

Volunteer Handbook



City of Eugene Police Department
Volunteers In Policing Program
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"Quality Policing Through Partnerships"



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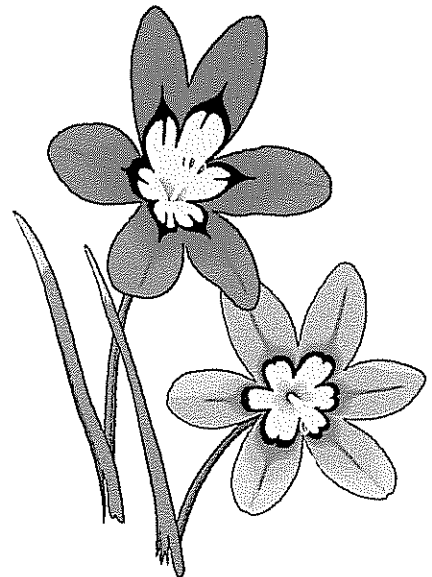
Welcome!

We are very pleased to have you join the Eugene Police Department's Volunteers In Policing (VIP) Program. This handbook provides answers to many of the questions you may have about the VIP Program, as well as policies and procedures we abide by, including our responsibilities to you and your responsibilities to the VIP Program. If anything is unclear, please discuss the matter with your supervisor or the VIP Program Coordinator.

You are responsible for reading and understanding this handbook. Your performance evaluations will reflect your adherence to the VIP Program policies. In addition to clarifying responsibilities, we hope this volunteer handbook will provide you with an indication of the VIP Program's interest in the welfare of all who volunteer here.

From time to time, the information included in our handbook may change. Every effort will be made to keep you informed of changes.

Personal satisfaction from doing a job well is only one of the reasons most people volunteer. Most likely, many other factors count among your reasons for volunteering—developing new skills, supporting police/community policing efforts and meeting new people are just a few. The VIP Program is committed to doing its part to assure you of a satisfying volunteer experience. We want you to feel that your association with the VIP Program will be a mutually beneficial and pleasant one.



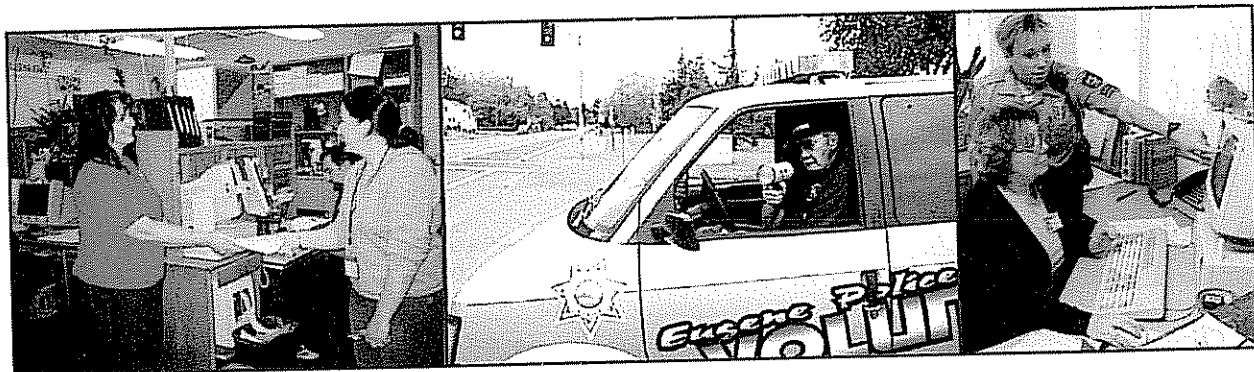
Again, welcome to the program. As a volunteer, you provide a much needed service to the department and the community. You are a very important person—you are a VIP!

INTRODUCTION

The mission of the Volunteers In Policing (VIP) Program is to enhance and support the delivery of police services to the community through a wide variety of volunteer services that will contribute to the public safety of the citizens of Eugene.

Volunteers are an important asset to the Eugene Police Department. When citizens who receive police services are helping to design, prioritize, and even deliver services, a closer connection is made between the Police Department and the public. This is what community policing is all about.

By offering volunteer opportunities to the community, we hope to encourage citizen involvement and community empowerment.



The VIP Program is not intended to replace any functions performed by police personnel. Rather, its role is to augment and complement services provided by the Eugene Police Department to the community. Volunteers provide the Eugene Police Department with the ability to use existing funds and paid personnel in a more productive manner.

