



Apex Police Department General Order



Title Citizens Assisting Police In Apex (CAPA)		Order Number 1310-21
Effective Date: April 12, 2021	Amends: 1310-13	
CALEA Standard: 45.3.1, 45.3.2, 45.3.3	Rescinds:	
Reference: Citizens Assisting Police In Apex (CAPA) Manual	Pages: 6	
Forms: F1310 - Release and Assumption of Risk/Confidentiality Agreement F1310a- CAPA Log Sheet		

Citizens Assisting Police in Apex (CAPA)

Purpose

The purpose of this directive is to describe the relationship between the Apex Police Department and Citizens Assisting Police in Apex (CAPA), a separate, non-profit organization.

Policy

The Apex Police Department recognizes and understands the need for citizen support in its law enforcement service delivery and public safety initiatives. As a result, the department seeks a cooperative working relationship with CAPA. CAPA members use their skills and interest to become public-safety partners and meet a particular community need. CAPA members are intended to supplement and support, rather than supersede or replace, sworn officers and civilian personnel. Therefore, it is the policy of the Apex Police Department (APD) to use qualified CAPA members for specified tasks and duties that can create efficiencies for the department and improve services to the community.

Definitions

Citizen Assisting Police in Apex – A private, non-profit, volunteer organization that provides support to the APD in a variety of non-sworn roles. Additionally, CAPA is a non-profit corporation registered with the State of North Carolina and; therefore, has articles of incorporation as well as bylaws.

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CAPA Advisor – An employee of the APD who supervises CAPA.

CAPA Member – A civilian volunteer affiliated with CAPA and; therefore, the APD, in an unsalaried, volunteer, and non-sworn capacity.

Procedures

General

1. CAPA is a program conceived to further the interaction between the police and graduates of the Community Police Academy.
2. CAPA is self-governing by its members, officers, and directors; however, it exists under a partnership agreement with the APD and is subject to the written directives of the APD.
3. CAPA is a function of the Administrative Division and is under the supervision and control of the Division Commander.
4. The program will be coordinated, implemented, monitored, and evaluated by the Support Services Sergeant, who will serve as the CAPA Advisor, or another designee approved by the Division Commander.
5. When assigned to a specific division, section, or unit, CAPA members are under direct supervision of the assigned Division Commander or his/her appropriate designee.

Eligibility Requirements

1. To be considered for participation as a CAPA member, candidates must:
 - Be at least 21 years of age
 - Be a resident or business owner in the Town of Apex (preferred)
 - Non-residents may be considered for membership with the approval of the CAPA President or his/her designee
 - Have submitted to a background investigation to include fingerprinting
 - Be a person who has no felony convictions
 - Provide a copy of government-issued identification (i.e. driver's license, passport, etc.)
 - Submit form F1310 - *Release and Assumption of Risk/Confidentiality Agreement*
 - Be a person who has not been convicted of a misdemeanor within one year of application for the Community Police Academy (CPA)
 - **NOTE:** Excludes traffic offenses
 - Be a United States Citizen

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- Foreign nationals will be considered, provided the person is in the United States legally, with the appropriate visa or other authorization, and is in compliance with all applicable laws
- Have successfully completed the CPA

Role and Scope of Authority (45.3.1 (b))

1. The role of CAPA members in this program is to provide assistance at Town of Apex public events and assist the department in support roles.
2. CAPA members are considered civilian volunteers of the department.
3. CAPA members are not sworn police officers and have no police authority or jurisdiction. (45.3.1 (a))
4. CAPA members are not employees of the Town of Apex or the APD.
5. CAPA members will not wear any police-related uniform or insignia and will not act or represent themselves as a police officer or employee. CAPA members' uniforms will be authorized and purchased by the department and will be distinctly different from that of a sworn police officer. (45.3.3)
6. CAPA members will not be used in a position or duty that requires the authority of a sworn police officer.
7. CAPA members will not possess any firearm, weapon, or less-lethal instrument, unless they are participating in an approved training session and are under a qualified instructor's supervision.

