

	<b>CLAY COUNTY SHERIFF'S OFFICE</b>		<b>Policy 344</b>
	<b>SUBJECT: VOLUNTEERS</b>		Approved by: Sheriff Will Akin
	ISSUED: 09/29/2016	REVISED:	CANCELS:
	CALEA References:		

### 344.1 PURPOSE AND SCOPE

- (a) It is the policy of the Clay County Sheriff's Office to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Sheriff's Office and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, licensed deputies and non-sworn personnel. Volunteers can be an important part of any organization and have proven to be a valuable asset to law enforcement agencies. Volunteers help to increase sheriff's office responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Sheriff's Office and prompt new enthusiasm.
- (b) This policy does not refer to those volunteers who provide religious services, AA/NA classes, etc. in the Clay County Detention Center. Those volunteers are covered under the Clay County Detention Center Standard Operating Procedure.

#### 344.1.1 DEFINITIONS

- (a) **Volunteer** - An individual who performs a service for the Clay County Sheriff's Office without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid deputies, interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

#### 344.1.2 VOLUNTEER ELIGIBILITY

- (a) Requirements for participation as a Clay County Sheriff's Office volunteer include:
  1. Residency in the County of Clay.
  2. At least 18 years of age for all positions other than Explorer.
  3. At least 14 years of age for Explorer.
  4. A valid driver license if the position requires vehicle operation.
  5. Liability insurance for any personally owned equipment, vehicles or horses utilized during volunteer work.
  6. 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 peace officer.
  7. No conviction of a misdemeanor crime within the past 10 years, excluding petty traffic offenses.
  8. No condition of mental illness or chemical dependency that may adversely affect the person's ability to serve in the position.
  9. Physical requirements reasonably appropriate to the assignment.

10. A personal background history and character suitable for a person representing the Clay County Sheriff's Office, as validated by a background investigation.
- (b) The Sheriff may apply exceptions for eligibility based on organizational needs and the qualification of the individual.

## **344.2 VOLUNTEER MANAGEMENT**

### **344.2.1 VOLUNTEER COORDINATOR**

- (a) The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Clay County Sheriff's Office, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The duties of the Volunteer Coordinator or the authorized designee shall include:
  1. Recruiting, selecting and training qualified volunteers for various positions.
  2. Maintaining records for each volunteer.
  3. Tracking and evaluating the contribution of volunteers.
  4. Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
  5. Maintaining a record of volunteer schedules and work hours.
  6. Completion and dissemination as appropriate of all necessary paperwork and information.
  7. Planning periodic recognition events.
  8. Administering discipline when warranted.
  9. Maintaining liaison with other community volunteer programs and assisting in community-wide efforts to recognize and promote volunteering.

### **344.2.2 RECRUITMENT**

- (a) Volunteers should be recruited on a continuous and ongoing basis in accordance with sheriff's office 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 Sheriff's Office in serving the public.
- (b) Requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the chain of command. A complete position description and a requested time frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

### **344.2.3 SCREENING**

- (a) All prospective volunteers should complete the volunteer application label. The Volunteer Coordinator or the authorized designee should conduct a face-to-face interview with the applicant.

- (b) A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:
  - 1. Traffic and criminal background check
  - 2. Employment
  - 3. References
  - 4. Fingerprint check processed through the Missouri State Highway Patrol (MSHP)
  - 5. Credit check, or similar check such as TLO
- (c) A truth verification exam may be required of each applicant depending on the type of assignment.
- (d) A volunteer whose assignment requires the use of, access to or places him/her in the vicinity of criminal histories, investigative files or information portals shall require submission of prints and clearance through MSHP and the FBI.

#### 344.2.4 SELECTION AND PLACEMENT

- (a) Service as a volunteer shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Sheriff's Office, who will normally be the 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.
- (b) At the time of final acceptance, each volunteer should complete all necessary enrollment documentation and will receive a copy of the job description and agreement of service with the Sheriff's Office. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.
- (c) Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and with the needs of the Sheriff's Office.
- (d) Reserve Unit volunteers are generally assigned to augment regular staffing levels.

#### 344.2.5 EMPLOYEES WORKING AS RESERVE

- (a) Licensed employees of the Clay County Sheriff's Office, when authorized, may also serve as reserve deputies. However, the Sheriff's Office must not utilize the services of a reserve or volunteer in such a way that it would violate employment laws or labor agreements (example: a detention officer working as a reserve deputy for reduced or no pay). Therefore, the Reserve Coordinator should consult the Department of Human Resources prior to an employee serving in a reserve, auxiliary or volunteer capacity (29 CFR 553.30).

