



City of Topeka  
Police Department



Volunteer  
Operations  
Manual

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### **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.

### **Topeka Police Department Motto**

“To Protect and To Serve With Honor”

### **Topeka Police Department Mission Statement**

The Topeka Police Department.

- ✦ 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 Constitution of the United States and the State of Kansas
- ✦ Recognizes each individual as a person of worth and deserving of the highest quality police service
- ✦ Recognizes the priorities and needs of the entire community

### **Values Necessary to Achieve the Mission**

- 1 The Topeka Police Department places its highest value on human life
- 2 The Topeka Police Department must preserve and advance the principles of democracy as expressed in the Constitution
- 3 The Topeka Police 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 Topeka Police Department believes that it must be accountable to the people it serves.
- 6 The Topeka Police Department is committed to professionalism in all aspects of its operation
- 7 The Topeka Police Department strives to maintain the highest standards of integrity.
- 8 The Topeka Police Department values the caring men and women who comprise the Department

*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*

## **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 Director of Volunteer Resources immediately at 368-9585.

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 Director of Volunteer Resources 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 Director of Volunteer Resources office.

Each Volunteer is responsible for reporting monthly hours to the Director of Volunteer Resources by the 3<sup>rd</sup> 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 [lperez@topeka.org](mailto:lperez@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.

CITY OF TOPEKA  
CITY ATTORNEY'S OFFICE  
MEMORANDUM

Phone: 368-3883      Fax: 368-3901

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TO:            All COT Employees

FROM:        Steven R. Ebberts, Assistant City Attorney

SUBJECT:    MEDICAL TREATMENT FOR WORK RELATED INJURIES OR  
              CONDITIONS

DATE:        February 8, 2002

I am providing you with the following information, which is currently effective. It is important that you **READ AND ARE AWARE** of this information should you experience a job related injury/illness.

• **ACCIDENT REPORTING:**

Kansas Workers' Compensation Law requires employees to notify their employer within **10 days of incurring an accident** or their claim may be determined to be non-compensable. The City will adhere to the time limits set forth in the Workers' Compensation Law. **All injuries should be reported to your supervisor immediately.**

• **MEDICAL ASSISTANCE:**

St Francis Hospital Industrial Medicine Program will provide twenty-four hour (24 HOUR) medical services to City Employees for **work related** injuries or conditions seven (7) days a week. Please report to the **St. Francis Hospital Emergency Room** if medical care is needed.

• **PHARMACY SERVICES:**

The authorized provider for pharmacy services for work related injuries/conditions is any \_\_\_\_\_ in Topeka. The cost for medication or supplies will be charged to the City of Topeka account.

PHARMACY:  
Kmart, Osco Drug, WalMart or Walgreen's

- **REMINDERS:**

1. You may elect to decline treatment for an injury. However, **you should still report the occurrence to your supervisor immediately** in order for him or her to complete a report of accident, which states medical treatment declined;
2. If a life threatening injury occurs, call 911 for assistance; and
3. ***Filing a fraudulent or abusive Workers' Compensation claim may be punishable both under civil and criminal statutes; fraudulent or abusive claims will be pursued by the City to the full extent of the law!***

Please call my office if you have any questions regarding Workers' Compensation benefits or need any assistance.

READ BEFORE SIGNING: A copy of this memo has been provided to me. I have read and understand the information presented in this document, including notice to me that Workers' Compensation fraud or abuse is a crime punishable under Kansas law and that failure to follow the above process may result in denial of workers' compensation benefits.

X \_\_\_\_\_

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

This memo is for insurance purposes only and should not be construed to indicate you are an employee of the City of Topeka

## 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

For additional information, reference Topeka Police Department General Order POIE "Confidentiality and Criminal History Information



**CITY OF TOPEKA POLICE DEPARTMENT  
AWARENESS STATEMENT FOR CRIMINAL JUSTICE  
INFORMATION AND RELEASE**

Access to criminal history record information (CHRI), as defined in K.S.A. 22-4701, and use and dissemination of such information is governed by state and federal laws and regulations, in particular the federal regulations on Criminal Justice Information Systems (28 CFR Part 20). Further, state law provides specific criminal penalties for unlawfully accessing or disseminating criminal history record information. The Kansas Code provides. *“Any individual violating or causing a violation of the provisions shall be deemed guilty of a Class A misdemeanor.”*

Topeka Police Department policy further restricts the use of any computer used by the Department to law enforcement purposes only. The computer system is available only to employees of the Topeka Police Department for bona fide law enforcement purposes; and then only as those purposes apply to the individual employee’s job responsibilities. These restrictions apply not only to criminal history files, but to all law enforcement computer files.

