

ROSEHEART

Roseheart Citizen on Patrol (C.O.P.) Bylaws (Revised January 23, 2014)

Preamble: Roseheart Citizen on Patrol (C.O.P.) (formerly known as “Cellular on Patrol”) was established in February, 2006. Comprised of Roseheart volunteer citizens, it was established in association with San Antonio Citizen on Patrol and in liaison with the San Antonio Police Department (SAPD).

Vision: To enhance the safety and security of Roseheart by providing an innovative volunteer community patrol program for residents who desire to participate in crime prevention and community improvement activities.

Mission: Establish and maintain a community watch program that functions as the “eyes and ears” of Roseheart by daily patrolling our neighborhood to facilitate crime prevention and to enhance the safety and security of Roseheart residents.

I. CITIZEN ON PATROL (C.O.P.) PROGRAM:

1. We are a non-Profit, self-supporting, local organization of Roseheart residents who support our neighbors and the neighborhood in which we live.
2. We provide highly visible neighborhood patrols and log unusual or suspicious activities observed in the neighborhood which may assist local police investigation of a crime or other event. C.O.P.s also observe and report suspected criminal activity to appropriate law enforcement agencies.
3. We liaison with and obtain professional training from the San Antonio Police Department (SAPD) to enable members to properly execute neighborhood patrols.

II. MEMBERSHIP

1. The Roseheart C.O.P. organization is comprised of Roseheart residents.
2. All C.O.P. members are required to attend a San Antonio Police Department-sponsored C.O.P. training class before being assigned a patrol. The typical C.O.P. training class is four hours in duration and focuses on how to properly patrol our community. Upon completion of training the SAPD will provide either a C.O.P ball cap or log book free of charge. The ball cap serves as our uniform item as we patrol the neighborhood. SAPD will also issue you an official ID card.

3. Members serve as their personal schedules allow. Members may be removed from active C.O.P. roles through:
 - a. Resignation by notifying the C.O.P. Director
 - b. One continuous year of inactivity
 - c. Sale of their home and/or departure from Roseheart
 - d. Membership vote - simple majority of members at a meeting for which a quorum exists
4. Inactive status. Members may request inactive status, in which case they continue to receive training and information via email.
5. The C.O.P. board of officers may vote to name honorary members.

III. MEETINGS

1. C.O.P. Meetings should be conducted semi-annually during May and November at the Roseheart Clubhouse. Schedule modifications are authorized. Modifications will be posted, with the Director's authority, by email to the members at least 24 hours in advance.
2. New member training sessions will be coordinated between the C.O.P. Director, or other C.O.P. officer, and the SAPD liaison. The Board of Officers will arrange continuing education sessions as appropriate.
3. Special meetings will be held ad hoc, as called for by the Director.
4. Quorum. A minimum presence of 10 members or 25% of the active membership, whichever is less, is required to constitute a quorum.
5. Minutes. The Secretary-Treasurer or other C.O.P. officer will take minutes of the proceedings and will publish those minutes to the general membership in a timely manner. Minutes are discussed and approved or corrected as the first agenda item at the next, regularly scheduled meeting. Minutes will contain at least the following:
 - a. Date, time, and location of meeting
 - b. Members present and whether or not there is a quorum
 - c. Approval of previous minutes
 - d. Old business
 - e. New business
 - f. Training report (continuing education)
 - g. Time of meeting's end
 - h. Date, time, and location of next meeting

IV. C.O.P. LEADERSHIP POSITIONS AND ELECTIONS.

1. The elected leadership of the Roseheart C.O.P. program will consist of a Director, a Deputy Director and a Secretary-Treasurer. The C.O.P. board of officers will also appoint an Operations Officer to manage and schedule monthly patrols. For all instances where the Director is unavailable the Deputy Director may act on behalf of the Director, if the Deputy Director is also unavailable, the Secretary-Treasurer will act on behalf of the

Director.

