

Boise City Police Department
Volunteer Program
Volunteer Handbook



Boise City Police Department Volunteer Program Volunteer Handbook

This handbook is designed to provide information and support to the Boise City Police Department - Volunteer Program. The intent of the goals and policies listed herein is to maximize the effectiveness of the BPD - Volunteer Program and assist department personnel and volunteers in understanding their roles and responsibilities within the framework of the volunteer program.

Boise Police Department Mission Statement

The mission of the Boise Police Department is to provide efficient and effective law enforcement service to our community. The Police Department will contribute to the high quality of life in our community by proactively preventing, detecting and suppressing crime, as well as identifying and solving police-related community problems. Public order, peace and tranquility shall be maintained through balanced and timely delivery of professional, objective and quality service to our citizens. The Department's values will reflect sensitivity to crime and community problems, to a reduction of the fear of crime and to preservation of individual rights under the Constitution.

A major goal of the Police will be the maintenance of a high level of public confidence based upon open communication, community involvement and interaction.

BPD - Volunteer Program Philosophy Statement

In order to enhance and promote innovative public safety programs to meet the needs of the community, the Boise City Police Department actively encourages the involvement of volunteers. Local citizens, volunteering time and energy to the department, provide public awareness and support, beneficial cost and resource savings to the city, and foster quality of life and well-being in the community.

BPD - Volunteer Program Mission Statement

To enhance the mission, goals and efforts of the Boise City Police Department, as well as promote community involvement, awareness and support.

Major Program Goals:

- 1) To promote community involvement and awareness in public safety issues.
- 2) To provide direct assistance and support to the department through the use of program volunteers.
- 3) Provide opportunities for program volunteers to meet and reach personal/professional goals while benefitting the department.
- 4) To enhance the department budget by accessing and utilizing the in-kind contributions made by program volunteers.

Orientation and Training:

As a new volunteer you will receive a program overview with the Volunteer Coordinator prior to placement. The program overview will provide the necessary orientation to make a successful start as a valuable department team member. Your program overview and orientation will include the following information:

Required identification while representing BPD;

Parking;

Appropriate Attire;

Time cards;

Evaluations;

Policies and procedures.

As a volunteer you are expected to follow all applicable policies, procedures, regulations, and rules as the paid employees unless otherwise directed by proper authority.

Policies:

As Boise City Police Department Volunteers, it is imperative you understand your responsibility as a representative of this department.

In the following section, "employee" is the same as "volunteer."

7.06 Dismissal

A dismissal is the involuntary separation of an employee from City employment for just cause as determined by the head of the department where the employee worked.

An employee may be dismissed for failure to meet standards of job performance, attendance and behavior; for misconduct; and/or, for failure to follow employment-related policies and procedures.

While not all inclusive, the following list provides examples of impermissible conduct or performance that may lead to immediate dismissal.

- Obtaining employment based on false information or by making material omissions.
- Theft or unauthorized removal or possession of City or another person's property from City's premises.

- Bringing or possessing unauthorized firearms, weapons, explosives or similar items on City property or time. (Even if you're a Concealed Weapons Permit Holder!)
- Showing up for work being under the influence of, using, or possessing illegal drugs, controlled substances or unauthorized alcohol on the job, while performing City business.
- Plea of or finding of guilt, conviction of official misconduct in office, or conviction of a crime that reflects negatively on the employee's ability to perform the job or on the City as an employer.
- Insubordination, including improper conduct toward a supervisor.
- Fighting, provoking a fight, or threatening physical violence toward another employee or member of the public while on duty, or performing City business, or representing oneself as a City employee.
- Misusing, abusing, destroying or damaging City property or equipment.
- Carelessness or negligence in the performance of work which compromises or jeopardizes the safety of the employee or others.
- Failure to report a job injury or accident; making false claims or inaccurate statements in the reporting of job injury or accident.
- Habitual tardiness, absenteeism, or job abandonment.
- Unauthorized disclosure and/or use of confidential information from City records.
- Failure to obtain and maintain licensure requirements lawfully required as a condition of employment in the position.
- Use of public office or position to obtain personal or financial gain or accepting valuable gifts in exchange for influence or favors given as a City employee.
- Unlawful job discrimination or harassment of other employees.
- Unsatisfactory performance.
- Failure to comply with or disregard of employment-related rules, policies and prohibitions.
- Violation of safety standards

7.22 Drug-Free Workplace

Employee Prohibitions and Responsibilities:

Employees are expected to report to work in a mental and physical condition that enables safe and efficient job performance. Employees are expected to engage in activities on-the-job or while on City premises which are appropriate for the working environment and do not compromise the City's interest in maintaining a safe, secure and drug-free workplace.

