

LPCAAA Member Handbook



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INTRODUCTION

The Littleton Police Citizen Academy Alumni Association (LPCAAA) is a non-profit 501(c)(3) organization that was formed in November 2000. The LPCAAA is not a citizen police organization but was created to support the Littleton Police Department and Community Programs.

The LPCAAA logo is fashioned to compliment the Littleton Police Department visual graphics.

MISSION STATEMENT

To develop a growing nucleus of responsible, well-informed citizens who, with continuous training and cooperation with our police department, will provide a safer, better place in which to live while providing an opportunity to volunteer and offer services to our community.

GENERAL INFORMATION

Donation Request

Any requests for monetary donations or off-budget expenditures must be submitted in writing to the LPCAAA Board for consideration. No motions will be accepted verbally during the Alumni monthly meetings. If the Board accepts the motion, it will be presented to the Alumni Members during the next scheduled monthly meeting for a vote to affirm or deny.

The Donation Request Form is available on the LPCAAA website or from the Secretary or Treasurer.

Elections

When: October

Where: Alumni Monthly Meeting

The Nominating Committee is an ad-hoc committee chaired by the President-Elect and is tasked with inviting Members to stand for office of the Board of Directors. With the exception of the Presidencies, the other elected positions have a two-year term and can stand for re-election if they so desire for a total of two terms.

The elected positions with two-year terms are: The Secretary and Director of Media are elected on the odd years. The Treasurer, Director of Volunteers, and Director of Training are elected on the even years.

The President-Elect has a three-year commitment (first year as President-Elect, second year as President, and third year as Past-President).

The Registered Agent is a non-elected position and has an unlimited term.

Eligibility

LPCAAA membership is limited to the Littleton Police Citizen Academy graduates who want to stay involved and continue their relationships with fellow classmates and the LPD.

To qualify as a volunteer for the LPD, you must complete the LPD Citizen Academy, join LPCAAA, pay the annual Membership Dues, and sign a Volunteer Release (waiver) for the City of Littleton. The waiver is available on the LPCAAA website or from the Secretary or Volunteer Coordinator.

Former Members can rejoin the Alumni without penalty, at any time, by paying the current membership dues and completing a waiver.

Funding

Operating expenses are funded by:

- Membership Dues (Contributions)
 - Donations (private or corporate)
 - Western Welcome Week Dunk-A-Cop tank
 - Sale of apparel
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ID Badge

LPCAAA members are issued LPD Volunteer photo ID badge. If required for a member's volunteer duties, the ID badge may provide elevated access to the Littleton Center & LPD facilities.

It is the member's responsibility to ensure that the ID badge is kept safe.

How to obtain one: When graduates of the Littleton Police Citizen Academy join the LPCAAA, they will be photographed by a Board member or designate.

LPD will issue a photo ID card for each new member, to be distributed, by a Board member, usually at the next LPCAAA meeting or event.

When required: ID badge must be worn at every LPCAAA volunteer assignment, community service event and LPCAAA meetings if held within LPD.

Lost ID Badge: Advise a Board member as soon as is possible.

Replacement ID Badge: Contact a Board Member.

Meetings/Events

Alumni members attend monthly meetings or other events for the purpose of Alumni business and/or training.

When: First Thursday of every month, with the exception of July, at 7:00 pm

Where: Littleton Police Department Training Rooms, unless otherwise advised.

If the Training Rooms are unavailable due to other LPD commitments, the meeting may be relocated, postponed or cancelled. Members will be notified by email of alternate locations and may be listed on the website.

Attire: Casual dress. Members may wear the uniform (current or earlier version) if desired.

ID badge is only required if going into a secured section of a building, including LPD Training Rooms, or if specific meetings require it.

Training: The first hour of each meeting is usually set aside for continued training provided by LPD and outside organizations.

The Director of Training is responsible for arranging training/programs for the monthly membership meetings.

The business portion of the meeting usually follows the training

Website: Please refer to the *Events Calendar* on the LPCAAA website (www.lpcaaa.org) for currently scheduled meetings.

Membership Dues (Contributions)

Annual Membership Dues (aka “Contributions”) are **mandatory** and due on November 1st. Members can pay the dues in advance, or at the November monthly meeting.

Participation in LPCAAA activities, including monthly meetings, is reserved for paid members in good standing (ie. Members are in good standing when they have paid their annual contribution and have a valid waiver on file).

The current amount, as of September 2016, is \$25.00 per person; \$40.00 per couple; \$50.00 per family. Membership Contributions are tax deductible.

Newsletter

A newsletter is published periodically (usually quarterly). It contains news and photos on past events, letters from the President and Chief of Police, and general information for Members. The Director of Media is responsible for the newsletter and Members are invited to contribute articles and/or photos.

