



# **Volunteer Service Corps Manual**

*of the*

**City of Ypsilanti  
Police Department**



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# **YPSILANTI POLICE DEPARTMENT MISSION STATEMENT**

The members of the Ypsilanti Police Department are dedicated to the community and the organization to improve the quality of life, while providing a safe environment, by working in partnership with the community.

## **YPSILANTI POLICE DEPARTMENT VALUES**

### ***Integrity***

We believe that our actions will be morally sound and honest, adhering to a clear set of moral principals, guiding values and ethical practices.

### ***Commitment***

We believe through dedication to the community and the organization, we will move forward to achieve our mission and goals.

### ***Professionalism***

We believe in demonstrating confidence, preparedness, ability and skill to achieve mutual respect within the organization and the community.

### ***Compassion***

We believe in showing concern and empathy for others, by being open minded, caring and unbiased, whereby, we place public service above our own personal interest.



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## **INTRODUCTION**

The Ypsilanti Police Department is a visible expression of the community's desire for law, order and improvement of the quality of life in the City of Ypsilanti. In controlling, reducing and preventing crime, as well as the fear and perception of crime, law enforcement has an important role in determining the quality of life in a community. If inroads are to be made, law enforcement must join together with the community in a participatory effort directed towards those ends.

The City of Ypsilanti's law enforcement team consists of the Ypsilanti Police Department, Volunteer Service Corps, CoPAC and Friends of the Ypsilanti Police Department. The Volunteer Service Corps (VSC) is a high-visibility, non-confrontational volunteer group that has been formed to increase and enhance policing services to the citizens of Ypsilanti by providing strong volunteer resources to the Ypsilanti Police Department (YPD).

## **OBJECTIVES**

The primary goal of the VSC is to serve as a volunteer support service to enhance the YPD's effectiveness in community policing, through the provision of administrative, patrol, and support services when requested or required by the department. These may include, but are not limited to, crime deterrence through high visibility patrols, report in-progress crimes, document suspicious persons or activities and/or unsafe conditions within an assigned area. VSC members will provide operational assistance to on-duty department personnel and provide for positive public interaction with the YPD in the further development of community policing.

Volunteer Service Corps members should keep in mind the inherent liability placed upon the City of Ypsilanti whenever on duty. By wearing the uniform, members represent the Ypsilanti Police Department. Members' actions will be judged by the public as positively or as harshly as those of any police officer.

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## **PROGRAM DESCRIPTION**

The YPD utilizes the voluntary services of local citizens to enhance existing police services and to improve the efficiency and effectiveness of the organization. The VSC program is for interested citizens, who wish to volunteer their time as a non-sworn, non-paid member of the Ypsilanti Police Department. Police Volunteers are not sworn members and do not have any authority or duties that would consider them a police officer. The volunteer commitment runs from calendar year to calendar year, with a commitment of a minimum of 12 hours per year. Volunteers are scheduled on an as needed basis.

Currently, Volunteer Service Corps members assist the police department with special events and parades. The VSC members will be expected to perform basic foot patrol during events and to assist with traffic safety during parades. The VSC members will be trained in radio communication, event and traffic safety.

The future evolution of the program is designed for a progression of increasing Levels of Service and responsibility. Each volunteer's qualifications and ability to perform will be assessed and will correlate directly to the requirements of the identified levels of service as they are developed.

### **I. PARTICIPATION REQUIREMENTS**

*Persons participating in the Volunteer Service Corps must:*

1. Be at least twenty-one (21) years of age.
2. Possess a valid Michigan Driver's License & maintain a satisfactory driving record.
3. Have no felony convictions.
4. Have no misdemeanor convictions within two years of filing application.
5. Possess competent written/verbal English skills.
6. Successfully complete the Ypsilanti Police Department's Citizens' Police Academy.
7. Perform 12 hours of service each year and attend VSC meetings as necessary.
8. Pass background check.
9. Be in good physical condition.
10. Participate in additional training and skill enhancement as required by the YPD.