THE VIP PROGRAM COORDINATOR

The Volunteers In Policing Program was initiated in 2000, after the Eugene City Council approved funding for a full-time volunteer coordinator.

The VIP Program Coordinator is responsible for recruiting, interviewing, backgrounding, selecting, providing orientation, and overseeing the placement, evaluation and recognition of volunteers. If any problems, questions, or concerns arise involving your position, please feel free to see the coordinator at any time.

Volunteers are first responsible to their immediate supervisor. This person is usually a supervisor in the division to which you have been assigned and will be available to you when you are on duty. If you have questions concerning your volunteer duties or your schedule, you should see your supervisor.

ORGANIZATIONAL STRUCTURE

We will go over the Eugene Police Department's organizational chart during orientation. To show you how we fit in with the rest of the City of Eugene's organizational structure, below are the eight departments in the City of Eugene government:

- | | |
|---------------------------------|--|
| •Central Services | •Fire & Emergency Medical Services |
| •Human Resource & Risk Services | •Library, Recreation & Cultural Services |
| •Planning & Development | •Police |
| •Public Works | |

VIP POLICIES AND PROCEDURES

EXPECTATIONS

What you can expect from us:

As a participant of the Volunteers In Policing Program, you have the right to expect that the people you work with will:

Help you meet your needs: You have your own personal reasons for wanting to share your time, talents, and energy with Eugene Police. Whatever you're looking for - job experience, contact with interesting people, an opportunity to support police and community policing efforts - it's our responsibility to help you meet your motivational needs.

Keeping you informed: This includes basic orientation and training. It also includes filling you in on what's happening within the department, and letting you know about new volunteer assignments and opportunities.

Let you know how you're doing: Everyone needs feedback; without it, we work in an information vacuum. You can rely on your supervisor to give you the guidance you need to do your assignment well.

Show respect: A good volunteer is, in every sense, the equal of a paid employee. You deserve to be treated with respect and consideration, both for the work you're doing and as an individual with your own needs, interests and personality.

Show appreciation: There are few satisfactions greater than a job well done. If you're doing your job well, we'll let you know as often as we can, in as many ways as possible—from a simple "thanks" at the end of the day to special awards, honors, and recognitions. You will be invited to department recognition events, and are eligible to receive awards along with paid staff.

What we expect in return:

At the same time, the people you work with during your VIP assignment have the right to expect that you will:

Be dependable: Your supervisor and co-workers rely on you to be where you're supposed to be, when you're supposed to be there. If you need to change your schedule, let your supervisor know right away.

Observe confidentiality: Maintain confidentiality of any information you receive in the course of your duties. Information pertaining to police records or other clearance level material is to be kept strictly confidential. Anyone in violation of this provision will not only be terminated as a volunteer but could face prosecution as well.

If you are arrested, or charged with a crime, you must report the incident immediately to the Volunteers In Policing Program Coordinator.

Follow department and city policies, including those regarding use of city-owned equipment.

Be honest: It goes without saying that our volunteers are expected to be trustworthy in every respect. There is another kind of honesty we encourage too - the kind that can make your experience more satisfying and help us all do our jobs better. If you have a problem or concern about your assignment, let us know! If you spot an area that could use improvement, let us know. We need your suggestions, your ideas, your creative input - so don't be afraid to talk to us about what you think and see.

KEEPING US INFORMED

Please notify the VIP Program Coordinator if you have a name change, address change, phone number change, or e-mail address change. This information is critical in keeping our records up to date.

