



RICHMOND CITIZENS
CRIME WATCH

Training Manual

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Introduction

The purpose of this Training Manual is to inform Crime Watch Members of the proper procedures to follow while participating in activities conducted by the program. This manual covers the activities conducted by Patrol Members, Training Officers and Dispatchers.

You will be introduced to a wide variety of topics and be provided with a wealth of useful information to make you an effective Member of the program.

The procedures listed in this manual are for guidance only; all members should refer to their Policies and Procedures Manual and use common sense in any situation they may encounter. Safety should always be the most important consideration at all times during any Crime Watch activities.

If any Member feels there is something that should be added to this manual, please contact a member of the Executive so that it can be addressed.

Program Overview:

New Applicants & Training

New Applicants & Training Sessions

After an applicant has completed the required interview(s), completed all required documentation and has received clearance from the RCMP and RCCWP Coordinator, training of that applicant shall commence.

Training of all new applicants shall consist of five (5) days of training, totaling 24 hours in length. Upon successful completion of these five (5) days (one – four hour classroom session, four – five hour patrol shifts), applicants will be considered Probationary Patrol Members for a period of six (6) patrol shifts. For these six (6) patrol shifts the new member will be scheduled to patrol with a member with at least one (1) year of service.

Upon completion of the six (6) regular patrol shifts the Training Program Coordinator will review the new member's file. The Coordinator will then remove the member from Probationary status or request additional training in specified areas.

The five (5) training sessions for new applicants must be completed within a period not exceeding eight (8) weeks. The six (6) probationary shifts must be completed within six (6) months of completing the final training session. This is a requirement to ensure that the new member is able to learn and retain the required information and to successfully complete the training program as quickly and efficiently as possible.

The five training sessions shall be as follows:

Session One: Four hours in class

The classroom session will be scheduled on a Saturday or Sunday at a time that is determined by the Training Program Coordinator. The session will be conducted by the Training Program Coordinator and/or his/her designate(s).

The session will provide an **introduction for new applicants** to become familiar with the program and its purpose. Applicants will also read, review and sign the Policies and Procedures manual during this session.

-The schedule for this session is Attachment 1.

Session Two: Five hours (90-120 minutes in class, remainder on the road)

During this session new members will be introduced to **radio procedures**, terms and techniques. Members will be required to have previously reviewed the Ten Codes and Phonetic Alphabet. These two systems as well as general tips and samples will be covered during the classroom portion of this session.

Following the first part of the session, the member and the Training Officer will sign on through dispatch to be on the road and practice what they have just

discussed. The new member will be able to hear how experienced units communicate and be better able to understand the materials they have been provided with. When more than one training unit is scheduled during the same shift, these units may work together.

-Ten Codes – Attachment 2.

-Phonetic Alphabet – Attachment 3.

-Common Terms – Attachment 4.

-24-Hour Clock – Attachment 5.

Session Three: Five hours (Begin in class, remainder on the road)

The third session will focus on **Static Surveillance**. This includes such things as surveillance on a school, business, stationary vehicle or person. Training Officers will go over tips with the new members about how to observe any one of the objects previously listed. Aspects of how to remain unnoticed while doing an effective job of observing a target will be covered.

-Vehicle Description - Attachment 6.

-Human Description – Attachment 7.

Session Four: Five hours (Begin in class, remainder on the road)

Session four will be an enhanced lesson in **observation skills and techniques** building off of what was learned in the previous session. While in class, the system and strategies for following and observing a moving target such as a suspected impaired driver will be taught. Training Officers will utilize the board in the classroom to draw diagrams to aid in the teaching of these methods.

While on the road the unit will conduct a walk-around of a school or other location. Also covered in this session will be the use of the radio to report updates or incidents to dispatch.

Session Five: Five hours (Begin in class, remainder on road)

During the final night of training new members will be introduced to the **Stolen Auto Recovery** laptop and its functions. Also covered will be proper note taking techniques. Once the required material has been completed, new members will be able to go over anything they are unsure about with the Training Officer.

Current Members

Re-Training
&
New Positions

Re-Training After a Leave of Absence

If a Crime Watch Member is unable to complete the required one shift per month or for any other reason will be unable to participate for a defined period of time, they may request a Leave of Absence. This request must be made in writing to the Coordinator.

The Member will notify the Coordinator and Scheduler prior to their return to active patrols. If the Coordinator feels that this person has been away for an extended period of time, which may affect their effectiveness on patrol, he will inform the Training Manager who will facilitate a refresher training session for the Member.

Note: Any Member may request additional training if at any time they feel that there is a topic or area that they do not feel comfortable with.

