

Effective Date:
Review Date:
Revision Date:
Approval:

Ken Fortier
Chief of Police

RIVERSIDE POLICE DEPARTMENT VOLUNTEER MANUAL:

A. INTRODUCTION:

The Riverside Police Department has instituted a Police Volunteer Program. The purpose of this program is to provide volunteer support staff to assist police personnel in the delivery of services to the citizens of Riverside, and to give the public an opportunity to become more involved in the day to day activities of their police department.

B. ADMINISTRATION OF PROGRAM:

The Riverside Police Department Volunteer Program is administered by the Personnel Services Division. The Volunteer Services Coordinator shall coordinate hiring, training, and placement of volunteers within the Department. The Volunteer Services Coordinator shall also be responsible for reviewing performance, maintaining liaison with area supervisors for whom the volunteers are working, and overall scheduling and control. A Police Services Representative is currently the Department Volunteer Services Coordinator.

C. DIRECT SUPERVISION:

Once a volunteer has been assigned to a particular division or unit, that unit's supervisor will be responsible for supervising the volunteer's activities. The unit supervisor shall be responsible for providing specific direction and training relative to the job assignment. The supervisor shall also be responsible for forwarding the volunteer time cards, and any other relevant information to the Volunteer Services Coordinator.

D. VOLUNTEER QUALIFICATIONS:

Education: Graduation from High School or GED.

Age: 18 years at time of appointment.

Background: Applicants background must be free from *outstanding warrants*, conviction of a felony, or of a misdemeanor involving moral turpitude, and from an excessive number of driving citations.

E. THE VOLUNTEER MANUAL

1. General Provisions:

a. **The Volunteer Manual:** The Volunteer Manual shall be maintained by the Volunteer Services Coordinator. All additions and amendments to the Volunteer Manual shall be forwarded to each member of the Volunteer Program who shall be responsible for the insertion of same into his/her copy. Additions and amendments to the Volunteer Manual shall be approved by the Chief of Police or his designee.

b. General Responsibilities:

1. The purpose of the Volunteer Program is to provide volunteer support staff for police personnel, and to improve community relations by giving the citizens of Riverside a chance to become involved with their police department
2. Members of the Riverside Police Department Volunteer Program are representatives of the Police Department and shall maintain a professional attitude and demeanor at all times.
3. All Volunteers shall avoid behavior which would bring unwanted criticism upon the Police Department. Volunteers shall conduct themselves in a manner that will merit the respect and confidence of citizens.

c. Assigned Duties:

Under close to general supervision, performs various tasks and assignments at the direction of the volunteer services coordinator or unit supervisor.

d. Personnel Management:

1. Work Schedule:

In order to participate in the Volunteer Program, volunteers agree to work a minimum of 12 hours per month. There is no maximum restriction of volunteer hours.

2. Meal Periods/Breaks:

Volunteers may receive a 30 or 60 minute meal period depending on their assignment. The meal period includes travel to and from the meal site. Each volunteer shall have a 15 minute break near the middle of every 4 hour period. These breaks are not cumulative and cannot be taken at the end of the day.

d. Supervision:

1. The Volunteer Program is under the administrative control of the Personnel Services Commander or his designee.

e. **Personnel Evaluations:**

1. Volunteers shall receive performance evaluations based on their position. Some positions, short term projects in particular, will be reviewed after the assignment has been completed. Other positions will be evaluated on a yearly basis.
2. Evaluations shall be completed by the unit supervisor and forwarded to the Volunteer Services Coordinator.

f. **Attendance:**

Any volunteer who, because of illness or injury, is unable to report for work shall contact his/her immediate supervisor. If the supervisor is unavailable, the volunteer shall contact the Volunteer Services Coordinator

g. **Confidential Information:**

During the course of employment Volunteers may be exposed to confidential information. Volunteers will remember that all information regarding individuals and sensitive departmental information deemed confidential shall not be disseminated outside of the Department. Violations of this procedure are grounds for termination and possible criminal prosecution.