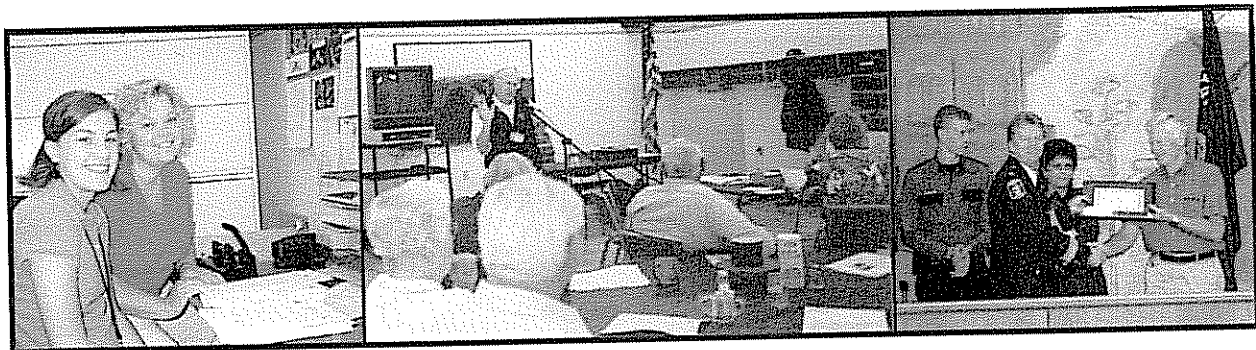
DRESS CODE

Employee and volunteer dress code is mandated by the Police Operations Manual. You must maintain a well-groomed appearance, and must be attired in a manner appropriate for your assignment. Your clothing must be clean and in good repair. If your job includes meeting the public, your standard of dress may be more formal than for those who do not do so. Your hair must be neat and clean, presenting a well-groomed, professional appearance. You may have a beard or goatee, but it must be neat and trimmed. Take your lead from the staff, and dress appropriately for the assignment you are doing. It is best to neither overdress nor underdress. Casual clothing is fine, but we ask that your attire be neat and conservative. If your supervisor feels that your attire is out of place, you may be asked to leave your assignment until you are properly attired.

EVALUATIONS

Volunteer placements are made after a trial period of 60 days. At the end of that time, you will be given a self-evaluation form to complete. See the appendix for a copy of the form. Your supervisor will fill out a performance evaluation form using the same criteria you will be using to evaluate yourself. You and your supervisor will meet to discuss your performance.

After the Volunteer Coordinator receives the evaluation forms, she will contact you and your supervisor. The purpose of this contact is to ensure that you have been placed properly and that your needs are being met. Either you or your supervisor may request that you be reassigned to a different function. If you realize that there is a problem with your placement prior to your evaluation, please contact the VIP Program Coordinator to request a meeting at that time. Our goal is for you to have a positive experience.



SAFETY REGULATIONS

If you are placed in a volunteer assignment that involves public contact, your supervisor will provide you with specific guidelines to follow concerning personal safety and building security. There are occasional fire drills and evacuations that take place at City Hall. Please take your personal belongings (purse, coat) when these drills occur. Occasionally the evacuations are lengthy, and you may decide to go home instead of waiting outside.

You may not carry a firearm while you are performing tasks as a volunteer.

TIME SHEETS

Volunteers must keep an accurate record of volunteer hours by completing a monthly time sheet. We keep statistics for volunteer hours in order to analyze service needs, service delivery and planning for volunteer-related activities. Please leave your time sheet at your volunteer work site if possible. At the end of each month, turn in your completed time sheet to your supervisor. A sample of a completed time sheet is in the appendix of this handbook.

RECRUITING VOLUNTEERS

You are one of the best recruitment resources available to us! Tell a friend, neighbor or co-worker about your experience with the VIP Program. We appreciate your assistance in helping us maintain a pool of dependable, helpful volunteers.

REASONS FOR DISMISSAL

The Department reserves the right to terminate your services as a volunteer at any time if it is considered to be in the best interest of the department. Following are some examples of situations that may cause us to terminate your services.

- Falsifying statements on the VIP application or during the interview process.
- Engaging in objectionable conduct (i.e., harassment, discrimination, derogatory, racial, ethnic, religious, gender, sexual orientation, sexual, or other inappropriate remarks, slurs or jokes.)
- Misusing your volunteer identification badge.
- Reporting for work under the influence of alcohol or drugs.
- Releasing confidential information to the public.
- Committing a class 'A' misdemeanor or felony at any time during your tenure as a VIP volunteer.

RESIGNATION

If you decide you no longer wish to volunteer, please notify your supervisor as soon as possible. Please also contact the VIP Program Coordinator to arrange for an exit interview.

EXIT INTERVIEW

When you decide to leave the volunteer program, we would like you to complete an exit interview form so that you can share your impressions of the program with us. You will also have the option of meeting with the VIP Program Coordinator. It is hoped that this interview will help us part friends, as well as provide insights into possible improvements. All information will be kept strictly confidential and will in no way affect any references that we provide another agency about you.