Becoming a Training Officer

Becoming a Dispatcher

Municipal Van Qualification

Crime Watch is fortunate to be permitted to use two vans for patrols that belong to the City of Richmond. These two vans are kept at the Main RCMP Detachment and are normally available for patrols and CounterAttacks.

Prior to being permitted the use of these vehicles a Member must complete a road test with the City of Richmond's fleet Manager. This session can be arranged by informing the Scheduler of your interest in the use of the vans.

Training Modules

Radio Procedures

All members are required to know and understand the proper radio procedures to ensure optimum effectiveness and safety during patrols. If a member is unfamiliar or unable to remember any of this information, it is permissible to keep a copy of this information with you while on patrols.

1. Prior to the patrol beginning each Unit will ensure they have at least one portable radio.
2. After the Unit has set up all of their equipment in the vehicle they should sign on with dispatch. The proper technique for this is to say "Dispatch, Unit one signing on at 21:00, mileage is zero." Dispatch will then acknowledge your sign on and you can begin your patrol.
3. A similar procedure is used at the end of your shift to sign off. You will contact dispatch when you return and say, "Dispatch, Unit one signing off at 02:00, mileage is 74, plates checked is 839." Dispatch will then confirm your information and you are signed off.
4. When you are contacting dispatch or another unit, the proper method to do this is to say "Dispatch, Unit One" and then wait for a response. Dispatch will respond with "Unit One go ahead" or simply "Unit One."
5. When using the radio, hold down the button for one second prior to speaking and for one second after you have finished speaking. This ensures that your entire message is heard and you are not cut off.
6. While the radio frequency used by Crime Watch is generally free from other users, it must be remembered that unauthorized listeners may be monitoring the frequency. In view of this fact, all transmissions by members of Crime Watch will conform to proper radio guidelines to ensure the safety and security of all members and of information.
7. The use of profane or improper language will not be tolerated.
8. Remain calm and composed when speaking so that you can be understood. Do not yell in to the radio. Speak slowly and clearly at all times.
9. When transmitting a lengthy message, do not broadcast for more than 10 seconds at a time. When you need to temporarily stop speaking, but will begin speaking again right away, say, "break" at the end of your broadcast. This ensures that you are not tying up the air in an emergency.

10. Ensure that radio volume is high enough that it can be heard within the vehicle, but not too loud to the point that persons outside the vehicle are able to hear it.

11. Except in the event of an emergency, no member will interrupt or speak during another member's broadcast.

12. During an emergency situation the specific unit will have "Code 4" access to the air. This means that no other units will be permitted to broadcast until dispatch advises it is safe to do so, or you are requested to.

13. Members must ensure that dispatch is constantly updated on their location and status at least every ten (10) minutes. (With the exception of YVR units who should check in every 20 minutes.) If the dispatcher(s) have not heard from you for a while, they will contact you by radio and say, "Unit One, Dispatch checking." The unit will then respond with what they are currently doing such as, "10-4, we're checking plates on the west side of Richmond Centre."

14. Avoid using the names of any Crime Watch members over the radio, as well as avoid references to the location of Base.

15. Members should not make any specific broadcasts that reveal any confidential information. This includes broadcasts of ongoing RCMP incidents, including incidents such as dismantling a grow-operation or any surveillance that is being conducted. It is important not to compromise the security and safety of anyone.

16. Radio chatter should be kept to a minimum and professionalism on the radio should be maintained at all times.

17. If units are working together or assisting each other within a close proximity to each other, they should utilize the Talk-Around Channel (TAC) on the radio. This keeps the air space clear while allowing them to effectively work together.

Patrol Procedures & Techniques

The following information is a general guideline regarding regular patrols. If any situation should arise that is not covered in this or any other section, always consult the Patrol Supervisor for guidance.

1. Prior to patrol the vehicle operator will ensure that the vehicle is safe and in good working condition. A pre-patrol check should be conducted to ensure that all safety equipment is functional.
2. All members will report to the Steveston Community Police Station at least 15 minutes prior to the scheduled start of their patrol. (Regular Patrols begin at 21:00, therefore you should arrive no later than 20:45) This allows sufficient time for a briefing from the Patrol Supervisor and time to sign out patrol kits.
3. Patrol members will complete a Patrol Information Sheet that all units will be given a copy of. The information required covers who is in what unit and what type of vehicle they will be in. This information is also provided to the RCMP and ECOMM.
4. Each patrol unit will be assigned a patrol kit. These kits are stored in the back room of the Steveston Station. Each kit contains:
 - 1 Portable Radio (at least)
 - 2 Flashlights
 - 2 Traffic Safety Vests
 - 1 Pair of Binoculars
 - 1 Clipboard
 - 1 Laptop
 - 1 Power Inverter
 - 1 First Aid Kit

Each unit will ensure their kit is complete and sign it out before leaving for patrol, and sign it back in upon returning from patrol. If you encounter equipment problems make sure this is written on the sign-in sheet.

