



TEXAS CRIME PREVENTION ASSOCIATION



POLICIES FOR OPERATION AND PROCEDURES

As a matter of daily business, many duties and tasks of the elected Officers of the Texas Crime Prevention Association, here after referred to as the "Association" are subject to change. As is current, to change the duties requires a change in the by-laws. Therefore it is necessary to create a policy of standardization for operation of the Texas Crime Prevention Association. This document can be modified as necessary when the duties change by a majority vote of the Executive Board without a modification to the Constitution and By-laws.

TEXAS CRIME PREVENTION ASSOCIATION

POLICIES AND PROCEDURES

ARTICLE I DUTIES OF ELECTED OFFICIALS

SECTION 1

PRESIDENT

The President of the Texas Crime Prevention Association shall:

- a. Shall be a Certified Crime Prevention Specialist (C.C.P.S.) prior to being elected to office
- b. Be the executive head of the Association
- c. Preside over all meeting of the Association
- d. Exercise general supervision over the affairs of the Association
- e. Be responsible for the enforcement of the Association By-Laws
- f. Appoint committee chairs and create new committees as necessary
- g. Oversee and confer with committee chairs
- h. Conduct Board of Directors meetings at least twice annually, more if necessary
- i. Maintain property inventory list of all current TCPA property
- j. Offer assistance and referrals to each regional association as necessary or as requested
- k. Be responsible for planning and development for planned growth of the Association
- l. Be responsible for creation of agendas for Board meetings
- m. Maintain lines of communications with other Board members
- n. Complete other duties as may become necessary for the operation of the Association
- o. Upon relinquishing the position, immediately convey all property and an itemized inventory to the incoming successor and current TCPA Treasurer along with assistance and cooperation as necessary.

SECTION II

IMMEDIATE PAST PRESIDENT

The Immediate Past President of the Texas Crime Prevention Association shall:

- a. Assist the President with all background and information regarding his/her administration that will effect the operation of the Association
- b. Convey information on projects and or tasks that were not completed under this administration
- c. Convey lists of committees including chairpersons and their current status
- d. Provide any other assistance that may be required by the President for operation of the Association
- e. Complete other duties as may become necessary for the operation of the Association
- f. Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary.

SECTION III

FIRST VICE-PRESIDENT

The First Vice President of the Texas Crime Prevention shall:

- a. Perform all duties of the position of President as required in the event of the absence of the President
- b. Assist the President in his/her duties as required
- c. Be responsible for legislative affairs on the state level that might effect the good and welfare of the Association
- d. Provide updates on legislative actions to the members of the Association
- e. ~~Maintain current copies of Regional Bylaws and Policies and Procedures~~
- f. Complete other duties as may become necessary for the operation of the Association
- g. Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary.
- h. **Shall be a Certified Crime Prevention Specialist (C.C.P.S.) prior to being elected to office**

SECTION IV

SECOND VICE PRESIDENT

The Second Vice President of the Texas Crime Prevention shall:

- a. Perform all the duties of the First Vice President as required in the event of their absence or disability
- b. Assist the President and First Vice President as needed and required
- c. Chair the Certification Committee
 1. Administer CCPS testing
 2. Establish a schedule for CCPS testing in the different regions that will coincide with scheduled meetings of regional associations upon request
 3. Maintain records regarding status of CCPS
 4. Issue certificates, pins and uniform bars
 5. Update the CCPS test as required
- d. Coordinate Training
 1. Coordinate TCPA training
 2. Seek bids for accommodations.
- e. Complete other duties as may become necessary for the operation of the Association
- f. Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary.
- g. Shall be a Certified Crime Prevention Specialist (C.C.P.S.) prior to being elected to office

SECTION V

THIRD VICE PRESIDENT

The Third Vice President of the Texas Crime Prevention Association shall:

- a. Perform all the duties of the Second Vice President in the event of their absence or disability
- b. Assist the President, First Vice President, and Second Vice President as required
- c. Be the editor of the official publication for the Association
 1. Collect and decipher information for preparation of the ~~magazine~~ **publication**
 2. Produce current information for publication
 3. Assemble information obtained for regional associations for inclusion
 4. Obtain original photographs of Association activities for publication
- d. Obtain contract information for publication that would seek the best interest of the Association and prepare this information for presentation to the Board

- e. Maintain files of articles and photographs for TCPA archival.
- f. Complete other duties as may become necessary for the operation of the Association
- g. Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary.
- h. Shall be a Certified Crime Prevention Specialist (C.C.P.S.) prior to being elected to office

SECTION VI

SECRETARY

The Secretary of the Texas Crime Prevention shall:

- a. Be responsible for accurately recording the minutes of the Board meetings of the Association
- b. Be responsible for accurately recording the minutes of the general membership meetings of the Association
- c. Be responsible for preparation and distribution of these minutes from "a" and "b" board meetings and general membership meetings to be presented for approval at meetings as required
- d. Be responsible for archival of all minutes for future reference
- e. Maintain a roster of all attendees at Board and membership meetings
- f. Be responsible for Association correspondence as required.
- g. Aid in the tabulation of ballots for Association elections as required.
- h. Complete other duties as may become necessary for the operation of the Association
- i. Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary.
- j. Maintain current copies of Regional Bylaws and Policies and Procedures