CITY OF EUGENE POLICIES

PROFESSIONAL CONDUCT POLICY/PROHIBITION AGAINST HARASSMENT AND DISCRIMINATION

The City of Eugene is committed to having a positive and professional work environment and will take all necessary steps to ensure that the work environment remains productive for all who work and volunteer here. It is the responsibility of all employees, volunteers and agents of the City to treat each other with courtesy, consideration, and respect and to create and maintain a work environment free from illegal harassment or discrimination based on race, sex, sexual orientation, color, national origin, age, religion, disability, marital status, familial status, source of income, or any other legally protected status.

With this policy, the City of Eugene prohibits not only unlawful harassment and/or discrimination, but also unprofessional and discourteous actions. Accordingly, derogatory racial, ethnic, religious, age, gender, sexual orientation, sexual, or other inappropriate remarks, slurs, or jokes will not be tolerated. Any employee or volunteer who engages in objectionable conduct is subject to discipline up to and including termination/removal from the Volunteers In Policing Program.

SMOKING POLICY

This policy applies to all personnel and members of the public when inside City owned or leased facilities or vehicles. For the purpose of this policy, smoking instruments and devices will be defined as: cigarettes, cigars, and pipes.

The use of any lighted smoking instrument or device is strictly prohibited in indoor work areas at all facilities owned, leased and operated by the City of Eugene, including all motor vehicles and motorized equipment owned, leased and operated by the City of Eugene, unless expressly permitted by collective bargaining agreement.

Smoking will be allowed in designated outdoor patios, balconies, walkways and other outdoor areas as long as smoke does not infiltrate another work area. Individual departments may elect to prohibit oral use of tobacco products (i.e. chewing tobacco) if there is evidence that vehicle and/or facility cleanliness is being adversely effected by the use of such products.

USE OF CITY EQUIPMENT AND PROPERTY

City Equipment/Property City equipment, facilities, supplies, and other property are to be used only for City business and must not be used for personal use either during or outside regular working hours, except as noted in the section below - Personal Use of Electronic Office Equipment.

Personal Use of Electronic Office Equipment The use of electronic office equipment has become an essential part of the City's ability to serve the public. According to the Oregon Revised Statutes (ORS), publicly owned equipment is intended to be used only for the official business of the government entity. The City recognizes, however, that there are occasions when a City employee may use office equipment for personal purposes without such use being at odds with the law. In fact, it may be less disruptive to permit employees to use office equipment at the work place, than to require them to take a break or leave the work place to take care of personal matters.

Policies regarding the personal use of specific electronic office equipment are outlined below. Individual departments may adopt more stringent criteria or policies than outlined in the policies below based on the business needs of the department.

Employees are responsible for having a clear understanding of the guidelines prior to using any office equipment. Employees should check with their supervisor if they are unclear on these guidelines or on the application of these guidelines to a specific use. In addition to the specific conditions for each equipment type, the following guidelines apply:

- The use should not cause a negative public perception or poor image of the City of Eugene.
- The use should be of limited extent in terms of length of time and frequency. Other options should be explored first whenever possible.
- The use should result in no or negligible cost to the public. Any identifiable incremental cost should be reimbursed.
- The use must be at the employee's own workplace and not at another City facility.
- The use must not result in any financial gain or avoidance of financial detriment.
- The use must not involve a business venture.
- The use must not involve union business, unless previously authorized by the City.
- The use must not involve any political campaign activity.
- The use must not involve fund raising or issue advocacy unless it is an authorized city activity.

Telephones: The City recognizes the occasional need for employees, during work hours, to make a brief personal phone call to take care of a variety of matters that can only be accomplished during regular working hours. Personal phone calls made on city telephones during working hours should be brief as possible (around 2-3 minutes) and infrequent (around 3-4 per day). Longer calls are permitted when the employee is off duty or on break. Examples of acceptable personal phone use include making medical appointments, scheduling service technicians, conferring with a child's school, talking to family members, or contacting a business that is not open when the employee is not at work.

Long distance calls are permissible only if the employee uses a personal calling card. If it is an emergency and the employee does not have a personal calling card, s/he may make a long distance call and reimburse the City immediately.

Cellular Phones:

The personal use of cellular phones is more limited than that for regular office phones. This is because of the air time costs associated with cellular phones. Personal use of a city-owned cellular phone is allowable only for reasons that are directly related to official duties such as a meeting that runs late or a last minute change of schedule. Examples of acceptable use include contacting a spouse or child care giver to advise them that the employee is going to be late getting home or picking up children. Use is also allowable for employees in the field for personal calls that cannot wait until the employee can gain access to a regular telephone.

