

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: Volunteers-Civilians		Number: 424	
Effective Date: April 23, 2002		Review Date:	
New	X	Amends	Rescinds
Authority: Chief Thomas W. Anderson		GO 424 dated December 04, 2001	CALEA STANDARDS 16.4.1, 16.4.2, 16.4.3
		Total Pages	2

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

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

03 Administration: Volunteers work in the Department under the general supervision of a Division Commander. Volunteer functions include, but are not limited to:

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

04 The Volunteer Program:

A. The volunteer program enlists the administrative assistance of local-area private citizens, with special emphasis on senior citizens. 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 their services to 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 based on their past work experience. Volunteers shall also sign a Confidentiality Agreement. The agreement is a general guideline for maintaining confidentiality about police information.

C. Volunteers 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 training the Volunteer(s) is the Division Commander for the component they are assigned.

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

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

F. Volunteers shall fill out a time sheet and turn it in every other week when employees turn in their pay sheets. The time sheet will allow the Department to keep track of the number of hours volunteers work.

G. The Division Commander shall maintain a file on each Volunteer to include training and the confidential agreement.