5. All drivers are responsible for the safe operation of the patrol vehicle and must obey all traffic laws.
6. Passengers shall ensure that they know the location of the vehicle at all times. Every time the vehicle enters on to a new street the passenger should be checking street signs and landmarks. The passenger will also use the SAR laptop.

7. Patrols should be made of all areas, not just main roads. Never enter an area that you do not feel safe entering or are not familiar with, safety is paramount.
8. Schools and community centres should be checked during patrols. Pay special attention to doorways and rooftops. The dispatcher can log any vehicles at schools that seem suspicious.
9. When driving in non-residential areas with fields and schools, use your high beams or a hand held spotlight to “sweep” fields and open spaces to look for activity. It is also important whenever possible to have windows open so that outside noise such as breaking glass can be heard.
10. Both members in the unit will conduct any walk-arounds. Prior to exiting the vehicle the unit will notify base of their location. When they exit the vehicle they will conduct a radio check before proceeding. Dispatch will put the unit on a five (5) minute timer and check on them every five (5) minutes.
11. If a patrol vehicle is being followed, the members should remain calm, advise dispatch of the situation and follow all traffic laws while proceeding to the main RCMP Detachment at Granville and Minoru.
12. There is no need to speed. Driving slowly makes it possible to view your surroundings and effectively check the plates of vehicles around you. Ensure that while driving slowly you do not obstruct traffic. If traffic is behind you, move to the right when safe to allow vehicles to pass.
13. Never put yourself in danger. Always have an escape route from any area you enter. If you are not familiar with the area, do not go in. When in doubt – get out!

Notebooks

Notebooks are an official document and may be used as evidence in Court. The Crown Attorney, Defence Lawyer, Judge or the Jury may review them. Ensure your notebook is up to date and contains only information pertaining to Crime Watch. Try to be consistent by using the same pen (black permanent ink). Ensure your writing style is legible and consistent. Try to update your notebook at least once every hour during patrols. Do not leave blank spaces and if a mistake is made cross it out with a single line and initial the change. Never cover-up words or skip/remove pages as this may be questioned later if used as evidence in court. Your book must remain in your possession and should not be lent to other members. If your notebook is ever lost inform your Patrol Supervisor immediately.

Why Must I Keep Notes?

A well-kept and accurate notebook will:

- Act as an aid to the witness
- Help maintain a clear record of events
- Help to show chronological events
- Add to the credibility of the Witness in Court
- Increase the Witness's own recollection of the events

What Should Be Noted?

A notebook should always include:

- The days and date involved in the patrol shift or other event
- The time your shift starts and finishes
- Road and weather conditions and note any changes during the shift
- Who your partner is for the shift
- What vehicle is used for patrol
- Your assignment and zone
- Information you are given during briefing
- All times of occurrences (listed in the left column in 24-hour time)
- Clear outlines of observations (be specific)
- Arrival and departure times of Police or any other key persons

-Surveillance

Stolen Auto Recovery

During patrols Crime Watch members are provided with a lap top computer loaded with stolen vehicle information. The information is updated as of 09:00 on the morning of the patrol with all of the current stolen vehicles from BC. The computers also include the plates of vehicles from other provinces and states that have been stolen from within BC.

The information within the computers is considered confidential and should be protected at all times, including when not in use. For detailed information on the procedure to follow for recovered stolen vehicles, please refer to the section of this manual regarding the suggested course of action.

Special Notes:

The laptops contain a function that allows notes to be added to the database within the computer. If a vehicle is involved in some form of repeat offense, the equipment manager or his designate may add this vehicle's information to the system.

Where to Look:

While there are specific *hot spots*, it is important to remember that stolen vehicles can be found almost anywhere at any time. Stolen vehicles are often driven until they run out of gas or break down.

-Shopping Malls: These locations provide a high traffic area where car thieves can slip in undetected and can choose from a wide variety of other vehicles to steal in turn from the same location.

-High Density Residential Areas: Areas that include a large number of apartment buildings also will feature a high number of vehicles in and around the area. This provides a great environment for a thief to park the vehicle and walk off without being noticed.

-Near Bridges and Other Entry/Exit Points: Car thieves will often switch vehicles as they enter or leave the city. Areas such as parking lots near bridges, freeways and the tunnel are possible places to dump a stolen vehicle.