E-Mail:

The City recognizes the occasional need, during work hours, to use e-mail to take care of a variety of matters that can only be accomplished during regular working hours. Personal e-mail use made on City computers during working hours should be as brief as possible (less than a screen's worth) and infrequent (around 3-4 per day). Examples of acceptable e-mail use include conferring with a child's school, arranging child care, communicating with family members, or contacting a business that is not open when the employee is not at work.

Fax Machines/Printers, Copiers:

Limited personal use of fax machines, printers, copiers is acceptable if the use is minimal (less than 10 pages), infrequent (not more than three times in a month), and the employee reimburses the City for all expenses (.05/page). Examples of acceptable use include copying a tax return, printing a resume, and faxing an order. Sending faxes long distance is only allowed if the employee uses a personal calling card.

Computers and Internet:

The personal use of city computer hardware and software, including Internet access, is acceptable in limited circumstances. The use must be at lunch or immediately before or after work. Use requires supervisor approval. In addition, each department may develop rules regarding access to the work place before and after regular working hours. No personal software may be loaded onto city computers.

Use of city computers and Internet access should be as brief as possible (less than one hour) and infrequent (around 2-3 times per week). E-mail use must not include mass distributions, e.g., chain "letters". Examples of acceptable uses include composing a letter, sending or receiving e-mail from a friend, or checking account balances at the credit union.

Use of the Internet must not be used to access or distribute information that is obscene or indecent in nature or would reasonably offend co-workers or the public on the basis of race, color, religion, sex, national origin, age or disability. The Internet must not be used for any purpose that would cause a negative public perception or poor image of the City such as sending an inflammatory posting to a news group.

REFERENCE MATERIAL

What is Community Policing?

Community Policing is a way of doing business; it is not a program, service or specific unit of the police department. Some of the core elements include:

Trust and Accountability means that there is a demonstration of integrity, fairness and openness in all interactions. Both police and community members share accountability for actions and outcomes.

Community Involvement recognizes that your cooperation and involvement is necessary to address long-term, complex problems of public safety and quality-of-life issues that affect the livability and security of Eugene. The knowledge and experience of community members is valued and integrated into how community safety is approached.

Customer Service means high quality, progressive police services tailored to the needs of the community.

Innovative Problem Solving where comprehensive solutions are sought to address the underlying causes of crime. It includes alternative approaches to resolving security and quality-of-life issues that do not necessarily include the police in the solution.

Partnerships are emphasized in recognition that police cannot solve public safety problems alone. Collaborative relationships are formed where the responsibility for identifying and resolving issues is shared.

Crime Prevention and Education are cornerstones in providing effective strategies that reduce victimization, empower people to take responsibility for their own safety and create long-term solutions to crime problems.

What are some examples of Community Policing in Eugene?

Partnerships:

Public Safety Substations where various combinations of sworn and non-sworn police staff, probation officers, community prosecutors and volunteers work, creating a high-visibility presence in multiple locations.

Foot & Bike Patrols are in the Whiteaker neighborhood, downtown mall, mid-town and the University of Oregon, making officers more accessible to area residents.

Committees & Task Groups that are formed to address specific issues such as the Heroin Task Force and Racial Profiling Task Group, as well as support programs such as "Weed and Seed" and "Safe and Sound."

The Campus Patrol Team is a partnership with the University of Oregon which provides policing services on and immediately around campus.

Prevention

Community policing involves more than just police officers. Some examples include:

Community Service Officers are a uniformed group of non-sworn officers who augment the efforts of patrol officers by providing crime prevention information to community groups, taking various police reports, and assisting with traffic control.

The School Resource Team is comprised of police officers and crime prevention specialists who are assigned to 4-J and Bethel District High Schools and Middle Schools to provide mentorship, intervention, and prevention services to youth and their families.

Neighborhood Watch uses education and prevention strategies to help residents protect themselves from crime.

Respond to Safety and Quality of Life Issues

Community policing does not mean police are soft on crime. Responses to community safety issues such as theft and speeding, or nuisances, such as graffiti, are addressed through traditional and innovative policing practices. Three police officers, identified as Area Coordinators, are assigned to geographic areas of Eugene to work with residents, businesses and other parties, in addressing quality of life issues and identifying crime patterns. The Area Coordinators share this information with patrol officers to enhance awareness of the activities within their beats.

The Traffic Enforcement Unit partners with Public Works and neighborhood groups to identify areas where traffic and pedestrian safety are issues. They increase awareness of hazards through speed readers and heightened enforcement.