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## II. RULES AND REGULATIONS

1. VSC members will adhere to the policies and procedures as set forth in the Ypsilanti Police Department's Volunteer Service Corps Manual.
2. VSC members will operate in full compliance with the laws of the State of Michigan, the ordinances of the City of Ypsilanti and any other written procedures supplied by the Ypsilanti Police Department.
3. VSC members will not conduct business, or create debts in the name of the City of Ypsilanti, nor the Ypsilanti Police Department, unless authorized by the Captain.
4. VSC members are not peace officers. At no time shall a member of this program indicate, or infer, that he/she has any more authority than the average citizen.
5. NO WEAPONS OF ANY KIND ARE TO BE CARRIED WHILE ON DUTY.
6. VSC members shall behave in a professional manner at all times. Foul language or any behavior that brings discredit to the City of Ypsilanti or Ypsilanti Police Department is strictly prohibited.
7. Derogatory comments, ethnic/sexual humor or other actions regarding age, race, creed, religion or any personal attribute are strictly prohibited.
8. VSC members will wear the authorized uniform as designated by the YPD. The uniform will be neat, complete and clean at all times.
9. The uniform may be worn only on duty and going directly to or from an assignment. The uniform shall be purchased by VSC members, as approved by the membership.
10. Any person reporting for duty with the odor of an alcoholic beverage on his/her breath, or under the influence of alcohol or any drug which may impair his/her ability to perform the duties as required will not be allowed to complete his/her shift.



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## II. RULES AND REGULATIONS

11. At no time will any member pursue, make contact with, or become involved in the physical arrest of a suspect.
12. VSC members are not first responders.
13. VSC members shall not enter private property without permission, or being dispatched.
14. VSC members are eligible for ride-alongs with the YPD as time & resources permit.
15. VSC members who are inactive for *one calendar* year or longer will be released from the program. He/she must re-apply to the VSC before being allowed to return.
16. Should a member resign or be dropped from the program, he/she will return all city-issued property within ten days.
17. Members shall treat all other VSC members, department members and members of the general public with the utmost respect and shall be civil, courteous and professional in their relationships without regard to position, rank or assignment.
18. In the course of your duties, members of the media may approach you. Do not tell your version of the story. Direct all inquires to the Captain or Sergeant at the scene. If none are available, direct them to the primary officer. Simply state that you are not authorized to make a statement on or off the record and they need to speak with someone who can.
19. In the event of an on-duty injury, the Sergeant must be notified immediately. The Captain or their designee must be notified within 24 hours.
20. Confidential personnel issues shall not be discussed among volunteers.

### **III. GENERAL POLICIES OF CONDUCT**

*The following shall serve to guide the conduct of VSC members:*

- A. To never enter into a hazardous situation, by adhering to a strict policy of non-physical contact with suspected violators of public laws, except in the event of an emergency situation where immediate action has to be taken to insure the public's or officers' safety. The role of the VSC is to observe and report incidents or concerns to the YPD who will be the sole authority in determining whether response or action is required.
- B. To at all times recognize that the VSC serves as a volunteer support service to the YPD and does not assume any legal authority beyond those granted to any citizen. A member must not make any representation that the VSC has been granted special authorities other than those that may be periodically and specifically, assigned by a supervising police officer.
- C. To 'stand-off' when on patrol from the scene of any Police department activity, until specifically directed by an authorized official to provide assistance or to perform an assigned duty or if it becomes obvious that assistance is required. Common sense and safety will be used at all times.
- D. To not carry any weapons, lethal or non-lethal, nor display any evidence of assumed authority, excluding equipment that may be specifically assigned or provided by the YPD.
- E. VSC members may from time-to-time receive confidential information, at the discretion of the Ypsilanti Police Department, including but not limited to: the progress of an investigation, a known or reported law violation, or condition against which action is to be taken at a future time, or any proposed law enforcement operation. Such information shall be held in confidence and not provided to any other non-authorized party. No member shall use such confidential information to advance a personal belief, or in support of any other organization, association, group or movement.