Reporting to work under the influence of alcohol or a controlled substance is prohibited, except as provided in this policy.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance while on City premises, while operating City vehicles or equipment, or while in the scope and course of City employment is prohibited.

Unauthorized distribution, possession, use of, or otherwise being under the influence of alcohol to any degree, while on City premises, while operating City vehicles or equipment or while conducting City business is prohibited. Consumption of alcohol in moderation on City property at City-authorized social functions or work-related social functions may be permitted if prior approval is given by the Department Head.

Legally prescribed medications taken by the employee for whom they are prescribed are only excluded from this policy and permitted to the extent that use of such medications does not adversely affect the employee's work ability, job performance, or the safety of that individual or others. An employee taking a prescribed medication that could affect performance must notify his supervisor so that the concerns described above can be addressed.

Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute, or of any alcohol-related offense, for violations occurring on or off City premises while conducting City business. A report of a conviction must be made within five (5) days after the conviction. (This requirement is, in part, mandated by the Drug-Free Workplace Act of 1988.)

Such report will be made by the employee to the employee's Department Head who shall immediately notify Human Resources. In the Department Head's absence, the employee will notify Human Resources directly.

The employee's privacy rights must be maintained. Any intervention steps, including referral for treatment, counseling or rehabilitation programs, shall be kept confidential. Information about the violation or treatment shall not be shared with co-workers or peers.

Definition of a Controlled Substance:

Controlled substances are those drugs or substances as defined in Section 202 of the Controlled Substance Act 21 USC 812 (Schedules 1 through 5). Includes drugs or substances that have a potential for illegitimate use or abuse which may lead to physical or psychological dependence regardless of whether they have a currently accepted medical use in treatment in the United States.

Penalties for Violation:

Action taken against an employee who violates this policy will be determined by the individual circumstances of each case (i.e. severity of the offense, affect on employee's performance, previous offenses, etc.).

Violations of the policy will result in disciplinary action up to and including dismissal. Violations may also involve criminal prosecution of the offending employee.

7.28 Code of Ethics

Standard of Conduct:

No City employee shall knowingly:

Use his official position or office to obtain financial gain for himself, any member of his household, or any business with which he or a member of his household is associated.

Use or disclose confidential information gained in the course of or by reason of his official position or activities in any way that could result in financial gain for himself or for any other person.

Accept any valuable gift, whether in the form of service, loan, thing or promise from any person or business which is interested directly or indirectly in any manner whatsoever in business dealings with the City; provided, however, any City employee who is a candidate, for public office may accept campaign contributions and services in connection with such campaign.

Disclosure:

Any City employee, who in the discharge of his official duties would be required to take an action or make a decision that would affect directly or indirectly his financial, business or other personal interests or those of a member of his household, shall verbally disclose such interest to the Mayor who may assign the matter to another employee.

Prohibited Influence and Conduct:

No City employee shall solicit or receive a gift, favor, service, or promise of future employment based on any understanding that it would influence the employee in the discharge of his duties.

No City employee shall solicit or receive, any money in addition to that received by the employee in his employee capacity, or advice or assistance given in the course of the employee's employment or relating to this employment.

Exception:

A City employee shall not be deemed to have a financial interest in a matter if his interest is solely that of a general taxpayer or solely that of a recipient of public services generally provided by the City on the same terms and conditions as if he were not an employee.

