

VOLUNTEERS IN POLICING SERVICE

PURPOSE: The purpose of this policy is to set forth guidelines and mandates with respect to the use of volunteers to assist the Department in providing for the public safety of the community.

POLICY: It is the policy of this Department to maintain an active group of civic-minded individuals who may serve as volunteers to assist this Department in providing for the public-safety and welfare of the community. This Department shall utilize volunteers in a capacity that diminishes risk to the volunteers and does not place the volunteer in a law enforcement function.

DEFINITIONS:

- I. **PROGRAM COORDINATOR:** Support Services Commander or his designee, tasked to manage the volunteer services.
- II. **VOLUNTEER:** A non-salaried individual over the age of eighteen (18) who offers his time for the benefit of this Department, willingly and of his own accord for a limited time and without promise, expectation or receipt of any type of compensation.

PROCEDURES:

- I. **CITIZEN POLICE ACADEMY ALUMNI (CPAA)**

The achievement of the Department goals is best accomplished with the active participation of citizens in the community. The Department provides opportunities for citizen participation through the Citizen Police Academy described in the following:

 - A. Participants are community members and are not sworn police officers. Department staff is encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve. Guidelines for the program and a description of the duties of volunteers are maintained by the Support Services Supervisors.
 1. **CPAA Program Coordinator:** The productive utilization of volunteers requires a planned and organized effort. The CPAA Program Coordinator provides a central coordination point for effective volunteer management. The CPAA Coordinator will have primary responsibility for volunteer coordination within the Department by assisting staff in identifying productive and creative CPAA roles, recruiting suitable volunteers, and selecting new volunteers once the background process has been completed. The CPA Coordinator provides recordkeeping and tracking of the contribution of volunteers to the Department.
- II. **SELECTION PROCESS**
 - A. **Application:** Each person who seeks a position as a volunteer with this Department must complete an application. This application shall include all information as well as confidentiality waivers such that a proper background examination of the individual may be conducted. Each applicant must supply the names of three non-related references who may be interviewed during the background examination. The applicant must also provide an employment history for review.