



BILLINGS POLICE DEPARTMENT CAREER EXPLORATION PROGRAM

Cop Shops

- 📞 Make follow-up calls to victims of burglaries, pet owners, persons with outstanding warrants, etc.
- 📄 Write Incident Reports for "cold crimes" (vandalism/theft)
- 🗣️ Answer general questions for the public

Communication Center

- 📺 Get a tour and learn about the importance of the work done here
- 👂 Listen to/observe Sheriff's Department, Police Dept., Fire Dept. and 911 calls

Ride-A-Long

- ♥️ Get a chance to visit one-on-one with an experienced Billings Police Officer
- 🚓 Come into contact and be involved in real situations and how the BPD handles them

www.billingspolice.com

COP SHOP VOLUNTEER

Under Community Oriented Policing (COP), this volunteer program is designed to encourage community residents to aid law enforcement efforts to fight crime and serve their community. As a Volunteer in the Billings Police Department COP Shop Program, an individual has an excellent opportunity to help improve the quality of life in Billings. Volunteers provide a valuable service to the community's overall crime fighting programs by following up on reports made by the victims of "cold" crimes, which include vandalism and/or thefts which have already occurred and do not require an officer's immediate response to the scene. Volunteers also serve the community through support and assistance with all Crime Prevention programs and other assignments as needed.

Examples of Important and Essential Duties

- Make follow-up calls to victims of crimes;
- Take Initial Offense Reports in writing using proper form and style;
- Take abandoned vehicle reports in writing using proper form and style;
- Assist and/or coordinate various Community Oriented Policing special events;
- Follow-up on misdemeanor arrest warrants;
- Assist, coordinate, and/or support various Crime Prevention Programs in the community, and
- Conduct follow-up calls on various Animal Shelter related reports and/or complaints.

Qualifications

Knowledge of:

- Departmental policies, procedures, rules, instructions, laws, regulations and literature that cover the area of responsibilities of being a Volunteer

Ability to:

- Respect and work with the citizens of Billings
- Cooperate with police, staff, and other agencies
- Effectively maintain public relations
- Speak clearly, accurately and tactfully to all individuals
- Provide courteous and effective service
- Properly and completely prepare reports and records
- Maintain and exhibit discretion and integrity at all times when handling confidential data
- Work with minimum supervision and meet goals and deadlines
- Work both independently and as a team member

Skills to:

- Assess a situation and/or information and respond to it appropriately (problem-solving and judgment)

Experience and Training Guidelines

Experience: Life experiences that would give a volunteer the skills, knowledge, and abilities listed above.

Training: Training and/or education that would give a volunteer the skills, knowledge and abilities listed above.

Additional Guideline: A sincere interest in serving the community of Billings.

Special Requirements

- Have no serious misdemeanor or any felony convictions
- Ability to work in a standard office environment

Training

New volunteers undergo an initial two-hour training program, which includes an overview of the Billings Police Department missions and responsibilities and a thorough review of operational guidelines, rules, and procedures. Following the training session, each new volunteer receives one-on-one, hands on training regarding specific techniques.

Oversight of Program

Penni Reed, Billings Police Department Volunteer Coordinator
247-8590; 698-3098 cell
reedp@ci.billings.mt.us

Lieutenant Joe Bryce, Billings Police Department
247-8659
brycej@ci.billings.mt.us

COMMUNICATIONS CENTER

2300 9th Avenue North
Director Anne Kindness: 657-8444
Shift Supervisor: 237-6217

The Communications Center deals with all emergency calls directed towards the Billings Fire Department, Police Department, Yellowstone County Sheriff's Department, as well as all 9-1-1 calls. The information received is then relayed to officers on duty or to the COP Shops. You will be allowed to sit in on some of these calls.

Keep in mind that the workspaces in the Comm. Center are not very large so please refrain from bringing large backpacks or purses. Also keep in mind that all information heard on incoming calls and in the Comm. Center is to be kept confidential—you will be required to sign a confidentiality agreement prior to listening in on any calls.

This part of the law enforcement/emergency resolution process is the first and initial step so it is very important that the dispatcher hears all of the necessary information; please be courteous and do not talk or ask questions when the dispatcher is answering a call!

In addition, please come prepared with questions to ask, such as:

- What types of calls do you get/most common?
- How many calls are received in a day/week/year?
- What area does the Comm. Center cover?
- How long does a dispatcher have to train before taking an actual call?
- How long is the average shift worked by a dispatcher?

Visits are limited to two hours at a time, so use the time wisely! Most importantly, thank the dispatcher for their time!

RIDE-A-LONGS

Contact: Penni Reed 247-8590

The following guidelines have been set to help you and your officer have a great experience:

- You may go once a year
- A criminal records check will be conducted prior to your ride
- Please be specific on the form on your availability as to day and times of week that you are able to go
- You must bring a picture ID with you on the Ride-A-Long
- Prepare for the weather by dressing appropriately as you will most likely be leaving the car
- Space in the patrol car is limited so do not bring large purses, etc.
- Bring along a water bottle, coke or snack as it is not always possible to stop
- Bring a few dollars as should the officer need to go on a call that would be dangerous for you they will drop you off at a safe location such as a convenience store or restaurant (either your officer or another car will return to pick you up)
- Remember the officer is doing a job so gauge when to ask questions. An example would be not asking a question when the police radio is active.
- You should ask the officer to turn on the in-car speaker for you when you must remain in the patrol car while the officer is out of the car on a call
- You should inform the officer when you need to make a bathroom stop

After you turn in your form, an officer will call you to make arrangements. Please discuss with the officer:

1. Whether or not you can make the day and time offered
2. If not, should you call the officer back for another opportunity or will they call you back (tell them when best to reach you)
3. If you can go, make arrangements for when and where to meet
4. Tell the officer how long you would like to ride for (but remember to be flexible in the return plans as they won't always be able to hold a specific time)
5. Get the officer's name and phone so you may call if you run into an emergency and aren't able to make it

After your ride, please take the time to write the officer a thank-you note!

Please list days and times available: _____

**BILLINGS POLICE DEPARTMENT RIDE-A-LONG PROGRAM
APPLICATION & WAIVER/HOLDHARMLESS**

PLEASE PRINT:

NAME _____
PHONE _____ SEX _____ DOB _____ (Last, First MI) AGE _____
SSN _____ HT _____ WT _____ HAIR _____ (Date of Birth) EYES _____
ADDRESS _____
(Street, City, State, Zip)

***** APPLICANT MUST FURNISH A VALID PHOTO ID. *****

Please state the reason that you wish to ride along with a Billings Police Officer (If you need more room turn form over):

I verify that I have full knowledge of the risks and dangers involved in riding along with a police officer. If my application to ride along with a Billings Police Officer is approved by the Shift Commander on duty, I agree to indemnify and hold harmless the City of Billings, the Billings Police Department, and their employees from all injuries, claims and liabilities suffered by me or arising out of my participation in the ride along program.

DATE _____ SIGNATURE _____

If the above person is under the age of eighteen years, then the parent or guardian must also read, approve, and sign the following statement:

The above named juvenile for whom I am the parent or guardian has my permission to ride along with the Billings Police Department. I verify that I have full knowledge of the risks and danger involved in riding along with a police officer and I agree to indemnify and hold harmless the City of Billings, the Billings Police Department, and their employees from all injuries, claims and liabilities which he/she may sustain during the time of his/her participation in the ride along program.

DATE _____ SIGNATURE _____

OFFICER ASSIGNED _____

APPROVED BY SHIFT COMMANDER _____