7.29 Usage of Electronic Communication

User Responsibilities:

Users are required to take reasonable precautions to minimize the risks related to uses of the Internet and to take those defensive actions that will reduce the risks to the City and its data resources; users are required to check for computer viruses on all downloaded files before using them. Each user is responsible for being fully familiar with the guidelines provided for Internet use and for following these guidelines when using the

Internet. Users are also required to ensure their use of the Internet does not conflict with existing City Ordinances, policies, or procedures, or with state or federal laws. Violations may subject the user to potential civil and criminal penalties as well as disciplinary action.

Volunteer Responsibilities:

- Volunteers are required to wear the department identification badge, vest, and name pin when representing BPD, unless otherwise approved by the Volunteer Coordinator.
- Volunteers are required to track hours of service and complete a monthly time card.
- While working at the Barrister location, volunteers must park in the public parking lot on the South side of the building.
- Volunteers will be asked to complete an evaluation of the BPD - Volunteer Program on an annual basis or upon resignation.
- Meet the requirements of placement job description.
- Communicate openly and honestly.
- Recognize the importance of taking care of his/her own individual needs.
- Adhere to the policies and procedures of the BPD - Volunteer Program.

Department Responsibilities:

- Provide meaningful volunteer opportunities.
- Communicate openly and honestly.
- Recognize the importance of volunteers as team members of the department.
- Evaluate the Volunteer Program annually.
- Maintain accurate records of the Volunteer Program.

Attachments:

- 1) Memorandum of Agreement
- 2) Time card
- 3) BPD Policy 24.0600 Accidents and Injuries

Questions regarding the BPD - Volunteer Program may be directed to the Volunteer Coordinator, ~~Michelle A. Callahan, at 377-6624.~~ Glenna Crawford at 373-5487.

Boise Police Department

10.300 Accident/Injury Policy

10.301 Purpose

The guidelines set forth in FM 10.300 are established to:

1. Insure that corrective measures are taken with regard to preventable industrial (on-the-job) accidents.
2. Insure that injured employees receive all benefits due them from the City and the State Insurance Commission (Worker's Compensation).
3. Insure that the facts are established with regard to serious incidents involving the possibilities of litigation or disciplinary action.

10.302 Vehicle Accidents

Members shall refer to FM 5.300 Employee Involved Vehicle Accidents for procedure and reporting requirements for both injury and non-injury vehicle accidents involving Department employees.

10.303 Personal Injury

All injuries sustained by an employee while the employee is on duty, or performing authorized and designated duty related functions, or exercising his authorized and designated duty related functions or exercising his police powers within the State of Idaho in conformance to I.C. 19-701A shall be considered Industrial Accidents and shall be reported as described herein.

10.304 Injury Reporting

1. Whenever an employee sustains an injury or suspected injury as described in FM 10.303, he shall immediately notify his supervisor and shall as soon as possible the same duty shift submit an SD#1 form to the supervisor with employee's section the form completed.
2. If the employee is unable to fulfill the written reporting requirements, the supervisor shall complete it for him.
3. The supervisor shall investigate the circumstances of the incident and complete the supervisor's section of the SD#1 form. He shall normally, submit the SD#1 through the chain of command to Police Personnel within 48 hours or the next duty shift.
4. The SD#1 form is required whether the employee receives medical attention or not.

5. The SD#1 form shall serve as formal documentation of the incident. The employee shall have up to one year to submit a claim on the injury pursuant to I.C.72-701 Worker's Compensation.

5.300 Member/Employee - Involved Vehicle Collisions

Purpose: To establish policy and procedure for ensuring impartial investigation and appropriate review of member/employee - involved vehicle collisions.

Definitions: **Collision:** Any physical contact between a vehicle and another object or person where damage or injury is evident or possible.

State Reporting Requirement (Reportable Collision): Requirement stating that collisions must be reported only if damage exceeds \$750.00 (for either vehicle) or if there are injuries or fatalities.

Immediate Family Member: Spouse, children, parents, brother, sister, grandparent or grandchild of the employee and that of his/her spouse's family.

Policy: **Accident Investigation**

It is the policy of the Boise Police Department to ensure impartial investigation of collisions involving members and employees of its department. To that end, all member/employee - involved collisions, whether the employee is on or off duty, will be investigated as follows:

Collisions occurring in the City of Boise involving department vehicles will be investigated by the Idaho State Police (ISP). In addition, BPD will conduct a parallel investigation, utilizing accident reconstructionists as necessary.