The newsletter is available on the website (www.lpcaaa.org) and archived at the LPCAAA Volunteer Office.

Professionalism

Be professional when in uniform. Since you are representing LPCAAA and the LPD, do not conduct yourself in a way that reflects badly on either organization (e.g. drinking alcoholic beverages, smoking while “on duty”).

Ride-Along

Ride-Along application forms are available at Police Records during normal business hours. Alumni members may go on a Ride-Along once every six months. Submit the completed application at Police Records, indicating on the form that you are an Alumni Member.

Service Pins

LPD annually awards a Service Pin to Alumni Members in recognition of their individual volunteer efforts for the community. All members who are in good standing with the LPCAAA are eligible to receive Service Pins upon meeting the required number of **reported** volunteer hours at qualifying events and/or serving on the LPCAAA Board.

For more details, see article “LPCAAA Service Pin Program” at the back of this manual (page i).

Uniform

The uniform consists of the LPCAAA blue polo or button-up shirt; dark blue slacks, shorts or skirt; and ID badge. The LPCAAA cap is optional.

Most, but not all, events require the full uniform. Monthly meetings do not normally require the uniform.

The Volunteer Coordinator will specify if an event requires the full uniform or just the LPCAAA shirt and ID Badge, or regular clothes and ID badge.

Members’ shirts and hats are available for purchase from the Vice-President.

Volunteer Office

The Alumni Volunteer Office is located within the secured section of LPD. Equipment and archives of LPCAAA documents and newsletters are stored there.

Waiver And Release Of Claims And Indemnity Agreement

Waivers are mandatory for all members. A current waiver must always be on file at LPD for all members before they can participate in any Alumni event, including the monthly meetings.

The waiver is valid for one calendar year (January to December). The completed waiver, for the upcoming year, can be handed in with the Membership Dues on November 1st (or at the November meeting) to the Treasurer.

The current waiver (*Volunteer Release 071015*) is available on the LPCAAA website and from the Volunteer Coordinator or Secretary.

Website: www.lpcaaa.org

The Director of Media is responsible for the LPCAAA website. The Board Members or Committee Members are responsible for providing up-to-date content, related to their area of responsibility, to the Director of Media or the designated Webmaster.

Members are also invited to contribute articles and/or photos.

Always use the website for the most up-to-date information of the LPCAAA and events.

BRIEF DESCRIPTION OF LPCAAA OFFICERS.

(See Bylaws Article VI, Sections 1 & 2 and LPCAAA Policy Manual for complete descriptions of the LPCAAA Officers)

If any Board Member is unable to fulfill their full term, the “Vacancy in Office” bylaw comes into effect.

All Board Members may seek assistance from the General Membership to perform some of their duties, under their guidance and supervision.

The President, Past-President and Registered Agent are the only non-elected positions. The person elected to be President-Elect becomes an elected Officer with the Board for a total of three years. S/he assumes the position of President-Elect the first year, the position of the President the following year and the position of the Past-President the third year.

President-Elect – One-Year Term; Three-year commitment

The President-Elect presides over any meetings the President cannot attend; attends meetings with the President and Chief of Police or representatives as required; and meet with the President for planning and training purposes.

The President-Elect chairs the Nominating Committee for the election of Board positions. S/he is responsible for maintaining the Policy Manual, the job descriptions of Board Officers, Alumni applications, and the sale of the LPCAAA shirt and hat.

President – One-Year Term; year Two of Three-year commitment

The President presides over the monthly Membership and quarterly Board meetings and meets with the Chief of Police or representatives as needed.

The President is the main liaison for the Alumni. S/he contributes to the quarterly newsletter, communicates with Alumni members and reviews all pertinent correspondences and documents.

Past-President – One-Year Term; year Three of Three-year commitment

The Past-President is an advisor to the current President.

Secretary – Two-Year Term, elected in an odd year

The Secretary records the minutes of all Membership and Board meetings. S/he maintains all documents, newsletters, financial records, and membership information for the Board; distributes information to the membership as needed, including any information related to meetings; responsible for Mail Chimp.

Treasurer – Two-Year Term, elected in an even year

The Treasurer is responsible for all monies and financial records on behalf of LPCAAA and provides the Financial Report at all Membership and Board meetings. The Treasurer is also responsible for maintaining the Membership Roster.

Director of Volunteer Services – Two-Year Term, elected in an even year

The Director of Volunteer Services coordinates all volunteers and equipment needed for any event that LPCAAA participates in. S/he is also responsible for keeping track of the volunteers and equipment used during the event and for maintaining a record of all the members' volunteer hours.

Director of Media – Two-Year Term, elected in an odd year

The Director of Media is responsible for the LPCAAA newsletter; the LPCAAA website; and communication with the media. The Director of Media distributes the newsletter to the membership.

