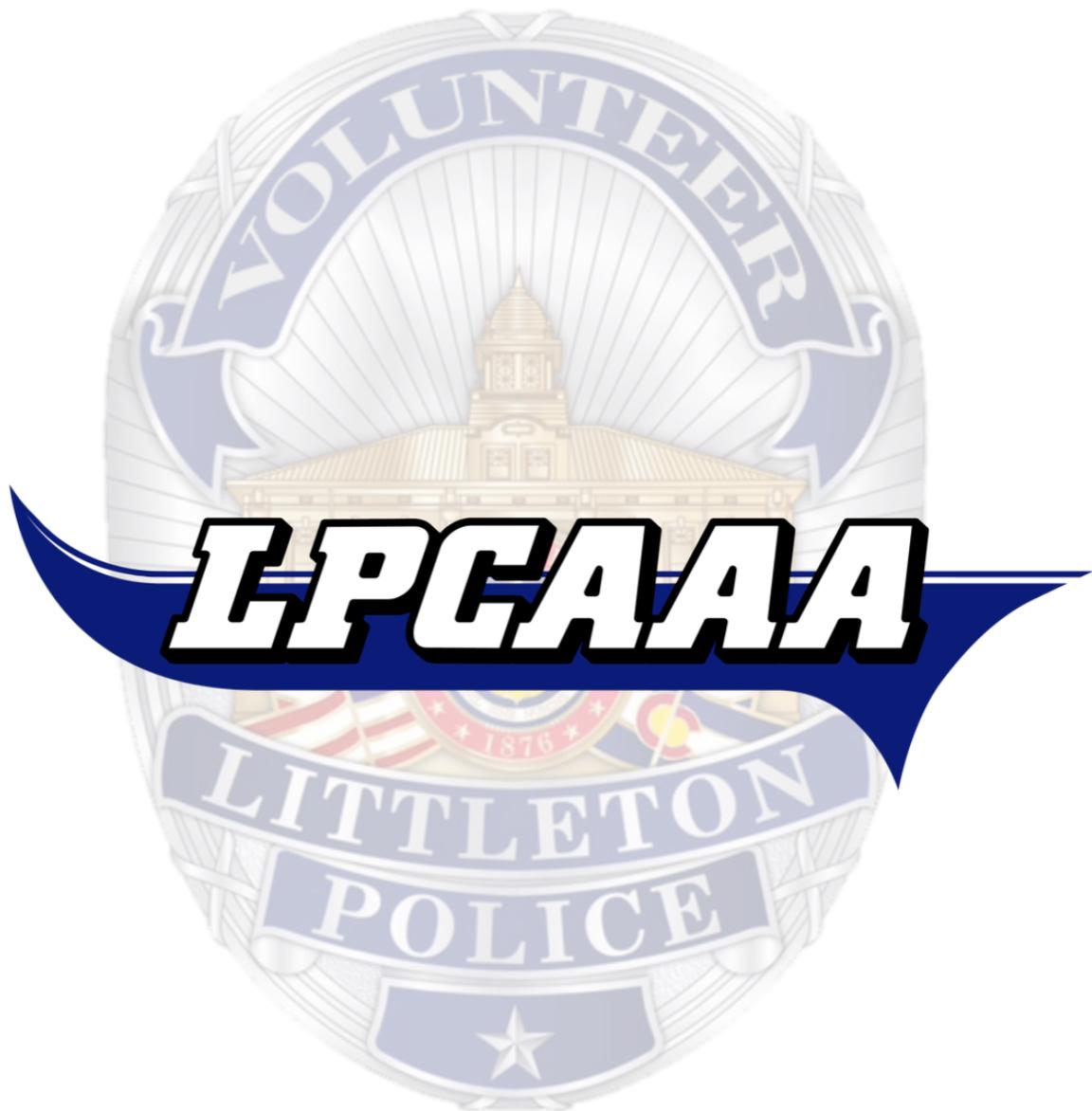


# LPCAAA Member Handbook



Revised: May 2019



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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.

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

## MISSION STATEMENT

LPCAAA's mission is to assist the Littleton Police Department in making our community a safer and better place to live.

## GENERAL INFORMATION

### 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 annually sign a Volunteer Release (waiver) for the City of Littleton. The waiver is available on the LPCAAA website and from the Secretary or Volunteer Coordinator.

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

### Membership Dues

Annual Membership Dues are **mandatory** and due on November 1st. Members can pay the dues in advance at the September or October monthly meetings or by mail.