2. Elected term of service: 3 Years.
3. Elections will be held as required at the May meeting.
4. Any C.O.P. member in good standing may nominate another member, with that member's consent, or may nominate themselves for election to leadership positions.
5. The person elected to each position will be the person who receives the most attending membership votes, combined with proxy votes.
6. In the case of a tie, the remaining elected officials will determine the winner.
7. Removal from leadership positions may occur in the following ways:
 - a. Resignation. The elected official may resign by posting a letter of resignation to the membership and the Director, or in the case of the Director's resignation, to the Secretary-Treasurer.
 - b. Recall. Through a two-thirds vote of the membership present at a meeting in which a quorum is present, an elected official may receive a vote of "No Confidence." Following that vote, notification will be sent to the entire membership. Subsequently, a simple majority of the full membership is required to dismiss an elected official.

V. PROCEDURES

1. Schedules. The C.O.P. Operations Officer will send members a request for non-availability by the 20th of the month. Members inform the Operations Officer what day(s) they are unavailable to patrol during the next month. The C.O.P. Operations Officer then publishes a new schedule no later than the 28th of the month.
2. C.O.P. Patrols
 - a. Once the monthly schedule is published, C.O.P. members are expected to patrol or find a substitute for their designated patrol date.
 - b. Weapons are not authorized on C.O.P. patrols. We are strictly an "observe and report" organization.
 - c. C.O.P. members should carry mobile phones on patrols, when possible, in order to provide immediate reports to authorities, if required. Also helpful on patrol are copies of Roseheart's address and telephone directories so C.O.P. members may call other residents while they patrol.

- d. C.O.P. patrols focus only on safety and security issues. Therefore, C.O.P. members are not authorized to use their patrols to report HOA covenants violations. Proper procedure to report HOA covenants violations is for the C.O.P. member to first complete their patrol. Then they can report covenants violations to the Association Management Services (AMS) or other authority as a *“Roseheart resident” not as a “C.O.P. member.”* As an organization we run the risk of creating an adversarial relationship between C.O.P.s and other residents if we become involved in reporting HOA covenants violations.
- e. C.O.P. members do not confront suspicious people or suspicious activity. Suspicious activity will be annotated in the patrol report or reported to the authorities via phone if the situation warrants. Additionally, C.O.P. members can document the activity with photos.
- f. C.O.P. members will ensure they are clearly visible and easily identifiable on patrols by displaying a C.O.P. magnetic sign on their vehicle (signs are stored at the clubhouse gym), wearing their C.O.P. identification badge, and C.O.P. ball cap. All members possessing a C.O.P. tee shirt are highly encouraged to wear them (SAPD ceased issuing C.O.P. tee shirts mid 2013). Visibility is the most effective deterrent; we patrol openly and noticeably.
- g. Where possible C.O.P. members will patrol in pairs for heightened safety, improved vigilance and to ensure credibility of patrol reports.
- h. C.O.P. patrols will check the Roseheart clubhouse and the Roseheart entranceway guard gate house to ensure all doors are locked and patrol the Roseheart neighborhood.
- i. C.O.P. members will file a patrol report (log) after each patrol.

VI. FINANCIAL ISSUES

1. The Roseheart C.O.P. organization maintains a bank account with not less than two signatories on the signature card.
2. There are no dues requirements for C.O.P. members; however, donations are accepted since Citizen on Patrol is self-supporting.
3. Any financial assets accrued are considered nonprofit and will be used only for C.O.P. specific projects, except as described below.
4. Authorized regular expenditures. The Director may pay bills and other, legally required expenditures.

5. Authorized special expenditures. The membership may authorize the Director or his/her assign to spend monies for projects as voted upon and carried by a simple majority of members present (and proxies presented) at a duly authorized general membership meeting.
6. Authorized outside expenditures. The Director may neither expend money on non C.O.P. specific projects nor transfer money to other organizations, except where authorized by a two-thirds majority vote of members attending (and proxies presented) at a duly authorized general membership meeting. Expenditures for exigent circumstances may be authorized by a unanimous C.O.P. Board of Officers vote.