-Commercial/Industrial Areas: After business hours there should be very few if any vehicles located in commercial/industrial areas. If a stolen vehicle is found in one of these areas you should also check to see if any break and enters have occurred or are still in the process of being committed.

-Rental Homes/Known Problem Areas: Neighbourhoods or streets with a high number of rental homes or poorly kept properties are popular places to find grow-ops or illegal activity including potential stolen vehicles at or around houses.

-The Vancouver International Airport (YVR): During most patrols a team will be sent to YVR to run plates. This is a popular place for vehicles to be recovered due to the high volume of vehicles and the variety of lots available. Most recoveries from YVR take place in the parkade, economy lot or the long-term lot.

What to Look For:

- Missing or damage ignition.
- Missing or damage door locks.
- Damage under door handles
- Broken or open windows.
- Interior lights on
- Garbage in or around vehicle
- Vehicles left running

Computer Functions:

- F1 – Displays all functions
- F2
- F3
- F4 – Displays all plates matching current input
- F5
- F6
- F7
- F8
- F9
- F10 – Displays current statistics

Special Operations: CounterAttack, etc.

Crime Watch is often requested to assist with special operations such as CounterAttack road checks, Canada Day patrols, Halloween patrols and other special operations. These special operations are optional to Crime Watch Members and all Members must still maintain their regular patrol commitments in addition to taking on these assignments.

CounterAttack

Primarily during the winter months CounterAttack road checks funded by ICBC are conducted on a regular basis by the RCMP. Crime Watch is permitted to assist with these road checks by monitoring the vehicles that come through these checkpoints. A CounterAttack team will consist of no fewer than two Members using a Municipal van. One member of the team will act as the Patrol Supervisor for the shift and will make decisions for the group when needed.

Duties:

1. SAR Operator: A member of the team will remain inside the Municipal van to act as the SAR Operator. This person will be responsible for checking all plates that are transmitted to them by the member(s) on the road. *(Required)*

2. Plate Caller: A member will be positioned outside the vehicle on or near the sidewalk where possible and will call all plates before they get to the front of the checkpoint. *(Required)*

3. Line Helper: This person will stand with the lines of Police Officers to pass along any information from other members. This person when requested will also hold up or wave through traffic when all Police Officers are busy.

-Other positions can be added as the number of volunteers increases. The Patrol Supervisor will make this decision.

Thing To Look For:

All members of the CounterAttack team need to be alert and aware of their surroundings at all times. This is a list of things to be looking for during a road check.

-Turnarounds: Vehicles may try to turnaround prior to getting checked. If this happens it is important to get the best description possible of the vehicle. Immediately alert the Police Officers by yelling out "turnaround" and let them know any information you have on the vehicle or its occupant(s).

-Expired Insurance Decals: As vehicles enter the checkpoint check to ensure that they have valid decals on their rear plate (front plate for commercial vehicles). If a vehicle doesn't have valid decals or decals at all, relay this information to the nearest Police Officer or the Line Helper.

-Different Plates: When possible check to ensure the front and rear plates on a vehicle match.

-Narcotics / Alcohol: There should be no open alcohol or narcotics inside the vehicle.

-People Exiting Vehicles: Sometimes occupants of a vehicle waiting in line may exit their vehicle. It is important to alert a Police Officer to this as the person may have something to hide and try to evade being checked.

-Driver Switches: If someone has been drinking or for any other reason should not be behind the wheel, they may switch positions within the vehicle with another occupant.

-Objects Thrown From Vehicles: As people approach the checkpoint they may throw objects out of the vehicles that they don't want to be found.

Safety:

-Any Member outside of the Municipal van must wear an orange CounterAttack jacket or orange traffic vest at all times.

-The Municipal van must be parked off of the road whenever possible and in a safe position that is approved by the officers involved.

-Members must stay within the "box" area created by the traffic cones and other traffic control devices.

General Information:

-No response will be given when plates are checked unless it is a possible hit.

-The checkpoints generally rotate between a series of at least three locations.

-Members should rotate between positions during the shift.

Halloween

Halloween has the highest volume of calls to the Richmond RCMP over any other single day. Crime Watch assist the RCMP by putting as many units on the road during the evening as possible. The primary function of the patrols is to concentrate on schools and parks, as this is where the most damage is done.

-Vehicle Observation System

Police Dog Service

All Police Departments have a dog section or have access to a dog section. The skills learned by dogs vary and it is important for Crime Watch Members to be familiar with what the dog section does.

When the dog team is summoned, detailed observations and scene security can greatly assist the dog team. The following outline will introduce the capabilities of the police dog and advise patrol members of what can be done to assist prior to and during the team's attendance.