Participation in LPCAAA activities, including monthly meetings, is reserved for paid members in good standing (i.e.. A member is in good standing when they have paid their annual dues and have a valid waiver on file).

The current amount is \$25.00 per person; \$40.00 per couple; \$50.00 per family.

## **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 each member 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 returned with the Membership Dues.

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

## **ID Badge**

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

It is the member's responsibility to ensure that their 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 designee.

LPD will issue a photo ID card for each new member, to be distributed by a Board Member when available from LPD.

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 possible.

Replacement ID Badge: Contact a Board Member.

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## 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 for order and can be purchased from the Membership Director.

## Professionalism

Be professional when in uniform. Since you are representing LPCAAA and the LPD, do not conduct yourself in a manner that reflects badly on either organization (e.g. drinking alcoholic beverages, smoking). This also applies when off duty but still in uniform.

## Service Pins

LPD annually awards Service Pins to Alumni Members in recognition of their individual volunteer efforts for the LPD or 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 the article "LPCAAA Service Pin Program" at the back of this manual (page i).

## Meetings/Events

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

**When:** Fourth Monday of every month, with the exception of May, 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 the change 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.

Name badges are also available for easy identification of members at meetings.

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

The Director of Programs/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 *Calendar* on the LPCAAA website ([www.lpcaaa.org](http://www.lpcaaa.org)) for currently scheduled meetings.

## **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 on 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.

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

The President-Elect has a two-year commitment (first year as President-Elect and second year as President).

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

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## **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.

## **Funding**

Operating expenses are funded as follows:

- Membership Dues
- Donations (private or corporate)
- Western Welcome Week Dunk-A-Cop tank
- Sale of apparels

## **Donation Requests**

Any requests for monetary donations or unbudgeted expenditures must be submitted in writing to the LPCAAA Board for consideration. No request will be accepted verbally. If the board accepts the request, it will be announced to the Alumni Membership during the next scheduled monthly meeting.

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

## **Website: [www.lpcaaa.org](http://www.lpcaaa.org)**

The Director of Media is responsible for the LPCAAA website. The Board Members or Committee Members are responsible for providing current 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.**

## The News Bulletin

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](http://www.lpcaaa.org)) and archived at the LPCAAA Volunteer Office.

## 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.

## **BRIEF DESCRIPTION OF LPCAAA OFFICERS**

*(See Bylaws Article VI, Sections 1 & 2 and LPCAAA Board Job Descriptions 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 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 two years. S/he assumes the position of President-Elect the first year and the position of the President the following year.

### **President** – One-Year Term; Year Two of Two-year commitment

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

S/he contributes to the quarterly newsletter, communicates with Alumni Members and reviews all pertinent correspondences and documents.

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**President-Elect** – One-Year Term; Year One of Two-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 meets 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 and the job descriptions of Board Officers and Directors.

**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 and distributes information to the Membership as needed, including any information related to meetings.

**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 and Mail Chimp.

**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 in which LPCAAA participates. 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 Membership** – Two-Year Term, elected in an odd year

The Director of Membership is the main liaison for the Alumni, functioning as the point of contact for all questions/concerns regarding membership in the organization. S/he is also the contact for ordering LPCAAA member apparel.

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

The Director of Programs/Training arranges education/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.

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## ALUMNI ACTIVITIES & EVENTS

In addition to monthly meetings and programs/training, the Alumni are 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 *Calendar* on the LPCAAA website ([www.lpcaaa.org](http://www.lpcaaa.org)) for currently scheduled events.

### **Administrative Duties for LPD**

There are administrative duties with which the LPD requires assistance. These duties can include scanning, and entering data (Pawn Tickets & Graffiti), CALEA preparation, coroner liaison, etc.

When: As needed by LPD

Where: LPD and LPCAAA Offices

Attire: Casual dress & ID badge

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### **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 the 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, usually May

Where: To be agreed upon annually by LPD and LPCAAA, usually LPD courtyard

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.

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### **Citizen Academy Classes and Graduation** *(Volunteer Activity)*

Alumni members can sign up to help 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 11<sup>th</sup> 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.

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### **Community Safety Volunteers** *(Volunteer Activity)*

Community Safety Volunteers (CSV) 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. To apply to be a CSV volunteer you must have taken a Citizen Academy class and be a member of LPCAAA.