Collisions occurring in the City of Boise involving personal vehicles will be investigated by the ISP if the collision meets state reporting requirements. BPD will conduct a parallel investigation in these cases as well.

Collisions occurring outside of Boise City will be investigated by the agency that has jurisdiction. If the collision involves a department vehicle, BPD will conduct a parallel investigation after notifying the agency of jurisdiction.

In all cases, the submission of state reporting forms and the determination regarding any enforcement action will be the responsibility of the primary investigating agency.

Note: Sometimes there may be additional perceived conflicts when a collision in the City of Boise involves the immediate family member of a member/employee. If an officer becomes aware of this relationship prior to investigating the collision, he/she should proceed with contacting a supervisor to arrange for an ISP investigation.

BPD DRESS CODE/APPROPRIATE CIVILIAN ATTIRE

I Purpose

The Boise Police Department expects its employees to dress in a manner appropriate to a professional business office environment. Employees should keep in mind the impression attire makes on citizens, visitors and each other and dress accordingly.

II General Factors

A neat and professional appearance is a requirement during the hours of your scheduled work shift, Monday through Friday. All employees are expected to exercise good judgement and dress appropriately for their jobs. The general factor to take into consideration when determining the appropriate dress would be the nature of the employee's public contact, if any, and the normal expectations of outside parties with whom employees will work.

III Professional Attire

The following minimum is applicable to all administrative/office employees during regular scheduled business hours from Monday through Thursday:

1. Business suits
2. Dress slacks, khakis, Dockers, corduroys or other similar "casual dress" pants
3. Dresses
4. Skirts and culottes (mid-thigh or longer) with blouses or sweaters
5. Dress shoes or heels.

Inappropriate attire during business/shift hours includes but is not limited to:

1. Jeans/Levis or denim outfits unless the supervisor has given permission or unless it is Casual Day
2. Shorts
3. Mini-skirts/mini-shorts

IV Relaxed Professional Attire

Friday is designated as Casual Day for all Boise Police Department employees and "relaxed professional attire" is appropriate. This may include:

1. Clean jeans or denim outfits without visible rips, tears, holes or patches
2. Polo shirts (including logo-embroidered shirts) banded collar shirts and other buttoned collar shirts
3. Casual shoes, including open back styles, if worn with clean and neat hosiery/socks.

Inappropriate attire on Casual Day includes but is not limited to:

1. Shorts
2. T-shirts, printed or plain
3. Sweat pants/sweat suits
4. Attire worn to the gym.

V Questions

Any questions regarding the dress policy should be directed to immediate supervisors.

DOCUMENTS TO THE PUBLIC

Please note that volunteers and staff are NOT to fax out or hand out copies of reports or any other BPD documents. There is a procedure in place that must be followed. If the public wants a copy of a report, the requesting party either needs to go to Barrister and request a copy of the report or s/he needs to fax a request to Barrister at 377-6578. The fax request should be addressed "Attention Anne". The request also needs to include the DR#, the address of occurrence, the date/time of incident, who the victim is, who the suspect is, etc. It is very important that everyone — staff and volunteers — adhere to this policy.

Below is an e-mail from Jill Musser, in our Legal Dept. Please add the words *or volunteer* wherever it says *employee*:

Jill Musser wrote:

"I'm sending out this friendly reminder because we still have issues with BPD documents being released to outside parties without going through the records custodians. It is important to remember that the public records request process is in place to protect individuals as well as the Department. There is the potential for adverse consequences if an employee of BPD releases documents or any part of a document that violates the rights of others or the Public Records Act. This applies to everyone. . . . Documents, for purposes of public records, are everything created by BPD employees in the course of their duties, plus anything created outside the agency but incorporated by a BPD employee into BPD records. If you have any questions about the process or whether it applies in any given situation, please don't hesitate to contact me at 377-6667. If I'm not in my office and you need immediate assistance with your question, you can try my cell (440-6667) or the public safety pager (322-3110)."

Thank you.