Director of Training – Two-Year Term, elected in an even year

The Director of Training arranges training for the Membership during the monthly meetings and organizes any field trips.

Registered Agent – Length of Term is at the discretion of the Board

The Registered Agent coordinates all correspondence with the Secretary of State for Colorado in matters pertaining to the legal non-profit status of the Alumni.

ALUMNI ACTIVITIES & EVENTS

In addition to monthly meetings and training, the Alumni is involved in various events and volunteer services to the LPD and the Community. Volunteer services are a major component of our mission.

The following is a list of events the Alumni have supported. Please refer to the *Events Calendar* on the LPCAAA website (www.lpcaaa.org) for currently scheduled events.

Administrative Duties for LPD

There are administrative duties LPD requires assistance with. These duties can include fingerprinting, scanning, and entering data (Pawn Tickets & Graffiti).

When: As needed by LPD
Where: LPD and LPCAAA Offices
Attire: Casual dress & ID badge

Annual Picnic and Service Pin Presentation *(Member Event)*

LPD hosts the Annual Picnic and Service Pin Presentation to thank the Alumni for the support given to Police Department. Members receive service pins based on the reported cumulative hours they earned, as of December 31 of the previous year. Service pins are also awarded to Board members as they undertake a new leadership role.

When: To be agreed upon annually by LPD and LPCAAA
Where: To be agreed upon annually by LPD and LPCAAA
Attire: Casual dress & ID badge

Candlelight Walk *(Volunteer Activity)*

The annual Candlelight Walk and Tree Lighting ceremony in Downtown Littleton is a Littleton tradition. It is an evening of holiday lights and music for the whole family. Santa Claus and his sleigh will make their way down Main Street and are joined by holiday revelers holding candles and flashlights.

When: November, usually the Friday of Thanksgiving weekend

Where: Downtown Littleton

Attire: Full uniform & ID badge. Reflective safety vests will be provided and are to be worn over weather-appropriate clothing.

Duties: Assist LPD with pedestrian and vehicle traffic.

Escorting Santa down Main Street, from Buck Recreation Center to Melting Pot Restaurant.

After the Christmas Tree lights are turned on, escorting Santa to the Town Hall Arts Center to meet with the public.

Citizen Academy Classes and Graduation *(Volunteer Activity)*

Alumni members can sign up to help out with the Citizen Academy classes and Graduation. Sign up usually occurs just before the classes start.

When: Fall and/or Spring, 11 weeks (Graduation is on the 11th week)

Where: LPD Training Room

Attire: Alumni shirt & ID badge

Duties: For each class: help with set-up and cleanup; assist the instructors as needed during the class.

At Graduation: help with set-up and cleanup; recruit new Alumni members; serve refreshments.

Community Safety Volunteers

Community Safety Volunteers (CSVs) assist the Littleton Police Department to serve and protect the Littleton community by performing specified tasks and duties that can create efficiencies for the department and improve services to the community.

CSV candidates receive training in a variety of duties that will enable them to provide exceptional service to our community. There is a CSV vehicle that volunteers will take on patrol. Some of the duties that CSVs are asked to perform include, but are not limited to:

- Vacation checks
 - Traffic control at accident scenes
 - Community relations
 - Special Events
-

Drug Take-Back *(Volunteer Activity)*

The Drug Take-Back is an event with LPD and DEA; to collect unused and unwanted household medications from the public.

When: Usually once or twice a year; at the request of LPD

Where: LPD (outdoors event)

Attire: Full uniform & ID badge. Reflective safety vests will be provided and are to be worn over weather-appropriate clothing.

Protective gloves will be provided & should be worn to avoid contamination.

Duties: Collect prescription drugs from the public as they drive up; secure collection boxes; weigh and tag the boxes as directed by LPD

Dunk Tank *(Volunteer Activity/Fundraiser)*

This is an Alumni fundraiser in conjunction with Western Welcome Week. LPD officers volunteer to be dunked in a dunk tank.

When: August, after the WWW Grand Parade.

Where: Bradford Auto Body, or as designated by Board

Attire: Full uniform, and if playing McGruff – the McGruff costume.

Duties: Traffic control during the set-up of the dunk tank the night before

Set-up of the booth (morning of the parade) and take down of the dunk tank and booth at the end of the event.

Sell tickets; provide Alumni information; collect tickets; hand out the balls to participants; chase after the balls.

Volunteers are needed to either dress up as McGruff or perform as his/her handler.

Holiday Party Potluck *(Member Event)*

Annual holiday party for LPCAAA Members. There is a brief Membership meeting prior to the potluck.

When: December Monthly Meeting

Where: LPD Training Rooms

Attire: Casual dress or Alumni shirt & ID badge

Duties: Ad-hoc committee plans for the party, usually starting in November.

On the day of the event – set-up of the rooms and cleanup afterwards.