I acknowledge that I have received instructions about the intent and content of federal and state laws and regulations concerning the security and privacy of criminal history record information. I further acknowledge that I have read and understand the above provisions of the law of the State of Kansas. I further understand that I have no right to access the computer system and must hold any information inadvertently obtained from said system in strictest confidence.

I further acknowledge and understand as part of my participation in riding with Police Department personnel, I may become privy to personal and sensitive information about citizens with whom I come in contact. I understand such individuals have certain interests protected by privacy rights, and I agree to hold in confidence and not divulge any such information.

I hereby release said municipal corporation, its officers, employees, agents, and servants from any liability regarding the foregoing, or for contribution as a joint tort-feasor therefor, and will indemnify and save harmless said corporation, its officers, employees, agents and servants from any such liability or contribution to such liability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

.....  
*STATE OF KANSAS, COUNTY OF SHAWNEE:*

*Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.*

\_\_\_\_\_  
*Notary Public*

*My Commission Expires: \_\_\_\_\_*

## **Topeka Police Department Equipment Use**

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

Topeka Police Department computers are for official police business and authorized use 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. For the complete policy, see Topeka Police Department General Order S10 "*Use of Computers/Communications Systems*" (attached) and the City of Topeka Policy "*Use of City of Topeka's Information Technology System*" (attached)

<b>TOPEKA POLICE DEPARTMENT GENERAL ORDER</b>		<b>Number: S10 Code: S NS</b>
<b>SUBJECT: USE OF COMPUTERS / COMMUNICATIONS SYSTEMS</b>		
<b>ISSUED: 2 May 2003      EFFECTIVE: 9 May 2003      REVIEW: 2 Jan 2006</b>		
<b>RESCINDS: S10 "Use of Computers and Communications Systems issued 2 Jan 2002</b>		
<b>OTHER REFERENCES: City Policy "Telecommunications Policy"(3/17/99); CALEA 82.1.6-8</b>		<b>DATE REVISED 3/1/99; 9/30/99; 8/7/01; 1/10/03</b>

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**POLICY**

Computer and communications equipment use is restricted to Department and law enforcement purposes. TPD employees will comply with all City and Department regulations concerning use of computers and communications equipment.

**DEFINITIONS**

- D1** Inappropriate Material is all items written and graphical that are unlawful, in bad taste or offensive. Exceptions: Material contained within official law enforcement communications which comply with criminal justice requirements/restrictions. These include but are not limited to material:
- Violating federal, state and local law or an individual's rights
  - Which is subversive, vindictive or reflects poorly on anyone.
  - Containing personal, sensitive, private or confidential information except in performance of City business.
  - Containing office gossip
  - Containing information about or relating to regular or email chain letters
  - Containing foul or disgusting language
  - Containing sexual implications
  - Containing racial slurs, gender specific comments, etc
  - Containing anything that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disabilities
- D2** Communication Systems include contemporaneous and pre-recorded communications such as:
- Telephones and Tele-facsimile (fax) devices.
  - Electronic mail (e-mail) systems
  - Voice mail systems
  - Radio; cell phone and paging systems
  - Bulletin boards and other places where documents, announcements and messages are posted or stored
  - Internet communications

**REGULATION**

**A. OVERALL GUIDELINES**

1. Use of all City communication systems shall be limited to City related activities
2. Communication system contents are not protected or privileged and may be subject to discovery during civil/criminal litigation, including stored or deleted data on the system.
  - a. This extends to storage of confidential information on computers and all necessary precautions taken for security.
3. Classified, confidential, sensitive, proprietary or private information/data must not be

42 disseminated to unauthorized persons or organizations by hard copy, electronic  
43 transmission or by viewing on computer screens