The Rapid Deployment Unit responds to street level crime issues that impact safety and contribute to neighborhood deterioration, such as prostitution and drug dealing.

CAHOOTS (Crisis Assistance Helping Out On The Streets) is an example of an alternative to law enforcement response where, through a contract with White Bird Clinic, a mobile team provides a wide range of social service options, including crisis intervention and transportation to substance abuse and mental health treatment. Strict confidentiality is observed.

Community Policing Challenges and Opportunities

There are several challenges to continuing our community policing efforts. There are different interpretations of what community policing means and what the role of the police should be in providing public safety services. However, we share a common concern for the security and livability of Eugene.

Our community is growing and demands for police services are increasing. Yet, community policing in its fullest form requires more staff resources because, at least in the short run, it is more time consuming.

Other community partners who provide public safety services (jail, drug treatment, mental health, low-income/transitional housing, at-risk youth programs) also have limited capacity to adequately meet community needs.

Our challenge as a community is to carefully assess the best uses of limited resources and target those areas that will provide the greatest gains in safety and livability in Eugene. Equally important is identifying which public safety and quality of life issues require police response, which fall to other agencies for response, and recognizing opportunities where a shared response will bring better results.

ACRONYM LIST

AIC	Acting in Capacity
AIC	Allegation, Inquiry, Commendations
AIRS	Area Information Records System
BOLO	Be On the Look Out
BPSS	Bethel Public Safety Station
BPSST	Board on Public Safety Standards and Training
CCT	Crowd Control Team
CCW	Carrying a Concealed Weapon
CFS	Call for Service
CLC	Citation in Lieu of Custody
CNT	Crisis Negotiations Team
CPST	Community Policing Support Team
CRT	Community Response Team
CRT Ops	Community Response Team Operations
CSO	Community Service Officer
CSS	Community Service Specialist
CTF	Central Training Facility
DA	District Attorney
DFAR	Daily Field Activity Report
DMV	Department of Motor Vehicles
DO	Desk Officer
DOB	Date of Birth
DOR	Daily Observation Report
DT	Defensive Tactics
DUII	Driving Under the Influence of Intoxicants
EDU	Explosive Disposal Unit
EFD	Eugene Fire Department
EPD	Eugene Police Department
EPBA	Eugene Police Benevolent Association
EPEA	Eugene Police Employees Association
ESTC	Emergency Services Training Center
ETA	Estimated Time of Arrival
EVOC	Emergency Vehicle Operations Course
FEU	Forensics Evidence Unit
FST	Field Sobriety Tests
FTA	Failure to Appear (for a court appearance)
FTO	Field Training Officer
GOA	Gone On Arrival
GSW	Gun Shot Wound
HAZMAT	Hazardous Materials (team)
HBD	Has Been Drinking

HRRS	Human Resource & Risk Services
INET	Interagency Narcotics Enforcement Team
JCPD	Junction City Police Department
LCAC	Lane County Adult Corrections (the jail)
LCMH	Lane County Mental Health
LCPH	Lane County Psychiatric Hospital
LCSO	Lane County Sheriff's Office
LEDS	Law Enforcement Data System
LSW	Last Seen Wearing
MCI	Major Collision Investigators
ME	Medical Examiner
MIP	Minor in Possession (of alcohol)
MVA	Motor Vehicle Accident
NCIC	National Crime Information Center (database)
OC	Oleoresin Capsicum (propelled organic irritant-replaced mace)
ODL	Oregon Drivers License
OSP	Oregon State Police
OT	Overtime
PAF	Personnel Action Form
PC	Probable Cause
PCU	Property Control Unit
PIC	Personnel Investigations Coordinator/Internal Affairs
PIO	Public Information Officer
POE	Point of Entry
POI	Point of Impact
POM	Police Operations Manual
POP	Problem Oriented Policing
POPAT	Police Officers Physical Agility Test
P&P	Parole and Probation
PPCC	Public Safety Coordinating Council
PSO	Public Service Officer (in City Manager's Office)
RDU	Rapid Deployment Unit
SIU	Special Investigations Unit
SPD	Springfield Police Department
SWAT	Special Weapons And Tactics
TA	Traffic Accident
TEU	Traffic Enforcement Unit
TVI	Tactical Vehicle Intervention
UPCS	Unlawful Possession of a Controlled Substance
UPW	Unlawful Possession of a Weapon
UTC	Uniform Traffic Citation
UTL	Unable to Locate
UUV	Unauthorized Use of Vehicle
RDU	Rapid Deployment Unit
WPSS	Whitaker Public Safety Station
WUPSS	West University Public Safety Station

