


<b>Community Relations</b>		
	<b>Volunteers in Policing Program</b>	<b>General Order 14.204</b>
<b>Issue Date: 10-01-1988</b>	<b>Review Date: 03-15-2001</b>	<b>Revision Date: 09-18-1998</b>

A. The Volunteers in Policing Program has been developed to recruit members of the community to volunteer their time to assist the Police Department.

1. Volunteers may be assigned to work in areas throughout the Department, as needed.
2. The recruitment/application process for volunteers will be as follows
  - o Potential volunteers contact the Volunteer Coordinator, who provides them with an application and a disqualifier sheet
  - o Volunteers complete an application, signs the disqualifier sheet and returns them to the Volunteer Coordinator
  - o Completed applications are reviewed by the Volunteer Coordinator
  - o A background check is completed by the Records Bureau and references are checked by the Volunteer Coordinator
  - o A polygraph is scheduled as needed
  - o A screening interview is scheduled with the Volunteer Coordinator. (At this time, a potential placement is identified)
  - o Volunteers are fingerprinted and a picture is taken for a future I.D.
  - o A second interview is scheduled between the volunteer and potential supervisor
3. Upon selection for a position, volunteers will receive:
  - o Orientation
  - o Sign a Work Agreement
  - o Receive a handbook
4. An approval form, with the volunteer application attached, is signed by the Volunteer Coordinator and sent to the appropriate member of the Command Staff for signature.
5. Volunteers are given:
  - o A picture I.D.
  - o Parking permit
  - o Specific job training