

45 support service to the Topeka Police Department, enhancing their
46 effectiveness of community policing through the provision of
47 administrative, patrol, and support services when requested or required
48 by the department.

- 49 3. The goals and objectives of the V.I.P.S. Patrol shall be:
- 50 a. To provide administrative support services when requested, to
51 include but not limited to: ability to assist with form(s) completion,
52 record keeping maintenance; data entry and other duties as may be
53 assigned.
 - 54 b. To provide community patrol services when requested, to include
55 but not limited to: assigned support of Topeka Police Department
56 and other Public Safety and Emergency Medical Services in the
57 completion of their duties, subject to specific guidelines of conduct
58 and responsibilities.
 - 59 c. To provide for positive public interaction with the Topeka Police
60 Department, other public safety agencies, and emergency medical
61 services, in the development of Community policing.
- 62 4. V.I.P.S. will have the same responsibilities as paid non-sworn staff
63 within the framework of their assignment, and shall observe all
64 applicable General Orders and job requirements.
- 65 5. V.I.P.S. are not employees, and may not be assigned to law
66 enforcement functions, which require the authority of a sworn officer.
67 =16.4.1.a
- 68 6. V.I.P.S. are required to wear their ID badges whenever in the LEC in
69 civilian attire. V.I.P.S. are required to maintain their ID badges on
70 their person when in V.I.P.S. uniform.
- 71 7. V.I.P.S. Qualifications:
- 72 a. Must be alumni of the Topeka Police Department Citizen's Police
73 Academy or former TPD Reserve Officer in good standing.
 - 74 b. Must be a responsible, law abiding citizen with no felony
75 convictions.
 - 76 c. Individuals with misdemeanor convictions will be reviewed on a
77 case by case basis for acceptance into the program
 - 78 d. Must be a person of high integrity and reliability.
 - 79 e. Must be at least 21 years of age.
 - 80 f. Valid proof of legal resident status within the United States of
81 America.
 - 82 g. Possess a High School diploma or GED.
 - 83 h. Suitability – Prospective candidates for a volunteer position must
84 show capability and a cooperative effort with volunteers, TPD
85 staff, and employees while working in a supporting role.
 - 86 i. Intentional omissions or failure to provide accurate, truthful
87 information on applications will be grounds for disapproval for
88 selection.
 - 89 j. Volunteers are accepted by recommendation of a board consisting
90 of the Director of Volunteer Resources, Division Commander and
91 one (1) sworn officer to the Chief of Police for final approval.
 - 92 k. Unsuccessful candidates will be notified in writing they are not
93 accepted into the program.
- 94 8. V.I.P.S. Patrol training shall consist of a 32-hour observation ride
95 along followed by a ten (10) week training academy and an additional
96 32-hours with a Field Training Officer.

- 97 9. V.I.P.S. duties shall consist of the following:
98 a. Traffic Control
99 b. Crime Scene Protection
100 c. Ambulance, Fire & Police vehicle security during incidents
101 d. DUI Check lanes
102 e. Abandoned vehicle tagging and reporting
103 f. Vacation house watch
104 g. Neighborhood patrol
105 h. Stalled vehicle assistance
106 i. Delivering additional forms to Police patrols
107 j. Any non-enforcement functions
108

109 **C. CADET PROGRAM**

- 110 1. The name of this organization is the Topeka Police Cadet Law Enforcement Explorer
111 Post #721.
112 2. The Director of Volunteer Resources serves as the lead administrative Cadet Advisor
113 of the post.
114 3. The Chief of Police may authorize a sworn officer to volunteer (as a Cadet Advisor) to
115 coordinate and provide training to the Cadet Program.
116 4. The purpose of the Post is to prepare interested young persons, ages 14 to 21, for law
117 enforcement careers.
118 5. Cadets will operate at all times within the policies and procedures of the Topeka Police
119 Department and will adhere to the Constitution & Bylaws for the Topeka Police Cadet
120 Program. =16.4.1.b
121 6. Cadets are not commissioned law enforcement officers and will not perform law
122 enforcement duties such as arrests, serving warrants, seizing evidence or conducting
123 searches of suspects. While under the direction of an assigned TPD officer, Cadets
124 may perform limited law enforcement functions involving directing traffic and
125 community service tasks. =16.4.1.a&b
126 7. The Police Cadet uniform will clearly be distinguishable from sworn officers. =16.4.3
127 Uniforms will only be worn while performing approved functions.
128 8. The Cadet Advisor will ensure that training is appropriate to the duties Cadets will be
129 asked to perform. =16.4.2
130 9. Cadets will follow the guidelines for Ride Alongs in General Order S13.

TOPEKA POLICE DEPARTMENT GENERAL ORDER		Number: S03 Code: S NS
SUBJECT: VOLUNTEER PROGRAM & CADET PROGRAM		
ISSUED: 30 August 2004 EFFECTIVE: 6 Sep 2004 REVIEW: 6 Sep 2007		
RESCINDS: S03 "Volunteer Program & Cadet Program"; issued 25 Aug 2000; (22 Jun 1998)		
OTHER REFERENCES: CALEA 16.4.1; 16.4.2; 16.4.3; Topeka Cadet Post #721, Constitution & Bylaws		DATE REVISED 7/17/00; 6/3/03; 8/12/04

1
2 **PROCEDURE**

3 **A. VOLUNTEER PROGRAM =16.4.1.b**

- 4 1. The Director of Volunteer Resources is a full time staff position who's responsibilities
5 are to:
- 6 a. Recruit, interview, supervise, assign and maintain a current list of volunteers for
7 available positions.
- 8 b. Ensure new volunteers are provided with a TPD Volunteer Operations Manual
9 which delineates the duties and responsibilities of their position, introduces the
10 volunteer to the fellow employees in the area of assignment and provide a general
11 overview of the Department. Assign volunteers as needed, provide orientation and
12 training appropriate to duties performed. =16.4.2
- 13 c. Take appropriate action when disciplinary problems arise.
- 14 d. Organize an annual volunteer recognition event, and arrange for award
15 presentation at the Awards Ceremony.
- 16 2. Volunteers will have the same responsibilities as paid non-sworn staff within the
17 framework of their assignment, and shall observe all applicable General Orders and job
18 requirements.
- 19 3. Volunteers are not employees, and may not be assigned to law enforcement functions,
20 which require the authority of a sworn officer. =16.4.1.a
- 21 4. Volunteers are required to wear their ID badges whenever on duty. The wearing of ID
22 badges when off duty is prohibited.
- 23 5. Employees desiring the assistance of a volunteer in their Division will Submit a
24 Volunteer Request Form , located under Agency Files on the "F" Drive.
- 25 6. Volunteer Qualifications:
- 26 a. Must be a responsible, law abiding citizen with no felony convictions.
- 27 b. Individuals with misdemeanor convictions will be reviewed on a case by case basis
28 for acceptance into the program
- 29 c. Must be a person of high integrity and reliability.
- 30 d. Must be at least 18 years of age.
- 31 e. Volunteers are accepted by recommendation of the Director of Volunteer
32 Resources to Administrative Division Commander for final approval.
- 33 f. Suitability – Prospective candidates for a volunteer position must show capability
34 and a cooperative effort with volunteers, TPD staff, and employees while working
35 in a supporting role.
- 36 g. Intentional omissions or failure to provide accurate, truthful information on
37 applications will be grounds for disapproval for selection.
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