Abilities:

- 1. Tracking:** Police dogs are trained to follow the human scent of a suspect from the scene of a crime. Dogs are also used to track victims or missing persons.
- 2. Searching:** Police dogs are trained to search areas for evidence or property. Most dogs are also trained to search for either narcotics or explosives. Dogs are never trained to search for both.
- 3. Apprehension:** Police dogs are trained to apprehend fleeing suspects.

At the Scene:

Should you come upon the scene of an incident where a dog handler can be utilized there are several things that you can observe that will assist the police service dog team when they arrive.

1. Things to Observe:

- a) What is the actual offense?
- b) What is the physical description of the suspect(s)?
- c) What is the direction of travel, or better still where was the suspect(s) last seen?
- d) How much time has elapsed since suspect(s) last seen?

2. Things to Do:

- a) Protect the offense scene and where the suspect was last seen, do not walk around the area and shut off your vehicle as exhaust can affect the area.
- b) When possible, try to keep others from entering and contaminating the area.
- c) Park at intersections to listen and observe for the suspect(s).

3. Things NOT to Do:

- a) Do not exit your vehicle and do not follow the suspects on foot.

- b) Do not tell the handler anything you are not entirely confident of.
- c) Do not embellish the offense or actions of the suspect(s) as the handler must know exactly his power of arrest prior to pursuing them with a dog.
- d) Do not attempt to approach or pet the dog at the scene.

Other Facts to Know:

The police dog team relies heavily on the information supplied to them once on scene. Elapsed time is very important for two reasons. First, the faster the handler can get to the scene the better opportunity for success. Second, knowing the age of the scene or track the suspects have left behind will tell the handler how effectively his dog will be working and reacting to the job at hand.

Crime Watch Members must always remember that the Police Dog is considered a serious “use of force” when deployed and therefore must be completely justified when doing so.

-Dispatching

OBSERVATION GUIDELINES

and

SUGGESTED COURSE OF ACTION

Observation Guidelines/Suggested Course of Action

The main objective of the Crime Watch program is to observe and report any suspicious or criminal activities. The following guidelines have been established to assist members in determining what course of action to take in certain situations. These are only suggested guidelines to consider in certain situations. Common sense must always be used and safety shall remain the most important consideration.

Suspected Stolen Vehicle – Occupied

If a Crime Watch unit receives a possible stolen vehicle alert on their SAR laptop, they should first confirm with the computer that they have entered the correct information. If it is determined that the plate was checked correctly, the unit shall notify dispatch immediately of the following information:

- Plate on Vehicle (plus Province/State)
- Description and/or Make/Model and approximate year of vehicle
- Location and direction of travel
- Number of occupants in the vehicle

After you have provided this information to the dispatcher, he/she will contact the RCMP to verify that the vehicle is stolen. If the vehicle is confirmed as being stolen dispatch will require constant updates from the unit following the vehicle. Dispatchers will remain on the line with the RCMP for the entire event, and it is crucial that accurate and clear updates on the vehicles direction of travel be provided.

During this time, other units within a reasonable distance should proceed closer to the area to assist the primary unit. The units assisting will wait for an opening on the air to advise of their presence. The transmission should be short and said as, "Dispatch, Unit one is in the area to assist."

The primary unit behind the stolen vehicle will continue to have the air with dispatch until the RCMP has moved in to stop the vehicle. Units will NOT stay in the area and will proceed to move on from the location to ensure their safety.

Suspected Stolen Vehicle – Unoccupied

If during their patrols a unit comes across a suspected stolen vehicle that is parked, they should follow the following steps. First confirm that the plate or VIN you have entered in to the laptop matches the plate or VIN on the vehicle. If it does match, immediately move your vehicle away from the suspected stolen vehicle and park in a position where you can observe it safely.

When you are at a safe distance notify dispatch that you have found a possible

stolen vehicle. Provide the license plate number and/or VIN, a brief description of the vehicle and your exact location. While the dispatcher confirms that the vehicle is indeed stolen, maintain visual contact with the vehicle in case someone returns to the vehicle. (Should someone enter the vehicle and begin to drive away, follow the previous listed steps for an occupied stolen vehicle.)

When an RCMP officer arrives at your location, you can move close to the area. Identify yourself to the member and cooperate with the officer fully. Do not interfere with the officer's investigation of the vehicle and do not touch the vehicle or its contents at any time. When the officer has time, you can ask for an RCMP file number, which should be relayed to dispatch. If the officer requires no further assistance from the unit, regular patrols should be resumed after notes are made in each member's notebook.

