



Volunteers in Policing

Independence Police Department

Chris Moriconi, Mayor
Shawn Butler, Police Chief



Handbook

“Police officers alone cannot control or prevent crime... Their primary mission must be to help communities police themselves... These (the Communities) are America’s primary crime-fighters.”

Patrick Murphy N.Y.C.P.D.

Volunteer Handbook

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Independence Police Department

VISION

**AN ORGANIZATION OF VALUE-ORIENTED PEOPLE,
REFLECTIVE OF OUR DIVERSITY DEDICATED TO SERVING
THE COMMUNITY WITH INTEGRITY, HONOR AND FAIRNESS
THAT ALL MAY KNOW JUSTICE, EQUALITY AND FREEDOM
UNDER THE LAW**

COMMITMENT

**OUR COMMITMENT TO THE INDEPENDENCE COMMUNITY IS
FOUNDED ON BASIC PRINCIPLES OF LAW ENFORCEMENT.
THE PROTECTION OF HUMAN LIFE, ETHICS, DIVERSITY,
ACTIVE COMMUNITY PARTNERSHIPS AND FAIRNESS ARE
VALUES THAT WE STRIVE TO MAINTAIN AND IMPROVE UPON
IN THE VOLUNTEERS IN POLICING PROGRAM**

MISSION

**OUR MISSION IS TO ENHANCE AND SUPPORT THE DELIVERY
OF POLICE SERVICES TO THE COMMUNITY THROUGH A**

VARIETY OF VOLUNTEER SERVICES THAT WILL CONTRIBUTE TO THE PUBLIC SAFETY OF THE CITIZENS OF INDEPENDENCE.

Program Description

The Independence Police Department utilizes the voluntary services of local citizens to enhance existing police services and improve the efficiency and effectiveness of the organization.

The Volunteers In Policing (VIP) Program is a highly structured volunteer program that falls under a para-military hierarchy. The VIP Program is for interested citizens who wish to volunteer their time as a non-sworn, non-paid member of the department. **(Police Volunteers are not sworn members and do not have any authority or duties that would consider them a peace officer).** The volunteer commitment for all volunteers lasts for a period of one year with a requirement of eight hours per month but may vary depending on the needs of the department or the project, which the volunteer is assigned to.

The program is divided into a number of volunteer positions that also fall under a two tiered system. The first being the daytime volunteer and the second the special project volunteers. The daytime volunteers are those individuals who are able to perform a minimum of 2, 4 - hour shifts between the hours of 7:45am to 4:30pm. The special project volunteers are traditional forty hour a week individuals who can work evenings and weekends. Volunteers are placed on an as needed basis.

Chain of Command

As a para-military organization, the Independence Police Department requires that all volunteers recognize and utilize the proper chain of command department wide. Chain of command is the process in which our organization establishes power within its ranks.

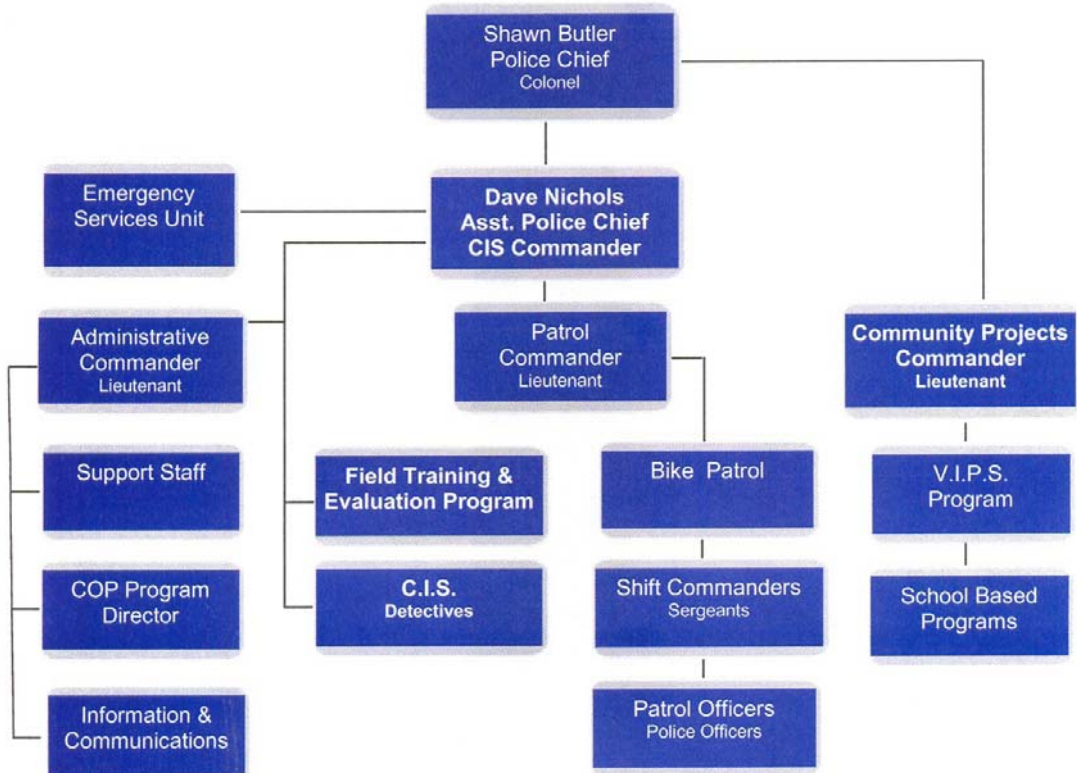
The department's structure is organized under the following: Chief of Police, Asst. Police Chief, Lieutenant, Sergeant, Detective, and Police Officer.

