POLICY/PURPOSE:
The Cedar Rapids Police Department (CRPD) encourages and provides opportunities to become involved in different activities within the department through participating in volunteer programs. Volunteer personnel are not sworn officers and will never be utilized in a law enforcement role. Their position is voluntary and without compensation. The CRPD's Reserve Officer Program is not included with the guidelines of this policy. [16.4.1a]

The purpose of this policy is to establish guidelines for volunteer programs of the CRPD which currently includes both the Volunteer and Chaplaincy Programs.

TRAINING:
Auxiliaries will be provided the training required to perform the duties requested of them. Training will consist of either hands-on and/or classroom instruction. All training will essentially be community service oriented in nature.

DUTIES & ASSIGNMENTS:
Assignment for liaison between volunteer groups and the CRPD will depend on the volunteer units' needs. Volunteer personnel will be trained to aid and assist the public and department. A well-trained and utilized volunteer corps will foster strong community police relations.

UNIFORMS & APPEARANCE:
Volunteer members do wear a specific uniform assigned by the Chief of Police or designee. Volunteer members are expected to be well groomed and dressed appropriately to present a positive image of the CRPD to the public. Members are given an orientation and a Cedar Rapids Citizen Volunteer Identification Card when they start.

Volunteer Program Liaison:
The Volunteer Program Liaison shall be responsible for the following:
- Recruiting and assisting in the selection of qualified volunteers for various positions.
- Conduct the volunteer orientation.
- Maintaining volunteer personnel records for each volunteer.
- Maintaining the volunteer handbook which includes expectations, policies and procedures for all volunteers.
- Maintaining a record of volunteer schedules and work hours.
- Completion and dissemination of all necessary paperwork and information to volunteers.
- Planning periodic recognition events.
- Counseling as recommended.
All departmental requests for volunteers shall be routed through the appropriate chain of command for review. If it is determined that a volunteer is needed, the description of the job, the number of volunteers needed, and the days and hours of the projected need will be forwarded to the liaison for assignment.

**POLICE VolUNTEER CORPS PROGRAM:**

Volunteers can be an important part of any organization and are proven to be a valuable asset to law enforcement agencies. The Police Volunteer Corps help to increase police responsiveness, service delivery, and information input. The use of qualified volunteers for specified tasks and duties can increase the department’s effectiveness and improve overall services to the community. They can also be used as a resource in emergencies and in large-scale special events. Police Volunteer Corps members are to supplement and support rather than replace sworn officers and civilian personnel. [16.4.1b]

**Recruitment**

Police Volunteer Corps members shall be recruited when an opening is needed, consistent with this department’s policy on equal opportunity non-discriminatory employment. A primary qualification for participation in the application process shall be an interest in, and the ability to assist the department, in serving the public. To be a qualified Police Volunteer Corps member, the applicant must complete the Cedar Rapids Citizens Police Academy (CPA) or be a retired sworn officer.

**Screening**

All Police Volunteer Corps members shall complete the Police Volunteer Corps application form.

The Volunteer Program Liaison will conduct a thorough background investigation on each volunteer applicant meeting the initial qualifications. The background investigation may include a polygraph examination.

The liaison will conduct a face-to-face interview with the volunteer applicant to determine if the volunteer is suitable for the position.

**Selection and Placement**

- Selection will be made by the Chief of Police from recommendations by a division commander. Upon selection, the Police Volunteer Corps applicant shall receive a confirmation letter prior to the start of service.
- All Police Volunteer Corps members shall receive a copy of the Police Volunteer Corps handbook.
- All Police Volunteer Corps members shall be required to sign a Police Volunteer Corps agreement and a non-disclosure agreement.
• Police Volunteer Corps members shall be placed only in volunteer assignments that are consistent with their knowledge, skills abilities, and the needs of the agency.

Police Volunteer Corps Position Description
• Members shall be provided with a comprehensive written position description detailing their duties and responsibilities and expectations.
• Members shall be used in accordance with the position description. Members shall not perform work that falls outside of the limits of position responsibilities specified in the position description.
• Position descriptions shall be reviewed periodically to ensure they accurately reflect the member’s duties and responsibilities.

Police Volunteer Corps Training
• Members shall be provided with an orientation program to acquaint them with the department, personnel, policies, and procedures that have a direct impact on their work assignment.
• Members shall receive position specific training to ensure they have adequate knowledge and skills to complete tasks required to perform the job.
• Members shall receive periodic ongoing training as deemed appropriate by their direct supervisor.
• Training shall reinforce to volunteers that they may not intentionally or by omission represent themselves as, infer that they are, or lead anyone to believe that they are sworn officers or other full-time members of the department. They shall always represent themselves as a member of the Police Volunteer Corps.
• All Police Volunteer Corps members shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the department.

Fitness for Duty
No Police Volunteer Corps member shall report to work, or be on duty when their judgment or physical condition has been impaired by alcohol, medication, other substances, illness, or injury.