Duties and Responsibilities (45.3.1 (b))

1. Responsibilities of CAPA members include:
 - Complying with all laws, ordinances, statutes, and regulations of the Town of Apex, the State of North Carolina, and the United States of America
 - Complying with all applicable rules, regulations, policies, and procedures, and other written directives of the Town of Apex and APD
 - Attending CAPA and applicable department meetings, events, and functions related to their duties
 - Performing all assigned activities and operations in compliance with instructions, training, and applicable regulations
 - Representing the Town of Apex, APD, and CAPA in a professional manner

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- Maintaining confidentiality and integrity of all information gained that should be kept confidential, including information related to intelligence, crime, specific incidents, department personnel, tactics, police operations, equipment, and capabilities
- Developing proficiencies as outlined in the CAPA Manual or as mutually agreed upon between CAPA members and APD
- Documenting their hours on form F1310a - *CAPA Log Sheet*

2. Responsibilities of the CAPA Advisor include:

- Assisting with the program as appropriate
- Reviewing and ensuring this General Order is updated as necessary
- Regularly updating the Division Commander regarding CAPA activities, membership, issues, and related information
- Preparing an annual review and evaluation of the CAPA program
 - The report will be submitted to the Chief of Police through the chain of command no later than January 31st of each year
 - This date may be revised with the approval of the Chief of Police
- Ensuring all orientation and job task training is completed by each CAPA member

Training (45.3.2)

1. All volunteers will receive an orientation to the agency before taking on any responsibilities. The orientation should include, but is not limited to:
 - A welcome from the Chief of Police or other command staff representative
 - An overview of the department's history
 - The department's structure and organizational chart
 - The goals and purpose of the volunteer program
 - Review of policies and procedures governing the volunteer program
 - Review of applicable departmental General Orders and manuals
 - A tour of the agency
 - Evacuation procedures for departmental buildings (i.e. fire, bomb threat, etc.)
 - A termination policy
2. CAPA members will receive job-task training in those duties in which they are authorized and may be assigned. This specific training should provide members with the information and the skills necessary to perform their volunteer assignments.
3. Training should be appropriate to the complexity and demands of the position and the capabilities of the volunteer. Volunteers can be trained through on-the-job demonstrations, lectures, written material, role-playing, simulations, and case studies. Related duties may include, but are not limited to:
 - Administrative Assistance
 - Child ID Program

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- Community Police Academy
 - Apex Night Out
 - Community Contact
 - Sobriety/Traffic Checkpoints
 - Town-Sponsored Events
 - Community-Sponsored Events
 - Other
4. CAPA members may participate in selected APD training sessions approved by the Division Commander. For example, at the direction of an instructor, they can participate as a “role player” during a practical training exercise.
 5. All training will be documented to indicate that CAPA members have completed training in a specific task and are comfortable moving forward on their own.

Rules and Regulations

1. CAPA members will abide by the provisions of this General Order, CAPA bylaws and manual, and applicable written directives of the APD
2. Each CAPA member will be provided with a copy of this General Order as well as the CAPA bylaws and manual.
3. CAPA members will have the opportunity to clarify any provisions and will sign a receipt indicating that he/she has received, read, and understands this General Order as well as the CAPA bylaws and manual.
4. CAPA members are subject to applicable rules, regulations, policies, and procedures of the APD and the Town of Apex, except those that are not applicable by nature of their duties.

Sanctions

1. Violation of this General Order, CAPA bylaws and manual, or other departmental written directives, policies, or related rules, regulations, laws, or statutes, may expose the CAPA members to removal from the organization and/or civil/criminal sanctions.

Volunteer of the Year Award

1. Each March, CAPA members may nominate a member of their choice for the *Volunteer of the Year Award*. In conjunction with APD Police Week activities, the recipient will be officially recognized with the *Volunteer of the Year Award* during the department’s Awards Ceremony in May. The selection process for the *Volunteer of the Year Award* is outlined in the CAPA Manual.

Other

1. Each CAPA member will be required to sign form F1310 – *Release and Assumption of Risk/Confidentiality Agreement* prior to engaging in any field duty or ride-along.
 - Directives regarding the administration, authorization, application process, requirements, activities, and responsibility related to the department’s Ride-along Program are addressed in General Order 907 – *Ride-along Program*.
2. All hours volunteered will be captured on form F1310a – *CAPA Log Sheet*. The forms are to be turned into the designated CAPA member and maintained on file.

Text in “Green” denotes a significant change in policy

BY ORDER OF:



Anthony L. Godwin
Chief of Police