AGREEMENTS & FORMS



FOR OFFICE USE ONLY

USER ID: _____

AGENCY: _____

AIRS Confidentiality Agreement

I, _____ hereby agree to abide by the State of Oregon

(PRINT Applicant Name: First, MIDDLE, Last)

laws, Computerized Criminal History regulations and organizational and department policies regarding the confidentiality and dissemination of information stored in the AIRS system.

I agree that I will use the data that I have access to through the AIRS system only in the performance of my assigned job duties and I will not allow any unauthorized access to the data. I understand that to use it in any other way may be a violation of Oregon Revised Statute 244.040, which prohibits use of government office for personal gain or ORS 162.405-162.425, which prohibits abuse of public office.

I agree I will not release or divulge my personal security password to any person, agency or organization unless required by a direct order from my supervisor. If I release my security password by order of my supervisor, I will notify the AIRS Security Administrator for my agency who will, in turn, notify the AIRS Manager.

I understand if I knowingly fail to adhere to the above confidentiality requirements, my personal security password will be suspended immediately.

I understand that disciplinary and/or criminal action may be taken against me if I violate the confidentiality requirements set forth in this agreement. I understand that AIRS maintains a complete record of all inquiries and updates I make to the AIRS system for the purpose of enforcing confidentiality.

I agree I will notify my supervisor and AIRS if I am charged with a felony or Class A misdemeanor. I understand that if I fail to do so, my access to AIRS will be terminated immediately.

SIGNATURE: _____ DATE: _____
Applicant

TITLE / ROLE: _____ AGENCY: _____

BACKGROUND CHECK COMPLETED: _____ DATE: _____

SIGNATURE: _____ DATE: _____
Agency Security Administrator



Eugene Police Department Volunteers in Policing Program Confidentiality Agreement



The Eugene Police Department requires any person associated with police operations to abide by Federal, State, and Local laws, and Eugene Police policies governing the confidentiality and dissemination of criminal information; and requires utmost discretion in the sharing of any information which has been given on a confidential basis and/or which may adversely affect police operations. In addition, information received from or about citizens will not be shared with any non-police person without the citizen's permission, except in the following instances:

1. Upon issuance of a subpoena by a court of law.
2. Suspected incidence of child or elderly abuse, which is required under Oregon statutes.

This confidentiality policy is not intended to prohibit the sharing of information with police officials. Upon receiving information that indicates a person intends to harm or is at risk of harming himself or herself or others, or any other information or situation, emergency or non-emergency, which may require police evaluation and response must be reported to a police officer or official as soon as possible.



I have read the confidentiality policy of the Eugene Police Department. I understand that I am to follow Federal, State, and Local Laws, and the Eugene Police Department's policies governing confidentiality issues. I understand my obligations regarding confidentiality issues and also understand that my association with the Eugene Police Department will be terminated if confidentiality requirements are not strictly adhered to.

Signature _____ Date _____



Eugene Police Department Volunteers in Policing Program ID Card Guidelines



ID cards are issued to all Eugene Police volunteers. The volunteer ID cards help clarify your role by providing a visible way for citizens and other employees to recognize you as an official volunteer. You are expected to wear your badge at all times while on duty as a volunteer in Eugene Police Department facilities.

The badge is not to be used for general identification purposes, such as check cashing, or to gain favorable treatment or gratuities. The only legitimate and approved use of the badge is to identify yourself as a volunteer with the Eugene Police Department while on duty.

Misuse of your ID card would be considered a serious violation of Eugene Police Department ethics and could be grounds for dismissal from the Volunteers in Policing Program.

Upon completion of your assignment, you are required to return your ID card to the Volunteers in Policing Program Coordinator.

If you lose your ID card, please report the loss to your supervisor immediately.



I have read the above information, and understand the circumstances under which I may and may not display my volunteer ID card. I agree to return my ID card to the Volunteers in Policing Program Coordinator upon completion of my volunteer assignment with the Eugene Police Department.

