

## 3-09/270.00 - Civilian Volunteer Program

The Department's Civilian Volunteer Program is a utilization of carefully selected individuals from the community who desire to offer their services without compensation. All personnel should encourage individuals who express an interest in volunteering to complete an application and review the available job descriptions at their nearest station or contact the Community Law Enforcement Partnership Program.

Volunteers on Patrol (VOP) have various responsibilities, primarily non-hazardous duties. Listed below are some examples of VOP duties:

- Patrolling the community for criminal activity or safety hazards;
- Residential vacation checks;
- Business safety checks;
- Assisting disabled persons;
- Park and school safety checks;
- Graffiti watch;
- Non-hazardous directed patrol assignments;
- Requests from city/county services;
- Search for missing children;
- Exterior shopping mall check;
- Fire watch;
- Traffic control;
- Writing disabled parking citations;
- Phone/welfare checks on residents confined to their homes; and
- Transit watch - foot/vehicle patrol.

VOPs shall not engage in any enforcement duties. VOPs can assist field units with traffic control by blocking lanes and monitoring traffic, however, **shall not direct traffic**.

Units desiring civilian volunteers should:

- Review the Civilian Volunteer Program Guidebook available through the Community Law Enforcement Partnership Program;
- Identify tasks and projects;
- Prepare brief job descriptions if not in the job description manual - forward copies of the job descriptions to the Community Law Enforcement Partnership Program;
- Advertise for volunteers utilizing; and
  - Press releases
  - Community service cable channels
  - Fliers
- Establish a thorough and comprehensive screening process, including an interview.

A personnel folder shall be completed on all successful candidates. This file shall be maintained at the

originating Unit and shall include:

- Completed civilian volunteer application, signed by applicant with signature of coordinator as authorized witness;
- Copy of authorization form;
- Record check - DMV, warrants; and
- Fingerprint record check (submit one DOJ card to Records and Identification Bureau).

**NOTE:** Final approval of a civilian volunteer rests with the concerned unit commander.

Units accepting civilian volunteers shall:

- Complete a civilian volunteer Authorization form and forward to the Community Law Enforcement Partnership Program prior to volunteer starting service;
- Conduct a station/unit orientation program for volunteers;
- Issue a temporary identification card for 90 days. Upon expiration of 90 days, a permanent card will be issued; and
- Submit a quarterly report to the Community Law Enforcement Partnership Program (obtain a signed Use of Criminal Justice Information form).

Volunteers do not have civil service protection. The Department sincerely appreciates the contribution these individuals make to the Department and their community. However, volunteering is a privilege not a right. If necessary, unit commanders may terminate the service of a volunteer at any time

In terminating the services of a civilian volunteer, the concerned unit commander or representative shall:

- Take custody of the civilian volunteer identification card; and
- Return the civilian volunteer identification card to the Community Law Enforcement Partnership Program. The volunteer program is governed by the Manual of Policy and Procedures, the Civilian Volunteer Program Coordinator's Manual, and the Volunteer on Patrol Manual.