- 44 4. Management may, without notice, access data, text caches, pager memory banks, e-  
45 mail, voice mail and other employer provided electronic storage systems for  
46 administrative purposes. This may include deciphering of encrypted text.
- 47 5. Ordinarily, employees should not access communications intended solely for another  
48 employee unless requested to do so by the intended recipient, or directed to do so by a  
49 superior
- 50 6. Do not use Police Department technology, computers or software for profit, personal  
51 use or entertainment
- 52 7. Do not use networks, storage, paper and magnetic media for personal entertainment or  
53 personal business
- 54 8. Do not incur costs to the Police Department for personal use of information  
55 technology or related services
- 56 9. Do not store or display offensive material on TPD premises or equipment, unless  
57 needed for investigative purposes and authorized by the Division Commander. All  
58 computers will be logged off and shut down at the end of each workday; and when  
59 away from the work area for extended periods or off duty.
- 60 10. Only authorized personnel may connect, disconnect, reconnect, reconfigure or enter  
61 the CPU.

62 **B. SOFTWARE**

- 63 1. Do not copy Department owned software and related documentation
- 64 2. Personally owned or new software may only be used with:
  - 65 a. Prior authorization from the Division Commander and TPD Computer Section  
66 before installation
  - 67 b. Providing a copy of the software license and a statement that the employee agrees  
68 to abide by the provisions of the software license.
- 69 3. Do not download executable files or programs without prior approval from the TPD  
70 Computer Section

71 **C. INTERNET / MODEM**

- 72 1. Division Commanders are responsible for authorizing employee access to the Internet.  
73 The Computer Section will setup the computer for such access
- 74 2. Do not install a modem or any other device on any Department PC and/or phone lines  
75 without prior approval through the appropriate chain of command. The request will be  
76 forwarded to the Computer Section for final approval and installation
- 77 3. Any modem or Internet connection will be disconnected when not in use.
- 78 4. Internet Chat Rooms will not be used, unless needed for investigative purposes and  
79 authorized by the Division Commander.

80 **D. EMAIL**

- 81 1. Confidential information should not be attached to and transmitted with any email  
82 message. Email should be limited to non-confidential communications
- 83 2. Employees shall not generate, store, receive or transmit email messages containing  
84 inappropriate material. If such email is received notify the sender of this policy  
85 violation and request that it cease. If the employee continues to generate such email  
86 report it to your supervisor.

87 **E. COMPUTER SECTION OF SUPPORT SERVICES**

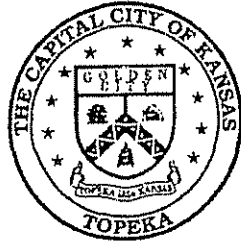
- 88 1. The Computer Section shall perform a systems backup daily, Monday through Friday,  
89 and hold it for 2 weeks. They will also perform a monthly backup and hold it for 2  
90 months. Information Technology may perform this task if needed. =82 1 8
- 91 2. The Computer Section may perform a virus check, as needed, on all software installed  
92 on Department computers. =82 1 7

