

Ben Clay

**Volunteer Coordinator
Law Enforcement Center
Topeka Police Department
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Welcome to the Topeka Police Department! I am very appreciative of your willingness to serve the community with your time and skills.

This is an exciting time for our Department, and many opportunities await you. Please feel free at any time to contact me with any questions or suggestions.

My office is always open. Stop in for a visit anytime! I am here to ensure your time with the Topeka Police Department is a meaningful experience and that you feel valued as a citizen who is donating your time and skills to our community.

You ARE making a difference.

Best regards,


Ben Clay

Topeka Police Department Motto

“To Protect and To Serve With Honor”

Topeka Police Department Volunteer Mission Statement

The Topeka Police Department will utilize volunteers, a great resource of the community, to enhance productivity. Volunteers will become positive partners with the Topeka Police Department by being involved with daily activities and Department goals. The volunteers will be recognized for their efforts.

Topeka Police Department Volunteer Goal

The Topeka Police Department wishes to achieve a positive partnership with the community. Volunteers coming from the community will help with integrating the Community Policing Philosophy adopted by the Topeka Police Department and the Community at large. Functioning in various sections within the Department and adding to the professional image the Topeka Police Department strives to maintain.

I don't know what your destiny will be, but the one thing I know, the only ones among you who will really be happy are those who will have sought and found how to serve. - Albert Schweitzer

Topeka Police Department Mission Statement

Takes a leadership role within the community.

Provides excellence in service and positive interaction with the community.

Ensures equality of services, citizen satisfaction, and the highest quality of life in our community.

Enforces laws fairly and equally and upholds the Constitutions of the United States and Kansas

Recognizes each individual as a person of worth and deserving of the highest quality service.

Recognizes the priorities and needs of the entire community.

Values Necessary to Achieve the Mission

1. The Department places its highest value on human life
2. The Department must preserve and advance the principles of democracy as expressed in the Constitution
3. The Department believes that the prevention of crime is our highest operational priority.
4. ***The Topeka Police Department believes that the effective delivery of police service is dependent on community involvement***
5. The Department believes that it must be accountable to the people it serves.
6. The Department is committed to professionalism in all aspects of its operation.
7. The Department strives to maintain the highest standards of integrity.
8. The Department values the caring men and women who comprise the Department.

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Volunteer Conduct

It is the policy of the Topeka Police Department that all volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, which may be issued by the Topeka Police Department.

A volunteer shall not address a public gathering, appear on radio or television, prepare any article for publication, act as correspondent to a newspaper or periodical or release or divulge information or any other matters pertaining to the Topeka Police Department either in an official or unofficial capacity.

All volunteers shall conduct themselves while on-duty in a manner that reflects most favorably on the Topeka Police Department. Volunteers shall be tactful and shall not engage in argumentative discussions or utilize insolent language with any personnel or the general public.

All contact with the public should be conducted in a professional manner. When you are acting in the capacity of a Volunteer, you are representing the Topeka Police Department.

Volunteers shall not receive, seek, solicit or share in any fee, reward, or other reimbursement for the performance of their duties or for failure to perform duties. Volunteers shall immediately report to the Volunteer Coordinator any offer of money, gift or other gratuity made in an effort to influence their conduct.

Volunteers shall not consume intoxicating beverages while on duty, nor report for duty while intoxicated. Volunteers shall not at any time use any controlled substance, narcotics or hallucinogen.

Dress Code

All volunteers shall maintain a neat, well-groomed appearance. Clothing should be conservative and considered in good taste, and is subject to the discretion of the Director of Volunteer Resources or Command Staff.

Identification Badge

Identification badges must be visible at all times while the volunteer performs his/her assigned tasks within the Law Enforcement Center. The identification badge is not to be worn or used outside of the department and is not to be utilized for personal benefit.

Should you lose your ID badge, notify the Volunteer Coordinator immediately at 368-9237.

In representing the Topeka Police Department, it is imperative all of our personnel be cautious in the use or display of any credentials. The following are three specific examples where TPD volunteers shall not use their police identification badge:

As a second form of identification

To identify your association with the Topeka Police Department when not participating in a department sanctioned function or event

While engaged in contact with any other law enforcement personnel or entity outside your official capacity

Any usage of police department identification other than what is within the scope of your particular volunteer duties may lead to disciplinary action up to and including dismissal from the volunteer program.

It is your responsibility to return your identification badge to the Volunteer Coordinator when you terminate your volunteer status with the Topeka Police Department.

Record of Hours

All volunteers are required to sign in prior to beginning work each day. The sign-in log is located in the Volunteer Coordinator's office.

Each Volunteer is responsible for reporting monthly hours to the Volunteer Coordinator by the 3rd day of the following month. Time cards are located in a folder designated for you at the front desk in the lobby. Additionally, you may e-mail your hours to me at bclay@topeka.org should you find that more convenient.

The time you give to our department is valuable to us. Please make it a priority to ensure you maintain an accurate record of your volunteer hours and to report them in a timely manner.

How wonderful it is that nobody need wait a single moment before starting to improve the world. - Anne Frank

Confidentiality

Employees shall uphold the confidentiality, dissemination and integrity of the Department's records keeping function with regard to all matters by:

Disseminating official information only to those for whom it is intended, or have a valid need for the information, in accordance with established procedure.

Not using confidential or official Department information to advance the financial or other private interests, of themselves or others.

Protecting the identity of complainants, suspects, informants, witnesses or defendants.

Not making false reports or knowingly enter or cause to enter in any Department book, record or reports, any inaccurate, false or improper police information or material matter.

Maintaining the integrity of any official Department report, document, citation or record.

No employee shall knowingly remove any record from its proper place, misplace, destroy, alter, or cause its removal, misplacement, destruction, or alteration.

Treating the home addresses and telephone numbers of Department personnel as confidential. This information may not be released without supervisory authorization, or the consent of the employee concerned.

Employees should take care to not share information with friends, family members, or other persons for whom the information is not intended. This includes unintentional sharing, such as, discussing the information with appropriate persons where the conversations can be overheard by others.

Violation of information dissemination rules and/or laws may result in non-progressive discipline up to and including termination.

Topeka Police Department Equipment Use

The City of Topeka Police Department telephones, fax machines and copy machines are for official police business only.

No information is to be downloaded, installed, deleted, entered, accessed, transferred, or data requested without specific authorization from your immediate supervisor or the volunteer coordinator.

Termination

Should you wish to terminate your status as a volunteer of the Topeka Police Department, please submit your notice in writing or via email to the Volunteer Coordinator as soon as possible.

Dismissal of a volunteer is accomplished without a formal process. The release of confidential information, theft, the misuse of information, the non-completion of an assigned project, violation of volunteer guidelines, insufficient performance, non-compatibility, or any other act deemed improper at the discretion of the Volunteer Coordinator or Command Staff are grounds for termination.

Upon termination (voluntary or non-voluntary), the volunteer must immediately surrender the Topeka Police Department Identification card, entry fob (if issued), and any other property of the Topeka Police Department to the Volunteer Coordinator.