

THURMONT POLICE DEPARTMENT							
GENERAL ORDER	Date Issued:	Dec. 22, 2008	Effective Date:	Dec. 22, 2008	Order Number:	Chapter 30.3	
Authority:		Chief of Police		Colonel Gregory L. Eyler		Manual Page Number:	
Subject:	Volunteer Program					Replaces Page Number:	
Accreditation Standard:	CALEA 45.2.1	Distribution:	All	Amends:		Number of Pages:	5
Related Documents:					Rescinds:		

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

To establish guidelines for a civilian Volunteer Program within the Thurmont Police Department.

II. POLICY

In an effort to encourage the participation and partnership between the Thurmont Police Department (TPD) and the citizens of Thurmont, the TPD will utilize the services of citizens based upon their skills, training, and time available to perform volunteer tasks under the direct supervision of the designated TPD employees.

III. PROGRAM ADMINISTRATION

The Deputy Chief of Police will administer the Volunteer Program and is responsible for the development of the appropriate procedures necessary for effective integration of volunteer services within the TPD. The Deputy Chief of Police, or his designee, will coordinate and facilitate the recruitment, screening, and training of TPD volunteers. The Deputy Chief of Police will supply applications for the volunteer positions and background investigations for selected volunteers.

A. Volunteer Program Coordinator

The Deputy Chief of Police, or his designee, will serve as the Volunteer Program Coordinator. The Coordinator will perform the following tasks:

1. Assist in the areas of volunteer recruitment and training;
2. Manage the volunteer program by placing qualified volunteers in duties best suited to their abilities;

3. Develop and modify all program participant assignment descriptions;
4. Issue and collect volunteer identification cards.

B. Volunteer Identification

Volunteers will be issued a distinctive photo identification card that will bear the volunteer's name and the word "Volunteer" in red beneath their name.

1. The card will be worn on the outer clothing at all times when working within the TPD facility and when representing the TPD.
2. Identification cards shall be returned when the volunteer withdraws from the program or is otherwise dismissed.

C. Volunteer Supervision

Each volunteer will be assigned to a supervisor for on-the-job oversight.

1. Any supervisory problems should be discussed with the appropriate supervisor or commander.
2. Any significant problem with a volunteer should be brought to the attention of the Deputy Chief of Police.

IV. INSURANCE PROTECTION FOR VOLUNTEERS

- A. Liability coverage for volunteers against whom claims or suits are filed will be in accordance with the provisions of the Local Government Tort Claims Act, Maryland Annotated Code Section 5-301 et seq. of the Courts and Judicial Proceedings Article, so long as the volunteer is acting within the scope and authority of this volunteer duties.
- B. Volunteers are not covered under workers' compensation for injuries sustained during the course of volunteer activities. Unless special provisions are made, volunteers are responsible for their own medical expenses.

V. JOB DESCRIPTIONS

The following job descriptions are examples of volunteer positions identified for use in the TPD.

A. Crime Analyst Volunteers

These volunteers will extract information from police reports and other documents to assist in crime information dissemination. Other duties may include maintenance of related charts and clerical functions.

B. Civilian Volunteer Crime Prevention Assistants

These volunteers will assist in the development, implementation and maintenance of crime prevention programs. These duties will include data collection, analysis, reporting, and some training activities.

C. Administrative Support Assistants

These volunteers will perform various administrative duties, which may include word processing, data entry, searching files, writing reports, library maintenance, general file management, and receptionist duties.

D. Civilian Volunteer personnel do not have sworn status, are not authorized, and shall not participate in any activities that require sworn officer status. All civilian volunteers will adhere to and comply with office policy and procedures.

VI. VOLUNTEER SERVICE PROCEDURES

A. Volunteer Application Process

Volunteers interested in filling existing position requests will be required to complete an Application for Employment form and must be at least eighteen (18) years of age.

B. Screening

All volunteers will be screened by an assigned Background Investigator prior to acceptance. Screening will include a criminal records check, fingerprint cards, and a Motor Vehicle Administration (MVA) check. A valid photo ID and birth certificate is required for applicants of all ages. This process will include an interview between the volunteer applicant and the Deputy Chief of Police.

C. Acceptance

The decision to accept the services of a volunteer will be made by the Deputy Chief of Police.

1. Acceptance will include completion of the Volunteer Acceptance Agreement and Memorandum of Understanding and the Volunteer Confidentially Agreement.
2. Affected personnel will receive notification from the Deputy Chief of Police when the volunteer may begin service.

D. Training

All volunteers will receive an orientation, to include a general outline of the program's description and duties and responsibilities of the volunteer.

1. Each volunteer will received on-the-job training as directed by the Deputy Chief of Police.
2. This training will include specific tasks to be performed within the designated assignment.

E. Reporting

Supervisors of volunteers will ensure a monthly record of hours is maintained for each volunteer. At the end of each month, Supervisors will review, sign, and forward the forms to the Deputy Chief of Police.

F. Corrective Action.

If a volunteer exhibits behavior that is inappropriate, it is important that his supervisor address the actions.

1. If the behavior continues or the behavior is such that dismissal is appropriate, the volunteer will be interviewed by the Deputy Chief of Police. The Deputy Chief of Police may then recommend to the Chief of Police what action should be taken. The Deputy Chief of Police is authorized to recommend the dismissal of a volunteer, however, only the Chief of Police may make the final decision.
2. If the actions or behavior are correctable, the supervisor should initiate an interview immediately. The supervisor will document the incident and interview, and forward a memorandum to the Deputy Chief of Police for review and filing.

ATTACHMENTS :

TPD Form 30.3A – Volunteer Confidentiality Agreement
TPD Form 30.3B – Volunteer Acceptance Agreement and MOU

DOCUMENT DATES :

Amended Date:

Review Date:

Review Date:

Review Date:

Rescinds:

Order Written By: Kenneth W. Oland

Order Edited and Approved By: Chief Gregory L. Eyer

Accreditation Standards Included in this Order

CHAPTER 45.2.1 Community Involvement