

# South Bend Volunteers in Police Service Procedures and Guidelines

(Version 2.0 Dated 03-18-2009)

## **I. Rules and Regulations Manual Information:**

- A. This manual shall be known as the South Bend Volunteers in Police Service Rules and Regulations Manual. ALL VIPS MEMBERS SHALL FAMILIARIZE THEMSELVES WITH THIS MANUAL.
- B. The information contained in the pages of this manual is the foundation for the VIPS program, and for the guidance of each volunteer. From time to time procedures outlined are subject to change, when amendments are proposed and accepted, they shall be properly inserted into this manual.
- C. Who are the VIPS? A VIPS is a member appointed as a volunteer only and is not vested with police powers. The VIPS members have enrolled in and serve as a civic service to assist the South Bend Police Department and the citizens of South Bend, Indiana.
- D. While serving in the capacity of a VIPS member, you will be polite, even when others are not, and courteous to the general public and to all police personnel. All public relations are of the utmost importance in the VIPS program.

## **II. Table of Organization:**

- A. There is a Chain of Command in the VIPS should anyone have conflicts, complaints or have pertinent questions.

### **CHAIN OF COMMAND:**

Uniform Division Chief  
COP Captain  
COP Lieutenant

- B. The Organization chart consists of the Chain of Command in addition to the Patrol Coordinator, the Assistant Patrol Coordinator, and Area Representatives/Project Coordinators.

## **III. COORDINATOR POSITIONS:**

### **A. VIPS Unit Coordinating Lieutenant**

The COP Lieutenant is a commissioned police officer in charge of the VIPS program on a daily basis. The Lieutenant acts as a liaison for the VIPS and Chief of Police, Uniform Division Chief, COP Captain and all other South Bend Police Department personnel. The COP Lieutenant is responsible for the coordination of training and certification of the VIPS, the volunteer's uniforms and equipment, work assignments, monthly

meetings, monthly reports, personnel matters, Unit records and other official paperwork, finances, and all day to day operations of the VIPS Unit.

**B. PATROL COORDINATOR:**

The Patrol Coordinator is a VIPS in good standing and is appointed by the COP Lieutenant. The Patrol Coordinator works under the direction of the COP Lieutenant and is responsible for the day to day VIPS patrol operations, in addition to other duties as deemed necessary by the COP Lieutenant. These duties shall include: Scheduling and coordinating patrols and special event requests (As authorized by Uniform Division Chief, COP Captain, and COP Lieutenant); Maintain accurate records of Unit member's patrol and meeting hours per month/annually; Maintain updated VIPS Unit emergency call out list and provided same to communications and COP Lieutenant; advise of Unit needs for equipment/supplies regarding patrol operation; to assist COP Captain during absence of Unit Coordinating Lieutenant.

**C. ASSISTANT PATROL COORDINATOR:**

The Assistant Patrol Coordinator is a VIPS in good standing and is appointed by the COP Lieutenant. The Assistant Patrol Coordinator works under the direction of the COP Lieutenant and Patrol Coordinator. This person is responsible for the day to day VIPS patrol operations when the Patrol Coordinator is unavailable. This position is also responsible for coordinating the monthly newsletter, assisting the Unit Coordinating Lieutenant and Patrol Coordinator in developing and addressing training needs for new applicants and monthly Unit training meetings, and other duties as deemed necessary by the COP Lieutenant.

**D. AREA REPRESENTATIVES:**

Four areas of the city are represented, the: Northwest, Northeast, Southwest, and Southeast. Each representative is required to attend all training sessions and other meetings as required by the COP Lieutenant and the Patrol Coordinator. The Area Representatives assist the COP Lieutenant with various assignments, follow up phone messages to VIPS members, relaying concerns or problems to the COP Lieutenant and other duties as deemed necessary by the COP Lieutenant. The Area Representative is required to live on the side of town that he/she represents (unless an opening can not be filled by this requirement). The Representative positions shall be appointed by the COP Lieutenant on a rotating basis.

**IV VIPS MEMBERSHIP**

**A. Membership Qualification Requirements:**

1. All members must attend mandatory, monthly meetings.
2. All members must volunteer for four (4) hours a month either clerical or on patrol. Special events will also qualify, if it amounts to four (4) hours during the month or more.
3. If a member has been documented as not going out on patrol or attending three (3) training meetings in a calendar year, without notifying or obtaining approval of the COP Lieutenant or the VIPS Patrol Coordinator, that member will be asked to present the reasons for not meeting the minimum requirements to COP Lieutenant for further review of eligibility. The

names of people not meeting requirements will be presented to the COP Lieutenant after three (3) months of consecutively missed meetings and/or patrols.

