

	<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>ADM-194</b>
	<b>CHAPTER:</b>	<b>SPECIAL PERSONNEL PROGRAMS</b>	
	<b>DIRECTIVE:</b>	<b>PUBLIC SAFETY VOLUNTEER PROGRAM</b>	

**194.01 PURPOSE AND SCOPE**

It is the policy of the Grand Junction Police and Fire Departments to use qualified volunteers for specified tasks and duties in order to create efficiencies for these Departments and improve services to the community. Volunteers are intended to supplement and support staff at each department. Volunteers can be an important part of any organization and have proven to be a valuable asset to both law enforcement and fire agencies. Volunteers help to increase department responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Departments and prompt new enthusiasm.

**194.02 DEFINITIONS**

**Public Safety Service Volunteer** - An individual who performs a service for the Police Department, Fire Department, or both without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, persons providing administrative support, and other public safety support functions.

Public Safety Volunteers can perform duties at the Police Department, the Fire Department, or both. No volunteer will be assigned tasks at a department they do not want to assist.

**194.03 ELIGIBILITY**

Requirements for participation as a Public Safety volunteer include:

- a. At least 18 years of age for all positions.
- b. A valid driver's license if the position requires vehicle operation.
- c. Liability insurance for any personally owned equipment, or vehicles utilized during volunteer work.
- d. No conviction of a felony, any crime of a sexual nature, any crime related to assault, any crime related to moral turpitude or any crime related to impersonating a law enforcement officer.
- e. No conviction of a misdemeanor crime within the past 10 years, excluding petty traffic offenses.

**ELIGIBILITY (con't)**

- f. No condition of mental illness or chemical dependency that may adversely affect the person's ability to serve in the position.
- g. Physical requirements reasonably appropriate to the assignment.
- h. A personal background history and character suitable for a person representing the Police and Fire Departments, as validated by a background investigation.

The Chief of Police or Fire Chief may apply exceptions for eligibility based on organizational needs and the qualification of the individual.

**194.04 PUBLIC SAFETY  
VOLUNTEER  
COORDINATOR**

The function of the Public Safety Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Police and Fire Departments, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Public Safety Volunteer Coordinator or the authorized designee at either Department shall be responsible for the following:

- a. Recruiting, selecting and training qualified volunteers for various positions
- b. Maintaining records for each volunteer
- c. Tracking and evaluating the contribution of volunteers
- d. Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers
- e. Maintaining a record of volunteer schedules and work hours
- f. Completion and dissemination as appropriate of all necessary paperwork and information
- g. Planning periodic recognition events
- h. Administering discipline when warranted

**194.05 VOLUNTEER  
RECRUITMENT,  
SELECTION, AND  
TRAINING**

Recruiting volunteers should be an ongoing endeavor in accordance with Department policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist, the Departments.

Requests for volunteers to perform a function at either Department should be submitted in writing by interested staff to the Public Safety Volunteer Coordinator. A complete job description should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments.

All prospective volunteers shall complete the volunteer application form. The Public Safety Volunteer Coordinator should conduct a face-to-face interview with the applicant.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

- a. Traffic and criminal background check
- b. Employment
- c. References

All volunteers are required to submit fingerprints through the Colorado Bureau of Investigation. Service as a volunteer shall begin with notification by the Public Safety Volunteer Coordinator. No volunteer should begin performance of any position until he/she has been officially accepted for that position and completed all necessary screening and documentation.

At the time of final acceptance, each volunteer should complete all necessary enrollment documentation and will receive a copy of the job descriptions and agreement of service with the Department. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, and abilities and meet the needs of the Departments.

**194.06 TRAINING**

Volunteers will be provided with an orientation program to acquaint them with both departments, personnel, policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their placement supervisor or the Public Safety Volunteer Coordinator.

Depending on the assignment, training may include the following:

- a. Role of the volunteer
- b. Department policies
- c. Training specific to the procedure manual for the volunteer position
- d. Discrimination and harassment training
- e. CPR/first aid
- f. Evidence preservation
- g. Basic traffic direction and control
- h. Roadway incursion safety
- i. Vehicle operations, including specialized vehicles

Training should reinforce to volunteers that they should not intentionally represent themselves as, or by omission infer, that they are certified officers or other full-time members of the Departments. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Departments.

**194.06 FITNESS FOR DUTY**

No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication other substances, illness or injury or if they have used alcohol within the last 8 hours.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

**FITNESS FOR DUTY(con't)**

- a. Driver's license
- b. Medical condition
- c. Arrests
- d. Criminal investigations
- e. All law enforcement contacts

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

**194.07 DRESS CODE**

As representatives of the Departments, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by certified officers. No volunteer shall wear his/her uniform or identifiable parts of that uniform while off-duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

**194.08 SUPERVISION OF VOLUNTEERS**

Each volunteer who is accepted to a position with the Department must have a clearly identified Supervisor who is responsible for direct management of that volunteer. This Supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for assistance.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. The following are some considerations to keep in mind while supervising volunteers:

- a. Take the time to introduce volunteers to employees on all levels.
- b. Ensure volunteers have work space and the necessary office supplies.
- c. Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

**194.09 CONFIDENTIALITY**

With appropriate security clearance, volunteers may have access to private and confidential information, such as criminal histories or investigative files. Unless otherwise directed by a supervisor, the duties of the position or department policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel.

Each volunteer will receive training in data practices and be required to sign a confidentiality agreement before being given an assignment with the Departments. Subsequent unauthorized disclosure of any private or confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Departments, or maintain that they represent the Departments in such matters without permission from the proper department personnel.

**194.10 PROPERTY AND EQUIPMENT**

Volunteers will be issued an identification card that must be worn and visible at all times while on-duty. Any property or equipment issued to a volunteer shall remain the property of the Departments.

Volunteers shall **not carry weapons.** This prohibition includes, but is not limited to, guns, knives, batons, pepper spray or Taser. The volunteer shall not carry any type of police equipment, including handcuffs. Volunteers who have been issued a concealed handgun permit shall **not carry a concealed handgun** during their volunteer activities.

**194.11 VEHICLE AND RADIO USE**

Volunteers assigned to duties that require the use of a vehicle must first complete the following:

- a. A driving safety briefing
- b. Verification that the volunteer possesses a valid driver's license
- c. Verification that the volunteer carries current vehicle insurance

**VEHICLE AND RADIO  
USE(con't)**

The Public Safety Volunteer Coordinator should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating a Department vehicle, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate a marked patrol car or Fire Apparatus unless there is a prominently placed sign indicating that it is out of service and is being operated for maintenance purposes only; that it is being operated during an approved skills course or that it is being used to transport equipment. Volunteers are not authorized to operate Department vehicles for enforcement patrol operations or under emergency conditions (lights and siren).

Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using the law enforcement radio or MDT and shall comply with all related provisions. The Public Safety Volunteer Coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.

**194.12 DISCIPLINARY  
PROCEDURES,  
TERMINATION OR  
RESIGNATION**

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police, the Fire Chief, or the Public Safety Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment.

Volunteers may resign from volunteer service with the departments at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

