

## Section 1: Purpose of the Program

### **A. Purpose of the Program**

1. Assist the Police Department in helping to reduce crime by:
  - actively patrolling neighborhoods and being visible
  - observation and recording suspicious activities
  - reporting suspicious or criminal activity to the Police
2. Increase communication between citizens of Fort Worth and the Police Department by:
  - increasing direct interaction among citizens and officers
  - educating citizens about the daily activities of the Fort Worth Police Department.

### **B. Citizens on Patrol - Chain of command**

#### **Chief of Police**

- three gold stars on the collar of the uniform
- responsible for all of the activities and functions of the Fort Worth Police Department.

#### **Deputy Chief, Field Operations Bureau (there are two FOB's, North-West & South-East)**

- one gold star on the collar of the uniform
- oversees and coordinates all patrol activities in their respective FOB

#### **Captain, Patrol Division Commander (there are four Divisions, North, South, East, West)**

- two gold bars on the collar of the uniform
- responsible for all patrol and investigative activities in their respective divisions
- coordinates special details within the division

#### **Lieutenant, Neighborhood Policing District Commander (there are 10 N.P.D.'s)**

- one gold bar on the collar of the uniform
- responsible for the administration of and patrol activities in the NPD
- delegates duties to supervisors in the NPD

#### **NPO Sergeant**

- three gold stripes on the sleeves of the uniform
- responsible for administration and functions of the NPO Unit relating to community policing.

#### **NPO (Neighborhood Police Officer)**

- works directly with COP patrollers and COP Group Captains on assigned beat area
- receives an/or disseminates information as to crime trends on assigned beat area
- attends COP group meetings
- attends COP Captain's meetings
- responds to specific problems occurring on the beat
- takes a proactive approach to crime by emphasizing crime prevention

#### **Division COP Coordinator**

- maintains a database on all COP's in the division
- keeps a record of all COP radios and equipment in the division
- compiles statistics on crime in the division to be distributed to COP's and police officers
- coordinates division-wide training exercises

### **COP Group Captain**

- oversees the group and coordinates patrol schedules and COP activities
- works very closely with the NPO's to pass on information
- coordinates the group involving neighborhood patrols
- coordinates Police/COP related activities
- attends Copl and Police Department meetings

### **COP Patroller**

- actively patrols their neighborhood
- reports any suspicious or criminal activity
- maintains accurate patrol logs
- turns in patrol logs to the COP Group Captain or that group's designee so fuel reimbursements can be submitted to the Department

COP patrollers and NPO's are the first lines of defense. These individuals are normally working the streets, driving the neighborhoods and the first responders at the scene of suspicious and/or criminal activity. It is extremely important for the NPO's in the area to have a good working relationship with their patrollers and vice-versa.

### **C. Organization of COP Groups**

1. COP groups consist of a group Captain and group members.
2. Group Captains are elected by the members of the group.
3. Group Captains are responsible for the administration of the group. This includes submitting the monthly fuel reimbursement form, the monthly activity report and keeping the group membership active list accurate and up to date.
4. Other group positions such as secretary, financial officer, etc. are elected by the membership.
5. The number of group members is dependant upon the size of the neighborhood and interest of citizens involved in their community.

### **D. COP Uniforms and Equipment**

1. The approved uniform for COP members is;
  - photo identification card (issued to each COP member upon completion of training)
  - light blue polo sport shirt or T-shirt
  - light blue windbreaker
  - light blue cap
  - light blue reflective vest
2. Uniform items are supplied by the Police Department.
3. All uniform items shall display the "Code Blue, Citizens of Patrol" logo and shall be worn at all times while patrolling or while attending any COP function.
4. The Citizens Police Academy patch will not be worn by COP members during patrol activities.

## **THERE WILL BE NO VARIATIONS OF THE COP UNIFORM UNLESS APPROVED BY THE CHIEF OF POLICE**

While on patrol, COP's shall wear the full uniform (shirt and identification card). This is so police officers , when responding to a call, can differentiate between COP's and suspects.

The COP equipment pertains to all items furnished by the Fort Worth Police Department. The group's equipment officer usually maintains the equipment. Should a problem arise with a piece of equipment, or if a piece of equipment is damaged, it is the responsibility of the equipment officer to notify the Group Captain who then notifies the NPO for that group. The better the condition the equipment is kept in, the safer it is for the COP to patrol. The equipment issued to a COP at the beginning of a patrol should be turned in after the patrol unless prior arrangements have been made.

COP members WILL place the appropriate COP magnetic signs on their vehicle while patrolling.