- a. Exemptions for missed meetings and patrols:  
Illness, death, work (if not a permanent situation). If a permanent work schedule exists, member must advise COP Lieutenant or Patrol Coordinator as to reason why they should be allowed to remain a part of the unit.
  - b. Member Probationary Status:  
Any member that fails to abide by all VIPS policies and procedures will be terminated if attempts to resolve the situation are unsuccessful.
4. All members must pass the South Bend Police Department's background check.
  5. All members must maintain a good traffic record.
  6. All members must be in good health, have good mental faculties, and ability to perform duties.
  7. All members must have good moral character.
  8. All members must be at least eighteen (18) years of age; at least twenty-one (21) to drive VIPS vehicle.
  9. All members must have an application completed, processed, and approved, as well as, a valid driver's license or state identification card on file.
  10. All members must have successfully completed the initial VIPS training course.
  11. All members must have either a high school diploma or GED, however, special circumstance exemptions may apply per the Unit Coordinator's review.
  12. Every VIPS applicant must interview with a five (5) **panel review board** to insure they understand the program and its guidelines prior to acceptance into training program.
  13. All members shall have a valid driver's license or state identification in their possession while on patrol.
  14. All VIPS members must be functionally literate.
  15. VIPS members, accepted within the first year, are encouraged to graduate from the Citizens Police Academy, for which VIPS hours will be credited.
    - a. This will not be grandfathered in, to past VIPS who have taken the classes.
    - b. The CPA hours will be counted toward miscellaneous hours on the new member's monthly hours for VIPS.

- c. VIPS members, who have been in the unit for more than one (1) year and are taking the class, do not get credit for taking the classes.
  - d. VIPS members can receive hours upon volunteering to work at Citizens Police or VIPS Academy classes upon the approval of the COP Lieutenant.
- 16 When representing the VIPS in any capacity, members must wear the uniform properly. Wearing a sloppy or dirty uniform while on duty is not acceptable. Members must show respect for the unit and their partners while on duty by showing up for duty assignments on time, conducting themselves in a professional manner and maintaining their personal hygiene. Also, all VIPS members are to be respectful to the public and to all police officers. Use of alcohol and/or illegal drugs, both prior to and during patrol shifts or training sessions, or at any time while in uniform is grounds for immediate dismissal
- 17 All VIPS members must read and sign an Acknowledgment that they received a copy of the VIPS Procedures and that they understand and agree to be bound by them before being accepted into the VIPS unit.
- 18 All VIPS members need to show proof of insurance, both auto and health, when signing the waiver each year.

**B. NEW RECRUITS**

- 1. The interview panel shall be convened when prospective applicants have successfully made it through their background checks.
- 2. The interview panel shall be made up of the COP Captain and Lieutenant (or their designees), The Patrol Coordinator, Two Area VIPS representatives, and One VIPS Unit representative.
- 3. One (1) member from the VIPS unit. This panel member shall be recommended by the Unit Coordinator and is "In good standing" meaning this member has no violations of the VIPS by-laws as written at the time of the interview process. A member is not in jeopardy of termination from the program, is participating on patrols, special events and attending training session meetings on a regular basis with no unexcused absences.
- 4. Once the members are chosen, it will be required that anything discussed during the course of the interview process shall remain confidential.
- 5. If, at any time, any one of the panel interviewers cannot make the interview process, It will be the responsibility of the COP Lieutenant and/or Captain to find a suitable replacement.
- 6. All questions will be pre-approved by the Uniform Division Chief, COP Captain and COP Lieutenant

7. The Interview Panel members, except for the COP Lieutenant, the Patrol Coordinator, and COP Captain will be selected on a rotating basis.
8. The COP Lieutenant or their designee, will be responsible for the coordination of the interview process, which includes notification of the date, time, and location of the interviews for both members and applicants, the training of the interviewing members, and the compilation of the interview results.