For a better understanding, the following organizational chart shows the structure in which the VIP program is set. The program is administered through the Community Projects Section. All other police related matters are organized under the patrol section or criminal investigations section.

All volunteers are required to follow the chain of command for the VIP Program. Any and all information, questions, complaints and or concerns should be addressed with the Volunteer Coordinators. Please make an appointment or call the office at 859-356-2697.



ORGANIZATIONAL CHART



Program Administration

Coordinator

The Volunteers In Policing (VIP) Coordinator will be responsible for implementation, day to day coordination, and management of the program. The VIP Coordinator will survey the department, determine available positions, and develop the recruitment process. The VIP Coordinator will also select volunteers for placement. The VIP Coordinator will establish program goals, operating procedures, projection of staffing needs, and will act as a liaison with public and private partners.

Supervision

Each section that requests the services of a volunteer will be required to establish a Section Supervisor, who monitors the activities of a volunteer, and ensures that the volunteer's assignments are specific and plentiful. The supervisors will be responsible for training and for providing the necessary supplies for the volunteer.

Section Supervisors will be required to attend a planning/training session so that they can supervise a volunteer. Questions and concerns will be addressed so that a strong line of communication can be established. Training, supervision, record-keeping and reporting, evaluation, policies, and the volunteer procedures will be discussed. This session will guide the orientation and training for the volunteers that align with the philosophy of the Independence Police Department. Volunteers are deployed throughout the department and are utilized in a number of ways. A volunteer in policing may serve as a liaison, community projects coordinator, substation officer, or a number of other positions that fulfill the needs of the community.

Volunteer Positions

All volunteer positions are based on need by the department. Daytime positions will be filled as soon as possible and requests will be taken from units for the coordination of special projects. The following are the current available volunteer positions as of July 2004.

Community Outreach Assistant – Volunteers seek out organizations, neighborhood associations and church groups to schedule tours of the department to promote community policing.

Neighborhood Action Aide – Volunteers contact residents of neighborhood associations to provide assistance with community mobilization and community projects. Assist with and conduct senior citizen programs.

Special Projects Assistant – Volunteers assist with special departmental projects sponsored by the police department.

Section Assistant – Volunteers assist a section with general office work, to include basic filing, light typing, and answering telephones.

Traffic/Patrol Assistant – Conduct traffic surveys and speed estimates in areas that have generated complaints from residents or other related activities.

Fingerprint Technician – Volunteers perform non-criminal fingerprinting, which may include child ID programs, request from residents for employment purposes, and/or as needed by the department.

Police Information Assistant – Volunteers assist the department at headquarters by answering telephones and assisting with other informational needs.

Citizen Police Academy Assistant – Volunteer will assist the Coordinator with the preparation of classroom packets, files and classroom logistics.

Annual Report Assistant - Volunteer assist with the preparation of the annual report.

Investigative Assistant – Volunteer may assist with case follow-ups and case file organization.

Executive Assistant – Volunteer may assist the police chief with duties that relate to various administrative duties.

School Resource Assistant – Volunteer may assist the School Resource Officer during school functions.

Volunteer Placement

- If the volunteer chooses a vacant daytime position an interview will be arranged between the VIPS Coordinator and the Volunteer.
- The VIPS Coordinator will determine whether the police volunteer meets the current needs of the police department and the community. The coordinator will notify the Police Chief of the decision for final approval.
- All scheduling and section guidelines will be established and maintained between the Volunteer and the Section Supervisor.
- Special issues, problems and concerns will be handled by the Section Supervisor unless a request has been sent to the Volunteer Coordinator by either party.

Volunteer Assignment

A police volunteer is part of the team and as such is entitled to certain minimum expectations. Volunteers are non-paid personnel within the Department. Volunteers should expect the following from their supervisor.

1. Task description
2. Purpose of assignment
3. Adequate supervision plan
4. Training for the position
5. Feedback

The task description will coordinate the efforts of the supervisor, staff, and volunteer coordinator. The task description will provide a basis for recruiting, screening and placement of volunteers. In addition, the description provides a definition of duties of the volunteer and lets them know that they have a purpose, and that the organization has a need and can use their time. This enables the supervisor, the staff, and the coordinator to have input into the task description.

A Volunteer must be informed about how their task duties benefit the unit and ultimately, the Department. Identifying the purpose of the assignment is critical to the quality of the completed tasks.

Volunteers are entitled to adequate supervision. This includes communication, the ability to ask questions and the formulation of a volunteer-supervisor relationship. A volunteer that does not regularly receive direction from the assigned supervisor should contact the Volunteers In Policing Coordinator.