SECTION VII

TREASURER

The Treasurer of the Texas Crime Prevention Association shall:

- a. Reserve and distribute all funds for the Association. Distribute travel reimbursement per the Texas Comptrollers Mileage Guide.
- b. Keep and preserve proper accounting and vouchers for the Association which shall be open for inspection at any time

- c. Maintain records necessary to comply with all State and Federal law requirements
- d. File all necessary forms and documentation as required by law for tax exemption
- e. Be responsible for all corporate status requirements the Secretary of State may require
- f. Prepare and present reports concerning financial status when necessary
- g. Arrange for an annual financial audit for the Association
- h. Maintain records of Regional Tax ID numbers
- i. Complete other duties as may become necessary for the operation of the Association
- j. Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary.
- k. TCPA financial obligations will be settled within 30 days of receipt with the exception of obligations incurred for state conferences.
- l. TCPA financial obligations incurred from state conferences will be settled within 60 days of receipt.

SECTION VIII

STATE MEMBERSHIP CHAIRPERSON

The State Membership Chairperson for the Texas Crime Prevention Association shall;

- a. Be responsible for processing of all membership application on the State level
- b. Maintain current membership records as well as notification of membership expirations
- c. Notify the President of all membership activities
- d. Provide all regional membership chairpersons with current records and membership information
- e. Be the liaison between the regional association membership chair and the State Association
- f. Be responsible for the distribution of State Association pins and certificates as well as distribution to the regional membership chair
- g. Be assigned the responsibility of the Association membership computer and equipment including the information contained in the computer
- h. Establish and enforce a membership process
- i. Chair the Membership Committee comprised of the regional membership chairpersons
- j. Complete other duties as may become necessary for the operation of the Association

- k. Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary.

ARTICLE II DUTIES OF APPOINTED OFFICIALS

SECTION I

SERGEANT AT ARMS

The Sergeant at Arms of the Texas Crime Prevention Association shall:

- a. Be appointed by the President
- b. Be responsible for the peace and order of all business sessions
 - 1. Control ingress and egress for the meetings
 - 2. Supervise the balloting process at general elections
 - 3. Select persons to assist in ballot canvassing
 - 4. Present the Colors and lead the Pledge of Allegiance at all general membership meetings
- c. Serve at the direction of the President
- d. Complete other duties as may become necessary for the operation of the Association
- e. Upon relinquishing the position, immediately convey all property and outlines of current business affairs to the incoming successor along with assistance and cooperation as necessary.

SECTION II

Civilian-At-Large

The Civilian-At-Large of the Texas Crime Prevention shall:

- a. Be appointed by the President
- b. Promote TCPA to the private sector and encourage civilian membership

ARTICLE III STANDING COMMITTEES

SECTION I.

The standing committees of the Texas Crime Prevention Association shall be as follows and each shall have the listed duties:

- a. **Membership Committee**, is chaired by the State Membership

Chairperson. The committee's duties are to promote active new members and provide the state membership chair with current membership data.

- b. **A Conference Committee**, whose duties it shall be to assist the **Second Vice President** in the coordination of TCPA training.
- c. **An Audit Committee** shall be appointed prior to the first meeting ~~session~~ of the **summer** conference consisting of three (3) members whose duty it will be to examine the financial report made to the **President Board** and all the accounts of the financial transactions made by the Treasurer, they shall attest to the financial report in a statement that they have examined the accounts and that they considered the report accurate or that a need exists for necessary corrections with detailed amounts, receipts or documentation.
- d. **A Certification Committee** shall be Chaired by the **Second Vice-President** and exist to be concerned with the testing and certification of Texas Crime Prevention Association members. The committee shall be charged with the investigation of applications as to qualification for certification.
- e. **Bylaw Committee**, whose duty it shall be to review all proposed amendments to the T.C.P.A Bylaws and make recommendations to the general membership. This committee shall also annually review current T.C.P.A. Bylaws to ensure that amendments are added, deleted, or changed as they are voted on by the general membership. The Chairperson of the Bylaws Committee shall be appointed by the President. The Committee shall have no less than three (3) members.
- f. **The Nomination Committee**, whose duty shall be to interview all potential candidates for the T.C.P.A. Board and make recommendations to the general membership at each annual conference. The Chairperson of the Nomination Committee shall be appointed by the President. The remainder of the committee shall consist of all T.C.P.A. past presidents present at the annual conference and one (1) representative from each affiliated Regional Crime Prevention Association which is not represented at the conference by a past president.

Section II. Other Committees may be appointed by the President as the need arises.