- 93 **F. THE COMPUTER SECTION WILL AUTHORIZE ALL SOFTWARE INSTALLED**  
 94 **IN THE DEPARTMENT AND ENSURE SOFTWARE COPYRIGHT LAWS ARE**  
 95 **OBSERVED. =82.1.7**
- 96 **G. RECORDS PASSWORDS AND ACCESS CODES**  
 97 1 Passwords and Access codes are maintained on the central records computer system.  
 98 Passwords will be changed every 90 days and when user profiles are changed  
 99 according to job status =82.1.6  
 100 2. An annual audit will be performed of the central records computer system for  
 101 verification of all passwords, access codes, or access violations. =82.1.6
- 102 **H. LAPTOP COMPUTERS**  
 103 1. All sections of this SOP will be applicable to the use of laptop computers  
 104 2. Employees using a laptop computer outside of the LEC shall use any and all security  
 105 features associated with the laptop  
 106 3. Employees are responsible for the care of the laptop and associated equipment  
 107 4. Employees will not leave the laptop in areas subject to extreme heat and/or cold or in  
 108 direct sunlight  
 109 5. Employees will not leave the laptop unattended for extended periods of time in places  
 110 where theft is a possibility.
- 111 **I. WIRELESS TELECOMMUNICATIONS**  
 112 1 Cellular phones will be issued to only:  
 113 a Department Staff (Chief through Lieutenant)  
 114 b Those positions, approved by the Chief, whose response to emergency or urgent  
 115 calls requires unrestricted voice communications with a wide range of persons and  
 116 offices (e.g. PIO, Response Team, Anti Crime Team, Narcotics, etc.)  
 117 2. Employees shall not drive while using the cell phone unless it is necessary in the  
 118 performance of official police business  
 119 a This may only be done if it is impractical to stop the vehicle and make the call and  
 120 the officer can safely operate the vehicle while doing so.  
 121 3. Employees may use the cellular phone for personal reasons when exigent  
 122 circumstances exist  
 123 4. Employees will use less expensive, normal telephone services for routine, non-  
 124 emergency or non-urgent telephone communications  
 125 5. Employees must be aware that persons can monitor cell phone conversations with  
 126 scanners and conduct themselves accordingly  
 127 6. Excessive personal use of Department cell phones is not acceptable and may lead to  
 128 forfeiture of the cell phone  
 129 a Division Commanders should document, in writing, when gross infractions occur  
 130 and that they have counseled the employee that excessive personal cell phone  
 131 usage is not permitted.  
 132 7. Each Division is responsible for the cell phones in use in their Division.  
 133 8. Each Division shall obtain a copy of their cell phone bills from the Fiscal Unit  
 134 monthly  
 135 a The Division shall provide a copy of the cell phone bill to the person responsible  
 136 for the cell phone.  
 137 b Employees will indicate which calls were personal calls  
 138 c Return the bill to Fiscal, via chain of command, with payment of 10¢ per minute  
 139 for personal calls  
 140 9. Employees shall be notified of their allotted block of minutes and that they are to  
 141 monitor their use of call time.  
 142 a The employee shall reimburse the City for any charges for personal cell phone  
 143 calls, which resulted in exceeding the allotted block of call time.

- 144 b Employees shall make payment to the Fiscal Unit. The Fiscal Unit will then  
145 deposit the money to the Department's expenditure line item from which Finance  
146 paid the charges
- 147 10. Division Commanders shall review cell phone bills to determine that the allotted  
148 minutes are appropriate to the user.
- 149 a. If a user consistently exceeds the allotted number of minutes, please discuss needs  
150 with the user and consider enrolling in a different plan. Make certain that the  
151 excess is not attributable to personal calls
- 152 b. Evaluate cell phones with consistently low or no business usage to determine  
153 whether to disconnect or redistribute the cell phone
- 154 11. Directory assistance will only be used in an emergency when no other source for the  
155 number is available.

156 **J. LONG DISTANCE TELEPHONE CALLS**

- 157 1. Only Department related phone calls will be charged to the Department. When  
158 placing long distance calls from the LEC on law enforcement business, the employee  
159 will dial direct.
- 160 a. When an employee is going out of town on official Department-related business,  
161 the employee should obtain a Department credit card if the employee will need to  
162 make long distance phone calls
- 163 b. Calls should be made collect when appropriate



## City of Topeka Policy

### Use of City of Topeka's Informational Technology System

#### **SCOPE**

This policy applies to employees, agents, contractors, sub contractors, consultants, vendors, service providers, and temporary workers [collectively, "users"] on City of Topeka premises or using the City of Topeka's information technology systems.

#### **ACCEPTABLE USE**

Users are granted the use of the City of Topeka's information technology systems that includes all types of computerized equipment including but not limited to: hand-held devices, PDA's, computer applications and tools, office systems, networks facilities, telephone systems, wireless systems, and cellular telephones. Users are also granted access to the Internet, intranet, World Wide Web, e-mail and other applications through use of the City of Topeka's information technology systems. The use and access are granted for business purposes of the City of Topeka. The use or access may be denied at any time, for any reason. Users are responsible at all times for using the information technology systems in a manner that is ethical, legal and consistent with the best interests and policies of the City of Topeka.

The information technology systems are intended for the business use by the City of Topeka. The City of Topeka understands that employees may, from time to time, wish to use the systems for personal matters. While such use is not strictly prohibited, it must be reasonable, limited, and consistent with City of Topeka policies. Such use should not interfere with the City of Topeka 's business, interfere with the user's ability to perform his or her job, interfere with the ability of other users to perform their jobs, expose the City of Topeka to liability or embarrassment, be for any of the Prohibited Uses as stated below, violate the laws of the location information is transmitted to or from, or violate any other policies of the City of Topeka or the applicable policies of any City of Topeka department.