## V. **Uniforms and Equipment:**

- A. Uniform shall be clean and worn properly.
- B. Black or navy blue pants are required. Jeans or shorts may not be worn while on duty. Also, open toed shoes are strictly prohibited.
  1. Shirts may be tucked in or worn outside pants in a professional manner. VIPS shirts may not hang more than six to eight (6-8) inches from the natural waistline, if left untucked.
- C. All members must wear an issued hat, shirt (long or short sleeved), and ID badge when on duty. (Spring or Winter jacket and/or rain jackets as weather dictates).
- D. No modifications shall be made to the uniforms, without prior approval by or additions of awards issued by COP Lieutenant. This requirement pertains to hats, shirts, jackets, ID tags or other authorized gear.
  1. The only exception is the small South Bend symbolic badge, VIPS pins or any other authorized commendation which can be worn on the collar, lanyard or VIPS hat.
- E. VIPS members may not carry firearms or weapons, including mace, while on patrol or representing the VIPS in any official capacity. A pocket knife or "pen" knife (maximum 4" blade) may be carried if it not used or brandished as a weapon at any time while a VIPS member is on patrol.

## VI. **Duty Assignment:**

- A. When not assigned to a specific duty by the COP Lieutenant or the Patrol Coordinator, VIPS will patrol in residential neighborhoods, in the area assigned at the beginning of each shift.
- B. It is the VIPS members' duty to check patrol sheet and assignment areas prior to each patrol assignment.
- C. While on these "routine patrols," the main objective will be to look for suspicious and/or unusual activity. Remember, VIPS are the "eyes and ears" for the police department.

- D. VIPS must take complete notes when observing any suspicious and/or unusual activity. If the activity is such that it warrants immediate action, call communications and request an officer. **DO NOT APPROACH SUSPICIOUS PERSONS OR VEHICLES!!!!**
- C. "Routine patrol" for the police department should be conducted during the entire shift, with the exception of special assignments from communications or stations commanders. After completing special assignments, resume "routine patrol."
- D. Under no circumstances will VIPS members stop vehicles. Remember, VIPS duty is to observe, record and report.
- E. VIPS members participating in parades will be polite, report to the person assigned to organize the special event, and said person will be responsible for making sure VIPS are where they should be and know their assignments.
- F. All approved requests for VIPS assistance at special events will be directed to the COP Lieutenant. The COP Lieutenant or Patrol Coordinator will assign the VIPS members. The VIPS will report to the supervisor in charge of the special events. Participation by VIPS in special events shall be limited to non-confrontational duties only and will never assume any duties for event security.
- G. In case of a disaster, VIPS may be requested to report to an on-scene supervisor for their assignments. Duties at a disaster scene may include traffic control and supporting the on-scene officers by providing other duties as requested. If C.E.R.T. certified, this may entail additional duties as assigned by the command center.
- H. VIPS may be called out, dispatched to, or requested to assist with traffic control. In all cases, VIPS will respond to officer in charge (OIC) of the scene. VIPS will wear either a departmental issued **REFLECTIVE TRAFFIC VEST, JACKET, OR RAIN GEAR AT ALL TIMES WHILE DIRECTING TRAFFIC AND WILL UTILIZE A FLASHLIGHT DURING LOW LIGHT CONDITIONS OR INCLEMENT WEATHER.** The ANSI approved reflective vest or jacket is to be worn outside the shirt so it can be seen. The VIPS vehicle should be parked out of the travel portion of the roadway, with the **amber lights activated**. Serious crash scenes may also require the use of flares to provide early warning and direction to motorists. VIPS should use extreme caution when using flares.
- I. Lunch breaks taken within a four (4) hours shift should not exceed forty-five (45) minutes.
- J. VIPS shall not solicit the public for any discounts or gratuities in the performance of their duty assignments.
- K. Any donations received for services rendered by any person, while acting in the capacity of a VIPS member, shall immediately be turned into the VIPS Unit Coordinating Lieutenant. This officer will in turn forward the donation to the South Bend Police Department Service Division for their actions to meet all legal requirements.

## **VII. Radio Procedures:**

- A. In order to use the radio VIPS members must be certified in radio usage, must have completed any and all training in radio communication to be certified.
- B. VIPS members should know the most often used ten (10) codes and signals.
- C. During normal assigned patrol duties, VIPS members must radio 10-41 (in) and 10-42 (out) for patrols, including special events. In the case of a NIMS alert emergency response by VIPS members, under FEMA regulations, it is required that plain language be used for multi-jurisdiction and multi-discipline events, such as major disasters and exercises. This follows the same standards as required by all other personnel of the South Bend Police Department, while involved in a NIMS alert emergency situation.
- D. VIPS members must monitor Channel One (1) and broadcast (call-in) on Channels Three (3), Four (4) or Five (5). Note; Channel 3 is the primary broadcast channel, Channel 4 is a back-up for Channel 3 and use of Channel 5 is restricted to special events only. Channel Seven (7) is for car-to-car, short distance communication. Channel 7 is for official car-to-car communications only. It is not to be used for personal conversations.

