




WINCHESTER POLICE DEPARTMENT OPERATION ORDER

NOTE: This policy is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Number 2-47		Effective Date August 14, 2020	Review Date August 12, 2020	Reviewing Division Administration
Subject VOLUNTEERS	References VLEPSC CALEA	<input type="checkbox"/> New Policy <input type="checkbox"/> Amends <input type="checkbox"/> Replaces <input checked="" type="checkbox"/> Revised		This policy shall apply to personnel assigned to the following divisions: <input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> Patrol Division <input type="checkbox"/> Administration Division <input type="checkbox"/> Investigation Division <input type="checkbox"/> ECC Personnel
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <hr style="width: 100%;"/> Chief of Police or Designee </div> <div style="text-align: center;"> <hr style="width: 100%;"/> March 23, 2023 Date </div> </div>				

I. PURPOSE

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

II. POLICY

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 this 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. PROCEDURES

A. Administration

1. A volunteer coordinator, or his/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 a volunteer handbook that outlines expectations, policies, and responsibilities for all volunteers;
 - d. Maintaining a record of volunteers schedules and work hours;
 - e. Completion and dissemination as appropriate of all necessary paperwork and information;
 - f. Planning periodic recognition events; and
 - 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 the Department's policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process shall be an interest in and an ability to assist the Department in serving the public.

C. Screening

1. All prospective volunteers shall complete a volunteer application form.
2. A personal interview shall be conducted with any applicant under consideration for the volunteer program.
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 history; and
 - c. References.

D. Selection and Placement

1. Upon selection as a volunteer, the volunteer shall receive a confirmation letter prior to the start of service with the Department.
2. All volunteers shall receive a copy of the volunteer handbook.

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 Department.

E. Position Description

1. Volunteers shall be provided with a comprehensive written position description detailing their duties.
2. Volunteers shall be utilized only in accordance with the position description and shall not perform duties outside the limits of the position description.
3. Position descriptions shall be reviewed periodically to ensure that they accurately reflect the volunteer's duties and responsibilities.
4. Volunteers shall not intentionally represent themselves as, or by omission infer that they are, sworn officers or other full time members of the Department. They shall always represent themselves as volunteers.

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.
4. All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

G. 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 Department clothing at the termination of service.

H. 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 Department shall be for official and authorized use only.
3. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

I. 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, other substances, illness, or injury.
2. Volunteers shall report to the Volunteer Coordinator any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to:
 - a. Driver's license;
 - b. Medical condition;
 - c. Arrests; and
 - d. Criminal investigations.

J. Program and Personnel 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.

K. 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 Department 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 Department 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 Department, or maintain that they represent the Department in such matters without permission from the Chief of Police or his/her designee.

L. 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 association with the Department.