



## **Citizens on Patrol (COPP) Application**

**To apply for membership in COPP, a Criminal Record Search Certificate, as well as a Vulnerable Sector Verification is required. Applicants must apply through their local COPP program coordinator. Once the individual is a member of the program, the checks must be re-done every two years.**

### **1. New Members**

All potential members are required to apply for a Criminal Record Search Certificate, as well as a Vulnerable Sector Verification. Until security clearance is approved, the individual will not be considered a member.

### **2. Existing Members**

Existing members are required to complete a Criminal Record Search Certificate every two years after joining the program. Members will submit their application and will continue as members until the results are received.

### **3. Procedure when Criminal Record Search reveals a record exists**

If a potential COPP member's Criminal Record Search or Vulnerable Sector Verification reveals a charge, warrant or conviction, or a pardon for a conviction, the decision on whether or not they may become a member of the program will be recommended by the local enforcement agency. As the Group Coordinator you do not have access to the details of the report, a recommendation is required from the law enforcement agency.

### **4. Renewal of Criminal Record Checks**

All COPP members are required to provide a new Criminal Record Search Certificate every two years. Groups should establish a time frame for their members to complete the check, rolling new members into that renewal period after they've completed their initial check to join the program.

For tracking purposes, group coordinators are required to provide the COPP Provincial Coordinator with the year they plan to repeat the criminal record check renewals. Renewals must be completed before **June 1st** of the identified renewal year.