

**VOLUNTEER PROGRAMS**

**Original Issue:** 01/16/2004  
**Effective:** 01/16/2004  
**Distribution:** All  
**Revision Number:** New Order  
**CFA Standards:** 6.01M; 6.02;\*6.03M; 6.04

- e. Possess good moral character, a positive attitude, and be in good physical condition.
- f. Pass an oral interview with the Volunteer Coordinator.
- g. Possess a valid Florida driver's license if authorized to operate City-owned vehicles.

**I. POLICY**

The Delray Beach Police Department welcomes all eligible citizens to participate in its volunteer programs, and encourages its members to enlist the assistance of citizens as volunteers. The goal of the department volunteer programs is to reduce and/or prevent criminal activity affecting the citizens of Delray Beach by increasing the interaction of citizens and police officers on an organized level. Volunteers will also assist employees in various programs as they are available within the department.

**II. DEFINITIONS**

**Volunteer Coordinator** – coordinates the recruiting and selection of volunteers, as well as maintaining all records of the volunteer's activities.

**Volunteer** – Citizens who assist the Delray Beach Police Department in non-law enforcement/unpaid capacities. Volunteers will be under the direction of the Support Services Division Commander.

**III. THE ORDER**

**1.0 Eligibility Requirements**

**1.1 All volunteers must:**

- a. Be at least 18 years of age.
- b. Complete a Volunteer application.
- c. Satisfactorily pass a personal background check and have no felony convictions or misdemeanor convictions involving moral turpitude.
- d. Be fingerprinted and photographed.

**2.0 Authority and Latitude**

**2.1** The Volunteer Coordinator, through his/her chain-of-command and under the final approval of the Chief of Police, will establish the parameters of the volunteer programs.

**3.0 Duties and Responsibilities**

**3.1** The Volunteer Coordinator, through his/her chain-of-command and under final approval from the Chief of Police, will make recommendations, for ways to improve the volunteer system and:

- a. Monitor the amount of time each volunteer spends at the Department.
- b. Place the volunteer in a position based on the volunteer's interests and any special skills or expertise he/she may possess.
- c. Make recommendations for award recognitions for individual volunteers for outstanding service to the Department.
- d. Help resolve conflicts between volunteers and employees.

**3.2** Volunteers will be assigned to non-law enforcement capacities within any division or district excluding the Vice, Intelligence, and Narcotics Section, and the Internal Affairs Section.

a. Duties may include, but are not limited to:

- 1. Community Service Volunteers
  - a) Citizen Observer Patrol
  - b) Marine Patrol
  - c) Parking Enforcement Specialist (P.E.S.)
  - d) Haitian Roving Patrol
  - e) Downtown Walking Patrol
  - f) West Atlantic Avenue Roving Patrol
  - g) Homefront Security
- 2. Staff Support Volunteers
  - a) Clerical support
  - b) Equipment/Uniform disbursements
  - c) Front Lobby Attendants

- b. Due to the nature of police work, volunteers may be called upon to testify as witnesses in court on any matter in which they have knowledge as a result of their association with the Delray Beach Police Department.
- c. Volunteers who interact with the public will represent the Police Department in a courteous and professional manner at all times.
- d. The Chief of Police reserves the right to dismiss a volunteer from any of the volunteer programs at any time.

4.0 Training

4.1 Volunteers serving in a Community Service capacity will receive formal classroom (or academy) training, and informal supervisory direction

as needed in performing the duties they are assigned.

4.2 Volunteers will be eligible and are encouraged to attend any training presented by the department, not of a law-enforcement nature (except for First Aid and C.P.R. courses), as space permits.

5.0 Attire and Building Access

5.1 Volunteers will be assigned uniforms which will clearly distinguish them from sworn members of the department.

- a. Each volunteer will wear a patch on his/her sleeve which will designate what activity/unit they are assigned to.

5.2 Access cards for the police facility will only be issued to volunteers as requested by each Division/District Commander to whom the volunteer is assigned and upon final approval by the Chief of Police.

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JOSEPH L. SCHROEDER  
CHIEF OF POLICE