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. CSV volunteers are provided a CSV jacket and wear it when appropriate. Some of the duties that CSVs are asked to perform include, but are not limited to the following:

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

### **Drug Take-Back** *(Volunteer Activity)*

The Drug Take-Back Day is a joint 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.

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

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### **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.

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Where: Near 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 on the night before.  
Set-up of the booth (morning of the parade); 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.

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### **Holiday Party Potluck** *(Member Event)*

This is an annual holiday party for LPCAAA Members. There is a brief welcome/introduction of LPD personnel.

When: Early December, usually the first Thursday

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, decorate and cleanup afterwards.

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### **July Member Picnic** *(Member Event)*

This is an annual picnic for LPCAAA Members to relax and enjoy each other's company. LPCAAA provides meats and drinks, with members bringing pot-luck items.

When: July

Where: Location TBD, but has been held at Wolhurst

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Attire: Casual dress

Duties: Ad-hoc committee plans the picnic; members help with set-up and grilling.

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### **Junior Police Academy** *(Volunteer Activity)*

Hosted by the School Resources Officers of LPD, the Junior Police Academy engages children in grades 6-8 during a week-long instruction on various law enforcement activities.

When: Early to mid-June each year

Where: Mission Hills Church

Attire: Full uniform & ID badge

Duties: Set-up and supervise the Ride-Smart trikes and pedal carts; assist PD with graduation ceremony as needed.

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### **LPD Events** *(Volunteer Activity)*

Alumni members are invited to help with LPD ceremonies, 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

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### **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.

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### **Oral Boards** *(Volunteer Activity)*

Alumni members are invited by LPD to assist in interviewing candidates for law enforcement positions, including police officers.

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.

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### **Shop with a Cop** *(Volunteer Activity)*

Hosted by the LPD School Resource Officers, police personnel accompany less fortunate students from Littleton Public Schools as they shop for the holidays. A very heart-warming experience for all!

When: 1<sup>st</sup> or 2<sup>nd</sup> Wednesday in December

Where: Walmart, W. Coal Mine Ave. & Bowles Ave.

Attire: Full Uniform & ID badge

Duties: Assist PD personnel with student check-in, and other duties as assigned.

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### **Teen CSI (Crime Scene Investigation)** (*Volunteer Activity*)

Hosted by the Evidence & Investigation Techs of LPD, the Teen CSI program engages children in grades 9-12 during a three-day seminar on law enforcement crime scene investigative techniques.

When: Early August

Where: Bemis Public Library

Attire: Full uniform & ID badge

Duties: Assist PD personnel with room set-up, student check-in, and other various duties as needed.

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### **Victim Assistance Volunteers** (*Volunteer Activity*)

Victim Assistance Volunteers assist the Littleton Police Department's Victim Services Program by providing help to victims of crime or other traumatic

incidents in the City of Littleton. To apply to volunteer for this program you must have taken a Citizen Academy class and be a member of the LPCAAA.

VA candidates must complete a 40-hour Victim Assistance Academy in order to learn the basics of crisis intervention and best practices in assisting victims of crime. Some of the duties that the VA volunteers are asked to perform include, but are not limited to the following:

- Crisis intervention
- Support assistance

Volunteers must have their own vehicles and be able to respond after usual business hours.

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## **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, usually third Saturday

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

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## GIFTS TO THE LPD AND COMMUNITY

With the Alumni Association funds, the organization donates to the LPD departments and their community projects.

For a list of gifts given out in past years, see the LPCAAA website:  
[www.lpcaaa.org](http://www.lpcaaa.org).

## CONTACT INFORMATION

**Email:** Questions@lpcaaa.org

**Website:** [www.lpcaaa.org](http://www.lpcaaa.org)

**Phone:** 303-734-8281

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



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## 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 Citizen 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 as follows:

- 25-hours
- 50-hours
- 100-hours
- 250-hours
- 500-hours
- 1,000-hours
- 1,000+ hours (Lifetime)

**Qualifying Volunteer Activities:** Participation in all Alumni functions and activities earn service hours. The hours board members spend related to their board positions count towards the Service Pin program.

**Board Positions:** Upon election to the LPCAAA Board of Directors, the board member receives a 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 member signs in/out:

- LPCAAA monthly meetings
- Citizen Academy – complete volunteer form
- Junior Police Academy – complete volunteer form
- Shop with a Cop – complete volunteer form
- Teen CSI – complete volunteer form
- LPCAAA Picnic – (if sign-in/out sheet is available)
- Western Welcome Week
- 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.

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