LPD Events *(Volunteer Activity)*

Alumni members are invited to help out with LPD ceremonies, including but not limited to badge pinning of new officers, personnel promotions, and retirements.

When: As requested by LPD

Where: LPD Training Room or as designated by PD Administration

Attire: Full uniform.

Duties: Set-up and cleanup of room; serve refreshments

National Night Out *(Volunteer Activity)*

This event has several levels of involvement, including assisting the PD liaison for NNO with event planning and development, and assisting with NNO preparations the day of the event at LPD.

When: August, the first Tuesday (planning normally starts in January)

Where: Various locations including PD at City Center

Attire: N/A

Duties: Various tasks and responsibilities – Alumni members do not attend NNO parties unless requested by LPD.

Oral Boards *(Volunteer Activity)*

Alumni members are invited by LPD to assist in interviewing candidates for law enforcement positions, including police officers. The Volunteer Coordinator normally puts out a request for assistance to all members on behalf of LPD.

When: As needed by LPD; length of time depends on the number of candidates being interviewed.

Where: LPD offices

Attire: Full uniform & ID badge

Duties: Assisting LPD during the interview process by asking pre-set questions, taking notes, and providing feedback on each candidate.

Trick or Treat Street at Aspen Grove *(Volunteer Activity)*

Annual Trick or Treat Street event at Aspen Grove where families come out in Halloween costumes and go trick or treating at the merchants of Aspen Grove and enjoy various entertainments.

When: October, date is determined by Aspen Grove Management

Where: Aspen Grove

Attire: Full Uniform & ID badge. Reflective safety vests will be provided and are to be worn over weather-appropriate clothing

Duties: Direct pedestrian and vehicle traffic at Aspen Grove; interact and assist LPD with handing out candy to children.

Western Welcome Week Parade *(Volunteer Activity)*

Western Welcome Week is an annual community celebration in the greater Littleton area. Western Welcome Week includes over 40 events benefiting dozens of local civic and charitable organizations.

When: August, date is determined by WWW Committee

Where: Along the WWW parade route, from Gallup St & Littleton Blvd to Downtown Littleton, ending at Rapp St.

Attire: Full uniform & ID badge. Reflective safety vests will be provided and are to be worn over weather-appropriate clothing

Duties: Assist LPD during the Grand Parade by helping direct traffic and pedestrians – keeping pedestrians from blocking the progression of the parade.

Manning the LPCAAA Booth; Floaters along the parade route.

GIFTS TO THE LPD AND COMMUNITY

Using Alumni Association funds, LPCAAA supports LPD departments and their community projects by making monetary donations or purchasing items, when requested.

CONTACT INFORMATION

Email: Questions@lpcaaa.org

Website: www.lpcaaa.org

Phone: 303-734-8281

Mail: LPCAAA
c/o Littleton Police Dept.
2255 W. Berry Ave
Littleton, CO 80120

LPCAAA SERVICE PIN PROGRAM

Mission Statement: The goal of the Service Pin Program is to assist the Littleton Police Department in recognizing individual volunteer efforts by the members of the Littleton Police Citizens Academy Alumni Association.

Eligibility: All members in good standing with the LPCAAA are eligible to receive Service Pins upon meeting the required number of volunteer hours and/or serving on the LPCAAA Board of Directors. A member in good standing must be current in their annual dues. An inactive member may reactivate their membership and become eligible to accumulate service hours.

Accumulated Hours: Service Pins are awarded based on volunteer hours at qualifying events or functions. Hours accumulate from year to year.

Volunteer Hour service levels are:

- 25-hours
- 50-hours
- 100-hours
- 250-hours
- 500-hours
- 1,000-hours

Qualifying Volunteer Activities: Participation in all Alumni functions and activities earn service hours.

Board Positions: Upon election to the LPCAAA Board of Directors and serving at least one year of the term, the Board member is eligible for Board Service Pin.

Awards Ceremony: Service Pins are awarded at an annual ceremony sponsored by the Littleton Police. The time and place of the ceremony will be agreed upon by LPD supervision and Alumni leadership.

Tracking of Service Hours:

The LPCAAA Director of Volunteer Services, herein referred to as the Volunteer Coordinator (VC), will directly track and record the service hours for the following activities, provided the members signs in/out:

- LPCAAA monthly meetings
- Citizen Academy – complete volunteer form
- Teen CSI – complete volunteer form
- LPCAAA Picnic – (if sign-in/out sheet is available)
- Western Welcome Week
- Trick or Treat Street
- Candlelight Walk
- Holiday Potluck – (if sign-in/out sheet is available)

To receive credit for any additional service hours members may incur, it is their responsibility to track, record, and submit these hours to the Volunteer Coordinator. If Alumni members do not report these hours, they will not receive any credit for them.