

RANTOUL POLICE DEPARTMENT
CITIZEN AND SENIOR CITIZEN VOLUNTEER PROGRAM

POLICY STATEMENT 04-06-01

I. Policy

The Rantoul Police Department shall maintain a Citizen/Senior Citizen Volunteer Program that will allow for Volunteers to help assist and support the Department carry out our mission that involves the responsibility of the protection of life and property and enforcement of the law.

II. Purpose

The purpose of this policy is to have general rules and guidelines for the Volunteers of the Rantoul Police Department.

III. Procedure for Requesting Volunteers

A. Compile a list of duties, created from departmental wide input. Contact Citizen/Senior Citizen Academy with the list and ask for persons who have graduated from the respective Academies. Rantoul Police will also contact the Retired and Senior Volunteer Program for Volunteers. Volunteers are asked to sign up for duty(s) based on personal interest. The Department may conduct a short question/answer period for the Volunteers to check for competency of the duty chosen. The Rantoul Police Department will do a background investigation, check for valid Driver's License, take fingerprints of the said Volunteer.

B. When additional duties are added to the list, the Volunteer Supervisor shall contact the Retired and Senior Volunteer Program and advise them of the additions and ask for any new graduates The Citizen/Senior Citizen Academy.

IV. Work schedules

The Volunteers will let the Volunteer Supervisor know what days, time of those days and how many hours they will be available to work. If the Volunteer is unable to make their scheduled work time, he/she will need to call the Department so we will know they will not be here. If possible, call early enough to call another Volunteer in to take their place.

V. Confidentiality of Official Department Information

It will be the understanding of all Volunteers, the information exposed to them could be of a confidential nature. They are to give information only to authorized persons for whom this information is intended and not divulge it to unauthorized persons. This is to include any and all criminal record information.

VI. Conduct, Dress Appearance, Health and Phones

The conduct of the Volunteer should be in a highly professional manner, after all he/she will be a representative of the Rantoul Police Department.

Volunteers will not make any statements to the media or press that reflects unfavorably on the Department or interpret Departmental policies. If the Volunteer does not understand specific instructions, or an unusual situation arises ask the shift commander or another RPD Employee...DO NOT GUESS.

The dress appearance of the Volunteer should be neat, clean and in appropriate office attire. The health of the Volunteer should be in reasonably good health. If there is a change in health status the Volunteer should notify the Volunteer supervisor or the shift commander.

The telephones are to be for departmental use only. The Volunteer shall use courtesy and etiquette when/if using the phone. If a personal call should need to be made ask.

VII. Personnel and Equipment Safety

It is the policy of the Rantoul Police Department to conduct all operations with the utmost concern for its personnel, equipment, vehicles, and facilities. The reduction of injuries and damage to city property is essential for an efficient operation. Thus, the practice of safety and the prevention of accidents will be the responsibility of everyone.