Only users who are authorized by the City of Topeka may use the City's systems. A user may not allow any other person, including authorized users, to access any application through the user's account or profile.

#### **USERS RESPONSIBILITY**

Users are responsible for any and all activity initiated from their accounts or profile. Therefore, users should protect their passwords, change them regularly, not reveal them to others, change their passwords whenever disclosure has occurred or may have occurred, and not leave their computers on and open for non-authorized users to access. Users are responsible for protecting their own files (e-mail, word processing, spreadsheets, etc.) from unauthorized persons.

If a user inadvertently accesses another user's files, the user must immediately discontinue access, report the access and refrain from revealing any personal information discovered.



## City of Topeka Policy

### Use of City of Topeka's Informational Technology System

Users are hereby advised that there is material on the Internet that is offensive to most people. The City of Topeka does not have the ability to control this information, and does not attempt to screen it all. Users must use their good judgment and common sense to stay away from offensive Internet sites. The City of Topeka disavows any liability for harassment by any person who uses a City of Topeka system and is offended upon discovering such offensive material.

#### **NO RIGHT TO PRIVACY**

All information created, accessed, or stored using City of Topeka's applications and information technology systems is the property of the City of Topeka. Users do not have a right to privacy to any activity conducted using the City of Topeka's information technology systems. Representatives of the City of Topeka can review, read, access or otherwise monitor all activities on City of Topeka systems or on any other system accessed by use of a City of Topeka system. The City of Topeka monitors all web sites that are visited.

#### **PROHIBITED USES**

##### Sales and Solicitation

Users may not send e-mail for any purpose other than personal communication. Users may not transmit unsolicited commercial or bulk e-mail or advertise or offer to sell goods or services to others. Unless approved by the Mayor, Chief Administrative Officer, or their designates, users may not use the systems for soliciting other employees for any reason, including but not limited to soliciting funds for school fundraising drives or selling products or merchandise or to solicit political support. Users may not use City information systems to make fraudulent offers to sell or buy products, items, or services. Users may not use City information systems or to advance any type of financial scam such as pyramid schemes, Ponzi schemes or chain letters.

##### Confidential Information

Users must not use e-mail or any other method to send City of Topeka proprietary or confidential information to any unauthorized person. Such information may be sent to authorized persons in encrypted files if sent over publicly accessible media such as the internet or broadcast media such as wireless communication. Such information may be sent in unencrypted files only within the City of Topeka system.

##### Deception

Users may not intercept or attempt to intercept e-mail or network traffic, attempt to access the accounts of others, or attempt to penetrate the security measures of the City of Topeka. This includes, but is not limited to, intentionally seeking information on, obtaining copies of, or modifying files, e-mail or other data or passwords belonging to other users without their express permission.

Users may not send, or cause to be sent, communications that makes use of or contain invalid or forged headers, invalid or non-existent domain names or other means of deceptive addressing.





## City of Topeka Policy

### Use of City of Topeka's Informational Technology System

Similarly, e-mail that is relayed through a third party's mail server without the permission of that third party, or which employs similar technologies to hide or obscure the source of the e-mail is unauthorized. Users may not impersonate another user by modifying e-mail header information, or otherwise hide the user's identity.

#### Nuisance E-mail and E-mail Attachments

No unexpected e-mail attachments received from unknown persons should be opened. Doing so leaves the City of Topeka vulnerable to viruses, and also may violate application licensing agreements or copyright law. Users may not create or forward nuisance e-mail, including jokes and chain letters.

#### Software Installation, Downloads, and Banned Software

No software, games or other applications may be installed or downloaded on a City system without the City of Topeka's Information Technology Department's authorization. Users may not make copies of applications running on City of Topeka systems for use at home, on laptops or for other reasons, without authorization. Users may not knowingly download or upload, e-mail, install, or post files that contain software, music, video, or other material protected by intellectual property laws, rights of privacy or publicity, copyright, trademark, patent, trade secret or any other applicable law unless the user owns or controls the rights thereto or has received all necessary consents.