Volunteers are entitled to receive adequate training for the assigned tasks. A volunteer should feel confident in the duties that they perform. If they are not provided with training, they should contact the VIP Coordinator.

Volunteers are NON-PAID staff and as such all local, state and federal guidelines must be followed and maintained. Volunteers are subject to all agreements that are included in this handbook.

Volunteer Rights

The Volunteer has the right to expect:

- To be treated as a co-worker
- To be given sufficient information, orientation and training for the assignment and how the program operates
- To be involved in a meaningful assignment which utilizes and develops his/her skills?
- Have supervision, a written activity description of services to be performed, and a place to work
- To work in a safe and secure environment

Coordinator Rights

The Coordinator has the right to expect the volunteer to:

- Fulfill his or her commitment
- To be proactive and seek out possible assignments
- Discuss any problem pertaining to the department
- Request clarification of an assignment
- Keep a record of hours and activities and submit the monthly report
- Maintain information that has been obtained while functioning as a volunteer in strict confidence

Unit Supervisor Rights

The Unit Supervisor has the right to expect the volunteer to:

- Be amenable to the assignment
- Request clarification of the assignment
- Abide by his/her schedule
- Be punctual
- Inform his/her supervisor of absence or illness
- Inform him/her of any problems or concerns

The Unit Supervisor has the right to expect to:

- Be provided with supervisor training
- Be kept informed of any program changes
- Be notified of any issues that affect a volunteer

Volunteer Guidelines

To volunteer within the Independence Police Department, the individual must submit an application to the Independence Police Department Volunteers in Policing Office. Each applicant will complete an application and submit the package to the Volunteer Coordinator. An individual must be processed through the VIP Office to volunteer in a Police Department building, project or any sponsored activity.

Hours of Service: The hours that a volunteer will perform will be established between the Unit Supervisor and the volunteer. A volunteer must contact the Unit Supervisor if they are unable to come in.

Identification Badge: Identification badges must be worn at all times while the volunteer performs their assigned tasks. The identification badge is not to be worn or used outside the department unless on an assignment. The misuse of the badge is cause for dismissal. If a volunteer is released from the program, the identification badge must be returned to the Department at the Volunteer Officer no later than 30 days from the release date.

Tasks: Volunteers will have assigned tasks and they must not deviate from those tasks unless the Unit Supervisor communicates them to the volunteer. If issues arise in the absence of the Unit Supervisor, volunteer should contact Volunteer Coordinator. Do not guess and never assume, find out for sure. Volunteer satisfaction and safety are priorities.

Dress: Volunteers are required to wear their issued Volunteers In Policing shirt while performing VIP duties. This is intended to provide immediate recognition to sworn personnel. The identification of a volunteer or intern also provides for additional safety measures and is a requirement of the Accreditation process.

Hours/Timesheets: Volunteers will be obligated to work 8 hours per month in order to be considered an active member. Time sheets will be provided prior to the start of your detail. The time sheets need to be turned into the supervisor in charge of the detail.

Public Contact: All contact with the public should be conducted in a professional manner. When you are acting in the capacity of a Volunteer, you represent the Independence Police Department.

Termination: Termination of a volunteer can be done 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 hours, non-compatibility, chain of command violation and the disruption of the program, or any other Automatic or Discretionary Disqualifiers are grounds for termination. A volunteer is expected to complete their assigned task, if such tasks are not completed and there is not an explanation given, their volunteer status will be considered terminated.

Volunteer Disqualifiers

The Department will strictly enforce the denial of an individual who cannot meet our minimum requirements.

Automatic

- Failure to properly complete and provide character references, employment information, and other information requested on the application.
- Violation of Independence Police Department standard operating procedure or accreditation requirement
- Been convicted of a felony or any offense that would be a felony if committed in Kentucky
- Been convicted of a class A or class B misdemeanor
- Had excessive traffic violations within the past five years
- Been previously employed as a law enforcement officer and since has committed or violated federal, state, or city laws pertaining to criminal activity
- Lied during any stage of the volunteer acceptance process
- Falsified any portion of his or her questionnaire or application
- The possession, carrying or attempt to carry a firearm on city premises to include all city facilities, vehicles and any other applicable city property. **This includes all individuals who possess a permit to carry a concealed handgun**
- Possession of any firearms or other objects considered to be an illegal weapon as defined by the Kentucky Penal Code. Examples of some of the items are an expandable baton (ASP), illegal knives, brass knuckles, etc.

Discretionary

The following disqualifiers may, upon review by the Independence Police Department, make you the applicant ineligible and will be used to release a member from the Volunteer Program at any time.

- A physical or mental disability that would substantially impair an individual's ability to perform his/her duties
- Alcohol misuse and/or abuse prior to and/or during the volunteer term
- Unlawful sexual conduct prior to and/or during the volunteer term
- Commission of a felony prior to and/or during the volunteer term
- Any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession
- A breach of Confidentiality
- The removal, copying, transmittal or release of any information considered confidential or non-confidential
- Verbal release of any confidential information
- Inappropriate behavior relating to sexual harassment or other types of racial slurs