans which are equipped with a radio and a cell phone. The equipment will be assigned to the vehicle, not to the individual volunteers. As mentioned before, the volunteers will not be armed. No law enforcement equipment other than the vans, radios, phones, basic first aid kits, flashlights and emergency flares will be issued. Neither can the volunteer carry any weapon of their own even if licensed to carry a concealed weapon.

Volunteers' Responsibilities for the Vehicle

- Always make sure the vehicle has no less than ½ a tank of gas when you leave it after a patrol.
- Always make sure the vehicle is clean both inside and out when you leave it.
- Always make sure first aid kit items and flares are restocked if you've depleted them during your patrol.
- Report any damage to the vehicle or equipment as soon as possible and never leave it for the next volunteer to deal with.

General Guidelines

- No citizen volunteer is ever to patrol alone. There must be at least two volunteers in the vehicle any time they are on patrol duty.

- Citizen volunteers will never, under any circumstances confront a person suspected of, or known to be, committing a crime.
- Citizen volunteers will never represent themselves as being a law enforcement officer.
- As civilian representatives of the Pittsylvania County Sheriff's Office a volunteer must always conduct themselves in a courteous and professional manner. Even when not actually on duty volunteers are reflecting their own integrity and credibility and therefore also that of the Sheriff's Office.
- In the event of a traffic accident the volunteer's first move must be to contact dispatch for a deputy and any other emergency personnel that are needed. The volunteer's basic first aid and CPR training may only be utilized with caution in the most desperate circumstances and/or under the supervision of trained emergency personnel.
- The volunteer will set out flares, try to assure and comfort any injured or frightened accident victims and control traffic to the best of their ability until emergency personnel arrive.

In Case of Injury

In the event that a volunteer becomes injured or ill while on patrol the accompanying volunteer must take the appropriate action as determined by the nature and severity of the injury or illness.

- In the case of a severe illness or injury contact 911 so that emergency personnel can be dispatched to your location.
- In the case of a minor illness end the patrol shift if the volunteer feels too ill to continue.
- In the case of a minor injury that needs only routine first aid, perform the first aid and either continue or end the patrol depending on the injured volunteer's condition.
- Always contact the citizen patrol supervisor on duty at the time.

Attire and Appearance

- Volunteers will be issued a tan polo shirt with the Citizen On Patrol insignia, black poly/cotton blend slacks, a belt, baseball cap and jacket.
- Volunteers will be expected to provide their own black socks and black shoes or boots.
- Volunteers must be clean and neat in appearance at all times when representing this office as a civilian patrol.

The Media

In the event that a situation arises wherein the volunteer could be approached by the media for information pertaining to a case, crime, accident or other emergency or law enforcement related circumstance always courteously decline and refer them to a law enforcement officer.



Pittsylvania County Sheriff's Office Citizen Patrol Application



Please print or type clearly.

Application must be filled out completely to be considered for participation

Name:

<u>Last</u>	<u>M. I.</u>	<u>First</u>
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Address

<u>Street</u>	<u>City & State</u>	<u>Zip Code</u>
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Mailing Address (if different from above)

<u>Street</u>	<u>City & State</u>	<u>Zip Code</u>
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Number of Years at this address: **If less than 2 years, previous address:**

<u>Street</u>	<u>City & State</u>	<u>Zip Code</u>
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Daytime Phone: **Evening Phone:**

List the names and contact information for three references who are not related to you.

<u>Last</u>	<u>M. I.</u>	<u>First</u>
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<u>Street</u>	<u>City & State</u>	<u>Zip Code</u>
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Daytime Phone: **Evening Phone:**

<u>Last</u>	<u>M. I.</u>	<u>First</u>
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<u>Street</u>	<u>City & State</u>	<u>Zip Code</u>
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Daytime Phone: **Evening Phone:**

<u>Last</u>	<u>M. I.</u>	<u>First</u>
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<u>Street</u>	<u>City & State</u>	<u>Zip Code</u>
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Daytime Phone: **Evening Phone:**

Social Security number:

VA Driver's license number:

Email address:

Yes

No

Have you ever been convicted of a felony?

If so, explain:

Yes

No

Have you ever used or been involved in the sale or distribution of drugs?

If so, explain:

Yes

No

Do you or have you ever used alcohol in excess:

If so, explain:

Do you have any health issues that may become exacerbated by patrol duties or may prove to be a hindrance to you or a patrol partner?

Yes

No

If so, explain:

I understand that by signing this I am stating that I have answered all questions truthfully and given correct information to the best of my knowledge. I am giving the Pittsylvania County Sheriff's Office permission to contact my references and check my driving and criminal records. I am releasing the Pittsylvania County Sheriff's Office from liability for any illness or injury resulting from participation in this program due to a pre-existing condition of which I am unaware and/or have failed to make this agency aware.

Signature

Date