Instant messaging software, file sharing and peer-to-peer (P2P) programs, multiple player games, or any software that automatically accesses the Internet from user computers is prohibited. Examples of banned software include, but are not limited to: AOL Instant Messenger, Yahoo Instant Messenger, WeatherBug, Webshot, Kaaza, Imesh, and Limewire.

#### Modems

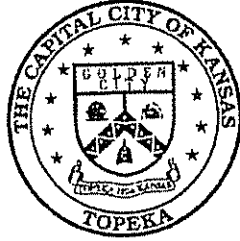
Any computer connected to the City of Topeka's network cannot contain or connect to a modem or any similar device without the approval of the Information Technology Department.

#### Illegal Uses

Users are prohibited from using the City of Topeka's information systems for wagering or betting.

Users shall never harass, intimidate, stalk, threaten others or engage in other illegal activity (including pornography, terrorism, espionage, theft or drugs) by e-mail or other methods. It is specifically prohibited for users to knowingly visit sites that feature pornography, terrorism, espionage, theft or illegal drugs. Users must not abuse or violate the legal rights of others. All such activities should be reported to management for appropriate action.

Users may not publish, post, distribute or disseminate defamatory, obscene or unlawful material or information via our Internet, or violate any applicable local, state, national or international law.



## City of Topeka Policy

### Use of City of Topeka's Informational Technology System

VIOLATION OF THIS POLICY MAY RESULT IN DISCIPLINE UP TO AND INCLUDING TERMINATION OF EMPLOYMENT; PROVIDED DISCIPLINE IS CONSISTENT WITH THE TERMS AND CONDITIONS OF ANY APPLICABLE COLLECTIVE BARGAINING AGREEMENT.

This policy specifically repeals and replaces prior city policies and administrative memoranda regarding the use of City of Topeka's information technology systems.

Approved:

*David B. Gaversen*

Chief Administrative Officer

*9/30/03*

Date

### EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the City of Topeka's Policy Defining Acceptable Use of City of Topeka's Information Technology Systems.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**CITY OF TOPEKA  
NO DISCRIMINATION OR HARASSMENT POLICY**

**1.0 POLICY PURPOSE AND DEFINITIONS**

- 1.1 The City of Topeka is committed to maintaining a work environment that is free from discrimination and harassment where employees at all levels of the City are able to devote their full attention and best efforts to the job. Discrimination and harassment, either intentional or unintentional, have no place in the work environment. Accordingly, the City does not authorize and will not tolerate any form of discrimination or harassment of or by any employee (i.e., supervisory or non-supervisory) based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.
- 1.2 The term “discrimination” for all purposes includes, but is not limited to, treating an employee differently because of his or her race, sex, religion, color, national origin, age, disability, or any other factor protected by law, in connection with the terms and conditions of employment, including but not limited to, decisions relating to hiring, promotions, merit increases, discipline, compensation, and discharge from employment with the City. Discrimination does not occur, however, when an employee is treated differently than another employee for legitimate, business-related reasons.
- 1.3 The term “harassment” for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct relating to an employee’s race, sex, religion, color, national origin, age, disability, or other factor protected by law, which would make the reasonable person experiencing such harassment uncomfortable in the work environment or which could interfere with the person’s job performance.

**2.0 POLICY STATEMENT**

**SEXUAL HARASSMENT**

- 2.1 The prevention and elimination of sexual harassment is of special concern to the City. Sexual harassment includes: (a) physical assaults or physical conduct that is sexual in nature; (b) unwelcome sexual advances or comments or requests for sex or sexual activities linked to one’s employment or advancement, regardless of whether they are based on promises or threats; (c) sexual displays or publications such as calendars, cartoons or graffiti; (d) other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with an individual’s work performance, or creating an intimidating, hostile, or offensive work environment; or (e) retaliation for complaints of harassment. The City regards all such pervasive conduct as creating a hostile and offensive work environment in violation of this policy, regardless of whether submission to such conduct is made either explicitly or implicitly a term or condition of employment. Examples of sexual harassment include sexual propositions, sexual innuendo, sexually suggestive comments, sexually-oriented “kidding,” “teasing” or “practical jokes,” jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another’s body; or reading or otherwise publicizing in the work environment materials that are sexually suggestive or revealing.