Suspected Impaired Driver – Mobile

If a Crime Watch unit observes what they believe to be a vehicle operated by an impaired driver they should follow the vehicle at a safe distance. When the Unit has determined without any question that the vehicle is indeed showing signs of impaired operation they will contact dispatch. The unit will advise dispatch of the vehicle's license plate, brief description and direction of travel.

During this time, other units within a reasonable distance should proceed closer to the area to assist the primary unit. If you are required the dispatcher will determine your location and provide instructions to you.

While following and observing the vehicle, the unit will provide continuous updates to the dispatcher, as they will be on the phone with the RCMP. It is important to advise dispatch of the actions of the suspected impaired driver including things such as crossing lines, weaving, variations in speed, driving without lights on, disobeying traffic control devices, etc.

Maintain visual contact with the vehicle until an RCMP officer has moved in to position to stop the vehicle. If the suspected impaired driver arrives at a residence or other place where they will be stopping the vehicle and potentially exiting from it, it is crucial to maintain constant visual contact with the vehicle. If the driver does exit the vehicle you must obtain and make note of their description and where they go after leaving the vehicle.

Suspected Impaired Driver – Stationary

If a unit notices a suspected impaired person behind the wheel of a vehicle or potentially entering a vehicle to drive, they should find a safe place to park and observe. The unit will advise dispatch of the vehicle and suspect information as well as their location.

If other units are in the area they will move closer to assist in case the vehicle begins to be driven away.

Motor Vehicle Accident

While on patrol there is a chance that Crime Watch members may observe an accident take place, come across one that has already taken place or even be involved in an accident themselves.

If a unit observes an accident take place or comes across one that has already happened, they should immediately contact dispatch and advise regarding what has taken place. As much information as possible should be provided including plate numbers and vehicle/driver information. The unit should also advise dispatch of what emergency personnel they think are required (often all services – Police, Fire and Ambulance – will be dispatched regardless of the requirement.)

If the members feel that it is safe and possible for them to stop their vehicle in a safe location that will not further obstruct traffic or put anybody in danger, they may do so. By law, citizens are required to offer a reasonable level of assistance based on their qualifications to do so. If you must exit your vehicle to render aid to anyone involved in the accident, you must first ensure you are wearing a traffic safety vest. Your safety must always be the first priority.

When it is safe to do so, the members shall return to their vehicle and make notes of what they have observed, where they were located and any assistance they may have provided. Ensure you do not leave the scene of the accident until an RCMP officer has given you permission to do so.

Street Racing

Richmond is a popular city for people to operate their vehicle in a criminal manner. Street racing can be both pre-arranged or could happen anywhere when two or more vehicles decided to begin racing spontaneously.

The most important consideration when a unit sees a street race is to make sure that the unit and all members are out of harms way. When possible any plates and vehicle descriptions should be noted and reported to dispatch. Obtaining a direction of travel is critical in assisting the RCMP with location the suspect vehicles. Crime Watch members shall never attempt to chase street racers and shall observe and follow all laws and regulations.

Fight in Progress

If a Crime Watch unit spots a fight in progress they should proceed away from the immediate area and take up a safe position where they can observe what events are taking place. The unit will immediately contact dispatch to advise of what is happening and their location. Pay special attention to any weapons that are visible, but never assume anything. Say only what you see.

The unit should ensure they have an escape route from their location. Dispatch will need to know the number of persons involved in the fight and descriptions of the primary participants in the altercation. Never exit your patrol vehicle in an attempt to intervene.

Vandalism/Theft/Break & Enter – In Progress

There is a chance that while on patrol you may witness a criminal act such as vandalism to property, theft of property or even a break & enter to a business or residence. If this does happen it is important to be the best witness you can be.

It is important not to stop the patrol vehicle suddenly. Instead proceed driving normally until it is safe to turn around and take up a position to observe and report what is taking place. Stopping suddenly may be dangerous and could draw attention to you.

Inform dispatch of the events that are taking place, as well as any suspect(s) descriptions and vehicles that may be associated to the criminal event. Remain where you can observe the activity that is taking place if it is safe to do so, and follow all instructions that are provided by dispatch and/or the RCMP. If the suspect(s) flee from the location it is crucial for the members to observe the exact route traveled by the suspect(s). A RCMP Police Dog Service member may be sent to the location to begin a track of the suspect(s). This makes knowing the exact location they were last seen vital to their investigation.

Vandalism/Break & Enter – No Suspects Present

While patrolling commercial or other areas a unit may discover that vandalism or a break & enter may have occurred. If there are no suspects in the area the unit should find a safe place to observe the area from.

Inform dispatch of your findings and provide an exact address and business name if possible.