## **VIII. Rules and Regulations:**

- A. If at the scene of an accident or other disaster, if members of the media or general public ask questions, direct them to the officer in charge. Do not answer questions about the situation.
- B. **NO ONE** will write, print or publish comments to the press or general public without the express authorization of the COP Lieutenant.
- C. If members have a specific problem, either within the VIPS Unit or Department, it should be addressed to COP Lieutenant and COP Captain.
- D. No member shall carry firearms or weapons, including mace, while on patrol or representing the VIPS in any official capacity.
- E. Members driving a VIPS vehicle shall have a valid driver's license in their possession and on file. This information must be re-verified on an annual basis by providing a copy of the license to the COP Lieutenant.
- F. While on duty, all VIPS members shall wear seatbelt/restraint devices as approved in Indiana Statute 9-19-10-2 and all state and local laws.
- G. While on duty, no member shall use illegal drugs or alcohol nor prescription drugs that may affect their ability to drive or function as a VIPS.
  - 1. The odor of alcohol on a VIPS breath or on his/her person shall be considered proof of alcohol use and VIPS shall not be allowed to patrol.

2. Members shall not possess, store, or bring into any police facility or vehicle alcoholic beverages, controlled substances, narcotics, hallucinogens except in the performance of their official duties or as legally prescribed. If in the course of an official duty relating to alcohol transportation, the VIPS member must notify SBPD Radio Communication at the start and finish of the assignment and must be noted on the patrol log.
  3. No member of the VIPS Unit shall consume any alcoholic beverage prior to any duty or while wearing anything that denotes membership with the South Bend VIPS Unit.
  4. VIPS Members shall conduct themselves in such a manner as to reflect favorably upon the Department. VIPS must be civil, courteous, and respectful to all members of the Department and to the public.
- H. VIPS members shall be prompt for duty or advise partner if they are going to be late.
1. If a VIPS member is going to be late for patrol, that member needs to call their partner and the Patrol Coordinator so the hours may be adjusted accordingly.
  2. If a VIPS member is going to cancel their patrol time, the Patrol Coordinator must be called far enough in advance so that the member's partner can be alerted and the calendar adjusted accordingly. This will allow that member who does not have a partner time to find another.
  3. If a VIPS member has a partner that does not show for a patrol time, then the Patrol Coordinator must be notified within twenty-four hours of this occurrence, so that partial credit will be given to the partner that showed for the patrol.
  4. If a VIPS member fails to show for a scheduled patrol three (3) times within a calendar year, that VIPS member will be put on probationary status.
- I. While on duty, dress in appropriate VIPS clothing and accessories as previously stipulated.
- J. There shall always be a minimum of two (2) VIPS per car, unless special permission is granted by VIPS Unit Coordinator (i.e. special events and emergency call outs).
- K. Misuse of the radio communications is grounds for **immediate suspension** until reviewed by VIPS Unit Coordinator. A severe offense is grounds for removal from the program.
- L. VIPS members shall not enter any hazardous situation at **ANY** time.
- M. **DO NOT** respond to any call unless directly advised by dispatch or another police officer; **AVOID** the area otherwise.
- N. **ANY AND ALL** information pertaining to police records or other clearance level materials is to be kept strictly confidential.



