



# IACP Net Workflow

## DEVELOP A POLICE VOLUNTEER PROGRAM

### 1. DETERMINE JUSTIFICATION & STRATEGY

There are many things to consider when developing a volunteer program and it is important to build justification to secure stakeholder buy-in. Researching what has worked at other agencies can also assist you in developing a successful strategy.

#### FIND RESOURCES ON IACP NET

- Click on e-Libraries in the top navigation, then select Main on the left, then Search Now on the menu.
- In the Policies e-Library Search box, type volunteer program.
- Review the list of documents and their brief summaries. Click the document title for the full text.
- Many documents include additional resources like downloadable forms, PDFs, and videos.

#### SAMPLE DOCUMENTS

(636294) Volunteers in Police Service *(video)*  
 (639070) The Value of Volunteering *(podcast)*  
 (634560) Official Volunteer Program: Colorado Springs

### 3. DEVELOP POLICY

Things to consider when developing a policy for your new volunteer program might include: how to best recruit, screen, select, place, and train the volunteer; their fitness for duty; the level of confidentiality; and how you plan to evaluate their performance.

#### FIND RESOURCES ON IACP NET

- Click on e-Libraries at the top, then Policies on the left, then Search Now on the menu.
- In the Policies e-Library Search box, type volunteer program, enter any additional search criteria below, and click Submit.
- Narrow your search by using the check boxes:
  - Check the Model Polices box to view policies from the IACP Policy Center.
  - Check the CALEA-Referenced box for policies from CALEA-accredited departments.
- Narrow your search to policies from similar-sized agencies:
  - Click on the Optional: Click to Narrow Search tab.
  - Check the box(es) in the Sworn box for the categories you would like to search.
- Review the list of policies and their brief summaries. Click the document title for the full policy.
- The full policy text is easy to copy-and-paste so you can easy edit it to match your agency's unique needs.
- Contact information is also included so you can reach out to the information provider for any questions.

#### SAMPLE DOCUMENTS

(650773) Volunteers *(from the IACP Law Enforcement Policy Center)*  
 (571568) Civilian Volunteers *(from Cincinnati OH Police Department)*  
 (629536) Volunteers in Police Service (VIPS) Program *(from Fairfax County MD Police Department)*

### 2. SOLICIT INPUT

You are sure to have some questions when putting together your new program. Contacting other agencies that have put together programs is a great way to get first-hand experience.

#### FIND RESOURCES ON IACP NET

- Click on Networking at the top, then Quest-Response on the left, then Search Now on the menu.
- On the Quest-Response toolbar, click on Add Quest.
- Type a short title in the Subject box, for example, Volunteer Programs.
- In the Message box, type in your question.
- Review the Contact Information box to make sure everything is current, and click Post.
- You will be notified by email when someone responds to your question. You can click on the link from that email to get to the new post.

### 4. CREATE NECESSARY FORMS

Collect information from prospective volunteers such as their contact information; related skills, experience, and knowledge; their availability; references; and any positive or negative background with law enforcement. Also consider including verbiage allowing for a background check.

#### FIND RESOURCES ON IACP NET

- Where: Click on e-Libraries in the top navigation, then select Forms on the left, then Search Now on the menu.
- Search Terms: In the Main e-Library Search box, type volunteer program.
- Review the list of documents and their brief summaries. Click the document title for the full text, or click the name of the form right in the summary list to download or view it.
- Open the form in an editor and switch out the providing agency's information with your own.

#### SAMPLE DOCUMENTS

Volunteer Application (647927)  
 Auxiliary Volunteer Public Safety Questionnaire (641925)  
 Request for Background Check/Volunteer Applicant (620492)

FOR MORE INFORMATION  
 VISIT

[WWW.THEIACP.ORG/IACPNET](http://WWW.THEIACP.ORG/IACPNET)