

**FARGO
POLICE
DEPARTMENT**

**CITIZEN
VOLUNTEER
PROGRAM**

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CITIZEN VOLUNTEER PROGRAM

Purpose

The Citizen Volunteer Program is designed to assist the Fargo Police Department by having citizens do tasks within the Police function that do not require a sworn officer. It furthers the mission of the Police Department by partnering with community volunteers to perform duties and provide service that supplement and enhance the effectiveness and efficiency of the Police Department in its goal of providing a safe and secure community. It also provides citizens the opportunity to participate in the activities of the Fargo Police Department, to gain a better understanding of the nature and challenges of police work, and make a valuable contribution to the well-being of the community.

Program Administration

The Citizen Volunteer Program is administered through the Chief of Police by the Professional Standards Office. The Executive Lieutenant oversees all aspects of the program, but may delegate many of the tasks. The Sergeant in Professional Standards will coordinate volunteer activities with the Volunteer Coordinator. Volunteers will be supervised by a supervisor in the area in which they work.

Requirements

Requirements for service in the Citizen Volunteer Program include:

1. Completion of an application form, interview, and a background check.
2. Graduation from the Citizen's Police Academy is desired.
3. Commitment to serve a minimum of 8-10 hours a month.

4. Agreement to follow department operating procedures and instructions from department superiors and officers.
5. Sign a volunteer agreement form.
6. Attend any required training and meetings.
7. Performance of all assignments with courtesy, dignity and in a manner which will bring honor to the Fargo Police Department.
8. English proficiency is required.
9. Must be at least 18 years of age and of good character.

Selection Process

Interested persons should submit an application form to the Executive Lieutenant. Once the application is received, it will be assigned to an officer for a background check. The check will include criminal history, driving history and contacting references provided. Upon completion of the background check, the prospective volunteer will have an oral interview conducted by the Police Department. If selected, the volunteer will be assigned to a specific area of the department based on department need, volunteer interest and qualifications. Prior to beginning their duties, volunteers will receive appropriate orientation and training, and be required to sign the Volunteer Agreement form. The Police Department will seek to have its volunteer program mirror the community by seeking volunteers with a wide range of skills and abilities, gender, race, ethnic group or culture notwithstanding, as long as they meet the minimum qualifications listed above.

Assignments

Assignments will be made based on department need and the skills, abilities and interests of the individual. Once assigned, volunteers will usually work in the same area of the department, to provide consistency in expectations and make use of the training provided to the volunteer. The Volunteer Coordinator will coordinate volunteer work schedules with the volunteers and the supervisors in the Police Department. Volunteers must be willing to perform assigned duties completely and to department standards.

Assignments will be to various areas of the Police Department to include: Records, Investigations, Patrol, Safe Housing and Training. Individual job descriptions are listed in the back of this manual.

Dress

Volunteers will be provided an ID card that is to be carried and displayed at all times while within police facilities, or while performing volunteer duties. Volunteers will also wear clothing issued them by the Police Department while performing their duties. Dress and appearance should always be neat and professional.

Separation

While volunteers are asked to make a commitment of 8-10 hours a month for a period of a year, they may discontinue their volunteer status at any time. Volunteers may also be dismissed by the Police Department for failure to comply with work requirements, and department policy and procedure. Upon leaving the Volunteer Program, the volunteer must turn in all equipment, clothing and ID cards provided to them. If possible, an exit interview will be done with the supervisor.

Volunteer Positions

Administration

- volunteer coordinator
- citizen surveys

Records

- criminal history checks
- Front Desk assistant
- fingerprinting/photography
- data entry

Investigations

- victim assistance
- case progress notification
- property/evidence management

Patrol

- assist supervisors in answering phone/questions
- Neighborhood Watch coordination
- alarm management
- crime prevention
- Community Picnic/special projects

Safe Housing

- assistant

FARGO POLICE DEPARTMENT
VOLUNTEER AGREEMENT

In order to provide a satisfying volunteer experience and a comfortable work atmosphere for all, I _____, consent to the following:
Printed Name of Volunteer

1. Bring to the attention of the Volunteer Coordinator any job-related problems or Grievances.
2. Fulfill my service commitment in a professional manner.
3. Work in the area I am assigned and in the manner trained.
4. Notify my supervisor prior to an absence.
5. Report hours of service to the Volunteer Coordinator.
6. **Respect the confidentiality of all information observed and learned through my work at the Fargo Police Department. Any information contained in the records or received by personal communication will not be divulged outside of the Fargo Police Department.**
7. Notify my supervisor and the Volunteer Coordinator prior to terminating my volunteer service with the Fargo Police Department.
8. Return any and all identification, clothing and equipment provided by the Department on my last day as a volunteer.
9. Use police department identification only within the scope of my particular volunteer duties. I understand that any other usage may lead to disciplinary action up to and including dismissal from the volunteer program.

Signature of Volunteer/Date