

# Addison Citizens Assisting Police

ACAP Program Overview  
August 22, 2017



ADDISON

## Agenda



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- Historical Overview
- Volunteer Qualifications
- Current Structure & Duties
- Financial Obligation

## Historical Overview

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- The Addison Citizens Assisting Police (ACAP) program began in early 2012 as a means for the community to volunteer with the department.
- The program limited its participants to non-enforcement duties within the community such as park patrols, issuing crime risks (an itemized checklist of observable items on a property to deter crime), checking close patrols and general patrols in the business and residential areas. Initially volunteers were given a minimum number of hours (100 annually) they were required to work, but that requirement waived over the years as the program matured.
- All ACAP members are certified to work in a law enforcement environment by completing a Criminal Justice Information Security (CJIS) audit through the police department. This process includes a background check, finger printing, security addendum and completion of ACAP training program.

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## Volunteer Qualifications

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- Must hold a valid Texas Driver's License and Insurance
- Must live or work in Addison, Texas or be a registered Addison Advocate
- Must be at least 21 years of age
- Have no felony convictions
- Have no DWI/DUI convictions in the past ten years
- Have no more than one Class C misdemeanor conviction within the past three years. Driving convictions will be evaluated on a case-by-case basis
- Graduate of the Town's Citizens Academy preferred
- Excellent driving record
- Town physician verifying that the applicant can repeatedly lift and carry 25lbs and work in extremes temperature for up to 4 hours

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## Current Structure



- To date, we have nine active ACAP volunteers managed by Ms. Stacy Love under the direction of a police patrol lieutenant. The Addison Circle Storefront is the base of operations containing their equipment and the ACAP vehicle. Under Ms. Love, ACAP has preapproved shift assignments detailing the days, hours and tasks for each shift.

### Annual Volunteer Hours

Year	# of hours
2014	167.75
2015	373.25
2016	262.75
Average	267.92

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## Current Duties



- Very few changes have been made since the inception of the program in 2012. Patrolling the business and residential districts, park checks, vacation watch (close patrols) are still the predominant tasks; we added helping in police administration with various tasks (such as scanning records etc.) in 2016.
- Other opportunities for ACAP include crime prevention inspections for residents, assisting our Quartermaster with fleet/equipment and within our community outreach programs.

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## Financial Obligations

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The police department spends the following amounts on ACAP as needed:

- Ms. Love's personnel expenses to manage the program for the remainder of the FY 2017 are approximately \$3,000; a full year is estimated to be \$12,000
- Approximately \$100 for CJIS finger printing
- \$10 per applicant on fingerprinting
- Approximately \$100 for equipment (shirts, cap and jacket/flashlight)
- Fuel for the ACAP vehicle (a retired Dodge Durango) is not included

FY2018 total estimated costs for ACAP are \$16,500 which includes repairing a current Town owned vehicle (\$3,500).

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