

## TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE: Volunteers/Interns-Civilians</b>		<b>Number: 424</b>	
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New	X	Amends	Rescinds
Authority: <b>Chief Alan Goldberg</b>		GO 424 dated April 23, 2002	
		Total Pages 2	

**01 Purpose:** To describe the administration and activities of the Takoma Park Police Department volunteer/intern component.

**02 Policy:** The Takoma Park Police Department maintains an active volunteer/intern program. Volunteers/interns are not law enforcement officers, but civilians providing skilled administrative support services, especially for community service enforcement-related functions.

**03 Administration:** Volunteers/interns work in the Department under the general supervision of a Division Commander, and the direct supervision of a department employee. Volunteer/intern functions include, but are not limited to:

- \* assisting with applicant testing
- \* assisting with the parking violation flagging program
- \* assisting CID with filing, statistics gathering, applicant processing and other duties
- \* assisting staff with projects
- \* assisting with general administrative duties throughout the Department, as needed

**04 The Volunteer/Intern Program:**

**A.** The volunteer/intern program enlists the administrative assistance of local-area private citizens, with special emphasis on senior citizens and persons interested in a criminal justice career. The program is not budgeted by the City, and volunteers receive no salary. They bring a variety of prior experience and expertise to assist regular employees with administrative duties.

**B.** Persons volunteering/interning for the Department may have access to confidential Department files and accordingly, undergo a background check before being accepted into the program. This check may be conducted by Recruitment/Applicant Coordinator who may also consult with component and section supervisors on the proper placement of volunteers/interns based on their past work experience. Volunteers/interns shall also sign a Confidentiality Agreement. The agreement is a general guideline for maintaining confidentiality about police information.

**C.** Volunteers/interns receive appropriate on-the-job training from employees of the component/section to which they are assigned. With the approval of the Chief of Police, they may be sent to outside training on assigned duties. The responsibility for their training is the Division Commander for the component they are assigned.

**D.** Volunteers/interns are not sworn law enforcement officers and will not be assigned any duties requiring sworn officer status.

**E.** Volunteers/interns are not provided with uniforms, but do receive a police department identification badge with photograph, which they **will** display on their clothing while in the station.

**F.** Volunteers shall fill out a time sheet and turn it in every other week. The time sheet will allow the Department to keep track of the number of hours volunteers work. Paid interns will follow the same time keeping procedures as other city employees. Hours of interns will also be monitored by the Division Commander.

**G.** The Commander of Administrative Services shall maintain a file on each Volunteer/intern assigned to the department to include training and the confidentiality agreement. Division Commanders will forward and documentation to the Commander of Administrative Services for inclusion into the file.