



ERIE POLICE DEPARTMENT



Written Directives

Number: **140.001**

Title: <u>Volunteers in Police Service</u>		Pages: 6
Effective Date: <u>07/11/13</u>	Review Date: <u>06/01/20</u>	Amended Date: <u>06/27/19</u>

POLICY:

This policy establishes the Department’s position on the use and management of its volunteer program. This policy provides guidance in the duties of Volunteers in Police Services. It is the policy of the Erie Police Department to use qualified volunteers for specialized tasks to perform duties which can create efficiencies for the department and improve services to the community. Volunteers are intended to supplement and support sworn officers and civilian personnel in low risk assignments.

DEFINITIONS:

VOLUNTEER: An individual who performs tasks for the police department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, persons providing administrative support, persons assisting as role players, persons assisting with hiring/selection, or other duties determined by the Chain of Command.

VOLUNTEER COORDINATOR: Police/Courts Administrative Manager responsible for the oversight of the volunteer program.

POLICE VOLUNTEER CHAPLAIN: A volunteer who has specialized training and certification who serves as a support system for law enforcement.

PROCEDURES:

I. VOLUNTEER COORDINATOR DUTIES AND RESPONSIBILITIES

A. Administration

The volunteer coordinator, or his/her designee, shall be responsible for the following:

- Recruiting, selecting, and training qualified volunteers for various programs;
- Maintaining employment records for each volunteer;
- Maintaining the volunteer handbook, which outlines expectations, policies, and responsibilities for all volunteers;

- Maintaining record of volunteer schedules and work hours;
 - Completing and disseminating as appropriate all necessary paperwork; and
 - Planning periodic recognition events; and
 - Conducting volunteer meetings on a quarterly basis.
- B. Discipline, selection and dismissal of volunteers will be the responsibility of the Chief of Police or his/her designee.
- C. All requests for volunteers shall be routed through the designated Chain of Command for review and selection.

II. SELECTION PROCESS AND RECRUITMENT OF VOLUNTEERS

A. Recruitment

Volunteers shall be recruited on a continuous and ongoing basis consistent with this department's directive on equal opportunity and nondiscriminatory employment. The maximum number of volunteers in the program shall not exceed twenty (20). A primary qualification for participation in the application process shall be an interest in and ability to assist the agency in serving the public, while maintaining residency within the Town of Erie. An exception may be made by the Chief of Police for the appointment of a Volunteer Police Chaplain who, due to the specialization required for such appointment, may or may not reside in the Town of Erie.

B. Screening

1. All prospective volunteers shall complete the volunteer application form.
2. The volunteer coordinator and a Commander or Deputy Chief shall conduct a face-to-face interview with the applicant under consideration.
3. Prospective volunteers shall be fingerprinted.
4. A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:
 - a. Traffic and criminal record
 - b. Employment
 - c. References

C. Selection and Placement

1. Selection will be approved by the Chief of Police or his/her designee.
2. Upon selection, applicants shall receive a confirmation letter from the volunteer coordinator or their designee prior to the start of service.
3. All volunteers shall receive a copy of the volunteer handbook.
4. All volunteers will be issued a departmental volunteer badge and polo shirt.
5. All volunteers shall sign the following acknowledgement forms, which are located in the volunteer handbook:
 - a. National Background Screening Consent/Release
 - b. Volunteer Screening Form
 - c. Release of Liability & Indemnity
 - d. Receipt of Volunteer Guidelines
 - e. Town of Erie Computer Usage Policy

III. TRAINING, FITNESS FOR DUTY, DRESS CODE AND EQUIPMENT

A. Training

1. Volunteers shall be provided with an orientation program to acquaint them with the department, personnel, directives, and procedures which have a direct impact on their work assignment.
2. Volunteers shall receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position.
3. Volunteers shall receive periodic ongoing training as deemed appropriate by their supervisor or volunteer coordinator. This shall include CJIS Security Training and testing every two (2) years for all VIPS who work in the office areas where criminal justice records are available.
4. Volunteers may not intentionally represent themselves as, or by omission, infer they are sworn officers or other full-time members of the department. They shall always represent themselves as volunteers.
5. All volunteers shall comply with rules of conduct and directives, either oral or written, issued by the department.

B. Fitness for Duty

1. No volunteer shall report to work or be on duty when his or her judgment or physical condition has been impaired by alcohol, medication or other substances, illness or injury.
2. Volunteers shall report to the volunteer coordinator or Command Staff any changes in status which may affect their ability to fulfill their duties. This includes, but is not limited to, the following:
 - a) Driver's license
 - b) Medical condition
 - c) Arrests
 - d) Criminal investigations

C. Dress Code

1. Volunteers shall conform to department-approved dress consistent with their duty assignment.
2. Polos authorized for volunteers shall be readily distinguishable from those worn by sworn officers.
3. Volunteers may be required to return any issued uniform or agency issued clothing at the conclusion of their service.

D. Property and Equipment

1. Volunteers shall be issued an identification card which must be worn at all times while on duty.
2. Any fixed and portable equipment issued by the agency shall be for official and authorized use only.
3. Any property or equipment issued to a volunteer shall remain the property of the agency and shall be returned at the conclusion of service.

IV. RECOGNITION

Annual Volunteer Appreciation

1. On an annual basis, volunteers will be invited to a dinner hosted by the Town of Erie Police Department in recognition of their service and dedication. All volunteers are eligible to attend.

2. Annual awards which may be given out to volunteers include:
 - a. Service Award – After completion of at least one (1) year of service, with a minimum of 4 hours in the award year (these hours may include attendance at the VIPS quarterly meetings).
 - b. Neighborhood Service Award – Awarded to volunteer(s) who have demonstrated exemplary service to the community.
 - c. Most Active VIP – Awarded to the volunteer(s) who has/have the most hours logged for the year.
 - d. Any other distinguished service awards as recommended by staff members.

V. CONFIDENTIALITY

Colorado Open Records Act (CORA)

1. With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files unless otherwise directed by a supervisor or departmental directive. All police information shall be considered confidential. Only information specifically identified and approved by authorized personnel may be released.
2. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental directive and supervisory personnel.
3. Each volunteer shall sign a confidentiality agreement included in the VIPS handbook. Subsequent disclosure of any confidential information, verbally, in writing, or by any other means, shall be grounds for immediate dismissal and/or possible criminal prosecution.
4. Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the agency, or maintain they represent the agency in such matters without permission of the Commander, Deputy Chief or Chief.

VI. DISCIPLINARY PROCEDURES AND EVALUATION

Disciplinary Procedures/Termination

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police. Termination of volunteers shall not be subject to due process considerations and volunteers shall have no property interests in their continued employment.

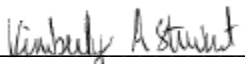
RULES:

NONE

REFERENCES:

Lamar Police Department Policy section 2400

Erie Police department Policy Chapter 2



Kimberly A. Stewart
Chief of Police