Note: Special circumstances may dictate that new COP groups will be granted a grace period for patrolling without signs. The district NPO Sergeant of district Lieutenant must approve this.

IF for any reason a COP member can no longer actively participate in the program, all uniform items shall be returned to the COP Coordinator. Under no circumstances shall COP uniform items be sold or given away to anyone not associated with the COP program.

### **E. Firearms & Weapons**

1. Cop members will not possess any manner of firearm, prohibited or illegal weapon on their person or in their vehicle while patrolling or while involved in any COP activity.
2. The prohibition to carry firearms also applies to COP members who have a permit to carry a concealed weapon (CHL). Any COP member found in violation of this rule shall be immediately removed from the COP program.

### **F. Rules of Conduct While on Patrol**

1. COP members are not specially empowered by the Fort Worth Police Department to any degree above that of any other private citizen.
2. COP members;
  - will not use security or law enforcement type badges or credentials while on patrol
  - will not use "Kojak" lights or other emergency lights on their vehicles
  - will not consume intoxicants nor patrol while under the influence of any intoxicant
  - will not put themselves in a dangerous confrontation at any time
  - will not approach, nor attempt to approach suspects or suspect vehicles
  - will not enter private property without the permission of the owner
  - will not engage in pursuits or chases. All traffic laws must be obeyed at all times
  - will not approach the scene of a crime unless directed to do so by a police officer
  - will not wear any part of the COP uniform at any political function of any kind

3. COP members are encouraged to patrol in pairs
4. COP members must be at least eighteen (18) years of age or older to join the COP program.
5. COP members are to limit the amount of conversation on the radio that does not pertain to patrol activity.
6. All documents and reports pertaining to the Program must be current, accurate, and turned in to the COP group Captain within a reasonable time of the member's last patrol. Falsifying documents will jeopardize the integrity of the Program and subject the member to disciplinary sanctions up to and including termination from the Program.
7. COP members will be courteous to ALL citizens and ALL members of the Program and will not use their position in the Program to discriminate against any person or group.
8. COP members will refrain from any conduct that will bring unfavorable criticism to the COP Program, the Fort Worth Police Department or the City of Fort Worth
9. COP members represent their neighborhood, the Fort Worth Police Department and the City of Fort Worth, their behavior must be of a high standard at all times.

### **G. Patrol Activity Guidelines**

1. The activities of the COP group will depend on the needs of the individual areas.
2. A Base Station will be monitored at all times for patrollers are on patrol.
3. Members will be supplied with communication equipment for contact with the Base Station.
4. The Base Station will be responsible for notifying the Police Department regarding any emergency situation or in a case where an immediate response by the police is necessary.
5. Members who receive Advanced Radio Training may utilize the patrol channel to report emergency situations.
6. Information or activities not requiring an immediate response shall be placed on an information sheet and directed to the applicable NPO.
7. COP Captains will maintain monthly activity reports and deliver these reports to their NPO.
8. All reports must be submitted in accordance with the due dates dictated by the Division Captain.
9. NPO's will be responsible for turning the reports in to the appropriate Police Divisions.

### **H. Miscellaneous Patrol Activities**

1. While patrolling their neighborhoods COP's will have the opportunity to observe and identify other matters which are not necessarily related to criminal activity but which can be reported to assist the safety and appearance of their neighborhood in many other ways.
2. These include but are not limited to, the following:
  - code violations
  - fire hazards
  - abandoned property
  - illegal dumping
  - malfunctioning or missing traffic control devices or warning signs

## **I. Basic Safety Factors While on Patrol**

### **1. DO NOT BE A HERO!**

- when possible, work with a partner
- do not approach a suspected offender
- call the police
- observe from a safe distance until police arrive or until your safety is compromised

### **2. Be familiar with:**

- other COP's involved and participating in your respective COP groups area
- geographical boundaries of your patrol area
- the patrol's basic preventive objectives
- the legal aspects of your involvement

## **J. Fuel Reimbursement**

1. Financial assistance for COP members is available in the form of a monetary reimbursement for fuel used by COP members during vehicle patrol.
2. A reimbursement of \$5.00 for a one hour shift will be allotted per vehicle, per day with a maximum of \$25.00 per week per vehicle. If you would like this reimbursement a fuel Reimbursement form should be filled out listing the date and time of each patrol. The fuel Reimbursement form is sent in with the monthly reports. How the funds are disbursed is decided by the group members.

## **K. Activity Information Reports**

1. NPO's will receive a monthly activity report from the COP group Captain of each group in the NPO's beat area.
2. These reports will be reviewed by the group's NPO.