### III. GENERAL POLICIES OF CONDUCT

- F. No VSC member shall belong to, or support, any organization whose goals and objectives may be in conflict with the generally recognized duties and responsibilities of the Police Department in assuring public safety and the enforcement of public laws. VSC members shall adhere to specific directions received from the administration and supervisors of the Ypsilanti Police Department.
- G. No VSC members shall conduct themselves in a manner that would bring discredit to him/herself, members of the VSC, the YPD, or the City of Ypsilanti.
- H. No VSC member shall publicly criticize the official action of a member of the Ypsilanti Police Department or any of the Service Corps members.
- I. VSC members are expected to attend training and team meetings. Members will contact their Coordinator in the event that they cannot attend a scheduled meeting. Excessive absences may result in removal from the program.
- J. If a VSC member is arrested or cited for a felony or misdemeanor, or becomes the subject of a restraining order and/or emergency protective order, the Captain must be notified within 24 hours.



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## IV. OPERATIONAL PROCEDURES

1. VSC members **are not** first responders. At no time will a VSC respond to a call that has not been secured. After arriving to an event that the VSC feels is a threat to his/her safety or is above his/her level of experience, the VSC will advise the dispatcher and leave the scene.
2. VSC members shall not respond to traffic accidents until the scene is secured or unless directed to do so by an on-duty Sergeant.
3. VSC members shall not transport suspects or arrestees. Volunteers may transport citizens, victims and witnesses following the Department policy and at the request of Officers. A Sergeant's approval is needed.
4. VSC members shall report directly to the on-duty Sergeant at the start of each shift.
5. The primary function of volunteers is to observe and report suspicious and/or criminal activity. Such actions shall be reported to the dispatcher.
6. If citizens are reporting a crime, VSC members shall explain they are volunteers only and not authorized to take any enforcement action. If the citizen is reporting an emergency, the volunteer shall contact and advise dispatch. If the citizen wants to report a non-emergency event, they shall be told to call 483-9510.
7. Should volunteers be approached by anyone he/she feels is a threat, he/she shall immediately leave the area and notify dispatch.
8. VSC members are prohibited from taking direct enforcement action when a criminal offense is observed. The volunteer shall notify dispatch.
9. If a criminal offense is observed by a VSC member and Ypsilanti Police Department Officers, or personnel from another law enforcement agency have detained possible suspect(s), the VSC members may be called upon to appear in court and to provide testimony as needed and required.

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## V. UNIFORMS

### 1. MANDATORY ITEMS

- A. Shirt** Navy Blue, short sleeve golf shirt with YPD emblem on left breast pocket and with a “VOLUNTEER” Service Corps emblem on the back. Shirt must be neatly tucked into pants at all times.
- B. Pants** Khaki colored uniform pants, wash and wear, cotton twill. Pants shall not be worn bloused above the boots.
- C. Belt** Black, leather.
- D. Socks** Black
- E. Shoes** Black plain toed shoes or boots.
- F. Hat** Navy blue baseball cap with the Ypsilanti Police emblem embroidered on and centered above the bill with the words “VOLUNTEER” on top of the emblem and Service Corps centered below.

### 2. OPTIONAL ITEMS

- A. A matching navy blue, long sleeved, turtleneck sweater may be worn under the shirt for winter wear.
- B. A navy blue reversible jacket with the Ypsilanti Police shoulder patch and “VOLUNTEER” sewn on each shoulder. The reversible inside material should be reflective in nature. These may be purchased through the Friends of the YPD.

### 3. OPTIONAL EQUIPMENT

- A. Whistle.
- B. Radio Holder.
- C. Mini Flashlight/Flashlight Holder.
- D. Pocket Notebook and Pen or Pencil.

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## **4. GROOMING**

- A. Members shall present a neat, professional and businesslike appearance at all times when on duty.
- B. Hair shall be well trimmed so as not to present a ragged or un-kept appearance. Male members shall keep their hair at a length no longer than their shirt collar. Facial hair shall also be kept well trimmed.



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- C. Belt** Black, leather.
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