

**MANITOBA CITIZENS ON PATROL PROGRAM
POLICY & PROCEDURE #3 - EQUIPMENT**

**MB COPP PROVINCIAL
BOARD**

Policies and Procedures

Subject: Equipment Distribution
Date of Issue: March 28, 2009
Date Amended: November 23, 2013
May 6, 2016
May 13, 2016
October 27, 2019
May 28, 2020
Sep 25, 2021

SECTION 3 of PB By-law #2 provides for equipment distribution to Manitoba COPP Groups.

Access to equipment is important to COPP members so they can perform their duties efficiently and safely.

1. Manitoba COPP will distribute equipment and resource materials to all registered COPP groups in good standing based on membership numbers. An inventory record will be maintained by the Provincial Board and updated by the groups annually.
2. Equipment must be ordered by the group coordinator or a designate.
3. Equipment and resource material available:

Member Equipment

- Safety Vest
- Notebook
- Vests – as required maximum one per member

NOTE: Vests and Caps must only be worn when on COPP duty.

Group Equipment

- Magnetic vehicle signs - as required /two signs (one set) for member pairs
- Cardstock Vehicle Sign- as required
- Duffle bags – 1 per group subject to availability

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a) Other Equipment

- Community signs - biased on patrol catchment criteria

b) Other Resource Materials

- Business cards
- Brochures
- Posters
- Promotional items (when available)

c) Training Manual - Printed

- 1 per new member

4. Additional promotional/identifying products if available may include items like Ball caps, and other COPP identifying materials for members.
5. Groups are encouraged to arrange a central location with 24-hour member access for storing group and other equipment.
6. If equipment is damaged, it must be returned to the Provincial Board, before a replacement is issued.
7. Upon disbanding or dismissal of a COPP group, all equipment must be returned to the Provincial Board
8. When a member terminates their participation in a group for any reason, all equipment held by the member must be returned to the group coordinator. The group coordinator must return the member's COPP clothing items to the Provincial Board for proper disposal.