



Volunteers in Policing Service	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Arkansas Statutes: §21-13-101 through §21-13-110	
CALEA Standard: 16.4.1; 16.4.2; 16.4.3	
Date Implemented:	Review Date:

- I. **Purpose:** The purpose of this policy is to set forth guidelines and mandates with respect to the use of volunteers to assist the department in providing for the public safety of the community.
- II. **Policy:** It is the policy of this department to maintain an active group of civic-minded individuals who may serve as volunteers to assist in providing for the public-safety and welfare of the community. This department shall utilize volunteers in a capacity that diminishes risk to the volunteers and does not place the volunteer in a law enforcement function.
- III. **Definitions**
 - A. **Volunteer Coordinator:** A paid member of this department designated by the chief of police to manage the volunteer services.
 - B. **Volunteer:** A non-salaried individual over the age of 18 who offers his or her time for the benefit of this department, willingly and of his or her own accord for a limited time and without promise, expectation, or receipt of any type of compensation.
- IV. **Procedure**
 - A. **Selection Process:**
 - i. **Application:** Each person who seeks a position as a volunteer with this department must complete an application. This application shall include all information as well as confidentiality waivers such that a proper background examination of the individual may be conducted. Each applicant must supply the names of three non-related references who may be interviewed during the background examination. The applicant must also provide an employment history for review.
 - ii. **Background Examination:** The department shall conduct a thorough and documented background examination of any person seeking to become a volunteer. This examination will be conducted by a sworn member of this

department and shall include a criminal history check, traffic records check, employment history check and references interview.

- iii. **Status:** Once selected, volunteers must recognize that their status is “at-will” and that they may be dismissed at any time without cause. Volunteers are non-salaried and have no benefits or labor relation rights.

B. Maintaining Good Standing as a Volunteer:

- i. **Confidentiality:** Volunteers must maintain confidentiality in the business of this department. Volunteers shall not release any information concerning any police event or make any public representation of the department without the express authorization of the Chief of Police or their designee.

- a. **Non-disclosure:** volunteers should not disclose any confidential information learned through their position as a volunteer with this department.
- b. Any request for information from the media or from the public regarding confidential information should be courteously directed to the office of the chief of police or their designee.
- c. At no time shall a volunteer appear in the media or in the public as a representative of this department without the express permission of the Chief of Police or their designee.

- ii. **Time Requirements:** This program requires a two-way commitment between the department and the volunteer. The department invests in the volunteer while the volunteer invests time in the department. Volunteers should complete four hours of volunteer time in the department per month in order to maintain their status as a volunteer.

- iii. **Training:** Volunteers shall be trained in accordance with the functions they will be expected to fulfill within the department. Training shall include:

- a. **Overview of the Justice System:** familiarization of the agencies within the justice system to include law enforcement, corrections, and the courts.
- b. **Department orientation:** familiarization with the department organization and structure as well as facilities and public resources.
- c. **Department reports and records management.**
- d. **Being a good witness:** The premise of this program with respect to volunteers who are placed in any public situation on behalf of the department is that volunteers do not take action when there is a law enforcement need, but rather, volunteers observe and report. With this in mind, volunteers should be made aware of the needs of law enforcement with respect to being a good witness. Training shall include taking note of descriptive factors, direction of travel, and the actions of the suspect during the event.
- e. **Traffic and Crowd Management:** At times, volunteers may be utilized to assist sworn personnel at special events. During such events, volunteers may be utilized to assist with traffic and crowd management. Training in this area should include instruction on the proper methods of traffic and crowd management.