- O. A member shall immediately surrender, in good condition, to the VIPS Unit Coordinating Lieutenant (or designee), all VIPS issued property and equipment before any extended leave of absence or resignation, if requested by VIPS Unit Coordinating Lieutenant and COP Captain. Normal wear and tearing to equipment is accepted. Those items purchased out of pocket may be kept by the members.
- P. All VIPS assigned items, equipment and Uniforms are considered South Bend Police Department property and VIPS members will be responsible for all items, equipment and Uniforms assigned to them. Should any of the items become lost, stolen or damaged, a report should be made immediately by the VIPS member to the COP Lieutenant and Captain explaining the circumstances. The VIPS member will be held responsible for the replacement cost of department equipment if the circumstances include negligence. Upon resigning from the VIPS, all police department equipment, items and uniform articles must be accounted for and returned to the COP Lieutenant (or designee) or a reimbursement cost must be paid along with a report as to why the item was not returned. All assigned items are considered police department property
- Q. If a member is involved in an accident while driving a VIPS vehicle, they must notify dispatch and the supervisor, they are familiar with procedures to be taken. Do not leave the scene.
- R. VIPS members should keep the VIPS Unit Coordinating Lieutenant and Patrol Coordinator aware of their current address and phone numbers. The members must also keep emergency information current.
- S. VIPS ride-alongs for individuals interested in the program, must be approved through VIPS Unit Coordinator. No unauthorized personnel will be allowed in VIPS squads, including family members, due to liability concerns.
- T. A VIPS member cannot transfer to CVO's or any other program until they have served a minimum of one (1) year with the VIPS. One year upon completion, if on probation in the VIPS Program.
- U. Any VIPS member attending an event where alcohol is served **must not wear any piece of their VIPS uniform (i.e., shirt, hat, id badge, or jacket)** unless working the event in an official, authorized capacity!
- V. All VIPS members must read and sign Acknowledgment of the By-Laws.

## **IX. Leave of Absence:**

- A. A formal letter must be written to the VIPS Unit Coordinating Lieutenant giving notice of VIPS member's request for Leave of Absence. If a member does not give a formal notice, then the absence, if it is for an extended period of time, will not be considered excused and will be grounds for a warning letter to be issued.
- B. If a VIPS member decides to request a leave of absence after a warning letter is issued, that member is still required to formalize this leave by submitting a written notice. The time that

the member has missed will not be grand-fathered in and will still be considered unexcused. After the leave is granted, any absence from the submission date of the formal request will be considered excused.

- C. Any VIPS member taking a Leave of Absence that is less than 2 months in length, is required to turn in the issued ID card. Any Leave of Absence that is for more than 2 months in length will require that all issued equipment be turned in to the South Bend Police Department. If a Member returns within six (6) months, the issued equipment will be reissued to that member.
- D. Any member on leave of absence will be required to give a written update to the VIPS Unit Coordinating Lieutenant (or his designee) on a quarterly basis (if more than 2 months in length) regarding the status of their leave or on a monthly basis if less than 2 months in length.
- E. Any member who has taken a leave of absence exceeding six (6) months from date of their formal letter or first absence from training meetings, will be required to submit a formal request to the VIPS Unit Coordinating Lieutenant and COP Captain to rejoin the unit and submit a new application. If the former member's application is accepted and their background check is clear, the applicant will have to go through the VIPS training program again. If no training program is available, the returning member will be assigned a sponsor or a Field Training Officer, to gain certification in all areas missed while absent.
- F. Any member granted a leave of absence is to be on a "leave of absence." During a leave of absence, a member is not to perform any VIPS duties nor attend any meetings.
- G. The only exception to the "leave of absence" definition is where a VIPS member has requested and been granted a "medical leave of absence". Under these conditions, the VIPS member may continue to attend meetings while in rehabilitation status if this does not exceed the six (6) month restriction as previously stated. A member on "medical leave of absence" is still required to give a written update to the VIPS Unit Coordinating Lieutenant (or his designee) on a quarterly basis (if more than 2 months in length) regarding the status of their leave or on a monthly basis if less than 2 months in length.

## **X. Infractions Leading to Probation:**

- A. The following list of offenses, while not complete or all-inclusive, shall be considered grounds for placement of any VIPS member on probation:
  - 1. Rude, belligerent, anti-social, or offensive behavior to any member of the public, the department (including clerical and radio personnel), and other members within the volunteer program.
  - 2. Being charged with a felony offense, whether convicted or not.
  - 3. Being charged with a misdemeanor offense, depending on the severity of the offense.

4. Receiving two (2) or more moving violations in any twelve (12) month period.
  5. Misuse on any VIPS equipment, City equipment or County equipment.
  6. Taking a VIPS vehicle outside the City of South Bend limits, without permission from the VIPS Unit Coordinating Lieutenant.
  7. Any reported & substantiated misconduct by a Volunteer in Police Service Member. The term misconduct will be considered to include all violations of the rules and regulations as published in this Procedures and Guidelines Manual, and further those rules and regulations which emerge as governing the policies, operations, and procedures of the Department of Police, VIPS Unit, by publication as general orders, special orders, or additions to this publication of the Procedures and Guidelines Manual.
- B. Any written warning concerning conduct or behavior will be put into the member's file.
  - C. The length of any member's probation shall be at the sole discretion of the VIPS Unit Coordinating Lieutenant and COP Captain.
  - D. Any additional offense committed while a member is on probation shall be considered grounds for termination.

