

<p style="text-align: center;">Landis Police Department POLICIES AND PROCEDURES</p> <p>ZACHARY LECHETTE, PUBLIC SAFETY DIRECTOR</p>	Volunteer Program	Page 1 of 10
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I. PURPOSE

This policy establishes the Landis Police Department’s position on the utility and management of its volunteer program and provides guidance on its management and administration.

II. DISCUSSION

Volunteers can be an important part of any organization and are proven to be a valuable asset to law enforcement agencies. Volunteers help to increase police responsiveness, service delivery, and information input, and they provide new program opportunities. In addition, volunteers can bring new skills and expertise to the job and prompt new enthusiasm. It is the policy of the Landis Police Department to use qualified volunteers for specified tasks and duties that can create efficiencies for the department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel.

III. DEFINITIONS

Volunteer: Someone who performs service for the department without promise, expectation, or receipt of compensation for services rendered. This may include unpaid chaplains, Citizen’s On Patrol (COP), interns, persons providing administrative support, and youth involved in a Law Enforcement Explorer Post, among others.

IV. PROCEDURES

A. Administration

1. The volunteer coordinator, or his or her designee, shall be responsible for the following:
 - (a) Recruiting, selecting, and training qualified volunteers for various positions.
 - (b) Maintaining employment records for each volunteer.
 - (c) Maintaining the volunteer handbook, which outlines expectations, policies and responsibilities for all volunteers.
 - (d) Maintaining a record of volunteer schedules and work hours.
 - (e) Completion and dissemination as appropriate of all necessary paperwork and information.
 - (f) Planning periodic recognition events.

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(g) Administering discipline when warranted.

2. All requests for volunteers shall be routed through the designated chain of command for review and volunteer selection.

B. Recruitment

Volunteers shall be recruited on a continuous and ongoing basis consistent with this department's policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process shall be an interest in and ability to assist the agency in serving the public.

C. Screening

1. All prospective volunteers shall complete the volunteer application form.
2. The volunteer coordinator, or designee, shall conduct a face-to-face interview with an applicant under consideration.
3. 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

D. Selection and Placement

1. Upon their selection, applicants shall receive a confirmation letter prior to the start of service.
2. All volunteers shall receive a copy of departmental and town policies.
3. All volunteers shall be required to sign a volunteer agreement.
4. Volunteers shall be placed only in job assignments or programs that are consistent with their knowledge, skills, abilities, and the needs of the Landis Police Department.

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E. Position Description

1. Volunteers shall be provided with a comprehensive written position description detailing their duties.
2. Volunteers shall be used only in accordance with this description. Volunteers shall not work without a written job description or outside the limits of job responsibilities specified in the job description.
3. Position descriptions shall be reviewed periodically to ensure that they accurately reflect the volunteer's duties and responsibilities.

F. Training

1. Volunteers shall be provided with an orientation program to acquaint them with the department, personnel, policies, and procedures that 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.
4. Training shall reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are, sworn officers or other full-time members of the Landis Police Department. They shall always represent themselves as volunteers.
5. All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Landis Police Department.

G. Fitness for Duty

1. No volunteer shall report to work or be on duty when his or her judgment or physical condition had been impaired by alcohol, medication, other substances, illness, or injury.
2. Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

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- (a) Driver's license
- (b) Medical condition
- (c) Arrests
- (d) Criminal investigations

H. Dress Code

1. Volunteers shall conform to department-approved dress consistent with their duty assignment.
2. Uniforms authorized for volunteers shall be readily distinguishable from those worn by sworn officers.
3. No volunteer shall wear his or her uniform or identifiable parts of that uniform while off duty.
4. Volunteers shall be required to return any issued uniform or agency clothing at the termination of service.

I. Confidentiality

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 policy, all police information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy and supervisory personnel.
2. Each volunteer shall sign a nondisclosure agreement. Subsequent disclosure of any confidential information, verbally, in writing, or by any other means, shall be grounds for immediate dismissal and possible criminal prosecution.
3. 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 that they represent the agency in such matters without permission from the proper agency personnel.

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J. Property and Equipment

1. Volunteers shall be issued an identification card that 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 Landis Police Department and shall be returned at the termination of service.

K. Disciplinary Procedures / Termination

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

L. Evaluation

1. An evaluation of the overall volunteer program shall be conducted on an annual basis.
2. Regular personnel evaluations shall be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum job satisfaction on the part of volunteers.

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Landis Police Department Volunteers In Policing Application

Please fill out completely or the application will not be processed. If any section does not apply to you, please indicate by writing "N/A". The Landis Police Department appreciates your interest in service and commends your spirit to volunteer.