Signature _____ Date _____



Eugene Police Department Volunteers In Policing Program Insurance Information



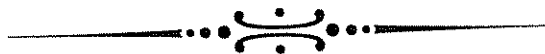
Thank you for volunteering your time to the City of Eugene. We appreciate your willingness to contribute your time to our community and hope that this experience will be rewarding for you. While the City of Eugene has an excellent safety record for its volunteer programs, it is important that you understand the extent to which your volunteer activities are covered by the City's insurance.

Medical Insurance As a volunteer, you are not covered by the City's Workers' Compensation program. You are, therefore, encouraged to have your own health insurance in the event you are injured while performing your volunteer duties. The City does provide excess medical insurance coverage up to \$2,500 per occurrence over and above any other existing insurance. (City of Eugene APPM Section 7-600)

General Liability Insurance As a volunteer for the City of Eugene while you are performing your assigned duties, you are considered to be acting as an agent for the City. Therefore you are covered by the City's self-insured general liability insurance program for any injury or damage to members of the general public resulting from your actions. (City of Eugene APPM Section 7-800)

Automobile Liability Insurance Before you will be authorized to drive a motor vehicle on behalf of the City of Eugene, your driving record must be reviewed and approved by Risk Services. Should you be asked to drive a City vehicle as part of your volunteer duties, you will be covered by the City's self-insured automobile liability insurance coverage. If you use your own vehicle to perform your assigned volunteer duties, you must carry your own automobile liability insurance for this purpose. The City will not assume responsibility for any damage to your personal vehicle. (City of Eugene APPM Section 7-330 to 7-335)

Reporting Requirements Any hazardous condition, injury or damage to you or members of the public should be reported to your supervisor as soon as reasonably possible.



I have read the insurance information above and understand that the City of Eugene provides limited secondary medical coverage for accidental injury if it is a direct result of my volunteer activities.

Signature

Date

Volunteers under age 18 must have a parent or guardian sign below, acknowledging that they are aware their dependent is volunteering, and that they have read this form.

Signature

Date



Eugene Police Department
Volunteers in Policing Program
Parking/Transportation Agreement



The Eugene Police Department is pleased to be able to offer parking permits, parking validation coupons and bus tokens to volunteers.

The permits, validation coupons and bus tokens are to be used exclusively for volunteer-related parking and transportation needs.

The Volunteer Coordinator maintains a parking schedule for the permit spots. If you have been given a parking permit, you are authorized to park in one of the two designated parking spots for dates and times that are pre-arranged.

Misuse of permits, validation coupons or bus tokens would be considered a serious violation of Eugene Police Department ethics and could be grounds for dismissal from the Volunteers In Policing Program.



I have read the above information. I understand that the parking permit, parking validation coupons and LTD bus tokens are to be used for parking/transportation while I am on duty as a volunteer with Eugene Police. I agree to return my parking permit and/or any remaining validation coupons and bus tokens to the Volunteers in Policing Program Coordinator upon completion of my volunteer assignment with the Eugene Police Department.

Signature_____ Date_____

Vehicle Make/Model:		
Vehicle Color:	License Plate #:	Vehicle Year:



Volunteers in Policing Program

VOLUNTEER SELF EVALUATION



Name of Volunteer:					
Assignment:					
Evaluation Time Frame:					<input type="checkbox"/> 60 day evaluation or From: _____ To: _____
RATINGS: 1=Exceeds requirements 2=Meets requirements 3=Needs improvement 4=Not applicable					
Factors Considered					Comments
1	2	3	4	Professional Qualities	
				Looks for ways to improve, has initiative	
				Deals with routine tasks efficiently.	
				Meets commitments reliably.	
				Adheres to confidentiality policy.	
				Dress/grooming appropriate for assignment; wears name badge.	
1	2	3	4	Dependability	
				Attends regularly.	
				Arrives on time.	
				Arranges lateness and time off in advance.	
1	2	3	4	People Concerns	
				Is friendly, courteous and sincere.	
				Understands and follows instructions.	
				Accepts feedback and suggestions; responds appropriately	
				Cooperates with co-workers. Contributes to team effort.	
				Demonstrates ability to communicate w/a wide variety of people.	
1	2	3	4	Responsibility & Motivation	
				Demonstrates progress in developing volunteer specific skills.	
				Is able to work independently after being trained.	
				Consistent follow through on tasks.	
				Understands work flow related to the volunteer assignment.	
				Is accurate, thorough, and produces acceptable work.	
				Readily identifies problems or errors related to assignment.	
Additional comments:					

Volunteer's Signature

Date

Supervisor's Signature

Date

