

# *Billings Police Department*

## **Volunteer Program**

### **Volunteer Agreement**

This agreement demonstrates the respect with which we treat our volunteers. The intent of the agreement is to assure you of both our sincere appreciation for your time and services and to indicate our commitment to do the very best that we can to make your volunteer experience here a productive and rewarding one for you, the citizens you serve, the animals and the BPD.

#### **I. BILLINGS POLICE DEPARTMENT**

The Billings Police Department agrees to accept the service of:

\_\_\_\_\_ beginning \_\_\_\_\_  
and grants each Volunteer the following rights:

1. To be treated as an equal partner with the career staff and to be jointly responsible for the successful completion of the BPD's mission.
2. To be receptive to any constructive comments from the Volunteer regarding ways in which we might better accomplish our respective tasks.
3. To be offered the most closely matching volunteer position placement in terms of the Volunteer's expressed interests, skills and capabilities.
4. To be supported in terms of timely and adequate information, performance enhancing training, and other assistance, in order to help facilitate the Volunteer with meeting the responsibilities of their position(s).
5. To ensure the Volunteer of diligent supervisory assistance and to provide timely and constructive feedback on their performance.
6. To be kept informed about program activities and calendar changes.
7. To be assigned meaningful work.
8. To receive the respect, appreciation, recognition, and consideration due all workers.

#### **II. VOLUNTEER**

The Volunteer agrees to accept service in the Billings Police Department and agrees:

1. To fulfill my commitment of one year of service to the Billings Police Department and a minimum number of hours a month.
2. To perform my volunteer duties courteously and in good spirit and to the best of my ability, and to seek guidance when in doubt.

3. To be prompt and reliable in my attendance; to contact my supervisor if unable to work as scheduled and to stay for the entire length of my assigned shift, unless officially relieved.
4. To log in and out of each shift in the log book.
5. To check my folder and message boards at the beginning of each shift for critical and timely information and updates.
6. To dress appropriately for work (clean & casual).
7. To maintain the confidentiality and security of the workplace, including reports and victim/complainant/suspect related information.
8. To attend continuing education training classes that are necessary for the continuing competence in my position(s).
9. To respect the career staff, other volunteers, and the public, and to continually strive to maintain the smooth working relationship within the BPD.
10. To accept the City of Billings' right to dismiss a Volunteer for poor performance, including poor attendance.
11. To work safely, adhering to the City of Billings' list of safe practices.
12. To adhere to all City of Billings' employment policies and procedures.
13. To inform my supervisor of any events or situations that are out of the ordinary.

**I hereby acknowledge that I have read and fully understand the terms and conditions of the Volunteer Agreement and that I agree to comply with same. I further acknowledge that I have had the opportunity to get any and all of my questions regarding this agreement answered to my satisfaction.**

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Volunteer Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date