**RACIAL AND RELIGIOUS HARASSMENT**

- 2.2 Racial, religious, or national origin harassment deserves special mention as well and is expressly prohibited by this policy. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner that would make a reasonable employee uncomfortable in the work environment or that would interfere with the employee’s ability to perform the job. Examples of racial, religious, or national origin harassment include jokes that include reference to race, religion, or national origin; the display or use of objects or pictures that adversely reflect on a person’s race, religion, or national origin; or use of language that is offensive due to a person’s race, religion, or national origin.

**PHYSICAL DISABILITY DISCRIMINATION**

- 2.3 The City prohibits discrimination against employees with disabilities (as that term is defined under the Americans with Disabilities Act and state law). To this end, the City will provide a disabled employee with a reasonable accommodation to enable the employee to perform the essential functions of his or her job if the accommodation does not cause an undue hardship on the City. It is incumbent on the employee to request a reasonable accommodation for a disability by contacting the Human Resources Department at 368-3867 and requesting an accommodation for his or her disability.

**REPORTING PROCEDURE**

- 2.4 The City cannot resolve matters that are not brought to its attention. Any employee, regardless of position, who has a complaint of or who witnesses discrimination or harassment at work by anyone, including supervisors, managers, employees or even non-employees, has a responsibility to immediately bring the matter to the City’s attention.

To bring instances of discrimination or harassment to the City, an employee must report the discrimination or harassment to his or her immediate supervisor. If the complaint involves someone in the employee's direct line of supervision, then the employee should notify another supervisor or bring the complaint to the next level of management. **Regardless of the complainant's department, every supervisor has a duty to immediately notify Human Resources of any complaint lodged in respect to this policy.** An employee always has the option of reporting the complaint directly to Human Resources. Additionally, employees may bring complaints after regular working hours to the Director of Human Resources by calling the emergency number listed on the attached Emergency Contact Information sheet.

Nothing contained herein shall abrogate an employee's ability to seek redress from any other entity.

#### INVESTIGATION PROCESS

- 2.5 The City will thoroughly and promptly investigate all claims of discrimination and harassment. The City will maintain the confidential nature of complaints except as disclosure is required in subsequent disciplinary, civil or criminal proceedings. Human Resources will conduct all investigations regarding this policy, and/or shall provide oversight to the investigative process. If an investigation confirms that discrimination or harassment has occurred, the City will take corrective action, including such discipline up to and including immediate termination of employment, as appropriate. Claims of assault or battery, or the threat thereof, if proven, will result in corrective action, up to and including termination. At the conclusion of the investigation, the City will again meet with the complaining employee and will report that an investigation was completed and, if the City found evidence of discriminatory or harassing conduct, that appropriate discipline was taken. If it is determined that an employee intentionally provided false information regarding a complaint, disciplinary action may result.

#### PROTECTION AGAINST RETALIATION

- 2.6 The City will not tolerate adverse treatment of employees because they report harassment or discrimination or provide information related to such complaints. The City will undertake whatever measures are necessary to ensure that retaliation does not occur. Employment decisions affecting an employee who has filed a complaint shall not be based on retaliatory motives.
- 2.7 If you believe that the City has not met its obligations under this policy, you should contact the Director of Human Resources at 368-3867. An effective No Discrimination or Harassment Policy depends on all of us, working together, to address this very important subject.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA REGARDING DISCRIMINATION, HOSTILE WORK ENVIRONMENT, AND SEXUAL HARASSMENT.

Approved:

David H. Graversen  
Chief Administrative Officer

February 14, 2003  
Date

#### EMPLOYEE ACKNOWLEDGMENT

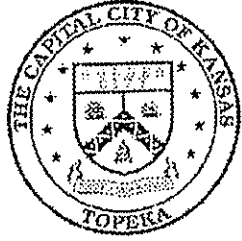
I have read and understand the City of Topeka's No Discrimination and Harassment Policy. Specifically, I acknowledge my understanding of the following:

1. I understand the type of conduct and behavior that is prohibited by this policy.
2. I understand that I will be subject to discipline, up to and including the termination of my employment, if I engage in conduct prohibited by this policy.
3. I know how to report violations of this policy to the City of Topeka.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



# City of Topeka Policy

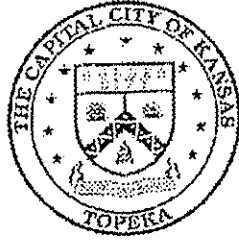
## Workplace Violence Prevention

### POLICY PURPOSE

The City of Topeka is committed to promoting a safe and secure work environment. Nothing is more important to the City than the safety and security of its employees. We are committed to providing a working environment free from any types of prohibited behaviors. Consistent with this policy, acts or threats of physical violence which involve or affect the City of Topeka, or which occur on City property, will not be tolerated.