- iv. Use of Equipment:** Volunteers shall utilize equipment belonging to this department only when authorized to do so by the Chief of Police or their designee. At no time is a volunteer authorized to use any type of weapon belonging to this department.
- a. Vehicles:** Volunteers who are authorized to drive a vehicle belonging to this department are not authorized to drive the vehicle as an “emergency” vehicle as defined under Arkansas law. As such, any volunteer driving a vehicle belonging to this department shall obey all traffic laws.
 - b. Vehicles:** No volunteer shall drive a vehicle belonging to the department unless it has been verified that the volunteer has a valid driver’s license. Volunteers who become aware of a change of their license status shall immediately notify the department.
 - c. Vehicles:** Vehicles that may be used by volunteers should be distinctively marked as volunteer vehicles or unmarked. This is necessary to ensure the safety of the volunteers who may be at risk if the public or persons who would harm an officer were to mistake a volunteer for an officer. Additionally, the expectations of the public upon seeing a marked vehicle belonging to this department may expect certain actions by law enforcement personnel that they would not expect from non-law enforcement personnel.
 - 1. Seat belts shall be worn at all times while the vehicle is in motion.
 - 2. Department vehicles shall be locked at all times when left unattended.
 - 3. Department vehicles shall not be operated off paved roadways unless directed by a supervisor for special assignments or functions.
 - 4. Department vehicles shall not be used for any purpose other than an assigned duty without permission of the Chief of Police or their designee.
 - 5. No statements relating to a vehicle accident involving a department vehicle shall be made except that the volunteer shall provide information to the officer or supervisor investigating the accident.
 - d. Lighting Equipment:** Vehicles that may be driven by volunteers may be equipped with “amber” emergency lighting to distinguish these vehicles from law enforcement vehicles. Volunteers shall not operate the lighting equipment while the vehicle is in motion. Emergency lighting shall only be used when the vehicle is in a stationary position and where said use is necessary for public safety.
- v. Damage or Loss of Department Property:** Volunteers shall not maliciously or unreasonably damage any department equipment or property. Any damage to department equipment or property should immediately be reported to a supervisor.
- vi. Uniforms:** Volunteers shall wear the uniform prescribed by the Chief of Police or their designee, unless authorized to wear plainclothes. In such cases, the

volunteer shall wear proper attire meeting the professional standards of this department.

C. Standards of Conduct

- i. **Expectations of Volunteers:** Volunteers, like any member of this department, are expected to maintain the ethical standard of conduct demanded by this department. In all conduct relating to this department, volunteers are expected to act professionally and courteously to the public as well as to other department members. The role of a police volunteer does not include the duty to investigate crimes, pursue, apprehend, or prosecute lawbreakers. Volunteers shall not go beyond an “observe and report” function.
- ii. **Representations:** Volunteers shall never represent themselves in any manner as a sworn member of this department. They shall make it clear that they are volunteers of this department.
- iii. **Weapons:** Volunteers shall not be in possession of any weapon when acting in their capacity as a volunteer for this department.
- iv. **Alcoholic beverages:** Volunteers shall not report for an assignment after consuming any quantity of alcoholic beverages or while any quantity of alcohol is present in their system. If the volunteer is scheduled for an assignment, they shall notify on-duty department personnel that they are unable to fulfill their allotted assignment. Volunteers are prohibited from drinking alcoholic beverages while identified as a volunteer of this department irrespective of their duty status.
- v. **Prescription medications:** Volunteers who are prescribed medications that may cause drowsiness or in some other way hamper their ability to function as a volunteer, shall report this fact to the department, and should not be assigned volunteer duties.
- vi. **Arrest or investigation:** Any volunteer who becomes aware that they are the subject of an investigation by a law enforcement agency or who has been arrested, shall immediately report this fact to the department.

D. Duties and Limitations: Duties of the volunteers shall be directed by the Chief of Police or their designee.

- i. **Administrative Duties:** Assist with report taking function and other administrative duties deemed appropriate by the Chief of Police or their designee.
- ii. **Search and Rescue.**
- iii. **Citizens on Patrol** shall be limited to high-visibility, non-confrontational assignments where the overall objective is to deter crime through visibility. Where observations are made with respect to suspected criminal activity, volunteers are to observe and report and shall not take action. Volunteers utilized in this capacity shall be issued a police radio while on patrol in order to allow for immediate response to a volunteer’s observation and report.
- iv. **Community education programs-** assist the department with crime prevention surveys and crime prevention education as well as other community education functions.

- v. Special events: Volunteers may be utilized as directed by the Chief of Police or their designee to assist with special events to include traffic and crowd management. Such assignments shall be limited to non-confrontational positions and functions.
- vi. Interpreter functions: In order to be utilized for this function, the volunteer must be certified as an interpreter unless such interpretation is for an emergency circumstance.
- vii. Special Skills: In cases where a volunteer has a special skill that may be utilized for the good of the department, the Chief of Police, or their designee may assign the volunteer to this special function. Under no circumstances shall the special function include one that involves confrontation or foreseeable danger to the volunteer.