**XI. Terms of Probation:**

- A. A VIPS member will be given a written warning from the VIPS Unit Coordinating Lieutenant and COP Captain regarding any infraction prior to being placed on probation.
- B. The length of a member's probation will be dependant upon the nature of their infraction(s) and will be at the sole discretion of the VIPS Unit Coordinating Lieutenant and COP Captain.
- C. When returning from a leave of absence or probation period, a member's return to the Unit will require a refresher training instruction, with the length of time and content to be determined by the VIPS Unit Coordinating Lieutenant and COP Captain.

**XII. Termination from the VIPS:**

- A. The following list of offenses, while not complete or all-inclusive, shall be considered grounds for termination from the VIPS program:
  1. Depending on the nature of the violation, being issued two (2) written warnings for the same violation within any twelve (12) month period.
  2. Being issued a total of three (3) written warnings of any type within any twelve (12) month period.

3. Being convicted of any felony offense.
    - a. Any member convicted of a felony offense will not be allowed back into the VIPS Program at any time.
  4. Being convicted of a misdemeanor offense, depending of the type and/or severity of the offense.
    - a. Any member convicted of a misdemeanor offense and terminated from the program may be allowed back into the program at the discretion of the VIPS Unit Coordinating Lieutenant and COP Captain.
- B. The ultimate decision regarding any member's termination from the Unit will be at the sole discretion of the VIPS Unit Coordinator and police administrators. Depending upon the nature of the violation, the VIPS Unit Coordinating Lieutenant and COP Captain has the right to immediately terminate any VIPS member without prior notice.
- C. A member will be given a written notice of termination from the VIPS Unit Coordinating Lieutenant and COP Captain and will be required to return all issued equipment within the time frame indicated in the termination letter to the VIPS Unit Coordinating Lieutenant (or designee).

### **XIII. Appeals:**

- A. Any member wishing to appeal their probation and/or termination must submit a written letter to the VIPS Unit Coordinating Lieutenant and COP Captain stating why they feel that their probation and/or termination is unjust.
- B. The appeal request must be submitted within the time frame specified in the warning or termination letter in order to be considered.
- C. All appeals requests will be reviewed by the South Bend Police Department Administration to determine if the request is justified.
- D. The member will be notified in writing whether or nor their appeal is granted.
- E. All disciplinary actions will remain in each member's file throughout their participation in the VIPS program.

### **XIV. Honors and Certificates:**

- A. After one hundred (100) hours of volunteer service to VIPS, members may qualify for an award for their volunteer service. After five hundred (500) hours of volunteer service to VIPS, members may qualify for another award for their volunteer service to the Unit.

- 1. The volunteer hours for the awards are for cumulative hours. Some will be over a single calendar year period while another will be over the length of time in the VIPS Unit (they do not start over at the beginning of the year).
  
- B. VIPS of the Year: Is an award that may be bestowed upon a VIPS member who has gone "above and beyond" what makes a volunteer, i.e. donating many hours, helping others, cleaning graffiti, helping out in the community, etc.

**Acknowledgment of Receipt**

After having read this entire manual, I understand and will abide by all the rules and regulations herein. Any subsequent additions to or deletions from this manual are also considered part and parcel of this manual and I will abide by any said revisions in the future. Failure to sign this Acknowledgment may lead to my termination or suspension from the VIPS Program.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgment of Ratification**

After having read this entire manual, the undersigned officers of the South Bend Police Department, agree and ratify this document titled:

**South Bend Volunteers in Police Service  
Procedures and Guidelines**

(Revised Version 2.0 Dated 03-18-2008)

as evidenced by our signatures below.

\_\_\_\_\_ Date: \_\_\_\_\_  
Lt. Richard Powers  
VIPS Unit Coordinating Lieutenant

\_\_\_\_\_ Date: \_\_\_\_\_  
Division Chief Jeffery Walters  
Uniform Division

\_\_\_\_\_ Date: \_\_\_\_\_  
Chief Darryl Boykins  
Chief of Police  
South Bend Police Department