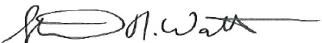


# OGDEN CITY POLICE

## Office of the Chief

**Policy No: 37**

Subject Volunteers in Policing	Effective Date March, 2018
Department Police	Replaces Policy Dated September, 2002
Division All Police Personnel	Review Date Indefinite
Authorized Signature 	

**NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.**

**This policy is suspended effective March 1, 2019 and may be reinstated at a later date if needed to manage the use of volunteers. This suspension does not preclude the use of short-term volunteers to accomplish needs of the Department.**

### I. PURPOSE

The purpose of this policy is to define the Volunteers in Policing (VIP) Program and establish guidelines and job descriptions under which recruitment and service of VIP personnel shall occur within the department. The VIP program exists to augment the full-time police department, particularly the Community Policing stations throughout the city and the Records Bureau. This policy and the listed procedures are subject to change and modification from time to time as necessary and appropriate as determined in the sole discretion of the Chief of Police upon review and approval of the Chief Administrative Officer.

### II. POLICY

The policy of the Ogden Police Department is to maintain a Volunteers in Policing program. Service in the program shall occur in a manner consistent with the mission of the department and safety and security of the public. Nothing in this policy or the practice of the department shall affect or change the "at will" nature

of the policy of Ogden City, recruitment and service standards, procedures, federal law pertaining to equal employment opportunity, applicable standards and ordinances of Ogden City and law enforcement requirements.

### III. PROCEDURE

The volunteer program is originally formulated to provide the Community Oriented Policing Bureau and the Records Bureau with clerical aid and community relations assistance at the bureau's satellite offices. By providing this assistance, the daily operational hours of each station are extended, and additional service is provided at little or no cost.

#### A. Objectives and Responsibilities of the Volunteer Position of Clerical Aide

1. Assist clerical personnel with the entry of accident reports and citations into the department's computer system.
2. Answer telephone and provide appropriate information or forward information/inquiry to appropriate unit for follow-up.
3. Provide information/direction for walk-in traffic.
4. Distribute information pertaining to police department services.

#### B. Qualifications for the Position of Clerical Aide

1. Ability to work independently and with minimum instructions.
2. Possess or have a willingness to learn basic computer skills, (i.e. data entry and retrieval.)
3. Alert, verbally articulate, and willing to undergo on-the-job training.
4. Reliable and absolutely trustworthy with confidential information.
5. Perform detailed work with accuracy.

#### C. Time Requirements

Weekday and/or weekends, 8:00 a.m. to 8:00 p.m.; four-hour minimum increments.

#### D. Accountability

Assigned supervisor.

#### E. Application Process

1. The potential volunteer submits an application form (obtained at Personnel office or main police station.) When the completed application packet is received, it is reviewed for completeness.
2. A records check is conducted and if records check is clear, an interview with the applicant is made. The records check shall consist of warrants, NCIC check, criminal history, traffic violations and a driver license status check. If the records check is not clear:
  - a. Warrant - applicant is notified of warrant and must submit proof of clearing prior to being interviewed.
  - b. Probation - unacceptable, mail reject letter.
  - c. Felony conviction - unacceptable, mail reject letter.
  - d. Misdemeanor conviction - staff level review determines whether applicant is acceptable or not.
3. Volunteer candidates who successfully complete the application and background processes are personally interviewed by Support Services staff. Information obtained from the interview should focus on their background, prior volunteer experience, their professional skills, desired position and why they want to be a volunteer in our organization. After the interview, the staff makes a recommendation to the volunteer coordinator. No commitments are made during the interview process. Applicants who are acceptable are notified within one week as to whether an opening is currently available. Acceptable candidates who are not placed immediately will have their applications placed in a pending file until openings occur. If placement does not occur within six months of the application approval, the applicant will be contacted to see if they wish to remain in consideration for future positions. Those candidates who are not accepted are sent a reject letter within one week of their interview date.

#### F. Orientation

All volunteer candidates accepted for service will undergo a formal department orientation and computer use training session prior to the volunteer reporting for their first day of duty. The department orientation will include a tour of police facilities and an overview of our organization structure. Computer use training shall cover the operational procedures for data entry and retrieval, and also cover rules and procedures regarding confidential information, right to privacy act, etc. New volunteers will be given an orientation guidebook, which contains these policies and procedures, along with other information regarding the department and the volunteer program.

## G. Dress Code

Although a civilian volunteer, they will still represent the department in the eyes of the public and personal appearance makes a strong first impression. Appropriate civilian attire will enhance credibility and go a long way to strengthen the volunteer's image with other personnel of the department. General guidelines are that men should wear casual clothing consisting of shirts with collars and long pants. Women may wear skirts or slacks with blouses or other appropriate tops.

Clothing in poor taste or in need of cleaning or repair is not appropriate. Volunteers will be provided with a polo shirt with an OPD civilian volunteer emblem monogrammed on the breast for identification purposes. Knee-length shorts are acceptable during hot weather.

## H. Time Sheets and Evaluations

1. Volunteers will generally be expected to work a minimum of 12 hours each month. Time worked will be entered onto the time sheets. The time sheets shall be maintained and monitored by the volunteer coordinator.
2. Written evaluation will be completed on each volunteer on a biannual basis, by the volunteer coordinator. These evaluations are intended to provide the volunteer with constructive feedback on their work and assist them in managing their time devoted to the department more efficiently.

## I. Identification Cards

All volunteers will be issued a department picture identification card. This identification card should be worn on outermost garment in an easily visible manner whenever they are in any police facility. The identification card and handbook must be turned in when the volunteer terminates.