Volunteers shall not query the Department's computer or otherwise request criminal records or warrant information *unless specifically authorized by a supervisor.*

h. **Use of Police Vehicles:**

Volunteers shall not drive marked or unmarked police vehicle unless specifically assigned to a program where a police vehicle has been approved for volunteer use.

i. **Firearms and Weapons:**

Volunteers shall not be in possession of any firearm or weapon while on duty. Any volunteer found with a weapon while on duty shall be terminated from the program.

j. **Ride-A-Longs:**

The purpose of a volunteer ride-along is to expose the volunteers to field patrol duties. Volunteer ride-a-longs are subject to the following restrictions:

1. Volunteers must obtain approval for a ride-a-long from the Administrative Sergeant in Field Operations.
2. Volunteer ride-a-longs shall not exceed 4 hours.
3. Volunteers are not to exceed 4 ride-a-longs per year.
4. Volunteers are subject to Department ride-a-long policy.

k. **Uniforms:**

Volunteers shall wear the authorized uniform shirt provided by the Riverside Police Department. Volunteers will be assigned a white button down shirt for Mobile

Neighborhood Watch and a royal blue polo shirt for all other programs. The uniforms are the property of the Riverside Police Department and must be returned when the volunteer leaves the program. Both shirts shall be worn with dark blue or black slacks and dark athletic type shoes. Walking shorts may be worn during specified periods of warm weather.

l. Use of Uniform:

1. Uniforms shall be kept neat and clean.
2. The assigned uniform must be worn on duty except when volunteering in an area which requires other clothing.
3. Uniforms must not be worn while off duty except while commuting directly to or from assigned work area.

m. Rules of Conduct:

Any volunteer of the Department may be made the subject of charges and action for suspension, demotion or dismissal pursuant to the Personnel Rules of the City of Riverside for any of the following offenses:

1. The Commission of a felony or misdemeanor under the laws of the State of California, United States, City of Riverside.
2. Reporting for duty with intoxicating liquor on breath or drinking any kind of intoxicating liquor while on duty.
3. Consuming any alcoholic beverage on or adjacent to the Police Department property.
4. Reporting for duty or being on duty following the use of a "controlled substance" or any drug (whether legally prescribed or otherwise) where such use may impair the volunteer's ability to perform assigned duties.
5. Refusal, failure, or delay in performing and/or carrying out proper orders, work assignments, or instructions of supervisors without reasonable and bonifide excuse.
6. Disobedience or insubordination to constituted authorities, in the course of conducting lawful department business.
7. Criminal, dishonest, infamous or notoriously disgraceful conduct unbecoming an officer/ employee or volunteer which might be detrimental to the service on or off duty.
8. Unexcused or unauthorized absence on scheduled days of work.
9. Failure to report for work or to place of assignment at time and place specified without reasonable excuse.
10. The receipt or acceptance of a reward, fee, or gift from any person for service incidental to the performance of the volunteer's duties.
11. Offer or acceptance of a bribe.
12. The unauthorized use of any badge, uniform, or City I.D. card for the purpose

of personal gain.

13. Work-related dishonesty, including attempted or actual theft or unauthorized appropriation of City property, City services, or the property of others.
14. Falsifying records by diligently entering, or causing to be entered, any inaccurate, misleading, or **incorrect** information in the preparation of official reports, recordings, records, logs, time cards or other documents.
15. Wrongfully lending, selling, giving away, or appropriating any lost, found, stolen, departmental or evidence property for the volunteer's personal use.
16. Knowingly making false or malicious statements with intent to harm or destroy the reputation, authority, or official standing of the Department or individual members thereof.
17. The willful and unauthorized destruction, damage and/or mutilation of any Department or City record, book, paper, document, equipment or property.
18. Engaging in political activities while on duty, when in uniform, or in any manner prohibited by law.
19. Engaging in any act of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that could constitute sexual harassment.
20. Making slighting comments regarding the nationality, color, creed or beliefs of any person.
21. Improper release of confidential information.