PERSONAL INFORMATION					
Last Name	First Name	M.I.	Age	SS#	Date of Birth
Home Address	City		Zip		Place of Birth
Home Phone Number	Business Phone Number			Mobile Phone Number	
Email Address					
Previous Address(es) Last Five Years:					

<i>TELL US A LITTLE ABOUT YOURSELF</i>					
What are your hobbies and interests?					
Have you volunteered before? If so, what did you do and where?					
Do you prefer an office setting or a more active role?					

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Volunteer Skills Survey

NAME: _____

Please check the appropriate boxes that represent your current interests and/or skills:

- | | |
|---|--|
| <input type="checkbox"/> Typing | <input type="checkbox"/> Statistics |
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Vehicle Maintenance |
| <input type="checkbox"/> Answering phones | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Team Work |
| <input type="checkbox"/> Transcription | <input type="checkbox"/> Role Playing |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Driving |
| <input type="checkbox"/> Audio/Video | <input type="checkbox"/> Writing |
| <input type="checkbox"/> CPR (current yes/no) | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Meeting the Public |
| <input type="checkbox"/> Research | <input type="checkbox"/> Working Alone |

Other specialized skills, hobbies, or interests you possess:

If a position is available, do you have a preference where you would like to volunteer?

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MEDICAL WAIVER

I, _____ understand that I must be in good physical condition to perform the duties of a volunteer with the Landis Police Department.

These duties may include but are not limited to driving, moderate walking, entering and exiting a vehicle several times and occasionally standing for an extended period of time. By signing this waiver, I acknowledge that I am in good physical condition and have no medical limitations that would prohibit my participation in the volunteer program.

Volunteers Signature: _____

TO BE COMPLETED BY PHYSICIAN

I, _____ M.D., am aware of any conditions or restrictions, which would prohibit my patient from participating in any of the activities listed above.

Physicians Signature

Date

Physician's Address: _____

Phone: _____

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Landis Police Department

Release and Waiver of Liability for Volunteers

The purpose of this waiver is to establish an understanding between Landis Police Volunteers and the Landis Police Department regarding liability issues. I want to volunteer my services to the Town of Landis Police Department. I certify that I am in good mental and physical condition and I understand the inherent risks associated with acting as a volunteer including the risk of physical injury or death. I understand that these risks may include, but are not limited to, slips and falls, physical activity and exertion, muscle and ligament strains, pulls and tears, abnormalities of blood pressure or cardiac arrest, assault and battery, cuts and punctures from debris, glass, nails, hypodermic needles, wire, rocks, concrete, cans, and other sharp objects. I further understand that I risk aggravating any preexisting physical condition I may have in the performance of these services.

I understand that while my volunteer services will be at the direction of the Town of Landis, its Police Officers and police employees, I am nevertheless not an employee of the Town of Landis. I further understand that I am a volunteer and that no employee/employer, master/servant relationship is created between myself and the Town of Landis or the Landis Police Department and that I will receive no compensation of any kind for my participation as a volunteer and that there is no promise of paid employment or future paid employment. There is no employment contract or other contract of hire between me and the Town of Landis and the Landis Police Department. I acknowledge that the volunteering of time and/or services does not constitute employment. In consideration of the Town of Landis allowing me to participate as a volunteer, I agree not to sue and forever release, waive and discharge the Town of Landis from any and all liability to me or my personal representatives, assigns, heirs, children, dependents, spouse and relatives from any and all claims, causes of action, losses, judgments, liens, costs, demands or damages that are caused by or arise from any injury (including death) to me or my property. I assume all risks associated with my participation as a volunteer. I understand that the performance of these volunteer services may be hazardous, and I specifically waive any liability for

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injuries that may result from the negligence or carelessness of fellow volunteers, Landis Police Officers, police employees, or the public. I understand that the Town of Landis shall not be responsible for loss or theft of personal property, or damage to personal property caused by the Town of Landis, its employees and officers, other volunteers or the public. I understand that my participation as a volunteer in this activity is purely and solely voluntary and that I am not an employee, contractor, or representative of the Town of Landis. I further acknowledge that I am not and will not function as a Peace Officer or Reserve Peace Officer, of any level, or a firefighter, emergency medical technician or civil defense worker. By virtue of my volunteer status, I shall have no powers or abilities greater than as a private citizen to enforce the laws of the State of North Carolina. I hereby acknowledge that I have carefully read this Release and Waiver of Liability for Volunteers, that I fully understand its contents, that I am over the age of 18, and that I am signing this Release and Waiver of Liability for Volunteers voluntarily and intend for it to be legally binding.

Printed Name

Address/City/State/Zip

Telephone Number Email

Signature of Volunteer

Date