### 2.0 POLICY STATEMENT

- 2.1 The City of Topeka shall maintain a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with the City of Topeka. Zero tolerance means that, under no circumstances will prohibited behavior be tolerated. City of Topeka employees and members of the public doing business with the City of Topeka shall be prohibited from carrying firearms and weapons on City property. The only persons exempted from this firearms and weapons prohibition are certified law enforcement officers, licensed merchant guards and patrol officers, or other persons authorized by local, state, or federal law to carry a weapon, unless circumstances require otherwise as determined by the Director of Human Resources (HR). The City intends to use any means available to it to secure the workplace from violence and prohibited behavior, and to reasonably protect employees and members of the public. This prohibition also applies to City-sponsored functions, including but not limited to, sporting events or picnics.
- 2.2 Violation of this policy by City of Topeka employees will lead to disciplinary action as provided for per City of Topeka Code, Article IX, Section 2, or the disciplinary procedure within the appropriate labor agreement, and may include dismissal, arrest, and prosecution. If the source of the prohibited behavior is a member of the public, the response may include removing and barring the person(s) from City-owned or leased premises, City-sponsored functions, termination of business relationships, and/or appropriate legal action of the person(s) involved.
- 2.3 All incidents are to be reported. With the assistance of the supervisor, a written report will be completed by the employee and forwarded to HR where a copy will be maintained.



## City of Topeka Policy

### Workplace Violence Prevention

- 2.4 Any employee who acts in good faith by reporting real, perceived, or implied violent behavior will not be subjected to retaliation or harassment. Any action of this type resulting from a report of violence must be reported to the appropriate management staff for investigation and decision regarding proper action.
- 2.5 Any employee who files an intentionally false report against another individual shall be subject to disciplinary action, up to and including termination.

THIS POLICY REPLACES ALL EARLIER ADMINISTRATIVE POLICIES ON THE SUBJECT OF WORKPLACE WEAPONS AND VIOLENCE.

Approved

May 15, 2002

\_\_\_\_\_  
David H. Graversen  
Chief Administrative Officer

I acknowledge receipt of this policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **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 Director of Volunteer Resources 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 Director of Volunteer Resources or Command Staff are grounds for termination.

Upon termination (voluntary or non-voluntary), the volunteer must immediately surrender his/her Topeka Police Department Identification Card, entry fob (if issued), and any other property of the Topeka Police Department to the Director of Volunteer Resources.

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

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
  - 38 h. Unsuccessful candidates will be notified in writing they are not accepted into the  
39 program.

40 **B. CADET PROGRAM**

- 41 1. The name of this organization is the Topeka Police Cadet Law Enforcement Explorer  
42 Post #721.
- 43 2. The Director of Volunteer Resources serves as the lead administrative Cadet Advisor  
44 of the post.



- 3 The Chief of Police may authorize a sworn officer to volunteer (as a Cadet Advisor) to coordinate and provide training to the Cadet Program.
- 4 The purpose of the Post is to prepare interested young persons, ages 14 to 21, for law enforcement careers.
- 5 Cadets will operate at all times within the policies and procedures of the Topeka Police Department and will adhere to the Constitution & Bylaws for the Topeka Police Cadet Program. =16.4.1.b
- 6 Cadets are not commissioned law enforcement officers and will not perform law enforcement duties such as arrests, serving warrants, seizing evidence or conducting searches of suspects. While under the direction of an assigned TPD officer, Cadets may perform limited law enforcement functions involving directing traffic and community service tasks. =16.4.1.a&b
- 7 The Police Cadet uniform will clearly be distinguishable from sworn officers =16.4.3  
Uniforms will only be worn while performing approved functions
- 8 The Cadet Advisor will ensure that training is appropriate to the duties Cadets will be asked to perform. =16.4.2
- 9 Cadets will follow the guidelines for Ride Alongs in General Order S13.