Youths Gathering

It is very common for Crime Watch units to observe gatherings of youth at various locations during their patrol. It is important to understand that not all youth gatherings are illegal or necessary to report to dispatch.

If a unit finds a gathering of people at a school this information along with vehicle information at that location should be relayed to dispatch for recording purposes.

Crime Scene

If Crime Watch members come across an active crime scene during their patrol they should not enter this area and continue with their patrols.

If police are not present at a crime scene it is important that the unit or anyone else not enter the area as this may disturb or eliminate potential evidence.

Missing Person

Sometimes during Crime Watch patrols we will receive information from the RCMP about a missing person. When possible dispatch will immediately prepare a plan of action to assist with the possible search for the missing person.

Dispatch will advise the units of areas that they are to patrol to look for the specified person. If the both members in the unit are comfortable with conducting foot patrols, this can be done with dispatch's permission. Foot patrols will not be permitted if a Police Dog is in use.

Vehicle with Expired Insurance – Stationary

TO BE CLARIFIED

Vehicle with Expired Insurance – Mobile

TO BE CLARIFIED

Attachments

Training Session One Agenda

Duration: 4 Hours (ex. 12:00-16:00 on a Saturday or Sunday)

Location: Preferably City Hall Conference Room

Materials: PowerPoint Presentation, lesson plan, copies of Policies and Procedures Manual for all present, patrol kits (one for every two trainees)

Introduction

30 Minutes

- Welcome – Introductions
 - Overview of what we will cover today
- Basic History – when Crime Watch started, etc.
- Who we are / what we do
 - Mission Statement
 - Vision Statement
 - Objectives
- Organizational Chart of RCMP to us – how do we fit in?
- Organizational Chart of Crime Watch

Policy and Procedures

75 Minutes

- Hand out a copy to all trainees
- Explanation of what the P&P contains and covers
- Highlight important sections
 - Commitment Expectations
 - Limitations
 - Disciplinary action / termination
- Allow time for trainees to read P&P
- Question period for P&P
- Have trainees sign Volunteer Agreement Form

Operations Overview

45 Minutes

- Scheduling
- Regular Patrols
- Other Operations
 - CounterAttack
 - Special Operations
 - Halloween, Canada Day, etc.
- Training in Municipal Vans
- Annual General Meetings – discuss importance
- Other Activities
- Explanation of typical patrol night
 - Description of ScoPS – show photos through PP slides
 - Photos of setup in vehicle

Introduction to our Equipment

20 Minutes

- Dispatch equipment – show photos through PP slides
- Contents of patrol kits (except radios)
 - Distribute one kit for every two members
 - Explain use of each item
 - Proper care and storage of each item
 - Explanation of Equipment Sign-Out Sheets
- Radios
 - Proper care and storage of radio
 - Explanation of different parts
 - Operation of radio
 - Explanation of radio system (repeater) and use of channels
 - How to transmit on radio

Introduction to Radio Communications

20 Minutes

- Hand out radio package
- Introduction to 10-Codes
- Introduction to Phonetic Alphabet
 - Exercises / games – ex. “Spell your name using the phonetic alphabet”
- Introduction to 24-Hour time
- Terms and Abbreviations

Safety Principles

20 Minutes

- Always know your location
- Always be aware of your surroundings
- Always maintain a possible escape route
- Always remain in contact with Dispatch
- Both partners must be comfortable with participating in a situation or occurrence
- If you feel the situation is not safe, get out!

Conclusion

15 Minutes

- Re-cap of what we covered today
- Explanation of remainder of training program
 - Schedule for training sessions 2-5
- Final question period
- Adjournment

Ten Codes

This is an abbreviated list of standard 10-codes used by the RCMP and Crime Watch.

| | |
|-------|---|
| 10-4 | Acknowledgement |
| 10-6 | Busy |
| 10-7 | Out of Service |
| 10-8 | In Service |
| 10-9 | Repeat |
| 10-10 | Negative |
| 10-14 | Prepare to Copy |
| 10-17 | En Route |
| 10-20 | Location |
| 10-23 | Arrived |
| 10-33 | Emergency |
| 10-40 | Possible Hit On (Possible Stolen Vehicle) |
| 10-41 | Possible Hit On Now Confirmed |
| 10-61 | Coffee Break |
| 10-67 | Unauthorized Listener Present |
| 10-68 | Impaired Driver |

Code 4 Emergency situation allowing calling unit or dispatch air control

International Phonetic Alphabet

| | |
|-------------|--------------|
| A – Alpha | N – November |
| B – Bravo | O – Oscar |
| C – Charlie | P – Papa |
| D – Delta | Q – Quebec |
| E – Echo | R – Romeo |
| F – Foxtrot | S – Sierra |
| G – Gulf | T – Tango |
| H – Hotel | U – Uniform |
| I – India | V – Victor |
| J – Juliet | W – Whiskey |
| K – Kilo | X – Xray |
| L – Lima | Y – Yankee |
| M – Mike | Z – Zulu |