#### 344.2.6 TRAINING

- (a) Volunteers will be provided with an orientation program to acquaint them with the sheriff's office, personnel, policies and procedures that have a direct impact on their work assignment.
- (b) 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 supervisor or the Volunteer Coordinator.

(c) Depending on the assignment, training may include the following:

1. Role of the volunteer
2. Sheriff's Office policies
3. Training specific to the procedure manual for the volunteer position
4. Discrimination and harassment training
5. CPR/first aid
6. CERT/Citizens Emergency Response Training
7. Search and rescue techniques
8. Scenario-based searching methods
9. Evidence preservation
10. Basic traffic direction and control
11. Roadway incursion safety
12. Self-defense techniques
13. Vehicle operations, including specialized vehicles
14. Horsemanship
15. Issuance of citations

(d) Training should reinforce to volunteers that they should not intentionally represent themselves as, or by omission infer, that they are licensed deputies or other full-time members of the Sheriff's Office. They shall always represent themselves as volunteers.

(e) All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Sheriff's Office. Whenever a rule, regulation or guideline in this manual refers to a licensed deputy, it shall also apply to a volunteer, unless by its nature it is inapplicable.

#### 344.2.7 FITNESS FOR DUTY

(a) 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.

(b) 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:

1. Driver license
2. Medical condition
3. Arrests
4. Criminal investigations
5. All law enforcement contacts

(c) All volunteers shall adhere to the guidelines set forth by the Clay County Sheriff's Office regarding drug and alcohol use.

### 344.2.8 DRESS CODE

- (a) As representatives of the Clay County Sheriff's Office, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.
- (b) Volunteers shall conform to approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by licensed deputies (not to include Reserve Deputies). No volunteer shall wear his/her uniform or identifiable parts of that uniform while off-duty.
- (c) Volunteers shall be required to return any issued uniform or sheriff's office property at the termination of service.

### 344.3 SUPERVISION OF VOLUNTEERS

- (a) Each volunteer who is accepted to a position with the Sheriff's Office 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 consultation and assistance.
- (b) A volunteer may be assigned as, and act as, a supervisor of other volunteers, provided the supervising volunteer is under the direct supervision of a paid staff member.
- (c) Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Considerations to keep in mind while supervising volunteers include:
  - 1. Take the time to introduce volunteers to employees on all levels.
  - 2. Ensure volunteers have work space and the necessary office supplies.
  - 3. Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

### 344.4 CONFIDENTIALITY

- (a) 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 sheriff's office 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 sheriff's office policy and supervisory personnel.
- (b) Each volunteer will receive training in data practices and be required to sign a nondisclosure agreement before being given an assignment with the Sheriff's Office. 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.
- (c) 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 Sheriff's Office, or maintain that they represent the Sheriff's Office in such matters without permission from the proper sheriff's office personnel.

### **344.5 PROPERTY AND EQUIPMENT**

- (a) Volunteers will be issued an identification card that must be worn and visible at all times while on-duty. Any fixed and portable equipment issued by the Sheriff's Office shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Sheriff's Office and shall be returned at the termination of service.

#### **344.5.1 VEHICLE USE**

- (a) Volunteers assigned to duties such as vacation house checks or other assignments that require the use of a vehicle must first complete:
  1. A driving safety briefing.
  2. Verification that the volunteer possesses a valid driver license.
  3. Verification that the volunteer carries current vehicle insurance.
- (b) The Volunteer Coordinator should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.
- (c) When operating a sheriff's office vehicle, volunteers shall obey all rules of the road, including seat belt requirements.
- (d) Volunteers should not operate a marked patrol car 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; that it is being used to transport equipment; that it is being used to provide supplementary assistance under the direction of an on-duty licensed deputy. Volunteers (not to include Reserve Deputies) are not authorized to operate a sheriff's office vehicle for enforcement patrol operations or under emergency conditions (lights and siren).

#### **344.5.2 RADIO AND MDT USAGE**

- (a) 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 Volunteer Coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.

### **344.6 DISCIPLINARY PROCEDURES/TERMINATION**

- (a) A volunteer may be removed from the volunteer program at the discretion of the Sheriff or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing. The hearing shall be limited to a single appearance before the Sheriff or the authorized designee.
- (b) Volunteers may resign from volunteer service with the sheriff's office at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

#### **344.6.1 EXIT INTERVIEWS**

- (a) Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Sheriff's Office.

#### **344.7 EVALUATION**

- (a) An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum job satisfaction on the part of volunteers.

#### **344.8 EMERGENCY CALL-OUT FOR VOLUNTEER PERSONNEL**

- (a) The Volunteer Coordinator shall develop a plan outlining an emergency call-out procedure for volunteer personnel.