ARTICLE IV "Certified Crime Prevention Specialist" Qualifications

The following qualifications are established to create a minimum standard for issuing the title of Certified Crime Prevention Specialist and are effective **August 1, 2007**:

Certification

- a. A candidate for CCPS shall have been a member in good standing of the Association for at least the 12-month period immediately preceding testing and shall be a paid-up member in good standing at the time of testing.
- b. A candidate for CCPS shall complete a 40 hour basic Crime Prevention I class, a 40 hour Crime Prevention II class and have 24 hours of Crime Prevention Through Environmental Design (CPTED). Candidates must present original documentation of attending such training to qualify to test. Candidates must establish eligibility to test with the CCPS testing committee prior to testing.
- c. Required minimum test score is 75.
- d. At a minimum, testing shall be conducted at TCPA training conferences.
- e. Certified members in good standing shall hold a permanent CCPS title.
- f. A member's CCPS certification automatically expires if specialist allows his/her association membership to expire for more than 180 days. As of August 1, 2007, if his/her certification expires and he/she is subject to the above procedures (Article III-1 IV) for re-certification.

Initial certification shall remain in effect for a period of two years from the date of award.

Renewing certification

- ~~a. Certification may be renewed at the end of initial certification period and every two years thereafter by attending a minimum 16 hours appropriate crime prevention training as described herein during each two year period subsequent to anniversary of initial certification.~~
- ~~b. Training documentation must be submitted to CCPS committee within 90 days of expiration of existing certification.~~
- ~~c. The individual specialist is responsible for ensuring that certification is maintained by submitting appropriate documentation during the required time.~~

~~Certification automatically expires if specialist allows his/her association membership to expire for more than 180 days or fails to provide training documentation within required time.~~

~~The TCPA Board of Directors may upon recommendation of the CCPS Committee convey the title of permanent CCPS upon deserving members.~~

~~The TCPA member currently holding the title Permanent Certified Crime~~

~~Prevention Specialist shall continue such certification and is exempt from the renewal standards described above as long as he/she maintains membership in good standing in TCPA. As of August 1, 2002, if his/her membership expires, certification expires and he/she is subject to the above procedures (Article III 1) for certification.~~

~~Required training: (The following guidelines for the C.C.P.S. Committee ensure consistency in accepting training credits in order to qualify to test or renew certification. These are offered as a guide and are not intended as all-inclusive.)~~

~~*For this article, recognized crime prevention training is defined as training that meets the standard of anticipation, recognition and appraisal of a crime risk proactive versus reactive approaches to dealing with crime and crime related problems.*~~

~~Does qualify (includes, but is not limited to):~~

- ~~a. — Appropriate Texas Crime Prevention Institute courses; appropriate Nation Crime Prevention Institute courses; regional crime prevention association training, and appropriate American Society of Industrial Security courses.~~
- ~~b. — Advanced training in any of the topics included in a basic crime prevention course~~
- ~~c. — DARE, STEP, or GREAT training.~~
- ~~d. — Training concerning physical security, and improving presentation or instructional skills.~~
- ~~e. — Training provided at TCPA conferences~~
- ~~f. — Training provided at ISCPP conferences~~
- ~~g. — Training provided at ASIS conferences~~

~~— Does not qualify: general investigation, supervisory and management training, TECLOSE mandated in service courses, or telecommunications and the like.~~

ARTICLE V MINIMUM QUALIFICATIONS TO HOST A TCPA CONFERENCE

Organizations / Agencies planning to submit bids to host the Annual T.C.P.A. training will need to comply with the following minimum requirements and qualifications before submitting a bid:

1. A training committee shall be organized.
2. The hotel selected for TCPA training should have a minimum of 200 rooms available of which 100 will be blocked for T.C.P.A. members.
3. The hotel selected should have approximately 3,000 square feet of space for a **minimum of** 4 workshops that can be broken down to accommodate at approximately least 75 people.

4. The hotel selected should have rooms or hallway space adequate enough to accommodate exhibitors.
5. The hotel selected should have a restaurant located in the hotel.
6. The hotel selected should have free parking for the guests.
9. ~~The hotel selected should have complimentary shuttle service.~~

7. The following Annual Conference events will be scheduled:

C.C.P.S. Test

General Membership Meeting

Awards Banquet - the last evening of the last day of the conference

Board / Committee Meetings - to be coordinated with the President and Committee Chair

8. Workshop monitors will be provided by the hosting organization for each workshop to ensure attendance for proper T.C.L.E.O.S.E. certification.

9. Registration fees should cover the following activities:

Awards Banquet
All training and training materials
Certificates of Attendance

ARTICLE VI MISCELLANEOUS

SECTION 1 ENDORSEMENTS

LOGO No individual or organization may use the T.C.P.A. name, logo, or other information such as membership rosters, materials or programs for commercial or monetary gain.

Louise Bocock Scholarship- Any member in good standing can nominate an individual for the scholarship. Nominations must be made in writing and directed to the board for consideration. A \$1000.00 total scholarship will be awarded fall (\$500) and spring (\$500). See scholarship nomination packet for more information.