Common Terms

This is a list of terms that may be used during Crime Watch patrols. Members are not required to memorize this list, however they should be familiar with these terms. These terms may also be used to make note taking easier.

| | |
|----------|--|
| Base | The Steveston Community Police Station |
| BCL | BC License (plate number) |
| COM | Complainant |
| Copy | Acknowledgement (also 10-4) |
| CPIC | Canadian Police Information Centre |
| DOT | Direction of Travel |
| EB | East Bound |
| EHS | Emergency Health Services (also BCAS) |
| ETA | Estimated Time of Arrival |
| GOA | Gone on Arrival |
| Hit | Possible Stolen Vehicle on SAR System |
| Landline | Phone |
| MVA | Motor Vehicle Accident |
| NB | North Bound |
| PC | Police Car/Police Constable |
| PDS | Police Dog Service |
| Res | Residence |
| RFD | Richmond Fire Department |
| SAR(S) | Stolen Auto Recovery System |
| SOC | Subject of Complaint |
| SB | South Bound |
| SUS | Suspect |
| SUSP | Suspicious |
| TOP | Temporary Operators Permit |
| VEH | Vehicle |
| VIC | Victim |
| VIN | Vehicle Identification Number |
| WB | West Bound |
| WIT | Witness |
| 215 | Driving Suspension |

The 24-Hour Clock

| | |
|-----------------|-----------------|
| 1:00am = 01:00 | 1:00pm = 13:00 |
| 2:00am = 02:00 | 2:00pm = 14:00 |
| 3:00am = 03:00 | 3:00pm = 15:00 |
| 4:00am = 04:00 | 4:00pm = 16:00 |
| 5:00am = 05:00 | 5:00pm = 17:00 |
| 6:00am = 06:00 | 6:00pm = 18:00 |
| 7:00am = 07:00 | 7:00pm = 19:00 |
| 8:00am = 08:00 | 8:00pm = 20:00 |
| 9:00am = 09:00 | 9:00pm = 21:00 |
| 10:00am = 10:00 | 10:00pm = 22:00 |
| 11:00am = 11:00 | 11:00pm = 23:00 |
| 12:00pm = 12:00 | 12:00am = 24:00 |

Vehicle Descriptions

A vehicle description can be very important in any situation requiring police attention. Try to provide as much detail as possible including the direction of travel.

Important Details:

Plate – What is the plate number, for which province/state.

Make – If you are not sure do not guess.

Model – If you are not sure, use a body style such as “four door sedan”

Colour – Is the vehicle one solid colour?

Additional Details:

Approx. Year – If you don’t know exactly then use a range such as “late 90’s”

Special Features – Tinted windows, accessories, logos, etc.

Outstanding Features – Broken lights, broken windows, dents, etc.

Human Descriptions

The description a Crime Watch Member provides can be crucial in situations where the police need to locate and apprehend an individual. The observations you make are very important and should be written down in your notebook as soon as possible after an incident takes place. Only include information you are positive of and never assume or guess anything.

1. Physical Description:

Sex – male or female; never make an assumption that all criminals are male.

Age – If you aren't sure, try to compare with someone you know.

Height – Give an approximate range. (ex. 5'6" to 5'9"). Compare with the surroundings. If the person is standing next to an object see how their height compares to it.

Weight – If you don't know an approximate weight use slim, average or stocky. Include details about broad shoulders, long/short legs, potbelly, etc.

Eyes – You normally won't be close enough to see the colour. Wearing glasses?

Complexion – Dark, light, tanned, acne, scars, etc.

Peculiarities – Anything that makes the persons stand out. Tattoos, facial hair, etc.

Hair – Colour, length, straight/curly, clean/dirty

Right or left handed?

2. Clothing Description:

To make sure you don't miss any details, start at the top of the person and work down.

Hat – Colour, logos, type, worn forwards or backwards.

Shirt – Colour, long or short sleeves, collared, buttons, logos.

Jacket – If worn: style, colour.

Pants – Colour, tears, loose/tight, belt/buckle

Shoes – Colour, style, clean/dirty, laced, socks

Jewelry – Chains, rings, earrings, pins on jacket, etc.

Is the person dressed to suit the weather, are they carrying any extra clothing with them such as a jacket or mask?

Weapons:

Does the person have any weapons? If so what type and colour are they? Where is the weapon located?