Police Volunteer Corps members shall report to their supervisors any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to the following:

• Driver’s license
• Medical condition
• Arrests
• Criminal Investigation
Volunteer Programs

POLICY TITLE: Volunteer Programs
STANDARD/REF #: 16.4.1
APPROVED BY: Wayne Jerman, Chief
REVIEWED DATE: 8/25/2016
REQUIRED REVIEWERS: Community Liaison
REVISED DATE: 8/25/2016

Police Volunteer Corps Dress Code
- Members shall conform to department-approved dress consistent with their duty assignment.
- Members shall be required to return any issued agency clothing at the termination of service.

Confidentiality
Police Volunteer Corps members may have access to confidential information while in their assignment at the department. Unless otherwise directed by a supervisor or departmental policy, all police information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Police Volunteer Corps members 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 agency; or maintain that they represent the department in such matters without the permission of the Chief of Police or designee.

Property and Equipment
- Police Volunteer Corps members shall be issued an identification card and all property and equipment necessary to perform the tasks assigned to them.
- Any equipment issued by the department shall be for official and authorized use only.
- Any property or equipment issued to a volunteer shall remain the property of the department and shall be returned at the termination of service.

Disciplinary Procedures/Termination
A Police Volunteer Corps member may be removed from the Police Volunteer program at the discretion of the Chief of Police.

Attendance
Attendance as a Police Volunteer Corps for the Cedar Rapids Police Department is vital to delivering high quality service to the citizens of our community. If a volunteer is not able to report to the department on a regularly scheduled day, a direct supervisor must be contacted. If a member is unable to fulfill their responsibilities due to continued attendance issues, they may be terminated from the position.

Evaluation
- Annual personnel evaluations of all Police Volunteer Corps members shall be conducted by the liaison or designee.
- An evaluation of the overall Police Volunteer Corps program shall be conducted on an annual basis by Volunteer Program Liaison.
PUBLIC SAFETY CHAPLAINCY PROGRAM (POLICE/FIRE):
It is the policy of this department to maintain a chaplaincy program comprised of clergy members from a variety of faiths representing the largest segment of this city’s population as is practical. Chaplains are available to serve members of this department, their families, and the public.

- Chaplains are appointed by the Chief of Police and Fire Chief or designee(s). As members of these departments, they will have the same access and share the same responsibilities to maintain confidentiality and integrity as other employees.
- Chaplains will ride with officers and commanders for familiarization and availability. Chaplains will coordinate this ride along time through commanders. Host officers and commanders will make every effort to accommodate the chaplain, giving due consideration to their safety.
- Chaplains will also provide the Invocation at various City of Cedar Rapids events.
- If the need arises to call in a chaplain, the rotating call in schedule will be utilized. This list will be updated by Administrative Operations.

EXPLORER POST #107:
Law enforcement exploring provides educational training programs for young adults on the purposes, mission, and objectives of law enforcement. The Cedar Rapids Police Explorer Post #107 provides career orientation experiences, leadership opportunities, and community service activities. The primary goals of the program are to help young adults choose a career path within law enforcement and to challenge them to become responsible citizens of their communities and the nation.

Recruitment and Qualifications:
Explorers are continually recruited. Primary qualifications for participation in the program should be an interest in becoming a law enforcement officer, assisting the department and serving the public. Qualified applicants must be 16 to 20 years old and maintain a “C” or above grade point average (GPA).

Screening:
All Explorers shall complete the Explorer application form. The Explorer Post Advisor will conduct an Interstate Identification Index (Triple I) background check on each Explorer applicant. Each Explorer will participate in a face-to-face interview with the Explorer command staff and post advisors.

Selection:
Selection will be made by the post advisors with recommendations from the Explorer Post command staff. All Explorers shall receive a copy of the Explorer Standard Operating Procedure Manual. Explorers will be issued a uniform to identify them as an Explorer.
Property and Equipment:
Explorers shall be issued a uniform and all equipment necessary to perform the tasks assigned to them and to identify them as Explorers. Any equipment issued by the department shall be for official and authorized use only. Any property or equipment issued to an Explorer shall remain the property of the department and shall be returned at the termination of service.

Dress Code:
Explorers shall abide by department dress code policy. Explorers shall be required to return any issued uniforms or equipment at the termination of service.

Attendance:
Attendance as an Explorer is vital to delivering high quality service to the citizens of our community. Each Explorer is required to attend a minimum of 50% of all meetings and a minimum of 50% of all events in a month’s time.

Disciplinary Procedures and Termination:
Explorers are to follow the rules set forth in the Explorer Standard Operating Procedure Manual. Violations may result in disciplinary action. An Explorer may be removed from the Explorer Post at the discretion of the Chief of Police, Post Advisor or designee. If an Explorer cannot meet the minimum requirements they may be subject to termination.