

# *INDEPENDENCE* **POLICE**

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To Whom It May Concern:

I wish to thank you for your interest in the volunteer program of the Independence Police Department. Given that volunteers will be interacting with the police department on many different levels, including access to the police building, we conduct a very thorough and complete background check. In fact, volunteers receive the same background and psychological testing that Independence Police Officers receive.

Our program is currently in a period of change regarding the application program for volunteers. In the past we have simply taken applications, and upon completing the background checks--sometimes several months--we re-contact the individuals as to whether or not they are approved. The problem with this process is that we lose valuable time and sometimes interest in the program.

Effective immediately, our new system will be broken down into three parts:

- 1) Training Period
- 2) Probationary Membership
- 3) Full Membership

In the first phase, training period, the new volunteer will receive a basic background check. This check will be for valid driver license, and any criminal past. Upon approval, the new volunteer will be assigned to our training advisor, Virginia Mashburn. Virginia will further assign the new volunteer to a leader within the VIPs program. Virginia will also provide learning materials and assist with training issue surrounding a new volunteer.

This first phase of training will last three months. During this process the new trainee will be expected to attend all monthly meetings. Monthly meetings will be held at the Independence police headquarters at 7:00 PM on the first Wednesday of the month.

Upon completion of the first phase, the new volunteer will enter stage two, probationary status. The volunteer will receive a full background check, including a psychological evaluation. Upon approval, the volunteer will be assigned to a squad within the VIPs program, and begin volunteering. During this time the new volunteer will be a full member with access to the police building, and all rights and responsibilities that go along with it. The second phase will last approximately 9-months, or the remainder of the calendar year.

Upon completion of the second phase, the volunteer will become a full member of the program.

It should also be noted that at some point during the first year, all new volunteers are required to attend the Independence Police Citizens Academy. This requirement is waived if you have attended the academy in the past. The academy is a 12 week course meeting on Thursday evenings. The academy is held twice a year, once in the spring, and again in the fall. The academy will help volunteers understand the inner workings of the police department. During the academy the volunteer will meet officers from almost every unit within the police department.

Again, I appreciate your interest in our program and hope that we will be working together in the near future. If you ever have any questions about this program, please feel free to contact me at 325-7643, or via e-mail at [romey@indepmo.org](mailto:romey@indepmo.org).

Sincerely,

Robert Romey  
Independence Police  
Crime Prevention Unit