

**GARLAND POLICE DEPARTMENT  
CITIZEN VOLUNTEER AGREEMENT**

Welcome to the Garland Police Department. We appreciate your giving of time, talent and abilities to assist us in serving the citizen's of our City. As a volunteer with the Garland Police Department, you have an obligation to the public we serve to demonstrate a high level of integrity and ethical standards in both your personal and official conduct. We insist that you be ever mindful of the following:

**Confidential Information** You may have access to confidentially sensitive information during your assignment as a volunteer. Divulging confidential information to persons outside this department is a criminal act and a violation of the law that will be prosecuted. Criminal records or other confidential information may be given only to those persons authorized to have it. When in doubt, you must consult with your supervisor.

**Identification** You will be issued a photo ID badge which must be worn at all times while in the building or on duty as a volunteer. A passcard will also be issued to you to allow you access to the building for your assigned duty. The card is not to be used for any other purpose, such as check cashing or outside identification. These items are the property of the police department and must be surrendered upon resignation or termination. If lost, please report it to your supervisor or the Volunteer Coordinator immediately.

**Safety** The reduction of personal injury or equipment damage in the workplace is essential to an efficient operation. We ask that you be aware of safety issues at all times. Report hazards to your supervisor at once. Report injury immediately to your supervisor.

**Time Records** The Police Department is required to record the number of hours worked by all volunteers. A time sheet will be provided to you for recording your hours. Please notify your supervisor if you are unable to work your volunteer job. Notify them in advance of vacation or other time off.

**Commitment** We ask that every volunteer commit to a minimum of 4 hours per week. This commitment is essential to providing our staff with much needed assistance. It is also important that you maintain a regular schedule. If you are unable to continue your commitment, please contact the Volunteer Coordinator immediately.

I agree to commit \_\_\_\_\_ hours per day on \_\_\_\_\_ and/or \_\_\_\_\_.  
I will work from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Printed Name of Volunteer