Station Order 10/13.00 HANDLING OF VACATION PATROL CHECKS BY CIVILIAN VOLUNTEERS

PURPOSE OF THE ORDER:

The purpose of this order is to establish current station protocol for the handling of vacation patrol checks by citizen volunteers.

ORDER:

Request for vacation patrol checks shall be submitted on a Vacation Check Request form. The original form will be placed in a manual under the care of the Watch Deputy. A copy will be placed in a Civilian Volunteer Patrol Check manual, that will also be kept at the desk. Volunteers will provide the Watch Deputy with a Volunteer In-Service worksheet prior to leaving the station to conduct patrol checks. the Volunteer Patrol Check manual will be exchanged for the in-service work-sheet, and the volunteers will return the manual at the completion of their patrol checks.

RESPONSIBILITIES:

It is the responsibility of the individual department member receiving the Vacation Patrol Check from to place it in the appropriate manuals.

The Watch Deputy will supervise the appropriate use of each manual, and assure that expired request forms are forwarded to the station Volunteer Coordinator for storage.